



Lori A. Cox  
Agency Director

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November 6, 2014

Honorable Board of Supervisors  
Administration Building  
Oakland, California 94612

Dear Board Members:

**SUBJECT:** Approval of Area Plan Grant Agreement Amendment and Contract Amendments for services administered by the Area Agency on Aging

**RECOMMENDATIONS:**

- A. Approve the FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1, between the California Department of Aging and County of Alameda, Area Agency on Aging and authorize the President to sign seven (7) Grant Agreements on behalf of Alameda County, each with an original signature, with a Minute Order authorizing execution of the contract.
- B. Approve the attached Financial Recommendation increasing revenue and appropriations by \$1,362,121.
- C. Approve contract increases totaling \$1,359,648 as detailed in attachment A, and delegate authority to the Social Services Director to sign the contract amendments, under the master contracting process.
- D. Approve a one-time allocation of Measure A Funds in the amount of \$15,000 to provide emergency senior support services.

**SUMMARY/DISCUSSION:**

This letter requests action by your Board to approve and execute Amendment 1 to the Older Americans Act (OAA) and Older Californians Act Grant Agreement issued by the California Department of Aging (CDA) for FY 2014/15.

This grant agreement, which provides an increase of \$408,288 in Special Nutrition (SN) and One-Time-Only (OTO) funds, allocates a total of \$5,879,694.00 to the Alameda County Area Agency on Aging (AAA). Your Board approved the original agreement, AP-1415-09, in the amount of \$5,471,406, on October 7, 2014 (File: 29356; Item: 4). The AAA will retain \$2,473 of the SN & OTO funds for its direct service Ombudsman program and allocate the remaining \$405,815 to its subcontractors as outlined in Attachment A.

Your Board directed that the Social Services Agency (SSA) and Health Care Services Agency (HCSA) collaborate to develop a Countywide plan for seniors. SSA is implementing a strategy that includes three key items: 1) provide one-time emergency funding to support the infrastructure of senior service providers; 2) develop a plan for delivery of technical assistance & capacity building for senior services providers; and 3) develop a Countywide plan for seniors. Attachment A includes emergency funding of \$953,833, which includes a 15% (\$884,012) increase in senior service contracts and \$69,821 to backfill a gap caused by federal sequestration cuts. Please note that the HCSA is providing \$15,000 of the funding from Measure A so that Senior Injury Prevention Program contracts managed by the AAA will also receive emergency funding.

County Counsel has approved this amended grant agreement as to form.

#### **SELECTION CRITERIA/PROCESS:**

*The subcontractors receiving funds under this grant agreement were selected based on recommendations resulting from the 2014-2018 requests for proposals completed by the Alameda County Area Agency on Aging and the Advisory Commission on Aging. The Commission's recommendations for funding from the RFP were approved by your Board on June 24, 2014 (File #29358, Item 5).*

#### **FUNDING**

Financing will come from the SSA budget and federal OTO funds awarded to Alameda County by the CDA through this grant agreement amendment for FY 2014-2015. An additional \$15,000 in funding comes from the Measure A reserve. Approval of these recommendations will bring the total amount of Measure A one-time expenditures that exceed the Fiscal Year 2014-2015 Budget to \$3,879,000. The Measure A expenses will be transferred to the Public Health Department at year end. The subcontractors receiving OAA and OCA funds will meet all match requirements.

Sincerely,



Lori A. Cox  
Agency Director

- Att: 1) Seven Original FY 2014-20145 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1 documents for Board President signature.  
2) Attachment A  
3) Financial Recommendation



## TITLE III/VII, HICAP, MIPPA, FA, TV and SIPP

320200

Period 07/01/14-06/30/15

CONTRACTOR	PC #	PO #	Initial Contract Amount	15% Increase & Sequestration	OTO & Special Nutrition	Amended Contract Amount	Fund Source
<b>Afghan Elderly Association</b>							
Nutrition C-1	10855	12300	34,521.00	5,178	6,465	46,164.00	Title III C-1
Disease Prevention	10856	12301	27,471.00	5,752	1,161	34,384.00	Title III D
<b>Alzheimers' Association of Norther CA</b>							
Caregiver Support	10874	12339	30,459.00	5,772	1,865	38,096.00	Title III E
<b>Alzheimer's Services of the East Bay</b>							
Adult Day Care	10820	12268	91,407.00	18,286	2,975	112,668.00	Title III B
Caregiver Support	10762	12184	42,017.00	7,963	2,573	52,553.00	Title III E
<b>Bay Area Community Services (BACS)</b>							
Adult Day Care - North & South	11006	12449	110,432.70	20,939	2,844	134,215.70	Title III B
Case Management	11019	12475	189,967.00	31,004	1,631	222,602.00	Title III B
<b>City of Alameda</b>							
Senior Center Activities	10854	12299	25,095.06	3,764		28,859.06	CGF
<b>City of Albany</b>							
Senior Center Activities	10918	12365	18,808.80	2,821	-	21,629.80	CGF
<b>City of Berkeley</b>							
Caregiver Support	10826	12275	28,957.00	5,488	1,773	36,218.00	Title III E
Information & Assistance	10801	12202	41,868.96	6,280	-	48,148.96	CGF
Nutrition C-1	10786	12190	27,233.00	4,085	5,100	36,418.00	Title III C-1
Nutrition C-2	10787	12191	30,768.00	4,615	2,073	37,456.00	Title III C-2
Senior Center Activities	10824	12274	22,572.00	4,516	734	27,822.00	Title III B
<b>City of Emeryville</b>							
Senior Center Activities	10829	12280	23,770.08	3,566		27,336.08	CGF
<b>City of Fremont</b>							
Caregiver Support	10935	12389	67,960.00	12,879	4,161	85,000.00	Title III E
MSSP	10934	12382	55,287.06	8,293	-	63,580.06	CGF
Case Management	10860	12303	45,082.00	8,268	979	54,329.00	Title III B
Information & Assistance	10933	12381	10,591.00	2,119	345	13,055.00	Title III B
<b>City of Oakland</b>							
Senior Center Activities	10831	12337	42,859.38	6,429		49,288.38	CGF
<b>Crisis Support Services</b>						0.00	
Visiting	10757	12179	10,026.00	2,006	326	12,358.00	Title III B
<b>Day Break Adult Center/ADSNAC</b>							
Caregiver Support	10929	12376	123,817.00	23,465	7,581	154,863.00	Title III E
Injury Prevention	10930	12377	17,079.00	2,562		19,641.00	SIPP
<b>East Bay Korean American Sr. Svc Ctr</b>						0.00	
Senior Center Activities	11034	12494	10,326.00	2,066	336	12,728.00	Title III B

CONTRACTOR	PC #	PO #	Initial Contract Amount	15% Increase & Sequestration	OTO & Special Nutrition	Amended Contract Amount	Fund Source
Nutrition C-1	11033	12493	64,757.00	9,714	12,126	86,597.00	Title III C-1
<b>Ethiopian Community</b>							
Family Caregiver Support	11008	12451	10,318.00	1,956	632	12,906.00	Title III E
<b>Family Bridges</b>							
Information & Assistance	10875	12340	15,897.00	3,181	517	19,595.00	Title III B
Senior Center Activities	10979	12427	26,246.00	5,251	854	32,351.00	Title III B
Visiting	10802	12255	13,036.00	2,607	424	16,067.00	Title III B
<b>Family Caregiver Alliance</b>							
Caregiver Support	10760	12181	95,553.00	18,108	5,850	119,511.00	Title III E
<b>Family Support Services of the BA</b>							
Caregiver Support	10761	12183	51,260.00	9,714	3,138	64,112.00	Title III E
<b>Hayward Area Recreation &amp; Park District</b>							
Senior Center Activities	10912	12358	24,100.56	3,615		27,715.56	CGF
<b>J-Sei</b>							
Case Management	10819	12267	10,432.00	2,087	339	12,858.00	Title III B
Visiting	10818	12266	8,021.00	1,604	261	9,886.00	Title III B
Nutrition C-2	10807	12260	28,322.00	4,248	1,910	34,480.00	Title III C-2
<b>Korean Community Center of the East Bay</b>							
Information & Assistance	11017	12474	16,751.00	3,351	545	20,647.00	Title III B
<b>Life ElderCare</b>							
Visiting	10771	12188	29,078.00	5,817	946	35,841.00	Title III B
Visiting - Lavender	10769	12187	10,326.00	2,066	336	12,728.00	Title III B
Nutrition C-2	10937	12390	49,211.00	7,382	3,318	59,911.00	Title III C-2
Injury Prevention	10978	12426	25,291.00	3,794		29,085.00	SIPP
<b>Legal Assistance for Seniors</b>							
Elder Abuse Prevention	10876	12324	19,356.00	3,647	201	23,204.00	Title VIIb
MIPPA	10877	12325	11,908.00	1,786		13,694.00	MIPPA
Financial alignment	10928	12396	36,942.00	5,541		42,483.00	FA
Legal Services	10871	12321	346,274.00	57,263	3,460	406,997.00	Title III B
HICAP	10872	12322	393,995.00	59,099		453,094.00	HICAP
<b>Lifelong Medical Care</b>							
Health Services	10913	12359	36,699.00	7,342	1,194	45,235.00	Title III B
Disease Prevention	10913	12359	27,471.00	5,752	1,162	34,385.00	Title III D
<b>Jan Speer dba Nutrition Solutions</b>							
Nutrition C-1	10331	12327	182,248.00	27,337	34,127	243,712.00	Title III C-1
Nutrition C-2	10331	12327	205,831.00	30,875	13,878	250,584.00	Title III C-2
<b>On Lok Senior Health Services</b>							
Family Caregiver Support	10334	12350	25,795.00	4,888	1,579	32,262.00	Title III E
<b>Open Heart Kitchen</b>							
Nutrition C-1	10822	12273	132,303.00	19,845	24,774	176,922.00	Title III C-1
<b>Rebuilding Together Oakland</b>							
Injury Prevention	10828	12279	10,000.00	1,500		11,500.00	SIPP
<b>Senior Support Services of the Tri Valley</b>							
Disease Prevention	10911	12402	27,471.00	5,752	1,162	34,385.00	Title III D
Caregiver Support	10910	12401	40,375.00	7,651	2,472	50,498.00	Title III E

CONTRACTOR	PC #	PO #	Initial Contract Amount	15% Increase & Sequestration	OTO & Special Nutrition	Amended Contract Amount	Fund Source
Health Services	10911	12402	45,318.00	9,066	1,474	55,858.00	Title III B
Case Management	11010	12453	31,466.00	5,794	698	37,958.00	Title III B
Visiting	10907	12400	20,236.00	4,048	658	24,942.00	Title III B
Injury Prevention	10861	12379	17,000.00	2,550		19,550.00	SIPP
<b>SER-Jobs for Progress, Inc</b>						0.00	
SCSEP	10813	12264	145,819.00	28,888		174,707.00	Title V
<b>S O S Meals on Wheels</b>						0.00	
Nutrition C-2	10756	12201	1,314,905.00	197,236	88,652	1,600,793.00	Title III C-2
<b>Spanish Speaking Unity Council</b>					-	0.00	
Senior Center Activities	10945	12413	21,599.86	3,770	345	25,714.86	Title III B
<b>Spectrum Community Services</b>					-	0.00	
Nutrition C-1	10921	12367	607,504.00	91,126	113,759	812,389.00	Title III C-1
Nutrition C-2	10922	12368	9,617.00	1,443	648	11,708.00	Title III C-2
Injury Prevention	10827	12276	10,630.00	1,595	-	12,225.00	SIPP
<b>St. Mary's Center</b>					-	0.00	
Visiting	10759	12180	21,057.00	4,213	685	25,955.00	Title III B
Injury Prevention	10859	12302	20,000.00	3,000	-	23,000.00	SIPP
<b>Hospital Committee/ValleyCare Health Sys</b>					-	0.00	
Nutrition C-2	11009	12452	440,063.00	66,009	29,670	535,742.00	Title III C-2
<b>Vietnamese American Community Ctr</b>					-	0.00	
Information & Assistance	10764	12185	14,378.00	2,877	468	17,723.00	Title III B
Senior Center Activities	10765	12186	16,169.00	3,234	526	19,929.00	Title III B
Nutrition C-1	10804	12258	53,964.00	8,095	10,105	72,164.00	Title III C-1
<b>Total</b>			<b>5,893,368.46</b>	<b>953,833.00</b>	<b>405,815.00</b>	<b>7,253,016.46</b>	

## STANDARD AGREEMENT AMENDMENT

STD. 213 A (Rev 6/03)

ALAMEDA COUNTY  
CLERK'S OFFICE COPY12/14/14 #4  
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AGREEMENT NUMBER

AP-1415-09

AMENDMENT NUMBER

1

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 ALAMEDA, Area Agency on Aging

2. The term of this

Agreement is July 1, 2014 through June 30, 2015

3. The maximum amount of this \$ 5,879,694.00

Agreement after this amendment is: Five million, eighty hundred seventy-nine thousand, six hundred ninety-four and no/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 increases funds provided to the contractor by \$ 408,288.00. This increase offsets unspent funds previously awarded to this contractor and will be used to enhance services.

Exhibit B, pages 12, 13, and 14, titled Budget Display, amendment 1, is attached and replaces the original Exhibit B, pages 12, 13, and 14, Budget Display.

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

Approved as to Form

DONNA R. ZIEGLER, County Counsel

By

Print Name VICTORIA WU

C-2014-209

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 ALAMEDA, Area Agency on Aging

BY (Authorized Signature)

[Signature]

DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

KEITH CARSON

PRESIDENT OF THE BOARD OF SUPERVISORS  
OF ALAMEDA COUNTY, CALIFORNIA

ADDRESS

6955 Foothill Blvd, Suite 300 Oakland CA 94605-2421

## STATE OF CALIFORNIA

AGENCY NAME

California Department of Aging

BY (Authorized Signature)

[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



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

**AREA PLAN Budget Display  
Fiscal Year 2014-15 (Federal Funding Year 2014)  
County of Alameda, Area Agency on Aging**

**3 months (July 1, 2014 - September 30, 2014)**

	Project Number	Baseline	Other Baseline Adjustments	Cumulative Transfers	Updated Baseline	Cumulative OTO	Updated Total	Net Change	Expenditures	Remaining Balance
<b>Supportive Services</b>										
Federal Title IIIB	3BSL14-14	276,297	-	-	276,297	23,900	300,197	23,900	-	300,197
<b>Total Supportive Services</b>		<b>276,297</b>	<b>-</b>	<b>-</b>	<b>276,297</b>	<b>23,900</b>	<b>300,197</b>	<b>23,900</b>	<b>-</b>	<b>300,197</b>
<b>Ombudsman</b>										
Federal Title IIIB	3BOL14-14	10,698	-	-	10,698	685	11,383	685	-	11,383
Federal Title VIIa	7OFL14-14	13,385	-	-	13,385	1,788	15,173	1,788	-	15,173
Special Deposit (SDF)	SDFL14-14	12,932	-	-	12,932	-	12,932	-	-	12,932
SNF Quality & Accountability	SNFL14-14	20,080	-	-	20,080	-	20,080	-	-	20,080
<b>Total Ombudsman</b>		<b>57,095</b>	<b>-</b>	<b>-</b>	<b>57,095</b>	<b>2,473</b>	<b>59,568</b>	<b>2,473</b>	<b>-</b>	<b>59,568</b>
<b>Congregate Nutrition</b>										
Federal Title IIIC1	3C1L14-14	384,248	-	-	384,248	137,002	521,250	137,002	-	521,250
General Fund C1	C1GL14-14	34,284	-	-	34,284	-	34,284	-	-	34,284
C1 Special Nutrition	AC1L14-14	-	-	-	-	-	-	-	-	-
NSIP C1	NC1L14-14	34,468	-	-	34,468	3,600	38,068	3,600	-	38,068
<b>Total Congregate Nutrition</b>		<b>453,000</b>	<b>-</b>	<b>-</b>	<b>453,000</b>	<b>140,602</b>	<b>593,602</b>	<b>140,602</b>	<b>-</b>	<b>593,602</b>
<b>Home-Delivered Meals</b>										
Federal Title IIIC2	3C2L14-14	193,166	-	-	193,166	92,853	286,019	92,853	-	286,019
General Fund C2	C2GL14-14	35,217	-	-	35,217	-	35,217	-	-	35,217
C2 Special Nutrition	AC2L14-14	-	-	-	-	-	-	-	-	-
NSIP C2	NC2L14-14	89,696	-	-	89,696	8,558	98,254	8,558	-	98,254
<b>Total Home Delivered Meals</b>		<b>318,079</b>	<b>-</b>	<b>-</b>	<b>318,079</b>	<b>101,411</b>	<b>419,490</b>	<b>101,411</b>	<b>-</b>	<b>419,490</b>
<b>Disease Prevention</b>										
Federal Title IIID	3DFL14-14	20,604	-	-	20,604	3,485	24,089	3,485	-	24,089
<b>Total Disease Prevention</b>		<b>20,604</b>	<b>-</b>	<b>-</b>	<b>20,604</b>	<b>3,485</b>	<b>24,089</b>	<b>3,485</b>	<b>-</b>	<b>24,089</b>
<b>Family Caregiver</b>										
Federal Title IIIE	3EFL14-14	129,128	-	-	129,128	31,624	160,752	31,624	-	160,752
<b>Total Title IIIE</b>		<b>129,128</b>	<b>-</b>	<b>-</b>	<b>129,128</b>	<b>31,624</b>	<b>160,752</b>	<b>31,624</b>	<b>-</b>	<b>160,752</b>
<b>Elder Abuse</b>										
Federal Title VII	7EFL14-14	4,839	-	-	4,839	201	5,040	201	-	5,040
<b>Total Elder Abuse</b>		<b>4,839</b>	<b>-</b>	<b>-</b>	<b>4,839</b>	<b>201</b>	<b>5,040</b>	<b>201</b>	<b>-</b>	<b>5,040</b>
<b>Administration</b>										
Federal Title IIIB	3BAL14-14	32,993	-	-	32,993	-	32,993	-	-	32,993
Federal Title IIIC1	C1AL14-14	41,116	-	-	41,116	-	41,116	-	-	41,116
Federal Title IIIC2	C2AL14-14	20,670	-	-	20,670	-	20,670	-	-	20,670
Federal Title IIIE	3EAL14-14	13,783	-	-	13,783	-	13,783	-	-	13,783
General Fund C1	1GAL14-14	197	-	-	197	-	197	-	-	197
General Fund C2	2GAL14-14	53	-	-	53	-	53	-	-	53
<b>Total Administration</b>		<b>108,812</b>	<b>-</b>	<b>-</b>	<b>108,812</b>	<b>-</b>	<b>108,812</b>	<b>-</b>	<b>-</b>	<b>108,812</b>
<b>Funding Summary</b>										
Federal Funds		1,265,091	-	-	1,265,091	303,696	1,568,787	303,696	-	1,568,787
General Fund		69,751	-	-	69,751	-	69,751	-	-	69,751
Special Nutrition		-	-	-	-	-	-	-	-	-
SNF Quality & Accountability		20,080	-	-	20,080	-	20,080	-	-	20,080
Special Deposit		12,932	-	-	12,932	-	12,932	-	-	12,932
<b>Grand Total - All Funds</b>		<b>1,367,854</b>	<b>-</b>	<b>-</b>	<b>1,367,854</b>	<b>303,696</b>	<b>1,671,550</b>	<b>303,696</b>	<b>-</b>	<b>1,671,550</b>

**Comments:**

The maximum amount of Title IIIE expenditures allowable for supplemental services is: 38,110

The maximum amount of Title IIIE expenditures allowable for Grandparents is: 19,055

The minimum General Fund to be expended for State Match in Title III is: 51,430

CFDA NUMBER	Year	Award #	Award Name
93.041	2014	14AACAT7EA	Older Americans Act Title VII-Allotments for Vulnerable Elder Rights Protection Activities
93.042	2014	14AACAT7OM	Older Americans Act Title VII-Allotments for Vulnerable Elder Rights Protection Activities
93.043	2014	14AACAT3PH	Older Americans Act Title III-Grants for State & Community Programs on Aging
93.044	2014	14AACAT3SS	Older Americans Act Title III-Grants for State & Community Programs on Aging
93.045	2014	14AACAT3CM	Older Americans Act Title III-Grants for State & Community Programs on Aging
93.045	2014	14AACAT3HD	Older Americans Act Title III-Grants for State & Community Programs on Aging
93.052	2014	14AACAT3FC	Older Americans Act Title III-Grants for State & Community Programs on Aging
93.053	2014	14AACANSIP	Older Americans Act Section 311-Nutrition Services Incentive Program

**AREA PLAN  
Budget Display  
Fiscal Year 2014-15 (Federal Funding Year 2015)  
County of Alameda, Area Agency on Aging**

**9 months (October 1, 2014 - June 30, 2015)**

	Project Number	Baseline	Other Baseline Adjustments	Cumulative Transfers	Updated Baseline	Cumulative OTO	Updated Total	Net Change
<b>Supportive Services</b>								
Federal Title IIIB	3BSL15-14	828,890	-	(75,367)	753,523	-	753,523	-
Total Supportive Services		828,890	-	(75,367)	753,523	-	753,523	-
<b>Ombudsman</b>								
Federal Title IIIB	3BOL15-14	32,093	-	75,367	107,460	-	107,460	-
Federal Title VIIa	7OFL15-14	40,154	-		40,154	-	40,154	-
Special Deposit (SDF)	SDFL15-14	38,794	-		38,794	-	38,794	-
SNF Quality & Accountability	SNFL15-14	60,238	-		60,238	-	60,238	-
Total Ombudsman		171,279	-	75,367	246,646	-	246,646	-
<b>Congregate Nutrition</b>								
Federal Title IIIC1	3C1L15-14	1,152,745	-	(709,473)	443,272	-	443,272	-
General Fund C1	C1GL15-14	102,852	-		102,852	-	102,852	-
C1 Special Nutrition	AC1L 15-14	-	65,854		65,854	-	65,854	65,854
NSIP C1	NC1L15-14	103,405	-		103,405	-	103,405	-
Total Congregate Nutrition		1,359,002	65,854	(709,473)	715,383	-	715,383	65,854
<b>Home-Delivered Meals</b>								
Federal Title IIIC2	3C2L15-14	579,498	-	709,473	1,288,971	-	1,288,971	-
General Fund C2	C2GL15-14	105,650	-		105,650	-	105,650	-
C2 Special Nutrition	AC2L 15-14	-	38,738		38,738	-	38,738	38,738
NSIP C2	NC2L15-14	269,088	-		269,088	-	269,088	-
Total Home Delivered Meals		954,236	38,738	709,473	1,702,447	-	1,702,447	38,738
<b>Disease Prevention</b>								
Federal Title IIID	3DFL15-14	61,810	-		61,810	-	61,810	-
Total Disease Prevention		61,810	-		61,810	-	61,810	-
<b>Family Caregiver</b>								
Federal Title IIIE	3EFL15-14	387,385	-		387,385	-	387,385	-
Total Title IIIE		387,385	-		387,385	-	387,385	-
<b>Elder Abuse</b>								
Federal Title VII	7EFL15-14	14,517	-		14,517	-	14,517	-
Total Elder Abuse		14,517	-		14,517	-	14,517	-
<b>Administration</b>								
Federal Title IIIB	3BAL15-14	98,980	-		98,980	-	98,980	-
Federal Title IIIC1	C1AL15-14	123,348	-		123,348	-	123,348	-
Federal Title IIIC2	C2AL15-14	62,008	-		62,008	-	62,008	-
Federal Title IIIE	3EAL15-14	41,349	-		41,349	-	41,349	-
General Fund C1	1GAL15-14	591	-		591	-	591	-
General Fund C2	2GAL15-14	157	-		157	-	157	-
Total Administration		326,433	-		326,433	-	326,433	-
<b>Funding Summary</b>								
Federal Funds		3,795,270	-	-	3,795,270	-	3,795,270	-
General Fund		209,250	-	-	209,250	-	209,250	-
Special Nutrition		-	104,592	-	104,592	-	104,592	104,592
SNF Quality & Accountability		60,238	-		60,238	-	60,238	-
Special Deposit		38,794	-		38,794	-	38,794	-
<b>Grand Total - All Funds</b>		<b>4,103,552</b>	<b>104,592</b>	<b>-</b>	<b>4,208,144</b>	<b>-</b>	<b>4,208,144</b>	<b>104,592</b>

**Comments:**

The maximum amount of Title IIIE expenditures allowable for supplemental services is: 114,329  
The maximum amount of Title IIIE expenditures allowable for Grandparents is: 57,165  
The minimum General Fund to be expended for State Match in Title III is: 154,291

CFDA NUMBER	Year	Award #	Award Name
93.041	2015	15AACAT7EA	Older Americans Act Title VII-Allotments For Vulnerable Elder Rights Protection Activities
93.042	2015	15AACAT7OM	Older Americans Act Title VII-Allotments For Vulnerable Elder Rights Protection Activities
93.043	2015	15AACAT3PH	Older Americans Act Title III-Grants for State & Community Programs on Aging
93.044	2015	15AACAT3SS	Older Americans Act Title III-Grants for State & Community Programs on Aging
93.045	2015	15AACAT3CM	Older Americans Act Title III-Grants for State & Community Programs on Aging
93.045	2015	15AACAT3HD	Older Americans Act Title III-Grants for State & Community Programs on Aging
93.052	2015	15AACAT3FC	Older Americans Act Title III-Grants for State & Community Programs on Aging
93.053	2015	15AACANSIP	Older Americans Act Title III-Grants for State & Community Programs on Aging



**AREA PLAN  
 Budget Display  
 Fiscal Year 2014-15**

**County of Alameda, Area Agency on Aging**

**12 Month Total (July 1, 2014 - June 30, 2015)**

	Baseline	Other Baseline Adjustments	Cumulative Transfers	Updated Baseline	Cumulative OTO	Updated Total	Net Change
<b>Supportive Services</b>							
Federal Title IIIB	1,105,187	-	(75,367)	1,029,820	23,900	1,053,720	23,900
Total Supportive Services	1,105,187	-	(75,367)	1,029,820	23,900	1,053,720	23,900
<b>Ombudsman</b>							
Federal Title IIIB	42,791	-	75,367	118,158	685	118,843	685
Federal Title VIIa	53,539	-		53,539	1,788	55,327	1,788
Special Deposit (SDF)	51,726	-		51,726		51,726	-
SNF Quality & Accountability	80,318	-		80,318		80,318	-
Total Ombudsman	228,374	-	75,367	303,741	2,473	306,214	2,473
<b>Congregate Nutrition</b>							
Federal Title IIIC1	1,536,993	-	(709,473)	827,520	137,002	964,522	137,002
General Fund C1	137,136	-	-	137,136		137,136	-
C1 Special Nutrition	-	65,854	-	65,854		65,854	65,854
NSIP C1	137,873	-	-	137,873	3,600	141,473	3,600
Total Congregate Nutrition	1,812,002	65,854	(709,473)	1,168,383	140,602	1,308,985	206,456
<b>Home-Delivered Meals</b>							
Federal Title IIIC2	772,664	-	709,473	1,482,137	92,853	1,574,990	92,853
General Fund C2	140,867	-	-	140,867		140,867	-
C2 Special Nutrition	-	38,738	-	38,738		38,738	38,738
NSIP C2	358,784	-	-	358,784	8,558	367,342	8,558
Total Home Delivered Meals	1,272,315	38,738	709,473	2,020,526	101,411	2,121,937	140,149
<b>Disease Prevention</b>							
Federal Title IIID	82,414	-		82,414	3,485	85,899	3,485
Total Disease Prevention	82,414	-	-	82,414	3,485	85,899	3,485
<b>Family Caregiver</b>							
Federal Title IIIE	516,513	-	-	516,513	31,624	548,137	31,624
Total Title IIIE	516,513	-	-	516,513	31,624	548,137	31,624
<b>Elder Abuse</b>							
Federal Title VII	19,356	-		19,356	201	19,557	201
Total Elder Abuse	19,356	-	-	19,356	201	19,557	201
<b>Administration</b>							
Federal Title IIIB	131,973	-	-	131,973	-	131,973	-
Federal Title IIIC1	164,464	-	-	164,464	-	164,464	-
Federal Title IIIC2	82,678	-	-	82,678	-	82,678	-
Federal Title IIIE	55,132	-	-	55,132	-	55,132	-
General Fund C1	788	-	-	788		788	-
General Fund C2	210	-	-	210		210	-
Total Administration	435,245	-	-	435,245	-	435,245	-
<b>Funding Summary</b>							
Federal Funds	5,060,361	-	-	5,060,361	303,696	5,364,057	303,696
General Fund	279,001	-	-	279,001	-	279,001	-
Special Nutrition	-	104,592	-	104,592	-	104,592	104,592
SNF Quality & Accountability	80,318	-		80,318	-	80,318	-
Special Deposit	51,726	-		51,726	-	51,726	-
<b>Grand Total - All Funds</b>	<b>5,471,406</b>	<b>104,592</b>	<b>-</b>	<b>5,575,998</b>	<b>303,696</b>	<b>5,879,694</b>	<b>408,288</b>

**Comments:**

The maximum amount of Title IIIE expenditures allowable for supplemental services is: 152,439

The maximum amount of Title IIIE expenditures allowable for Grandparents is: 76,220

The minimum General Fund to be expended for State Match in Title III is: 205,721

## STANDARD AGREEMENT AMENDMENT

STD. 213 A (Rev 6/03)

ALAMEDA COUNTY  
CLERK'S OFFICE COPY12/14/14 #4  
F29484☐ CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED \_\_\_\_\_ Pages

AGREEMENT NUMBER

AP-1415-09

AMENDMENT NUMBER

1

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 ALAMEDA, Area Agency on Aging

2. The term of this

Agreement is July 1, 2014 through June 30, 2015

3. The maximum amount of this \$ 5,879,694.00

Agreement after this amendment is: Five million, eighty hundred seventy-nine thousand, six hundred ninety-four and no/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 increases funds provided to the contractor by \$ 408,288.00. This increase offsets unspent funds previously awarded to this contractor and will be used to enhance services.

Exhibit B, pages 12, 13, and 14, titled Budget Display, amendment 1, is attached and replaces the original Exhibit B, pages 12, 13, and 14, Budget Display.

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

Approved as to Form

DONNA R. ZIEGLER, County Counsel

By

Print Name VICTORIA WU

C-2014-209

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.)		
COUNTY OF ALAMEDA, Area Agency on Aging		
BY (Authorized Signature) 	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING <b>KEITH CARSON</b> PRESIDENT OF THE BOARD OF SUPERVISORS OF ALAMEDA COUNTY, CALIFORNIA		
ADDRESS 6955 Foothill Blvd, Suite 300 Oakland CA 94605-2421		
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		<input checked="" type="checkbox"/> Exempt per: Older Californians Act and AG OP 80-111



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

**AREA PLAN Budget Display  
Fiscal Year 2014-15 (Federal Funding Year 2014)  
County of Alameda, Area Agency on Aging**

**3 months (July 1, 2014 - September 30, 2014)**

	Project Number	Baseline	Other Baseline Adjustments	Cumulative Transfers	Updated Baseline	Cumulative OTO	Updated Total	Net Change	Expenditures	Remaining Balance
<b>Supportive Services</b>										
Federal Title IIIB	3BSL14-14	276,297	-	-	276,297	23,900	300,197	23,900	-	300,197
<b>Total Supportive Services</b>		<b>276,297</b>	<b>-</b>	<b>-</b>	<b>276,297</b>	<b>23,900</b>	<b>300,197</b>	<b>23,900</b>	<b>-</b>	<b>300,197</b>
<b>Ombudsman</b>										
Federal Title IIIB	3BOL14-14	10,698	-	-	10,698	685	11,383	685	-	11,383
Federal Title VIIa	7OFL14-14	13,385	-	-	13,385	1,788	15,173	1,788	-	15,173
Special Deposit (SDF)	SDFL14-14	12,932	-	-	12,932	-	12,932	-	-	12,932
SNF Quality & Accountability	SNFL14-14	20,080	-	-	20,080	-	20,080	-	-	20,080
<b>Total Ombudsman</b>		<b>57,095</b>	<b>-</b>	<b>-</b>	<b>57,095</b>	<b>2,473</b>	<b>59,568</b>	<b>2,473</b>	<b>-</b>	<b>59,568</b>
<b>Congregate Nutrition</b>										
Federal Title IIIC1	3C1L14-14	384,248	-	-	384,248	137,002	521,250	137,002	-	521,250
General Fund C1	C1GL14-14	34,284	-	-	34,284	-	34,284	-	-	34,284
C1 Special Nutrition	AC1L14-14	-	-	-	-	-	-	-	-	-
NSIP C1	NC1L14-14	34,468	-	-	34,468	3,600	38,068	3,600	-	38,068
<b>Total Congregate Nutrition</b>		<b>453,000</b>	<b>-</b>	<b>-</b>	<b>453,000</b>	<b>140,602</b>	<b>593,602</b>	<b>140,602</b>	<b>-</b>	<b>593,602</b>
<b>Home-Delivered Meals</b>										
Federal Title IIIC2	3C2L14-14	193,166	-	-	193,166	92,853	286,019	92,853	-	286,019
General Fund C2	C2GL14-14	35,217	-	-	35,217	-	35,217	-	-	35,217
C2 Special Nutrition	AC2L14-14	-	-	-	-	-	-	-	-	-
NSIP C2	NC2L14-14	89,696	-	-	89,696	8,558	98,254	8,558	-	98,254
<b>Total Home Delivered Meals</b>		<b>318,079</b>	<b>-</b>	<b>-</b>	<b>318,079</b>	<b>101,411</b>	<b>419,490</b>	<b>101,411</b>	<b>-</b>	<b>419,490</b>
<b>Disease Prevention</b>										
Federal Title IIID	3DFL14-14	20,604	-	-	20,604	3,485	24,089	3,485	-	24,089
<b>Total Disease Prevention</b>		<b>20,604</b>	<b>-</b>	<b>-</b>	<b>20,604</b>	<b>3,485</b>	<b>24,089</b>	<b>3,485</b>	<b>-</b>	<b>24,089</b>
<b>Family Caregiver</b>										
Federal Title IIIE	3EFL14-14	129,128	-	-	129,128	31,624	160,752	31,624	-	160,752
<b>Total Title IIIE</b>		<b>129,128</b>	<b>-</b>	<b>-</b>	<b>129,128</b>	<b>31,624</b>	<b>160,752</b>	<b>31,624</b>	<b>-</b>	<b>160,752</b>
<b>Elder Abuse</b>										
Federal Title VII	7EFL14-14	4,839	-	-	4,839	201	5,040	201	-	5,040
<b>Total Elder Abuse</b>		<b>4,839</b>	<b>-</b>	<b>-</b>	<b>4,839</b>	<b>201</b>	<b>5,040</b>	<b>201</b>	<b>-</b>	<b>5,040</b>
<b>Administration</b>										
Federal Title IIIB	3BAL14-14	32,993	-	-	32,993	-	32,993	-	-	32,993
Federal Title IIIC1	C1AL14-14	41,116	-	-	41,116	-	41,116	-	-	41,116
Federal Title IIIC2	C2AL14-14	20,670	-	-	20,670	-	20,670	-	-	20,670
Federal Title IIIE	3EAL14-14	13,783	-	-	13,783	-	13,783	-	-	13,783
General Fund C1	1GAL14-14	197	-	-	197	-	197	-	-	197
General Fund C2	2GAL14-14	53	-	-	53	-	53	-	-	53
<b>Total Administration</b>		<b>108,812</b>	<b>-</b>	<b>-</b>	<b>108,812</b>	<b>-</b>	<b>108,812</b>	<b>-</b>	<b>-</b>	<b>108,812</b>
<b>Funding Summary</b>										
Federal Funds		1,265,091	-	-	1,265,091	303,696	1,568,787	303,696	-	1,568,787
General Fund		69,751	-	-	69,751	-	69,751	-	-	69,751
Special Nutrition		-	-	-	-	-	-	-	-	-
SNF Quality & Accountability		20,080	-	-	20,080	-	20,080	-	-	20,080
Special Deposit		12,932	-	-	12,932	-	12,932	-	-	12,932
<b>Grand Total - All Funds</b>		<b>1,367,854</b>	<b>-</b>	<b>-</b>	<b>1,367,854</b>	<b>303,696</b>	<b>1,671,550</b>	<b>303,696</b>	<b>-</b>	<b>1,671,550</b>

**Comments:**

The maximum amount of Title IIIE expenditures allowable for supplemental services is: 38,110

The maximum amount of Title IIIE expenditures allowable for Grandparents is: 19,055

The minimum General Fund to be expended for State Match in Title III is: 51,430

CFDA NUMBER	Year	Award #	Award Name
93.041	2014	14AACAT7EA	Older Americans Act Title VII-Allotments for Vulnerable Elder Rights Protection Activities
93.042	2014	14AACAT7OM	Older Americans Act Title VII-Allotments for Vulnerable Elder Rights Protection Activities
93.043	2014	14AACAT3PH	Older Americans Act Title III-Grants for State & Community Programs on Aging
93.044	2014	14AACAT3SS	Older Americans Act Title III-Grants for State & Community Programs on Aging
93.045	2014	14AACAT3CM	Older Americans Act Title III-Grants for State & Community Programs on Aging
93.045	2014	14AACAT3HD	Older Americans Act Title III-Grants for State & Community Programs on Aging
93.052	2014	14AACAT3FC	Older Americans Act Title III-Grants for State & Community Programs on Aging
93.053	2014	14AACANSIP	Older Americans Act Section 311-Nutrition Services Incentive Program

**AREA PLAN  
Budget Display  
Fiscal Year 2014-15 (Federal Funding Year 2015)  
County of Alameda, Area Agency on Aging**

**9 months (October 1, 2014 - June 30, 2015)**

	Project Number	Baseline	Other Baseline Adjustments	Cumulative Transfers	Updated Baseline	Cumulative OTO	Updated Total	Net Change
<b>Supportive Services</b>								
Federal Title IIIB	3BSL15-14	828,890	-	(75,367)	753,523	-	753,523	-
Total Supportive Services		828,890	-	(75,367)	753,523	-	753,523	-
<b>Ombudsman</b>								
Federal Title IIIB	3BOL15-14	32,093	-	75,367	107,460	-	107,460	-
Federal Title VIIa	7OFL15-14	40,154	-		40,154	-	40,154	-
Special Deposit (SDF)	SDFL15-14	38,794	-		38,794	-	38,794	-
SNF Quality & Accountability	SNFL15-14	60,238	-		60,238	-	60,238	-
Total Ombudsman		171,279	-	75,367	246,646	-	246,646	-
<b>Congregate Nutrition</b>								
Federal Title IIIC1	3C1L15-14	1,152,745	-	(709,473)	443,272	-	443,272	-
General Fund C1	C1GL15-14	102,852	-		102,852	-	102,852	-
C1 Special Nutrition	AC1L 15-14	-	65,854		65,854	-	65,854	65,854
NSIP C1	NC1L15-14	103,405	-		103,405	-	103,405	-
Total Congregate Nutrition		1,359,002	65,854	(709,473)	715,383	-	715,383	65,854
<b>Home-Delivered Meals</b>								
Federal Title IIIC2	3C2L15-14	579,498	-	709,473	1,288,971	-	1,288,971	-
General Fund C2	C2GL15-14	105,650	-		105,650	-	105,650	-
C2 Special Nutrition	AC2L 15-14	-	38,738		38,738	-	38,738	38,738
NSIP C2	NC2L15-14	269,088	-		269,088	-	269,088	-
Total Home Delivered Meals		954,236	38,738	709,473	1,702,447	-	1,702,447	38,738
<b>Disease Prevention</b>								
Federal Title IIID	3DFL15-14	61,810	-		61,810	-	61,810	-
Total Disease Prevention		61,810	-		61,810	-	61,810	-
<b>Family Caregiver</b>								
Federal Title IIIE	3EFL15-14	387,385	-		387,385	-	387,385	-
Total Title IIIE		387,385	-		387,385	-	387,385	-
<b>Elder Abuse</b>								
Federal Title VII	7EFL15-14	14,517	-		14,517	-	14,517	-
Total Elder Abuse		14,517	-		14,517	-	14,517	-
<b>Administration</b>								
Federal Title IIIB	3BAL15-14	98,980	-		98,980	-	98,980	-
Federal Title IIIC1	C1AL15-14	123,348	-		123,348	-	123,348	-
Federal Title IIIC2	C2AL15-14	62,008	-		62,008	-	62,008	-
Federal Title IIIE	3EAL15-14	41,349	-		41,349	-	41,349	-
General Fund C1	1GAL15-14	591	-		591	-	591	-
General Fund C2	2GAL15-14	157	-		157	-	157	-
Total Administration		326,433	-		326,433	-	326,433	-
<b>Funding Summary</b>								
Federal Funds		3,795,270	-	-	3,795,270	-	3,795,270	-
General Fund		209,250	-	-	209,250	-	209,250	-
Special Nutrition		-	104,592	-	104,592	-	104,592	104,592
SNF Quality & Accountability		60,238	-		60,238	-	60,238	-
Special Deposit		38,794	-		38,794	-	38,794	-
<b>Grand Total - All Funds</b>		<b>4,103,552</b>	<b>104,592</b>	<b>-</b>	<b>4,208,144</b>	<b>-</b>	<b>4,208,144</b>	<b>104,592</b>

**Comments:**

The maximum amount of Title IIIE expenditures allowable for supplemental services is: 114,329  
The maximum amount of Title IIIE expenditures allowable for Grandparents is: 57,165  
The minimum General Fund to be expended for State Match in Title III is: 154,291

CFDA NUMBER	Year	Award #	Award Name
93.041	2015	15AACAT7EA	Older Americans Act Title VII-Allotments For Vulnerable Elder Rights Protection Activities
93.042	2015	15AACAT7OM	Older Americans Act Title VII-Allotments For Vulnerable Elder Rights Protection Activities
93.043	2015	15AACAT3PH	Older Americans Act Title III-Grants for State & Community Programs on Aging
93.044	2015	15AACAT3SS	Older Americans Act Title III-Grants for State & Community Programs on Aging
93.045	2015	15AACAT3CM	Older Americans Act Title III-Grants for State & Community Programs on Aging
93.045	2015	15AACAT3HD	Older Americans Act Title III-Grants for State & Community Programs on Aging
93.052	2015	15AACAT3FC	Older Americans Act Title III-Grants for State & Community Programs on Aging
93.053	2015	15AACANSIP	Older Americans Act Title III-Grants for State & Community Programs on Aging



**AREA PLAN  
Budget Display  
Fiscal Year 2014-15**

**County of Alameda, Area Agency on Aging**

**12 Month Total (July 1, 2014 - June 30, 2015)**

	Baseline	Other Baseline Adjustments	Cumulative Transfers	Updated Baseline	Cumulative OTO	Updated Total	Net Change
<b>Supportive Services</b>							
Federal Title IIIB	1,105,187	-	(75,367)	1,029,820	23,900	1,053,720	23,900
Total Supportive Services	1,105,187	-	(75,367)	1,029,820	23,900	1,053,720	23,900
<b>Ombudsman</b>							
Federal Title IIIB	42,791	-	75,367	118,158	685	118,843	685
Federal Title VIIa	53,539	-		53,539	1,788	55,327	1,788
Special Deposit (SDF)	51,726	-		51,726		51,726	-
SNF Quality & Accountability	80,318	-		80,318		80,318	-
Total Ombudsman	228,374	-	75,367	303,741	2,473	306,214	2,473
<b>Congregate Nutrition</b>							
Federal Title IIIC1	1,536,993	-	(709,473)	827,520	137,002	964,522	137,002
General Fund C1	137,136	-	-	137,136		137,136	-
C1 Special Nutrition	-	65,854	-	65,854		65,854	65,854
NSIP C1	137,873	-	-	137,873	3,600	141,473	3,600
Total Congregate Nutrition	1,812,002	65,854	(709,473)	1,168,383	140,602	1,308,985	206,456
<b>Home-Delivered Meals</b>							
Federal Title IIIC2	772,664	-	709,473	1,482,137	92,853	1,574,990	92,853
General Fund C2	140,867	-	-	140,867		140,867	-
C2 Special Nutrition	-	38,738	-	38,738		38,738	38,738
NSIP C2	358,784	-	-	358,784	8,558	367,342	8,558
Total Home Delivered Meals	1,272,315	38,738	709,473	2,020,526	101,411	2,121,937	140,149
<b>Disease Prevention</b>							
Federal Title IIID	82,414	-		82,414	3,485	85,899	3,485
Total Disease Prevention	82,414	-	-	82,414	3,485	85,899	3,485
<b>Family Caregiver</b>							
Federal Title IIIE	516,513	-	-	516,513	31,624	548,137	31,624
Total Title IIIE	516,513	-	-	516,513	31,624	548,137	31,624
<b>Elder Abuse</b>							
Federal Title VII	19,356	-		19,356	201	19,557	201
Total Elder Abuse	19,356	-	-	19,356	201	19,557	201
<b>Administration</b>							
Federal Title IIIB	131,973	-	-	131,973	-	131,973	-
Federal Title IIIC1	164,464	-	-	164,464	-	164,464	-
Federal Title IIIC2	82,678	-	-	82,678	-	82,678	-
Federal Title IIIE	55,132	-	-	55,132	-	55,132	-
General Fund C1	788	-	-	788		788	-
General Fund C2	210	-	-	210		210	-
Total Administration	435,245	-	-	435,245	-	435,245	-
<b>Funding Summary</b>							
Federal Funds	5,060,361	-	-	5,060,361	303,696	5,364,057	303,696
General Fund	279,001	-	-	279,001	-	279,001	-
Special Nutrition	-	104,592	-	104,592	-	104,592	104,592
SNF Quality & Accountability	80,318	-		80,318	-	80,318	-
Special Deposit	51,726	-		51,726	-	51,726	-
<b>Grand Total - All Funds</b>	<b>5,471,406</b>	<b>104,592</b>	<b>-</b>	<b>5,575,998</b>	<b>303,696</b>	<b>5,879,694</b>	<b>408,288</b>

**Comments:**

The maximum amount of Title IIIE expenditures allowable for supplemental services is: 152,439

The maximum amount of Title IIIE expenditures allowable for Grandparents is: 76,220

The minimum General Fund to be expended for State Match in Title III is: 205,721

Subject of Board Letter: Approve AP-14-15-09, A1 & Contract Amendments

BY: 2015

FUND: 10000

The use of Designations, as follows:

NAME OF DESIGNATION	ORG	AMOUNT

The increase (decrease) in anticipated revenue, as follows:

Informational

ORG	ACCT	PROG	PROJ/GR	AMOUNT
320200	456010	00000		\$408,288
320200	479993	00000		\$69,821

ORG TOTAL \$478,109

Informational

ORG	ACCT	PROG	PROJ/GR	AMOUNT
320200	660011	00000		\$884,012

ORG TOTAL \$884,012

GRAND TOTAL ANTICIPATED REVENUE \$1,362,121

The increase (decrease) in appropriations, as follows:

Informational

ORG	ACCT	PROG	PROJ/GR	AMOUNT
320200	610000	00000		\$1,362,121

ORG TOTAL \$1,362,121

Informational

ORG	ACCT	PROG	PROJ/GR	AMOUNT

ORG TOTAL \$0

GRAND TOTAL APPROPRIATION \$1,362,121

Subject of Board Letter: Approve AP-14-15-09, A1 & Contract Amendments

BY: 2015

FUND: 10000

The use of Designations, as follows:

NAME OF DESIGNATION	ORG	AMOUNT

The increase (decrease) in anticipated revenue, as follows:

Informational

ORG	ACCT	PROG	PROJ/GR	AMOUNT
320200	456010	00000		\$408,288
320200	479993	00000		\$69,821

ORG TOTAL \$478,109

Informational

ORG	ACCT	PROG	PROJ/GR	AMOUNT
320200	660011	00000		\$884,012

ORG TOTAL \$884,012

GRAND TOTAL ANTICIPATED REVENUE \$1,362,121

The increase (decrease) in appropriations, as follows:

Informational

ORG	ACCT	PROG	PROJ/GR	AMOUNT
320200	610000	00000		\$1,362,121

ORG TOTAL \$1,362,121

Informational

ORG	ACCT	PROG	PROJ/GR	AMOUNT

ORG TOTAL \$0

GRAND TOTAL APPROPRIATION \$1,362,121

COB

# ALAMEDA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

*The following action was taken by the Alameda County Board of Supervisors on 12/16/2014*

Approved as Recommended ☒

Other ☐

Unanimous ☐ Chan: ☐ Haggerty: ☐ Miley: ☐ Valle: ☒ Carson: ☐ - 4

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Contract: C-2014-209  
Resolution: R-2014-410F

Documents to be signed by Agency/Purchasing Agent:

File No. 29484

Item No. 4

Copies sent to:

J. Villaflor & Auditor

## Special Notes:

FY 2014-2015 Older  
Americans Act and Older  
Californians Act Grant  
Agreement No. AP-1415-09,  
A01



I certify that the foregoing is a correct  
copy of a Minute Order adopted by the  
Board of Supervisors, Alameda County,  
State of California.

ATTEST:  
Clerk of the Board  
Board of Supervisors

By: [Signature]

Deputy



Lori A. Cox  
Agency Director

Thomas L. Berkley Square  
2000 San Pablo Avenue, Fourth Floor  
Oakland, California 94612  
510-271-9100 / Fax: 510-271-9108  
[ssadirector@acgov.org](mailto:ssadirector@acgov.org)  
<http://alamedasocialservices.org>

November 6, 2014

Honorable Board of Supervisors  
Administration Building  
Oakland, California 94612

Dear Board Members:

**SUBJECT:** Approval of Area Plan Grant Agreement Amendment and Contract Amendments for services administered by the Area Agency on Aging

**RECOMMENDATIONS:**

- A. Approve the FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1, between the California Department of Aging and County of Alameda, Area Agency on Aging and authorize the President to sign seven (7) Grant Agreements on behalf of Alameda County, each with an original signature, with a Minute Order authorizing execution of the contract.
- B. Approve the attached Financial Recommendation increasing revenue and appropriations by \$1,362,121.
- C. Approve contract increases totaling \$1,359,648 as detailed in attachment A, and delegate authority to the Social Services Director to sign the contract amendments, under the master contracting process.
- D. Approve a one-time allocation of Measure A Funds in the amount of \$15,000 to provide emergency senior support services.

**SUMMARY/DISCUSSION:**

This letter requests action by your Board to approve and execute Amendment 1 to the Older Americans Act (OAA) and Older Californians Act Grant Agreement issued by the California Department of Aging (CDA) for FY 2014/15.

This grant agreement, which provides an increase of \$408,288 in Special Nutrition (SN) and One-Time-Only (OTO) funds, allocates a total of \$5,879,694.00 to the Alameda County Area Agency on Aging (AAA). Your Board approved the original agreement, AP-1415-09, in the amount of \$5,471,406, on October 7, 2014 (File: 29356; Item: 4). The AAA will retain \$2,473 of the SN & OTO funds for its direct service Ombudsman program and allocate the remaining \$405,815 to its subcontractors as outlined in Attachment A.

Your Board directed that the Social Services Agency (SSA) and Health Care Services Agency (HCSA) collaborate to develop a Countywide plan for seniors. SSA is implementing a strategy that includes three key items: 1) provide one-time emergency funding to support the infrastructure of senior service providers; 2) develop a plan for delivery of technical assistance & capacity building for senior services providers; and 3) develop a Countywide plan for seniors. Attachment A includes emergency funding of \$953,833, which includes a 15% (\$884,012) increase in senior service contracts and \$69,821 to backfill a gap caused by federal sequestration cuts. Please note that the HCSA is providing \$15,000 of the funding from Measure A so that Senior Injury Prevention Program contracts managed by the AAA will also receive emergency funding.

County Counsel has approved this amended grant agreement as to form.

#### SELECTION CRITERIA/PROCESS:

*The subcontractors receiving funds under this grant agreement were selected based on recommendations resulting from the 2014-2018 requests for proposals completed by the Alameda County Area Agency on Aging and the Advisory Commission on Aging. The Commission's recommendations for funding from the RFP were approved by your Board on June 24, 2014 (File #29358, Item 5).*

#### FUNDING

Financing will come from the SSA budget and federal OTO funds awarded to Alameda County by the CDA through this grant agreement amendment for FY 2014-2015. An additional \$15,000 in funding comes from the Measure A reserve. Approval of these recommendations will bring the total amount of Measure A one-time expenditures that exceed the Fiscal Year 2014-2015 Budget to \$3,879,000. The Measure A expenses will be transferred to the Public Health Department at year end. The subcontractors receiving OAA and OCA funds will meet all match requirements.

Sincerely,



Lori A. Cox  
Agency Director

- Att: 1) Seven Original FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1 documents for Board President signature.  
2) Attachment A  
3) Financial Recommendation



## TITLE III/II, HICAP, MIPPA, FA, TV and SIPP

## ATTACHMENT A

3/2020

Period 07/01/14-06/30/15

CONTRACTOR	PC #	PO #	Initial Contract Amount	15% Increase & Sequestration	OTO & Special Nutrition	Amended Contract Amount	Fund Source
Algham Elderly Association							
Nutrition C-1	10855	12300	34,521.00	5,178	6,465	46,164.00	Title III C-1
Disease Prevention	10856	12301	27,471.00	5,752	1,161	34,384.00	Title III D
Alzheimer's Association of Northern CA							
Caregiver Support	10874	12339	30,459.00	5,772	1,865	38,096.00	Title III E
Alzheimer's Services of the East Bay							
Adult Day Care	10820	12268	91,407.00	18,286	2,975	112,668.00	Title III B
Caregiver Support	10762	12184	42,017.00	7,963	2,573	52,553.00	Title III E
Bay Area Community Services (BACS)							
Adult Day Care - North & South	11006	12449	110,432.70	20,939	2,844	134,215.70	Title III B
Case Management	11019	12475	189,967.00	31,004	1,631	222,602.00	Title III B
City of Alameda							
Senior Center Activities	10854	12299	25,095.06	3,764		28,859.06	CGF
City of Albany							
Senior Center Activities	10918	12365	18,808.80	2,821		21,629.80	CGF
City of Berkeley							
Caregiver Support	10826	12275	28,957.00	5,488	1,773	36,218.00	Title III E
Information & Assistance	10801	12202	41,868.96	6,280	-	48,148.96	CGF
Nutrition C-1	10786	12190	27,233.00	4,085	5,100	36,418.00	Title III C-1
Nutrition C-2	10787	12191	30,768.00	4,615	2,073	37,456.00	Title III C-2
Senior Center Activities	10824	12274	22,572.00	4,516	734	27,822.00	Title III B
City of Emeryville							
Senior Center Activities	10829	12280	23,770.08	3,566		27,336.08	CGF
City of Fremont							
Caregiver Support	10935	12389	67,960.00	12,879	4,161	85,000.00	Title III E
MSSP	10934	12382	55,287.06	8,293	-	63,580.06	CGF
Case Management	10860	12303	45,082.00	8,268	979	54,329.00	Title III B
Information & Assistance	10933	12381	10,591.00	2,119	345	13,055.00	Title III B
City of Oakland							
Senior Center Activities	10831	12337	42,859.38	6,429		49,288.38	CGF
Chris Support Services							
Visiting	10757	12179	10,026.00	2,006	326	12,358.00	Title III B
Day Break Adult Center/ADSNAC							
Caregiver Support	10929	12376	123,817.00	23,465	7,581	154,863.00	Title III E
Injury Prevention	10930	12377	17,079.00	2,562		19,641.00	SIPP
East Bay Korean American Sr. Svc Ctr							
Senior Center Activities	11034	12494	10,326.00	2,066	336	12,728.00	Title III B

**COMMUNITY BASED ORGANIZATION  
MASTER CONTRACT EXHIBIT A & B COVERSHEET**

Dept Name: SSA- Adult, Aging and Medi-Cal Services Vendor ID #: 0000027202 Board PO #: SOCSA- 12179

Bus Unit: SOCSA Master Contract #: 900123 Procurement Contract #: 10757 Budget Year: 2015

Acct #	Fund #	Dept #	Program #	Subclass #	Project / Grant #	Amount to be Encumbered	Total Contract Amount
610341	10000	320200	33605			\$326	\$10,352
610341	10000	320200	34700			\$2,006	\$2,006

Justification if partial encumbrance or liquidation requested: \_\_\_\_\_

Federal Funds Waiver #: F604

Contract Maximum: \$12,358

Procurement Contract Begin Date: 7/01/2014 Expire Date: 6/30/2015 Period of Funding From: 7/01/2014 To: 6/30/2015

Department Contact: Tracy Murray Telephone #: 577-1966 QIC Code: 24550

Contractor Name: Crisis Support Services of Alameda County

Project Name: \_\_\_\_\_

Contractor Address: P.O. Box 3120, Oakland, CA 94609

Remittance Address: Same as Above

ALCOLINK Vendor Address #: 3

BOS Dist. #: 5

Contractor Telephone #: 510-420-2475 Fax #: 510-420-2461 E-mail (Signatory): nsalamy@crisissupport.org

Contractor Contact Person: Nancy Salamy E-mail (Contact): \_\_\_\_\_

Contract Service Category: Visiting Program, Title IIIB Estimated Units of Service: See Exhibit A

Method of Reimbursement (Invoicing Procedures): Actual Cost in arrears

History of Funding:	Original	Amendment #1	Amendment #2	Amendment #3	Amendment #4
Funding Level	\$10,026	\$12,358			
Amount of Encumbrance	\$10,026	\$2,332			
File Date	June 24, 2014	December 16, 2014			
File / Item #	29358-5	29484-4			
Reason	Board Action	Board Action			

Funding Source Allocation:

Federal - CFDA #: 93.044	State	County
\$10,352	\$	\$2,006

The signatures below signify that the attached Exhibits A and B have been received, negotiated and finalized. The Contractor also signifies agreement with all provisions of the Master Contract.

**DEPARTMENT**

By \_\_\_\_\_

Signature

Lori A. Cox

Print or Type Name

Title Social Services Agency Director Date 02/17/15

**CONTRACTOR**

By \_\_\_\_\_

Signature

Nancy Salamy

Print or Type Name

Title Executive Director

Date 1/21/15

By \_\_\_\_\_

Signature

Print or Type Name

Title \_\_\_\_\_

Date \_\_\_\_\_

## CONTRACT AMENDMENT

Reference is made to that Contract made and entered into on the 1<sup>st</sup> day of July 2014, by and between Crisis Support Services of Alameda County, herein called and referred to as "Contractor", and the COUNTY OF ALAMEDA, a body corporate and politic of the State of California, hereinafter called and referred to as "County".

Said contract is hereby amended in the following manner:

### **Contract for Visiting Program**

#### **Exhibit A**

**Section B.4. One-Time Only Objective:** A one time only allocation of \$326 will be used for salary during the period of July 1, 2014 through June 30, 2015. Twenty-two (22) additional hours of visiting will be provided.

**Section B.5. Baseline Adjustment:** A one time only allocation of \$2,006 will be used to support baseline operations during the period of July 1, 2014 through June 30, 2015.

#### **Exhibit B**

The amended budgets are attached which increases the allocation by **\$2,332** for a total allocation of **\$12,358**.

Except as herein amended, said Contract is continued in full force and effect

**The Contract Amendment is effective as of 16<sup>th</sup> day of December 2014.**

#### **COUNTY OF ALAMEDA**

By \_\_\_\_\_

Title: Agency Director

Date 02/17/15

#### **CONTRACTOR**

Crisis Support Services of Alameda  
County  
P.O. Box 3120  
Oakland, CA. 94609

By \_\_\_\_\_

Nancy Salamey  
Authorized Signature of Contractor

Title: Executive Director

Date 2-6-15

project staff in interviewing and assessment, may conduct in-home assessments to determine need and willingness for service and to plan with the senior for frequency of visits and calls. However, the person conducting the in-home assessments shall not be the same person providing the friendly visiting.

9. Every senior assigned to a counselor or staff will receive a telephone call on an as needed basis. Telephone contact is an integral part of the service. Frequency of visits will be arranged on an individual basis to suit the client and counselor, but will occur no less often than once a month.
10. Prior to assignment of clients, new counselors receive a minimum of 15 hours of training, which includes a geriatric component. Thereafter, in-service training occurs monthly and includes content relating to geriatric mental health and working with an aging population.

#### **B. MIS Units of Service**

Contractor shall perform the following units of service during this contract period in a manner that distributes them reasonably and evenly over the months of the contract.

1. Services shall be targeted to persons 60 years and older as follows:
  - North
  - 31 % aged 75 and older
  - 30 % in greatest economic need
  - 36 % functionally impaired
  - 52 % minorities
2. Twenty- six (26) new seniors shall receive Visiting Services
3. Six hundred and fifty-five (655) hours of Visiting shall be performed.
4. **One Time Only Objective:** One- time only allocation of \$326 will be used for salary during the period of July 1, 2014 through June 30, 2015. Twenty-two additional hours of visiting will be provided.
5. **One Time Baseline Adjustment:** A baseline adjustment which includes a fifteen percent increase in the amount of \$1,504 and a sequestration backfill in the amount of \$502 will be used to increase baseline services during the period of July 1, 2014 through June 30, 2015.

## EXHIBIT B

Master Contract #: 900123

Exhibit #: SE09-090

## ALAMEDA COUNTY AREA AGENCY ON AGING CONTRACT BUDGET

Budget Effective Date: 07/01/14 Revision No.: 1

Date Prepared: 01/07/2015

Contractor: Crisis Support Services of Alameda County

Contract Term: 07/01/14 - 06/30/15

MIS Program: Visiting

Provider No.: 0204

## SECTION 1 SALARIES AND EMPLOYEE BENEFITS

1.1 PAID STAFF (FTE = __ hrs/wk) List # pos., %FTE, wages	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
Senior In-Home Counseling Director .40 FTE @ \$6,247.50/month x 12 months	29,988.00	10,026.00	17,630.00	
One Time Only Funds- apply to salary	-	326.00	-	
County " Sequestration Backfill Funds - apply to salary		502.00		
County " 15% increase- apply to salary		1,504.00		
<b>Subtotal:</b>	<b>29,988</b>	<b>12,358</b>	<b>17,630</b>	<b>0</b>

## 1.2 TAXES AND BENEFITS

FICA: rate 7.65%	2,294		2,294	
SUI: rate 3.7%	1,110		1,110	
SDI : rate 1.1%	165		165	
Health Insurance	6,429		6,429	
Workers' Comp.	249		249	
Retirement	600		600	
Life Insurance	176		176	
	0			
<b>Subtotal:</b>	<b>11,023</b>	<b>0</b>	<b>11,023</b>	<b>0</b>

## 1.3 IN-KIND STAFF/VOLUNTEERS (List # pos., % FTE, Pay equivalent)

	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SALARY/BENEFIT BUDGET (Sections 1.1, 1.2, 1.3)</b>	<b>41,011</b>	<b>12,358</b>	<b>28,653</b>	<b>0</b>

Ex-B-Bgt.WB2 {A1.D49}

Page 1 of 3

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## SECTION 2 SERVICES AND SUPPLIES

2.1 TRAVEL AND TRAINING	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
Staff Travel: _____ Miles x Rate _____				
Conferences/Conventions				
Staff Training				
Vol. Travel: _____ Miles x Rate _____				
<b>Subtotal:</b>	0	0	0	0

2.2 OCCUPANCY	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	CASH	IN-KIND
Rent or Mortgage				
Telephone				
Utilities				
Janitorial/Maintenance				
General Liability Ins.				
<b>Subtotal:</b>	0	0	0	0

2.3 OTHER BUDGET COSTS	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	CASH	IN-KIND
Supplies/Postage				
Minor Equip. (Each Item Under \$5,000)				
Printing/Copying				
Equipment Maintenance				
Bookkeeping Services/Audit Costs				
Membership/Dues/Subscrip.				
Indirect (     %)				
Other:				
<b>Subtotal:</b>	0	0	0	0

2.4 VEHICLE BUDGET	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	CASH	IN-KIND
Gas/Oil _____ Miles x Rate _____	0			
Maintenance/Repairs	0			
Vehicle Insurance	0			
Other:	0			
<b>Subtotal:</b>	0	0	0	0
<b>TOTAL SERVICES/SUPPLIES BUDGET</b>	0	0	0	0

## SECTION 3 CAPITAL EQUIPMENT

3.1 Capital Equipment <i>List Items Costing \$5,000+ (Include Funding Source)</i>	TOTAL PROJECT COSTS (1)	AAA FUNDED PROJECT COSTS (2)	OTHER	
			CASH	IN-KIND
	0			
	0			
	0			
<b>TOTAL CAPITAL EQUIPMENT BUDGET</b>	0	0	0	0
<b>GRAND TOTAL BUDGET (Sections 1.1 - 3.1)</b>	41,011	12,358	28,653	0

## SECTION 4 REVENUES

4.1 REVENUE SOURCES:	Total Project Funds	AAA Project Funding	Other		Committed Funds
			CASH	IN-KIND	
<b>Non-Match:</b>					
CSS Fundraising	26,623 0 0 0 0 0 0		26,623		26,623
<b>Subtotal:</b>	<b>26,623</b>	<b>0</b>	<b>26,623</b>	<b>0</b>	<b>26,623</b>
<b>Match:</b>					
CSS Fundraising	0 0 2,000 0 0 0 0 0 0 0 0 0 0 0 0		2,000		
<b>Subtotal:</b>	<b>2,000</b>	<b>0</b>	<b>2,000</b>	<b>0</b>	<b>0</b>
Title III Client Donations (if applicable)	30		30		30
Title III Funds (if applicable):	10,352	10,352			10,352
County General Funds (if applicable):	2,006	2,006			
CBSP Funds (if applicable):					
<b>TOTAL FUNDS:</b>	<b>41,011</b>	<b>12,358</b>	<b>28,653</b>	<b>0</b>	<b>37,005</b>

## SECTION 5 DEDUCTIVE FORMULA (Title III Funded Programs Only)

	TOTAL
1.) TOTAL PROJECT BUDGET:	41,011
2.) {LESS} COUNTY GENERAL FUNDS:	2,006
3.) {LESS} OTHER NON-MATCH FUNDS:	26,623
4.) {EQUALS} TITLE III BUDGET COSTS TO BE MATCHED:	12,382
5.) {LESS} TITLE III MATCH FUNDS: [minimum of 10% OF LINE 4]	2,000
6.) {LESS} TITLE III CLIENT DONATIONS:	30
7.) {EQUALS} EARNED TITLE III FUNDS:	10,352

## Exhibit D

### Audit Requirements

The County contracts with various organizations to carry out programs mandated by the Federal and State governments or sponsored by the Board of Supervisors. Under the Single Audit Act Amendments of 1996 (31 U.S.C.A. §§ 7501-7507) and Board policy, the County has the responsibility to determine whether organizations receiving funds through the County have spent them in accordance with applicable laws, regulations, contract terms, and grant agreements. To this end, effective with the first fiscal year beginning on and after December 26, 2014, the following are required.

#### I. AUDIT REQUIREMENTS

##### A. Funds from Federal Sources:

1. Non-Federal entities which are determined to be subrecipients by the supervising department according to 2 CFR § 200.330 and which expend annual Federal awards in the amount specified in 2 CFR § 200.501 are required to have a single audit performed in accordance with 2 CFR § 200.514.
2. When a non-Federal entity expends annual Federal awards in the amount specified in 2 CFR § 200.501(a) under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or terms and conditions of the Federal award do not require a financial statement audit of the auditee, the non-Federal entity may elect to have a program-specific audit conducted in accordance with 2 CFR § 200.507 (Program Specific Audits).
3. Non-Federal entities which expend annual Federal awards less than the amount specified in 2 CFR § 200.501(d) are exempt from the single audit requirements for that year except that the County may require a limited-scope audit in accordance with 2 CFR § 200.503(c).

##### B. Funds from All Sources:

Non-Federal entities which expend annual funds from any source (Federal, State, County, etc.) through the County in an amount of:

1. \$100,000 or more must have a financial audit in accordance with the U.S. Comptroller General's Generally Accepted Government Auditing Standards (GAGAS) covering all County programs.
2. Less than \$100,000 are exempt from these audit requirements except as otherwise noted in the contract.

Non-Federal entities that are required to have or choose to do a single audit in accordance with 2 CFR Subpart F, Audit Requirements are not required to have a financial audit in the same year. However, Non-Federal entities that are required to have a financial audit may also be required to have a limited-scope audit in the same year.



C. General Requirements for All Audits:

1. All audits must be conducted in accordance with Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States (GAGAS).
2. All audits must be conducted annually, except for biennial audits authorized by 2 CFR § 200.504 and where specifically allowed otherwise by laws, regulations, or County policy.
3. The audit report must contain a separate schedule that identifies all funds received from or passed through the County that is covered by the audit. County programs must be identified by contract number, contract amount, contract period, and amount expended during the fiscal year by funding source. An exhibit number must be included when applicable.
4. If a funding source has more stringent and specific audit requirements, these requirements must prevail over those described above.

II. **AUDIT REPORTS**

A. For Single Audits

1. Within the earlier of 30 calendar days after receipt of the auditor's report or nine months after the end of the audit period, the auditee must electronically submit to the Federal Audit Clearinghouse (FAC) the data collection form described in 2 CFR § 200.512(b) and the reporting package described in 2 CFR § 200.512(c). The auditee and auditors must ensure that the reporting package does not include protected personally identifiable information. The FAC will make the reporting package and the data collection form available on a web site and all Federal agencies, pass-through entities and others interested in a reporting package and data collection form must obtain it by accessing the FAC. As required by 2 CFR § 200.512(a)(2), unless restricted by Federal statutes or regulations, the auditee must make copies available for public inspection.
2. A notice of the audit report issuance along with two copies of the management letter with its corresponding response should be sent to the County supervising department within ten calendar days after it is submitted to the FAC. The County supervising department is responsible for forwarding a copy of the audit report, management letter, and corresponding responses to the County Auditor within one week of receipt.

B. For Audits other than Single Audits

At least two copies of the audit report package, including all attachments and any management letter with its corresponding response, should be sent to the County supervising department within six months after the end of the audit year, or other time frame as specified by the department. The County supervising department is responsible for forwarding a copy of the audit report package to the County Auditor within one week of receipt.

### **III. AUDIT RESOLUTION**

Within 30 days of issuance of the audit report, the entity must submit to its County supervising department a corrective action plan consistent with 2 CFR § 200.511(c) to address each audit finding included in the current year auditor's report. Questioned costs and disallowed costs must be resolved according to procedures established by the County in the Contract Administration Manual. The County supervising department will follow up on the implementation of the corrective action plan as it pertains to County programs.

### **IV. ADDITIONAL AUDIT WORK**

The County, the State, or Federal agencies may conduct additional audits or reviews to carry out their regulatory responsibilities. To the extent possible, these audits and reviews will rely on the audit work already performed under the audit requirements listed above.

CUB

## ALAMEDA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

*The following action was taken by the Alameda County Board of Supervisors on 12/16/2014*

Approved as Recommended ☒

Other ☐

Unanimous ☐ Chan: ☐ Haggerty: ☐ Miley: ☐ Valle: ☒ Carson: ☐ - 4

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Contract: C-2014-209  
Resolution: R-2014-410F

Documents to be signed by Agency/Purchasing Agent:

File No. 29484

Item No. 4

Copies sent to:

J. Villafior & Auditor

**Special Notes:**

FY 2014-2015 Older  
Americans Act and Older  
Californians Act Grant  
Agreement No. AP-1415-09,  
A01



I certify that the foregoing is a correct  
copy of a Minute Order adopted by the  
Board of Supervisors, Alameda County,  
State of California.

ATTEST:

Clerk of the Board  
Board of Supervisors

By: [Signature]

Deputy



Lori A. Cox  
Agency Director

Thomas L. Berkley Square  
2000 San Pablo Avenue, Fourth Floor  
Oakland, California 94612  
510-271-9100 / Fax: 510-271-9108  
[ssadirector@acgov.org](mailto:ssadirector@acgov.org)  
<http://alamedasocialservices.org>

November 6, 2014

Honorable Board of Supervisors  
Administration Building  
Oakland, California 94612

Dear Board Members:

**SUBJECT:** Approval of Area Plan Grant Agreement Amendment and Contract Amendments for services administered by the Area Agency on Aging

**RECOMMENDATIONS:**

- A. Approve the FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment I, between the California Department of Aging and County of Alameda, Area Agency on Aging and authorize the President to sign seven (7) Grant Agreements on behalf of Alameda County, each with an original signature, with a Minute Order authorizing execution of the contract.
- B. Approve the attached Financial Recommendation increasing revenue and appropriations by \$1,362,121.
- C. Approve contract increases totaling \$1,359,648 as detailed in attachment A, and delegate authority to the Social Services Director to sign the contract amendments, under the master contracting process.
- D. Approve a one-time allocation of Measure A Funds in the amount of \$15,000 to provide emergency senior support services.

**SUMMARY/DISCUSSION:**

This letter requests action by your Board to approve and execute Amendment 1 to the Older Americans Act (OAA) and Older Californians Act Grant Agreement issued by the California Department of Aging (CDA) for FY 2014/15.

This grant agreement, which provides an increase of \$408,288 in Special Nutrition (SN) and One-Time-Only (OTO) funds, allocates a total of \$5,879,694.00 to the Alameda County Area Agency on Aging (AAA). Your Board approved the original agreement, AP-1415-09, in the amount of \$5,471,406, on October 7, 2014 (File: 29356; Item: 4). The AAA will retain \$2,473 of the SN & OTO funds for its direct service Ombudsman program and allocate the remaining \$405,815 to its subcontractors as outlined in Attachment A.

Your Board directed that the Social Services Agency (SSA) and Health Care Services Agency (HCSA) collaborate to develop a Countywide plan for seniors. SSA is implementing a strategy that includes three key items: 1) provide one-time emergency funding to support the infrastructure of senior service providers; 2) develop a plan for delivery of technical assistance & capacity building for senior services providers; and 3) develop a Countywide plan for seniors. Attachment A includes emergency funding of \$953,833, which includes a 15% (\$884,012) increase in senior service contracts and \$69,821 to backfill a gap caused by federal sequestration cuts. Please note that the HCSA is providing \$15,000 of the funding from Measure A so that Senior Injury Prevention Program contracts managed by the AAA will also receive emergency funding.

County Counsel has approved this amended grant agreement as to form.

#### **SELECTION CRITERIA/PROCESS:**

*The subcontractors receiving funds under this grant agreement were selected based on recommendations resulting from the 2014-2018 requests for proposals completed by the Alameda County Area Agency on Aging and the Advisory Commission on Aging. The Commission's recommendations for funding from the RFP were approved by your Board on June 24, 2014 (File #29358, Item 5).*

#### **FUNDING**

Financing will come from the SSA budget and federal OTO funds awarded to Alameda County by the CDA through this grant agreement amendment for FY 2014-2015. An additional \$15,000 in funding comes from the Measure A reserve. Approval of these recommendations will bring the total amount of Measure A one-time expenditures that exceed the Fiscal Year 2014-2015 Budget to \$3,879,000. The Measure A expenses will be transferred to the Public Health Department at year end. The subcontractors receiving OAA and OCA funds will meet all match requirements.

Sincerely,



Lori A. Cox  
Agency Director

- Att: 1) Seven Original FY 2014-20145 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1 documents for Board President signature.  
2) Attachment A  
3) Financial Recommendation

CONTRACTOR	PC #	PO #	Initial Contract Amount	15% Increase & Sequestration	OTO & Special Nutrition	Amended Contract Amount	Fund Source
Nutrition C-1	11033	12493	64,757.00	9,714	12,126	86,597.00	Title III C-1
Ethiopian Community Family Caregiver Support	11008	12451	10,318.00	1,956	632	12,906.00	Title III E
Family Bridges Information & Assistance	10875	12340	15,897.00	3,181	517	19,595.00	Title III B
Senior Center Activities	10979	12427	26,246.00	5,251	854	32,351.00	Title III B
Visiting	10802	12255	13,036.00	2,607	424	16,067.00	Title III B
Family Caregiver Alliance Caregiver Support	10760	12181	95,553.00	18,108	5,850	119,511.00	Title III E
Family Support Services of the BA Caregiver Support	10761	12183	51,260.00	9,714	3,138	64,112.00	Title III E
Hayward Area Recreation & Park District Senior Center Activities	10912	12358	24,100.56	3,615		27,715.56	CGF
J-Sei Case Management	10819	12267	10,432.00	2,087	339	12,858.00	Title III B
Visiting	10818	12266	8,021.00	1,604	261	9,886.00	Title III B
Nutrition C-2	10807	12260	28,322.00	4,248	1,910	34,480.00	Title III C-2
Korean Community Center of the East Bay Information & Assistance	11017	12474	16,751.00	3,351	545	20,647.00	Title III B
Life ElderCare	10771	12188	28,078.00	5,817	946	35,841.00	Title III B
Visiting - Lavender	10769	12187	10,326.00	2,066	336	12,728.00	Title III B
Nutrition C-2	10937	12390	49,211.00	7,382	3,318	59,911.00	Title III C-2
Injury Prevention	10978	12426	25,291.00	3,794		29,085.00	SIPP
Legal Assistance for Seniors Elder Abuse Prevention	10876	12324	19,356.00	3,647	201	23,204.00	Title VIb
MIPPA	10877	12325	11,908.00	1,786		13,694.00	MIPPA
Financial alignment	10928	12396	36,942.00	5,541		42,483.00	FA
Legal Services	10871	12321	346,274.00	57,263	3,460	406,997.00	Title III B
HICAP	10872	12322	393,995.00	59,098		453,094.00	HICAP
Lifelong Medical Care Health Services	10913	12359	36,699.00	7,342	1,194	45,235.00	Title III B
Disease Prevention	10913	12359	27,471.00	5,752	1,162	34,385.00	Title III D
Jan Speer dba Nutrition Solutions Nutrition C-1	10331	12327	182,248.00	27,337	34,127	243,712.00	Title III C-1
Nutrition C-2	10331	12327	205,831.00	30,875	13,878	250,584.00	Title III C-2
On Lok Senior Health Services Family Caregiver Support	10334	12350	25,795.00	4,888	1,579	32,262.00	Title III E
Open Heart Kitchen	10822	12273	132,303.00	19,845	24,774	176,922.00	Title III C-1
Rebuilding Together Oakland Injury Prevention	10828	12279	10,000.00	1,500		11,500.00	SIPP
Senior Support Services of the Tri Valley Disease Prevention	10911	12402	27,471.00	5,752	1,162	34,385.00	Title III D
Caregiver Support	10910	12401	40,375.00	7,651	2,472	50,498.00	Title III E



**COMMUNITY BASED ORGANIZATION  
MASTER CONTRACT EXHIBIT A & B COVERSHEET**

Dept Name: SSA- Adult, Aging and Medi-Cal Services Vendor ID #: 0000014694 Board PO #: SOCSA-12187Bus Unit: SOCSA Master Contract #: 900190 Procurement Contract #: 10769 Budget Year: 2015

Acct #	Fund #	Dept #	Program #	Subclass #	Project / Grant #	Amount to be Encumbered	Total Contract Amount
610341	10000	320200	33605			\$336	\$10,662
610341	10000	320200	34700			\$2,066	\$2,066

Justification if partial encumbrance or liquidation requested: \_\_\_\_\_

Federal Funds Waiver #: F604Contract Maximum: \$12,728Procurement Contract Begin Date: 7/01/2014 Expire Date: 6/30/2015 Period of Funding From: 7/01/2014 To: 6/30/2015Department Contact: Tracy Murray Telephone #: 577-1966 QIC Code: 24550Contractor Name: Life ElderCare Inc.Project Name: Lavender SeniorsContractor Address: 3300 Capitol Avenue Bldg. B, Fremont, CA 94537Remittance Address: Same as AboveALCOLINK Vendor Address #: 3BOS Dist. #: 1Contractor Telephone #: 510-574-2091 Fax #: 510-574-2054 E-mail (Signatory): POsage@fremont.govContractor Contact Person: Patricia Osage E-mail (Contact): \_\_\_\_\_Contract Service Category: Visiting Program, Title IIIB Estimated Units of Service: See Exhibit AMethod of Reimbursement (Invoicing Procedures): Actual Cost in arrears

History of Funding:	Original	Amendment #1	Amendment #2	Amendment #3	Amendment #4
Funding Level	\$10,326	\$12,728			
Amount of Encumbrance	\$10,326	\$2,402			
File Date	June 24, 2014	December 16, 2014			
File / Item #	29358-5	29484-4			
Reason	Board Action	Board Action			

Funding Source Allocation:

Federal - CFDA #: 93.044	State	County
\$10,662	\$	\$2,066

The signatures below signify that the attached Exhibits A and B have been received, negotiated and finalized. The Contractor also signifies agreement with all provisions of the Master Contract.

**DEPARTMENT**

By \_\_\_\_\_

Signature

Lori A. Cox

Print or Type Name

Title Social Services Agency DirectorDate 02/17/15**CONTRACTOR**

By \_\_\_\_\_

Signature

Patricia Osage

Print or Type Name

Title Executive DirectorDate 1/27/15

By \_\_\_\_\_

Signature

Print or Type Name

Title

Date

## CONTRACT AMENDMENT

Reference is made to that Contract made and entered into on the 1<sup>st</sup> day of July 2014, by and between Life ElderCare Inc., herein called and referred to as "Contractor", and the COUNTY OF ALAMEDA, a body corporate and politic of the State of California, hereinafter called and referred to as "County".

Said contract is hereby amended in the following manner:

**Contract for Lavender Seniors Visiting Program**

### Exhibit A

**Section B.4. One-Time Only Objective:** A one time only allocation of \$336 will be used for salary during the period July 1, 2014 through June 30, 2015. Twenty-two (22) additional visiting hours will be provided.

**Section B.5. Baseline Adjustment:** A one time only allocation of \$2,066 will be used to support baseline operations during the period of July 1, 2014 through June 30, 2015.


### Exhibit B

The amended budgets are attached which increases the allocation by \$2,402 for a total allocation of \$12,728.

Except as herein amended, said Contract is continued in full force and effect

**The Contract Amendment is effective as of 16<sup>th</sup> day of December 2014.**

### COUNTY OF ALAMEDA

By  \_\_\_\_\_

Title: Agency Director

Date 02/12/15

### CONTRACTOR

Life ElderCare Inc.  
3300 Capitol Avenue Bldg B  
Fremont, CA. 94537

By  \_\_\_\_\_  
Authorized Signature of Contractor

Title: Executive Director

Date 2/4/15



alternative kinships wherever possible. The project coordinator will evaluate for ongoing care coordination and document for monitoring purposes.

- b. Activities as feasible: Seniors will be assisted with tasks such as reading mail, completing forms, purchasing medicine and food and other related support within the scope of the Life ElderCare Inc. Visiting Services. Services will be provided in the senior's place of residence. Senior participants who desire and are physically able to attend social events sponsored by Life ElderCare Inc. and/or other appropriate senior programs will be encouraged to participate in such social activities.

## B. MIS Units of Service

Contractor shall perform the following units of service during this contract period in a manner that distributes them reasonably and evenly over the months of the contract.

1. Services shall be targeted to persons 60 years and older as follows:
  - 31 % aged 75 and older
  - 21 % in greatest economic need
  - 33 % functionally impaired
  - 50 % minorities
2. Twenty-six (26) new seniors shall receive Visiting/Telephone Reassurance services.
3. Six hundred and seventy- five (675) hours of Visiting shall be performed.
4. **One Time Only Objective:** One- time only allocation of \$336 will be used for staff during the period of July 1, 2014 through June 30, 2015. Twenty-two (22) additional hours of visiting will be provided.
5. **One Time Baseline Adjustment:** A baseline adjustment which includes a fifteen percent increase in the amount of \$1,549 and a sequestration backfill in the amount of \$517 will be used to increase baseline services during the period of July 1, 2014 through June 30, 2015.

# OF NEW SENIORS TO BE SERVED ANNUALLY	SERVICE UNIT NAME	NUMBER OF UNITS TO BE PROVIDED	
		ANNUALLY	MONTHLY (approximately)
26	Visiting	697 hours	58 hours

## C. Definitions

**New Senior:** An individual 60 years of age and older who receives service through the terms of this contract as of July 1 of the contract year, including those previously served as well as those

Master Contract #:

Exhibit #:

# **EXHIBIT B** **ALAMEDA COUNTY AREA AGENCY ON AGING CONTRACT BUDGET**

Budget Effective Date: 07/01/14

Revision No.: Dec 22, 2014

Date Prepared:

6/19/14

Contractor: Life Elder Care

Contract Term:

7/01/2014 - 06/30/15

MIS Program: Lavendar Seniors

Provider No.:

## **SECTION 1 SALARIES AND EMPLOYEE BENEFITS**

1.1 PAID STAFF (FTE = __ hrs/wk) List # pos., %FTE, wages Program Coordinator 13% FTE Executive Director 8 % FTE	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
	7,410	5,000	2,410	
	8,600	7,402	1,198	
<b>Subtotal:</b>	<b>16,010</b>	<b>12,402</b>	<b>3,608</b>	<b>0</b>

### 1.2 TAXES AND BENEFITS

Payroll Taxes	1,224	326	898	
Worker's Comp	750		750	
Medical	0		0	
<b>Subtotal:</b>	<b>1,974</b>	<b>326</b>	<b>1,648</b>	<b>0</b>

### 1.3 IN-KIND STAFF/VOLUNTEERS (List # pos., % FTE, Pay equivalent)

	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SALARY/BENEFIT BUDGET</b> (Sections 1.1, 1.2, 1.3)	<b>17,984</b>	<b>12,728</b>	<b>5,256</b>	<b>0</b>

Ex-B-Bgt.WB2 (A1.D49)

Page 1 of 3

## SECTION 2 SERVICES AND SUPPLIES

2.1 TRAVEL AND TRAINING	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
Staff Travel	200		200	
Conferences/Training	100		100	
Volunteer Training/Appreciation/Screening	1,000		1,000	
<b>Subtotal:</b>	<b>1,300</b>	<b>0</b>	<b>1,300</b>	<b>0</b>
2.2 OCCUPANCY				
General Liability, D & O, umbrella, property	500		500	
Rent and utilities	2,420			2,420
Tech support, hardware, and phone	0			
<b>Subtotal:</b>	<b>2,920</b>	<b>0</b>	<b>500</b>	<b>2,420</b>
2.3 OTHER BUDGET COSTS				
Fundraising/Outreach Costs	2,850		2,850	
LS Potlucks	3,000		3,000	
Media Producer	36,000		36,000	
Copying/Office supplies	650		650	
Bookkeeping Services/Audit	1,200		1,200	
Membership/Dues/Fees	214		214	
Donor/Volunteer Software	225		225	
	0			
<b>Subtotal:</b>	<b>44,139</b>	<b>0</b>	<b>44,139</b>	<b>0</b>
2.4 VEHICLE BUDGET				
	0			
	0			
	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SERVICES/SUPPLIES BUDGET</b>	<b>48,359</b>	<b>0</b>	<b>45,939</b>	<b>2,420</b>

## SECTION 3 CAPITAL EQUIPMENT

3.1 Capital Equipment <i>List Items Costing \$5,000+ (Include Funding Source)</i>	TOTAL PROJECT COSTS (1)	AAA FUNDED PROJECT COSTS (2)	OTHER	
			CASH	IN-KIND
	0			
	0			
	0			
<b>TOTAL CAPITAL EQUIPMENT BUDGET</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>GRAND TOTAL BUDGET (Sections 1.1 - 3.1)</b>	<b>66,343</b>	<b>12,728</b>	<b>51,195</b>	<b>2,420</b>

## SECTION 4 REVENUES

4.1 REVENUE SOURCES:	Total Project Funds	AAA Project Funding	Other		Committed Funds
			CASH	IN-KIND	
<b>Non-Match:</b>					
Other grants/donations	50,195		50,195		
Fundraising/Board Support	1,000		1,000		
In-Kind Rent/Utilities	2,420			2,420	
<b>Subtotal:</b>	<b>53,615</b>	<b>0</b>	<b>51,195</b>	<b>2,420</b>	<b>0</b>
<b>Match:</b>					
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Title III Client Donations (if applicable):	0				
Title III Funds (if applicable):	10,326	10,326			
OTO Funding	336	336			
County General Funds (if applicable):	2,066	2,066			
CBSP Funds (if applicable):					
<b>TOTAL FUNDS:</b>	<b>66,343</b>	<b>12,728</b>	<b>51,195</b>	<b>2,420</b>	<b>0</b>

## SECTION 5 DEDUCTIVE FORMULA (Title III Funded Programs Only)

	TOTAL
1.) TOTAL PROJECT BUDGET:	66,343
2.) {LESS} COUNTY GENERAL FUNDS:	2,066
3.) {LESS} OTHER NON-MATCH FUNDS:	53,615
4.) {EQUALS} TITLE III BUDGET COSTS TO BE MATCHED:	10,662
5.) {LESS} TITLE III MATCH FUNDS: [minimum of 25% OF LINE 4]	0
6.) {LESS} TITLE III CLIENT DONATIONS:	0
7.) {EQUALS} EARNED TITLE III FUNDS:	10,662



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
2/10/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Anixter & Oser, Inc. License 0E28888 205 San Marin Drive Novato CA 94945-1227	<b>CONTACT NAME:</b> Josh Preston <b>PHONE:</b> (415) 898-1600 <b>FAX:</b> (415) 898-3922 <b>E-MAIL ADDRESS:</b> josh@properlyinsured.com																					
<b>INSURED</b> Life ElderCare, Inc. P.O. Box 5006 Fremont CA 94537	<table border="1"><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A:</td><td>Nonprofits Ins Alliance of CA</td><td>NIAC</td></tr><tr><td>INSURER B:</td><td>State Compensation Ins. Fund</td><td></td></tr><tr><td>INSURER C:</td><td></td><td></td></tr><tr><td>INSURER D:</td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Nonprofits Ins Alliance of CA	NIAC	INSURER B:	State Compensation Ins. Fund		INSURER C:			INSURER D:			INSURER E:			INSURER F:		
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INSURER C:																						
INSURER D:																						
INSURER E:																						
INSURER F:																						

**COVERAGES**

CERTIFICATE NUMBER: CL1521010810

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR W/O	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY						
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X		2015-06504	2/3/2015	2/3/2016	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000
	<input checked="" type="checkbox"/> SOCIAL SERVICE						MED EXP (Any one person) \$ 20,000
	<input type="checkbox"/> PROFESSIONAL LIABILITY						PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY						
	<input checked="" type="checkbox"/> ANY AUTO						COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per person) \$
	<input type="checkbox"/> HIRED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident) \$
A	UMBRELLA LIAB						Uninsured motorist combined \$ 1,000,000
	<input checked="" type="checkbox"/> EXCESS LIAB						EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$ 1,000,000
	DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			2015-06504-UMB	2/3/2015	2/3/2016	\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A	9093846 2014	3/28/2014	3/28/2015	E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Certificate holder County of Alameda, its Board of Supervisors, the individual members thereof, and all County officers, agents, employees and representatives is named as additional insured per forms CG2026 and NIAC A1 forms attached.

**CERTIFICATE HOLDER****CANCELLATION**

Alameda County Health Care Services Agency 1000 San Leandro Blvd. Ste 300 San Leandro, CA 94577	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  
-------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

ACORD 28 (2010/05)

INS025 (201005).01

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# ALAMEDA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

The following action was taken by the Alameda County Board of Supervisors on 12/16/2014

Approved as Recommended ☒

Other ☐

Unanimous ☐ Chan: ☐ Haggerty: ☐ Miley: ☐ Valle: ☒ Carson: ☐ - 4 ☐

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Contract: C-2014-209  
Resolution: R-2014-410F

Documents to be signed by Agency/Purchasing Agent:

File No. 29484

Item No. 4

Copies sent to:

J. Villafior & Auditor

## Special Notes:

FY 2014-2015 Older  
Americans Act and Older  
Californians Act Grant  
Agreement No. AP-1415-09,  
A01



I certify that the foregoing is a correct  
copy of a Minute Order adopted by the  
Board of Supervisors, Alameda County,  
State of California.

ATTEST:

Clerk of the Board  
Board of Supervisors

By: [Signature]

Deputy



Lori A. Cox  
Agency Director

Thomas L. Berkley Square  
2000 San Pablo Avenue, Fourth Floor  
Oakland, California 94612  
510-271-9100 / Fax: 510-271-9108  
[ssadirector@acgov.org](mailto:ssadirector@acgov.org)  
<http://alamedasocialservices.org>

November 6, 2014

Honorable Board of Supervisors  
Administration Building  
Oakland, California 94612

Dear Board Members:

**SUBJECT:** Approval of Area Plan Grant Agreement Amendment and Contract Amendments for services administered by the Area Agency on Aging

**RECOMMENDATIONS:**

- A. Approve the FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment I, between the California Department of Aging and County of Alameda, Area Agency on Aging and authorize the President to sign seven (7) Grant Agreements on behalf of Alameda County, each with an original signature, with a Minute Order authorizing execution of the contract.
- B. Approve the attached Financial Recommendation increasing revenue and appropriations by \$1,362,121.
- C. Approve contract increases totaling \$1,359,648 as detailed in attachment A, and delegate authority to the Social Services Director to sign the contract amendments, under the master contracting process.
- D. Approve a one-time allocation of Measure A Funds in the amount of \$15,000 to provide emergency senior support services.

**SUMMARY/DISCUSSION:**

This letter requests action by your Board to approve and execute Amendment I to the Older Americans Act (OAA) and Older Californians Act Grant Agreement issued by the California Department of Aging (CDA) for FY 2014/15.

This grant agreement, which provides an increase of \$408,288 in Special Nutrition (SN) and One-Time-Only (OTO) funds, allocates a total of \$5,879,694.00 to the Alameda County Area Agency on Aging (AAA). Your Board approved the original agreement, AP-1415-09, in the amount of \$5,471,406, on October 7, 2014 (File: 29356; Item: 4). The AAA will retain \$2,473 of the SN & OTO funds for its direct service Ombudsman program and allocate the remaining \$405,815 to its subcontractors as outlined in Attachment A.

Your Board directed that the Social Services Agency (SSA) and Health Care Services Agency (HCSA) collaborate to develop a Countywide plan for seniors. SSA is implementing a strategy that includes three key items: 1) provide one-time emergency funding to support the infrastructure of senior service providers; 2) develop a plan for delivery of technical assistance & capacity building for senior services providers; and 3) develop a Countywide plan for seniors. Attachment A includes emergency funding of \$953,833, which includes a 15% (\$884,012) increase in senior service contracts and \$69,821 to backfill a gap caused by federal sequestration cuts. Please note that the HCSA is providing \$15,000 of the funding from Measure A so that Senior Injury Prevention Program contracts managed by the AAA will also receive emergency funding.

County Counsel has approved this amended grant agreement as to form.

#### **SELECTION CRITERIA/PROCESS:**

*The subcontractors receiving funds under this grant agreement were selected based on recommendations resulting from the 2014-2018 requests for proposals completed by the Alameda County Area Agency on Aging and the Advisory Commission on Aging. The Commission's recommendations for funding from the RFP were approved by your Board on June 24, 2014 (File #29358, Item 5).*

#### **FUNDING**

Financing will come from the SSA budget and federal OTO funds awarded to Alameda County by the CDA through this grant agreement amendment for FY 2014-2015. An additional \$15,000 in funding comes from the Measure A reserve. Approval of these recommendations will bring the total amount of Measure A one-time expenditures that exceed the Fiscal Year 2014-2015 Budget to \$3,879,000. The Measure A expenses will be transferred to the Public Health Department at year end. The subcontractors receiving OAA and OCA funds will meet all match requirements.

Sincerely,



Lori A. Cox  
Agency Director

- Att: 1) Seven Original FY 2014-20145 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1 documents for Board President signature.  
2) Attachment A  
3) Financial Recommendation

CONTRACTOR	PC #	PO #	Initial Contract Amount	15% Increase & Sequestration	OTO & Special Nutrition	Amended Contract Amount	Fund Source
Health Services	10911	12402	45,318.00	9,066	1,474	55,858.00	Title III B
Case Management	11010	12453	31,466.00	5,794	698	37,958.00	Title III B
Visiting	10907	12400	20,236.00	4,048	658	24,942.00	Title III B
Injury Prevention	10861	12379	17,000.00	2,550		19,550.00	SIPP
SER-Jobs for Progress, Inc						0.00	
SCSEP	10813	12264	145,819.00	28,888		174,707.00	Title V
S O S Meals on Wheels						0.00	
Nutrition C-2	10756	12201	1,314,905.00	197,236	88,652	1,600,793.00	Title III C-2
Spanish Speaking Unity Council						0.00	
Senior Center Activities	10945	12413	21,599.86	3,770	345	25,714.86	Title III B
Spectrum Community Services						0.00	
Nutrition C-1	10921	12367	607,504.00	91,126	113,759	812,389.00	Title III C-1
Nutrition C-2	10922	12368	9,617.00	1,443	648	11,708.00	Title III C-2
Injury Prevention	10827	12276	10,630.00	1,595		12,225.00	SIPP
St. Mary's Center						0.00	
Visiting	10759	12180	21,057.00	4,213	685	25,955.00	Title III B
Injury Prevention	10859	12302	20,000.00	3,000		23,000.00	SIPP
Hospital Committee/ValleyCare Health Sys						0.00	
Nutrition C-2	11009	12452	440,063.00	66,009	29,670	535,742.00	Title III C-2
Vietnamese American Community Ctr						0.00	
Information & Assistance	10764	12185	14,378.00	2,877	468	17,723.00	Title III B
Senior Center Activities	10765	12186	16,169.00	3,234	526	19,929.00	Title III B
Nutrition C-1	10804	12258	53,964.00	8,095	10,105	72,164.00	Title III C-1
Total			5,893,368.46	953,833.00	405,815.00	7,253,016.46	

**COMMUNITY BASED ORGANIZATION  
MASTER CONTRACT EXHIBIT A & B COVERSHEET**

Dept Name: SSA- Adult, Aging and Medi-Cal Services Vendor ID #: 0000071778 Board PO #: SOCSA-12185Bus Unit: SOCSA Master Contract #: 900339 Procurement Contract #: 10764 Budget Year: 2015

Acct #	Fund #	Dept #	Program #	Subclass #	Project / Grant #	Amount to be Encumbered	Total Contract Amount
610341	10000	320200	33625			\$468	\$14,846
610341	10000	320200	34700			\$2,877	\$2,877

Justification if partial encumbrance or liquidation requested: \_\_\_\_\_

Federal Funds Waiver #: F604Contract Maximum: \$17,723Procurement Contract Begin Date: 7/01/2014 Expire Date: 6/30/2015 Period of Funding From: 7/01/2014 To: 6/30/2015Department Contact: Tracy Murray Telephone #: 577-1966 QIC Code: 24550Contractor Name: Vietnamese Community Center of the East Bay (VACCEB)

Project Name: \_\_\_\_\_

Contractor Address: 655 International Blvd, Oakland, CA 94606Remittance Address: Same as AboveALCOLINK Vendor Address #: 2BOS Dist. #: 3Contractor Telephone #: 510-891-9999 Fax #: 510-891-9990 E-mail (Signatory): vaccebsgee@gmail.comContractor Contact Person: Shirley Gee E-mail (Contact): \_\_\_\_\_Contract Service Category: Information and Assistance, Title IIIB Estimated Units of Service: See Exhibit AMethod of Reimbursement (Invoicing Procedures): Actual Cost in arrears

History of Funding:	Original	Amendment #1	Amendment #2	Amendment #3	Amendment #4
Funding Level	\$14,378	\$17,723			
Amount of Encumbrance	\$14,378	3,345			
File Date	June 24, 2014	December 16, 2014			
File / Item #	29358-5	29484-4			
Reason	Board Action	Board Action			

Funding Source Allocation:	Federal - CFDA #: 93.044	State	County
	\$14,846	\$	\$2,877

The signatures below signify that the attached Exhibits A and B have been received, negotiated and finalized. The Contractor also signifies agreement with all provisions of the Master Contract.

**DEPARTMENT**

By \_\_\_\_\_

Signature

Lori A. Cox

Print or Type Name

Title Social Services Agency DirectorDate 02/17/15**CONTRACTOR**

By \_\_\_\_\_

Signature

Shirley Gee

Print or Type Name

Title Executive DirectorDate 1-27-15

By \_\_\_\_\_

Signature

Print or Type Name

Title \_\_\_\_\_

Date \_\_\_\_\_



## CONTRACT AMENDMENT

Reference is made to that Contract made and entered into on the 1<sup>st</sup> day of July 2014, by and between Vietnamese Community Center of the East Bay (VACCEB), herein called and referred to as "Contractor", and the COUNTY OF ALAMEDA, a body corporate and politic of the State of California, hereinafter called and referred to as "County".

Said contract is hereby amended in the following manner:

### **Contract for Information and Assistance**

#### **Exhibit A**

**Section B.4. One-Time Only Objective:** A one time only allocation of \$468 will be used to purchase software applications during the period July 1, 2014 through June 30, 2015.

**Section B.5. Baseline Adjustment:** A one time only allocation of \$2,877 will be used to support baseline operations during the period July 1, 2014 through June 30, 2015.

#### **Exhibit B**

The amended budgets are attached which increases the allocation by **\$3,345** for a total allocation of **\$17,723**.

Except as herein amended, said Contract is continued in full force and effect

**The Contract Amendment is effective as of 16<sup>th</sup> day of December 2014.**

#### **COUNTY OF ALAMEDA**

#### **CONTRACTOR**

Vietnamese Community Center of the East  
Bay (VACCEB)  
655 International Blvd  
Oakland, CA. 94606

By  \_\_\_\_\_

By  \_\_\_\_\_  
Authorized Signature of Contractor

Title: Agency Director

Title: Executive Director

Date 02/17/15

Date 2-5-15

1. Three hundred and eighty – eight (388) (unduplicated) New Seniors shall receive Information and Assistance services.
2. Three hundred and eighty- eight (388) contacts of Information Services shall be provided.
3. One hundred and ninety-four (194) contacts of Referral Services shall be provided.
4. One hundred and ninety- four (194) contacts of Follow-up Services shall be provided.
5. **One Time Only Objective:** A one-time only increase of \$468 will be used to purchase software applications during the period of July 1, 2014 through June 30, 2015.
6. **One Time only Baseline Adjustment:** A baseline adjustment which includes a fifteen percent increase in the amount of \$2,157 and a sequestration backfill in the amount of \$720 will be used to increase baseline services during the period of July 1, 2014 through June 30, 2015.

# OF NEW SENIORS TO BE SERVED ANNUALLY	SERVICE UNIT NAME	NUMBER OF UNITS TO BE PROVIDED	
		ANNUALLY	MONTHLY (approx)
388	Information	388 contacts	32
	Referral	194 contacts	16
	Follow-up	194 contacts	16

### C. Definitions

**New Senior:** An individual 60 years of age and older who receives service through the terms of this contract as of July 1 of the contract year, including those previously served as well as those never before served by the agency. For reporting purposes, each senior receiving services related to this grant is counted only once during the contract year.

**Information:** To give information about resources, programs, and services. (Does not attempt to facilitate appointments or other arrangements between the client and service provider)  
**UNIT: one contact**

**NOTE:** Information calls that are made to an agency “in the course of doing business” are not to be included in the monthly total of MIS Information service units. (e.g., calls to agency requesting information about its location or hours of operation, would not be counted.)

Master Contract #:

Exhibit #:

**ALAMEDA COUNTY AREA AGENCY ON AGING CONTRACT BUDGET**

Budget Effective Date: 07/01/2014

Revision No.: \_\_\_\_

Date Prepared:

06/15/2014

Contractor:

Contract Term:

07/01/2014-06/30/2015

**MIS Program: Information & Assistance**

Provider No.:

**SECTION 1 SALARIES AND EMPLOYEE BENEFITS**

1.1 PAID STAFF (FTE = __ hrs/wk) List # pos., %FTE, wages	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
Executive Director 10.7%FTE@\$80K	8,500	5,000	3,500	
Program Coordinator 11% FTE @ \$41K	4,500	1,750	593	
Program Coordinator 11% FTE @ \$41K	0	2,157	0	
Program Assistance 88hrs@\$18/hr	1,600	800	800	
Program Manager 6 %FTE@\$42K	2,500	1,750	750	
Financial Planner / Assistant to Director 7%FTE@\$43K	3,000	1,500	1,500	
Janitor 57hrs@\$10.50/hr	600	300	300	
	0			
	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>20,700</b>	<b>13,257</b>	<b>7,443</b>	<b>0</b>

**1.2 TAXES AND BENEFITS**

FICA	1,950		1,950	
SUI/SDI	0	0	0	
Workers' Comp.	1,000	500	500	
Health Insurance	0			
Dental	0			
Life Insurance	0			
Vision	0			
	0			
	0			
<b>Subtotal:</b>	<b>2,950</b>	<b>500</b>	<b>2,450</b>	<b>0</b>

**1.3 IN-KIND STAFF/VOLUNTEERS (List # pos., % FTE, Pay equivalent)**

Receptionist 30%@\$10/hr	1,900		0	1,900
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>1,900</b>	<b>0</b>	<b>0</b>	<b>1,900</b>
<b>TOTAL SALARY/BENEFIT BUDGET (Sections 1.1, 1.2, 1.3)</b>	<b>25,550</b>	<b>13,757</b>	<b>9,893</b>	<b>1,900</b>

Ex-B-Bgt.WB2 (A1.D49)

Page 1 of 3

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## SECTION 2 SERVICES AND SUPPLIES

2.1 TRAVEL AND TRAINING	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
Staff Travel: 500 Miles x .40/mRate	80	0	0	80
Conferences/Conventions	0	0	0	0
Staff Training	0	0	0	0
Vol.Travel: 250 Miles x.40/m Rate				0
<b>Subtotal:</b>	<b>80</b>	<b>0</b>	<b>0</b>	<b>80</b>

### 2.2 OCCUPANCY

Rent or Mortgage	0	0	0	
Telephone	180	180	0	
Utilities	1,000	1,000	0	
Janitorial/Maintenance	0	0	0	
General Liability Ins.	720	720	0	
<b>General Liability Ins.</b>	<b>720</b>	<b>720</b>		
	0			
	0			
<b>Subtotal:</b>	<b>2,620</b>	<b>2,620</b>	<b>0</b>	<b>0</b>

### 2.3 OTHER BUDGET COSTS

Supplies/Postage	100	100	0	
Printing/Copying	40	40	0	
Equipment Maintenance			0	
<b>Computer software OTO</b>	<b>468</b>	<b>468</b>	<b>0</b>	
Membership/Dues/Subscrip.			0	
Indirect Costs			0	
Other:			0	
Advertising	60	60	0	
Volunteer Recognition			0	
Miscellaneous	0			
	0			
	0			
<b>Subtotal:</b>	<b>668</b>	<b>668</b>	<b>0</b>	<b>0</b>

### 2.4 VEHICLE BUDGET

Gas	58	58	0	
Maintenance/Repairs	60	60	0	
Vehicle Insurance	560	560	0	
<b>Subtotal:</b>	<b>678</b>	<b>678</b>	<b>0</b>	<b>0</b>
<b>TOTAL SERVICES/SUPPLIES BUDGET</b>	<b>4,046</b>	<b>3,966</b>	<b>0</b>	<b>80</b>

## SECTION 3 CAPITAL EQUIPMENT

3.1 Capital Equipment <i>List Items Costing \$5,000+ (Include Funding Source)</i>	TOTAL PROJECT COSTS (1)	AAA FUNDED PROJECT COSTS (2)	OTHER	
			CASH	IN-KIND
	0			
	0			
	0			
<b>TOTAL CAPITAL EQUIPMENT BUDGET</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>GRAND TOTAL BUDGET (Sections 1.1 - 3.1)</b>	<b>29,596</b>	<b>17,723</b>	<b>9,893</b>	<b>1,980</b>
----------------------------------------------------	---------------	---------------	--------------	--------------

## SECTION 4 REVENUES

4.1 REVENUE SOURCES:	Total Project Funds	AAA Project Funding	Other		Committed Funds
			CASH	IN-KIND	
<b>Non-Match:</b>					
Fundraising & donations	1,893		1,893		
Grant	8,000		8,000		
	0				
	0				
	0				
	0				
<b>Subtotal:</b>	<b>9,893</b>	<b>0</b>	<b>9,893</b>	<b>0</b>	<b>0</b>
<b>Match:</b>					
In-kind Volunteers	1,980			1,980	1,980
	0				
	0				
	0			0	
	0				
	0				
	0				
	0				
	0				
	0				
<b>Subtotal:</b>	<b>1,980</b>	<b>0</b>	<b>0</b>	<b>1,980</b>	<b>1,980</b>
Title III Client Donations (if applicable):	0				0
Title III Funds (if applicable):	14,846	14,846			17,723
County General Funds (if applicable):	2,877	2,877			2,877
CBSP Funds (if applicable):	0				0
<b>TOTAL FUNDS:</b>	<b>29,596</b>	<b>17,723</b>	<b>9,893</b>	<b>1,980</b>	<b>22,580</b>

## SECTION 5 DEDUCTIVE FORMULA (Title III Funded Programs Only)

	TOTAL
1.) TOTAL PROJECT BUDGET:	29,596
2.) {LESS} COUNTY GENERAL FUNDS:	2,877
3.) {LESS} OTHER NON-MATCH FUNDS:	9,893
4.) {EQUALS} TITLE III BUDGET COSTS TO BE MATCHED:	16,826
5.) {LESS} TITLE III MATCH FUNDS: [minimum of 10% OF LINE 4]	1,980
6.) {LESS} TITLE III CLIENT DONATIONS:	0
7.) {EQUALS} EARNED TITLE III FUNDS:	14,846

Ex-B-Bgt.WB2 {E102.J145}

Page 3 of 3



## **Exhibit D**

### **Audit Requirements**

The County contracts with various organizations to carry out programs mandated by the Federal and State governments or sponsored by the Board of Supervisors. Under the Single Audit Act Amendments of 1996 (31 U.S.C.A. §§ 7501-7507) and Board policy, the County has the responsibility to determine whether organizations receiving funds through the County have spent them in accordance with applicable laws, regulations, contract terms, and grant agreements. To this end, effective with the first fiscal year beginning on and after December 26, 2014, the following are required.

#### **I. AUDIT REQUIREMENTS**

##### **A. Funds from Federal Sources:**

1. Non-Federal entities which are determined to be subrecipients by the supervising department according to 2 CFR § 200.330 and which expend annual Federal awards in the amount specified in 2 CFR § 200.501 are required to have a single audit performed in accordance with 2 CFR § 200.514.
2. When a non-Federal entity expends annual Federal awards in the amount specified in 2 CFR § 200.501(a) under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or terms and conditions of the Federal award do not require a financial statement audit of the auditee, the non-Federal entity may elect to have a program-specific audit conducted in accordance with 2 CFR § 200.507 (Program Specific Audits).
3. Non-Federal entities which expend annual Federal awards less than the amount specified in 2 CFR § 200.501(d) are exempt from the single audit requirements for that year except that the County may require a limited-scope audit in accordance with 2 CFR § 200.503(c).

##### **B. Funds from All Sources:**

Non-Federal entities which expend annual funds from any source (Federal, State, County, etc.) through the County in an amount of:

1. \$100,000 or more must have a financial audit in accordance with the U.S. Comptroller General's Generally Accepted Government Auditing Standards (GAGAS) covering all County programs.
2. Less than \$100,000 are exempt from these audit requirements except as otherwise noted in the contract.

Non-Federal entities that are required to have or choose to do a single audit in accordance with 2 CFR Subpart F, Audit Requirements are not required to have a financial audit in the same year. However, Non-Federal entities that are required to have a financial audit may also be required to have a limited-scope audit in the same year.

C. General Requirements for All Audits:

1. All audits must be conducted in accordance with Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States (GAGAS).
2. All audits must be conducted annually, except for biennial audits authorized by 2 CFR § 200.504 and where specifically allowed otherwise by laws, regulations, or County policy.
3. The audit report must contain a separate schedule that identifies all funds received from or passed through the County that is covered by the audit. County programs must be identified by contract number, contract amount, contract period, and amount expended during the fiscal year by funding source. An exhibit number must be included when applicable.
4. If a funding source has more stringent and specific audit requirements, these requirements must prevail over those described above.

II. **AUDIT REPORTS**

A. For Single Audits

1. Within the earlier of 30 calendar days after receipt of the auditor's report or nine months after the end of the audit period, the auditee must electronically submit to the Federal Audit Clearinghouse (FAC) the data collection form described in 2 CFR § 200.512(b) and the reporting package described in 2 CFR § 200.512(c). The auditee and auditors must ensure that the reporting package does not include protected personally identifiable information. The FAC will make the reporting package and the data collection form available on a web site and all Federal agencies, pass-through entities and others interested in a reporting package and data collection form must obtain it by accessing the FAC. As required by 2 CFR § 200.512(a)(2), unless restricted by Federal statutes or regulations, the auditee must make copies available for public inspection.
2. A notice of the audit report issuance along with two copies of the management letter with its corresponding response should be sent to the County supervising department within ten calendar days after it is submitted to the FAC. The County supervising department is responsible for forwarding a copy of the audit report, management letter, and corresponding responses to the County Auditor within one week of receipt.

B. For Audits other than Single Audits

At least two copies of the audit report package, including all attachments and any management letter with its corresponding response, should be sent to the County supervising department within six months after the end of the audit year, or other time frame as specified by the department. The County supervising department is responsible for forwarding a copy of the audit report package to the County Auditor within one week of receipt.

### **III. AUDIT RESOLUTION**

Within 30 days of issuance of the audit report, the entity must submit to its County supervising department a corrective action plan consistent with 2 CFR § 200.511(c) to address each audit finding included in the current year auditor's report. Questioned costs and disallowed costs must be resolved according to procedures established by the County in the Contract Administration Manual. The County supervising department will follow up on the implementation of the corrective action plan as it pertains to County programs.

### **IV. ADDITIONAL AUDIT WORK**

The County, the State, or Federal agencies may conduct additional audits or reviews to carry out their regulatory responsibilities. To the extent possible, these audits and reviews will rely on the audit work already performed under the audit requirements listed above.

# ALAMEDA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

The following action was taken by the Alameda County Board of Supervisors on 12/16/2014

Approved as Recommended ☒

Other ☐

Unanimous ☐ Chan: ☐ Haggerty: ☐ Miley: ☐ Valle: ☒ Carson: ☐ - 4

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

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Resolution: R-2014-410F

Documents to be signed by Agency/Purchasing Agent:

File No. 29484

Item No. 4

Copies sent to:

J. Villaflor & Auditor

## Special Notes:

FY 2014-2015 Older  
Americans Act and Older  
Californians Act Grant  
Agreement No. AP-1415-09,  
A01



I certify that the foregoing is a correct  
copy of a Minute Order adopted by the  
Board of Supervisors, Alameda County,  
State of California.

ATTEST:

Clerk of the Board  
Board of Supervisors

By: 

Deputy



Lori A. Cox  
Agency Director

Thomas L. Berkley Square  
2000 San Pablo Avenue, Fourth Floor  
Oakland, California 94612  
510-271-9100 / Fax: 510-271-9108  
[ssadirector@acgov.org](mailto:ssadirector@acgov.org)  
<http://alamedasocialservices.org>

November 6, 2014

Honorable Board of Supervisors  
Administration Building  
Oakland, California 94612

Dear Board Members:

**SUBJECT:** Approval of Area Plan Grant Agreement Amendment and Contract Amendments for services administered by the Area Agency on Aging.

**RECOMMENDATIONS:**

- A. Approve the FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1, between the California Department of Aging and County of Alameda, Area Agency on Aging and authorize the President to sign seven (7) Grant Agreements on behalf of Alameda County, each with an original signature, with a Minute Order authorizing execution of the contract.
- B. Approve the attached Financial Recommendation increasing revenue and appropriations by \$1,362,121.
- C. Approve contract increases totaling \$1,359,648 as detailed in attachment A, and delegate authority to the Social Services Director to sign the contract amendments, under the master contracting process.
- D. Approve a one-time allocation of Measure A Funds in the amount of \$15,000 to provide emergency senior support services.

**SUMMARY/DISCUSSION:**

This letter requests action by your Board to approve and execute Amendment 1 to the Older Americans Act (OAA) and Older Californians Act Grant Agreement issued by the California Department of Aging (CDA) for FY 2014/15.



This grant agreement, which provides an increase of \$408,288 in Special Nutrition (SN) and One-Time-Only (OTO) funds, allocates a total of \$5,879,694.00 to the Alameda County Area Agency on Aging (AAA). Your Board approved the original agreement, AP-1415-09, in the amount of \$5,471,406, on October 7, 2014 (File: 29356; Item: 4). The AAA will retain \$2,473 of the SN & OTO funds for its direct service Ombudsman program and allocate the remaining \$405,815 to its subcontractors as outlined in Attachment A.

Your Board directed that the Social Services Agency (SSA) and Health Care Services Agency (HCSA) collaborate to develop a Countywide plan for seniors. SSA is implementing a strategy that includes three key items: 1) provide one-time emergency funding to support the infrastructure of senior service providers; 2) develop a plan for delivery of technical assistance & capacity building for senior services providers; and 3) develop a Countywide plan for seniors. Attachment A includes emergency funding of \$953,833, which includes a 15% (\$884,012) increase in senior service contracts and \$69,821 to backfill a gap caused by federal sequestration cuts. Please note that the HCSA is providing \$15,000 of the funding from Measure A so that Senior Injury Prevention Program contracts managed by the AAA will also receive emergency funding.

County Counsel has approved this amended grant agreement as to form.

#### SELECTION CRITERIA/PROCESS:

*The subcontractors receiving funds under this grant agreement were selected based on recommendations resulting from the 2014-2018 requests for proposals completed by the Alameda County Area Agency on Aging and the Advisory Commission on Aging. The Commission's recommendations for funding from the RFP were approved by your Board on June 24, 2014 (File #29358, Item 5).*

#### FUNDING

Financing will come from the SSA budget and federal OTO funds awarded to Alameda County by the CDA through this grant agreement amendment for FY 2014-2015. An additional \$15,000 in funding comes from the Measure A reserve. Approval of these recommendations will bring the total amount of Measure A one-time expenditures that exceed the Fiscal Year 2014-2015 Budget to \$3,879,000. The Measure A expenses will be transferred to the Public Health Department at year end. The subcontractors receiving OAA and OCA funds will meet all match requirements.

Sincerely,



Lori A. Cox  
Agency Director

- Att: 1) Seven Original FY 2014-20145 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1 documents for Board President signature.  
2) Attachment A  
3) Financial Recommendation

CONTRACTOR	PC #	PO #	Initial Contract Amount	15% Increase & Sequestration	OTO & Special Nutrition	Amended Contract Amount	Fund Source
Nutrition C-1	11033	12493	64,757.00	9,714	12,126	86,597.00	Title III C-1
Ethiopian Community Family Caregiver Support	11008	12451	10,318.00	1,958	632	12,906.00	Title III E
Family Bridges Information & Assistance	10875	12340	15,897.00	3,181	517	19,595.00	Title III B
Senior Center Activities	10979	12427	26,246.00	5,251	854	32,351.00	Title III B
Visiting	10802	12255	13,036.00	2,607	424	16,087.00	Title III B
Family Caregiver Alliance Caregiver Support	10760	12181	95,553.00	18,108	5,850	119,511.00	Title III E
Family Support Services of the BA Caregiver Support	10781	12183	51,280.00	9,714	3,138	64,112.00	Title III E
Hayward Area Recreation & Park District Senior Center Activities	10912	12358	24,100.56	3,615		27,715.56	CGF
J-Sel Case Management	10819	12287	10,432.00	2,087	339	12,858.00	Title III B
Visiting	10818	12286	8,021.00	1,604	281	9,886.00	Title III B
Nutrition C-2	10807	12280	28,322.00	4,248	1,910	34,480.00	Title III C-2
Korean Community Center of the East Bay Information & Assistance	11017	12474	16,751.00	3,351	545	20,647.00	Title III B
Life ElderCare	10771	12188	29,078.00	5,817	946	35,841.00	Title III B
Visiting - Lavender	10769	12187	10,326.00	2,066	336	12,728.00	Title III B
Nutrition C-2	10937	12390	49,211.00	7,382	3,318	59,911.00	Title III C-2
Injury Prevention	10978	12426	25,291.00	3,794		29,085.00	SIPP
Legal Assistance for Seniors	10876	12324	19,356.00	3,647	201	23,204.00	Title VIIb
Elder Abuse Prevention	10877	12325	11,908.00	-1,786		13,694.00	MIPPA
MIPPA	10928	12396	36,942.00	5,541		42,483.00	FA
Financial alignment	10871	12321	348,274.00	57,263	3,460	406,997.00	Title III B
Legal Services	10872	12322	393,995.00	59,098		453,094.00	HICAP
Lifelong Medical Care	10913	12359	36,699.00	7,342	1,194	45,235.00	Title III B
Health Services	10913	12359	27,471.00	5,752	1,162	34,385.00	Title III D
Disease Prevention	10331	12327	182,248.00	27,337	34,127	243,712.00	Title III C-1
Jan Spear dba Nutrition Solutions	10331	12327	205,831.00	30,875	13,878	250,584.00	Title III C-2
Nutrition C-1	10334	12350	25,795.00	4,888	1,579	32,262.00	Title III E
On Lok Senior Health Services Family Caregiver Support	10822	12273	132,303.00	19,845	24,774	176,922.00	Title III C-1
Open Heart Kitchen Nutrition C-1	10828	12279	10,000.00	1,500		11,500.00	SIPP
Rebuilding Together Oakland Injury Prevention	10911	12402	27,471.00	5,762	1,162	34,385.00	Title III D
Senior Support Services of the Tri Valley Disease Prevention	10910	12401	40,375.00	7,651	2,472	50,498.00	Title III E
Caregiver Support							

**COMMUNITY BASED ORGANIZATION  
MASTER CONTRACT EXHIBIT A & B COVERSHEET**

Dept Name: SSA-Adult, Aging, & Medi-Cal Services Vendor ID #: 0000014694 Board PO #: 12426  
 Bus Unit: SOCA Master Contract #: 900190 Procurement Contract #: 10978 Budget Year: 2015

Acct #	Fund #	Dept #	Program #	Subclass #	Project / Grant #	Amount to be Encumbered	Total Contract Amount
610341	10000	320200	40305			\$3,794	\$29,085

Justification if partial encumbrance or liquidation requested: \_\_\_\_\_

Federal Funds Waiver #: N/A Contract Maximum: \$29,085  
 Procurement Contract Begin Date: 07/01/14 Expire Date: 06/30/15 Period of Funding From: 07/01/14 To: 06/30/15

Department Contact: Tracy Murray Telephone #: 510-577-1966 QIC Code: 24551

Contractor Name: Life Elder Care, Inc.

Project Name: Senior Injury Prevention Program (SIPP) – Measure A

Contractor Address: 3330 Capitol Avenue., Bldg. B, Fremont, CA 94537

Remittance Address: 3330 Capitol Avenue., Bldg. B, Fremont, CA 94537 ALCOLINK Vendor Address #: 2

BOS Dist. #: 1

Contractor Telephone #: 510-574-2091 Fax #: 510-574-2089 E-mail (Signatory): Posage@fremont.gov

Contractor Contact Person: Patricia Osage E-mail (Contact): Patricia Osage

Contract Service Category: Senior Injury Prevention Program (Measure A) Estimated Units of Service: See Exhibit A

Method of Reimbursement (Invoicing Procedures): Actual costs in arrears

History of Funding:	Original	Amendment #1	Amendment #2	Amendment #3	Amendment #4
Funding Level	\$25,291	\$29,085			
Amount of Encumbrance	\$25,291	\$3,794			
File Date	6-24-14	12-16-14			
File / Item #	29358-5	29484-4			
Reason	Board Action	Board Action			

Funding Source Allocation:	Federal - CFDA #:	State	County (Measure A)	State Special Fund
			\$29,085	

The signatures below signify that the attached Exhibits A and B have been received, negotiated and finalized. The Contractor also signifies agreement with all provisions of the Master Contract.

**DEPARTMENT**

By \_\_\_\_\_

Signature

Lori A. Cox

Print or Type Name

**CONTRACTOR**

By \_\_\_\_\_

Signature

Patricia Osage

Print or Type Name

Title Social Services Agency Director Date 02/17/15 Title Executive Director Date 1/22/15

**Alameda County Department of Social Services**

Reference: Master Contract #: 900190  
Procurement #: 10978

**CONTRACT AMENDMENT**

Reference is made to that Contract made and entered into on the 1st day of July, 2014, by and between Life Elder Care, Inc., herein called and referred to as "Contractor" and the COUNTY OF ALAMEDA, a body corporate and politic of the State of California, hereinafter called and referred to as "County".

Said contract is hereby amended in the following manner:

**Senior Injury Prevention Program (Measure A)**

**EXHIBIT A:**

**Section II. B. 6. Baseline Operations Objective:** A one-time-only allocation of **\$3,794** will be used to support baseline operations during the period July 1, 2014 through June 30, 2015.

**EXHIBIT B:**

The amended budget is attached, which increases the allocation by **\$3,794** for a total allocation of **\$29,085** for the contract period July 1, 2014 through June 30, 2015.

Except as herein amended, said Contract is continued in full force and effect.

The Contract Amendment is effective as of the 16 day of December 2014.

**COUNTY OF ALAMEDA**

**CONTRACTOR**

Life Elder Care, Inc.  
3330 Capitol Avenue, Bldg. B  
Fremont, CA 94537

By 

By   
Authorized Signature of Contractor

Title: **Social Services Agency Director**

Title: **Executive Director**

Date: 02/17/15

Date: 2/5/16

**EXHIBIT A**

4. A minimum of ninety-eight (98) sessions of Individual Medication Management will be provided annually.
5. Twenty (20) Minor Home Modifications will be provided annually.
6. **Baseline Operations Objective:** A one-time-only allocation of \$3,794 will be used to support baseline operations during the period July 1, 2014 through June 30, 2015.

NO. OF NEW SENIORS SERVED ANNUALLY (202)	SERVICE UNIT NAME	ANNUAL APPROX.	
		SERVICE UNIT	MONTHLY (approx)
	Fall Risk, Screening, Assessment & Education	202 clients	17
	Individual Medication Management	98 sessions	8
	Minor Home Modifications	20 home mods.	2

**Definitions:**

**Fall Risk Screening, Assessment & Education:** A health care professional or paraprofessional will use a validated screening tool to screen and assess the fall risk of older adults. Clients may receive osteoporosis screening as part of fall risk assessment as appropriate. Appropriate education on fall risk reduction, evidenced-based physical activities, medication management, and minor home modification referrals will be made to meet the client's needs. A comprehensive fall risk assessment is usually performed by a health professional, but a lay person may be trained to use a risk assessment tool under the supervision of a health care professional or paraprofessional. High-risk clients should receive follow up to ensure connection to resource referral.



# **EXHIBIT B** **ALAMEDA COUNTY AREA AGENCY ON AGING CONTRACT BUDGET**

Budget Effective Date: 7/1/14 Revision No.: \_\_ 1st Amend, \_\_

Date Prepared: January 29, 2015

Contractor: Life Elder Care

Contract Term: 07/01/2014-06/30/2015

MIS Program: Senior Injury Program

Provider No.: 1800

## **SECTION 1 SALARIES AND EMPLOYEE BENEFITS**

1.1 PAID STAFF (FTE = __ hrs/wk) List # pos., %FTE, wages SIP Coordinator, 90% FTE \$42,000 Annual Salary SIP Certified Fitness Instructor Consultant Executive Director, 15% FTE (FTE = 40 hrs/week)	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
	41,594	29,085	12,509	
	15,000		15,000	
	14,805		14,805	
<b>Subtotal:</b>	<b>71,399</b>	<b>29,085</b>	<b>42,314</b>	<b>0</b>

### 1.2 TAXES AND BENEFITS

FICA	4,024		4,024	
SUI/SDI	518		518	
Workers' Comp.	963		963	
<b>Subtotal:</b>	<b>5,505</b>	<b>0</b>	<b>5,505</b>	<b>0</b>

### 1.3 IN-KIND STAFF/VOLUNTEERS (List # pos., % FTE, Pay equivalent)

Nursing Students LVN: 3220 hours x \$28.33/hr	0 91,222 0 0 0 0 0 0 0 0 0 0 0		0	91,222
<b>Subtotal:</b>	<b>91,222</b>	<b>0</b>	<b>0</b>	<b>91,222</b>
<b>TOTAL SALARY/BENEFIT BUDGET</b> (Sections 1.1, 1.2, 1.3)	<b>168,126</b>	<b>29,085</b>	<b>47,819</b>	<b>91,222</b>

## SECTION 2 SERVICES AND SUPPLIES

2.1 TRAVEL AND TRAINING	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
Staff Travel: 125_Miles x .50	0		0	
Staff Training	300		300	
			0	
<b>Subtotal:</b>	<b>300</b>	<b>0</b>	<b>300</b>	<b>0</b>

### 2.2 OCCUPANCY

General Liability, D & O, umbrella, property	1,500		1,500	
Tech support, hardware, and phone	4,505		4,505	
Rent and utilities	2,420		0	2,420
			0	
<b>Subtotal:</b>	<b>8,425</b>	<b>0</b>	<b>6,005</b>	<b>2,420</b>

### 2.3 OTHER BUDGET COSTS

Fundraising/Outreach	7,821		7,821	
Home Modifications/Equipment	7,000		7,000	
Printing/Copying/Office supplies	1,950		1,950	
Bookkeeping/Audit/Fees- 20% agency	3,900		3,900	
Membership/Dues/Subscrip.	342		342	
<b>Subtotal:</b>	<b>21,013</b>	<b>0</b>	<b>21,013</b>	<b>0</b>

### 2.4 VEHICLE BUDGET

	0			
	0			
	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SERVICES/SUPPLIES BUDGET</b>	<b>29,738</b>	<b>0</b>	<b>27,318</b>	<b>2,420</b>

## SECTION 3 CAPITAL EQUIPMENT

3.1 Capital Equipment <i>List Items Costing \$5,000+ (Include Funding Source)</i>	TOTAL PROJECT COSTS (1)	AAA FUNDED PROJECT COSTS (2)	OTHER	
			CASH	IN-KIND
	0			
	0			
	0			
<b>TOTAL CAPITAL EQUIPMENT BUDGET</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>GRAND TOTAL BUDGET (Sections 1.1 - 3.1)</b>	<b>197,864</b>	<b>29,085</b>	<b>75,137</b>	<b>93,642</b>
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## SECTION 4 REVENUES

4.1 REVENUE SOURCES:	Total	AAA	Other		Committed
	Project Funds	Project Funding	CASH	IN-KIND	Funds
<b>Non-Match:</b>					
In -Kind Volunteers	91,222			91,222	91,222
Sup Valle Measure A	20,000		20,000		20,000
Other grants/donations	47,887		47,887		47,887
Unitek donation	3,000		3,000		3,000
In-Kind Rent	2,420			2,420	2,420
City of Newark	1,750		1,750		1,750
City of Union City	2,500		2,500		2,500
	0				
<b>Subtotal:</b>	<b>168,779</b>	<b>0</b>	<b>75,137</b>	<b>93,642</b>	<b>168,779</b>
<b>Match:</b>					
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Title III Client Donations (if applicable):	0				0
Title III Funds (if applicable):					
County General Funds - Measure A (sequestration funds)	29,085	29,085			29,085
CBSP Funds (if applicable):	0				0
<b>TOTAL FUNDS:</b>	<b>197,864</b>	<b>29,085</b>	<b>75,137</b>	<b>93,642</b>	<b>197,864</b>

168,779

## SECTION 5 DEDUCTIVE FORMULA (Title III Funded Programs Only)

	TOTAL
1.) TOTAL PROJECT BUDGET:	197,864
2.) {LESS} COUNTY GENERAL FUNDS (Measure A Funds)	29,085
3.) {LESS} OTHER NON-MATCH FUNDS:	168,779
4.) {EQUALS} TITLE III BUDGET COSTS TO BE MATCHED:	0
5.) (EQUALS) TITLE III MATCHED FUNDS: (NOT REQUIRED)	0
6.) {LESS} TITLE III CLIENT DONATIONS:	0
7.) (EQUALS) EARNED TITLE III FUNDS	0

## **Exhibit D**

### **Audit Requirements**

The County contracts with various organizations to carry out programs mandated by the Federal and State governments or sponsored by the Board of Supervisors. Under the Single Audit Act Amendments of 1996 (31 U.S.C.A. §§ 7501-7507) and Board policy, the County has the responsibility to determine whether organizations receiving funds through the County have spent them in accordance with applicable laws, regulations, contract terms, and grant agreements. To this end, effective with the first fiscal year beginning on and after December 26, 2014, the following are required.

#### **I. AUDIT REQUIREMENTS**

##### **A. Funds from Federal Sources:**

1. Non-Federal entities which are determined to be subrecipients by the supervising department according to 2 CFR § 200.330 and which expend annual Federal awards in the amount specified in 2 CFR § 200.501 are required to have a single audit performed in accordance with 2 CFR § 200.514.
2. When a non-Federal entity expends annual Federal awards in the amount specified in 2 CFR § 200.501(a) under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or terms and conditions of the Federal award do not require a financial statement audit of the auditee, the non-Federal entity may elect to have a program-specific audit conducted in accordance with 2 CFR § 200.507 (Program Specific Audits).
3. Non-Federal entities which expend annual Federal awards less than the amount specified in 2 CFR § 200.501(d) are exempt from the single audit requirements for that year except that the County may require a limited-scope audit in accordance with 2 CFR § 200.503(c).

##### **B. Funds from All Sources:**

Non-Federal entities which expend annual funds from any source (Federal, State, County, etc.) through the County in an amount of:

1. \$100,000 or more must have a financial audit in accordance with the U.S. Comptroller General's Generally Accepted Government Auditing Standards (GAGAS) covering all County programs.
2. Less than \$100,000 are exempt from these audit requirements except as otherwise noted in the contract.

Non-Federal entities that are required to have or choose to do a single audit in accordance with 2 CFR Subpart F, Audit Requirements are not required to have a financial audit in the same year. However, Non-Federal entities that are required to have a financial audit may also be required to have a limited-scope audit in the same year.

C. General Requirements for All Audits:

1. All audits must be conducted in accordance with Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States (GAGAS).
2. All audits must be conducted annually, except for biennial audits authorized by 2 CFR § 200.504 and where specifically allowed otherwise by laws, regulations, or County policy.
3. The audit report must contain a separate schedule that identifies all funds received from or passed through the County that is covered by the audit. County programs must be identified by contract number, contract amount, contract period, and amount expended during the fiscal year by funding source. An exhibit number must be included when applicable.
4. If a funding source has more stringent and specific audit requirements, these requirements must prevail over those described above.

II. **AUDIT REPORTS**

A. For Single Audits

1. Within the earlier of 30 calendar days after receipt of the auditor's report or nine months after the end of the audit period, the auditee must electronically submit to the Federal Audit Clearinghouse (FAC) the data collection form described in 2 CFR § 200.512(b) and the reporting package described in 2 CFR § 200.512(c). The auditee and auditors must ensure that the reporting package does not include protected personally identifiable information. The FAC will make the reporting package and the data collection form available on a web site and all Federal agencies, pass-through entities and others interested in a reporting package and data collection form must obtain it by accessing the FAC. As required by 2 CFR § 200.512(a)(2), unless restricted by Federal statutes or regulations, the auditee must make copies available for public inspection.
2. A notice of the audit report issuance along with two copies of the management letter with its corresponding response should be sent to the County supervising department within ten calendar days after it is submitted to the FAC. The County supervising department is responsible for forwarding a copy of the audit report, management letter, and corresponding responses to the County Auditor within one week of receipt.

B. For Audits other than Single Audits

At least two copies of the audit report package, including all attachments and any management letter with its corresponding response, should be sent to the County supervising department within six months after the end of the audit year, or other time frame as specified by the department. The County supervising department is responsible for forwarding a copy of the audit report package to the County Auditor within one week of receipt.



### **III. AUDIT RESOLUTION**

Within 30 days of issuance of the audit report, the entity must submit to its County supervising department a corrective action plan consistent with 2 CFR § 200.511(c) to address each audit finding included in the current year auditor's report. Questioned costs and disallowed costs must be resolved according to procedures established by the County in the Contract Administration Manual. The County supervising department will follow up on the implementation of the corrective action plan as it pertains to County programs.

### **IV. ADDITIONAL AUDIT WORK**

The County, the State, or Federal agencies may conduct additional audits or reviews to carry out their regulatory responsibilities. To the extent possible, these audits and reviews will rely on the audit work already performed under the audit requirements listed above.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
2/10/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Anixter & Oser, Inc. License 0E28888 205 San Marin Drive Novato CA 94945-1227	<b>CONTACT NAME:</b> Josh Preston <b>PHONE (A/C No. Ext.):</b> (415) 898-1600 <b>FAX (A/C No.):</b> (415) 898-3922 <b>E-MAIL ADDRESS:</b> josh@properlyinsured.com
<b>INSURED</b> Life ElderCare, Inc. P.O. Box 5006 Fremont CA 94537	<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Nonprofits Ins Alliance of CA INSURER B: State Compensation Ins. Fund INSURER C: INSURER D: INSURER E: INSURER F:

**COVERAGES**

CERTIFICATE NUMBER: CL1521010810

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY						
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					EACH OCCURRENCE \$ 1,000,000	
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X	2015-06504	2/3/2015	2/3/2016	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000	
	<input checked="" type="checkbox"/> SOCIAL SERVICE					MED EXP (Any one person) \$ 20,000	
	<input type="checkbox"/> PROFESSIONAL LIABILITY					PERSONAL & ADV INJURY \$ 1,000,000	
	GEN'L AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE \$ 2,000,000	
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					PRODUCTS - COM/OP AGG \$ 2,000,000	
A	AUTOMOBILE LIABILITY						
	<input checked="" type="checkbox"/> ANY AUTO					COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000	
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS	X	2015-06504	2/3/2015	2/3/2016	BODILY INJURY (Per person) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB					Uninsured motorist combined \$ 1,000,000	
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE				EACH OCCURRENCE \$ 1,000,000	
	DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		2015-06504-UMB	2/3/2015	2/3/2016	AGGREGATE \$ 1,000,000	
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N	9093846 2014	3/28/2014	3/28/2015	E.L. EACH ACCIDENT \$ 1,000,000	
	If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				E.L. DISEASE - EA EMPLOYEE \$ 1,000,000	
						E.L. DISEASE - POLICY LIMIT \$ 1,000,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Certificate holder County of Alameda, its Board of Supervisors, the individual members thereof, and all County officers, agents, employees and representatives is named as additional insured per forms CG2026 and NIAC A1 forms attached.

**CERTIFICATE HOLDER**

Alameda County Health Care Services Agency 1000 San Leandro Blvd. Ste 300 San Leandro, CA 94577	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  <i>Vanessa Weidman</i>
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ACORD 25 (2010/05)

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# ALAMEDA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

*The following action was taken by the Alameda County Board of Supervisors on 12/16/2014*

Approved as Recommended ☒

Other ☐

Unanimous ☐ Chan: ☐ Haggerty: ☐ Miley: ☐ Valle: ☒ Carson: ☐ - ☐ 4

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Contract: C-2014-209  
Resolution: R-2014-410F

Documents to be signed by Agency/Purchasing Agent:

File No. 29484

Item No. 4

Copies sent to:

J. Villaflor & Auditor

**Special Notes:**

FY 2014-2015 Older  
Americans Act and Older  
Californians Act Grant  
Agreement No. AP-1415-09,  
A01



I certify that the foregoing is a correct  
copy of a Minute Order adopted by the  
Board of Supervisors, Alameda County,  
State of California.

ATTEST:

Clerk of the Board  
Board of Supervisors

By: *[Signature]*

Deputy



Lori A. Cox  
Agency Director

Thomas L. Berkley Square  
2000 San Pablo Avenue, Fourth Floor  
Oakland, California 94612  
510-271-9100 / Fax: 510-271-9108  
[ssadirector@acgov.org](mailto:ssadirector@acgov.org)  
<http://alamedasocialservices.org>

November 6, 2014

Honorable Board of Supervisors  
Administration Building  
Oakland, California 94612

Dear Board Members:

**SUBJECT:** Approval of Area Plan Grant Agreement Amendment and Contract Amendments for services administered by the Area Agency on Aging

**RECOMMENDATIONS:**

- A. Approve the FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1, between the California Department of Aging and County of Alameda, Area Agency on Aging and authorize the President to sign seven (7) Grant Agreements on behalf of Alameda County, each with an original signature, with a Minute Order authorizing execution of the contract.
- B. Approve the attached Financial Recommendation increasing revenue and appropriations by \$1,362,121.
- C. Approve contract increases totaling \$1,359,648 as detailed in attachment A, and delegate authority to the Social Services Director to sign the contract amendments, under the master contracting process.
- D. Approve a one-time allocation of Measure A Funds in the amount of \$15,000 to provide emergency senior support services.

**SUMMARY/DISCUSSION:**

This letter requests action by your Board to approve and execute Amendment 1 to the Older Americans Act (OAA) and Older Californians Act Grant Agreement issued by the California Department of Aging (CDA) for FY 2014/15.

This grant agreement, which provides an increase of \$408,288 in Special Nutrition (SN) and One-Time-Only (OTO) funds, allocates a total of \$5,879,694.00 to the Alameda County Area Agency on Aging (AAA). Your Board approved the original agreement, AP-1415-09, in the amount of \$5,471,406, on October 7, 2014 (File: 29356; Item: 4). The AAA will retain \$2,473 of the SN & OTO funds for its direct service Ombudsman program and allocate the remaining \$405,815 to its subcontractors as outlined in Attachment A.

Your Board directed that the Social Services Agency (SSA) and Health Care Services Agency (HCSA) collaborate to develop a Countywide plan for seniors. SSA is implementing a strategy that includes three key items: 1) provide one-time emergency funding to support the infrastructure of senior service providers; 2) develop a plan for delivery of technical assistance & capacity building for senior services providers; and 3) develop a Countywide plan for seniors. Attachment A includes emergency funding of \$953,833, which includes a 15% (\$884,012) increase in senior service contracts and \$69,821 to backfill a gap caused by federal sequestration cuts. Please note that the HCSA is providing \$15,000 of the funding from Measure A so that Senior Injury Prevention Program contracts managed by the AAA will also receive emergency funding.

County Counsel has approved this amended grant agreement as to form.

#### **SELECTION CRITERIA/PROCESS:**

*The subcontractors receiving funds under this grant agreement were selected based on recommendations resulting from the 2014-2018 requests for proposals completed by the Alameda County Area Agency on Aging and the Advisory Commission on Aging. The Commission's recommendations for funding from the RFP were approved by your Board on June 24, 2014 (File #29358, Item 5).*

#### **FUNDING**

Financing will come from the SSA budget and federal OTO funds awarded to Alameda County by the CDA through this grant agreement amendment for FY 2014-2015. An additional \$15,000 in funding comes from the Measure A reserve. Approval of these recommendations will bring the total amount of Measure A one-time expenditures that exceed the Fiscal Year 2014-2015 Budget to \$3,879,000. The Measure A expenses will be transferred to the Public Health Department at year end. The subcontractors receiving OAA and OCA funds will meet all match requirements.

Sincerely,



Lori A. Cox  
Agency Director

- Att: 1) Seven Original FY 2014-20145 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1 documents for Board President signature.  
2) Attachment A  
3) Financial Recommendation



CONTRACTOR	PC #	PO #	Initial Contract Amount	15% Increase & Sequestration	OTO & Special Nutrition	Amended Contract Amount	Fund Source
Nutrition C-1	11033	12493	64,757.00	9,714	12,126	86,587.00	Title III C-1
Ethiopian Community Family Caregiver Support	11008	12451	10,318.00	1,956	632	12,906.00	Title III E
Family Bridges Information & Assistance	10875	12340	15,897.00	3,181	517	19,595.00	Title III B
Senior Center Activities	10979	12427	26,246.00	5,251	854	32,351.00	Title III B
Visiting	10802	12255	13,036.00	2,607	424	16,067.00	Title III B
Family Caregiver Alliance Caregiver Support	10760	12181	95,553.00	18,108	5,850	119,511.00	Title III E
Family Support Services of the BA Caregiver Support	10761	12183	51,260.00	9,714	3,138	64,112.00	Title III E
Hayward Area Recreation & Park District Senior Center Activities	10912	12358	24,100.56	3,615		27,715.56	CGF
J-Sei Case Management	10819	12267	10,432.00	2,087	339	12,858.00	Title III B
Visiting	10818	12266	8,021.00	1,604	261	9,886.00	Title III B
Nutrition C-2	10807	12260	28,322.00	4,248	1,910	34,480.00	Title III C-2
Korean Community Center of the East Bay Information & Assistance	11017	12474	16,751.00	3,351	545	20,647.00	Title III B
Life ElderCare Visiting	10771	12188	29,078.00	5,817	946	35,841.00	Title III B
Visiting - Lavender	10769	12187	10,326.00	2,066	336	12,728.00	Title III B
Nutrition C-2	10937	12300	49,211.00	7,382	3,318	59,911.00	Title III C-2
Injury Prevention	10978	12426	25,281.00	3,794		29,085.00	SIPP
Legal Assistance for Seniors Elder Abuse Prevention	10876	12324	19,356.00	3,647	201	23,204.00	Title VIb
MIPPA	10877	12325	11,908.00	1,786		13,694.00	MIPPA
Financial alignment	10928	12396	36,942.00	5,541		42,483.00	FA
Legal Services	10871	12321	346,274.00	57,263	3,460	406,997.00	Title III B
HICAP	10872	12322	393,995.00	59,099		453,094.00	HICAP
Lifelong Medical Care Health Services	10913	12359	36,699.00	7,342	1,194	45,235.00	Title III B
Disease Prevention	10913	12359	27,471.00	5,752	1,162	34,385.00	Title III D
Jan Speer dba Nutrition Solutions Nutrition C-1	10331	12327	182,248.00	27,337	34,127	243,712.00	Title III C-1
Nutrition C-2	10331	12327	205,831.00	30,875	13,878	250,584.00	Title III C-2
On Lok Senior Health Services Family Caregiver Support	10334	12350	25,795.00	4,888	1,579	32,262.00	Title III E
Open Heart Kitchen Nutrition C-1	10822	12273	132,303.00	19,845	24,774	176,922.00	Title III C-1
Rebuilding Together Oakland Injury Prevention	10828	12279	10,000.00	1,500		11,500.00	SIPP
Senior Support Services of the Tri Valley Disease Prevention	10911	12402	27,471.00	5,752	1,162	34,385.00	Title III D
Caregiver Support	10910	12401	40,375.00	7,651	2,472	50,498.00	Title III E

**COMMUNITY BASED ORGANIZATION  
MASTER CONTRACT EXHIBIT A & B COVERSHEET**

Dept Name: SSA- Adult, Aging and Medi-Cal Services Vendor ID #: 0000014694 Board PO #: SOCSA-12188Bus Unit: SOCSA Master Contract #: 900190 Procurement Contract #: 10771 Budget Year: 2015

Acct #	Fund #	Dept #	Program #	Subclass #	Project / Grant #	Amount to be Encumbered	Total Contract Amount
610341	10000	320200	33605			\$946	\$30,024
610341	10000	320200	34700			\$5,817	\$5,817

Justification if partial encumbrance or liquidation requested: \_\_\_\_\_

Federal Funds Waiver #: F604Contract Maximum: \$35,841Procurement Contract Begin Date: 7/01/2014 Expire Date: 6/30/2015 Period of Funding From: 7/01/2014 To: 6/30/2015Department Contact: Tracy Murray Telephone #: 577-1966 QIC Code: 24550Contractor Name: Life ElderCare Inc.

Project Name: \_\_\_\_\_

Contractor Address: 3300 Capitol Avenue Bldg. B, Fremont, CA 94537Remittance Address: Same as AboveALCOLINK Vendor Address #: 3BOS Dist. #: 1Contractor Telephone #: 510-574-2091 Fax #: 510-574-2054 E-mail (Signatory): POsage@fremont.govContractor Contact Person: Patricia Osage E-mail (Contact): \_\_\_\_\_Contract Service Category: Visiting Program, Title IIIB Estimated Units of Service: See Exhibit AMethod of Reimbursement (Invoicing Procedures): Actual Cost in arrears

History of Funding:	Original	Amendment #1	Amendment #2	Amendment #3	Amendment #4
Funding Level	\$29,078	\$35,841			
Amount of Encumbrance	\$29,078	\$6,763			
File Date	June 24, 2014	December 16, 2014			
File / Item #	29358-5	29484-4			
Reason	Board Action	Board Action			

Funding Source Allocation:

Federal - CFDA #: 93.044	State	County
\$30,024	\$	\$5,817

The signatures below signify that the attached Exhibits A and B have been received, negotiated and finalized. The Contractor also signifies agreement with all provisions of the Master Contract.

**DEPARTMENT**

By \_\_\_\_\_

Signature

Lori A. Cox

Print or Type Name

Title Social Services Agency DirectorDate 02/17/15**CONTRACTOR**

By \_\_\_\_\_

Signature

Patricia Osage

Print or Type Name

Title Executive DirectorDate 1/22/15

By \_\_\_\_\_

Signature

Print or Type Name

Title

Date

## CONTRACT AMENDMENT

Reference is made to that Contract made and entered into on the 1<sup>st</sup> day of July 2014, by and between Life ElderCare Inc., herein called and referred to as "Contractor", and the COUNTY OF ALAMEDA, a body corporate and politic of the State of California, hereinafter called and referred to as "County".

Said contract is hereby amended in the following manner:

### **Contract for Visiting Program**

#### **Exhibit A**

**Section B.4. One-Time Only Objective:** A one time only allocation of **\$946** will be used for salary during the period July 1, 2014 through June 30, 2015. Sixty-two (62) additional hours of visiting will be provided.

**Section B.5. Baseline Adjustment:** A one time only allocation of **\$5,817** will be used to support baseline operations during the period of July 1, 2014 through June 30, 2015.

#### **Exhibit B**

The amended budgets are attached which increases the allocation by **\$6,763** for a total allocation of **\$35,841**.

Except as herein amended, said Contract is continued in full force and effect

**The Contract Amendment is effective as of 16th day of December 2014.**

#### **COUNTY OF ALAMEDA**

#### **CONTRACTOR**

By  \_\_\_\_\_

Life ElderCare Inc.  
3300 Capitol Avenue Bldg B  
Fremont, CA 94537

By  \_\_\_\_\_  
Authorized Signature of Contractor

Title: Agency Director

Title: Executive Director

Date 02/17/15

Date 2/4/15

1. Services shall be targeted to persons 60 years and older as follows:

**Central County**

35 % aged 75 and older  
20 % in greatest economic need  
25 % functionally impaired  
61 % minorities

**South County**

30 % aged 75 and older  
16 % in greatest economic need  
35 % functionally impaired  
70 % minorities

2. Seventy one (71) New seniors shall receive visiting/telephone reassurance services.
3. One thousand and nine hundred (1,900) hours of Visiting shall be performed.
4. **One Time Only Objective:** One- time only allocation of \$946 will be used for staff during the period of July 1, 2014 through June 30, 2015. Sixty- two (62) additional hours of visiting will be provided.
5. **One Time Baseline Adjustment:** A baseline adjustment which includes a fifteen percent increase in the amount of \$4,362 and a sequestration backfill in the amount of \$1,455 will be used to increase baseline services during the period of July 1, 2014 through June 30, 2015.

# OF NEW SENIORS TO BE SERVED ANNUALLY	SERVICE UNIT NAME	NUMBER OF UNITS TO BE PROVIDED	
		ANNUALLY	MONTHLY (approximately)
71	Visiting	1,962 hours	163 hours

**C. Definitions**

**New Senior:** An individual 60 years of age and older who receives service through the terms of this contract as of July 1 of the contract year, including those previously served as well as those never before served by the agency. For reporting purposes, each senior receiving services related to this grant is counted only once during the contract year.

**Visiting:** Visiting a client to provide contact and safety checks to reassure and support older individuals.

**Unit of Measurement: one hour**

Master Contract #: 900190

**EXHIBIT B**

Exhibit #:

**ALAMEDA COUNTY AREA AGENCY ON AGING CONTRACT BUDGET**

Budget Effective Date: 07/01/14

Revision No.: Dec 22, 2014

Date Prepared:

6/17/14

Contractor: Life Elder Care

Contract Term:

7/01/2014 - 06/30/15

**MIS Program: Friendly Visitor**

Provider No.:

**SECTION 1 SALARIES AND EMPLOYEE BENEFITS**

1.1 PAID STAFF (FTE = __ hrs/wk) List # pos., %FTE, wages	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
Friendly Visitor Coordinator, 100% PTE	16,500	16,500		
Executive Director 15 % FTE	14,805	7,163	7,642	
Volunteer Coordinator 10% FTE	6,000	3,000	3,000	
<b>Subtotal:</b>	<b>37,305</b>	<b>26,663</b>	<b>10,642</b>	<b>0</b>

**1.2 TAXES AND BENEFITS**

Payroll Taxes	4,993	2,078	2,915	
Worker's Comp	1,943	500	1,443	
Medical	0		0	
<b>Subtotal:</b>	<b>6,936</b>	<b>2,578</b>	<b>4,358</b>	<b>0</b>

**1.3 IN-KIND STAFF/VOLUNTEERS (List # pos., % FTE, Pay equivalent)**

Volunteers - 14,171 hrs @ \$24.75	350,732			350,732
<b>Subtotal:</b>	<b>350,732</b>	<b>0</b>	<b>0</b>	<b>350,732</b>

<b>TOTAL SALARY/BENEFIT BUDGET</b> (Sections 1.1, 1.2, 1.3)	<b>394,973</b>	<b>29,241</b>	<b>15,000</b>	<b>350,732</b>
----------------------------------------------------------------	----------------	---------------	---------------	----------------



## SECTION 2 SERVICES AND SUPPLIES

2.1 TRAVEL AND TRAINING	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
Staff Travel	1,000	200	800	
Conferences/Training	300		300	
Volunteer Training/Appreciation	1,000	500	500	
<b>Subtotal:</b>	<b>2,300</b>	<b>700</b>	<b>1,600</b>	<b>0</b>

### 2.2 OCCUPANCY

General Liability, D & O, umbrella, property	1,500	500	1,000	
Rent and utilities	2,420			2,420
Tech support, hardware, and phone	4,505	1,000	3,505	
<b>Subtotal:</b>	<b>8,425</b>	<b>1,500</b>	<b>4,505</b>	<b>2,420</b>

### 2.3 OTHER BUDGET COSTS

Fundraising/Outreach Costs	6,650	3,000	3,650	
Copying/Office supplies	1,950		1,950	
Bookkeeping Services/Audit- 15% agency	3,600	1,000	2,600	
Membership/Dues/Fees	642		642	
Donor/Volunteer Software	875	200	675	
Volunteer Background Screening	800	200	600	
<b>Subtotal:</b>	<b>14,517</b>	<b>4,400</b>	<b>10,117</b>	<b>0</b>

### 2.4 VEHICLE BUDGET

	0			
	0			
	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SERVICES/SUPPLIES BUDGET</b>	<b>25,242</b>	<b>6,600</b>	<b>16,222</b>	<b>2,420</b>

## SECTION 3 CAPITAL EQUIPMENT

3.1 Capital Equipment <i>List Items Costing \$5,000+ (Include Funding Source)</i>	TOTAL PROJECT COSTS (1)	AAA FUNDED PROJECT COSTS (2)	OTHER	
			CASH	IN-KIND
	0			
	0			
	0			
<b>TOTAL CAPITAL EQUIPMENT BUDGET</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>GRAND TOTAL BUDGET (Sections 1.1 - 3.1)</b>	<b>420,215</b>	<b>35,841</b>	<b>31,222</b>	<b>353,152</b>

## SECTION 4 REVENUES

4.1 REVENUE SOURCES:	Total Project Funds	AAA Project Funding	Other		Committed Funds
			CASH	IN-KIND	
<b>Non-Match:</b>					
In -Kind Volunteers	350,732			350,732	350,732
In-Kind Rent/Utilities	2,420			2,420	2,420
Other grants/donations	14,722		14,722		
Fundraising/Board Support	0				
	0				
	0				
	0				
	0				
	0				
<b>Subtotal:</b>	<b>367,874</b>	<b>0</b>	<b>14,722</b>	<b>353,152</b>	<b>353,152</b>
<b>Match:</b>					
Fundraising/Board Support	16,500		16,500		
<b>Subtotal:</b>	<b>16,500</b>	<b>0</b>	<b>16,500</b>	<b>0</b>	<b>0</b>
Title III Client Donations (if applicable):	0				
Title III Funds (if applicable):	29,078	29,078			
OTO Funding	946	946			
County General Funds (if applicable):	5,817	5,817			
CBSP Funds (if applicable):					
<b>TOTAL FUNDS:</b>	<b>420,215</b>	<b>35,841</b>	<b>31,222</b>	<b>353,152</b>	<b>353,152</b>

## SECTION 5 DEDUCTIVE FORMULA (Title III Funded Programs Only)

	TOTAL
1.) TOTAL PROJECT BUDGET:	420,215
2.) {LESS} COUNTY GENERAL FUNDS:	5,817
3.) {LESS} OTHER NON-MATCH FUNDS:	367,874
4.) {EQUALS} TITLE III BUDGET COSTS TO BE MATCHED:	46,524
5.) {LESS} TITLE III MATCH FUNDS: [minimum of 25% OF LINE 4]	16,500
6.) {LESS} TITLE III CLIENT DONATIONS:	0
7.) {EQUALS} EARNED TITLE III FUNDS:	30,024

## Exhibit D

### Audit Requirements

The County contracts with various organizations to carry out programs mandated by the Federal and State governments or sponsored by the Board of Supervisors. Under the Single Audit Act Amendments of 1996 (31 U.S.C.A. §§ 7501-7507) and Board policy, the County has the responsibility to determine whether organizations receiving funds through the County have spent them in accordance with applicable laws, regulations, contract terms, and grant agreements. To this end, effective with the first fiscal year beginning on and after December 26, 2014, the following are required.

#### **I. AUDIT REQUIREMENTS**

##### **A. Funds from Federal Sources:**

1. Non-Federal entities which are determined to be subrecipients by the supervising department according to 2 CFR § 200.330 and which expend annual Federal awards in the amount specified in 2 CFR § 200.501 are required to have a single audit performed in accordance with 2 CFR § 200.514.
2. When a non-Federal entity expends annual Federal awards in the amount specified in 2 CFR § 200.501(a) under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or terms and conditions of the Federal award do not require a financial statement audit of the auditee, the non-Federal entity may elect to have a program-specific audit conducted in accordance with 2 CFR § 200.507 (Program Specific Audits).
3. Non-Federal entities which expend annual Federal awards less than the amount specified in 2 CFR § 200.501(d) are exempt from the single audit requirements for that year except that the County may require a limited-scope audit in accordance with 2 CFR § 200.503(c).

##### **B. Funds from All Sources:**

Non-Federal entities which expend annual funds from any source (Federal, State, County, etc.) through the County in an amount of:

1. \$100,000 or more must have a financial audit in accordance with the U.S. Comptroller General's Generally Accepted Government Auditing Standards (GAGAS) covering all County programs.
2. Less than \$100,000 are exempt from these audit requirements except as otherwise noted in the contract.

Non-Federal entities that are required to have or choose to do a single audit in accordance with 2 CFR Subpart F, Audit Requirements are not required to have a financial audit in the same year. However, Non-Federal entities that are required to have a financial audit may also be required to have a limited-scope audit in the same year.

C. General Requirements for All Audits:

1. All audits must be conducted in accordance with Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States (GAGAS).
2. All audits must be conducted annually, except for biennial audits authorized by 2 CFR § 200.504 and where specifically allowed otherwise by laws, regulations, or County policy.
3. The audit report must contain a separate schedule that identifies all funds received from or passed through the County that is covered by the audit. County programs must be identified by contract number, contract amount, contract period, and amount expended during the fiscal year by funding source. An exhibit number must be included when applicable.
4. If a funding source has more stringent and specific audit requirements, these requirements must prevail over those described above.

II. **AUDIT REPORTS**

A. For Single Audits

1. Within the earlier of 30 calendar days after receipt of the auditor's report or nine months after the end of the audit period, the auditee must electronically submit to the Federal Audit Clearinghouse (FAC) the data collection form described in 2 CFR § 200.512(b) and the reporting package described in 2 CFR § 200.512(c). The auditee and auditors must ensure that the reporting package does not include protected personally identifiable information. The FAC will make the reporting package and the data collection form available on a web site and all Federal agencies, pass-through entities and others interested in a reporting package and data collection form must obtain it by accessing the FAC. As required by 2 CFR § 200.512(a)(2), unless restricted by Federal statutes or regulations, the auditee must make copies available for public inspection.
2. A notice of the audit report issuance along with two copies of the management letter with its corresponding response should be sent to the County supervising department within ten calendar days after it is submitted to the FAC. The County supervising department is responsible for forwarding a copy of the audit report, management letter, and corresponding responses to the County Auditor within one week of receipt.

B. For Audits other than Single Audits

At least two copies of the audit report package, including all attachments and any management letter with its corresponding response, should be sent to the County supervising department within six months after the end of the audit year, or other time frame as specified by the department. The County supervising department is responsible for forwarding a copy of the audit report package to the County Auditor within one week of receipt.

### **III. AUDIT RESOLUTION**

Within 30 days of issuance of the audit report, the entity must submit to its County supervising department a corrective action plan consistent with 2 CFR § 200.511(c) to address each audit finding included in the current year auditor's report. Questioned costs and disallowed costs must be resolved according to procedures established by the County in the Contract Administration Manual. The County supervising department will follow up on the implementation of the corrective action plan as it pertains to County programs.

### **IV. ADDITIONAL AUDIT WORK**

The County, the State, or Federal agencies may conduct additional audits or reviews to carry out their regulatory responsibilities. To the extent possible, these audits and reviews will rely on the audit work already performed under the audit requirements listed above.





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/10/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Anixter & Oser, Inc. License 0E28888 205 San Marin Drive Novato CA 94945-1227		<b>CONTACT NAME:</b> Josh Preston <b>PHONE (A/C No. Ext.):</b> (415) 898-1600 <b>E-MAIL ADDRESS:</b> josh@properlyinsured.com <b>FAX (A/C No.):</b> (415) 898-3922	
<b>INSURED</b> Life ElderCare, Inc. P.O. Box 5006 Fremont CA 94537		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Nonprofits Ins Alliance of CA INSURER B: State Compensation Ins. Fund INSURER C: INSURER D: INSURER E: INSURER F:	

**COVERAGES**

CERTIFICATE NUMBER: CL1521010810

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY					EACH OCCURRENCE \$ 1,000,000	
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000	
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X	2015-06504	2/3/2015	2/3/2016	MED EXP (Any one person) \$ 20,000	
	<input checked="" type="checkbox"/> SOCIAL SERVICE					PERSONAL & ADV INJURY \$ 1,000,000	
	<input type="checkbox"/> PROFESSIONAL LIABILITY					GENERAL AGGREGATE \$ 2,000,000	
	GEN'L AGGREGATE LIMIT APPLIES PER:					PRODUCTS - COMPROP AGG \$ 2,000,000	
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC					\$	
A	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000	
	<input checked="" type="checkbox"/> ANY AUTO					BODILY INJURY (Per person) \$	
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS	X	2015-06504	2/3/2015	2/3/2016	BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS				PROPERTY DAMAGE (Per accident) \$	
						Uninsured motorist combined \$ 1,000,000	
A	<input checked="" type="checkbox"/> UMBRELLA LIAB	<input type="checkbox"/> OCCUR				EACH OCCURRENCE \$ 1,000,000	
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE				AGGREGATE \$ 1,000,000	
	DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		2015-06504-UMB	2/3/2015	2/3/2016	\$	
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	9093846 2014	3/28/2014	3/28/2015	E.L. EACH ACCIDENT \$ 1,000,000	
	If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				E.L. DISEASE - EA EMPLOYEE \$ 1,000,000	
						E.L. DISEASE - POLICY LIMIT \$ 1,000,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Certificate holder County of Alameda, its Board of Supervisors, the individual members thereof, and all County officers, agents, employees and representatives is named as additional insured per forms CG2026 and NIAC A1 forms attached.

**CERTIFICATE HOLDER****CANCELLATION**

Alameda County Health Care Services Agency 1000 San Leandro Blvd. Ste 300 San Leandro, CA 94577	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  Vanessa Weidman
-------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

ACORD 25 (2010/05)

INS025 (201005) 01

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COB

# ALAMEDA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

The following action was taken by the Alameda County Board of Supervisors on 12/16/2014

Approved as Recommended ☒

Other ☐

Unanimous ☐ Chan: ☐ Haggerty: ☐ Miley: ☐ Valle: ☒ Carson: ☐ - ☐ 4

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Contract: C-2014-209  
Resolution: R-2014-410F

Documents to be signed by Agency/Purchasing Agent:

File No. 29484

Item No. 4

Copies sent to:

J. Villafior & Auditor

## Special Notes:

FY 2014-2015 Older  
Americans Act and Older  
Californians Act Grant  
Agreement No. AP-1415-09,  
A01



I certify that the foregoing is a correct  
copy of a Minute Order adopted by the  
Board of Supervisors, Alameda County,  
State of California.

ATTEST:

Clerk of the Board  
Board of Supervisors

By:

Deputy



Lori A. Cox  
Agency Director

Thomas L. Berkley Square  
2000 San Pablo Avenue, Fourth Floor  
Oakland, California 94612  
510-271-9100 / Fax: 510-271-9108  
[ssadirector@acgov.org](mailto:ssadirector@acgov.org)  
<http://alamedasocialservices.org>

November 6, 2014

Honorable Board of Supervisors  
Administration Building  
Oakland, California 94612

Dear Board Members:

**SUBJECT:** Approval of Area Plan Grant Agreement Amendment and Contract Amendments for services administered by the Area Agency on Aging.

**RECOMMENDATIONS:**

- A. Approve the FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1, between the California Department of Aging and County of Alameda, Area Agency on Aging and authorize the President to sign seven (7) Grant Agreements on behalf of Alameda County, each with an original signature, with a Minute Order authorizing execution of the contract.
- B. Approve the attached Financial Recommendation increasing revenue and appropriations by \$1,362,121.
- C. Approve contract increases totaling \$1,359,648 as detailed in attachment A, and delegate authority to the Social Services Director to sign the contract amendments, under the master contracting process.
- D. Approve a one-time allocation of Measure A Funds in the amount of \$15,000 to provide emergency senior support services.

**SUMMARY/DISCUSSION:**

This letter requests action by your Board to approve and execute Amendment 1 to the Older Americans Act (OAA) and Older Californians Act Grant Agreement issued by the California Department of Aging (CDA) for FY 2014/15.

This grant agreement, which provides an increase of \$408,288 in Special Nutrition (SN) and One-Time-Only (OTO) funds, allocates a total of \$5,879,694.00 to the Alameda County Area Agency on Aging (AAA). Your Board approved the original agreement, AP-1415-09, in the amount of \$5,471,406, on October 7, 2014 (File: 29356; Item: 4). The AAA will retain \$2,473 of the SN & OTO funds for its direct service Ombudsman program and allocate the remaining \$405,815 to its subcontractors as outlined in Attachment A.

Your Board directed that the Social Services Agency (SSA) and Health Care Services Agency (HCSA) collaborate to develop a Countywide plan for seniors. SSA is implementing a strategy that includes three key items: 1) provide one-time emergency funding to support the infrastructure of senior service providers; 2) develop a plan for delivery of technical assistance & capacity building for senior services providers; and 3) develop a Countywide plan for seniors. Attachment A includes emergency funding of \$953,833, which includes a 15% (\$884,012) increase in senior service contracts and \$69,821 to backfill a gap caused by federal sequestration cuts. Please note that the HCSA is providing \$15,000 of the funding from Measure A so that Senior Injury Prevention Program contracts managed by the AAA will also receive emergency funding.

County Counsel has approved this amended grant agreement as to form.

#### SELECTION CRITERIA/PROCESS:

*The subcontractors receiving funds under this grant agreement were selected based on recommendations resulting from the 2014-2018 requests for proposals completed by the Alameda County Area Agency on Aging and the Advisory Commission on Aging. The Commission's recommendations for funding from the RFP were approved by your Board on June 24, 2014 (File #29358, Item 5).*

#### FUNDING

Financing will come from the SSA budget and federal OTO funds awarded to Alameda County by the CDA through this grant agreement amendment for FY 2014-2015. An additional \$15,000 in funding comes from the Measure A reserve. Approval of these recommendations will bring the total amount of Measure A one-time expenditures that exceed the Fiscal Year 2014-2015 Budget to \$3,879,000. The Measure A expenses will be transferred to the Public Health Department at year end. The subcontractors receiving OAA and OCA funds will meet all match requirements.

Sincerely,



Lori A. Cox  
Agency Director

- Att: 1) Seven Original FY 2014-20145 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1 documents for Board President signature.  
2) Attachment A  
3) Financial Recommendation



CONTRACTOR	PC #	PO #	Initial Contract Amount	15% Increase & Sequestration	OTO & Special Nutrition	Amended Contract Amount	Fund Source
Nutrition C-1	11033	12493	64,757.00	9,714	12,126	86,597.00	Title III C-1
Ethiopian Community Family Caregiver Support	11008	12451	10,318.00	1,956	632	12,906.00	Title III E
Family Bridges Information & Assistance Senior Center Activities	10875 10979 10802	12340 12427 12255	15,897.00 26,246.00 13,036.00	3,181 5,251 2,607	517 854 424	19,595.00 32,351.00 16,067.00	Title III B Title III B Title III B
Family Caregiver Alliance Caregiver Support	10760	12181	95,553.00	18,108	5,850	119,511.00	Title III E
Family Support Services of the BA Caregiver Support	10761	12183	51,260.00	9,714	3,138	64,112.00	Title III E
Hayward Area Recreation & Park District Senior Center Activities	10912	12358	24,100.56	3,615		27,715.56	CGF
J-Sei Case Management	10819 10816 10807	12267 12266 12280	10,432.00 8,021.00 28,322.00	2,087 1,604 4,248	339 261 1,910	12,858.00 9,886.00 34,480.00	Title III B Title III B Title III C-2
Korean Community Center of the East Bay Information & Assistance	11017	12474	16,751.00	3,351	545	20,647.00	Title III B
Life ElderCare Visiting - Lavender Nutrition C-2 Injury Prevention	10771 10769 10837 10978	12188 12187 12390 12426	29,078.00 10,326.00 49,211.00 25,291.00	5,817 2,066 7,382 3,794	946 336 3,318	35,841.00 12,728.00 59,911.00 29,085.00	Title III B Title III B Title III C-2 SIPP
Legal Assistance for Seniors Elder Abuse Prevention	10876	12324	19,356.00	3,647	201	23,204.00	Title VIIb
MPPA Financial alignment	10877 10828	12325 12396	11,908.00 36,942.00	-1,786 5,541		13,694.00 42,483.00	MPPA FA
Legal Services HICAP	10871 10872	12321 12322	346,274.00 393,995.00	57,263 59,099	3,460	406,997.00 453,094.00	Title III B HICAP
Lifelong Medical Care Health Services Disease Prevention	10913 10813	12359 12359	36,699.00 27,471.00	7,342 5,752	-1,194 1,162	45,235.00 34,385.00	Title III B Title III D
Jan Speer dba Nutrition Solutions Nutrition C-1 Nutrition C-2	10331 10331	12327 12327	182,248.00 205,831.00	27,334 30,875	34,127 13,678	243,712.00 250,584.00	Title III C-1 Title III C-2
On Lok Senior Health Services Family Caregiver Support	10334	12350	25,795.00	4,888	1,579	32,262.00	Title III E
Open Heart Kitchen Nutrition C-1	10822	12273	132,303.00	19,845	24,774	176,922.00	Title III C-1
Rebuilding Together Oakland Injury Prevention	10828	12279	10,000.00	1,500		11,500.00	SIPP
Senior Support Services of the Tri Valley Disease Prevention Caregiver Support	10911 10910	12402 12401	27,471.00 40,375.00	5,752 7,651	1,162 2,472	34,385.00 50,498.00	Title III D Title III E



**COMMUNITY BASED ORGANIZATION  
MASTER CONTRACT EXHIBIT A & B COVERSHEET**

Dept Name: SSA- Adult, Aging and Medi-Cal Services Vendor ID #: 0000030756 Board PO #: SOCSA-12183Bus Unit: SOCSA Master Contract #: 900176 Procurement Contract #: 10761 Budget Year: 2015

Acct #	Fund #	Dept #	Program #	Subclass #	Project / Grant #	Amount to be Encumbered	Total Contract Amount
610341	10000	320200	33950			\$3,138	\$54,398
610341	10000	320200	34700			\$9,714	\$9,714

Justification if partial encumbrance or liquidation requested: \_\_\_\_\_

Federal Funds Waiver #: F606Contract Maximum: \$64,112Procurement Contract Begin Date: 7/01/2014 Expire Date: 6/30/2015 Period of Funding From: 7/01/2014 To: 6/30/2015Department Contact: Tracy Murray Telephone #: 577-1966 QIC Code: 24550Contractor Name: Family Support Services of the Bay Area

Project Name: \_\_\_\_\_

Contractor Address: 401 Grand Avenue, Suite 500, Oakland, CA 94610Remittance Address: Same as AboveALCOLINK Vendor Address #: 1BOS Dist. #: 5Contractor Telephone #: 510-834-2443 Fax #: 510-834-1548 E-mail (Signatory): csmith@fssba-oak.orgContractor Contact Person: Cheryl Smith E-mail (Contact): \_\_\_\_\_Contract Service Category: Family Caregiver Support Program, Respite Services, Title III-E Estimated Units of Service: See Exhibit AMethod of Reimbursement (Invoicing Procedures): Actual Cost in arrears

History of Funding:	Original	Amendment #1	Amendment #2	Amendment #3	Amendment #4
Funding Level	\$51,260	\$64,112			
Amount of Encumbrance	\$51,260	\$12,852			
File Date	June 24, 2014	December 16, 2015			
File / Item #	29358-5	29484-4			
Reason	Board Action	Board Action			

Funding Source Allocation:

Federal - CFDA #: 93.052

State

County

\$54,398

\$

\$9,714

The signatures below signify that the attached Exhibits A and B have been received, negotiated and finalized. The Contractor also signifies agreement with all provisions of the Master Contract.

**DEPARTMENT**

By \_\_\_\_\_

Signature

Lori A. Cox

Print or Type Name

Title Social Services Agency Director

Date

02/17/15**CONTRACTOR**

By \_\_\_\_\_

Signature

Cheryl Smith

Print or Type Name

Title Executive Director

Date

1/26/2015

By \_\_\_\_\_

Signature

Print or Type Name

Title \_\_\_\_\_

Date \_\_\_\_\_

## CONTRACT AMENDMENT

Reference is made to that Contract made and entered into on the 1<sup>st</sup> day of July 2014, by and between Family Support Services of the Bay Area, herein called and referred to as "Contractor", and the COUNTY OF ALAMEDA, a body corporate and politic of the State of California, hereinafter called and referred to as "County".

Said contract is hereby amended in the following manner:  
**Contract for Family Caregiver Support Program**

### Exhibit A

**Section B.4. One-Time Only Objective:** A one time only allocation of \$3,138 will be used to purchase five (5) computers during the period July 1, 2014 through June 30, 2015.

**Section B.4. Baseline Adjustment:** A one time only allocation of \$9,714 will be used to support baseline operations during the period July 1, 2014 through June 30, 2015.


### Exhibit B

The amended budgets are attached which increases the allocation by **\$12,852** for a total allocation of **\$64,112**.

Except as herein amended, said Contract is continued in full force and effect

**The Contract Amendment is effective as of 16<sup>th</sup> day of December 2014.**

### COUNTY OF ALAMEDA

By  \_\_\_\_\_

Title: Agency Director

Date 02/17/15

### CONTRACTOR

Family Support Services of the Bay Area  
401 Grand Avenue, Suite 500  
Oakland, CA. 94610

By  \_\_\_\_\_  
Authorized Signature of Contractor

Title: Executive Director

Date Feb 5, 2015

Contractors shall have in place an outreach strategy to reach the targeted populations and to inform the community about the agency and services provided.

**A. Baseline Service Objectives**

1. Services shall be accessible through Family Support Services of the Bay Area, at 401 Grand Avenue, Suite 500, Oakland, CA 94610 from 9:00 am to 4:00 pm., Monday through Friday.
2. Methods used to solicit voluntary contributions for Title III and Title VII services shall be non-coercive.
3. Donation letters sent to clients for Title III and Title VII services shall stipulate that contributions are voluntary and not required to receive service.

**B. MIS Units of Service**

Contractor shall perform the following units of service during this contract period in a manner that distributes them reasonably in all four geographic areas, and evenly over the months of the contract.

1. Services shall be targeted to persons 60 years and older as follows:
  - 31% aged 75 and older
  - 30 % in greatest economic need
  - 36 % Functionally Impaired
  - 52 % Minority
2. Forty (40) new caregivers will be seen during the contract year
3. Two thousand five hundred and twelve (2,512) hours of Respite Services will be provided
4. **One Time Only Objective:** A One Time Only increase of \$3,138 will be used to purchase five (5) computers during the period of July 1, 2014 through June 30, 2015.
5. **One Time Only Baseline Adjustment:** A baseline adjustment which includes a fifteen percent increase in the amount of \$7,689 and a sequestration backfill in the amount of \$2,025 will be used to increase baseline services during the period of July 1, 2014 through June 30, 2015.

Official Name of Bidder: FAMILY SUPPORT SERVICES OF THE BAY AREA

Service Category: Family Caregiver Support Program

SECTION 1 SALARIES AND EMPLOYEE BENEFITS					
	TOTAL PROJECT BUDGET	AAA FUNDED PROJECT BUDGET	1-15 CHANGE TO AAA FUNDED BUDGET	OTHER	
				CASH	IN-KIND
<u>Program Staff:</u>					
Director of Program Operations, 2% FTE @ \$85,026	1,701	1,395	375	306	
Respite Program Director, 7.5% FTE @ \$74,943	5,621	4,609	3,156	1,012	
Respite Program Supervisor, 10% FTE @ \$48,800	4,880	4,002	2,107	878	
Respite Program Assistant, 20% FTE @ \$31,875	6,376	5,228	4,582	1,148	
Respite Care Coordinators, 10% FTE @ \$34,118	3,412	2,798	1,569	614	
Administrative Manager, 2.5% FTE @ \$57,172	1,430	1,173	29	257	
Administrative Assistant, 2.5% FTE @ \$32,448	811	665	16	146	
Respite Providers, Avg. \$11.25/hour X 1800 hrs	20,250	16,605	-4,496	3,645	
<u>Indirect Staff:</u>					
Executive Director, 1.4% FTE @ \$140,000	1,960	1,607	263	353	
Director, Finance & Administration, 1.4% FTE @ \$102,600	1,436	1,178	261	258	
Personnel Manager, 1.4% FTE @ \$58,516	819	672	123	147	
Accounting Manager, 1.4% FTE @ \$59,372	831	681	111	150	
Accounting/Contracts Specialist, 1.4% @ \$48,177	674	553	93	121	
Payroll Specialist, 1% @ \$48,177	482	395	92	87	
Executive Support, 1.4% @ \$42,376	593	486	97	107	
<b>Subtotal:</b>	<b>51,276</b>	<b>42,047</b>	<b>8,378</b>	<b>9,229</b>	<b>0</b>
<b>1.2 TAXES AND BENEFITS</b>					
FICA @ .0765	3,923	3,217	641	706	
Unemployment Insurance @ .015	769	631	126	138	
Health Insurance @ .15 (excl. respite providers)	4,654	3,816	1,554	838	
Workers' Compensation Insurance @ .037	1,893	1,552	-430	341	
Retirement @ .02 of salary (excl. respite providers)	621	509	258	112	
Life Insurance @ .005 (excl. respite providers)	155	127	64	28	
<b>Subtotal:</b>	<b>12,015</b>	<b>9,852</b>	<b>2,213</b>	<b>2,163</b>	<b>0</b>
<b>TOTAL SALARY/BENEFIT BUDGET</b>					
(Sections 1.1, 1.2, 1.3)	<b>63,291</b>	<b>51,899</b>	<b>10,591</b>	<b>11,392</b>	<b>0</b>
<b>SECTION 2. SERVICES AND SUPPLIES</b>					
	23%				
	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	1-15 CHANGE TO AAA FUNDED BUDGET	OTHER	
				CASH	IN-KIND
<b>2.1 TRAVEL AND TRAINING</b>					
Staff Travel: 6,000 Miles x Rate \$0.54 (mileage to and from respites/home visits)	2,624	2,099	-325	525	
Staff Training - for new and continuing staff	520	416	284	104	
Vol.Travel: Miles x Rate	0				
<b>Subtotal:</b>	<b>3,144</b>	<b>2,515</b>	<b>-41</b>	<b>629</b>	<b>0</b>
<b>2.2 OCCUPANCY</b>					
Rent or Mortgage	3,204	2,563	0	641	
Telephone	264	211	0	53	
Utilities	0	0	0	0	
Janitorial/Maintenance	53	42	0	11	
General Liability Ins.	171	137	0	34	
<b>Subtotal:</b>	<b>3,692</b>	<b>2,953</b>	<b>0</b>	<b>739</b>	<b>0</b>

## RFP BUDGET TEMPLATE - Page Three of Three

Official Name of Bidder: FAMILY SUPPORT SERVICES OF THE BAY AREA

Service Category: Family Caregiver Support Program

SECTION 2. SERVICES AND SUPPLIES - Continued					
2.3 OTHER BUDGET COSTS	TOTAL PROJECT BUDGET	AAA FUNDED BUDGET	1-15 CHANGE TO AAA FUNDED BUDGET	OTHER	
				CASH	IN-KIND
Supplies/Postage	246	197	0	49	0
Minor Equip. (5 computers X \$679 + 9% tax)	3,727	3,159	3,138	568	0
Printing/Copying/Graphics	73	58	0	15	0
Equipment Maintenance	175	140	0	35	0
Client/Group Respite Activities	1,000	800	-656	200	0
Membership/Dues/Subscrip.	2	2	0	0	0
Payroll/Bookkeeping Services	0	0	0	0	0
Directory and Advertising	5	5	1	0	0
Certified Out-of-Home Respite Provider	1,152	1,152	-533	0	0
Contract - Legal Assistance for Seniors	4,000	0	0	1,000	3,000
Computer/Other Consultants	908	677	421	231	0
Respite Database Programmer	100	80	0	20	0
SAMS System Fee	635	635	127	0	0
Client Basic Needs	250	0	0	0	250
<b>Subtotal:</b>	<b>12,273</b>	<b>6,905</b>	<b>2,498</b>	<b>2,118</b>	<b>3,250</b>

## 2.4 VEHICLE BUDGET

Gas/Oil _____ Miles x Rate _____	25	20	0	5	
Maintenance	0	0	0	0	
Vehicle Insurance	0	0	-16	0	
<b>Subtotal:</b>	<b>25</b>	<b>20</b>	<b>-16</b>	<b>5</b>	<b>0</b>
<b>TOTAL SERVICES/SUPPLIES BUDGET</b>	<b>19,134</b>	<b>12,393</b>	<b>2,441</b>	<b>3,491</b>	<b>3,250</b>

## SECTION 3 CAPITAL EQUIPMENT

3.1 Capital Equipment <i>List Items Costing \$5,000+</i>	TOTAL PROJECT COSTS	AAA FUNDED COSTS		OTHER	
				CASH	IN-KIND
	0				
	0				
	0				
<b>TOTAL CAPITAL EQUIPMENT BUDGET</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>

<b>GRAND TOTAL BUDGET (Sections 1.1 - 3.1)</b>	<b>82,425</b>	<b>64,292</b>	<b>13,032</b>	<b>14,883</b>	<b>3,250</b>
----------------------------------------------------	---------------	---------------	---------------	---------------	--------------



## SECTION 4 REVENUES

4.1 REVENUE SOURCES:	Total Project Funds	AAA Project Funding	Other		Committed Funds
			CASH	IN-KIND	
Non-Match:					
Subtotal:	0	0	0	0	0
Match:					
Kinship Support Services - State Funds	14,883		14,883		14,883
In Kind Services provided by LAS	3,250			3,250	3,250
Subtotal:	18,133	0	14,883	3,250	18,133
Title III Client Donations (if applicable):					
Title III Funds (if applicable):	54,398	54,398			
County General Funds (if applicable):	9,894	9,894			
CBSP Funds (if applicable):					
<b>TOTAL FUNDS:</b>	<b>82,425</b>	<b>64,292</b>	<b>14,883</b>	<b>3,250</b>	<b>18,133</b>

## SECTION 5 DEDUCTIVE FORMULA (Title III Funded Programs Only)

	TOTAL
1.) TOTAL PROJECT BUDGET:	82,425
2.) {LESS} COUNTY GENERAL FUNDS:	9,894
3.) {LESS} OTHER NON-MATCH FUNDS:	0
4.) {EQUALS} TITLE III BUDGET COSTS TO BE MATCHED:	72,531
5.) {LESS} TITLE III MATCH FUNDS: [minimum of 25% OF LINE 4]	18,133
6.) {LESS} TITLE III CLIENT DONATIONS:	0
7.) {EQUALS} EARNED TITLE III FUNDS:	54,398

## **Exhibit D**

### **Audit Requirements**

The County contracts with various organizations to carry out programs mandated by the Federal and State governments or sponsored by the Board of Supervisors. Under the Single Audit Act Amendments of 1996 (31 U.S.C.A. §§ 7501-7507) and Board policy, the County has the responsibility to determine whether organizations receiving funds through the County have spent them in accordance with applicable laws, regulations, contract terms, and grant agreements. To this end, effective with the first fiscal year beginning on and after December 26, 2014, the following are required.

#### **I. AUDIT REQUIREMENTS**

##### **A. Funds from Federal Sources:**

1. Non-Federal entities which are determined to be subrecipients by the supervising department according to 2 CFR § 200.330 and which expend annual Federal awards in the amount specified in 2 CFR § 200.501 are required to have a single audit performed in accordance with 2 CFR § 200.514.
2. When a non-Federal entity expends annual Federal awards in the amount specified in 2 CFR § 200.501(a) under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or terms and conditions of the Federal award do not require a financial statement audit of the auditee, the non-Federal entity may elect to have a program-specific audit conducted in accordance with 2 CFR § 200.507 (Program Specific Audits).
3. Non-Federal entities which expend annual Federal awards less than the amount specified in 2 CFR § 200.501(d) are exempt from the single audit requirements for that year except that the County may require a limited-scope audit in accordance with 2 CFR § 200.503(c).

##### **B. Funds from All Sources:**

Non-Federal entities which expend annual funds from any source (Federal, State, County, etc.) through the County in an amount of:

1. \$100,000 or more must have a financial audit in accordance with the U.S. Comptroller General's Generally Accepted Government Auditing Standards (GAGAS) covering all County programs.
2. Less than \$100,000 are exempt from these audit requirements except as otherwise noted in the contract.

Non-Federal entities that are required to have or choose to do a single audit in accordance with 2 CFR Subpart F, Audit Requirements are not required to have a financial audit in the same year. However, Non-Federal entities that are required to have a financial audit may also be required to have a limited-scope audit in the same year.

C. General Requirements for All Audits:

1. All audits must be conducted in accordance with Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States (GAGAS).
2. All audits must be conducted annually, except for biennial audits authorized by 2 CFR § 200.504 and where specifically allowed otherwise by laws, regulations, or County policy.
3. The audit report must contain a separate schedule that identifies all funds received from or passed through the County that is covered by the audit. County programs must be identified by contract number, contract amount, contract period, and amount expended during the fiscal year by funding source. An exhibit number must be included when applicable.
4. If a funding source has more stringent and specific audit requirements, these requirements must prevail over those described above.

II. **AUDIT REPORTS**

A. For Single Audits

1. Within the earlier of 30 calendar days after receipt of the auditor's report or nine months after the end of the audit period, the auditee must electronically submit to the Federal Audit Clearinghouse (FAC) the data collection form described in 2 CFR § 200.512(b) and the reporting package described in 2 CFR § 200.512(c). The auditee and auditors must ensure that the reporting package does not include protected personally identifiable information. The FAC will make the reporting package and the data collection form available on a web site and all Federal agencies, pass-through entities and others interested in a reporting package and data collection form must obtain it by accessing the FAC. As required by 2 CFR § 200.512(a)(2), unless restricted by Federal statutes or regulations, the auditee must make copies available for public inspection.
2. A notice of the audit report issuance along with two copies of the management letter with its corresponding response should be sent to the County supervising department within ten calendar days after it is submitted to the FAC. The County supervising department is responsible for forwarding a copy of the audit report, management letter, and corresponding responses to the County Auditor within one week of receipt.

B. For Audits other than Single Audits

At least two copies of the audit report package, including all attachments and any management letter with its corresponding response, should be sent to the County supervising department within six months after the end of the audit year, or other time frame as specified by the department. The County supervising department is responsible for forwarding a copy of the audit report package to the County Auditor within one week of receipt.

### **III. AUDIT RESOLUTION**

Within 30 days of issuance of the audit report, the entity must submit to its County supervising department a corrective action plan consistent with 2 CFR § 200.511(c) to address each audit finding included in the current year auditor's report. Questioned costs and disallowed costs must be resolved according to procedures established by the County in the Contract Administration Manual. The County supervising department will follow up on the implementation of the corrective action plan as it pertains to County programs.

### **IV. ADDITIONAL AUDIT WORK**

The County, the State, or Federal agencies may conduct additional audits or reviews to carry out their regulatory responsibilities. To the extent possible, these audits and reviews will rely on the audit work already performed under the audit requirements listed above.

# ALAMEDA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

*The following action was taken by the Alameda County Board of Supervisors on 12/16/2014*

Approved as Recommended ☒

Other ☐

Unanimous ☐ Chan: ☐ Haggerty: ☐ Miley: ☐ Valle: ☒ Carson: ☐ - 4

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Contract: C-2014-209  
Resolution: R-2014-410F

Documents to be signed by Agency/Purchasing Agent:

File No. 29484

Item No. 4

Copies sent to:

J. Villaflor & Auditor

### Special Notes:

FY 2014-2015 Older  
Americans Act and Older  
Californians Act Grant  
Agreement No. AP-1415-09,  
A01



I certify that the foregoing is a correct  
copy of a Minute Order adopted by the  
Board of Supervisors, Alameda County,  
State of California.

ATTEST:

Clerk of the Board  
Board of Supervisors

By: [Signature]

Deputy





Lori A. Cox  
Agency Director

Thomas L. Berkley Square  
2000 San Pablo Avenue, Fourth Floor  
Oakland, California 94612  
510-271-9100 / Fax: 510-271-9108  
[ssadirector@acgov.org](mailto:ssadirector@acgov.org)  
<http://alamedasocialservices.org>

November 6, 2014

Honorable Board of Supervisors  
Administration Building  
Oakland, California 94612

Dear Board Members:

**SUBJECT:** Approval of Area Plan Grant Agreement Amendment and Contract Amendments for services administered by the Area Agency on Aging

**RECOMMENDATIONS:**

- A. Approve the FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1, between the California Department of Aging and County of Alameda, Area Agency on Aging and authorize the President to sign seven (7) Grant Agreements on behalf of Alameda County, each with an original signature, with a Minute Order authorizing execution of the contract.
- B. Approve the attached Financial Recommendation increasing revenue and appropriations by \$1,362,121.
- C. Approve contract increases totaling \$1,359,648 as detailed in attachment A, and delegate authority to the Social Services Director to sign the contract amendments, under the master contracting process.
- D. Approve a one-time allocation of Measure A Funds in the amount of \$15,000 to provide emergency senior support services.

**SUMMARY/DISCUSSION:**

This letter requests action by your Board to approve and execute Amendment 1 to the Older Americans Act (OAA) and Older Californians Act Grant Agreement issued by the California Department of Aging (CDA) for FY 2014/15.

This grant agreement, which provides an increase of \$408,288 in Special Nutrition (SN) and One-Time-Only (OTO) funds, allocates a total of \$5,879,694.00 to the Alameda County Area Agency on Aging (AAA). Your Board approved the original agreement, AP-1415-09, in the amount of \$5,471,406, on October 7, 2014 (File: 29356; Item: 4). The AAA will retain \$2,473 of the SN & OTO funds for its direct service Ombudsman program and allocate the remaining \$405,815 to its subcontractors as outlined in Attachment A.

Your Board directed that the Social Services Agency (SSA) and Health Care Services Agency (HCSA) collaborate to develop a Countywide plan for seniors. SSA is implementing a strategy that includes three key items: 1) provide one-time emergency funding to support the infrastructure of senior service providers; 2) develop a plan for delivery of technical assistance & capacity building for senior services providers; and 3) develop a Countywide plan for seniors. Attachment A includes emergency funding of \$953,833, which includes a 15% (\$884,012) increase in senior service contracts and \$69,821 to backfill a gap caused by federal sequestration cuts. Please note that the HCSA is providing \$15,000 of the funding from Measure A so that Senior Injury Prevention Program contracts managed by the AAA will also receive emergency funding.

County Counsel has approved this amended grant agreement as to form.

#### **SELECTION CRITERIA/PROCESS:**

*The subcontractors receiving funds under this grant agreement were selected based on recommendations resulting from the 2014-2018 requests for proposals completed by the Alameda County Area Agency on Aging and the Advisory Commission on Aging. The Commission's recommendations for funding from the RFP were approved by your Board on June 24, 2014 (File #29358, Item 5).*

#### **FUNDING**

Financing will come from the SSA budget and federal OTO funds awarded to Alameda County by the CDA through this grant agreement amendment for FY 2014-2015. An additional \$15,000 in funding comes from the Measure A reserve. Approval of these recommendations will bring the total amount of Measure A one-time expenditures that exceed the Fiscal Year 2014-2015 Budget to \$3,879,000. The Measure A expenses will be transferred to the Public Health Department at year end. The subcontractors receiving OAA and OCA funds will meet all match requirements.

Sincerely,



Lori A. Cox  
Agency Director

- Att: 1) Seven Original FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1 documents for Board President signature.  
2) Attachment A  
3) Financial Recommendation

CONTRACTOR	PC #	PO #	Initial Contract Amount	15% Increase & Sequestration	OTO & Special Nutrition	Amended Contract Amount	Fund Source
Nutrition C-1	11033	12493	64,757.00	9,714	12,126	86,597.00	Title III C-1
Ethiopian Community Family Caregiver Support	11008	12451	10,318.00	1,956	632	12,906.00	Title III E
Family Bridges Information & Assistance	10875	12340	15,897.00	3,181	517	19,595.00	Title III B
Senior Center Activities	10979	12427	26,246.00	5,251	854	32,351.00	Title III B
Visiting	10802	12255	13,036.00	2,607	424	16,057.00	Title III B
Family Caregiver Alliance Caregiver Support	10760	12181	95,553.00	18,108	5,850	119,511.00	Title III E
Family Support Services of the BA Caregiver Support	10761	12183	51,280.00	9,714	3,138	64,112.00	Title III E
Hayward Area Recreation & Park District Senior Center Activities	10812	12358	24,100.56	3,615		27,715.56	CGF
J-Sei Case Management	10819	12267	10,432.00	2,087	339	12,858.00	Title III B
Visiting	10818	12266	8,021.00	1,604	261	9,886.00	Title III B
Nutrition C-2	10807	12260	28,322.00	4,248	1,910	34,480.00	Title III C-2
Korean Community Center of the East Bay Information & Assistance	11017	12474	16,751.00	3,351	545	20,647.00	Title III B
Life ElderCare	10771	12188	29,078.00	5,817	948	35,841.00	Title III B
Visiting - Lavender	10769	12187	10,326.00	2,066	336	12,728.00	Title III B
Nutrition C-2	10937	12300	49,211.00	7,382	3,318	59,911.00	Title III C-2
Injury Prevention	10978	12426	25,281.00	3,794		29,085.00	SIPP
Legal Assistance for Seniors	10876	12324	19,356.00	3,647	201	23,204.00	Title VIb
Elder Abuse Prevention	10877	12325	11,908.00	1,786		13,694.00	MIPPA
MIPPA	10928	12396	36,942.00	5,541		42,483.00	FA
Financial alignment	10871	12321	346,274.00	57,263	3,460	406,997.00	Title III B
Legal Services	10872	12322	393,995.00	59,098		453,094.00	HICAP
Lifelong Medical Care	10913	12359	36,699.00	7,342	1,194	45,235.00	Title III B
Health Services	10913	12359	27,471.00	5,752	1,162	34,385.00	Title III D
Disease Prevention	10331	12327	182,248.00	27,337	34,127	243,712.00	Title III C-1
Jan Speer dba Nutrition Solutions	10331	12327	205,831.00	30,875	13,878	250,584.00	Title III C-2
Nutrition C-2	10334	12350	25,795.00	4,888	1,579	32,262.00	Title III E
On Lok Senior Health Services	10822	12273	132,303.00	19,845	24,774	176,922.00	Title III C-1
Family Caregiver Support	10828	12279	10,000.00	1,500		11,500.00	SIPP
Open Heart Kitchen	10911	12402	27,471.00	5,752	1,162	34,385.00	Title III D
Nutrition C-1	10910	12401	40,375.00	7,651	2,472	50,498.00	Title III E
Rebuilding Together Oakland							
Injury Prevention							
Senior Support Services of the Tri Valley							
Disease Prevention							
Caregiver Support							

**COMMUNITY BASED ORGANIZATION  
MASTER CONTRACT EXHIBIT A & B COVERSHEET**

Dept Name: SSA- Adult, Aging and Medi-Cal Services Vendor ID #: 0000045793 Board PO #: SOCSA-12181

Bus Unit: SOCSA Master Contract #: 900175 Procurement Contract #: 10760 Budget Year: 2015

Acct #	Fund #	Dept #	Program #	Subclass #	Project / Grant #	Amount to be Encumbered	Total Contract Amount
610341	10000	320200	33950			\$5,850	\$101,403
610341	10000	320200	34700			\$18,108	\$18,108

Justification if partial encumbrance or liquidation requested: \_\_\_\_\_

Federal Funds Waiver #: F606

Contract Maximum: \$119,511

Procurement Contract Begin Date: 7/01/2014 Expire Date: 6/30/2015 Period of Funding From: 7/01/2014 To: 6/30/2015

Department Contact: Tracy Murray Telephone #: 577-1966 QIC Code: 24550

Contractor Name: Family Caregiver Alliance

Project Name: \_\_\_\_\_

Contractor Address: 785 Market Street, Suite 750, San Francisco, CA 94103

Remittance Address: Same as Above

ALCOLINK Vendor Address #: 4

BOS Dist. #: 5

Contractor Telephone #: 415-434-3388 Fax #: 415-434-3508 E-mail (Signatory): kkelley@caregiver.org

Contractor Contact Person: Kathleen Kelly E-mail (Contact): \_\_\_\_\_

Contract Service Category: Family Caregiver Support Program, Information Services/Access Assistance/Support Services/Respite, Title IIIIE

Estimated Units of Service: See Exhibit A

Method of Reimbursement (Invoicing Procedures): Actual Cost in arrears

History of Funding:	Original	Amendment #1	Amendment #2	Amendment #3	Amendment #4
Funding Level	\$95,553	\$119,511			
Amount of Encumbrance	\$95,553	\$23,958			
File Date	June 24, 2014	December 16, 2014			
File / Item #	29358-5	29484-4			
Reason	Board Action	Board Action			

Funding Source Allocation:

Federal - CFDA #: 93.052

State

County

\$101,403

\$

\$18,108

The signatures below signify that the attached Exhibits A and B have been received, negotiated and finalized. The Contractor also signifies agreement with all provisions of the Master Contract.

**DEPARTMENT**

By \_\_\_\_\_

Signature

Lori A. Cox

Print or Type Name

Title Social Services Agency Director

Date

02/17/15

**CONTRACTOR**

By \_\_\_\_\_

Signature

Kathleen Kelly

Print or Type Name

Title Executive Director

Date

By \_\_\_\_\_

Signature

Print or Type Name

Title

Operations Director

Date

1/29/2015



## CONTRACT AMENDMENT

Reference is made to that Contract made and entered into on the 1<sup>st</sup> day of July 2014, by and between Family Caregiver Alliance, herein called and referred to as "Contractor", and the COUNTY OF ALAMEDA, a body corporate and politic of the State of California, hereinafter called and referred to as "County".

Said contract is hereby amended in the following manner:

### **Contract for Family Caregiver Support Program**

#### **Exhibit A**

**Section B.12. One-Time Only Objective:** A one time only allocation of \$5,850 will be used to purchase a color copier during the period July 1, 2014 through June 30, 2015.

**Section B.13. Baseline Adjustment** A one time only allocation of \$18,108 will be used to support baseline operations for the period July 1, 2014 through June 30, 2015.

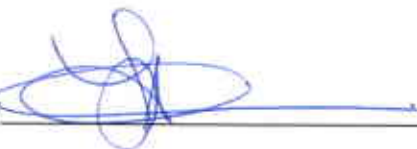
#### **Exhibit B**

The amended budgets are attached which increases the allocation by **\$23,958** for a total allocation of **\$119,511**.

Except as herein amended, said Contract is continued in full force and effect

**The Contract Amendment is effective as of 16<sup>th</sup> day of December 2014.**

#### **COUNTY OF ALAMEDA**

By  \_\_\_\_\_

Title: Agency Director

Date 02/17/15

#### **CONTRACTOR**

Family Caregiver Alliance  
785 Market Street, Suite 750  
San Francisco, CA. 94103

By  \_\_\_\_\_  
Authorized Signature of Contractor

Title: Executive Director

Date 2/5/2015



**EXHIBIT B**

Exhibit #:

**ALAMEDA COUNTY AREA AGENCY ON AGING CONTRACT BUDGET**

Budget Effective Date: 07/01/2014

Revision No.: 1

Date Prepared:

30-Jan-15

Contractor:

Family Caregiver Alliance

Contract Term:

July 1, 2014 through  
Jun 30, 2015

MIS Program:

Provider No.:

1800

**SECTION 1 SALARIES AND EMPLOYEE BENEFITS**

1.1 PAID STAFF (FTE = _____ hrs/wk) List # pos., %FTE, wages	TOTAL PROJECT BUDGET (1)	AAA FUNDED BUDGET (2)	OTHER	
			CASH (3)	IN-KIND (4)
Director Programs MV 8% FTE @\$71,498	9,040	6,000	3,040	
Family Consultant TP 11% FTE@\$42,000	10,000	6,500	3,500	
Family Consultant JM 23% FTE@\$49,300	15,000	10,000	5,000	
Family Consultant LE 0% FTE@\$47,000	0	0	0	
Family Consultant CI 0% FTE@\$45,000	150	0	150	
Intake Specialist AD 6% FTE @\$31,200	2,050	1,065	985	
CRC Adm Asst NS 5% FTE@ \$33,300	3,750	3,000	750	
Education Coord 9% FTE@ \$33,300	6,050	5,500	550	
Prog Fiscal Asst BT 11% FTE @ \$40,000	2,500	2,500	0	
Fiscal Dir SH 11% FTE @ \$78,000	9,835	9,835	0	
Operations Dir LE 1% FTE @ \$78,000	850	250	600	
Comm/Graphics AO 7% FTE@ \$52,000	3,000	3,000	0	
Computer/Web TE 6% FTE@ \$64,000	5,000	5,000	0	
Intake Recep RC 8% FTE \$25,900	2,300	1,800	500	
Prog Ops Adm LS 6% FTE \$42,000	3,027	3,027	0	
Exec Dir - KK 17% FTE 106,500	1,866	1,000	866	
<b>Subtotal:</b>	<b>74,418</b>	<b>58,477</b>	<b>15,941</b>	<b>0</b>

**1.2 TAXES AND BENEFITS**

FICA	0			
SUI/SDI	0			
Health Insurance	0			
Workers' Comp.	0			
Retirement	0			
Life Insurance	0			
Fringe Benefits	22,325	17,543	4,782	
<b>Subtotal:</b>	<b>22,325</b>	<b>17,543</b>	<b>4,782</b>	<b>0</b>

**1.3 IN-KIND STAFF/VOLUNTEERS (List # pos., % FTE, Pay equivalent)**

Volunteer CRC Adm Asst - SS				
4hrs/mo@\$15/hr @12 months	0			
Volunteer Receptionist/Prog Asst KL				
@16hrs/mo @\$10 @12 mos	0			
	0			
	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SALARY/BENEFIT BUDGET</b> <b>(Sections 1.1, 1.2, 1.3)</b>	<b>96,743</b>	<b>76,020</b>	<b>20,723</b>	<b>0</b>

## SECTION 2 SERVICES AND SUPPLIES

2.1 TRAVEL AND TRAINING	TOTAL PROJECT BUDGET (1)	AAA FUNDED BUDGET (2)	OTHER	
			CASH (3)	IN-KIND (4)
Staff Travel: 7,640 Miles x Rate .445	1,200	1,200	0	0
Conferences/Conventions		0	0	
Staff Training	107	107		
Vol.Travel: Miles x Rate	0			
<b>Subtotal:</b>	<b>1,307</b>	<b>1,307</b>	<b>0</b>	<b>0</b>
2.2 OCCUPANCY				
Rent or Mortgage	11,907	11,907	0	
Telephone	2,000	2,000	0	
General Liability Ins.	0	0	0	
<b>Subtotal:</b>	<b>13,907</b>	<b>13,907</b>	<b>0</b>	<b>0</b>
2.3 OTHER BUDGET COSTS				
Supplies/Postage	1,583	1,583	0	
Minor Equip. (Each Item Under \$5,000)	0			
Printing/Copying	0	0		
Equipment Maintenance	500	500	0	
Bookkeeping Services/Audit Costs	0	0		
Membership/Dues/Subscrip.	0	0		
Audit	1,000	1,000		
Indirect ( %)	0			
SAMS	0	0		
Software Support	2,172	2,172		
Community & Edu Events	300	300	0	
Office/Computer Equipment	0	0		
Color Copier, Maint & related supplies (OTO)	5,850	5,850	0	
Volunteer Recognition	0	0		
Legal Assistance	0	0		
Respite Scholarships	33,742	16,872	16,870	
<b>Subtotal:</b>	<b>45,147</b>	<b>28,277</b>	<b>16,870</b>	<b>0</b>
2.4 VEHICLE BUDGET				
Gas/Oil Miles x Rate	0			
Maintenance/Repairs	0			
Vehicle Insurance	0			
Other:	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SERVICES/SUPPLIES BUDGET</b>	<b>60,361</b>	<b>43,491</b>	<b>16,870</b>	<b>0</b>

## SECTION 3 CAPITAL EQUIPMENT

3.1 Capital Equipment <i>List Items Costing \$5,000+ (Include Funding Source)</i>	TOTAL PROJECT COSTS (1)	CASH COSTS (2)	IN-KIND COSTS (3)
	0		
	0		
	0		
<b>TOTAL CAPITAL EQUIPMENT BUDGET</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>GRAND TOTAL BUDGET (Sections 1.1 - 3.1)</b>	<b>157,104</b>	<b>119,511</b>	<b>37,593</b>
			<b>0</b>

## SECTION 4 REVENUES

4.1 REVENUE SOURCES:	TOTAL	AAA	CASH	IN-KIND	Committed Funds
Non-Match:				0	
	0	0	0	0	
In-Kind Volunteers - see page 1	0			0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Match:				0	
California Dept of Health Care Service	20,723	0	20,723		
Foster Family Foundation	16,870	0	16,870		
				0	
				0	
				0	
				0	
				0	
				0	
<b>Subtotal:</b>	<b>37,593</b>	<b>0</b>	<b>37,593</b>	<b>0</b>	<b>37,593</b>
Title III Client Donations (if applicable):	0				
Title III Funds (if applicable):	101,403	101,403			0
County General Funds (if applicable):	18,108	18,108			
CBSP Funds (if applicable):	0				
<b>TOTAL FUNDS:</b>	<b>157,104</b>	<b>119,511</b>	<b>37,593</b>	<b>0</b>	<b>37,593</b>

## SECTION 5 DEDUCTIVE FORMULA (Title III Funded Programs Only)

	TOTAL
1.) TOTAL PROJECT BUDGET:	157,104
2.) {LESS} COUNTY GENERAL FUNDS:	18,108
3.) {LESS} OTHER NON-MATCH FUNDS:	0
4.) {EQUALS} TITLE III BUDGET COSTS TO BE MATCHED:	157,104
5.) {LESS} TITLE III MATCH FUNDS: [25% OF LINE 4]	37,593
6.) {LESS} TITLE III CLIENT DONATIONS:	0
7.) {EQUALS} EARNED TITLE III FUNDS:	101,403
<b>TOTAL CONTRACT FUNDING (LINE 2 +7)</b>	<b>119,511</b>

## Exhibit D

### Audit Requirements

The County contracts with various organizations to carry out programs mandated by the Federal and State governments or sponsored by the Board of Supervisors. Under the Single Audit Act Amendments of 1996 (31 U.S.C.A. §§ 7501-7507) and Board policy, the County has the responsibility to determine whether organizations receiving funds through the County have spent them in accordance with applicable laws, regulations, contract terms, and grant agreements. To this end, effective with the first fiscal year beginning on and after December 26, 2014, the following are required.

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1. \$100,000 or more must have a financial audit in accordance with the U.S. Comptroller General's Generally Accepted Government Auditing Standards (GAGAS) covering all County programs.
2. Less than \$100,000 are exempt from these audit requirements except as otherwise noted in the contract.

Non-Federal entities that are required to have or choose to do a single audit in accordance with 2 CFR Subpart F, Audit Requirements are not required to have a financial audit in the same year. However, Non-Federal entities that are required to have a financial audit may also be required to have a limited-scope audit in the same year.



C. General Requirements for All Audits:

1. All audits must be conducted in accordance with Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States (GAGAS).
2. All audits must be conducted annually, except for biennial audits authorized by 2 CFR § 200.504 and where specifically allowed otherwise by laws, regulations, or County policy.
3. The audit report must contain a separate schedule that identifies all funds received from or passed through the County that is covered by the audit. County programs must be identified by contract number, contract amount, contract period, and amount expended during the fiscal year by funding source. An exhibit number must be included when applicable.
4. If a funding source has more stringent and specific audit requirements, these requirements must prevail over those described above.

II. **AUDIT REPORTS**

A. For Single Audits

1. Within the earlier of 30 calendar days after receipt of the auditor's report or nine months after the end of the audit period, the auditee must electronically submit to the Federal Audit Clearinghouse (FAC) the data collection form described in 2 CFR § 200.512(b) and the reporting package described in 2 CFR § 200.512(c). The auditee and auditors must ensure that the reporting package does not include protected personally identifiable information. The FAC will make the reporting package and the data collection form available on a web site and all Federal agencies, pass-through entities and others interested in a reporting package and data collection form must obtain it by accessing the FAC. As required by 2 CFR § 200.512(a)(2), unless restricted by Federal statutes or regulations, the auditee must make copies available for public inspection.
2. A notice of the audit report issuance along with two copies of the management letter with its corresponding response should be sent to the County supervising department within ten calendar days after it is submitted to the FAC. The County supervising department is responsible for forwarding a copy of the audit report, management letter, and corresponding responses to the County Auditor within one week of receipt.

B. For Audits other than Single Audits

At least two copies of the audit report package, including all attachments and any management letter with its corresponding response, should be sent to the County supervising department within six months after the end of the audit year, or other time frame as specified by the department. The County supervising department is responsible for forwarding a copy of the audit report package to the County Auditor within one week of receipt.



### **III. AUDIT RESOLUTION**

Within 30 days of issuance of the audit report, the entity must submit to its County supervising department a corrective action plan consistent with 2 CFR § 200.511(c) to address each audit finding included in the current year auditor's report. Questioned costs and disallowed costs must be resolved according to procedures established by the County in the Contract Administration Manual. The County supervising department will follow up on the implementation of the corrective action plan as it pertains to County programs.

### **IV. ADDITIONAL AUDIT WORK**

The County, the State, or Federal agencies may conduct additional audits or reviews to carry out their regulatory responsibilities. To the extent possible, these audits and reviews will rely on the audit work already performed under the audit requirements listed above.

COR

# ALAMEDA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

*The following action was taken by the Alameda County Board of Supervisors on 12/16/2014*

Approved as Recommended ☒ Other ☐

Unanimous ☐ Chan: ☐ Haggerty: ☐ Miley: ☐ Valle: ☒ Carson: ☐ - 4

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Contract: C-2014-209  
Resolution: R-2014-410F

Documents to be signed by Agency/Purchasing Agent:

File No. 29484

Item No. 4

Copies sent to:

J. Villaflor & Auditor

## Special Notes:

FY 2014-2015 Older  
Americans Act and Older  
Californians Act Grant  
Agreement No. AP-1415-09,  
A01



I certify that the foregoing is a correct  
copy of a Minute Order adopted by the  
Board of Supervisors, Alameda County,  
State of California.

ATTEST:  
Clerk of the Board  
Board of Supervisors

By: [Signature]

Deputy



Lori A. Cox  
Agency Director

Thomas L. Berkley Square  
2000 San Pablo Avenue, Fourth Floor  
Oakland, California 94612  
510-271-9100 / Fax: 510-271-9108  
[ssadirector@acgov.org](mailto:ssadirector@acgov.org)  
<http://alamedasocialservices.org>

November 6, 2014

Honorable Board of Supervisors  
Administration Building  
Oakland, California 94612

Dear Board Members:

**SUBJECT:** Approval of Area Plan Grant Agreement Amendment and Contract Amendments for services administered by the Area Agency on Aging.

**RECOMMENDATIONS:**

- A. Approve the FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1, between the California Department of Aging and County of Alameda, Area Agency on Aging and authorize the President to sign seven (7) Grant Agreements on behalf of Alameda County, each with an original signature, with a Minute Order authorizing execution of the contract.
- B. Approve the attached Financial Recommendation increasing revenue and appropriations by \$1,362,121.
- C. Approve contract increases totaling \$1,359,648 as detailed in attachment A, and delegate authority to the Social Services Director to sign the contract amendments, under the master contracting process.
- D. Approve a one-time allocation of Measure A Funds in the amount of \$15,000 to provide emergency senior support services.

**SUMMARY/DISCUSSION:**

This letter requests action by your Board to approve and execute Amendment 1 to the Older Americans Act (OAA) and Older Californians Act Grant Agreement issued by the California Department of Aging (CDA) for FY 2014/15.

This grant agreement, which provides an increase of \$408,288 in Special Nutrition (SN) and One-Time-Only (OTO) funds, allocates a total of \$5,879,694.00 to the Alameda County Area Agency on Aging (AAA). Your Board approved the original agreement, AP-1415-09, in the amount of \$5,471,406, on October 7, 2014 (File: 29356; Item: 4). The AAA will retain \$2,473 of the SN & OTO funds for its direct service Ombudsman program and allocate the remaining \$405,815 to its subcontractors as outlined in Attachment A.

Your Board directed that the Social Services Agency (SSA) and Health Care Services Agency (HCSA) collaborate to develop a Countywide plan for seniors. SSA is implementing a strategy that includes three key items: 1) provide one-time emergency funding to support the infrastructure of senior service providers; 2) develop a plan for delivery of technical assistance & capacity building for senior services providers; and 3) develop a Countywide plan for seniors. Attachment A includes emergency funding of \$953,833, which includes a 15% (\$884,012) increase in senior service contracts and \$69,821 to backfill a gap caused by federal sequestration cuts. Please note that the HCSA is providing \$15,000 of the funding from Measure A so that Senior Injury Prevention Program contracts managed by the AAA will also receive emergency funding.

County Counsel has approved this amended grant agreement as to form.

#### **SELECTION CRITERIA/PROCESS:**

*The subcontractors receiving funds under this grant agreement were selected based on recommendations resulting from the 2014-2018 requests for proposals completed by the Alameda County Area Agency on Aging and the Advisory Commission on Aging. The Commission's recommendations for funding from the RFP were approved by your Board on June 24, 2014 (File #29358, Item 5).*

#### **FUNDING**

Financing will come from the SSA budget and federal OTO funds awarded to Alameda County by the CDA through this grant agreement amendment for FY 2014-2015. An additional \$15,000 in funding comes from the Measure A reserve. Approval of these recommendations will bring the total amount of Measure A one-time expenditures that exceed the Fiscal Year 2014-2015 Budget to \$3,879,000. The Measure A expenses will be transferred to the Public Health Department at year end. The subcontractors receiving OAA and OCA funds will meet all match requirements.

Sincerely,



Lori A. Cox  
Agency Director

- Att: 1) Seven Original FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1 documents for Board President signature.  
2) Attachment A  
3) Financial Recommendation

CONTRACTOR	PC #	PO #	Initial Contract Amount	15% Increase & Sequestration	OTO & Special Nutrition	Amended Contract Amount	Fund Source
Health Services	10911	12402	45,318.00	9,066	1,474	55,858.00	Title III B
Case Management	11010	12453	31,466.00	5,794	698	37,958.00	Title III B
Visiting	10907	12400	20,236.00	4,048	658	24,942.00	Title III B
Injury Prevention	10861	12379	17,000.00	2,550		19,550.00	SIPP
SER-Jobs for Progress, Inc						0.00	
SCSEP	10813	12264	145,819.00	28,888		174,707.00	Title V
S O S Meals on Wheels						0.00	
Nutrition C-2	10756	12201	1,314,905.00	197,236	88,652	1,600,793.00	Title III C-2
Spanish Speaking Unity Council						0.00	
Senior Center Activities	10945	12413	21,599.86	3,770	345	25,714.88	Title III B
Spectrum Community Services						0.00	
Nutrition C-1	10821	12367	607,504.00	91,126	113,759	812,389.00	Title III C-1
Nutrition C-2	10922	12368	9,617.00	1,443	648	11,708.00	Title III C-2
Injury Prevention	10827	12276	10,630.00	1,595		12,225.00	SIPP
St. Mary's Center						0.00	
Visiting	10759	12180	21,057.00	4,213	685	25,955.00	Title III B
Injury Prevention	10859	12302	20,000.00	3,000		23,000.00	SIPP
Hospital Committee/ValleyCare Health Sys						0.00	
Nutrition C-2	11009	12452	440,063.00	66,009	29,670	535,742.00	Title III C-2
Vietnamese American Community Ctr						0.00	
Information & Assistance	10764	12185	14,378.00	2,877	468	17,723.00	Title III B
Senior Center Activities	10765	12186	16,169.00	3,234	526	19,929.00	Title III B
Nutrition C-1	10804	12258	53,964.00	8,095	10,105	72,164.00	Title III C-1
Total			5,893,368.46	953,833.00	405,815.00	7,253,016.46	



**COMMUNITY BASED ORGANIZATION  
MASTER CONTRACT EXHIBIT A & B COVERSHEET**

Dept Name: SSA- Adult, Aging and Medi-Cal Services Vendor ID #: 0000027454 Board PO #: SOCSA-12201

Bus Unit: SOCSA Master Contract #: 900204 Procurement Contract #: 10756 Budget Year: 2014

Acct #	Fund #	Dept #	Program #	Subclass #	Project / Grant #	Amount to be Encumbered	Total Contract Amount
610341	10000	320200	33800			\$80,094	\$1,106,226
610341	10000	320200	33000			\$8,558	\$236,020
610341	10000	320200	34700			\$197,236	\$258,547

Justification if partial encumbrance or liquidation requested: \_\_\_\_\_

Federal Funds Waiver #: F607 Contract Maximum: \$1,600,793

Procurement Contract Begin Date: 7/01/2014 Expire Date: 6/30/2015 Period of Funding From: 7/01/2014 To: 6/30/2015

Department Contact: Tracy Murray Telephone #: 577-1966 QIC Code: 24550

Contractor Name: Service Opportunity for Seniors (SOS) Meals On Wheels

Project Name: \_\_\_\_\_

Contractor Address: 2235 Polvorosa Avenue, Suite 260, San Leandro, CA 94577

Remittance Address: Same as Above

ALCOLINK Vendor Address #: 1

BOS Dist. #: 0

Contractor Telephone #: 510-582-1263 Fax #: 510-582-1264 E-mail (Signatory): connie@sosmealsonwheels.org

Contractor Contact Person: Connie McCabe E-mail (Contact): \_\_\_\_\_

Contract Service Category: Nutrition Services, Home Delivered Meals/Nutrition Education/ NSIP, Title III

Estimated Units of Service: See Exhibit A

Method of Reimbursement (Invoicing Procedures): Actual Cost in arrears

History of Funding:	Original	Amendment #1	Amendment #2	Amendment #3	Amendment #4
Funding Level	\$1,314,905	1,600,793			
Amount of Encumbrance	\$1,314,905	285,888			
File Date	June 24, 2014	December 16, 2014			
File / Item #	29358-5	29484-4			
Reason	Board Action	Board Action			

Funding Source Allocation:

Federal - CFDA #: 93.045/93.053

State

County

\$939,186/\$236,020

\$167,040

\$258,547

The signatures below signify that the attached Exhibits A and B have been received, negotiated and finalized. The Contractor also signifies agreement with all provisions of the Master Contract.

**DEPARTMENT**

By \_\_\_\_\_

Signature

Lori A. Cox

Print or Type Name

Title Social Services Agency Director

Date 02/17/15

**CONTRACTOR**

By \_\_\_\_\_

Signature

Connie McCabe

Print or Type Name

Title Executive Director

Date 1/28/15

1881

1881

## CONTRACT AMENDMENT

Reference is made to that Contract made and entered into on the 1<sup>st</sup> day of July 2014, by and between Service Opportunity for Seniors (SOS) Meals On Wheels, herein called and referred to as "Contractor", and the COUNTY OF ALAMEDA, a body corporate and politic of the State of California, hereinafter called and referred to as "County".

Said contract is hereby amended in the following manner:

### **Contract for Home Delivered Meals, Home Delivered Nutrition Education and NSIP**

#### **Exhibit A**

**Section B.5. One-Time Only Objective:** A one-time only allocation of \$62,479 will be used to purchase equipment and supplies during the period July 1, 2014 through June 30, 2015.

**Section B.6. Baseline Adjustment:** A one time only allocation of \$223,409 will be used to support baseline operations during the period July 1, 2014 through June 30, 2015.

#### **Exhibit B**

The amended budgets are attached which increases the allocation by \$285,888 for a total allocation of \$1,600,793.

Except as herein amended, said Contract is continued in full force and effect

**The Contract Amendment is effective as of 16th day of December 2014.**

**COUNTY OF ALAMEDA**

**CONTRACTOR**

SOS Meals On Wheels  
2235 Polvorosa Avenue, Suite 260  
San Leandro, CA. 94577

By \_\_\_\_\_



By \_\_\_\_\_

Camie McSah  
Authorized Signature of Contractor

Title: Agency Director

Title: Executive Director

Date \_\_\_\_\_

02/17/15

Date \_\_\_\_\_

2/5/15



North

31 % aged 75 and older  
20 % in greatest economic need  
36 % functionally impaired  
48 % minorities

2. Nine hundred and fifty (950) New (unduplicated) Seniors shall be served in Central County, and six hundred and fifty (650) New Seniors shall be served in Oakland
3. One hundred and six thousand two hundred and ninety (106,290) Home Delivered Meals shall be served in Central County and one hundred seventy three thousand five hundred and eighty-four (173,584) Home Delivered Meals shall be served in Oakland.
4. Eleven thousand one hundred and ninety-five (11,195) units of Nutrition/Safety and Sanitation Education shall be provided.
5. **One Time Only Objective:** A one-time only increase of \$53,921 will be used to purchase equipment and supplies during the period of July 1, 2014 through June 30, 2015. A one-time only NSIP increase of \$8,558 will be used for food.
6. **One Time only Baseline Adjustment:** A baseline adjustment which includes a fifteen percent increase in the amount of \$197,236 will be used to increase baseline services and a special nutrition allotment in the amount of \$26,173 will be used to purchase food during the period of July 1, 2014 through June 30, 2015.

# OF NEW SENIORS TO BE SERVED ANNUALLY	SERVICE UNIT NAME	NUMBER OF UNITS TO BE PROVIDED	
		ANNUALLY	MONTHLY (approximately)
1,600	Home Delivered Meals C-2	279,874	23,323
	Nutrition/Safety and Sanitation Education	11,195	933

**C. Definitions**

**New Senior:** An individual 60 years of age and older, on or before **June 30, 2015**, who receives service through the terms of this contract as of July 1 of the contract year, including those previously served as well as those never before served by the agency. For reporting purposes, each senior receiving services related to this grant is counted only once during the contract year.



**EXHIBIT B****ALAMEDA COUNTY AREA AGENCY ON AGING CONTRACT BUDGET**

Budget Effective Date: 07/01/2014

Date Prepared: 6/19/2014 16:00

Contractor: Service Opportunity for Seniors, Inc.

Contract Term: 07/01/14-06/30/15

MIS Program: Home Delivered Meals

Amendment #1 File Date: 12/16/14

Provider No.: 0404

**HOME DELIVERED MEALS (C-2) NUTRITION BUDGET SUMMARY**

		TOTAL C-2 BUDGET	AAA FUNDED	CASH BUDGET	IN-KIND BUDGET
SALARY AND EMPLOYMENT BENEFITS	FOOD PRODUCTION	340,080	325,780	14,300	
	PACK-OUT	278,660	262,660		16,000
	MEAL DELIVERY/ PROG.ADMIN	825,865	488,635	295,230	42,000
	SUBTOTAL	1,444,605	1,077,075	309,530	58,000
NUTRITION EDUCATION	PROGRAM ADMIN/DELIVERY	1,440	1,440	0	0
NUTRITION CONSULTING	PROGRAM ADMIN/DELIVERY	4,320	4,320	0	0
CONSULTANTS	FOOD PRODUCTION				
	PACK-OUT				
	MEAL DELIVERY/ PROG.ADMIN	6,682	0	4,000	2,682
	SUBTOTAL	6,682	0	4,000	2,682
TRAVEL&TRAINING	FOOD PRODUCTION				
	PACK-OUT				
	MEAL DELIVERY/ PROG.ADMIN	1,021	0	1,021	0
	SUBTOTAL	1,021	0	1,021	0
EQUIPMENT	FOOD PRODUCTION	38,000	38,000	0	0
	PACK-OUT	5,063	5,063		0
	MEAL DELIVERY/ PROG.ADMIN	35,700	35,700	0	0
	SUBTOTAL	78,763	78,763	0	0
CATERED FOOD	FOOD PRODUCTION	0	0	0	0
RAW FOOD	FOOD PRODUCTION	675,058	236,020	439,038	0
ALL OTHER COSTS	FOOD PRODUCTION	242,883	152,182	90,701	
	PACK-OUT	0	0	0	
	MEAL DELIVERY/ PROG.ADMIN	229,911	50,993	178,918	
	SUBTOTAL	472,794	203,175	269,619	0
TOTAL COSTS	FOOD PRODUCTION	1,296,021	751,982	544,039	0
	PACK-OUT	283,723	267,723	0	16,000
	MEAL DELIVERY/ PROG.ADMIN	1,104,939	581,088	479,169	44,682
<b>GRAND TOTAL (C-2):</b>		<b>2,684,683</b>	<b>1,600,793</b>	<b>1,023,208</b>	<b>60,682</b>

## SECTION 1: SALARY AND EMPLOYMENT BENEFITS

TOTAL NUTRITION PROJECT 1.1 PAID STAFF List # pos., wages, % FTE	C-2 PROGRAM		FUNCTIONS			FUNDING SOURCE		
	% Time	Salary	Food Production	Meal Packout	Meal Delivery Program Admin	AAA	Cash	In-Kind
(1) Executive Director 100% FTE @ \$5,673/mo	100	68,079			68,079	40,000	28,079	
(1) Director of Finance 100% FTE @ \$5,373/mo	100	64,480			64,480	40,000	24,480	
(1) Program Manager-Central 94% FTE @ \$3,493/mo	94	41,925			41,925	40,000	1,925	
(1) Program Mgr-Oak/Nutrition 94% FTE @ \$4,062/mo	94	48,750			48,750	40,000	8,750	
(1) Kitchen Mgr 100% FTE @ \$4,766/mo	100	57,200	57,200			42,900	14,300	
(1) Volunteer Coordinator 75% FTE @ \$3,250/mo	100	39,000			39,000	29,000	10,000	
(1) Assessment - Central 88% FTE @ 2,275/mo	88	27,300			27,300	27,300		
(1) Assessment - Oakland 63% FTE @ 1,408/Mo	63	16,900			16,900	16,900		
(1) HR/Social Media/Recp 45% FTE @ 1,560/Mo	45	18,720			18,720	18,720		
(1) Accounting Assistant 40% FTE @ 1,386/Mo	40	16,640			16,640	16,640		
(1) Receptionist/Admin 40% FTE @ 1,040/Mo	40	12,480			12,480	12,480		
(1) Receptionist/Admin - Oakand 94% FTE @ 2,112/Mo	94	25,350			25,350	25,350		
(1) Cook 100% FTE @ 2,600/Mo	100	31,200	31,200			31,200		
(2) Cooks 100% FTE @ 4,852/Mo	100	58,224	58,224			58,224		
(1) Cook/Supervisor 100% FTE @ 2,773/Mo	100	33,280	33,280			33,280		
(1) Prep Cook 88% FTE @ 1,820/Mo	88	21,840	21,840			21,840		
(1) Dishwasher 88% FTE @ 1,820/Mo	88	21,840	21,840			21,840		
(1) Dishwasher/Utility 50% FTE @ 866/Mo	50	10,400	10,400			10,400		
(22) Drivers 50% FTE @ 19,052/Mo	50	228,624		114,312	114,312	150,000	78,624	
(3) Relief Drivers 50% FTE @ 2,730/Mo	50	32,760		16,380	16,380	32,760		
(1) Route Supervisor/Coordinator 100% FTE @ 2,773/Mo	100	33,280			33,280	33,280		
(5) Oakland Drivers 94% FTE @ 9,750/Mo	94	117,000		58,500	58,500	117,000		
<b>SUBTOTAL:</b>		<b>1,025,272</b>	<b>233,984</b>	<b>189,192</b>	<b>602,096</b>	<b>859,114</b>	<b>166,158</b>	<b>0</b>

## 1.2 TAXES AND BENEFITS

FICA	63,567	14,507	11,730	37,330	53,265	10,302	
MED	14,866	3,393	2,743	8,730	12,457	2,409	
SUI	41,011	9,359	7,568	24,084	34,365	6,646	
Medical	7,762	0	0	7,762	0	7,761	
ETT	1,025	234	189	602	859	166	
Worker's Compensation	233,102	78,603	51,238	103,261	117,015	116,086	
<b>SUBTOTAL</b>	<b>361,333</b>	<b>106,096</b>	<b>73,468</b>	<b>181,769</b>	<b>217,961</b>	<b>143,371</b>	<b>0</b>

<b>Total</b>	<b>1,386,605</b>	<b>340,080</b>	<b>262,660</b>	<b>783,865</b>	<b>1,077,075</b>	<b>309,529</b>	<b>0</b>
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## SECTION 1 (Continued)

1,386,605 340,080 262,660 783,865 1,077,075 309,529 0

TOTAL NUTRITION PROJECT 1.3 IN-KIND STAFF/VOLUNTEERS List # pos., % FTE, pay equivalent	C-2 PROGRAM		F U N C T I O N S			FUNDING SOURCE		
	% Time	Salary	Food Production	Meal Packout	Meal Delivery Program Admin.	AAA	Cash	In-Kind
166 hrs @ \$1333/mo	100	16,000		16,000				16,000
20 Volunteer Drivers @ \$3500/mo	100	42,000			42,000			42,000
<b>SUBTOTAL:</b>		58,000	0	16,000	42,000	0	0	58,000
<b>TOTAL:</b> (Sec. 1.1, 1.2, 1.3)		1,444,605	340,080	278,660	825,865	1,077,075	309,529	58,000

## SECTION 2: NUTRITION EDUCATION

12 Presentations x Cost/presentation 2.0 hrs/mo@60/hr (120/mo)	100	1,440			1,440	1,440	0	
<b>SUBTOTAL:</b>		1,440	0	0	1,440	1,440	0	0

## SECTION 3 : REGISTERED DIETICIAN

Nutritionist: 6.0 hrs/mo@60/hr ( \$ 360/mo)	100	4,320			4,320	4,320	0	
<b>SUBTOTAL:</b>		4,320	0	0	4,320	4,320	0	0

## SECTION 4: CONSULTANTS

Computer Tech 35 Hrs @ \$25.00/hr	100	657			657			657
Software Consultant		6,025			6,025	0	4,000	2,025
<b>SUBTOTAL:</b>		6,682	0	0	6,682	0	4,000	2,682

## SECTION 5: TRAVEL AND TRAINING

Staff Travel, Conference/ Conventions	100	301			301		301	
Staff Training	100	720			720		720	
<b>SUBTOTAL:</b>		1,021	0	0	1,021	0	1,021	0

## SECTION 6: EQUIPMENT COSTS

<b>6.1 CAPITAL EQUIPMENT</b> (List each item \$5,000 or more)								
Kettle			38,000			38,000		
2 vehicles					35,700	35,700		
<b>SUBTOTAL</b>			38,000	0	35,700	73,700	0	0

<b>6.2 MINOR EQUIPMENT</b>								
Mis. Kitchen Equipments			2063			2063	0	
Coolers, Blue Ice, Weekenders			3000			3000	0	
<b>SUBTOTAL</b>			0	5,063	0	5,063	0	0

<b>SECTION 6 SUBTOTAL</b>			38,000	5,063	35,700	78,763	0	0
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## SECTION 7: FOOD COSTS

## 7.1 CATERED FOOD COSTS

Meals Per Day	Serving Days Per Year	Total Meals Per Year	Cost Per Meal	Total Cost	FUNDING SOURCE		
					AAA	Cash	In-Kind
				0			
<b>SUBTOTAL:</b>		0	0.00000	0	0	0	0

## 7.2 RAW FOOD COSTS

Meals Per Day	Serving Days Per Year	Total Meals Per Year	Cost Per Meal	Total Cost	FUNDING SOURCE		
					AAA	Cash	In-Kind
Mon-Fri/Holidays	260	208,862	2.38300	481,773	170,056	311,717	
Weekends	105	81,089	2.38300	193,285	65,964	127,321	
<b>SUBTOTAL:</b>	365	289,951		675,058	236,020	439,038	0

## SECTION 8: ALL OTHER COSTS

8.1 FOOD SERVICE SUPPLIES	C-2 PROGRAM			FUNCTIONS			FUNDING SOURCE		
	TOTAL COST	% Cost	Cost	Food	Meal	Meal Delivery	AAA	Cash	In-Kind
				Production	Packout	Program Admin			
343,996 x\$ 0.27059	112,695	100	112,695	112,695			85,472	27,223	
SUBTOTAL:	112,695		112,695	112,695	0	0	85,472	27,223	0

## 8.2 VEHICLE: 150,000 x \$0.50= \$75,000

Vehicle Operating Ex.	83,897	100	83,897			83,897	8,897	75,000	
<b>SUBTOTAL</b>	83,897		83,897		0	83,897	8,897	75,000	0

## 8.3 BUILDING SPACE

Administration/Office	59,046	100	59,046			59,046	6,468	52,578	
Kitchen	52,578	100	52,578	52,578				52,578	
<b>SUBTOTAL:</b>	111,624		111,624	52,578	0	59,046	6,468	105,156	0

Subtotal (8.1 - 8.3)	308,216		308,216	165,273		142,943	100,837	207,379	0
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Subtotal (8.1 - 8.3) 308,216 0 308,216 165,273 0 142,943 100,837 207,379

Page 5 of 6

Exhibit B

SECTION 8: ALL OTHER COSTS (cont.)

8.4 OTHER BUDGET COSTS

TOTAL NUT PROJECT Description of Cost Category	C-2 PROGRAM			FUNCTIONS FUNDING SOURCE					
	TOTAL COST	% Cost	Cost	Food Production	Meal Packout	Meal Delivery Program Admin	AAA	Cash	In-Kind
Telephone	11,086	100	11,086			11,086	6,086	5,000	
Utilities	29,101	100	29,101	23,861		5,240	23,861	5,240	
Insurance	18,000	100	18,000	9,000		9,000	9,000	9,000	
Office Supplies/Postage	12,688	100	12,688			12,688	8,688	4,000	
Printing/Copying	3,000	100	3,000	500		2,500		3,000	
Equipment-Maintenance	3,000	100	3,000	3,000		0		3,000	
External Audit/Tax Filing	6,000	100	6,000			6,000		6,000	
Memberships,Adver.,Due	1,000	100	1,000			1,000		1,000	
Others:									
Garbage	14,342	100	14,342	8,000		6,342	8,342	6,000	
Space/Repair-Maintenance	16,500	100	16,500	11,500		5,000	15,000	1,500	
Laundry	5,605	100	5,605	5,605			5,605	0	
Janitorial Svc	2,500	100	2,500	1,250		1,250		2,500	
Pest Control Fee	1,860	100	1,860	1,700		160	1,010	850	
Alarm Fee	3,376	100	3,376	850		2,526	2,526	850	
Medical Supplies	1,827	100	1,827	1,314		513	1,027	800	
Lease; Copying Machine	3,338	100	3,338	500		2,838	3,338	0	
SAM's License Fee	975	100	975			975	975		
IT Support	18,350	100	18,350	1,000		17,350	8,350	10,000	
Water	2,500	100	2,500	2,000		500	2,500	0	
Miscellaneous	9,530	100	9,530	7,530		2,000	6,030	3,500	
<b>SUBTOTAL:</b>	<b>164,578</b>		<b>164,578</b>	<b>77,610</b>	<b>0</b>	<b>86,968</b>	<b>102,338</b>	<b>62,240</b>	
<b>TOTAL:</b>									
<b>(8.1 - 8.4)</b>	<b>472,794</b>		<b>472,794</b>	<b>242,883</b>	<b>0</b>	<b>229,911</b>	<b>203,175</b>	<b>269,619</b>	



## SECTION 8 REVENUES C-2

8.1 REVENUE SOURCES	BUDGET	AAA FUNDS	CASH	IN-KIND
<b>Non-Match:</b>				
City of San Leandro	17,000		17,000	
Measure A	16,000		16,000	
City of Hayward	25,000		25,000	
AC-MOW	250,000		250,000	
<b>Subtotal:</b>	<b>308,000</b>	<b>0</b>	<b>308,000</b>	<b>0</b>
<b>Match:</b>				
Consultant	2,682			2,682
Volunteers-Kitchen	16,000			16,000
volunteers-Divers	42,000			42,000
Foundations	180,000		180,000	
Fundraising	135,208		135,208	
<b>Subtotal:</b>	<b>375,890</b>	<b>0</b>	<b>315,208</b>	<b>60,682</b>
<b>N.S.I.P.</b>	<b>236,020</b>	<b>236,020</b>		
<b>Title III Client Donations:</b>	<b>400,000</b>		<b>400,000</b>	
<b>Title III Funds:</b>	<b>1,106,226</b>	<b>1,106,226</b>		
<b>County General Funds</b>	<b>258,547</b>	<b>258,547</b>		
<b>Other</b>	<b>0</b>			
<b>TOTAL FUNDS:</b>	<b>2,684,683</b>	<b>1,600,793</b>	<b>1,023,208</b>	<b>60,682</b>

## SECTION 9: DEDUCTIVE FORMULA

	TOTAL
1.) TOTAL PROJECT BUDGET:	2,684,683
2.) {LESS} COUNTY GENERAL FUNDS:	258,547
3.) {LESS} N.S.I.P.	236,020
4.) {LESS} OTHER NON-MATCH FUNDS:	308,000
5.) {EQUALS} T-3 BUDGET COSTS TO BE MATCHED:	1,882,116
6.) {LESS} T-3 MATCH FUNDS: [at least 10% OF LINE 5]	375,890
7.) {LESS} TITLE III CLIENT DONATIONS:	400,000
8.) {EQUALS} EARNED TITLE III FUNDS:	1,106,226
TOTAL CONTRACT FUNDING ( LINE 2+3+8)	1,600,793
<b>TOTAL NSIP ELIGIBLE MEALS CONTRACTED</b>	<b>289,951</b>

## **Exhibit D**

### **Audit Requirements**

The County contracts with various organizations to carry out programs mandated by the Federal and State governments or sponsored by the Board of Supervisors. Under the Single Audit Act Amendments of 1996 (31 U.S.C.A. §§ 7501-7507) and Board policy, the County has the responsibility to determine whether organizations receiving funds through the County have spent them in accordance with applicable laws, regulations, contract terms, and grant agreements. To this end, effective with the first fiscal year beginning on and after December 26, 2014, the following are required.

#### **I. AUDIT REQUIREMENTS**

##### **A. Funds from Federal Sources:**

1. Non-Federal entities which are determined to be subrecipients by the supervising department according to 2 CFR § 200.330 and which expend annual Federal awards in the amount specified in 2 CFR § 200.501 are required to have a single audit performed in accordance with 2 CFR § 200.514.
2. When a non-Federal entity expends annual Federal awards in the amount specified in 2 CFR § 200.501(a) under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or terms and conditions of the Federal award do not require a financial statement audit of the auditee, the non-Federal entity may elect to have a program-specific audit conducted in accordance with 2 CFR § 200.507 (Program Specific Audits).
3. Non-Federal entities which expend annual Federal awards less than the amount specified in 2 CFR § 200.501(d) are exempt from the single audit requirements for that year except that the County may require a limited-scope audit in accordance with 2 CFR § 200.503(c).

##### **B. Funds from All Sources:**

Non-Federal entities which expend annual funds from any source (Federal, State, County, etc.) through the County in an amount of:

1. \$100,000 or more must have a financial audit in accordance with the U.S. Comptroller General's Generally Accepted Government Auditing Standards (GAGAS) covering all County programs.
2. Less than \$100,000 are exempt from these audit requirements except as otherwise noted in the contract.

Non-Federal entities that are required to have or choose to do a single audit in accordance with 2 CFR Subpart F, Audit Requirements are not required to have a financial audit in the same year. However, Non-Federal entities that are required to have a financial audit may also be required to have a limited-scope audit in the same year.

C. General Requirements for All Audits:

1. All audits must be conducted in accordance with Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States (GAGAS).
2. All audits must be conducted annually, except for biennial audits authorized by 2 CFR § 200.504 and where specifically allowed otherwise by laws, regulations, or County policy.
3. The audit report must contain a separate schedule that identifies all funds received from or passed through the County that is covered by the audit. County programs must be identified by contract number, contract amount, contract period, and amount expended during the fiscal year by funding source. An exhibit number must be included when applicable.
4. If a funding source has more stringent and specific audit requirements, these requirements must prevail over those described above.

II. **AUDIT REPORTS**

A. For Single Audits

1. Within the earlier of 30 calendar days after receipt of the auditor's report or nine months after the end of the audit period, the auditee must electronically submit to the Federal Audit Clearinghouse (FAC) the data collection form described in 2 CFR § 200.512(b) and the reporting package described in 2 CFR § 200.512(c). The auditee and auditors must ensure that the reporting package does not include protected personally identifiable information. The FAC will make the reporting package and the data collection form available on a web site and all Federal agencies, pass-through entities and others interested in a reporting package and data collection form must obtain it by accessing the FAC. As required by 2 CFR § 200.512(a)(2), unless restricted by Federal statutes or regulations, the auditee must make copies available for public inspection.
2. A notice of the audit report issuance along with two copies of the management letter with its corresponding response should be sent to the County supervising department within ten calendar days after it is submitted to the FAC. The County supervising department is responsible for forwarding a copy of the audit report, management letter, and corresponding responses to the County Auditor within one week of receipt.

B. For Audits other than Single Audits

At least two copies of the audit report package, including all attachments and any management letter with its corresponding response, should be sent to the County supervising department within six months after the end of the audit year, or other time frame as specified by the department. The County supervising department is responsible for forwarding a copy of the audit report package to the County Auditor within one week of receipt.

### **III. AUDIT RESOLUTION**

Within 30 days of issuance of the audit report, the entity must submit to its County supervising department a corrective action plan consistent with 2 CFR § 200.511(c) to address each audit finding included in the current year auditor's report. Questioned costs and disallowed costs must be resolved according to procedures established by the County in the Contract Administration Manual. The County supervising department will follow up on the implementation of the corrective action plan as it pertains to County programs.

### **IV. ADDITIONAL AUDIT WORK**

The County, the State, or Federal agencies may conduct additional audits or reviews to carry out their regulatory responsibilities. To the extent possible, these audits and reviews will rely on the audit work already performed under the audit requirements listed above.

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COB

# ALAMEDA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

The following action was taken by the Alameda County Board of Supervisors on 12/16/2014

Approved as Recommended ☒

Other ☐

Unanimous ☐ Chan: ☐ Haggerty: ☐ Miley: ☐ Valle: ☒ Carson: ☐ - 4

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Contract: C-2014-209  
Resolution: R-2014-410F

Documents to be signed by Agency/Purchasing Agent:

File No. 29484

Item No. 4

Copies sent to:

J. Villaflor & Auditor

## Special Notes:

FY 2014-2015 Older  
Americans Act and Older  
Californians Act Grant  
Agreement No. AP-1415-09,  
A01



I certify that the foregoing is a correct  
copy of a Minute Order adopted by the  
Board of Supervisors, Alameda County,  
State of California.

ATTEST:

Clerk of the Board  
Board of Supervisors

By: [Signature]

Deputy



Lori A. Cox  
Agency Director

Thomas L. Berkley Square  
2000 San Pablo Avenue, Fourth Floor  
Oakland, California 94612  
510-271-9100 / Fax: 510-271-9108  
[ssadirector@acgov.org](mailto:ssadirector@acgov.org)  
<http://alamedasocialservices.org>

November 6, 2014

Honorable Board of Supervisors  
Administration Building  
Oakland, California 94612

Dear Board Members:

**SUBJECT:** Approval of Area Plan Grant Agreement Amendment and Contract Amendments for services administered by the Area Agency on Aging

**RECOMMENDATIONS:**

- A. Approve the FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1, between the California Department of Aging and County of Alameda, Area Agency on Aging and authorize the President to sign seven (7) Grant Agreements on behalf of Alameda County, each with an original signature, with a Minute Order authorizing execution of the contract.
- B. Approve the attached Financial Recommendation increasing revenue and appropriations by \$1,362,121.
- C. Approve contract increases totaling \$1,359,648 as detailed in attachment A, and delegate authority to the Social Services Director to sign the contract amendments, under the master contracting process.
- D. Approve a one-time allocation of Measure A Funds in the amount of \$15,000 to provide emergency senior support services.

**SUMMARY/DISCUSSION:**

This letter requests action by your Board to approve and execute Amendment 1 to the Older Americans Act (OAA) and Older Californians Act Grant Agreement issued by the California Department of Aging (CDA) for FY 2014/15.

This grant agreement, which provides an increase of \$408,288 in Special Nutrition (SN) and One-Time-Only (OTO) funds, allocates a total of \$5,879,694.00 to the Alameda County Area Agency on Aging (AAA). Your Board approved the original agreement, AP-1415-09, in the amount of \$5,471,406, on October 7, 2014 (File: 29356; Item: 4). The AAA will retain \$2,473 of the SN & OTO funds for its direct service Ombudsman program and allocate the remaining \$405,815 to its subcontractors as outlined in Attachment A.

Your Board directed that the Social Services Agency (SSA) and Health Care Services Agency (HCSA) collaborate to develop a Countywide plan for seniors. SSA is implementing a strategy that includes three key items: 1) provide one-time emergency funding to support the infrastructure of senior service providers; 2) develop a plan for delivery of technical assistance & capacity building for senior services providers; and 3) develop a Countywide plan for seniors. Attachment A includes emergency funding of \$953,833, which includes a 15% (\$884,012) increase in senior service contracts and \$69,821 to backfill a gap caused by federal sequestration cuts. Please note that the HCSA is providing \$15,000 of the funding from Measure A so that Senior Injury Prevention Program contracts managed by the AAA will also receive emergency funding.

County Counsel has approved this amended grant agreement as to form.

#### **SELECTION CRITERIA/PROCESS:**

*The subcontractors receiving funds under this grant agreement were selected based on recommendations resulting from the 2014-2018 requests for proposals completed by the Alameda County Area Agency on Aging and the Advisory Commission on Aging. The Commission's recommendations for funding from the RFP were approved by your Board on June 24, 2014 (File #29358, Item 5).*

#### **FUNDING**

Financing will come from the SSA budget and federal OTO funds awarded to Alameda County by the CDA through this grant agreement amendment for FY 2014-2015. An additional \$15,000 in funding comes from the Measure A reserve. Approval of these recommendations will bring the total amount of Measure A one-time expenditures that exceed the Fiscal Year 2014-2015 Budget to \$3,879,000. The Measure A expenses will be transferred to the Public Health Department at year end. The subcontractors receiving OAA and OCA funds will meet all match requirements.

Sincerely,



Lori A. Cox  
Agency Director

- Att: 1) Seven Original FY 2014-20145 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1 documents for Board President signature.  
2) Attachment A  
3) Financial Recommendation

CONTRACTOR	PC #	PO #	Initial Contract Amount	15% Increase & Sequstration	OTO & Special Nutrition	Amended Contract Amount	Fund Source
Health Services	10911	12402	45,318.00	9,066	1,474	55,858.00	Title III B
Case Management	11010	12453	31,466.00	5,794	698	37,958.00	Title III B
Visiting	10907	12400	20,236.00	4,048	658	24,942.00	Title III B
Injury Prevention	10861	12379	17,000.00	2,550		19,550.00	SIPP
SER-Jobs for Progress, Inc						0.00	
SCSEP	10813	12264	145,819.00	28,888		174,707.00	Title V
S O S Meals on Wheels						0.00	
Nutrition C-2	10756	12201	1,314,905.00	197,236	88,852	1,600,793.00	Title III C-2
Spanish Speaking Unity Council						0.00	
Senior Center Activities	10945	12413	21,599.86	3,770	345	25,714.88	Title III B
Spectrum Community Services						0.00	
Nutrition C-1	10921	12367	607,504.00	91,126	113,759	812,389.00	Title III C-1
Nutrition C-2	10922	12368	9,617.00	1,443	648	11,708.00	Title III C-2
Injury Prevention	10827	12276	10,630.00	1,595		12,225.00	SIPP
St. Mary's Center						0.00	
Visiting	10759	12180	21,057.00	4,213	685	25,955.00	Title III B
Injury Prevention	10859	12302	20,000.00	3,000		23,000.00	SIPP
Hospital Committee/ValleyCare Health Sys						0.00	
Nutrition C-2	11009	12452	440,063.00	66,009	29,670	535,742.00	Title III C-2
Vietnamese American Community Ctr						0.00	
Information & Assistance	10764	12185	14,378.00	2,877	468	17,723.00	Title III B
Senior Center Activities	10765	12186	16,169.00	3,234	526	19,929.00	Title III B
Nutrition C-1	10804	12258	53,964.00	8,095	10,105	72,164.00	Title III C-1
Total			5,893,368.48	953,833.00	405,815.00	7,253,016.46	

**COMMUNITY BASED ORGANIZATION  
MASTER CONTRACT EXHIBIT A & B COVERSHEET**

Dept Name: SSA- Adult, Aging and Medi-Cal Services Vendor ID #: 0000071778 Board PO #: SOCSA-12258Bus Unit: SOCSA Master Contract #: 900339 Procurement Contract #: 10804 Budget Year: 2015

Acct #	Fund #	Dept #	Program #	Subclass #	Project / Grant #	Amount to be Encumbered	Total Contract Amount
610341	10000	320200	33700			\$10,105	\$57,150
610341	10000	320200	33000				\$6,919
610341	10000	320200	34700			\$8,095	\$8,095

Justification if partial encumbrance or liquidation requested: \_\_\_\_\_

Federal Funds Waiver #: F607 Contract Maximum: \$72,164Procurement Contract Begin Date: 7/01/2014 Expire Date: 6/30/2015 Period of Funding From: 7/01/2014 To: 6/30/2015Department Contact: Tracy Murray Telephone #: 577-1966 QIC Code: 24550Contractor Name: Vietnamese Community Center of the East Bay (VACCEB)

Project Name: \_\_\_\_\_

Contractor Address: 655 International Blvd, Oakland, CA 94606Remittance Address: Same as AboveALCOLINK Vendor Address #: 2BOS Dist. #: 3Contractor Telephone #: 510-891-9999 Fax #: 510-891-9990 E-mail (Signatory): vaccebsgee@gmail.comContractor Contact Person: Shirley Gee E-mail (Contact): \_\_\_\_\_Contract Service Category: Nutrition Services, Congregate Meals/Nutrition Education/ NSIP, Title III Estimated Units of Service: See Exhibit AMethod of Reimbursement (Invoicing Procedures): Actual Cost in arrears

History of Funding:	Original	Amendment #1	Amendment #2	Amendment #3	Amendment #4
Funding Level	\$53,964	\$72,164			
Amount of Encumbrance	\$53,964	\$18,200			
File Date	June 24, 2014	December 16, 2014			
File / Item #	29358-5	29484-4			
Reason	Board Action	Board Action			

Funding Source Allocation:	Federal - CFDA #: 93.045/93.053	State	County
	\$53,927/\$6,919	\$3,223	\$8,095

The signatures below signify that the attached Exhibits A and B have been received, negotiated and finalized. The Contractor also signifies agreement with all provisions of the Master Contract.

**DEPARTMENT**

By \_\_\_\_\_

Signature

Lori A. Cox

Print or Type Name

Title Social Services Agency DirectorDate 02/17/15**CONTRACTOR**

By \_\_\_\_\_

Signature

Shirley Gee

Print or Type Name

Title Executive DirectorDate 2-5-15

By \_\_\_\_\_

Signature

Print or Type Name

Title \_\_\_\_\_

Date \_\_\_\_\_



## CONTRACT AMENDMENT

Reference is made to that Contract made and entered into on the 1<sup>st</sup> day of July 2014, by and between Vietnamese Community Center of the East Bay (VACCEB), herein called and referred to as "Contractor", and the COUNTY OF ALAMEDA, a body corporate and politic of the State of California, hereinafter called and referred to as "County".

Said contract is hereby amended in the following manner:

**Contract for Congregate Meals, Congregate Nutrition Education and NSIP**

### Exhibit A

**Section B.4. One-Time Only Objective:** A one time only allocation of \$6,882 will be used to purchase TV/Monitor (2), audio equipment, folding office partition, telephone units, software and serving utensil and kitchenware during the period July 1, 2014 through June 30, 2015.

**Section B.5. Baseline Adjustment:** A one time only allocation of \$8,095 will be used to support baseline operations during the period July 1, 2014 through June 30, 2015.

**Section B.6. Special Nutrition Adjustment:** A one time only allocation of \$3,223 will be used to purchase food/meals during the period July 1, 2014 through June 30, 2015.

### Exhibit B

The amended budgets are attached which increases the allocation by **\$18,200** for a total allocation of **\$72,164**.

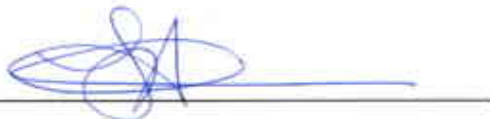
Except as herein amended, said Contract is continued in full force and effect

**The Contract Amendment is effective as of 16th day of December 2014.**

**COUNTY OF ALAMEDA**

**CONTRACTOR**

By



Title: Agency Director

Date

02/17/15

Vietnamese Community Center of the East  
Bay (VACCEB)  
655 International Blvd  
Oakland, CA. 94606

By

  
Authorized Signature of Contractor

Title: Executive Director

Date

2-5-15

weekly/monthly get-togethers and field trips.

13. Contractor will provide the following units of service in addition to the MIS contracted units. (These service units are not to be reported monthly, however, contractor will retain data documenting the fact that service units have been provided.)
  - Discount - Discount cards will be issued
  - Information - Units of service will be provided
  - Referral - Units of service will be provided
  - Evaluation/Follow-up - Units of service will be provided

#### **B. MIS Units of Service**

Contractor shall perform the following units of service during this contract period in a manner that distributes them reasonably and evenly over the months of the contract.

1. Services shall be targeted to persons 60 years and older as follows:
  - 31% aged 75 and older
  - 30 % in greatest economic need
  - 36 % functionally impaired
  - 52 % minorities
2. One hundred and six (106) New Seniors shall be served.
3. One thousand and fifty- five (1,055) hours of Senior Center Activities shall be provided.
4. **One Time Only Objective:** A one-time only increase of \$526 will be used to purchase a laptop during the period of July 1, 2014 through June 30, 2015.
5. **One Time only Baseline Adjustment:** A baseline adjustment which includes a fifteen percent increase in the amount of \$2,425 and a sequestration backfill in the amount of \$809 will be used to increase baseline services during the period of July 1, 2014 through June 30, 2015.

# OF NEW SENIORS TO BE SERVED ANNUALLY	SERVICE UNIT NAME	NUMBER OF UNITS TO BE PROVIDED	
		ANNUALLY	MONTHLY (approx.)
106	Senior Center Activities	1,055 hours	88 hours

#### **C. Definitions**

Master Contract #:

Exhibit #:

**ALAMEDA COUNTY AREA AGENCY ON AGING CONTRACT BUDGET**

Budget Effective Date: 07/01/2014

Revision No.: \_\_\_\_

Date Prepared:

6/15/2014

Contractor:

Contract Term:

07/01/2014-06/30/2015

**MIS Program: Senior Center Activities**

Provider No.:

**SECTION 1 SALARIES AND EMPLOYEE BENEFITS**

1.1 PAID STAFF (FTE = __ hrs/wk) List # pos., %FTE, wages	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
Executive Director 8%FTE@\$80K	6,300	3,600	275	
Executive Director 8%FTE@\$80K	0	2,425	0	
Program Coordinator 12% FTE @ \$41K	4,800	3,300	1,500	
Program Manager 10%FTE@\$42K	4,200	2,400	1,800	
Program Assistance 88hrs @\$18/hr	1,600	850	750	
Financial Planner / Assistant to Director 6%FTE@\$43K	2,500	1,300	391	
Financial Planner / Assistant to Director 6%FTE@\$43K	0	809	0	
Janitor 48hrs @\$10.50/hr	500	300	200	
	0			
	0			
	0			
	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>19,900</b>	<b>14,984</b>	<b>4,916</b>	<b>0</b>

**1.2 TAXES AND BENEFITS**

FICA	1,337		1,337	
SUI/SDI				
Workers' Comp.	1,000	600	400	
Health Insurance	0			
Dental	0			
Life Insurance	0			
Vision	0			
	0			
	0			
<b>Subtotal:</b>	<b>2,337</b>	<b>600</b>	<b>1,737</b>	<b>0</b>

**1.3 IN-KIND STAFF/VOLUNTEERS (List # pos., % FTE, Pay equivalent)**

2 Teachers, total 84hrs@\$30/hr	2,520		2,520	
2 Volunteers, total 384 hrs@ \$8/hr	2,489			2,489
Receptionist, total 192hrs@\$8/hr	1,245			1,245
	0			
	0			
	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>6,254</b>	<b>0</b>	<b>2,520</b>	<b>3,734</b>
<b>TOTAL SALARY/BENEFIT BUDGET</b> (Sections 1.1, 1.2, 1.3)	<b>28,491</b>	<b>15,584</b>	<b>9,173</b>	<b>3,734</b>

Ex-B-Bgt.WB2 (A1.D49)

Page 1 of 3

## SECTION 2 SERVICES AND SUPPLIES

2.1 TRAVEL AND TRAINING	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
Staff Travel: 500 Miles x.40/m Rate	80		0	80
Conferences/Conventions	0		0	
Staff Training	0		0	
Vol.Travel: 500 Miles x.40/m Rate	0		0	
<b>Subtotal:</b>	<b>80</b>	<b>0</b>	<b>0</b>	<b>80</b>

### 2.2 OCCUPANCY

Rent or Mortgage	0	0	0	
Telephone	300	300	0	
Utilities	1,200	1,200	0	
Janitorial/Maintenance	0	0	0	
General Liability Ins.	600	600	0	
	0			
	0			
<b>Subtotal:</b>	<b>2,100</b>	<b>2,100</b>	<b>0</b>	<b>0</b>

### 2.3 OTHER BUDGET COSTS

Supplies/Postage	100	100	0	
Minor Equip. (Under \$5,000) OTO	526	526	0	
Printing/Copying	40	40	0	
Equipment Maintenance	0	0	0	
Accounting Consultant	0	0	0	
Bookkeeping Services	0		0	
Membership/Dues/Subscrip.	0	0	0	
Indirect Costs	0	0	0	
Other: ADP Fees	700	700	0	
Advertising	60	60	0	
Volunteer Recognition	0	0	0	
Misc	0			
	0			
	0			
<b>Subtotal:</b>	<b>1,426</b>	<b>1,426</b>	<b>0</b>	<b>0</b>

### 2.4 VEHICLE BUDGET

Gas	169	169	0	
Maintenance/Repairs	90	90	0	
Vehicle Insurance	560	560	0	
<b>Subtotal:</b>	<b>819</b>	<b>819</b>	<b>0</b>	<b>0</b>
<b>TOTAL SERVICES/SUPPLIES BUDGET</b>	<b>4,425</b>	<b>4,345</b>	<b>0</b>	<b>80</b>

## SECTION 3 CAPITAL EQUIPMENT

3.1 Capital Equipment <i>List Items Costing \$5,000+ (Include Funding Source)</i>	TOTAL PROJECT COSTS (1)	AAA FUNDED PROJECT COSTS (2)	OTHER	
			CASH	IN-KIND
	0	0		
	0			
	0			
<b>TOTAL CAPITAL EQUIPMENT BUDGET</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>GRAND TOTAL BUDGET (Sections 1.1 - 3.1)</b>	<b>32,916</b>	<b>19,929</b>	<b>9,173</b>	<b>3,814</b>
----------------------------------------------------	---------------	---------------	--------------	--------------

## SECTION 4 REVENUES

4.1 REVENUE SOURCES:	Total Project Funds	AAA Project Funding	Other		Committed Funds
			CASH	IN-KIND	
<b>Non-Match:</b>					
Fundraising / Donations	3,173		3,173		
Grant	6,000		6,000		6,000
	0				
	0				
	0				
<b>Subtotal:</b>	<b>9,173</b>	<b>0</b>	<b>9,173</b>	<b>0</b>	<b>6,000</b>
<b>Match:</b>					
Inkind	3,814			3,814	
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
<b>Subtotal:</b>	<b>3,814</b>	<b>0</b>	<b>0</b>	<b>3,814</b>	<b>0</b>
Title III Client Donations (if applicable):	0				0
Title III Funds (if applicable):	16,695	16,695			19,929
County General Funds (if applicable):	3,234	3,234			3,234
CBSP Funds (if applicable):	0				0
<b>TOTAL FUNDS:</b>	<b>32,916</b>	<b>19,929</b>	<b>9,173</b>	<b>3,814</b>	<b>29,163</b>

## SECTION 5 DEDUCTIVE FORMULA (Title III Funded Programs Only)

	TOTAL
1.) TOTAL PROJECT BUDGET:	32,916
2.) {LESS} COUNTY GENERAL FUNDS:	3,234
3.) {LESS} OTHER NON-MATCH FUNDS:	9,173
4.) {EQUALS} TITLE III BUDGET COSTS TO BE MATCHED:	20,509
5.) {LESS} TITLE III MATCH FUNDS: [minimum of 10% OF LINE 4]	3,814
6.) {LESS} TITLE III CLIENT DONATIONS:	0
7.) {EQUALS} EARNED TITLE III FUNDS:	16,695



## **Exhibit D**

### **Audit Requirements**

The County contracts with various organizations to carry out programs mandated by the Federal and State governments or sponsored by the Board of Supervisors. Under the Single Audit Act Amendments of 1996 (31 U.S.C.A. §§ 7501-7507) and Board policy, the County has the responsibility to determine whether organizations receiving funds through the County have spent them in accordance with applicable laws, regulations, contract terms, and grant agreements. To this end, effective with the first fiscal year beginning on and after December 26, 2014, the following are required.

#### **I. AUDIT REQUIREMENTS**

##### **A. Funds from Federal Sources:**

1. Non-Federal entities which are determined to be subrecipients by the supervising department according to 2 CFR § 200.330 and which expend annual Federal awards in the amount specified in 2 CFR § 200.501 are required to have a single audit performed in accordance with 2 CFR § 200.514.
2. When a non-Federal entity expends annual Federal awards in the amount specified in 2 CFR § 200.501(a) under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or terms and conditions of the Federal award do not require a financial statement audit of the auditee, the non-Federal entity may elect to have a program-specific audit conducted in accordance with 2 CFR § 200.507 (Program Specific Audits).
3. Non-Federal entities which expend annual Federal awards less than the amount specified in 2 CFR § 200.501(d) are exempt from the single audit requirements for that year except that the County may require a limited-scope audit in accordance with 2 CFR § 200.503(c).

##### **B. Funds from All Sources:**

Non-Federal entities which expend annual funds from any source (Federal, State, County, etc.) through the County in an amount of:

1. \$100,000 or more must have a financial audit in accordance with the U.S. Comptroller General's Generally Accepted Government Auditing Standards (GAGAS) covering all County programs.
2. Less than \$100,000 are exempt from these audit requirements except as otherwise noted in the contract.

Non-Federal entities that are required to have or choose to do a single audit in accordance with 2 CFR Subpart F, Audit Requirements are not required to have a financial audit in the same year. However, Non-Federal entities that are required to have a financial audit may also be required to have a limited-scope audit in the same year.

C. General Requirements for All Audits:

1. All audits must be conducted in accordance with Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States (GAGAS).
2. All audits must be conducted annually, except for biennial audits authorized by 2 CFR § 200.504 and where specifically allowed otherwise by laws, regulations, or County policy.
3. The audit report must contain a separate schedule that identifies all funds received from or passed through the County that is covered by the audit. County programs must be identified by contract number, contract amount, contract period, and amount expended during the fiscal year by funding source. An exhibit number must be included when applicable.
4. If a funding source has more stringent and specific audit requirements, these requirements must prevail over those described above.

II. **AUDIT REPORTS**

A. For Single Audits

1. Within the earlier of 30 calendar days after receipt of the auditor's report or nine months after the end of the audit period, the auditee must electronically submit to the Federal Audit Clearinghouse (FAC) the data collection form described in 2 CFR § 200.512(b) and the reporting package described in 2 CFR § 200.512(c). The auditee and auditors must ensure that the reporting package does not include protected personally identifiable information. The FAC will make the reporting package and the data collection form available on a web site and all Federal agencies, pass-through entities and others interested in a reporting package and data collection form must obtain it by accessing the FAC. As required by 2 CFR § 200.512(a)(2), unless restricted by Federal statutes or regulations, the auditee must make copies available for public inspection.
2. A notice of the audit report issuance along with two copies of the management letter with its corresponding response should be sent to the County supervising department within ten calendar days after it is submitted to the FAC. The County supervising department is responsible for forwarding a copy of the audit report, management letter, and corresponding responses to the County Auditor within one week of receipt.

B. For Audits other than Single Audits

At least two copies of the audit report package, including all attachments and any management letter with its corresponding response, should be sent to the County supervising department within six months after the end of the audit year, or other time frame as specified by the department. The County supervising department is responsible for forwarding a copy of the audit report package to the County Auditor within one week of receipt.

### **III. AUDIT RESOLUTION**

Within 30 days of issuance of the audit report, the entity must submit to its County supervising department a corrective action plan consistent with 2 CFR § 200.511(c) to address each audit finding included in the current year auditor's report. Questioned costs and disallowed costs must be resolved according to procedures established by the County in the Contract Administration Manual. The County supervising department will follow up on the implementation of the corrective action plan as it pertains to County programs.

### **IV. ADDITIONAL AUDIT WORK**

The County, the State, or Federal agencies may conduct additional audits or reviews to carry out their regulatory responsibilities. To the extent possible, these audits and reviews will rely on the audit work already performed under the audit requirements listed above.



COB

# ALAMEDA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

*The following action was taken by the Alameda County Board of Supervisors on 12/16/2014*

Approved as Recommended ☒

Other ☐

Unanimous ☐ Chan: ☐ Haggerty: ☐ Miley: ☐ Valle: ☒ Carson: ☐ - ☐ 4

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Contract: C-2014-209  
Resolution: R-2014-410F

Documents to be signed by Agency/Purchasing Agent:

File No. 29484

Item No. 4

Copies sent to:

J. Villaflor & Auditor

## Special Notes:

FY 2014-2015 Older  
Americans Act and Older  
Californians Act Grant  
Agreement No. AP-1415-09,  
A01



I certify that the foregoing is a correct  
copy of a Minute Order adopted by the  
Board of Supervisors, Alameda County,  
State of California.

ATTEST:

Clerk of the Board  
Board of Supervisors

By: *Janita Sanchez*

Deputy





Lori A. Cox  
Agency Director

Thomas L. Berkley Square  
2000 San Pablo Avenue, Fourth Floor  
Oakland, California 94612  
510-271-9100 / Fax: 510-271-9108  
[ssadirector@acgov.org](mailto:ssadirector@acgov.org)  
<http://alamedasocialservices.org>

November 6, 2014

Honorable Board of Supervisors  
Administration Building  
Oakland, California 94612

Dear Board Members:

**SUBJECT:** Approval of Area Plan Grant Agreement Amendment and Contract Amendments for services administered by the Area Agency on Aging

**RECOMMENDATIONS:**

- A. Approve the FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1, between the California Department of Aging and County of Alameda, Area Agency on Aging and authorize the President to sign seven (7) Grant Agreements on behalf of Alameda County, each with an original signature, with a Minute Order authorizing execution of the contract.
- B. Approve the attached Financial Recommendation increasing revenue and appropriations by \$1,362,121.
- C. Approve contract increases totaling \$1,359,648 as detailed in attachment A, and delegate authority to the Social Services Director to sign the contract amendments, under the master contracting process.
- D. Approve a one-time allocation of Measure A Funds in the amount of \$15,000 to provide emergency senior support services.

**SUMMARY/DISCUSSION:**

This letter requests action by your Board to approve and execute Amendment 1 to the Older Americans Act (OAA) and Older Californians Act Grant Agreement issued by the California Department of Aging (CDA) for FY 2014/15.

This grant agreement, which provides an increase of \$408,288 in Special Nutrition (SN) and One-Time-Only (OTO) funds, allocates a total of \$5,879,694.00 to the Alameda County Area Agency on Aging (AAA). Your Board approved the original agreement, AP-1415-09, in the amount of \$5,471,406, on October 7, 2014 (File: 29356; Item: 4). The AAA will retain \$2,473 of the SN & OTO funds for its direct service Ombudsman program and allocate the remaining \$405,815 to its subcontractors as outlined in Attachment A.

Your Board directed that the Social Services Agency (SSA) and Health Care Services Agency (HCSA) collaborate to develop a Countywide plan for seniors. SSA is implementing a strategy that includes three key items: 1) provide one-time emergency funding to support the infrastructure of senior service providers; 2) develop a plan for delivery of technical assistance & capacity building for senior services providers; and 3) develop a Countywide plan for seniors. Attachment A includes emergency funding of \$953,833, which includes a 15% (\$884,012) increase in senior service contracts and \$69,821 to backfill a gap caused by federal sequestration cuts. Please note that the HCSA is providing \$15,000 of the funding from Measure A so that Senior Injury Prevention Program contracts managed by the AAA will also receive emergency funding.

County Counsel has approved this amended grant agreement as to form.

#### **SELECTION CRITERIA/PROCESS:**

*The subcontractors receiving funds under this grant agreement were selected based on recommendations resulting from the 2014-2018 requests for proposals completed by the Alameda County Area Agency on Aging and the Advisory Commission on Aging. The Commission's recommendations for funding from the RFP were approved by your Board on June 24, 2014 (File #29358, Item 5).*

#### **FUNDING**

Financing will come from the SSA budget and federal OTO funds awarded to Alameda County by the CDA through this grant agreement amendment for FY 2014-2015. An additional \$15,000 in funding comes from the Measure A reserve. Approval of these recommendations will bring the total amount of Measure A one-time expenditures that exceed the Fiscal Year 2014-2015 Budget to \$3,879,000. The Measure A expenses will be transferred to the Public Health Department at year end. The subcontractors receiving OAA and OCA funds will meet all match requirements.

Sincerely,



Lori A. Cox  
Agency Director

- Att: 1) Seven Original FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1 documents for Board President signature.  
2) Attachment A  
3) Financial Recommendation

CONTRACTOR	PC #	PO #	Initial Contract Amount	15% Increase & Sequestration	OTO & Special Nutrition	Amended Contract Amount	Fund Source
Health Services	10911	12402	45,318.00	9,066	1,474	55,858.00	Title III B
Case Management	11010	12453	31,466.00	5,794	698	37,958.00	Title III B
Visiting	10907	12400	20,236.00	4,048	658	24,942.00	Title III B
Injury Prevention	10861	12379	17,000.00	2,550		19,550.00	SIPP
SER-Jobs for Progress, Inc						0.00	
SCSEP	10813	12264	145,819.00	28,888		174,707.00	Title V
S O S Meals on Wheels						0.00	
Nutrition C-2	10756	12201	1,314,905.00	197,236	88,652	1,600,793.00	Title III C-2
Spanish Speaking Unity Council						0.00	
Senior Center Activities	10945	12413	21,599.86	3,770	345	25,714.86	Title III B
Spectrum Community Services						0.00	
Nutrition C-1	10921	12367	607,504.00	91,126	113,759	812,389.00	Title III C-1
Nutrition C-2	10922	12368	9,617.00	1,443	648	11,708.00	Title III C-2
Injury Prevention	10827	12276	10,630.00	1,595		12,225.00	SIPP
St. Mary's Center						0.00	
Visiting	10759	12180	21,057.00	4,213	685	25,955.00	Title III B
Injury Prevention	10859	12302	20,000.00	3,000		23,000.00	SIPP
Hospital Committee/ValleyCare Health Sys						0.00	
Nutrition C-2	11009	12452	440,063.00	66,009	29,670	535,742.00	Title III C-2
Vietnamese American Community Ctr						0.00	
Information & Assistance	10764	12185	14,378.00	2,877	468	17,723.00	Title III B
Senior Center Activities	10765	12186	16,169.00	3,234	526	19,929.00	Title III B
Nutrition C-1	10804	12258	53,964.00	8,095	10,105	72,164.00	Title III C-1
Total			5,893,368.46	953,833.00	405,815.00	7,253,016.46	

**COMMUNITY BASED ORGANIZATION  
MASTER CONTRACT EXHIBIT A & B COVERSHEET**

Dept Name: SSA- Adult, Aging and Medi-Cal Services Vendor ID #: 0000071778 Board PO #: SOCSA-12186Bus Unit: SOCSA Master Contract #: 900339 Procurement Contract #: 10765 Budget Year: 2015

Acct #	Fund #	Dept #	Program #	Subclass #	Project / Grant #	Amount to be Encumbered	Total Contract Amount
610341	10000	320200	33640			\$526	\$16,695
610341	10000	320200	34700			\$3,234	\$3,234

Justification if partial encumbrance or liquidation requested: \_\_\_\_\_

Federal Funds Waiver #: F604Contract Maximum: \$19,929Procurement Contract Begin Date: 7/01/2014 Expire Date: 6/30/2015 Period of Funding From: 7/01/2014 To: 6/30/2015Department Contact: Tracy Murray Telephone #: 577-1966 QIC Code: 24550Contractor Name: Vietnamese Community Center of the East Bay (VACCEB)

Project Name: \_\_\_\_\_

Contractor Address: 655 International Blvd, Oakland, CA 94606Remittance Address: Same as AboveALCOLINK Vendor Address #: 2BOS Dist. #: 3Contractor Telephone #: 510-891-9999 Fax #: 510-891-9990 E-mail (Signatory): vaccebsgee@gmail.comContractor Contact Person: Shirley Gee E-mail (Contact): \_\_\_\_\_Contract Service Category: Senior Center Activities, Title IIIB Estimated Units of Service: See Exhibit AMethod of Reimbursement (Invoicing Procedures): Actual Cost in arrears

History of Funding:	Original	Amendment #1	Amendment #2	Amendment #3	Amendment #4
Funding Level	\$16,169	\$19,929			
Amount of Encumbrance	\$16,169	\$3,760			
File Date	June 24, 2014	December 16, 2014			
File / Item #	29358-5	29884-4			
Reason	Board Action	Board Action			

Funding Source Allocation:

Federal - CFDA #: 93.044	State	County
\$16,695	\$	3,234

The signatures below signify that the attached Exhibits A and B have been received, negotiated and finalized. The Contractor also signifies agreement with all provisions of the Master Contract.

**DEPARTMENT**

By \_\_\_\_\_

Signature

Lori A. Cox

Print or Type Name

Title Social Services Agency DirectorDate 04/20/15**CONTRACTOR**

By \_\_\_\_\_

Signature

Shirley Gee

Print or Type Name

Title Executive DirectorDate 1-27-15

By \_\_\_\_\_

Signature

Print or Type Name

Title \_\_\_\_\_

Date \_\_\_\_\_

Reference Master Contract #: 900339  
Procurement #: 10765

## CONTRACT AMENDMENT

Reference is made to that Contract made and entered into on the 1<sup>st</sup> day of July 2014, by and between Vietnamese Community Center of the East Bay (VACCEB), herein called and referred to as "Contractor", and the COUNTY OF ALAMEDA, a body corporate and politic of the State of California, hereinafter called and referred to as "County".

Said contract is hereby amended in the following manner:

### Senior Center Activities

#### Exhibit A

**Section B.4. One-Time Only Objective:** A one time only allocation of \$526 will be used to purchase a laptop during the period July 1, 2014 through June 30, 2015.

**Section B.5. Baseline Adjustment:** A one time only allocation of \$3,234 will be used to support baseline operations during the period July 1, 2014 through June 30, 2015.

#### Exhibit B

The amended budgets are attached which increases the allocation by **\$3,760** for a total allocation of **\$19,929**.

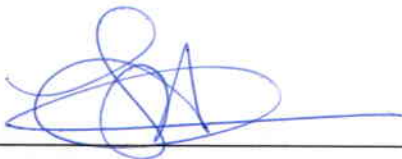
Except as herein amended, said Contract is continued in full force and effect

**The Contract Amendment is effective as of 16th day of December 2014.**

#### COUNTY OF ALAMEDA

#### CONTRACTOR

By \_\_\_\_\_



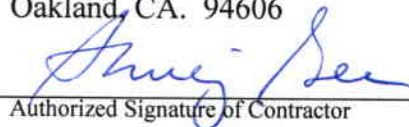
Title: Agency Director

Date \_\_\_\_\_

02/20/15

Vietnamese Community Center of the East  
Bay (VACCEB)  
655 International Blvd  
Oakland, CA. 94606

By \_\_\_\_\_

  
Authorized Signature of Contractor

Title: Executive Director

Date \_\_\_\_\_

2-11-15



2. Two hundred (200) new (unduplicated) seniors shall be served.
3. Ten thousand (10,000) congregate meals shall be served.
3. One hundred and sixty (160) units of Nutrition/Safety and Sanitation Education shall be provided.
4. **One Time Only Objective:** A one-time only increase of \$6,882 will be used to purchase TV/Monitor (2), audio equipment, folding office partition, telephone units, software and serving utensil and kitchenware and janitorial services during the period of July 1, 2014 through June 30, 2015.
5. **One Time only Baseline Adjustment:** A baseline adjustment which includes a fifteen percent increase in the amount of \$8,095 will be used to increase baseline services and a special nutrition allotment in the amount of \$3,223 will be used to purchase food during the period of July 1, 2014 through June 30, 2015.

# OF NEW SENIORS TO BE SERVED ANNUALLY	SERVICE UNIT NAME	NUMBER OF UNITS TO BE PROVIDED	
		ANNUALLY	MONTHLY (approx.)
200	Congregate Meals C-1	10,000	833
	Nutrition/Safety and Sanitation Education	160	13

### C. Definitions

**New Senior:** An individual 60 years of age and older, on or before **June 30, 2015**, who receives service through the terms of this contract as of July 1 of the contract year, including those previously served as well as those never before served by the agency. For reporting purposes, each senior receiving services related to this grant is counted only once during the contract year.

**Congregate Meals (C-1):** A meal provided to an eligible individual in a congregate setting, that meets all of the requirements of the Older Americans Act and State/Local laws, assures a minimum one-third of the current Dietary Reference Intake, and shall comply with dietary guidelines for Americans.

**UNIT: one meal**

**Nutrition Education:** A program to promote better health by providing accurate and culturally sensitive nutrition, physical fitness, or health (as it relates to nutrition)

# APPENDIX II – PROGRAM BUDGET

Master Contract #:

## ALAMEDA COUNTY AREA AGENCY ON AGING CONTRACT BUDGET

Budget Effective Date: 07/01/2014

Date Prepared: 06/15/2014

Contractor: VACCEB

Contract Term: 7/1/14- 6/30/15

MIS Program: Congregate Nutrition - C-1

Provider No.:

### CONGREGATE NUTRITION (C1) BUDGET SUMMARY

		TOTAL C-1 BUDGET	AAA FUNDED	CASH BUDGET	IN-KIND BUDGET
<b>SALARY AND EMPLOYMENT BENEFITS</b>	FOOD PRODUCTION	17,593	11,433	0	6,160
	PACK-OUT				
	MEAL DELIVERY/ PROG.ADMIN	16,052	12,888	84	3,080
	SUBTOTAL	33,645	24,321	84	9,240
<b>NUTRITION EDUCATION</b>	PROGRAM ADMIN/DELIVERY	3,040	2,040	1,000	0
<b>NUTRITION CONSULTING</b>	PROGRAM ADMIN/DELIVERY	0	0	0	0
<b>CONSULTANTS</b>	FOOD PRODUCTION				
	PACK-OUT	0			
	MEAL DELIVERY/ PROG.ADMIN				
	SUBTOTAL		0	0	0
<b>TRAVEL&amp;TRAINING</b>	FOOD PRODUCTION	0			
	PACK-OUT	0			
	MEAL DELIVERY/ PROG.ADMIN	0		0	
	SUBTOTAL	0	0	0	0
<b>EQUIPMENT</b>	FOOD PRODUCTION	1,000	1,000	0	
	PACK-OUT	0			
	MEAL DELIVERY/ PROG.ADMIN	4,700	4,700	0	
	SUBTOTAL	5,700	5,700	0	0
<b>CATERED FOOD</b>	FOOD PRODUCTION	41,223	34,723	6,500	
<b>RAW FOOD</b>	FOOD PRODUCTION	745	745	0	0
<b>ALL OTHER COSTS</b>	FOOD PRODUCTION	2,180	2,180	0	
	PACK-OUT				
	MEAL DELIVERY/ PROG.ADMIN	2,678	2,455	223	
	SUBTOTAL	4,858	4,635	223	0
<b>TOTAL COSTS</b>	FOOD PRODUCTION	62,741	50,081	6,500	6,160
	PACK-OUT	0		0	0
	MEAL DELIVERY/ PROG.ADMIN	26,470	22,083	1,307	3,080
<b>GRAND TOTAL (C-1):</b>		<b>89,211</b>	<b>72,164</b>	<b>7,807</b>	<b>9,240</b>

## SECTION 1: SALARY AND EMPLOYMENT BENEFITS

TOTAL NUTRITION PROJECT 1.1 PAID STAFF List # pos., wages, % FTE	C-1 PROGRAM		F U N C T I O N S			FUNDING SOURCE		
	% Time	Salary	Food Production	Program/ Site Admin	Delivery	AAA	Cash	In-Kind
Executive Director 10% @ \$80K	10	8,000	3,000	5,000		5,000	18	
<b>Executive Director 10% @ \$80K OTO</b>						1,182		
<b>Executive Director 10% @ \$80K</b>						1,800		
Program Coordinator 15% @ \$41K	35	6,000	3,000	3,000		4,000	0	
<b>Program Coordinator 15% @ \$41K</b>						2,000		
Program Manager 6%FTE@\$42K	10	2,500	1,250	1,250		1,500	0	
<b>Program Manager 6%FTE@\$42K</b>						1,000		
Financial Planner / ATD 8%FTE@\$43K	20	3,319	1,000	2,319		3,019	0	
<b>Financial Planner / ATD 8%FTE@\$43K</b>						300		
Janitor 211 hrs@\$10.50/hr	30	2,220	2,000	220		1,720	0	
<b>Janitor 211 hrs@\$10.50/hr</b>						500	0	
		0						
		0						
<b>SUBTOTAL</b>		22,039	10,250	11,789	0	22,021	18	0

## 1.2 TAXES AND BENEFITS

FICA		1,366	683	683		1,300	66	0
SUI		0						
Vision		0						
Health Insurance		0						
Workers Comp		1000	500	500		500	0	
<b>Workers Comp</b>						500		
Dental		0						
Life Insurance		0						
<b>SUBTOTAL</b>		2366	1183	1183	0	2300	66	0

## SECTION 1 (Continued)

TOTAL NUTRITION PROJECT 1.3 IN-KIND STAFF/VOLUNTEERS List # pos., % FTE, pay equivalent	C-1 PROGRAM		F U N C T I O N S			FUNDING SOURCE		
	% Time	Salary	Food Production	Program/ Site Admin	Delivery	AAA	Cash	In-Kind
Dining Room Volunteer 154hrs @\$10/hr	100	1,540	0	1,540			0	1,540
Receptionist Volunteer 154hrs @\$10/hr	100	1,540		1,540				1,540
2 Kitchen Volunteers 616hrs @\$10/hr	100	6,160	6,160	0			0	6,160
<b>SUBTOTAL</b>		9,240	6,160	3,080	0	0	0	9,240
<b>SECTION 1 SUBTOTAL:</b> (Sec. 1.1, 1.2, 1.3)		33,645	17,593	16,052	0	24,321	84	9,240

## SECTION 2: NUTRITION EDUCATION

Registered Dietitian, \$20/month		240	120	120		240	0	
Registered Dietitian, \$400/month		2,800	2,500	300		1,000	1,000	
Registered Dietitian, \$400/month		0				800		
		0						
<b>SUBTOTAL</b>		3,040	2,620	420	0	2,040	1,000	0

## SECTION 3 : NUTRITION CONSULTING

		0						
<b>SUBTOTAL</b>		0	0	0	0	0	0	0

## SECTION 4: CONSULTANTS

<b>SUBTOTAL</b>		0	0	0	0	0	0	0

## SECTION 5: TRAVEL AND TRAINING

Food Safety Certification		0		0			0	
<b>SUBTOTAL</b>		0	0	0	0	0	0	0

## SECTION 6: EQUIPMENT COSTS

6.1 CAPITAL EQUIPMENT  
(List each item \$5,000 or more)

<b>SUBTOTAL</b>			0	0	0	0	0	0

## 6.2 MINOR EQUIPMENT

Kitchenware, etc.			0			0		
TV/Monitors, Room Partition, Phone, Kitchenware OTO			1,000	4,700		5,700		
<b>SUBTOTAL</b>			1,000	4,700	0	5,700	0	0
<b>SECTION 6 SUBTOTAL:</b> Sec 6.1, 6.2			1,000	4,700	0	5,700	0	0



## APPENDIX II – PROGRAM BUDGET

### SECTION 7: FOOD COSTS

#### 7.1 CATERED FOOD COSTS

Meals Per Day	Serving Days Per Year	Total Meals Per Year	COST			FUNDING SOURCE		
			Per Meal	Total Cost		AAA	Cash	In-Kind
Aprox 47/day	155	10,000		38,000		31,500	6,500	
<b>Special Nutrition</b>				<b>3,223</b>		<b>3,223</b>		
<b>SUBTOTAL</b>		<b>10,000</b>		<b>41,223</b>		<b>34,723</b>	<b>6,500</b>	

#### 7.2 RAW FOOD COSTS

Meals Per Day	Serving Days Per Year	Total Meals Per Year	COST			FUNDING SOURCE		
			Per Meal	Total Cost		AAA	Cash	In-Kind
Milk, juice, dessert ect..	155	10,000	\$0.20	250		250		
<b>Milk, juice, dessert ect..</b>				<b>495</b>		<b>495</b>		
<b>SUBTOTAL</b>		<b>10,000</b>	<b>0</b>	<b>745</b>		<b>745</b>	<b>0</b>	<b>0</b>

### SECTION 8: ALL OTHER COSTS

8.1 FOOD SERVICE SUPPLIES	TOTAL COST	C-1 PROGRAM		F U N C T I O N S			FUNDING SOURCE		
		% Cost	Cost	Food Production	Program/ Site Admin	Delivery	AAA	Cash	In-Kind
Dining Supplies@\$.35/me	1,250	100	1,250	1,250			950		
<b>Dining Supplies@\$.35/me</b>							<b>300</b>		
<b>SUBTOTAL</b>	<b>1,250</b>		<b>1,250</b>	<b>1,250</b>	<b>0</b>	<b>0</b>	<b>1,250</b>	<b>0</b>	<b>0</b>

#### 8.2 VEHICLE

			0						
<b>SUBTOTAL</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

#### 8.3 BUILDING SPACE

Rent									
General Liability Ins.	750	100	750	0	750	0	750	0	0
<b>SUBTOTAL</b>	<b>750</b>		<b>750</b>	<b>0</b>	<b>750</b>	<b>0</b>	<b>750</b>	<b>0</b>	<b>0</b>



# APPENDIX II – PROGRAM BUDGET

## SECTION 8: ALL OTHER COSTS (Continued)

### 8.4 OTHER BUDGET COSTS

TOTAL NUTRI PROJECT Description of Cost Category	C-1 PROGRAM			F U N C T I O N S			FUNDING SOURCE		
	TOTAL COST	% Cost	Cost	Food Production	Program/ Site Admin	Delivery	AAA	Cash	In-Kind
Telephone	400	100	400		400		177	223	
Utilities	1,300	100	1,300	900	400		1,300		
Office Supplies	80	100	80	20	60		80	0	
Printing/Copying	443	100	443	10	433		43	0	
<b>Printing/Copying</b>							400	0	
SAM license fee	635	100	635		635		635	0	
<b>SUBTOTAL</b>	<b>2,858</b>		<b>2,858</b>	<b>930</b>	<b>1,928</b>	<b>0</b>	<b>2,635</b>	<b>223</b>	<b>0</b>
<b>SECTION 8 SUBTOTAL: (Sec. 8.1 - 8.4)</b>	<b>4,858</b>		<b>4,858</b>	<b>2,180</b>	<b>2,678</b>	<b>0</b>	<b>4,635</b>	<b>223</b>	<b>0</b>

# APPENDIX II – PROGRAM BUDGET

## SECTION 9: REVENUES C-1

<b>9.1 REVENUE SOURCES</b>	<b>BUDGET</b>	<b>AAA FUNDS</b>	<b>CASH</b>	<b>IN-KIND</b>
Non-Match:				
Fundraising/donations/grant	1,307		1,307	
<b>SUBTOTAL</b>	<b>1,307</b>	<b>0</b>	<b>1,307</b>	<b>0</b>
Match:				
Volunteers	9,240			9,240
<b>SUBTOTAL</b>	<b>9,240</b>	<b>0</b>	<b>0</b>	<b>9,240</b>
<b>N.S.I.P.</b>	<b>10,142</b>	<b>10,142</b>		
Title III Client Donations:	6,500		6,500	
Title III Funds:	<b>53,927</b>	<b>53,927</b>		
County General Funds:	8,095	8,095		
Other	0			
<b>TOTAL FUNDS:</b>	<b>89,211</b>	<b>72,164</b>	<b>7,807</b>	<b>9,240</b>

## SECTION 10: DEDUCTIVE FORMULA

	<b>TOTAL</b>
1.) TOTAL PROJECT BUDGET:	89,211
2.) {LESS} COUNTY GENERAL FUNDS:	8,095
3.) {LESS} N.S.I.P.	10,142
4.) {LESS} OTHER NON-MATCH FUNDS:	1,307
5.) {EQUALS} T-3 BUDGET COSTS TO BE MATCHED:	69,667
6.) {LESS} T-3 MATCH FUNDS: [MINIMUM 10% OF LINE 5]	9,240
7.) {LESS} TITLE III CLIENT DONATIONS:	6,500
8.) {EQUALS} EARNED TITLE III FUNDS:	<b>53,927</b>

TOTAL NSIP ELIGIBLE MEALS CONTRACTED

10,000

## **Exhibit D**

### **Audit Requirements**

The County contracts with various organizations to carry out programs mandated by the Federal and State governments or sponsored by the Board of Supervisors. Under the Single Audit Act Amendments of 1996 (31 U.S.C.A. §§ 7501-7507) and Board policy, the County has the responsibility to determine whether organizations receiving funds through the County have spent them in accordance with applicable laws, regulations, contract terms, and grant agreements. To this end, effective with the first fiscal year beginning on and after December 26, 2014, the following are required.

#### **I. AUDIT REQUIREMENTS**

##### **A. Funds from Federal Sources:**

1. Non-Federal entities which are determined to be subrecipients by the supervising department according to 2 CFR § 200.330 and which expend annual Federal awards in the amount specified in 2 CFR § 200.501 are required to have a single audit performed in accordance with 2 CFR § 200.514.
2. When a non-Federal entity expends annual Federal awards in the amount specified in 2 CFR § 200.501(a) under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or terms and conditions of the Federal award do not require a financial statement audit of the auditee, the non-Federal entity may elect to have a program-specific audit conducted in accordance with 2 CFR § 200.507 (Program Specific Audits).
3. Non-Federal entities which expend annual Federal awards less than the amount specified in 2 CFR § 200.501(d) are exempt from the single audit requirements for that year except that the County may require a limited-scope audit in accordance with 2 CFR § 200.503(c).

##### **B. Funds from All Sources:**

Non-Federal entities which expend annual funds from any source (Federal, State, County, etc.) through the County in an amount of:

1. \$100,000 or more must have a financial audit in accordance with the U.S. Comptroller General's Generally Accepted Government Auditing Standards (GAGAS) covering all County programs.
2. Less than \$100,000 are exempt from these audit requirements except as otherwise noted in the contract.

Non-Federal entities that are required to have or choose to do a single audit in accordance with 2 CFR Subpart F, Audit Requirements are not required to have a financial audit in the same year. However, Non-Federal entities that are required to have a financial audit may also be required to have a limited-scope audit in the same year.

C. General Requirements for All Audits:

1. All audits must be conducted in accordance with Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States (GAGAS).
2. All audits must be conducted annually, except for biennial audits authorized by 2 CFR § 200.504 and where specifically allowed otherwise by laws, regulations, or County policy.
3. The audit report must contain a separate schedule that identifies all funds received from or passed through the County that is covered by the audit. County programs must be identified by contract number, contract amount, contract period, and amount expended during the fiscal year by funding source. An exhibit number must be included when applicable.
4. If a funding source has more stringent and specific audit requirements, these requirements must prevail over those described above.

II. **AUDIT REPORTS**

A. For Single Audits

1. Within the earlier of 30 calendar days after receipt of the auditor's report or nine months after the end of the audit period, the auditee must electronically submit to the Federal Audit Clearinghouse (FAC) the data collection form described in 2 CFR § 200.512(b) and the reporting package described in 2 CFR § 200.512(c). The auditee and auditors must ensure that the reporting package does not include protected personally identifiable information. The FAC will make the reporting package and the data collection form available on a web site and all Federal agencies, pass-through entities and others interested in a reporting package and data collection form must obtain it by accessing the FAC. As required by 2 CFR § 200.512(a)(2), unless restricted by Federal statutes or regulations, the auditee must make copies available for public inspection.
2. A notice of the audit report issuance along with two copies of the management letter with its corresponding response should be sent to the County supervising department within ten calendar days after it is submitted to the FAC. The County supervising department is responsible for forwarding a copy of the audit report, management letter, and corresponding responses to the County Auditor within one week of receipt.

B. For Audits other than Single Audits

At least two copies of the audit report package, including all attachments and any management letter with its corresponding response, should be sent to the County supervising department within six months after the end of the audit year, or other time frame as specified by the department. The County supervising department is responsible for forwarding a copy of the audit report package to the County Auditor within one week of receipt.

### **III. AUDIT RESOLUTION**

Within 30 days of issuance of the audit report, the entity must submit to its County supervising department a corrective action plan consistent with 2 CFR § 200.511(c) to address each audit finding included in the current year auditor's report. Questioned costs and disallowed costs must be resolved according to procedures established by the County in the Contract Administration Manual. The County supervising department will follow up on the implementation of the corrective action plan as it pertains to County programs.

### **IV. ADDITIONAL AUDIT WORK**

The County, the State, or Federal agencies may conduct additional audits or reviews to carry out their regulatory responsibilities. To the extent possible, these audits and reviews will rely on the audit work already performed under the audit requirements listed above.



COB

# ALAMEDA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

*The following action was taken by the Alameda County Board of Supervisors on 12/16/2014*

Approved as Recommended ☒

Other ☐

Unanimous ☐ Chan: ☐ Haggerty: ☐ Miley: ☐ Valle: ☒ Carson: ☐ - ☐ 4

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Contract: C-2014-209  
Resolution: R-2014-410F

Documents to be signed by Agency/Purchasing Agent:

File No. 29484

Item No. 4

Copies sent to:

J. Villaflor & Auditor

**Special Notes:**

FY 2014-2015 Older  
Americans Act and Older  
Californians Act Grant  
Agreement No. AP-1415-09,  
A01



I certify that the foregoing is a correct  
copy of a Minute Order adopted by the  
Board of Supervisors, Alameda County,  
State of California.

ATTEST:

Clerk of the Board  
Board of Supervisors

By: *[Signature]*

Deputy



Lori A. Cox  
Agency Director

Thomas L. Berkley Square  
2000 San Pablo Avenue, Fourth Floor  
Oakland, California 94612  
510-271-9100 / Fax: 510-271-9108  
[ssadirector@acgov.org](mailto:ssadirector@acgov.org)  
<http://alamedasocialservices.org>

November 6, 2014

Honorable Board of Supervisors  
Administration Building  
Oakland, California 94612

Dear Board Members:

**SUBJECT:** Approval of Area Plan Grant Agreement Amendment and Contract Amendments for services administered by the Area Agency on Aging

**RECOMMENDATIONS:**

- A. Approve the FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1, between the California Department of Aging and County of Alameda, Area Agency on Aging and authorize the President to sign seven (7) Grant Agreements on behalf of Alameda County, each with an original signature, with a Minute Order authorizing execution of the contract.
- B. Approve the attached Financial Recommendation increasing revenue and appropriations by \$1,362,121.
- C. Approve contract increases totaling \$1,359,648 as detailed in attachment A, and delegate authority to the Social Services Director to sign the contract amendments, under the master contracting process.
- D. Approve a one-time allocation of Measure A Funds in the amount of \$15,000 to provide emergency senior support services.

**SUMMARY/DISCUSSION:**

This letter requests action by your Board to approve and execute Amendment 1 to the Older Americans Act (OAA) and Older Californians Act Grant Agreement issued by the California Department of Aging (CDA) for FY 2014/15.

This grant agreement, which provides an increase of \$408,288 in Special Nutrition (SN) and One-Time-Only (OTO) funds, allocates a total of \$5,879,694.00 to the Alameda County Area Agency on Aging (AAA). Your Board approved the original agreement, AP-1415-09, in the amount of \$5,471,406, on October 7, 2014 (File: 29356; Item: 4). The AAA will retain \$2,473 of the SN & OTO funds for its direct service Ombudsman program and allocate the remaining \$405,815 to its subcontractors as outlined in Attachment A.

Your Board directed that the Social Services Agency (SSA) and Health Care Services Agency (HCSA) collaborate to develop a Countywide plan for seniors. SSA is implementing a strategy that includes three key items: 1) provide one-time emergency funding to support the infrastructure of senior service providers; 2) develop a plan for delivery of technical assistance & capacity building for senior services providers; and 3) develop a Countywide plan for seniors. Attachment A includes emergency funding of \$953,833, which includes a 15% (\$884,012) increase in senior service contracts and \$69,821 to backfill a gap caused by federal sequestration cuts. Please note that the HCSA is providing \$15,000 of the funding from Measure A so that Senior Injury Prevention Program contracts managed by the AAA will also receive emergency funding.

County Counsel has approved this amended grant agreement as to form.

**SELECTION CRITERIA/PROCESS:**

*The subcontractors receiving funds under this grant agreement were selected based on recommendations resulting from the 2014-2018 requests for proposals completed by the Alameda County Area Agency on Aging and the Advisory Commission on Aging. The Commission's recommendations for funding from the RFP were approved by your Board on June 24, 2014 (File #29358, Item 5).*

**FUNDING**

Financing will come from the SSA budget and federal OTO funds awarded to Alameda County by the CDA through this grant agreement amendment for FY 2014-2015. An additional \$15,000 in funding comes from the Measure A reserve. Approval of these recommendations will bring the total amount of Measure A one-time expenditures that exceed the Fiscal Year 2014-2015 Budget to \$3,879,000. The Measure A expenses will be transferred to the Public Health Department at year end. The subcontractors receiving OAA and OCA funds will meet all match requirements.

Sincerely,



Lori A. Cox  
Agency Director

- Att: 1) Seven Original FY 2014-20145 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1 documents for Board President signature.  
2) Attachment A  
3) Financial Recommendation

CONTRACTOR	PC #	PO #	Initial Contract Amount	15% Increase & Sequestration	OTO & Special Nutrition	Amended Contract Amount	Fund Source
Nutrition C-1	11033	12403	64,757.00	9,714	12,126	86,597.00	Title III C-1
Ethiopian Community Family Caregiver Support	11008	12451	10,318.00	1,956	632	12,906.00	Title III E
Family Bridges Information & Assistance	10875	12340	15,897.00	3,181	517	19,595.00	Title III B
Senior Center Activities	10879	12427	26,246.00	5,251	854	32,351.00	Title III B
Visiting	10802	12255	13,036.00	2,607	424	16,067.00	Title III B
Family Caregiver Alliance Caregiver Support	10760	12181	95,553.00	18,108	5,850	119,511.00	Title III E
Family Support Services of the BA Caregiver Support	10761	12183	51,260.00	9,714	3,138	64,112.00	Title III E
Hayward Area Recreation & Park District Senior Center Activities	10912	12358	24,100.56	3,615		27,715.56	CGF
J-Sol Case Management	10819	12287	10,432.00	2,087	339	12,858.00	Title III B
Visiting	10818	12286	8,021.00	1,604	281	9,886.00	Title III B
Nutrition C-2	10807	12260	28,322.00	4,248	1,910	34,480.00	Title III C-2
Korean Community Center of the East Bay Information & Assistance	11017	12474	16,751.00	3,351	545	20,647.00	Title III B
Life ElderCare	10771	12188	29,078.00	5,817	946	35,841.00	Title III B
Visiting	10769	12187	10,326.00	2,066	336	12,728.00	Title III B
Visiting - Lavender	10937	12390	49,211.00	7,382	3,318	59,911.00	Title III C-2
Nutrition C-2	10978	12426	25,291.00	3,794		29,085.00	SIPP
Injury Prevention							
Legal Assistance for Seniors	10878	12324	19,356.00	3,647	201	23,204.00	Title VIb
Elder Abuse Prevention	10877	12325	11,908.00	1,786		13,694.00	MIPPA
MIPPA	10928	12396	36,942.00	5,541		42,483.00	FA
Financial alignment	10871	12321	346,274.00	57,263	3,460	406,897.00	Title III B
Legal Services	10872	12322	393,995.00	59,098		453,094.00	HICAP
HICAP							
Lifelong Medical Care	10813	12359	36,699.00	7,342	1,194	45,235.00	Title III B
Health Services	10813	12359	27,471.00	5,752	1,162	34,385.00	Title III D
Disease Prevention							
Jan Spear dba Nutrition Solutions	10331	12327	182,248.00	27,337	34,127	243,712.00	Title III C-1
Nutrition C-1	10331	12327	205,831.00	30,875	13,878	250,584.00	Title III C-2
Nutrition C-2							
On Lok Senior Health Services	10334	12350	25,795.00	4,888	1,579	32,262.00	Title III E
Family Caregiver Support							
Open Heart Kitchen	10822	12273	132,303.00	19,845	24,774	176,922.00	Title III C-1
Nutrition C-1							
Rebuilding Together Oakland	10828	12279	10,000.00	1,500		11,500.00	SIPP
Injury Prevention							
Senior Support Services of the Tri Valley	10811	12402	27,471.00	5,752	1,162	34,385.00	Title III D
Disease Prevention	10910	12401	40,375.00	7,651	2,472	50,498.00	Title III E
Caregiver Support							

CONTRACTOR	PC #	PO #	Initial Contract Amount	15% Increase & Sequestration	OTO & Special Nutrition	Amended Contract Amount	Fund Source
Health Services	10911	12402	45,318.00	9,066	1,474	55,858.00	Title III B
Case Management	11010	12453	31,486.00	5,794	698	37,958.00	Title III B
Visiting	10907	12400	20,236.00	4,048	658	24,942.00	Title III B
Injury Prevention	10861	12379	17,000.00	2,550		19,550.00	SIPP
SER-Jobs for Progress, Inc						0.00	
SCSEP	10813	12264	145,819.00	28,888		174,707.00	Title V
S O S Meals on Wheels						0.00	
Nutrition C-2	10756	12201	1,314,905.00	197,236	88,652	1,600,793.00	Title III C-2
Spanish Speaking Unity Council						0.00	
Senior Center Activities	10945	12413	21,599.86	3,770	345	25,714.86	Title III B
Spectrum Community Services						0.00	
Nutrition C-1	10921	12367	607,504.00	91,126	113,759	812,389.00	Title III C-1
Nutrition C-2	10922	12368	9,617.00	1,443	648	11,708.00	Title III C-2
Injury Prevention	10827	12276	10,630.00	1,595		12,225.00	SIPP
St. Mary's Center						0.00	
Visiting	10759	12180	21,057.00	4,213	685	25,955.00	Title III B
Injury Prevention	10859	12302	20,000.00	3,000		23,000.00	SIPP
Hospital Committee/ValleyCare Health Sys						0.00	
Nutrition C-2	11009	12452	440,063.00	86,009	29,670	535,742.00	Title III C-2
Vietnamese American Community Ctr						0.00	
Information & Assistance	10764	12185	14,378.00	2,877	468	17,723.00	Title III B
Senior Center Activities	10765	12186	16,169.00	3,234	526	19,929.00	Title III B
Nutrition C-1	10804	12258	53,964.00	8,095	10,105	72,164.00	Title III C-1
<b>Total</b>			<b>5,893,368.46</b>	<b>953,833.00</b>	<b>405,815.00</b>	<b>7,253,016.46</b>	



**COMMUNITY BASED ORGANIZATION  
MASTER CONTRACT EXHIBIT A & B COVERSHEET**

Dept Name: SSA – Adult, Aging & Medi-Cal Vendor ID #: 68092 Board PO #: 12400  
 Bus Unit: SOCSA Master Contract #: 900045 Procurement Contract #: 10907 Budget Year: 2015

Acct #	Fund #	Dept #	Program #	Subclass #	Project / Grant #	Amount to be Encumbered	Total Contract Amount
610341	10000	320200	33605			\$ 658	\$ 20,894
610341	10000	320200	34700			\$ 4,048	\$ 4,048

Justification if partial encumbrance or liquidation requested: \_\_\_\_\_

Federal Funds Waiver #: F604 Contract Maximum: \$ 24,942

Procurement Contract Begin Date: 07/01/14 Expire Date: 06/30/15 Period of Funding From: 07/01/14 To: 06/30/15

Department Contact: Tracy Murray Telephone #: 510-577-1966 QIC Code: 24551

Contractor Name: Senior Support Program of the Tri-Valley

Project Name: \_\_\_\_\_

Contractor Address: 5353 Sunol Blvd Pleasanton, CA 94566

Remittance Address: Same as above ALCOLINK Vendor Address #: 4

BOS Dist. #: 1

Contractor Telephone #: 925-931-5378 Fax #: 925-931-5391 E-mail (Signatory): mpetersen@ssptv.org

Contractor Contact Person: Marlene Petersen E-mail (Contact): mpetersen@ssptv.org

Contract Service Category: Visiting Estimated Units of Service: See Exhibit A

Method of Reimbursement (Invoicing Procedures): Actual costs in arrears

History of Funding:	Original	Amendment #1	Amendment #2	Amendment #3	Amendment #4
Funding Level	\$ 20,236	\$ 24,942			
Amount of Encumbrance	\$ 20,236	\$ 4,706			
File Date	06/24/14	12/16/14			
File / Item #	39258 / 5	29484 / 4			
Reason	Board Action	Board Action			

Funding Source Allocation:

Federal - CFDA #: <u>(93.043)</u>	State	County
\$ 20,894		\$ 4,048

The signatures below signify that the attached Exhibits A and B have been received, negotiated and finalized. The Contractor also signifies agreement with all provisions of the Master Contract.

**DEPARTMENT**

By \_\_\_\_\_

Signature

Lori A. Cox

Print or Type Name

Title Social Services Agency Director

Date 02/20/15

**CONTRACTOR**

By \_\_\_\_\_

Signature

Marlene Petersen

Print or Type Name

Title Executive Director

Date 2-2-2015

By \_\_\_\_\_

Signature

Reference: Master Contract #: 900045  
Procurement #: 10907

## CONTRACT AMENDMENT

Reference is made to that Contract made and entered into on the 1st day of July 2014, by and between Senior Support Services of the Tri-Valley, herein called and referred to as "Contractor" and the COUNTY OF ALAMEDA, a body corporate and politic of the State of California, hereinafter called and referred to as "County".

Said contract is hereby amended in the following manner:

### CONTRACT FOR VISITING SERVICES

#### EXHIBIT A:

**Section II. A. 4. One-Time-Only Objective:** A one-time-only allocation of \$658 will be used to fund Program Staff, Services, and Supplies during the period July 1, 2014 through June 30, 2015.

**Section II. A. 5. Baseline Operations Objective:** A baseline operations allocation of \$4,048 will be used to support baseline services during the period July 1, 2014 through June 30, 2015.

#### EXHIBIT B:

The amended budget is attached, which increases the allocation by **\$4,706** for a total allocation of **\$24,942**.

Except as herein amended, said Contract is continued in full force and effect.

The Contract Amendment is effective as of the 16th day of December 2014.

#### COUNTY OF ALAMEDA

#### CONTRACTOR

Senior Support Services of the Tri-Valley  
5353 Sunol Blvd  
Pleasanton, CA 94588

By \_\_\_\_\_

  
Lori A. Cox

By \_\_\_\_\_

  
Authorized Signature of Contractor

Title: Social Services Agency Director

Title: Executive Director

Date: 02/20/15

Date: 2-2-2015

**Enhancement:**

1. The senior support program will provide socialization in a group situation to the Visiting program participants three times during the fiscal year. Sponsorship for these events will be provided by service organizations within the community.
2. The program will work with local senior centers, Volunteer Center of Contra Costa Counties, and other senior organizations to seek referrals and new volunteers to participate in the program.
4. Three (3) groups presentations will be made to appropriate senior groups to provide them with information on services available to them.

**B. MIS Units of Service**

Contractor shall perform the following units of service during this contract period in a manner that distributes them reasonably and evenly over the months of the contract.

1. Services shall be targeted to persons 60 years and older as follows:  
28 % aged 75 and older  
4 % in greatest economic need  
32 % functionally impaired  
25 % minorities
2. Fifty-five (55) new seniors shall receive Visiting services during the during the period July 1, 2014 through June 30, 2015.
3. One thousand three hundred sixty-five (1,365) hours of Visiting shall be provided during the annual contract period. The number of Seniors receiving Visiting services will be reported monthly on the AAA 186.
4. **One-Time-Only Objective:** A one-time-only allocation of \$658 will be used to fund Program Staff, Services, and Supplies during the period July 1, 2014 through June 30, 2015.
5. **Baseline Operations Objective:** A baseline operations allocation of \$4,048 will be used to support baseline services during the period July 1, 2014 through June 30, 2015.

# OF NEW SENIORS TO BE SERVED ANNUALLY	SERVICE UNIT NAME	NUMBER OF UNITS TO BE PROVIDED	
		ANNUALLY	MONTHLY (approx.)
55	Visiting	1,365 (hours)	114

# EXHIBIT B

## ALAMEDA COUNTY AREA AGENCY ON AGING CONTRACT BUDGET

Budget Effective Date: 7/1/2014

Revision No.: 1

Date Prepared:

02/04/2015

Contractor: Senior Support of The Tri Valley

Contract Term: 7/1/2014 - 6/30/2015

MIS Program: Visiting

Provider No.:

### SECTION 1 SALARIES AND EMPLOYEE BENEFITS

1.1 PAID STAFF (FTE = __ hrs/wk) List # pos., %FTE, wages	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
	0			
Friendly Visit Coordinator .36%FTE @\$44,850	16,146	16,146		
Executive Director .01%FTE@74,100	988	988		
Friendly Visit Coordinator .08%FTE @\$44,850	1,794	1,794		
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>18,928</b>	<b>18,928</b>	<b>0</b>	<b>0</b>

### 1.2 TAXES AND BENEFITS

FICA	1,448	1,448		
SUI/SDI	378	378		
	0			
	0			
	0			
Health Insurance	0			
Workers' Comp.	214	214		
Retirement	0			
Life Insurance	0			
	0	0		
<b>Subtotal:</b>	<b>2,040</b>	<b>2,040</b>	<b>0</b>	<b>0</b>

### 1.3 IN-KIND STAFF/VOLUNTEERS (List # pos., % FTE, Pay equivalent)

	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SALARY/BENEFIT BUDGET</b> (Sections 1.1, 1.2, 1.3)	<b>20,968</b>	<b>20,968</b>	<b>0</b>	<b>0</b>

## SECTION 2 SERVICES AND SUPPLIES

2.1 TRAVEL AND TRAINING	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
<b>Staff Travel:</b>	0			
Conferences/Conventions	0			
Staff Training	0			
Vol.Travel:      Miles x Rate	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>2.2 OCCUPANCY</b>				
Rent or Mortgage	7,000			7,000
Cell Phone/ County	700	700		
Telephone	600			600
Utilities	1,800			1,800
Janitorial/Maintenance	2,300			2,300
Insurance	200	200		
Accounting Fees	800	800		
Accounting Fees	200	200		
Audit County	557	557		
	0			
	0			
<b>Subtotal:</b>	<b>14,157</b>	<b>2,457</b>	<b>0</b>	<b>11,700</b>
<b>2.3 OTHER BUDGET COSTS</b>				
Printing	400	400		
<b>Printing OTO \$158</b>	<b>200</b>	<b>200</b>		
Socialization	317	317		
Payroll	100	100		
<b>Supplies OTO \$500</b>	<b>500</b>	<b>500</b>		
	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>1,517</b>	<b>1,517</b>	<b>0</b>	<b>0</b>
<b>2.4 VEHICLE BUDGET</b>				
Gas/Oil      Miles x Rate	0			
Maintenance	0			
Vehicle Insurance	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SERVICES/SUPPLIES BUDGET</b>	<b>15,674</b>	<b>3,974</b>	<b>0</b>	<b>11,700</b>

## SECTION 3 CAPITAL EQUIPMENT

3.1 Capital Equipment <i>List Items Costing \$500+ (Include Funding Source)</i>	TOTAL PROJECT COSTS (1)	AAA FUNDED PROJECT COSTS (2)	OTHER	
			CASH	IN-KIND
	0			
	0			
	0			
<b>TOTAL CAPITAL EQUIPMENT BUDGET</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>GRAND TOTAL BUDGET (Sections 1.1 - 3.1)</b>	<b>36,642</b>	<b>24,942</b>	<b>0</b>	<b>11,700</b>



## SECTION 4 REVENUES

4.1 REVENUE SOURCES:	Total Project Funds	AAA Project Funding	Other		Committed Funds
			CASH	IN-KIND	
Non-Match:	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Match:	0				
City of Pleasanton	11,700			11,700	
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
<b>Subtotal:</b>	<b>11,700</b>	<b>0</b>	<b>0</b>	<b>11,700</b>	<b>0</b>
Title III Client Donations (if applicable)	0				
Title III Funds: OTO \$658	20,894	20,894			
County General Funds (if applicable):	4,048	4,048			
CBSF Funds (if applicable):	0				
<b>TOTAL FUNDS:</b>	<b>36,642</b>	<b>24,942</b>	<b>0</b>	<b>11,700</b>	<b>0</b>

## SECTION 5 DEDUCTIVE FORMULA (Title III Funded Programs Only)

	TOTAL
1.) TOTAL PROJECT BUDGET:	36,642
2.) {LESS} COUNTY GENERAL FUNDS:	4,048
3.) {LESS} OTHER NON-MATCH FUNDS:	0
4.) {EQUALS} TITLE III BUDGET COSTS TO BE MATCHED:	32,594
5.) {LESS} TITLE III MATCH FUNDS: [minimum of 10% OF LINE 4]	11,700
6.) {LESS} TITLE III CLIENT DONATIONS:	0
7.) {EQUALS} EARNED TITLE III FUNDS:	20,894
<b>TOTAL CONTRACT FUNDING (LINE 2 + LINE 7)</b>	<b>24,942</b>

## **Exhibit D**

### **Audit Requirements**

The County contracts with various organizations to carry out programs mandated by the Federal and State governments or sponsored by the Board of Supervisors. Under the Single Audit Act Amendments of 1996 (31 U.S.C.A. §§ 7501-7507) and Board policy, the County has the responsibility to determine whether organizations receiving funds through the County have spent them in accordance with applicable laws, regulations, contract terms, and grant agreements. To this end, effective with the first fiscal year beginning on and after December 26, 2014, the following are required.

#### **I. AUDIT REQUIREMENTS**

##### **A. Funds from Federal Sources:**

1. Non-Federal entities which are determined to be subrecipients by the supervising department according to 2 CFR § 200.330 and which expend annual Federal awards in the amount specified in 2 CFR § 200.501 are required to have a single audit performed in accordance with 2 CFR § 200.514.
2. When a non-Federal entity expends annual Federal awards in the amount specified in 2 CFR § 200.501(a) under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or terms and conditions of the Federal award do not require a financial statement audit of the auditee, the non-Federal entity may elect to have a program-specific audit conducted in accordance with 2 CFR § 200.507 (Program Specific Audits).
3. Non-Federal entities which expend annual Federal awards less than the amount specified in 2 CFR § 200.501(d) are exempt from the single audit requirements for that year except that the County may require a limited-scope audit in accordance with 2 CFR § 200.503(c).

##### **B. Funds from All Sources:**

Non-Federal entities which expend annual funds from any source (Federal, State, County, etc.) through the County in an amount of:

1. \$100,000 or more must have a financial audit in accordance with the U.S. Comptroller General's Generally Accepted Government Auditing Standards (GAGAS) covering all County programs.
2. Less than \$100,000 are exempt from these audit requirements except as otherwise noted in the contract.

Non-Federal entities that are required to have or choose to do a single audit in accordance with 2 CFR Subpart F, Audit Requirements are not required to have a financial audit in the same year. However, Non-Federal entities that are required to have a financial audit may also be required to have a limited-scope audit in the same year.

C. General Requirements for All Audits:

1. All audits must be conducted in accordance with Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States (GAGAS).
2. All audits must be conducted annually, except for biennial audits authorized by 2 CFR § 200.504 and where specifically allowed otherwise by laws, regulations, or County policy.
3. The audit report must contain a separate schedule that identifies all funds received from or passed through the County that is covered by the audit. County programs must be identified by contract number, contract amount, contract period, and amount expended during the fiscal year by funding source. An exhibit number must be included when applicable.
4. If a funding source has more stringent and specific audit requirements, these requirements must prevail over those described above.

II. **AUDIT REPORTS**

A. For Single Audits

1. Within the earlier of 30 calendar days after receipt of the auditor's report or nine months after the end of the audit period, the auditee must electronically submit to the Federal Audit Clearinghouse (FAC) the data collection form described in 2 CFR § 200.512(b) and the reporting package described in 2 CFR § 200.512(c). The auditee and auditors must ensure that the reporting package does not include protected personally identifiable information. The FAC will make the reporting package and the data collection form available on a web site and all Federal agencies, pass-through entities and others interested in a reporting package and data collection form must obtain it by accessing the FAC. As required by 2 CFR § 200.512(a)(2), unless restricted by Federal statutes or regulations, the auditee must make copies available for public inspection.
2. A notice of the audit report issuance along with two copies of the management letter with its corresponding response should be sent to the County supervising department within ten calendar days after it is submitted to the FAC. The County supervising department is responsible for forwarding a copy of the audit report, management letter, and corresponding responses to the County Auditor within one week of receipt.

B. For Audits other than Single Audits

At least two copies of the audit report package, including all attachments and any management letter with its corresponding response, should be sent to the County supervising department within six months after the end of the audit year, or other time frame as specified by the department. The County supervising department is responsible for forwarding a copy of the audit report package to the County Auditor within one week of receipt.

### **III. AUDIT RESOLUTION**

Within 30 days of issuance of the audit report, the entity must submit to its County supervising department a corrective action plan consistent with 2 CFR § 200.511(c) to address each audit finding included in the current year auditor's report. Questioned costs and disallowed costs must be resolved according to procedures established by the County in the Contract Administration Manual. The County supervising department will follow up on the implementation of the corrective action plan as it pertains to County programs.

### **IV. ADDITIONAL AUDIT WORK**

The County, the State, or Federal agencies may conduct additional audits or reviews to carry out their regulatory responsibilities. To the extent possible, these audits and reviews will rely on the audit work already performed under the audit requirements listed above.

COR

Contractor's  
Office

**ALAMEDA COUNTY BOARD OF SUPERVISORS  
MINUTE ORDER**

*The following action was taken by the Alameda County Board of Supervisors on 12/16/2014*

**Approved as Recommended** ☒

**Other** ☐

**Unanimous** ☐ **Chan:** ☐ **Haggerty:** ☐ **Miley:** ☐ **Valle:** ☒ **Carson:** ☐ - **4** ☐

Vote Key: N=No; A=Abstain; X=Excused

**Documents accompanying this matter:**

**Contract:** C-2014-209

**Resolution:** R-2014-410F

**Documents to be signed by Agency/Purchasing Agent:**

**File No.** 29484

**Item No.** 4

**Copies sent to:**

J. Villafior & Auditor

**Special Notes:**

FY 2014-2015 Older  
Americans Act and Older  
Californians Act Grant  
Agreement No. AP-1415-09,  
A01



I certify that the foregoing is a correct  
copy of a Minute Order adopted by the  
Board of Supervisors, Alameda County,  
State of California.

**ATTEST:**

Clerk of the Board  
Board of Supervisors

By: *[Signature]*

Députy





Lori A. Cox  
Agency Director

Thomas L. Berkley Square  
2000 San Pablo Avenue, Fourth Floor  
Oakland, California 94612  
510-271-9100 / Fax: 510-271-9108  
[ssadirector@acgov.org](mailto:ssadirector@acgov.org)  
<http://alamedasocialservices.org>

November 6, 2014

Honorable Board of Supervisors  
Administration Building  
Oakland, California 94612

Dear Board Members:

**SUBJECT:** Approval of Area Plan Grant Agreement Amendment and Contract Amendments for services administered by the Area Agency on Aging

**RECOMMENDATIONS:**

- A. Approve the FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1, between the California Department of Aging and County of Alameda, Area Agency on Aging and authorize the President to sign seven (7) Grant Agreements on behalf of Alameda County, each with an original signature, with a Minute Order authorizing execution of the contract.
- B. Approve the attached Financial Recommendation increasing revenue and appropriations by \$1,362,121.
- C. Approve contract increases totaling \$1,359,648 as detailed in attachment A, and delegate authority to the Social Services Director to sign the contract amendments, under the master contracting process.
- D. Approve a one-time allocation of Measure A Funds in the amount of \$15,000 to provide emergency senior support services.

**SUMMARY/DISCUSSION:**

This letter requests action by your Board to approve and execute Amendment 1 to the Older Americans Act (OAA) and Older Californians Act Grant Agreement issued by the California Department of Aging (CDA) for FY 2014/15.

This grant agreement, which provides an increase of \$408,288 in Special Nutrition (SN) and One-Time-Only (OTO) funds, allocates a total of \$5,879,694.00 to the Alameda County Area Agency on Aging (AAA). Your Board approved the original agreement, AP-1415-09, in the amount of \$5,471,406, on October 7, 2014 (File: 29356; Item: 4). The AAA will retain \$2,473 of the SN & OTO funds for its direct service Ombudsman program and allocate the remaining \$405,815 to its subcontractors as outlined in Attachment A.

Your Board directed that the Social Services Agency (SSA) and Health Care Services Agency (HCSA) collaborate to develop a Countywide plan for seniors. SSA is implementing a strategy that includes three key items: 1) provide one-time emergency funding to support the infrastructure of senior service providers; 2) develop a plan for delivery of technical assistance & capacity building for senior services providers; and 3) develop a Countywide plan for seniors. Attachment A includes emergency funding of \$953,833, which includes a 15% (\$884,012) increase in senior service contracts and \$69,821 to backfill a gap caused by federal sequestration cuts. Please note that the HCSA is providing \$15,000 of the funding from Measure A so that Senior Injury Prevention Program contracts managed by the AAA will also receive emergency funding.

County Counsel has approved this amended grant agreement as to form.

#### SELECTION CRITERIA/PROCESS:

*The subcontractors receiving funds under this grant agreement were selected based on recommendations resulting from the 2014-2018 requests for proposals completed by the Alameda County Area Agency on Aging and the Advisory Commission on Aging. The Commission's recommendations for funding from the RFP were approved by your Board on June 24, 2014 (File #29358, Item 5).*

#### FUNDING

Financing will come from the SSA budget and federal OTO funds awarded to Alameda County by the CDA through this grant agreement amendment for FY 2014-2015. An additional \$15,000 in funding comes from the Measure A reserve. Approval of these recommendations will bring the total amount of Measure A one-time expenditures that exceed the Fiscal Year 2014-2015 Budget to \$3,879,000. The Measure A expenses will be transferred to the Public Health Department at year end. The subcontractors receiving OAA and OCA funds will meet all match requirements.

Sincerely,



Lori A. Cox  
Agency Director

- 
- Att: 1) Seven Original FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1 documents for Board President signature.  
2) Attachment A  
3) Financial Recommendation

## TITLE III/II, HICAP, MIPPA, FA, TV and SIPP

## ATTACHMENT A

3/20/200

Period 07/01/14-06/30/15

CONTRACTOR	PC #	PO #	Initial Contract Amount	15% Increase & Sequestration	OTO & Special Nutrition	Amended Contract Amount	Fund Source
Alzheimer's Association	10855	12300	34,521.00	5,178	6,465	40,164.00	Title III C-1
Nutrition C-1	10856	12301	27,471.00	5,752	1,181	34,384.00	Title III D
Disease Prevention	10874	12339	30,459.00	5,772	1,865	38,096.00	Title III E
Alzheimer's Association of Northern CA	10820	12268	91,407.00	18,286	2,975	112,668.00	Title III B
Caregiver Support	10762	12184	42,017.00	7,963	2,573	52,553.00	Title III E
Adult Day Care	11006	12448	110,432.70	20,939	2,844	134,215.70	Title III B
Alzheimer's Services of the East Bay	11019	12475	189,967.00	31,004	1,631	222,602.00	Title III B
Adult Day Care - North & South	10854	12289	25,085.06	3,764		28,859.06	CGF
Case Management	10918	12365	18,808.80	2,821		21,629.80	CGF
City of Alameda	10826	12275	28,957.00	5,488	1,773	36,218.00	Title III E
Senior Center Activities	10801	12202	41,868.96	6,280		48,148.96	CGF
City of Berkeley	10786	12190	27,233.00	4,085	5,100	36,418.00	Title III C-1
Caregiver Support	10787	12191	30,768.00	4,615	2,073	37,456.00	Title III C-2
Information & Assistance	10824	12274	22,572.00	4,516	734	27,822.00	Title III B
Nutrition C-1	10829	12280	23,770.08	3,566		27,336.08	CGF
Nutrition C-2	10935	12389	67,960.00	12,879	4,161	85,000.00	Title III E
Senior Center Activities	10834	12382	55,287.06	8,293	-	63,580.06	CGF
City of Fremont	10860	12303	45,082.00	8,268	979	54,329.00	Title III B
Caregiver Support	10933	12381	10,591.00	2,119	345	13,055.00	Title III B
MSSP	10831	12337	42,859.36	6,429		49,288.36	CGF
Case Management	10757	12179	10,028.00	2,006	326	12,358.00	Title III B
Information & Assistance	10829	12376	123,817.00	23,465	7,581	154,863.00	Title III E
City of Oakland	10830	12377	17,078.00	2,562		19,641.00	SIPP
Senior Center Activities	11034	12494	10,326.00	2,066	336	12,728.00	Title III B
Chris Support Services							
Visiting							
Day Break Adult Center/ADSNAC							
Caregiver Support							
Injury Prevention							
East Bay Korean American Sr. Svc Ctr							
Senior Center Activities							

**COMMUNITY BASED ORGANIZATION**  
**Master Contract Exhibit A and B Coversheet**

Dept Name: **SSA – Adult, Aging & Medi-Cal** Vendor ID #: **32719** Board PO #: **SOC-SA-12382**

Bus Unit: **SOC-SA** Master Contract #: **900111** Procurement Contract #: **10934** Budget Year: **2015**

Acct #	Fund #	Dept #	Program #	Subclass #	Project /Grant #	Amount to be Encumbered	Total Contract Amount
<b>61034</b>	<b>10000</b>	<b>320100</b>	<b>34700</b>			<b>\$8293.00</b>	<b>\$63,580.06</b>

Justification if partial encumbrance or liquidation requested:

Federal Funds Waiver #:

Contract **\$63,580.06**

Procurement Contract Begin Date: **07/01/14**

Expire Date: **06/30/15**

Period of Funding: From: **07/01/14**

To: **06/30/15**

Department Contact: **Tracy Murray**

Telephone: **510 577**

QIC Code: **24551**

Contractor Name: **City of Fremont**

Project Name:

Contractor Address: **P.O. Box 5006**  
**Fremont, CA 94537**

ALCOLINK Vendor Address #: 16

BOS Dist. # **1**

Remittance Address: **Same as above**

Contractor Telephone: **510-574-2051** Fax **510-574-2054**

E-mail(Signatory): **kgrimsich@fremont.gov**

Contractor Contact Person: **Karen Grimsich**

E-mail(Contact): **kgrimsich@fremont.gov**

Contract Service Category: **MSSP Case Management**

Estimated Units of Service: **See Exhibit A**

Method of Reimbursement (Invoicing Procedures):

**Actual costs in arrears**

History of Funding:	Original	Amendment #1	Amendment #2	Amendment #3	Amendment #4
Funding Level	<b>\$55,287.06</b>	<b>\$63,580.06</b>			
Amount of Encumbrance	<b>\$55,287.06</b>	<b>\$8293.00</b>			
File Date	<b>5/27/14</b>	<b>12/16/14</b>			
File / Item #	<b>29286-6</b>	<b>29484-4</b>			
Reason	<b>Board Action</b>	<b>Board Action</b>			

Funding Source Allocation:

Federal/CFDA# ( )	State	County	
		<b>\$63,580.06</b>	

The signatures below signify that the attached Exhibits A and B have been reviewed, negotiated and finalized. The Contractor also signifies agreement with all provisions of the Master Contract.

**DEPARTMENT**

By



Signature

**Lori A. Cox**

Print or Type Name

Title **Social Services Agency Director**

Date

**02/20/15**

**CONTRACTOR**

By



Signature

**Jessica von Bork**

Print or Type Name

Title **Assist City Manager** Date **1/15/15**

Approved as to Form:

**Nellie Ancel**

Signature

Print or Type Name

Title: Senior Deputy City Attorney II Date **1.13.2015**



Alameda County Department of Social Services

Reference: Master Contract #: 900111  
Procurement #: 10934

**CONTRACT AMENDMENT**

Reference is made to that Contract made and entered into on the 1st day of July, 2014, by and between City of Fremont, herein called and referred to as "Contractor" and the COUNTY OF ALAMEDA, a body corporate and politic of the State of California, hereinafter called and referred to as "County".

Said contract is hereby amended in the following manner:

**CONTRACT FOR MULTIPURPOSE SENIOR SERVICES PROGRAM (MSSP)**

**EXHIBIT A:**

**No changes made to Exhibit A.**

**EXHIBIT B:**

**County General Funds:** The County funded dollar of \$8,293.00 will be used to fund baseline operations during the period July 1, 2014 to June 30, 2015.

The amended budgets are attached which increases the allocation by \$8293 for a total allocation of \$63,580.06.

Except as herein amended, said Contract is continued in full force and effect.

**The Contract Amendment is effective as of the 16 day of December 2014.**

**COUNTY OF ALAMEDA**

**CONTRACTOR**

City of Fremont,  
P.O. Box 5006, Fremont,  
CA 94537

By 

Lori A. Cox

Title: Social Services Agency Director

Date: 02/20/15

By 

Authorized Signature of Contractor

Date: 1/15/15



Master Contract #: 900111

**EXHIBIT B****ALAMEDA COUNTY AREA AGENCY ON AGING CONTRACT BUDGET**

Budget Effective Date: 7/1/14

Revision No.: 1

Date Prepared: 12/21/2104

Contractor: City of Fremont

Contract Term: 7/1/2014-6/30/2015

MIS Program: MSSP Case Management

Vendor No.: 32719

**SECTION 1 SALARIES AND EMPLOYEE BENEFITS**

1.1 PAID STAFF (FTE = ____ hrs/wk) List # pos., %FTE, wages	TOTAL PROJECT BUDGET (1)	AAA FUNDED BUDGET (2)	OTHER	
			CASH (3)	IN-KIND (4)
Clinial Supervisor, .15 FTE \$52/hr Uhring	13,703		13,703	
MSSP Clerical Support .7 FTE, \$32.92/hr Jeyakumar	49,591		41,968	
MSSP Clerical Support Jeyakumar (CGF)		7,623.06		
Case Manager, .1 FTE, \$37.42/hr Engineer	77,832	40,000	37,162	
Case Manager Engineer (CGF)		670.00		
RN Case Manager, .75 FTE, \$37.428/hr Stonas	58,374		58,374	
	0			
	0			
	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>199,500</b>	<b>48,293.06</b>	<b>151,207</b>	<b>0</b>

**1.2 TAXES AND BENEFITS**

Benefits	49,054	15,287	33,767	
	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>49,054</b>	<b>15,287</b>	<b>33,767</b>	<b>0</b>

**1.3 IN-KIND STAFF/VOLUNTEERS (List # pos., % FTE, Pay equivalent)**

	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SALARY/BENEFIT BUDGET (Sections 1.1, 1.2, 1.3)</b>	<b>248,554</b>	<b>63,580.06</b>	<b>184,974</b>	<b>0</b>

## SECTION 2 SERVICES AND SUPPLIES

2.1 TRAVEL AND TRAINING	TOTAL PROJECT BUDGET (1)	AAA FUNDED BUDGET (2)	OTHER	
			CASH (3)	IN-KIND (4)
Staff Travel: _____ Miles x Rate _____	0			
Conferences/Conventions	250		250	
Staff Training	500		500	
Vol Travel: _____ Miles x Rate _____	0			
<b>Subtotal:</b>	<b>750</b>	<b>0</b>	<b>750</b>	<b>0</b>
<b>2.2 OCCUPANCY</b>				
Rent or Mortgage	0			
Telephone	0			
Utilities	0			
Janitorial/Maintenance	0			
General Liability Ins.	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>2.3 OTHER BUDGET COSTS</b>				
Supplies/Postage	0			
Minor Equip. (Each Item Under \$500)	200		200	
Printing/Copying	0			
Software Fees & Consultation	0			
Bookkeeping Services/Audit Costs	0			
Membership/Dues/Subscrip.	427		427	
Other: Client expenditures not covered by Medi-Cal	0			
Other: Indirect(finance, info systems, legal, other city support services)	0			
Travel Expenses	1,200		1,200	
<b>Subtotal:</b>	<b>1,827</b>	<b>0</b>	<b>1,827</b>	<b>0</b>
<b>2.4 VEHICLE BUDGET</b>				
Gas/Oil _____ Miles x Rate _____	0			
Maintenance/Repairs	0			
Vehicle Insurance	0			
Other:	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SERVICES/SUPPLIES BUDGET</b>	<b>2,577</b>	<b>0</b>	<b>2,577</b>	<b>0</b>

## SECTION 3 CAPITAL EQUIPMENT

3.1 Capital Equipment <i>List Items Costing \$500+ (Include Funding Source)</i>	TOTAL PROJECT COSTS (1)		CASH COSTS (2)	IN-KIND COSTS (3)
	0			
	0			
	0			
<b>TOTAL CAPITAL EQUIPMENT BUDGET</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>GRAND TOTAL BUDGET (Sections 1.1 - 3.1)</b>	<b>251,131</b>	<b>63,580.06</b>	<b>187,551</b>	<b>0</b>

251,131

## SECTION 4 REVENUES

4.1 REVENUE SOURCES:	TOTAL	AAA	CASH	IN-KIND	Committed Funds
Non-Match:					
	0	0	0		
	0				
City of Fremont Salaries & Benefits	184,974		184,974		
City of Fremont Supplies	2,577		2,577		
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
<b>Subtotal:</b>	<b>187,551</b>	<b>0</b>	<b>187,551</b>	<b>0</b>	<b>0</b>
Match:					
	0	0	0		
	0				
	0				
	0				
	0				
	0				
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Title III Client Donations (if applicable):	0			0	
Title III Funds (if applicable):	0			0	
15% & Sequestration					8,293
County General Funds (Additional CGF):	63,580.06	63,580.06		0	63,580
CBSP Funds (if applicable):	0			0	
<b>TOTAL FUNDS:</b>	<b>251,131</b>	<b>63,580.06</b>	<b>187,551</b>	<b>0</b>	<b>71,873</b>

## SECTION 5 DEDUCTIVE FORMULA (Title III Funded Programs Only)

	TOTAL
1.) TOTAL PROJECT BUDGET:	251,131
2.) {LESS} COUNTY GENERAL FUNDS:	63,580.06
3.) {LESS} OTHER NON-MATCH FUNDS:	187,551
4.) {EQUALS} TITLE III BUDGET COSTS TO BE MATCHED:	0
5.) {LESS} TITLE III MATCH FUNDS: [10% OF LINE 4]	0
6.) {LESS} TITLE III CLIENT DONATIONS:	0
7.) {EQUALS} EARNED TITLE III FUNDS:	0
<b>TOTAL CONTRACT FUNDING (LINE 2 + LINE 7)</b>	<b>63,580.06</b>

# ALAMEDA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

*The following action was taken by the Alameda County Board of Supervisors on 12/16/2014*

Approved as Recommended ☒

Other ☐

Unanimous ☐ Chan: ☐ Haggerty: ☐ Miley: ☐ Valle: ☒ Carson: ☐ - 4 ☐

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Contract: C-2014-209  
Resolution: R-2014-410F

Documents to be signed by Agency/Purchasing Agent:

File No. 29484

Item No. 4

Copies sent to:

J. Villaflor & Auditor

**Special Notes:**

FY 2014-2015 Older  
Americans Act and Older  
Californians Act Grant  
Agreement No. AP-1415-09,  
A01



I certify that the foregoing is a correct  
copy of a Minute Order adopted by the  
Board of Supervisors, Alameda County,  
State of California.

ATTEST:

Clerk of the Board  
Board of Supervisors

By: [Signature]

Deputy



Lori A. Cox  
Agency Director

Thomas L. Berkley Square  
2000 San Pablo Avenue, Fourth Floor  
Oakland, California 94612  
510-271-9100 / Fax: 510-271-9108  
[ssadirector@acgov.org](mailto:ssadirector@acgov.org)  
<http://alamedasocialservices.org>

November 6, 2014

Honorable Board of Supervisors  
Administration Building  
Oakland, California 94612

Dear Board Members:

**SUBJECT:** Approval of Area Plan Grant Agreement Amendment and Contract Amendments for services administered by the Area Agency on Aging.

**RECOMMENDATIONS:**

- A. Approve the FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1, between the California Department of Aging and County of Alameda, Area Agency on Aging and authorize the President to sign seven (7) Grant Agreements on behalf of Alameda County, each with an original signature, with a Minute Order authorizing execution of the contract.
- B. Approve the attached Financial Recommendation increasing revenue and appropriations by \$1,362,121.
- C. Approve contract increases totaling \$1,359,648 as detailed in attachment A, and delegate authority to the Social Services Director to sign the contract amendments, under the master contracting process.
- D. Approve a one-time allocation of Measure A Funds in the amount of \$15,000 to provide emergency senior support services.

**SUMMARY/DISCUSSION:**

This letter requests action by your Board to approve and execute Amendment 1 to the Older Americans Act (OAA) and Older Californians Act Grant Agreement issued by the California Department of Aging (CDA) for FY 2014/15.



This grant agreement, which provides an increase of \$408,288 in Special Nutrition (SN) and One-Time-Only (OTO) funds, allocates a total of \$5,879,694.00 to the Alameda County Area Agency on Aging (AAA). Your Board approved the original agreement, AP-1415-09, in the amount of \$5,471,406, on October 7, 2014 (File: 29356; Item: 4). The AAA will retain \$2,473 of the SN & OTO funds for its direct service Ombudsman program and allocate the remaining \$405,815 to its subcontractors as outlined in Attachment A.

Your Board directed that the Social Services Agency (SSA) and Health Care Services Agency (HCSA) collaborate to develop a Countywide plan for seniors. SSA is implementing a strategy that includes three key items: 1) provide one-time emergency funding to support the infrastructure of senior service providers; 2) develop a plan for delivery of technical assistance & capacity building for senior services providers; and 3) develop a Countywide plan for seniors. Attachment A includes emergency funding of \$953,833, which includes a 15% (\$884,012) increase in senior service contracts and \$69,821 to backfill a gap caused by federal sequestration cuts. Please note that the HCSA is providing \$15,000 of the funding from Measure A so that Senior Injury Prevention Program contracts managed by the AAA will also receive emergency funding.

County Counsel has approved this amended grant agreement as to form.

#### **SELECTION CRITERIA/PROCESS:**

*The subcontractors receiving funds under this grant agreement were selected based on recommendations resulting from the 2014-2018 requests for proposals completed by the Alameda County Area Agency on Aging and the Advisory Commission on Aging. The Commission's recommendations for funding from the RFP were approved by your Board on June 24, 2014 (File #29358, Item 5).*

#### **FUNDING**

Financing will come from the SSA budget and federal OTO funds awarded to Alameda County by the CDA through this grant agreement amendment for FY 2014-2015. An additional \$15,000 in funding comes from the Measure A reserve. Approval of these recommendations will bring the total amount of Measure A one-time expenditures that exceed the Fiscal Year 2014-2015 Budget to \$3,879,000. The Measure A expenses will be transferred to the Public Health Department at year end. The subcontractors receiving OAA and OCA funds will meet all match requirements.

Sincerely,



Lori A. Cox  
Agency Director

- Att: 1) Seven Original FY 2014-20145 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1 documents for Board President signature.  
2) Attachment A  
3) Financial Recommendation

## ATTACHMENT A

## TITLE III/VII, HICAP, MIPPA, FA, TV and SIPP

320200

Period 07/01/14-06/30/15

CONTRACTOR	PC #	PO #	Initial Contract Amount	15% Increase & Sequestration	OTO & Special Nutrition	Amended Contract Amount	Fund Source
Alghan Elderly Association	10855	12300	34,521.00	5,178	6,465	46,164.00	Title III C-1
Disease Prevention	10856	12301	27,471.00	5,752	1,161	34,384.00	Title III D
Alzheimer's Association of Northern CA	10874	12339	30,459.00	5,772	1,865	38,096.00	Title III E
Caregiver Support	10820	12268	91,407.00	18,286	2,975	112,668.00	Title III B
Alzheimer's Services of the East Bay	10762	12184	42,017.00	7,963	2,573	52,553.00	Title III E
Caregiver Support	11006	12448	110,432.70	20,939	2,844	134,215.70	Title III B
Bay Area Community Services (BACS)	11019	12475	189,967.00	31,004	1,631	222,802.00	Title III B
Adult Day Care - North & South	10854	12288	25,085.06	3,764		28,859.06	CGF
Case Management	10918	12365	18,808.80	2,821		21,628.80	CGF
City of Alameda	10826	12275	28,957.00	5,488	1,773	36,218.00	Title III E
Senior Center Activities	10801	12202	41,868.98	6,280		48,148.98	CGF
City of Berkeley	10786	12190	27,233.00	4,085	5,100	36,418.00	Title III C-1
Caregiver Support	10787	12191	30,768.00	4,615	2,073	37,456.00	Title III C-2
Information & Assistance	10824	12274	22,572.00	4,516	734	27,822.00	Title III B
City of Emeryville	10829	12280	23,770.08	3,566		27,336.08	CGF
Senior Center Activities	10935	12389	67,960.00	12,879	4,161	85,000.00	Title III E
City of Fremont	10834	12382	55,287.06	8,293		63,580.06	CGF
Caregiver Support	10860	12303	45,082.00	8,268	979	54,329.00	Title III B
MSSP	10933	12381	10,591.00	2,119	345	13,055.00	Title III B
Case Management	10831	12337	42,859.38	6,429		49,288.38	CGF
Information & Assistance	10757	12179	10,028.00	2,006	326	12,358.00	Title III B
City of Oakland	10929	12376	123,817.00	23,465	7,581	154,863.00	Title III E
Senior Center Activities	10930	12377	17,078.00	2,562		19,641.00	SIPP
Crisis Support Services	11034	12494	10,326.00	2,066	336	12,728.00	Title III B
Visiting						0.00	
Day Break Adult Center/ADSNAC							
Caregiver Support							
Injury Prevention							
East Bay Korean American Sr. Svc Ctr							
Senior Center Activities							

**COMMUNITY BASED ORGANIZATION**  
**Master Contract Exhibit A and B Coversheet**

Dept Name:	SSA - Adult, Aging & Medi-Cal Services	Vendor ID #:	0000032719	Board PO #:	SOCSA-12381
Bus Unit:	SOCSA	Master Contract #:	900111	Procurement Contract	10933
				Budget Year:	2015

Acct #	Fund #	Dept #	Program #	Subclass #	Project /Grant #	Amount to be Encumbered	Total Contract Amount
610341	10000	320200	33625			\$345	\$10936
610341	10000	320200	34700			\$2,119	\$2,119

Justification if partial encumbrance or liquidation requested:

Procurement Contract	Federal Funds Waiver#: F604	Contract Maximum:	\$13055.00
Period of Funding:	Begin Date: 7/1/14	Expire Date:	6/30/15
Department Contact:	From: 7/1/14	To:	6/30/15
Contractor Name:	Tracy Murray	Telephone:	510 577 1966
Project Name:		QIC Code:	24551
Contractor Address:	City of Fremont		
	P.O. Box 5006	ALCOLINK Vendor Address: # 16	
	Fremont, CA 94537	BOS Dist. # 1	
Remittance Address:	Same		

Contractor Telephone:	510-574-2051	Fax #: 510-574-2054	E-mail(Signatory): JV Bor4@fremont.gov
Contractor Contact Person:	Karen Grimsich	E-mail(contact): KGrimsich@fremont.gov	
Contract Service Category:	Information and Assistance	Estimated Units of Service:	See Exhibit A
Method of Reimbursement (Invoicing Procedures):	Actual costs in arrears		

History of Funding:	Original	Amendment #1	Amendment #2	Amendment #3	Amendment #4
Funding Level	\$10591	\$13055.00			
Amount of Encumbrance	\$10591	\$2464.00			
File Date	6/24/14	12/16/14			
File / Item #	29358-5	29484-4			
Reason	Board Action	Board Action			

Funding Source Allocation:

Federal / CFDA # ( 93.044 )	State	County
\$10936.00		\$2,119.00

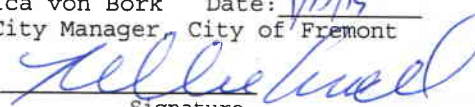
The signatures below signify that the attached Exhibits A and B have been reviewed, negotiated and finalized. The Contractor also signifies agreement with all provisions of the Master Contract.

**DEPARTMENT**By  Signature

Print Name: Lori A. Cox  
 Title: Social Services Agency Director  
 Date: 02/20/15

**CONTRACTOR**By  Signature

Print Name: Jessica von Bork Date: 1/15/15  
 Title: Assistant City Manager, City of Fremont

Approved as to Form:   
 Nellie Ancel Signature

Title: Senior Deputy City Attorney II  
 Date: 1-13-2015

**CONTRACT AMENDMENT**

Reference is made to that Contract made and entered into on the 1st day of July, 2014, by and between City of Fremont, herein called and referred to as "Contractor" and the COUNTY OF ALAMEDA, a body corporate and politic of the State of California, hereinafter called and referred to as "County". Said contract is hereby amended in the following manner:

**CONTRACT FOR INFORMATION & ASSISTANCE****EXHIBIT A:**

The units of services shall be increased to following:

MIS PROGRAM NUMBER	# OF NEW SENIORSTO BE SERVED  <i>ANNUALLY</i>	SERVICE UNIT NAME	NUMBER OF UNITS TO BE PROVIDED	
			ANNUALLY	MONTHLY (approx)
13	587	Information	587	49
		Referral	123	10
		Follow-up	123	10

**EXHIBIT B:**

**One Time Only Funds:** The One Time only allocation of \$345 will be used to fund baseline operations during the period July 1, 2014 to June 30, 2015. The service units have been increased to reflect the increased dollar amount.

**County General Funds:** The County funded dollar of \$2119 will be used to fund baseline operations during the period July 1, 2014 to June 30, 2015. No additional service units have been added.

The amended budgets are attached which increases the allocation by \$2464 for a total allocation of \$13,055.00.

Except as herein amended, said Contract is continued in full force and effect.

The Contract Amendment is effective as of the 16 day of December 2014.

**COUNTY OF ALAMEDA****CONTRACTOR**

City of Fremont,  
P.O. Box 5006, Fremont,  
CA 94537

By

  
Lori A. Cox
Title: Social Services Agency Director

Date:

02/20/15

By

  
Authorized Signature of Contractor

Date:

1/15/15



Master Contract #: 900111

**EXHIBIT B****ALAMEDA COUNTY AREA AGENCY ON AGING CONTRACT BUDGET**

Budget Effective Date: 7/1/14

Revision No.: 1

Date Prepared: 12/21/2014

Contractor: City of Fremont

Contract Term: 7/1/2014-6/30/2015

MIS Program: I&amp;A

Vendor No.: 32719

**SECTION 1 SALARIES AND EMPLOYEE BENEFITS**

1.1 PAID STAFF (FTE = ____ hrs/wk) List # pos., %FTE, wages	TOTAL PROJECT BUDGET (1)	AAA FUNDED BUDGET (2)	OTHER	
			CASH (3)	IN-KIND (4)
Clinical Supervisor, .07 FTE \$52 Uhring	7,873	0	7,873	
Program Coordinator, .25 FTE \$41.42 Chandra	21,538	0	21,538	
Case Manager, .875 FTE, \$36.69/hr Zumani	68,103	10,591	55,048	
Case Manager \$36.69/hr Zumani (CGF)		2,119		
Case Manager \$36.69/hr. Zumani (OTO)		345		
Administrative Support, .2 FTE, \$31.35/hr Dominquez	13,042	0	13,042	
	0			
	0			
	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>110,556</b>	<b>13,055</b>	<b>97,501</b>	<b>0</b>

**1.2 TAXES AND BENEFITS**

Benefits	46,276		46,276	
	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>46,276</b>	<b>0</b>	<b>46,276</b>	<b>0</b>

**1.3 IN-KIND STAFF/VOLUNTEERS (List # pos., % FTE, Pay equivalent)**

	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SALARY/BENEFIT BUDGET (Sections 1.1, 1.2, 1.3)</b>	<b>156,832</b>	<b>13,055</b>	<b>143,777</b>	<b>0</b>



## SECTION 2 SERVICES AND SUPPLIES

2.1 TRAVEL AND TRAINING	TOTAL PROJECT BUDGET (1)	AAA FUNDED BUDGET (2)	OTHER	
			CASH (3)	IN-KIND (4)
Staff Travel: _____ Miles x Rate _____	0			
Conferences/Conventions	0			0
Staff Training	500		500	
Vol Travel: _____ Miles x Rate _____	0			
<b>Subtotal:</b>	<b>500</b>	<b>0</b>	<b>500</b>	<b>0</b>

### 2.2 OCCUPANCY

Rent or Mortgage	0			
Telephone	0			
Utilities	0			
Janitorial/Maintenance	0			
General Liability Ins.	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 2.3 OTHER BUDGET COSTS

Supplies/Postage	0			
Minor Equip. (Each Item Under \$500)	200		200	
Printing/Copying	750		750	
Software Fees & Consultation	0			
Bookkeeping Services/Audit Costs	0			
Membership/Dues/Subscrip.	0		0	
Other: Client expenditures not covered by Medi-Cal	0			
Other: Indirect(finance, info systems, legal, other city support services)	0	0		
Travel Expenses	250		250	
<b>Subtotal:</b>	<b>1,200</b>	<b>0</b>	<b>1,200</b>	<b>0</b>

### 2.4 VEHICLE BUDGET

Gas/Oil _____ Miles x Rate _____	0			
Maintenance/Repairs	0			
Vehicle Insurance	0			
Other:	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SERVICES/SUPPLIES BUDGET</b>	<b>1,700</b>	<b>0</b>	<b>1,700</b>	<b>0</b>

## SECTION 3 CAPITAL EQUIPMENT

3.1 Capital Equipment <i>List Items Costing \$500+ (Include Funding Source)</i>	TOTAL PROJECT COSTS (1)		CASH COSTS (2)	IN-KIND COSTS (3)
	0			
	0			
	0			
<b>TOTAL CAPITAL EQUIPMENT BUDGET</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>GRAND TOTAL BUDGET (Sections 1.1 - 3.1)</b>	<b>158,532</b>	<b>13,055</b>	<b>145,477</b>	<b>0</b>
----------------------------------------------------	----------------	---------------	----------------	----------

158,532

## SECTION 4 REVENUES

4.1 REVENUE SOURCES:	TOTAL	AAA	CASH	IN-KIND	Committed Funds
Non-Match:					
	0	0	0		
	0				
City of Fremont Salaries & Benefits	143,777		143,777		
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
<b>Subtotal:</b>	<b>143,777</b>	<b>0</b>	<b>143,777</b>	<b>0</b>	<b>0</b>
Match:					
	0	0	0		
City of Fremont Supplies	1,700		1,700		
	0				
	0				
	0				
	0				
	0				
<b>Subtotal:</b>	<b>1,700</b>	<b>0</b>	<b>1,700</b>	<b>0</b>	<b>0</b>
Title III Client Donations (if applicable):	0			0	
Title III Funds (OTO \$345):	10,936	10,936		0	
County General Funds:	2,119	2,119			
				0	0
CBSP Funds (if applicable):	0			0	
<b>TOTAL FUNDS:</b>	<b>158,532</b>	<b>13,055.00</b>	<b>145,477</b>	<b>0</b>	<b>0</b>

## SECTION 5 DEDUCTIVE FORMULA (Title III Funded Programs Only)

	TOTAL
1.) TOTAL PROJECT BUDGET:	158,532
2.) {LESS} COUNTY GENERAL FUNDS:	2,119
3.) {LESS} OTHER NON-MATCH FUNDS:	143,777
4.) {EQUALS} TITLE III BUDGET COSTS TO BE MATCHED:	12,636
5.) {LESS} TITLE III MATCH FUNDS: [10% OF LINE 4]	1,700
6.) {LESS} TITLE III CLIENT DONATIONS:	0
7.) {EQUALS} EARNED TITLE III FUNDS:	10,936.00
<b>TOTAL CONTRACT FUNDING (LINE 2 + LINE 7)</b>	<b>13,055.00</b>

COB

~~Contractor's~~  
Office

**ALAMEDA COUNTY BOARD OF SUPERVISORS  
MINUTE ORDER**

*The following action was taken by the Alameda County Board of Supervisors on 12/16/2014*

Approved as Recommended ☒

Other ☐

Unanimous ☐ Chan: ☐ Haggerty: ☐ Miley: ☐ Valle: ☒ Carson: ☐ - 4

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Contract: C-2014-209  
Resolution: R-2014-410F

Documents to be signed by Agency/Purchasing Agent:

File No. 29484  
Item No. 4

Copies sent to:  
J. Villaflor & Auditor

Special Notes:  
FY 2014-2015 Older  
Americans Act and Older  
Californians Act Grant  
Agreement No. AP-1415-09,  
A01



I certify that the foregoing is a correct  
copy of a Minute Order adopted by the  
Board of Supervisors, Alameda County,  
State of California.

ATTEST:  
Clerk of the Board  
Board of Supervisors

By: \_\_\_\_\_

Deputy



Lori A. Cox  
Agency Director

Thomas L. Berkley Square  
2000 San Pablo Avenue, Fourth Floor  
Oakland, California 94612  
510-271-9100 / Fax: 510-271-9108  
[ssadirector@acgov.org](mailto:ssadirector@acgov.org)  
<http://alamedasocialservices.org>

November 6, 2014

Honorable Board of Supervisors  
Administration Building  
Oakland, California 94612

Dear Board Members:

**SUBJECT:** Approval of Area Plan Grant Agreement Amendment and Contract Amendments for services administered by the Area Agency on Aging

**RECOMMENDATIONS:**

- A. Approve the FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1, between the California Department of Aging and County of Alameda, Area Agency on Aging and authorize the President to sign seven (7) Grant Agreements on behalf of Alameda County, each with an original signature, with a Minute Order authorizing execution of the contract.
- B. Approve the attached Financial Recommendation increasing revenue and appropriations by \$1,362,121.
- C. Approve contract increases totaling \$1,359,648 as detailed in attachment A, and delegate authority to the Social Services Director to sign the contract amendments, under the master contracting process.
- D. Approve a one-time allocation of Measure A Funds in the amount of \$15,000 to provide emergency senior support services.

**SUMMARY/DISCUSSION:**

This letter requests action by your Board to approve and execute Amendment 1 to the Older Americans Act (OAA) and Older Californians Act Grant Agreement issued by the California Department of Aging (CDA) for FY 2014/15.

This grant agreement, which provides an increase of \$408,288 in Special Nutrition (SN) and One-Time-Only (OTO) funds, allocates a total of \$5,879,694.00 to the Alameda County Area Agency on Aging (AAA). Your Board approved the original agreement, AP-1415-09, in the amount of \$5,471,406, on October 7, 2014 (File: 29356; Item: 4). The AAA will retain \$2,473 of the SN & OTO funds for its direct service Ombudsman program and allocate the remaining \$405,815 to its subcontractors as outlined in Attachment A.

Your Board directed that the Social Services Agency (SSA) and Health Care Services Agency (HCSA) collaborate to develop a Countywide plan for seniors. SSA is implementing a strategy that includes three key items: 1) provide one-time emergency funding to support the infrastructure of senior service providers; 2) develop a plan for delivery of technical assistance & capacity building for senior services providers; and 3) develop a Countywide plan for seniors. Attachment A includes emergency funding of \$953,833, which includes a 15% (\$884,012) increase in senior service contracts and \$69,821 to backfill a gap caused by federal sequestration cuts. Please note that the HCSA is providing \$15,000 of the funding from Measure A so that Senior Injury Prevention Program contracts managed by the AAA will also receive emergency funding.

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#### **SELECTION CRITERIA/PROCESS:**

*The subcontractors receiving funds under this grant agreement were selected based on recommendations resulting from the 2014-2018 requests for proposals completed by the Alameda County Area Agency on Aging and the Advisory Commission on Aging. The Commission's recommendations for funding from the RFP were approved by your Board on June 24, 2014 (File #29358, Item 5).*

#### **FUNDING**

Financing will come from the SSA budget and federal OTO funds awarded to Alameda County by the CDA through this grant agreement amendment for FY 2014-2015. An additional \$15,000 in funding comes from the Measure A reserve. Approval of these recommendations will bring the total amount of Measure A one-time expenditures that exceed the Fiscal Year 2014-2015 Budget to \$3,879,000. The Measure A expenses will be transferred to the Public Health Department at year end. The subcontractors receiving OAA and OCA funds will meet all match requirements.

Sincerely,



Lori A. Cox  
Agency Director

- 
- Att: 1) Seven Original FY 2014-20145 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1 documents for Board President signature.  
2) Attachment A  
3) Financial Recommendation



## TITLE III/IV, HICAP, MIPPA, FA, TV and SIPP

320200

Period 07/01/14-06/30/15

CONTRACTOR	PC #	PO #	Initial Contract Amount	15% Increase & Sequstration	OTO & Special Nutrition	Amended Contract Amount	Fund Source
African Elderly Association	10855	12300	34,521.00	5,178	6,465	46,164.00	Title III C-1
Disease Prevention	10856	12301	27,471.00	5,752	1,161	34,384.00	Title III D
Alzheimer's Association of Northern CA	10874	12338	30,459.00	5,772	1,865	38,096.00	Title III E
Alzheimer's Services of the East Bay	10820	12268	91,407.00	18,286	2,975	112,668.00	Title III B
Adult Day Care	10762	12184	42,017.00	7,963	2,573	52,553.00	Title III E
Caregiver Support							
Bay Area Community Services (BACS)	11006	12448	110,432.70	20,939	2,844	134,215.70	Title III B
Adult Day Care - North & South	11019	12475	189,967.00	31,004	1,631	222,802.00	Title III B
Case Management							
City of Alameda	10854	12298	25,085.06	3,764		28,859.06	CGF
Senior Center Activities							
City of Albany	10918	12365	18,808.80	2,821		21,629.80	CGF
Senior Center Activities							
City of Berkeley	10826	12275	28,957.00	5,488	1,773	36,218.00	Title III E
Caregiver Support	10801	12202	41,868.96	6,280		48,148.96	CGF
Information & Assistance	10786	12190	27,233.00	4,085	5,100	36,418.00	Title III C-1
Nutrition C-1	10787	12191	30,768.00	4,615	2,073	37,456.00	Title III C-2
Nutrition C-2	10824	12274	22,572.00	4,516	734	27,822.00	Title III B
Senior Center Activities							
City of Emeryville	10829	12280	23,770.08	3,566		27,336.08	CGF
Senior Center Activities							
City of Fremont	10935	12388	67,960.00	12,879	4,161	85,000.00	Title III E
Caregiver Support	10834	12382	55,287.06	8,293		63,580.06	CGF
MSSP	10860	12303	45,082.00	8,268	979	54,329.00	Title III B
Case Management	10933	12361	10,591.00	2,119	345	13,055.00	Title III B
Information & Assistance							
City of Oakland	10831	12337	42,859.38	6,429		49,288.38	CGF
Senior Center Activities							
Gracia Support Services	10757	12179	10,026.00	2,006	326	12,358.00	Title III B
Visiting							
Day Break Adult Center/ADSNAC	10929	12376	123,817.00	23,465	7,581	154,863.00	Title III E
Caregiver Support	10930	12377	17,078.00	2,562		19,641.00	SIPP
Injury Prevention							
East Bay Korean American Sr. Svc Ctr	11034	12494	10,326.00	2,066	336	12,728.00	Title III B
Senior Center Activities							

**COMMUNITY BASED ORGANIZATION**  
**Master Contract Exhibit A and B Coversheet**

Dept Name: <b>SSA - Adult, Aging &amp; Medi-Cal Services</b>		Vendor ID #: <b>0000032719</b>		Board PO #: <b>SOCSA-12389</b>	
Bus Unit: <b>SOCSA</b>		Master Contract #: <b>900111</b>		Procurement Contract <b>10935</b>	
				Budget Year: <b>2015</b>	

Acct #	Fund #	Dept #	Program #	Subclass #	Project /Grant #	Amount to be Encumbered	Total Contract Amount
<b>610341</b>	<b>10000</b>	<b>320200</b>	<b>33950</b>			<b>\$4161.00</b>	<b>\$72121.00</b>
<b>610341</b>	<b>10000</b>	<b>320200</b>	<b>34700</b>			<b>\$12879.00</b>	<b>\$12879.00</b>

Justification if partial encumbrance or liquidation requested:

<b>Federal Funds Waiver#: F606</b>		Contract Maximum: <b>\$85,000.00</b>	
Procurement Contract	<b>Begin Date: 7/1/14</b>	<b>Expire Date: 6/30/15</b>	
Period of Funding:	<b>From: 7/1/14</b>	<b>To: 6/30/15</b>	
Department Contact:	<b>Tracy Murray</b>	Telephone:	<b>510 577 1966</b> QIC Code: <b>24551</b>
Contractor Name:	<b>City of Fremont</b>		
Project Name:			
Contractor Address:	<b>P.O. Box 5006</b>		
	<b>Fremont, CA 94537</b>		
Remittance Address:	<b>Same</b>	ALCOLINK Vendor Address#:	<b>16</b>
		BOS Dist. #	<b>1</b>
Contractor Telephone:	<b>510-574-2062</b>	Fax #:	<b>510-574-2054</b>
Contractor Contact Person:	<b>Karen Grimsich</b>	E-mail(Signatory):	<b>JvBork@fremont.gov</b>
		E-Mail(Contact):	<b>KGrimsich@fremont.gov</b>
Contract Service Category:	<b>FCSP (Support Services)</b>		
Method of Reimbursement (Invoicing Procedures):	<b>Actual costs in arrears</b>		
Estimated Units of Service:	<b>See Exhibit A</b>		

History of Funding:	Original	Amendment #1	Amendment #2	Amendment #3	Amendment #4
Funding Level	\$67960	\$85,000.00			
Amount of Encumbrance	\$67960	\$17,040.00			
File Date	6/24/14	12/16/14			
File / Item #	29358-5	29484-4			
Reason	Board Action	Board Action			

Funding Source Allocation:

Federal / CFDA # ( 93.052)	State	County
\$72121.00		\$12879.00

The signatures below signify that the attached Exhibits A and B have been reviewed, negotiated and finalized. The Contractor also signifies agreement with all provisions of the Master Contract.

**DEPARTMENT**

By   
 Signature

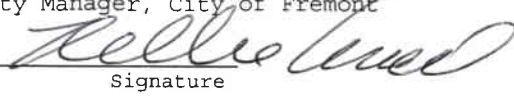
Print Name: **Lori A. Cox**  
 Title: **Social Services Agency Director**

Date: **02/20/15**

**CONTRACTOR**

By   
 Signature

Print Name: **Jessica von Bork** Date: **1-15-15**  
 Title: **Assistant City Manager, City of Fremont**

Approved as to Form:   
 Nikie Ancel Signature

Title: **Senior Deputy City Attorney II**  
 Date: **1-13-2015**

Alameda County Department of Social Services

Reference: Master Contract #: 900111

Procurement #: 10935

**CONTRACT AMENDMENT**

Reference is made to that Contract made and entered into on the 1st day of July, 2014, by and between City of Fremont, herein called and referred to as "Contractor" and the COUNTY OF ALAMEDA, a body corporate and politic of the State of California, hereinafter called and referred to as "County".  
Said contract is hereby amended in the following manner:

**CONTRACT FOR FAMILY CAREGIVER SUPPORT**  
**EXHIBIT A:**

The units of services shall be increased to following:

NUMBER UNDULICATED INDIVIDUALS TO BE SERVED ANNUALLY	SUPPORT SERVICE CATEGORY	SERVICE UNIT NAME	NUMBER OF UNITS TO BE PROVIDED	
			ANNUALLY (12 months)	MONTHLY (approx)
64	<b>Support Services</b>	Caregiver Assessment	59	5 hours
		Caregiver Counseling	101	8 hours
		Caregiver Support Group	747	62 hours
		Caregiver Training	1104	92 hours

**EXHIBIT B:**

**One Time Only Funds:** The One Time only allocation of \$4161 will be used to fund baseline operations during the period July 1, 2014 to June 30, 2015. The service units have been increased to reflect the increased dollar amount.

**County General Funds:** The County funded dollar of \$12879 will be used to fund baseline operations during the period July 1, 2014 to June 30, 2015. No additional service units have been added.

The amended budgets are attached which increases the allocation by \$17,040.00 for a total allocation of \$85,000.00.

Except as herein amended, said Contract is continued in full force and effect.

The Contract Amendment is effective as of the 16 day of December 2014.

**COUNTY OF ALAMEDA**

**CONTRACTOR**

By   
Lori A. Cox

City of Fremont,  
P.O. Box 5006, Fremont,  
CA 94537

By   
Authorized Signature of Contractor

Title: Social Services Agency Director

Date: 02/20/15

Date: 1-15-15

**ALAMEDA COUNTY AREA AGENCY ON AGING CONTRACT BUDGET**

Budget Effective Date: 07/01/2014 Revision No.: \_\_1\_\_

21-Dec-14

Contractor: City of Fremont

Contract Term: July 1, 2014 - June 30, 2015

MIS Program: Family Caregiver Support

Provider No.: 0000032719

**SECTION 1: SALARIES AND EMPLOYEE BENEFITS**

1.1 PAID STAFF (FTE = 40 hrs/wk) List # pos., %FTE, wages	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (1)	OTHER	
			CASH	IN-KIND
1) Caregiver Counselor 0.60FTE \$36.69/hr-Rothschild 11952	46,699	46,699		
2) Clerical Support 0.4FTE \$31.35/hr Dominguez 11440	26,085	0	13,206	
Clerical Support \$31.35/hr Domingues (CGF Increase)		12,879		
3) Clinical Supervisor 0.2 FTE \$8786/month Uhring 12959	21,654	0	21,654	
4) Administrator 0.1FTE \$8,176/month Grimsich 13332	12,400	0	12,400	
<b>Subtotal:</b>	<b>106,838</b>	<b>59,578</b>	<b>47,260</b>	<b>0</b>
<b>1.2 TAXES AND BENEFITS</b>				
Benefits	42,424	21,261	17,002	
OTO Benefits		4,161		
<b>Subtotal:</b>	<b>42,424</b>	<b>25,422</b>	<b>17,002</b>	<b>0</b>
<b>1.3 IN-KIND STAFF/VOLUNTEERS (List # pos., % FTE, Pay equivalent)</b>				
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SALARY/BENEFIT BUDGET (Sections 1.1, 1.2, 1.3)</b>	<b>149,262</b>	<b>85,000</b>	<b>64,262</b>	<b>0</b>

Ex-B-Bgt.WB2 {A1.D49}

Page 1 of 3



SECTION 2: SERVICES AND SUPPLIES				
2.1 TRAVEL AND TRAINING	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
Staff Travel: 500 Miles x \$0.5 Rate				
Conferences/Conventions	0			
Staff Training	500		500	
Volunteer Travel: _____ Miles x Rate _____	0			
<b>Subtotal:</b>	<b>500</b>	<b>0</b>	<b>500</b>	<b>0</b>
<b>2.2 OCCUPANCY</b>				
Rent/Mortgage	7,000			7,000
Telephone				
Utilities	0			
Janitorial/Maintenance	0			
General Liability Ins.	1,000		1,000	
<b>Subtotal:</b>	<b>8,000</b>	<b>0</b>	<b>1,000</b>	<b>7,000</b>
<b>2.3 OTHER BUDGET COSTS</b>				
Supplies/Postage	0			
Minor Equip.	0			
Printing/Copying	3,000		3,000	
Equipment Maintenance	0			
Bookkeeping/Audit Costs	0			
Membership/Dues/Subscriptions	0			
Other: Indirect 12% (Salary/Bnfts)	4,000		4,000	
(Finance, IS, Legal, Other City Support)				
Other: Respite-Caregivers Evening Night Out	2,000		2,000	
<b>Subtotal:</b>	<b>9,000</b>	<b>0</b>	<b>9,000</b>	<b>0</b>
<b>2.4 VEHICLE BUDGET</b>				
Gas/Oil _____ Miles x Rate _____	0			
Maintenance	0			
Vehicle Insurance	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SERVICES/SUPPLIES BUDGET</b>	<b>17,500</b>	<b>0</b>	<b>10,500</b>	<b>7,000</b>
<b>SECTION 3: CAPITAL EQUIPMENT</b>				
3.1 CAPITAL EQUIPMENT <i>List Items Costing \$5000 (Include Funding Source)</i>	TOTAL PROJECT COSTS (1)	AAA FUNDED PROJECT COSTS (2)	OTHER	
			CASH	IN-KIND
	0			
	0			
	0			
<b>TOTAL CAPITAL EQUIPMENT BUDGET</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>GRAND TOTAL BUDGET</b>				
(Sections 1.1 - 3.1)	166,762	85,000	74,762	7,000



SECTION 4: REVENUES					
4.1 REVENUE SOURCES:	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET	OTHER		COMMITTED FUNDS
Non-Match:			CASH	IN-KIND	
Services and Supplies	17,500		10,500	7,000	17,500
<b>Subtotal:</b>	<b>17,500</b>	<b>0</b>	<b>10,500</b>	<b>7,000</b>	<b>17,500</b>
Match:					
City of Fremont General Fund Salaries & Benefits	63,762		63,762		63,762
<b>Subtotal:</b>	<b>63,762</b>	<b>0</b>	<b>63,762</b>	<b>0</b>	<b>63,762</b>
Title III Client Donations (if applicable):	500		500		500
Title III Funds (OTO \$4161):	72,121	72,121			72,121
County General Funds	12,879	12,879			12,879
CBSP Funds (if applicable):					
<b>TOTAL FUNDS:</b>	<b>166,762</b>	<b>85,000.00</b>	<b>74,762</b>	<b>7,000</b>	<b>166,762</b>

**SECTION 5: DEDUCTIVE FORMULA (Title III Funded Programs Only)**

	TOTAL
1.) TOTAL PROJECT BUDGET:	166,762
2.) {LESS} COUNTY GENERAL FUNDS:	12,879
3.) {LESS} OTHER NON-MATCH FUNDS:	17,500
4.) {EQUALS} TITLE III BUDGET COSTS TO BE MATCHED:	136,383
5.) {LESS} TITLE III MATCH FUNDS: [minimum of 25% OF LINE 4]	63,762
6.) {LESS} TITLE III CLIENT DONATIONS:	500
7.) {EQUALS} EARNED TITLE III FUNDS:	72,121

Ex-B-Bgt.WB2 {E102.J145}

Page 3 of 3

COB

Contracts  
Office

## ALAMEDA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

*The following action was taken by the Alameda County Board of Supervisors on 12/16/2014*

Approved as Recommended ☒

Other ☐

Unanimous ☐ Chan: ☐ Haggerty: ☐ Miley: ☐ Valle: ☒ Carson: ☐ - 4

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Contract: C-2014-209  
Resolution: R-2014-410F

Documents to be signed by Agency/Purchasing Agent:

File No. 29484

Item No. 4

Copies sent to:

J. Villafior & Auditor

### Special Notes:

FY 2014-2015 Older  
Americans Act and Older  
Californians Act Grant  
Agreement No. AP-1415-09,  
A01



I certify that the foregoing is a correct  
copy of a Minute Order adopted by the  
Board of Supervisors, Alameda County,  
State of California.

ATTEST:

Clerk of the Board  
Board of Supervisors

By: [Signature]

Deputy



Lori A. Cox  
Agency Director

Thomas L. Berkley Square  
2000 San Pablo Avenue, Fourth Floor  
Oakland, California 94612  
510-271-9100 / Fax: 510-271-9108  
[ssadirector@acgov.org](mailto:ssadirector@acgov.org)  
<http://alamedasocialservices.org>

November 6, 2014

Honorable Board of Supervisors  
Administration Building  
Oakland, California 94612

Dear Board Members:

**SUBJECT:** Approval of Area Plan Grant Agreement Amendment and Contract Amendments for services administered by the Area Agency on Aging

**RECOMMENDATIONS:**

- A. Approve the FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1, between the California Department of Aging and County of Alameda, Area Agency on Aging and authorize the President to sign seven (7) Grant Agreements on behalf of Alameda County, each with an original signature, with a Minute Order authorizing execution of the contract.
- B. Approve the attached Financial Recommendation increasing revenue and appropriations by \$1,362,121.
- C. Approve contract increases totaling \$1,359,648 as detailed in attachment A, and delegate authority to the Social Services Director to sign the contract amendments, under the master contracting process.
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**SUMMARY/DISCUSSION:**

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This grant agreement, which provides an increase of \$408,288 in Special Nutrition (SN) and One-Time-Only (OTO) funds, allocates a total of \$5,879,694.00 to the Alameda County Area Agency on Aging (AAA). Your Board approved the original agreement, AP-1415-09, in the amount of \$5,471,406, on October 7, 2014 (File: 29356; Item: 4). The AAA will retain \$2,473 of the SN & OTO funds for its direct service Ombudsman program and allocate the remaining \$405,815 to its subcontractors as outlined in Attachment A.

Your Board directed that the Social Services Agency (SSA) and Health Care Services Agency (HCSA) collaborate to develop a Countywide plan for seniors. SSA is implementing a strategy that includes three key items: 1) provide one-time emergency funding to support the infrastructure of senior service providers; 2) develop a plan for delivery of technical assistance & capacity building for senior services providers; and 3) develop a Countywide plan for seniors. Attachment A includes emergency funding of \$953,833, which includes a 15% (\$884,012) increase in senior service contracts and \$69,821 to backfill a gap caused by federal sequestration cuts. Please note that the HCSA is providing \$15,000 of the funding from Measure A so that Senior Injury Prevention Program contracts managed by the AAA will also receive emergency funding.

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#### **FUNDING**

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Sincerely,



Lori A. Cox  
Agency Director

- Att: 1) Seven Original FY 2014-20145 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1 documents for Board President signature.  
2) Attachment A  
3) Financial Recommendation



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Nutrition C-1	11033	12493	64,757.00	9,714	12,126	86,597.00	Title III C-1
Ethiopian Community Family Caregiver Support	11008	12451	10,318.00	1,956	632	12,906.00	Title III E
Family Bridges Information & Assistance	10875	12340	15,897.00	3,181	517	19,595.00	Title III B
Senior Center Activities	10979	12427	28,246.00	5,251	854	32,351.00	Title III B
Visiting	10802	12255	13,036.00	2,607	424	16,067.00	Title III B
Family Caregiver Alliance Caregiver Support	10760	12181	95,553.00	18,108	5,850	119,511.00	Title III E
Family Support Services of the BA Caregiver Support	10761	12183	51,280.00	9,714	3,138	64,112.00	Title III E
Hayward Area Recreation & Park District Senior Center Activities	10812	12358	24,100.56	3,615		27,715.56	CGF
J-Sel Case Management	10819	12287	10,432.00	2,087	339	12,858.00	Title III B
Visiting	10818	12268	8,021.00	1,604	261	9,886.00	Title III B
Nutrition C-2	10807	12280	28,322.00	4,248	1,910	34,480.00	Title III C-2
Korean Community Center of the East Bay Information & Assistance	11017	12474	16,751.00	3,351	545	20,647.00	Title III B
Life ElderCare	10771	12188	28,078.00	5,817	948	35,841.00	Title III B
Visiting - Lavender	10769	12187	10,326.00	2,066	336	12,728.00	Title III B
Nutrition C-2	10937	12380	49,211.00	7,382	3,318	59,911.00	Title III C-2
Injury Prevention	10978	12426	25,291.00	3,794		29,085.00	SIPP
Legal Assistance for Seniors	10876	12324	19,356.00	3,647	201	23,204.00	Title VIIb
Elder Abuse Prevention	10877	12325	11,908.00	1,786		13,694.00	MIPPA
MIPPA	10928	12396	36,942.00	5,541		42,483.00	FA
Financial alignment	10871	12321	346,274.00	57,263	3,460	406,997.00	Title III B
Legal Services	10872	12322	393,995.00	59,099		453,094.00	HICAP
Lifelong Medical Care	10913	12359	36,699.00	7,342	1,194	45,235.00	Title III B
Health Services	10913	12359	27,471.00	5,752	1,162	34,385.00	Title III D
Disease Prevention	10331	12327	182,248.00	27,337	34,127	243,712.00	Title III C-1
Jan Speer dba Nutrition Solutions	10331	12327	205,831.00	30,875	13,878	250,584.00	Title III C-2
Nutrition C-1	10334	12350	25,795.00	4,888	1,579	32,262.00	Title III E
On Lok Senior Health Services Family Caregiver Support	10822	12273	132,303.00	19,845	24,774	176,922.00	Title III C-1
Open Heart Kitchen	10828	12279	10,000.00	1,500		11,500.00	SIPP
Rebuilding Together Oakland	10911	12402	27,471.00	5,762	1,162	34,385.00	Title III D
Injury Prevention	10910	12401	40,375.00	7,651	2,472	50,498.00	Title III E
Senior Support Services of the Tri Valley Disease Prevention							
Caregiver Support							



**COMMUNITY BASED ORGANIZATION**  
**Master Contract Exhibit A and B Coversheet**

Dept Name: SSA – Adult , Aging & Medi-Cal Services Vendor ID #: 0000028381 Board PO #: SOCSA-12267  
 Bus Unit: SOCSA Master Contract #: 900184 Procurement Contract #: 10819 Budget Year: 2015

Acct #	Fund #	Dept #	Program #	Subclass #	Project /Grant #	Amount to be Encumbered	Total Contract Amount
610341	10000	320200	33615			\$339	\$10771
610341	10000	320200	34700			\$2087	\$2087

Justification if partial encumbrance or liquidation requested:

Federal Waiver #: F604

Procurement Contract Begin Date: 7/01/14 Contract Maximum: \$12,858.00  
 Period of Funding: From: 7/01/14 Expire Date: 6/30/15  
 Department Contact: Tracy Murray Telephone: 510-577-1966 QIC Code: 24551  
 Contractor Name: J-Sei, Inc.  
 Project Name:  
 Contractor Address: 2126 Channing Way ALCOLINK Vendor Address #: 1  
Berkeley, CA. 94704 BOS Dist. # 5  
 Remittance Address: Same as above

Contractor Telephone: 510-848-3560 x106 Fax: 510-848-3631 E-mail( Signatory): diane@j-sei.org  
 Contractor Contact Person: Diane Wong E-mail(Contact): diane@j-sei.org  
 Contract Service Category: Case Management Estimated Units of Service: See Exhibit A  
 Method of Reimbursement (Invoicing Procedures): Actual costs in arrears

History of Funding:	Original	Amendment #1	Amendment #2	Amendment #3	Amendment #4
Funding Level	\$10432	\$12,858.00			
Amount of Encumbrance	\$10432	\$2426.00			
File Date	6/24/14	12/16/14			
File / Item #	29358-5	29484-4			
Reason	Board Action	Board Action			

Funding Source Allocation:	Federal / CFDA # ( 93.044)	State	County
	\$10771.00		\$2087.00

The signatures below signify that the attached Exhibits A and B have been reviewed, negotiated and finalized. The Contractor also signifies agreement with all provisions of the Master Contract.

**DEPARTMENT**

By

Signature

Lori A. Cox

Print or Type Name

Title Social Services Agency Director

Date

02/20/15**CONTRACTOR**

By

Signature

Diane Wong

Print or Type Name

Title Executive Director

Date

1/7/15

Alameda County Department of Social Services

Reference: Master Contract #: 900184  
Procurement #: 10819

**CONTRACT AMENDMENT**

Reference is made to that Contract made and entered into on the 1st day of July, 2014, by and between J-Sei Ince., herein called and referred to as "Contractor" and the COUNTY OF ALAMEDA, a body corporate and politic of the State of California, hereinafter called and referred to as "County".

Said contract is hereby amended in the following manner:

**CONTRACT FOR CASE MANAGEMENT SERVICES**

**EXHIBIT A:**

The units of services shall be increased to following:

	# OF NEW SENIORS TO BE SERVED ANNUALLY	SERVICE UNIT NAME	NUMBER OF UNITS TO BE PROVIDED	
			ANNUALLY	MONTHLY (approx)
	7	Comprehensive Assessment	20	
		Case Management	280	

**EXHIBIT B:**

**One Time Only Funds:** The One time only allocation of \$339 will be used to fund baseline operations during the period July 1, 2013 to September 30, 2013. The service units have been increased, see exhibit A.

**County General Funds:** The County funded dollar amount of \$2087 will be used to fund baseline operations during the period of July 1, 2014 through June 30, 2015.

The amended budgets are attached which increases the allocation by \$2426 for a total allocation of \$12,858.00.

Except as herein amended, said Contract is continued in full force and effect.

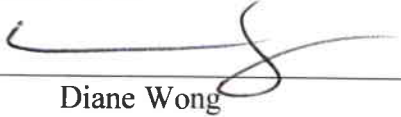
The Contract Amendment is effective as of the 16th day of December 2014.

**COUNTY OF ALAMEDA**

**CONTRACTOR**

J-Sei Inc.  
2126 Channing Way,  
Berkeley, CA. 94704

By   
Lori A. Cox

By   
Diane Wong

Title: Social Services Agency Director

Title: Executive Director

Date: 02/20/15

Date: 1/7/15

Master Contract #:

Exhibit #:

**ALAMEDA COUNTY AREA AGENCY ON AGING CONTRACT BUDGET**

Budget Effective Date: July 1, 2014

Revision No.: 2

Date Prepared:

December 23, 2014

Contractor: J-Sei, Inc.

Contract Term:

07/01/14 - 06/30/15

**MIS Program: Case Management**

Provider No.:

**SECTION 1 SALARIES AND EMPLOYEE BENEFITS**

<b>1.1 PAID STAFF (FTE = 40 hrs/wk)</b>				
List # pos., %FTE, wages	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
Executive Director - 10% FTE (\$96,000)	9,600	0	9,600	
Case Manager - 70% FTE (\$55,000) (MSW) SSA	38,500	7,000	31,500	
Case Manager -45% FTE (Half time; \$25/hour) (MA)	23,307	3,432	19,875	
Case Manager - 4% FTE (\$55,000) (MSW) (CGF \$2,087)	2,087	2,087	0	
Case Manager - .6% FTE (\$55,000) (MSW)(OTO \$339)	339	339	0	
<b>Subtotal:</b>	<b>73,833</b>	<b>12,858</b>	<b>60,975</b>	<b>0</b>

**1.2 TAXES AND BENEFITS**

FICA and Medicare	4,948		4,948	
SUI/SDI	1,739		1,739	
Workers' Comp.	2,028		2,028	
Health Insurance	6,217		6,217	
<b>Subtotal:</b>	<b>14,932</b>	<b>0</b>	<b>14,932</b>	<b>0</b>

**1.3 IN-KIND STAFF/VOLUNTEERS (List # pos., % FTE, Pay equivalent)**

<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SALARY/BENEFIT BUDGET (Sections 1.1, 1.2, 1.3)</b>	<b>88,765</b>	<b>12,858</b>	<b>75,907</b>	<b>0</b>

Ex-B-Bgt.WB2 [A1.D49]

Page 1 of 3

## SECTION 2 SERVICES AND SUPPLIES

2.1 TRAVEL AND TRAINING	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
Staff Travel: <u>4,641</u> Miles x \$.56/mile	2,599		2,599	
Parking	486		486	
Staff Training	500		500	
			0	
<b>Subtotal:</b>	<b>3,585</b>		<b>3,585</b>	<b>0</b>

### 2.2 OCCUPANCY

Rent or Mortgage	0		0	
Telephone	0		0	
Utilities	0		0	
Janitorial/Maintenance	0		0	
General Liability Ins.	0		0	
Property Insurance	0		0	
Property tax	0		0	
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 2.3 OTHER BUDGET COSTS

Supplies/Postage	43		43	
Minor Equip. (Each Item Under \$5,000)	150		150	
Printing/Copying	0		0	
Equipment Maintenance	0		0	
Bookkeeping/Accounting Services	0		0	
Membership/Dues/Subscrip.	0		0	
Payroll Service Fees	0		0	
Advertising	0		0	
Volunteer Recognition	0		0	
Background checks	0		0	
Internet Access	0		0	
Licenses/Taxes	75		75	
Miscellaneous	0		0	
<b>Subtotal:</b>	<b>268</b>	<b>0</b>	<b>268</b>	<b>0</b>

### 2.4 VEHICLE BUDGET

<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SERVICES/SUPPLIES BUDGET</b>	<b>3,853</b>	<b>0</b>	<b>3,853</b>	<b>0</b>

## SECTION 3 CAPITAL EQUIPMENT

3.1 Capital Equipment <i>List Items Costing \$5,000+ (Include Funding Source)</i>	TOTAL PROJECT COSTS (1)	AAA FUNDED PROJECT COSTS (2)	OTHER	
			CASH	IN-KIND
<b>TOTAL CAPITAL EQUIPMENT BUDGET</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>GRAND TOTAL BUDGET (Sections 1.1 - 3.1)</b>	<b>92,618</b>	<b>12,858</b>	<b>79,760</b>	<b>0</b>
----------------------------------------------------	---------------	---------------	---------------	----------

## SECTION 4 REVENUES

4.1 REVENUE SOURCES:	Total Project Funds	AAA Project Funding	Other		Committed Funds
			CASH	IN-KIND	
<b>Non-Match:</b>					
In -Kind Volunteers	0			0	
J-Sei Fundraising	69,760		69,760		
<b>Subtotal:</b>	<b>69,760</b>	<b>0</b>	<b>69,760</b>	<b>0</b>	<b>0</b>
<b>Match:</b>					
J-Sei General Funds	10,000		10,000		10,000
<b>Subtotal:</b>	<b>10,000</b>	<b>0</b>	<b>10,000</b>	<b>0</b>	<b>10,000</b>
Title III Client Donations (if applicable):	0	0	0	0	0
Title III Funds (OTO \$339):	10,771	10,771		0	8,021
County General Funds (\$2,087):	2,087	2,087	0	0	2,087
CBSP Funds (if applicable):	0				0
<b>TOTAL FUNDS:</b>	<b>92,618</b>	<b>12,858.00</b>	<b>79,760</b>	<b>0</b>	<b>20,108</b>

## SECTION 5 DEDUCTIVE FORMULA (Title III Funded Programs Only)

	TOTAL
1.) TOTAL PROJECT BUDGET:	92,618
2.) {LESS} COUNTY GENERAL FUNDS:	2,087
3.) {LESS} OTHER NON-MATCH FUNDS:	69,760
4.) {EQUALS} TITLE III BUDGET COSTS TO BE MATCHED:	22,858
5.) {LESS} TITLE III MATCH FUNDS: [minimum of 10% OF LINE 4]	10,000
6.) {LESS} TITLE III CLIENT DONATIONS:	0
7.) {EQUALS} EARNED TITLE III FUNDS:	12,858

Ex-B-Bgt.WB2 (E102.J145)

Page 3 of 3



CoB  
Contract's  
Office

**ALAMEDA COUNTY BOARD OF SUPERVISORS  
MINUTE ORDER**

*The following action was taken by the Alameda County Board of Supervisors on 12/16/2014*

Approved as Recommended ☒

Other ☐

Unanimous ☐ Chan: ☐ Haggerty: ☐ Miley: ☐ Valle: ☒ Carson: ☐ - 4

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Contract: C-2014-209

Resolution: R-2014-410F

Documents to be signed by Agency/Purchasing Agent:

File No. 29484

Item No. 4

Copies sent to:

J. Villafior & Auditor

**Special Notes:**

FY 2014-2015 Older  
Americans Act and Older  
Californians Act Grant  
Agreement No. AP-1415-09,  
A01



I certify that the foregoing is a correct  
copy of a Minute Order adopted by the  
Board of Supervisors, Alameda County,  
State of California.

ATTEST:

Clerk of the Board  
Board of Supervisors

By: [Signature]

Deputy



Lori A. Cox  
Agency Director

Thomas L. Berkley Square  
2000 San Pablo Avenue, Fourth Floor  
Oakland, California 94612  
510-271-9100 / Fax: 510-271-9108  
[ssadirector@acgov.org](mailto:ssadirector@acgov.org)  
<http://alamedasocialservices.org>

November 6, 2014

Honorable Board of Supervisors  
Administration Building  
Oakland, California 94612

Dear Board Members:

**SUBJECT:** Approval of Area Plan Grant Agreement Amendment and Contract Amendments for services administered by the Area Agency on Aging

**RECOMMENDATIONS:**

- A. Approve the FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1, between the California Department of Aging and County of Alameda, Area Agency on Aging and authorize the President to sign seven (7) Grant Agreements on behalf of Alameda County, each with an original signature, with a Minute Order authorizing execution of the contract.
- B. Approve the attached Financial Recommendation increasing revenue and appropriations by \$1,362,121.
- C. Approve contract increases totaling \$1,359,648 as detailed in attachment A, and delegate authority to the Social Services Director to sign the contract amendments, under the master contracting process.
- D. Approve a one-time allocation of Measure A Funds in the amount of \$15,000 to provide emergency senior support services.

**SUMMARY/DISCUSSION:**

This letter requests action by your Board to approve and execute Amendment 1 to the Older Americans Act (OAA) and Older Californians Act Grant Agreement issued by the California Department of Aging (CDA) for FY 2014/15.

This grant agreement, which provides an increase of \$408,288 in Special Nutrition (SN) and One-Time-Only (OTO) funds, allocates a total of \$5,879,694.00 to the Alameda County Area Agency on Aging (AAA). Your Board approved the original agreement, AP-1415-09, in the amount of \$5,471,406, on October 7, 2014 (File: 29356; Item: 4). The AAA will retain \$2,473 of the SN & OTO funds for its direct service Ombudsman program and allocate the remaining \$405,815 to its subcontractors as outlined in Attachment A.

Your Board directed that the Social Services Agency (SSA) and Health Care Services Agency (HCSA) collaborate to develop a Countywide plan for seniors. SSA is implementing a strategy that includes three key items: 1) provide one-time emergency funding to support the infrastructure of senior service providers; 2) develop a plan for delivery of technical assistance & capacity building for senior services providers; and 3) develop a Countywide plan for seniors. Attachment A includes emergency funding of \$953,833, which includes a 15% (\$884,012) increase in senior service contracts and \$69,821 to backfill a gap caused by federal sequestration cuts. Please note that the HCSA is providing \$15,000 of the funding from Measure A so that Senior Injury Prevention Program contracts managed by the AAA will also receive emergency funding.

County Counsel has approved this amended grant agreement as to form.

#### **SELECTION CRITERIA/PROCESS:**

*The subcontractors receiving funds under this grant agreement were selected based on recommendations resulting from the 2014-2018 requests for proposals completed by the Alameda County Area Agency on Aging and the Advisory Commission on Aging. The Commission's recommendations for funding from the RFP were approved by your Board on June 24, 2014 (File #29358, Item 5).*

#### **FUNDING**

Financing will come from the SSA budget and federal OTO funds awarded to Alameda County by the CDA through this grant agreement amendment for FY 2014-2015. An additional \$15,000 in funding comes from the Measure A reserve. Approval of these recommendations will bring the total amount of Measure A one-time expenditures that exceed the Fiscal Year 2014-2015 Budget to \$3,879,000. The Measure A expenses will be transferred to the Public Health Department at year end. The subcontractors receiving OAA and OCA funds will meet all match requirements.

Sincerely,



Lori A. Cox  
Agency Director

- 
- Att: 1) Seven Original FY 2014-20145 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1 documents for Board President signature.  
2) Attachment A  
3) Financial Recommendation

CONTRACTOR	PC #	PO #	Initial Contract Amount	15% Increase & Sequestration	OTO & Special Nutrition	Amended Contract Amount	Fund Source
Nutrition C-1	11033	12493	64,757.00	9,714	12,126	86,597.00	Title III C-1
Ethiopian Community Family Caregiver Support	11008	12451	10,318.00	1,956	632	12,906.00	Title III E
Family Bridges Information & Assistance	10875	12340	15,897.00	3,181	517	19,595.00	Title III B
Senior Center Activities	10979	12427	26,246.00	5,251	854	32,351.00	Title III B
Visiting	10802	12255	13,036.00	2,607	424	16,067.00	Title III B
Family Caregiver Alliance Caregiver Support	10760	12181	95,553.00	18,108	5,850	119,511.00	Title III E
Family Support Services of the BA Caregiver Support	10761	12183	51,260.00	9,714	3,138	64,112.00	Title III E
Hayward Area Recreation & Park District Senior Center Activities	10812	12358	24,100.56	3,615		27,715.56	CGF
J-Sel Case Management	10819	12267	10,432.00	2,087	339	12,858.00	Title III B
Visiting	10818	12266	8,021.00	1,604	261	9,886.00	Title III B
Nutrition C-2	10807	12260	28,322.00	4,248	1,910	34,480.00	Title III C-2
Korean Community Center of the East Bay Information & Assistance	11017	12474	16,751.00	3,351	545	20,647.00	Title III B
Life ElderCare	10771	12188	29,078.00	5,817	946	35,841.00	Title III B
Visiting - Lavender	10769	12187	10,326.00	2,066	336	12,728.00	Title III B
Nutrition C-2	10937	12390	49,211.00	7,382	3,318	59,911.00	Title III C-2
Injury Prevention	10878	12426	25,291.00	3,794		29,085.00	SIPP
Legal Assistance for Seniors	10876	12324	19,356.00	3,647	201	23,204.00	Title VIIb
Elder Abuse Prevention	10877	12325	11,908.00	1,786		13,694.00	MIPPA
MIPPA	10928	12396	36,942.00	5,541		42,483.00	FA
Financial alignment	10871	12321	346,274.00	57,263	3,460	406,997.00	Title III B
Legal Services	10872	12322	393,995.00	59,098		453,094.00	HICAP
Lifelong Medical Care	10813	12359	36,699.00	7,342	1,194	45,235.00	Title III B
Health Services	10813	12359	27,471.00	5,752	1,162	34,385.00	Title III D
Disease Prevention	10331	12327	182,248.00	27,337	34,127	243,712.00	Title III C-1
Jan Spear dba Nutrition Solutions	10331	12327	205,831.00	30,875	13,878	250,584.00	Title III C-2
Nutrition C-2	10334	12350	25,795.00	4,888	1,579	32,262.00	Title III E
On Lok Senior Health Services	10822	12273	132,303.00	19,845	24,774	176,922.00	Title III C-1
Family Caregiver Support	10828	12279	10,000.00	1,500		11,500.00	SIPP
Open Heart Kitchen	10911	12402	27,471.00	5,762	1,162	34,385.00	Title III D
Nutrition C-1	10910	12401	40,375.00	7,651	2,472	50,498.00	Title III E
Rebuilding Together Oakland							
Injury Prevention							
Senior Support Services of the Tri Valley							
Disease Prevention							
Caregiver Support							



**COMMUNITY BASED ORGANIZATION**  
**Master Contract Exhibit A and B Coversheet**

Dept Name: SSA – Adult , Aging & Medi-Cal Services Vendor ID #: 0000028381 Board PO #: SOCSA- 12260  
 Bus Unit: SOCSA Master Contract #: 900184 Procurement Contract #: 10807 Budget Year: 2015

Acct #	Fund #	Dept #	Program #	Subclass #	Project /Grant #	Amount to be Encumbered	Total Contract Amount
610341	10000	320200	33000			\$1910	\$22,217
610341	10000	320200	34700			\$4248	\$5569
610341	10000	320200	33000			\$0	\$6694

Justification if partial encumbrance or liquidation requested:

Federal Waiver #: F607

Contract Maximum: \$34,480.00

Procurement Contract Begin Date: 7/01/14

Expire Date: 6/30/15

Period of Funding: From: 7/01/14

To: 6/30/15

Department Contact: Tracy Murray

Telephone: 510-577-1966 QIC Code: 24551

Contractor Name: J-Sei, Inc.

Project Name:

Contractor Address: 2126 Channing Way

ALCOLINK Vendor Address #: 1

Berkeley, CA. 94704

BOS Dist. # 5

Remittance Address: Same as above

Contractor Telephone: 510-848-3560 x106 Fax: 510-848-3631

E-mail( Signatory): diane@j-sei.org

Contractor Contact Person: Diane Wong

E-mail(Contact): diane@j-sei.org

Contract Service Category: C2- Home Delivered Nutrition

Estimated Units of Service: See Exhibit A

Method of Reimbursement (Invoicing Procedures): Actual costs in arrears

History of Funding:

	Original	Amendment #1	Amendment #2	Amendment #3	Amendment #4
Funding Level	\$28322	\$34,480.00			
Amount of Encumbrance	\$28322	\$6158			
File Date	6/24/2014	12/16/14			
File / Item #	29358-5	29484-4			
Reason	Board Action	Board Action			

Funding Source Allocation:

Federal / CFDA # ( 93.045//93.053 )	State	County
\$21,689/ \$6694	\$528	\$5569

The signatures below signify that the attached Exhibits A and B have been reviewed, negotiated and finalized. The Contractor also signifies agreement with all provisions of the Master Contract.

**DEPARTMENT**

By

Signature

Lori A. Cox

Print or Type Name

Title Social Services Agency Director

Date

02/20/15

**CONTRACTOR**

By

Signature

Diane Wong

Print or Type Name

Title Executive Director

Date

1/14/15



Alameda County Department of Social Services

Reference: Master Contract #: 900184  
Procurement #: 10807

**CONTRACT AMENDMENT**

Reference is made to that Contract made and entered into on the 1st day of July, 2014, by and between J-Sei Inc., herein called and referred to as "Contractor" and the COUNTY OF ALAMEDA, a body corporate and politic of the State of California, hereinafter called and referred to as "County".

Said contract is hereby amended in the following manner:

**CONTRACT FOR HOME DELIVERY SERVICES**

**EXHIBIT A:**

The units of services shall be increased to following:

MIS PROGRAM NUMBER	# OF NEW SENIORS TO BE SERVED ANNUALLY	SERVICE UNIT NAME	MIS UNIT #	NUMBER OF UNITS TO BE PROVIDED	
				ANNUALLY	MONTHLY (approx.)
04	47	Meals C-2	51	5843	486
12		Nutrition/Safety and Sanitation Education	52	232	19

**EXHIBIT B:**

**One Time Only Funds:** The One Time Only allocation of \$1382 will be used to fund baseline operations during the period July 1, 2013 to September 30, 2013. The One Time Only allocation of \$528 will be used for catered meals. The service units have been increased, see exhibit A.

**County General Funds:** The County funded dollar amount of \$4248 will be used to fund baseline operations during the period of July 1, 2014 through June 30, 2015.

The amended budgets are attached which increases the allocation by \$6158 for a total allocation of \$34,480.00.

Except as herein amended, said Contract is continued in full force and effect.

The Contract Amendment is effective as of the 16th day of December 2014.

**COUNTY OF ALAMEDA**

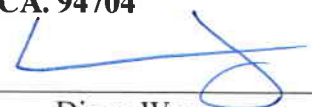
**CONTRACTOR**

J-Sei Inc.  
2126 Channing Way,  
Berkeley, CA. 94704

By   
Lori A. Cox

Title: Social Services Agency Director

Date: 02/20/15

By   
Diane Wong

Title: Executive Director

Date: 1/14/15

**EXHIBIT B****ALAMEDA COUNTY AREA AGENCY ON AGING CONTRACT BUDGET**

Budget Effective Date: 07/01/2014 Revision No.: 1

Date Prepared: 1/9/2015 0:00

Contractor: J-Sei

Contract Term: 7/1/14 - 6/30/15

MIS Program: Home Delivered Meals

Provider No.:

**HOME DELIVERED MEALS (C-2) NUTRITION BUDGET SUMMARY**

		TOTAL C-2 BUDGET	AAA FUNDED	CASH BUDGET	IN-KIND BUDGET
<b>SALARY AND EMPLOYMENT BENEFITS</b>	FOOD PRODUCTION	39,224	8,472	800	29,952
	PACK-OUT	26,091	6,000	623	19,468
	MEAL DELIVERY/ PROG.ADMIN	31,703	8,098	23,105	500
	SUBTOTAL	97,018	22,570	24,528	49,920
<b>NUTRITION EDUCATION</b>	PROGRAM ADMIN/DELIVERY	1,798	0	1,798	0
<b>NUTRITION CONSULTING</b>	PROGRAM ADMIN/DELIVERY	1,648	0	1,648	0
<b>CONSULTANTS</b>	FOOD PRODUCTION	0	0	0	0
	PACK-OUT	0	0	0	0
	MEAL DELIVERY/ PROG.ADMIN	0	0	0	0
	SUBTOTAL	0	0	0	0
<b>TRAVEL&amp;TRAINING</b>	FOOD PRODUCTION	0	0	0	0
	PACK-OUT	0	0	0	0
	MEAL DELIVERY/ PROG.ADMIN	645	0	645	0
	SUBTOTAL	645	0	645	0
<b>EQUIPMENT</b>	FOOD PRODUCTION	0	0	0	0
	PACK-OUT	0	0	0	0
	MEAL DELIVERY/ PROG.ADMIN	0	0	0	0
	SUBTOTAL	0	0	0	0
<b>CATERED FOOD</b>	FOOD PRODUCTION	28,095	10,528	17,567	0
<b>RAW FOOD</b>	FOOD PRODUCTION	4,832	0	4,832	0
<b>ALL OTHER COSTS</b>	FOOD PRODUCTION	4,452	0	4,452	0
	PACK-OUT	2,000	1,382	618	0
	MEAL DELIVERY/ PROG.ADMIN	4,821	0	4,821	0
	SUBTOTAL	11,273	1,382	9,891	0
<b>TOTAL COSTS</b>	FOOD PRODUCTION	76,603	19,000	27,651	29,952
	PACK-OUT	28,091	7,382	1,241	19,468
	MEAL DELIVERY/ PROG.ADMIN	40,615	8,098	32,017	500
<b>GRAND TOTAL (C-2):</b>		<b>145,309</b>	<b>34,480</b>	<b>60,909</b>	<b>49,920</b>

FICA	1,751	0	0	1751	0	1751	0
SUI	875	0	0	875	0	875	0
Vision	0	0	0	0	0	0	0
Health Insurance	8,086	0	0	8086	0	8086	0
Workers Comp	738	0	0	738	0	738	0
Other	0	0	0	0	0	0	0
	0	0	0	0	0	0	0
<b>SUBTOTAL</b>	<b>11450</b>	<b>0</b>	<b>0</b>	<b>11450</b>	<b>0</b>	<b>11450</b>	<b>0</b>

**SECTION 1 (Continued)**

TOTAL NUTRITION PROJECT 1.3 IN-KIND STAFF/VOLUNTEERS List # pos., % FTE, pay equivalent	C-2 PROGRAM		F U N C T I O N S			FUNDING SOURCE		
	% Time	Salary	Food Production	Meal Packout	Meal Delivery Program Admin	AAA	Cash	In-Kind
Kitchen help and drivers 1.6FTE @ \$15/hour	2	49,920	29,952	19,468	500	0	0	49,920
<b>SUBTOTAL:</b>		49,920	29,952	19,468	500	0	0	49,920
<b>TOTAL:</b> (Sec. 1.1, 1.2, 1.3)		97,018	39,224	26,091	31,703	22,570	24,528	49,920

**SECTION 2: NUTRITION EDUCATION**

224 pieces of info @\$8/piece			0	0	1,798	0	1,798	0
<b>SUBTOTAL:</b>		0	0	0	1,798	0	1,798	0

**SECTION 3: NUTRITION CONSULTING**

RD Consulting		1,648	1,000	648		0	1,648	0
<b>SUBTOTAL:</b>		1,648	1,000	648	0	0	1,648	0

**SECTION 4: CONSULTANTS**

N/A			0	0	0	0	0	0
<b>SUBTOTAL:</b>		0	0	0	0	0	0	0

**SECTION 5: TRAVEL AND TRAINING**

Gas			0	0	645	0	645	0
<b>SUBTOTAL:</b>		0	0	0	645	0	645	0

**SECTION 6: EQUIPMENT COSTS****6.1 CAPITAL EQUIPMENT**

(List each item \$5,000 or more)

N/A			0	0	0	0	0	0
<b>SUBTOTAL</b>			0	0	0	0	0	0

**6.2 MINOR EQUIPMENT**

N/A			0	0	0	0	0	0
<b>SUBTOTAL</b>			0	0	0	0	0	0

<b>SECTION 6 SUBTOTAL</b>			0	0	0	0	0	0
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**SECTION 7: FOOD COSTS****7.1 CATERED FOOD COSTS**

Meals Per Day	Serving Days Per Year	Total Meals Per Year	Cost Per Meal	Total Cost		FUNDING SOURCE		
						AAA	Cash	In-Kind
approx. 28 (state \$528)	200	5,619	\$5.00	28,095		10,528	17,567	0
<b>SUBTOTAL:</b>		5,619	5	28,095		10,528	17,567	0

**7.2 RAW FOOD COSTS**

Meals Per Day	Serving Days Per Year	Total Meals Per Year	Cost Per Meal	Total Cost		FUNDING SOURCE		
						AAA	Cash	In-Kind
28	200	5,619	\$0.86	4,832		0	4,832	0
<b>SUBTOTAL:</b>		5,619	1	4,832		0	4,832	0

**SECTION 8: ALL OTHER COSTS****8.1 FOOD SERVICE SUPPLIES**

	TOTAL COST	C-2 PROGRAM		FUNCTIONS			FUNDING SOURCE		
		% Cost	Cost	Food Production	Meal Packout	Meal Delivery Program Admin	AAA	Cash	In-Kind
Containers, paper goods	3,611	57	2,058	2,058			1,382	676	0
<b>SUBTOTAL:</b>			2,058	2,058	0	0	1,382	676	0

**8.2 VEHICLE**

Operating Cost N/A	0	0	0	0		0	0	0	0
N/A									
<b>SUBTOTAL:</b>			0	0	0	0	0	0	0

**8.3 BUILDING SPACE**

Church Rental	8,400	57	4,788	1,394	1,000	2,394	0	4,788	0
<b>SUBTOTAL:</b>			4,788	1,394	1,000	2,394	1,382	5,464	0



**SECTION 8: ALL OTHER COSTS (cont.)****8.4 OTHER BUDGET COSTS**

TOTAL PROJECT Description of Cost Category	TOTAL COST	C-2 PROGRAM		F U N C T I O N S			FUNDING SOURCE		
		% Cost	Cost	Food Production	Meal Packout	Meal Delivery Program Admin	AAA	Cash	In-Kind
Telephone	960	57	547	0	0	547	0	547	0
Utilities	0	0	0	0	0	0	0	0	0
Office Supplies	0	0	0	0	0	0	0	0	0
Copy Machine Rental	0	0	0	0	0	0	0	0	0
Fundraising Expenses	0	0	0	0	0	0	0	0	0
Liability Insurance	4,800	57	2,736	1,000	1,000	736	0	2,736	0
Dues, Membership	0	0	0	0	0	0	0	0	0
Accounting/Audit	0	0	0	0	0	0	0	0	0
Licensing/Permits	731	57	417	0	0	417	0	417	0
Other Volunteer Recog	1,275	57	727	0	0	727	0	727	0
<b>SUBTOTAL:</b>			4,427	1,000	1,000	2,427	0	4,427	0
<b>TOTAL: (8.1 - 8.4)</b>			11,273	4,452	2,000	4,821	1,382	9,891	0

**SECTION 8 REVENUES C-2**

8.1 REVENUE SOURCES	BUDGET	AAA FUNDS	CASH	IN-KIND
Non-Match:				
Fund Raising	28,186	0	28,186	0
In-Kind	49,920	0	0	49,920
Subtotal:	78,106	0	28,186	49,920
Match:				
Fund Raising	8,000		8,000	
Subtotal:	8,000	0	8,000	0
N.S.I.P.	0	0	0	0
Title III Client Donations:	24,723	0	24,723	0
Title III Funds (OTO \$1,382, State \$528):	28,911	28,911	0	0
County General Funds (\$4,248):	5,569	5,569	0	0
Other	0	0	0	0
<b>TOTAL FUNDS:</b>	<b>145,309</b>	<b>34,480</b>	<b>60,909</b>	<b>49,920</b>

**SECTION 9: DEDUCTIVE FORMULA**

	TOTAL
1.) TOTAL PROJECT BUDGET:	145,309
2.) {LESS} COUNTY GENERAL FUNDS:	5,569
3.) {LESS} N.S.I.P.	0
4.) {LESS} OTHER NON-MATCH FUNDS:	78,106
5.) {EQUALS} T-3 BUDGET COSTS TO BE MATCHED:	61,634
6.) {LESS} T-3 MATCH FUNDS: [at least 10% OF LINE 5]	8,000
7.) {LESS} TITLE III CLIENT DONATIONS:	24,723
8.) {EQUALS} EARNED TITLE III FUNDS:	28,911
TOTAL CONTRACT FUNDING ( LINE 2 + LINE 3 + LINE 8)	34,480
TOTAL NSIP ELIGIBLE MEALS CONTRACTED	5843

0

0

0

0

COB  
~~contracts~~  
office

**ALAMEDA COUNTY BOARD OF SUPERVISORS  
MINUTE ORDER**

*The following action was taken by the Alameda County Board of Supervisors on 12/16/2014*

Approved as Recommended ☒

Other ☐

Unanimous ☐ Chan: ☐ Haggerty: ☐ Miley: ☐ Valle: ☒ Carson: ☐ - 4

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Contract: C-2014-209  
Resolution: R-2014-410F

Documents to be signed by Agency/Purchasing Agent:

File No. 29484

Item No. 4

Copies sent to:

J. Villafior & Auditor

**Special Notes:**

FY 2014-2015 Older  
Americans Act and Older  
Californians Act Grant  
Agreement No. AP-1415-09,  
A01



I certify that the foregoing is a correct  
copy of a Minute Order adopted by the  
Board of Supervisors, Alameda County,  
State of California.

ATTEST:

Clerk of the Board  
Board of Supervisors

By: [Signature]

Deputy



Lori A. Cox  
Agency Director

Thomas L. Berkley Square  
2000 San Pablo Avenue, Fourth Floor  
Oakland, California 94612  
510-271-9100 / Fax: 510-271-9108  
[ssadirector@acgov.org](mailto:ssadirector@acgov.org)  
<http://alamedasocialservices.org>

November 6, 2014

Honorable Board of Supervisors  
Administration Building  
Oakland, California 94612

Dear Board Members:

**SUBJECT:** Approval of Area Plan Grant Agreement Amendment and Contract Amendments for services administered by the Area Agency on Aging

**RECOMMENDATIONS:**

- A. Approve the FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1, between the California Department of Aging and County of Alameda, Area Agency on Aging and authorize the President to sign seven (7) Grant Agreements on behalf of Alameda County, each with an original signature, with a Minute Order authorizing execution of the contract.
- B. Approve the attached Financial Recommendation increasing revenue and appropriations by \$1,362,121.
- C. Approve contract increases totaling \$1,359,648 as detailed in attachment A, and delegate authority to the Social Services Director to sign the contract amendments, under the master contracting process.
- D. Approve a one-time allocation of Measure A Funds in the amount of \$15,000 to provide emergency senior support services.

**SUMMARY/DISCUSSION:**

This letter requests action by your Board to approve and execute Amendment 1 to the Older Americans Act (OAA) and Older Californians Act Grant Agreement issued by the California Department of Aging (CDA) for FY 2014/15.

This grant agreement, which provides an increase of \$408,288 in Special Nutrition (SN) and One-Time-Only (OTO) funds, allocates a total of \$5,879,694.00 to the Alameda County Area Agency on Aging (AAA). Your Board approved the original agreement, AP-1415-09, in the amount of \$5,471,406, on October 7, 2014 (File: 29356; Item: 4). The AAA will retain \$2,473 of the SN & OTO funds for its direct service Ombudsman program and allocate the remaining \$405,815 to its subcontractors as outlined in Attachment A.

Your Board directed that the Social Services Agency (SSA) and Health Care Services Agency (HCSA) collaborate to develop a Countywide plan for seniors. SSA is implementing a strategy that includes three key items: 1) provide one-time emergency funding to support the infrastructure of senior service providers; 2) develop a plan for delivery of technical assistance & capacity building for senior services providers; and 3) develop a Countywide plan for seniors. Attachment A includes emergency funding of \$953,833, which includes a 15% (\$884,012) increase in senior service contracts and \$69,821 to backfill a gap caused by federal sequestration cuts. Please note that the HCSA is providing \$15,000 of the funding from Measure A so that Senior Injury Prevention Program contracts managed by the AAA will also receive emergency funding.

County Counsel has approved this amended grant agreement as to form.

#### **SELECTION CRITERIA/PROCESS:**

*The subcontractors receiving funds under this grant agreement were selected based on recommendations resulting from the 2014-2018 requests for proposals completed by the Alameda County Area Agency on Aging and the Advisory Commission on Aging. The Commission's recommendations for funding from the RFP were approved by your Board on June 24, 2014 (File #29358, Item 5).*

#### **FUNDING**

Financing will come from the SSA budget and federal OTO funds awarded to Alameda County by the CDA through this grant agreement amendment for FY 2014-2015. An additional \$15,000 in funding comes from the Measure A reserve. Approval of these recommendations will bring the total amount of Measure A one-time expenditures that exceed the Fiscal Year 2014-2015 Budget to \$3,879,000. The Measure A expenses will be transferred to the Public Health Department at year end. The subcontractors receiving OAA and OCA funds will meet all match requirements.

Sincerely,



Lori A. Cox  
Agency Director

- Att: 1) Seven Original FY 2014-20145 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1 documents for Board President signature.  
2) Attachment A  
3) Financial Recommendation



## TITLE III/VII, HICAP, MIPPA, FA, TV and SIPP

320200

Period 07/01/14-06/30/15

CONTRACTOR	PC #	PO #	Initial Contract Amount	15% Increase & Sequstration	OTO & Special Nutrition	Amended Contract Amount	Fund Source
Alghani Elderly Association	10855	12300	34,521.00	5,178	6,465	46,164.00	Title III C-1
Disease Prevention	10856	12301	27,471.00	5,752	1,161	34,384.00	Title III D
Alzheimer's Association of Norther CA	10874	12339	30,459.00	5,772	1,865	38,096.00	Title III E
Caregiver Support	10820	12268	81,407.00	18,286	2,975	112,668.00	Title III B
Alzheimer's Services of the East Bay	10762	12184	42,017.00	7,963	2,573	52,553.00	Title III E
Adult Day Care	11006	12449	110,432.70	20,939	2,844	134,215.70	Title III B
Caregiver Support	11019	12475	189,967.00	31,004	1,631	222,602.00	Title III B
Bay Area Community Services (BACS)	10854	12289	25,095.06	3,764		28,859.06	CGF
Adult Day Care - North & South	10918	12365	18,808.80	2,821	-	21,629.80	CGF
Case Management	10826	12275	28,957.00	5,488	1,773	36,218.00	Title III E
City of Alameda	10801	12202	41,868.98	6,280	-	48,148.98	CGF
Senior Center Activities	10786	12190	27,233.00	4,085	5,100	36,418.00	Title III C-1
City of Berkeley	10787	12191	30,768.00	4,615	2,073	37,456.00	Title III C-2
Caregiver Support	10824	12274	22,572.00	4,516	734	27,822.00	Title III B
Information & Assistance	10829	12280	23,770.08	3,566		27,336.08	CGF
City of Emeryville	10935	12389	67,960.00	12,879	4,161	85,000.00	Title III E
Senior Center Activities	10934	12382	55,287.06	8,293	-	63,580.06	CGF
City of Fremont	10860	12303	45,082.00	8,268	979	54,329.00	Title III B
Caregiver Support	10933	12381	10,591.00	2,119	345	13,055.00	Title III B
MSSP	10831	12337	42,859.38	6,429		49,288.38	CGF
Case Management	10757	12179	10,026.00	2,006	326	12,358.00	Title III B
Information & Assistance	10929	12376	123,817.00	23,465	7,581	154,863.00	Title III E
City of Oakland	10930	12377	17,078.00	2,562		19,641.00	SIPP
Senior Center Activities	11034	12494	10,326.00	2,066	336	12,728.00	Title III B

**COMMUNITY BASED ORGANIZATION  
Master Contract Exhibit A and B Coversheet**

Dep't Name: SSA - Adult Aging & Medi-Cal Services Vendor ID #: 0000030524 Board PO #: SOCSEA - 12268

Bus Unit: SOCSEA Master Contract #: 900150 Procurement Contract: 10820 Budget Year: 2015

Acct #	Fund #	Dept #	Program #	Subclass #	Project /Grant #	Amount to be Encumbered	Total Contract Amount
610341	10000	320200	33610			\$2,975	\$94,382
610341	10000	320200	34700			\$18,286	\$18,286

Justification if partial encumbrance or liquidation requested:

**Federal Funds Waiver#:** F604

Contract Maximum: \$112,668.00

Procurement Contract **Begin Date:** 7/01/14

**Expire Date:** 6/30/15

Period of Funding: **From:** 7/01/14

**To:** 6/30/15

Department Contact: **Tracy Murray**

Telephone: 510 577 1966 QIC Code: 24551

Contractor Name: Alzheimer's Services of the East Bay

Project Name:

Contractor Address: 2320 Channing Way  
Berkeley, CA 94704

ALCOLINK Vendor Address #: 1

BOS Dist # 5

Remittance Address: Same

Contractor Telephone: 510-644-8292 x325

Fax#: 510-540-6771

E-mail

micheal@aseb.org

Contractor Contact Person: Micheal Pope

E-mail(Contact):

micheal@aseb.org

Contract Service Category: Adlt Day Care/ Adult Day Health (Title III B) Estimated Units of Service: See Exhibit A

Method of Reimbursement (Invoicing Procedures): Actual costs in arrears

History of Funding:	Original	Amendment #1	Amendment #2	Amendment #3	Amendment #4
Funding Level	\$91407	\$112,668.00			
Amount of Encumbrance	\$91407	\$21,261			
File Date	6/24/14	12/16/14			
File / Item #	29358-5	29484-4			
Reason	Board Action	Board Action			

Funding Source Allocation:


Federal / CFDA # ( 93.044 )	State	County
\$94,382		\$18,286

The signatures below signify that the attached Exhibits A and B have been reviewed, negotiated and finalized. The Contractor also signifies agreement with all provisions of the Master Contract.

**DEPARTMENT**

**CONTRACTOR**

By

  
Signature

By

  
Signature

Print Name: **Lori A. Cox**

Title: **Social Services Agency Director**

Print Name: **Micheal Pope**

Title: **Executive Director**

**Alzheimer's Services of the East Bay**

Date:

02/20/15

Date:

1/20/15

Alameda County Department of Social Services

Reference: Master Contract #: 900150  
Procurement #: 10820

**CONTRACT AMENDMENT**

Reference is made to that Contract made and entered into on the 1st day of July, 2014, by and between Alzheimer's Services of the East Bay, herein called and referred to as "Contractor" and the COUNTY OF ALAMEDA, a body corporate and politic of the State of California, hereinafter called and referred to as "County".

Said contract is hereby amended in the following manner:

CONTRACT FOR ALZHEIMER'S DAY CARE (TITLE III B)

**EXHIBIT A:**

The units of Service shall increase to following:

# OF NEW SENIORS TO BE SERVED ANNUALLY	SERVICE UNIT NAME	MIS UNIT #	NUMBER OF UNITS TO BE PROVIDED	
			ANNUALLY	MONTHLY (approx)
63	Hours of Attendance	47	10874	906

**EXHIBIT B:**

**One Time Only Funds:** The One Time only allocation of \$2975 will be used to fund baseline operations during the period July 1, 2014 to June 30, 2015. The service units have been increased to reflect the increased dollar amount.

**County General Funds:** The County funded dollar of \$18286 will be used to fund baseline operations during the period July 1, 2014 to June 30, 2015. No additional service units have been added.

The amended budgets are attached which increases the allocation by \$21,261.00 for a total allocation of \$112,668.00.

Except as herein amended, said Contract is continued in full force and effect.

The Contract Amendment is effective as of the 16th day of December 2014.

**COUNTY OF ALAMEDA**

By   
Lori A. Cox  
Title: Social Services Agency Director

Date: 02/20/15

**CONTRACTOR**

Alzheimer's Services of the East Bay  
2320 Channing Way  
Berkeley, CA 94704

By   
Micheal Pope  
Title: Executive Director

Date: 1/20/15



Master Contract #:

Exhibit #:

**ALAMEDA COUNTY AREA AGENCY ON AGING CONTRACT BUDGET**

Budget Effective Date: 01/14/2015

Revision No.: 2

Date Prepared:

January 14, 2015

Contractor: Alzheimer's Services of the East Bay

Contract Term:

7/1/2014-6/30/2015

**MIS Program: Title III**

Provider No.:

**SECTION 1 SALARIES AND EMPLOYEE BENEFITS**

1.1 PAID STAFF (FTE = __ hrs/wk)		TOTAL PROJECT	AAA FUNDED	OTHER	
List # pos., %FTE, wages		BUDGET (1)	PROJECT BUDGET (2)	CASH	IN-KIND
(1) Executive Director	100% \$59.30	123344		123344	
(1) Financial Director	100% \$32.04	66650		66650	
(1) Acctg. Assist.	100% \$13.91	28922		28922	
(1) Bookkeeping Assist.	100% \$21.86	45462		45462	
(1) Development Director	100% \$20.99	43653		43653	
(1) Executive Assistant	60% \$14.42	29994		29994	
(3) Program Director	100% \$26.40 AVG	164736		164736	
(3) Admin. Asst. Program	93.75% \$15.17 AVG	88745		88745	
(3) Activity Coordinator	93.75% \$15.51 AVG	90734		90734	
(3) Social Worker	100% \$23.98 AVG	149635		149635	
(5) Registered Nurse	43.75% \$33.39 AVG	151925		151925	
(9) Program Specialists	68.75% \$11.56 AVG	148777		148777	
(1) Physical Therapist	52.5% \$51.50	56238		56238	
(3) OT Aide	81.25% \$11.95 AVG	60587		60587	
(3) PT Aide	81.25% \$11.95 AVG	60587		60587	
(3) Dietary Aide	81.25% \$13.57 AVG	68800		68800	
(7) Drivers	100% \$15.34 AVG	223350		223350	
(1) Occupational Therapist	52.5% \$51.50	56,238		56,238	
consultants/interns		5,230		5,230	
(2) International Marketing Interns	80% \$15.00 AVG	49,920		49,920	
Independent Contractors:					
Family Support Program		10,000		10,000	
Other Clinical (Family Support Program)		11386		11386	
Computer/IT		749		749	
Web Design		3,168		3,168	
Payroll					
Other Admin		5230		5230	
		0			
<b>Subtotal:</b>		<b>1,744,060</b>	<b>0</b>	<b>1,744,060</b>	<b>0</b>

**1.2 TAXES AND BENEFITS**

Payroll Taxes	112,121		112,121	
Miscellaneous Personnel				
Health Insurance	114,454		114,454	
Workers' Comp.	85,858		85,858	
	0			
	0			
	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>312,433</b>	<b>0</b>	<b>312,433</b>	<b>0</b>

**1.3 IN-KIND STAFF/VOLUNTEERS (List # pos., % FTE, Pay equivalent)**

	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SALARY/BENEFIT BUDGET</b> (Sections 1.1, 1.2, 1.3)	<b>2,056,493</b>	<b>0</b>	<b>2,056,493</b>	<b>0</b>

## SECTION 2 SERVICES AND SUPPLIES

2.1 TRAVEL AND TRAINING	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
Staff Travel	8,812		8,812	
Conferences/Conventions	3,123		3,123	
Staff Training	6,354		6,354	
Staff recruitment/appreciation	2,100		2,100	
<b>Subtotal:</b>	<b>20,389</b>	<b>0</b>	<b>20,389</b>	<b>0</b>
<b>2.2 OCCUPANCY</b>				
Rent: Hayward (CGF \$11,825)	38,400	31,025	7,375	
Berkeley (interest & depreciation)	38,638	3,503	35,135	
Insurance	10,312	6,000	4,312	
Telephone	14,708	14,000	708	
Utilities (OTO \$2,975)	24,254	22,975	1,279	
Janitorial/Maintenance (CGF \$6,461)	59,794	29,165	30,629	
General Liability Ins.	21,054		21,054	
Property Taxes	5,603		5,603	
<b>Subtotal:</b>	<b>212,763</b>	<b>106,668</b>	<b>106,095</b>	<b>0</b>

### 2.3 OTHER BUDGET COSTS

Supplies/Postage	8,242	3,000	5,242	
Minor Equip. (Each Item Under \$500)	2,600		2,600	
Printing/Copying/Graphics	7,656	3,000	4,656	
Copier Lease	16,654		16,654	
Audit/Payroll Services	32,300		32,300	
Membership/Dues/Subscrip.	6,336		6,336	
Equipment Maintenance	2,000		2,000	
Directory and Advertising	13,742		13,742	
Other: Participant Meals - Prepared	73,401		73,401	
Client Van Vouchers	240		240	
Depreciation Expense	70,000		70,000	
Interest Expense	4,902		4,902	
Fees & Licenses	33,139		33,139	
Uncollectable Fees	5,250		5,250	
Participant Food and Supplies	8,941		8,941	
Medical Supplies	7,266		7,266	
Program Supplies	2,896		2,896	
Therapy Equipment	300		300	
Miscellaneous	500		500	
Tables & Chairs for Hayward Site	11,825		11,825	
Emergency supplies	6,390		6,390	
Annual Event	21,895		21,895	
<b>Subtotal:</b>	<b>336,475</b>	<b>6,000</b>	<b>330,475</b>	<b>0</b>

### 2.4 VEHICLE BUDGET

Gas/Oil MilesxRate	100,152		100,152	
Maintenance	59,790		59,790	
Vehicle Insurance	23,540		23,540	
Other: Transportation - General	3,093		3,093	
<b>Subtotal:</b>	<b>186,575</b>	<b>0</b>	<b>186,575</b>	<b>0</b>
<b>TOTAL SERVICES/SUPPLIES BUDGET</b>	<b>756,202</b>	<b>112,668</b>	<b>643,534</b>	<b>0</b>

## SECTION 3 CAPITAL EQUIPMENT

3.1 Capital Equipment <i>List Items Costing \$5,000+ (Include Funding Source)</i>	TOTAL PROJECT COSTS (1)	AAA FUNDED PROJECT COSTS (2)	OTHER	
			CASH	IN-KIND
	0		0	
	0			
	0			
<b>TOTAL CAPITAL EQUIPMENT BUDGET</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>GRAND TOTAL BUDGET (Sections 1.1 - 3.1)</b>	<b>2,812,695</b>	<b>112,668</b>	<b>2,700,027</b>	<b>0</b>



## SECTION 4 REVENUES

4.1 REVENUE SOURCES:	Total	AAA	Other		Committed Funds
	Project Funds	Project Funding	CASH	IN-KIND	
<b>Non-Match:</b>					
Participant Contributions	739,818		739,818		
Medi-Cal/CBAS/Managed Care	1,145,256		1,145,256		
California Food Program	73,449		73,449		
Early Stage/ Training	5,320		5,320		
City of Oakland	25,200		25,200		25,200
City of Berkeley	45,924		45,924		
City of Fremont					
ACTC	100,000		100,000		100,000
Network/Misc.	21,980		21,980		21,980
Foundation Grants	162,000		162,000		
Fund Raising	128,634		128,634		
General Revenue	3,250		3,250		
Reserve Acc't Draw	50,654		50,654		
Title III E Family Support	52553		52553		52553
Family Support Program	13,097		13,097		
Medi-Cal	57892		57892		
	0				
	0				
	0				
<b>Subtotal:</b>	<b>2,625,027</b>	<b>0</b>	<b>2,625,027</b>	<b>0</b>	<b>199,733</b>
<b>Match:</b>					
Older American Act (10%)					
City of Hayward	75,000		75,000		75,000
	0			0	
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
<b>Subtotal:</b>	<b>75,000</b>	<b>0</b>	<b>75,000</b>	<b>0</b>	<b>75,000</b>
Title III Client Donations (if applicable):					0
Title III Funds : (OTO \$2,975)	94,382	94,382			94,382
County General Funds:	18,286	18,286			18,286
CBSP Funds (if applicable):					
<b>TOTAL FUNDS:</b>	<b>2,812,695</b>	<b>112,668</b>	<b>2,700,027</b>	<b>0</b>	<b>387,401</b>

2,812,695

2,700,027

## SECTION 5 DEDUCTIVE FORMULA (Title III Funded Programs Only)

	TOTAL
1.) TOTAL PROJECT BUDGET:	2,812,695
2.) {LESS} COUNTY GENERAL FUNDS:	18,286
3.) {LESS} OTHER NON-MATCH FUNDS:	2,625,027
4.) {EQUALS} TITLE III BUDGET COSTS TO BE MATCHED:	169,382
5.) {LESS} TITLE III MATCH FUNDS: [minimum of 0% OF LINE 4]	75,000
6.) {LESS} TITLE III CLIENT DONATIONS:	0
7.) {EQUALS} EARNED TITLE III FUNDS:	94,382

# ALAMEDA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

The following action was taken by the Alameda County Board of Supervisors on 12/16/2014

Approved as Recommended ☒

Other ☐

Unanimous ☐ Chan: ☐ Haggerty: ☐ Miley: ☐ Valle: ☒ Carson: ☐ - 4

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Contract: C-2014-209

Resolution: R-2014-410F

Documents to be signed by Agency/Purchasing Agent:

File No. 29484

Item No. 4

Copies sent to:

J. Villaflor & Auditor

Special Notes:

FY 2014-2015 Older  
Americans Act and Older  
Californians Act Grant  
Agreement No. AP-1415-09,  
A01



I certify that the foregoing is a correct  
copy of a Minute Order adopted by the  
Board of Supervisors, Alameda County,  
State of California.

ATTEST:

Clerk of the Board  
Board of Supervisors

By: [Signature]

Deputy



Lori A. Cox  
Agency Director

Thomas L. Berkley Square  
2000 San Pablo Avenue, Fourth Floor  
Oakland, California 94612  
510-271-9100 / Fax: 510-271-9108  
[ssadirector@acgov.org](mailto:ssadirector@acgov.org)  
<http://alamedasocialservices.org>

November 6, 2014

Honorable Board of Supervisors  
Administration Building  
Oakland, California 94612

Dear Board Members:

**SUBJECT:** Approval of Area Plan Grant Agreement Amendment and Contract Amendments for services administered by the Area Agency on Aging

**RECOMMENDATIONS:**

- A. Approve the FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1, between the California Department of Aging and County of Alameda, Area Agency on Aging and authorize the President to sign seven (7) Grant Agreements on behalf of Alameda County, each with an original signature, with a Minute Order authorizing execution of the contract.
- B. Approve the attached Financial Recommendation increasing revenue and appropriations by \$1,362,121.
- C. Approve contract increases totaling \$1,359,648 as detailed in attachment A, and delegate authority to the Social Services Director to sign the contract amendments, under the master contracting process.
- D. Approve a one-time allocation of Measure A Funds in the amount of \$15,000 to provide emergency senior support services.

**SUMMARY/DISCUSSION:**

This letter requests action by your Board to approve and execute Amendment 1 to the Older Americans Act (OAA) and Older Californians Act Grant Agreement issued by the California Department of Aging (CDA) for FY 2014/15.

This grant agreement, which provides an increase of \$408,288 in Special Nutrition (SN) and One-Time-Only (OTO) funds, allocates a total of \$5,879,694.00 to the Alameda County Area Agency on Aging (AAA). Your Board approved the original agreement, AP-1415-09, in the amount of \$5,471,406, on October 7, 2014 (File: 29356; Item: 4). The AAA will retain \$2,473 of the SN & OTO funds for its direct service Ombudsman program and allocate the remaining \$405,815 to its subcontractors as outlined in Attachment A.

Your Board directed that the Social Services Agency (SSA) and Health Care Services Agency (HCSA) collaborate to develop a Countywide plan for seniors. SSA is implementing a strategy that includes three key items: 1) provide one-time emergency funding to support the infrastructure of senior service providers; 2) develop a plan for delivery of technical assistance & capacity building for senior services providers; and 3) develop a Countywide plan for seniors. Attachment A includes emergency funding of \$953,833, which includes a 15% (\$884,012) increase in senior service contracts and \$69,821 to backfill a gap caused by federal sequestration cuts. Please note that the HCSA is providing \$15,000 of the funding from Measure A so that Senior Injury Prevention Program contracts managed by the AAA will also receive emergency funding.

County Counsel has approved this amended grant agreement as to form.

#### SELECTION CRITERIA/PROCESS:

*The subcontractors receiving funds under this grant agreement were selected based on recommendations resulting from the 2014-2018 requests for proposals completed by the Alameda County Area Agency on Aging and the Advisory Commission on Aging. The Commission's recommendations for funding from the RFP were approved by your Board on June 24, 2014 (File #29358, Item 5).*

#### FUNDING

Financing will come from the SSA budget and federal OTO funds awarded to Alameda County by the CDA through this grant agreement amendment for FY 2014-2015. An additional \$15,000 in funding comes from the Measure A reserve. Approval of these recommendations will bring the total amount of Measure A one-time expenditures that exceed the Fiscal Year 2014-2015 Budget to \$3,879,000. The Measure A expenses will be transferred to the Public Health Department at year end. The subcontractors receiving OAA and OCA funds will meet all match requirements.

Sincerely,



Lori A. Cox  
Agency Director

- Att: 1) Seven Original FY 2014-20145 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1 documents for Board President signature.  
2) Attachment A  
3) Financial Recommendation



CONTRACTOR	PC #	PO #	Initial Contract Amount	15% Increase & Sequestration	OTO & Special Nutrition	Amended Contract Amount	Fund Source
Nutrition C-1	11033	12493	64,757.00	9,714	12,126	86,597.00	Title III C-1
Ethiopian Community Family Caregiver Support	11008	12451	10,318.00	1,958	632	12,906.00	Title III E
Family Bridges Information & Assistance	10875	12340	15,897.00	3,181	517	19,595.00	Title III B
Senior Center Activities	10879	12427	28,246.00	5,251	854	32,351.00	Title III B
Visiting	10802	12255	13,036.00	2,607	424	16,067.00	Title III B
Family Caregiver Alliance Caregiver Support	10760	12181	95,553.00	18,108	5,850	119,511.00	Title III E
Family Support Services of the BA Caregiver Support	10761	12183	51,260.00	9,714	3,138	64,112.00	Title III E
Hayward Area Recreation & Park District Senior Center Activities	10912	12358	24,100.56	3,615		27,715.56	CGF
J-Sei Case Management	10819	12267	10,432.00	2,087	339	12,858.00	Title III B
Visiting	10818	12268	8,021.00	1,604	261	9,888.00	Title III B
Nutrition C-2	10807	12260	28,322.00	4,248	1,910	34,480.00	Title III C-2
Korean Community Center of the East Bay Information & Assistance	11017	12474	16,751.00	3,351	545	20,647.00	Title III B
Life ElderCare	10771	12188	29,078.00	5,817	948	35,841.00	Title III B
Visiting	10769	12187	10,326.00	2,066	336	12,728.00	Title III B
Visiting - Lavender	10937	12390	49,211.00	7,382	3,318	59,911.00	Title III C-2
Nutrition C-2	10978	12426	25,281.00	3,794		29,085.00	SIPP
Legal Assistance for Seniors	10876	12324	19,356.00	3,647	201	23,204.00	Title VIIb
Elder Abuse Prevention	10877	12325	11,908.00	1,786		13,694.00	MIPPA
MIPPA	10928	12398	36,942.00	6,541		42,483.00	FA
Financial alignment	10871	12321	348,274.00	57,263	3,460	408,897.00	Title III B
Legal Services	10872	12322	393,895.00	59,099		453,094.00	HICAP
Lifelong Medical Care	10813	12359	38,699.00	7,342	1,194	45,235.00	Title III B
Health Services	10813	12359	27,471.00	5,752	1,162	34,385.00	Title III D
Disease Prevention	10331	12327	182,248.00	27,337	34,127	243,712.00	Title III C-1
Jan Speer dba Nutrition Solutions	10331	12327	205,831.00	30,875	13,878	250,584.00	Title III C-2
Nutrition C-1	10334	12350	25,795.00	4,888	1,579	32,262.00	Title III E
On Lok Senior Health Services	10822	12273	132,303.00	19,845	24,774	176,922.00	Title III C-1
Family Caregiver Support	10828	12279	10,000.00	1,500		11,500.00	SIPP
Open Heart Kitchen	10811	12402	27,471.00	5,762	1,162	34,385.00	Title III D
Nutrition C-1	10910	12401	40,375.00	7,651	2,472	50,498.00	Title III E
Rebuilding Together Oakland							
Injury Prevention							
Senior Support Services of the Tri Valley							
Disease Prevention							
Caregiver Support							



**COMMUNITY BASED ORGANIZATION  
MASTER CONTRACT EXHIBIT A & B COVERSHEET**

Dept Name: SSA-Adult, Aging, & Medi-Cal Services Vendor ID #: 00000029679 Board PO #: 12322  
 Bus Unit: SOCA Master Contract #: 900189 Procurement Contract #: 10872 Budget Year 2015

Acct #	Fund #	Dept #	Program #	Subclass #	Project / Grant #	Amount to be Encumbered	Total Contract Amount
610341	10000	320200	34360				\$393,995
610341	10000	320200	34700			\$59,099	\$59,099

Justification if partial encumbrance or liquidation requested: \_\_\_\_\_

Federal Funds Waiver #: F-605 Contract Maximum: \$453,094  
 Procurement Contract Begin Date: 07/01/14 Expire Date: 06/30/15 Period of Funding From: 07/01/14 To: 06/30/15

Department Contact: Tracy Murray Telephone #: 510-577-1966 QIC Code: 24551

Contractor Name: Legal Assistance for Seniors

Project Name: Health Insurance Counseling & Advocacy Program (HICAP)

Contractor Address: 1970 Broadway, Suite 300, Oakland, CA 94612

Remittance Address: 1970 Broadway, Suite 300, Oakland, CA 94612 ALCOLINK Vendor Address #: 5

BOS Dist. #: 3

Contractor Telephone #: 510-987-7390 Ext. 317 Fax #: 510-987-7399 E-mail (Signatory): jvandeusen@lashicap.org

Contractor Contact Person: Francel D'Andrea/Janet Van Deusen E-mail (Contact): Janet Van Deusen

Contract Service Category: Health Insurance Counseling & Advocacy Program (HICAP)

Estimated Units of Service: See Exhibit A

Method of Reimbursement (Invoicing Procedures): Actual costs in arrears

History of Funding:	Original	Amendment #1	Amendment #2	Amendment #3	Amendment #4
Funding Level	\$393,995	\$453,094			
Amount of Encumbrance	\$393,995	\$59,099			
File Date	6-24-14	12-16-14			
File / Item #	29358-5	29484-4			
Reason	Board Action	Board Action			

Funding Source Allocation:	Federal - CFDA #: 93.779	State	County	State Special Fund
	\$146,806	\$247,189	\$59,099	

The signatures below signify that the attached Exhibits A and B have been received, negotiated and finalized. The Contractor also signifies agreement with all provisions of the Master Contract.

**DEPARTMENT**

By  \_\_\_\_\_  
 Signature

Lori A. Cox  
 Print or Type Name

Title Social Services Agency Director Date 02/20/15

**CONTRACTOR**

By  \_\_\_\_\_  
 Signature

Francel D'Andrea  
 Print or Type Name

Title Executive Director Date 2-3-15

**Alameda County Department of Social Services**

Reference: Master Contract #: 900189  
Procurement #: 10872

**CONTRACT AMENDMENT**

Reference is made to that Contract made and entered into on the 1st day of July, 2014, by and between Legal Assistance for Seniors, herein called and referred to as "Contractor" and the COUNTY OF ALAMEDA, a body corporate and politic of the State of California, hereinafter called and referred to as "County".

Said contract is hereby amended in the following manner:

**HEALTH INSURANCE COUNSELING & ADVOCACY PROGRAM (HICAP)**

**EXHIBIT A:**

**Section III. A.13. Baseline Operations Objective:** A one-time-only allocation of \$59,099 will be used to support baseline operations during the period July 1, 2014 through June 30, 2015.

**EXHIBIT B:**

The amended budget is attached, which increases the allocation by **\$59,099** for a total allocation of **\$453,094** for the contract period July 1, 2014 through June 30, 2015.

Except as herein amended, said Contract is continued in full force and effect.

**The Contract Amendment is effective as of the 16 day of December 2014.**

***COUNTY OF ALAMEDA***

***CONTRACTOR***

Legal Assistance for Seniors  
1970 Broadway, Suite 300  
Oakland, CA 94612

By  \_\_\_\_\_

By  \_\_\_\_\_  
Authorized Signature of Contractor

Title: **Social Services Agency Director**

Title: **Executive Director**

Date: 02/20/15

Date: 2/5/15

**EXHIBIT A**

11. A minimum of one thousand (1,000) Legal Representation Hours will be provided this State fiscal year.
12. A minimum of sixteen hundred (1,600) Volunteer Hours (Paid and In-Kind hours to include training and travel time) will be provided this State fiscal year.
13. **Baseline Operations Objective:** A one-time only allocation of \$59,099 will be used to support baseline operations during the period July 1, 2014 through June 30, 2015.

# OF NEW CLIENTS TO BE SERVED ANNUALLY (2,138)	SERVICE UNIT NAME	NUMBER OF UNITS TO BE PROVIDED	
		ANNUALLY	MONTHLY (Approx.)
PM 1.1	Clients Counseled (Finalized Intakes/Unduplicated)	2,138 clients	178
PM 1.2	Public and Media Events	219 events	18
PM 2.1	Total All Contacts	14,183 contacts	1,182
PM 2.2	People Reached at Public and Media (PAM) Events	12,847 people	1,071
PM 2.3	Contacts with Beneficiaries Due to Disability	1,231 contacts	103
PM 2.4	Contacts with Low-Income Beneficiaries	6,273 contacts	523
PM 2.5	All Plans Enrollment /Enrollment & Assistance Contacts	6,901 contacts	575
PM 2.6	Part D (Only) Enrollment / Enrollment Assistance Contacts	4,814 contacts	401
PM 2.7	Counseling Hours	4,303 hours	359

	Legal Clients Represented per State Fiscal Year	100 clients	8
	Legal Representation Hours per State Fiscal Year	1,000 hours	83
	Volunteer (Paid and In-kind) Hours to include training & travel time per State Fiscal Year	1,600 volunteer hours	133

#### **IV. PROVISIONS AND REMEDIES FOR FAILURE TO MEET PERFORMANCE STANDARD**

Contractor agrees to meet the monthly contracted level of service and the specified performance standards unless there are circumstances beyond the contractor's control such as natural disasters, fire, theft, unanticipated increases in inflation, and shortages of necessary supplies or materials due to labor disputes or other causes.

##### **A. Supportive Services**

## EXHIBIT B

Exhibit #:

## ALAMEDA COUNTY AREA AGENCY ON AGING CONTRACT BUDGET

Budget Effective Date: 7/1/14

Revision No.: 1

2/3/2015

Contractor: Legal Assistance for Seniors

Contract Term: 7/1/14 - 6/30/15

MIS Program: HICAP

Provider No.: 1101

## SECTION 1 SALARIES AND EMPLOYEE BENEFITS

1.1 PAID STAFF (FTE = 35 hrs/wk) List # pos., %FTE, wages	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
Executive Director, Approx. 14.1% of 1 FTE @ \$85,409	12,049	12,049	0	
HICAP Program Manager, 100% of 1 FTE @ \$61,072 (91.43% July-Dec & 100% FTE Jan-Jun)	61,072	61,072	0	
HICAP Volunteer Coordinator, Approx 97.5% 1 FTE @ \$34,000	33,150	33,150	0	
Managing Attorney, Approx. 2.6% of 1 FTE @ \$60,190	1,577	1,577	0	
Chief Financial Officer, Approx. 35.5% of 1 FTE @ \$69,899	24,313	22,354	1,959	
Operations Manager, approx. 35% of 1 FTE @ \$52,000	18,174	17,059	1,115	
Staff Attorney, Approx. 62.4% of 1 FTE @ \$47,470	29,602	26,642	2,960	
Staff Attorney, Approx. 33.8% of 1 FTE @ \$43,481	14,688	10,281	4,407	
Advocate, Approx. 64.1% of 1 FTE @ \$31,013	19,867	15,463	4,404	
Advocate, Approx. 53.8% of 1 FTE @ \$32,000	17,210	17,210	0	
Advocate, 100% of approx 80.2% FTE @ \$32,760 (13 weeks)	6,567		6,567	
Advocate, Approx 57.14% FTE @ \$32,760 (27.6 weeks)	9,936		9,936	
Advocate, Approx 42.86% FTE @ \$32,760 (26 weeks)	7,020		7,020	
Contract Administrator, Approx. 36.4% of 1 FTE @ \$29,011	10,559	9,503	1,056	
Administrative Assistant, 100% of 83% FTE @ \$28,028	23,273	23,273	0	
Administrative Assistant, Approx. 34.2% of 1 FTE @ \$25,971	8,884	8,884	0	
Administrative Assistant, Approx. 54.1% of 1 FTE @ \$27,318	14,782	14,782	0	
	0		0	
<b>Subtotal:</b>	<b>312,723</b>	<b>273,299</b>	<b>39,424</b>	<b>0</b>

## 1.2 TAXES AND BENEFITS

FICA	25,304	20,907	4,397	
SUI/SDI	3,298	2,569	729	
Health Insurance	40,589	31,976	8,613	
Workers' Comp.	2,763	2,733	30	
Retirement & Benefit Plan Fees	11,009	8,199	2,810	
<b>Subtotal:</b>	<b>82,963</b>	<b>66,384</b>	<b>16,579</b>	<b>0</b>

## 1.3 IN-KIND STAFF/VOLUNTEERS (List # pos., % FTE, Pay equivalent)

Volunteer Counselors, 1,625 hours @ \$45 per hour	73,125			73,125
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>73,125</b>	<b>0</b>	<b>0</b>	<b>73,125</b>
<b>TOTAL SALARY/BENEFIT BUDGET</b> (Sections 1.1, 1.2, 1.3)	<b>468,811</b>	<b>339,683</b>	<b>56,003</b>	<b>73,125</b>

Ex-B-Bgt.WB2 (A1.D49)

Page 1 of 3



## SECTION 2 SERVICES AND SUPPLIES

2.1 TRAVEL AND TRAINING	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
Staff Travel: 10,385 Miles x \$0.55 p/mile	5,712	5,712	0	
Conferences/Conventions				
Staff & Volunteer Training	3,000	3,000	0	
Vol. Travel: 7,500 Miles x \$0.55 p/mile	6,000	6,000	0	
Volunteer Recognition	4,000	4,000	0	
<b>Subtotal:</b>	<b>18,712</b>	<b>18,712</b>	<b>0</b>	<b>0</b>

### 2.2 OCCUPANCY

Rent or Mortgage	58,281	56,779	1,502	
Telephone	3,198	2,793	405	
Janitorial/Maintenance				
General Liability Ins.	7,424	6,488	936	
<b>Subtotal:</b>	<b>68,903</b>	<b>66,060</b>	<b>2,843</b>	<b>0</b>

### 2.3 OTHER BUDGET COSTS

Supplies/Postage	4,531	3,255	1,276	
Equipment (Computers, Software/Upgrades)	2,487	887	1,600	
Equipment Maintenance & Lease	3,618	2,661	957	
Printing/Copying/Graphics	3,482	1,935	1,547	
Computer/Website Maintenance	5,792	3,485	2,307	
Payroll Service fees	839	739	100	
Consultants (translation, CPA, etc.)	7,630	6,630	1,000	
Membership/Dues	4,600	3,600	1,000	
Outreach/Health Fair Fees	1,269	1,269	0	
Books/Library	1,320	1,320	0	
Staff Support/Staff Recruitment	1,321	1,321	0	
Misc. (Bank Fees)	1,808	1,537	271	
Benefit Plan Administrative Fees	0	0	0	
<b>Subtotal:</b>	<b>38,697</b>	<b>28,639</b>	<b>10,058</b>	<b>0</b>

### 2.4 VEHICLE BUDGET

Gas/Oil _____ Miles x Rate _____	0			
Maintenance	0			
Vehicle Insurance	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SERVICES/SUPPLIES BUDGET</b>	<b>126,312</b>	<b>113,411</b>	<b>12,901</b>	<b>0</b>

## SECTION 3 CAPITAL EQUIPMENT

3.1 Capital Equipment <i>List Items Costing \$5,000+ (Include Funding Source)</i>	TOTAL PROJECT COSTS (1)	AAA FUNDED PROJECT COSTS (2)	OTHER	
			CASH	IN-KIND
	0			
	0			
	0			
<b>TOTAL CAPITAL EQUIPMENT BUDGET</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>GRAND TOTAL BUDGET (Sections 1.1 - 3.1)</b>	<b>595,123</b>	<b>453,094</b>	<b>68,904</b>	<b>73,125</b>
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## SECTION 4 REVENUES

4.1 REVENUE SOURCES:	Total Project Funds	AAA Project Funding	Other		Committed Funds
			CASH	IN-KIND	
<b>Non-Match:</b>					
In-Kind Volunteer Counselors	73,125			73,125	
<b>County of Alameda, Health Care Services</b>	<b>6,154</b>		<b>6,154</b>		<b>6,154</b>
County of Contra Costa-HICAP	10,000		10,000		
Cities of Alameda, Fremont, Hayward, Livermore & Pleasanton	6,000		6,000		
The California Wellness Foundation	46,750		46,750		46,750
<b>Subtotal:</b>	<b>142,029</b>	<b>0</b>	<b>68,904</b>	<b>73,125</b>	<b>52,904</b>
<b>Match:</b>					
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
HICAP State Funds	247,189	247,189			
HICAP Federal Funds	146,806	146,806			
HICAP Funds (County 15% Increase)	59,099	59,099			
MIPPA Funds	0		0		
<b>TOTAL FUNDS:</b>	<b>595,123</b>	<b>453,094</b>	<b>68,904</b>	<b>73,125</b>	<b>52,904</b>

## SECTION 5 DEDUCTIVE FORMULA (Title III Funded Programs Only)

	TOTAL
1.) TOTAL PROJECT BUDGET:	595,123
2.) {LESS} MIPPA3 FUNDS:	0
3.) {LESS} OTHER NON-MATCH FUNDS:	142,029
4.) {EQUALS} HICAP BUDGET COSTS TO BE MATCHED:	0
5.) {LESS} HICAP MATCH FUNDS: [minimum of 25% OF LINE 4]	0
6.) {LESS} HICAP CLIENT DONATIONS:	0
7.) {EQUALS} EARNED HICAP FUNDS:	453,094

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HICAP Legal Representation Services are provided [W&I Code, Section 9541 c (3)]:

Amount Budgeted: 99,006

Mental Health (Outreach/Training/Other) for Duals:

Amount Budgeted: 7,341

## **Exhibit D**

### **Audit Requirements**

The County contracts with various organizations to carry out programs mandated by the Federal and State governments or sponsored by the Board of Supervisors. Under the Single Audit Act Amendments of 1996 (31 U.S.C.A. §§ 7501-7507) and Board policy, the County has the responsibility to determine whether organizations receiving funds through the County have spent them in accordance with applicable laws, regulations, contract terms, and grant agreements. To this end, effective with the first fiscal year beginning on and after December 26, 2014, the following are required.

#### **I. AUDIT REQUIREMENTS**

##### **A. Funds from Federal Sources:**

1. Non-Federal entities which are determined to be subrecipients by the supervising department according to 2 CFR § 200.330 and which expend annual Federal awards in the amount specified in 2 CFR § 200.501 are required to have a single audit performed in accordance with 2 CFR § 200.514.
2. When a non-Federal entity expends annual Federal awards in the amount specified in 2 CFR § 200.501(a) under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or terms and conditions of the Federal award do not require a financial statement audit of the auditee, the non-Federal entity may elect to have a program-specific audit conducted in accordance with 2 CFR § 200.507 (Program Specific Audits).
3. Non-Federal entities which expend annual Federal awards less than the amount specified in 2 CFR § 200.501(d) are exempt from the single audit requirements for that year except that the County may require a limited-scope audit in accordance with 2 CFR § 200.503(c).

##### **B. Funds from All Sources:**

Non-Federal entities which expend annual funds from any source (Federal, State, County, etc.) through the County in an amount of:

1. \$100,000 or more must have a financial audit in accordance with the U.S. Comptroller General's Generally Accepted Government Auditing Standards (GAGAS) covering all County programs.
2. Less than \$100,000 are exempt from these audit requirements except as otherwise noted in the contract.

Non-Federal entities that are required to have or choose to do a single audit in accordance with 2 CFR Subpart F, Audit Requirements are not required to have a financial audit in the same year. However, Non-Federal entities that are required to have a financial audit may also be required to have a limited-scope audit in the same year.

C. General Requirements for All Audits:

1. All audits must be conducted in accordance with Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States (GAGAS).
2. All audits must be conducted annually, except for biennial audits authorized by 2 CFR § 200.504 and where specifically allowed otherwise by laws, regulations, or County policy.
3. The audit report must contain a separate schedule that identifies all funds received from or passed through the County that is covered by the audit. County programs must be identified by contract number, contract amount, contract period, and amount expended during the fiscal year by funding source. An exhibit number must be included when applicable.
4. If a funding source has more stringent and specific audit requirements, these requirements must prevail over those described above.

II. **AUDIT REPORTS**

A. For Single Audits

1. Within the earlier of 30 calendar days after receipt of the auditor's report or nine months after the end of the audit period, the auditee must electronically submit to the Federal Audit Clearinghouse (FAC) the data collection form described in 2 CFR § 200.512(b) and the reporting package described in 2 CFR § 200.512(c). The auditee and auditors must ensure that the reporting package does not include protected personally identifiable information. The FAC will make the reporting package and the data collection form available on a web site and all Federal agencies, pass-through entities and others interested in a reporting package and data collection form must obtain it by accessing the FAC. As required by 2 CFR § 200.512(a)(2), unless restricted by Federal statutes or regulations, the auditee must make copies available for public inspection.
2. A notice of the audit report issuance along with two copies of the management letter with its corresponding response should be sent to the County supervising department within ten calendar days after it is submitted to the FAC. The County supervising department is responsible for forwarding a copy of the audit report, management letter, and corresponding responses to the County Auditor within one week of receipt.

B. For Audits other than Single Audits

At least two copies of the audit report package, including all attachments and any management letter with its corresponding response, should be sent to the County supervising department within six months after the end of the audit year, or other time frame as specified by the department. The County supervising department is responsible for forwarding a copy of the audit report package to the County Auditor within one week of receipt.

### **III. AUDIT RESOLUTION**

Within 30 days of issuance of the audit report, the entity must submit to its County supervising department a corrective action plan consistent with 2 CFR § 200.511(c) to address each audit finding included in the current year auditor's report. Questioned costs and disallowed costs must be resolved according to procedures established by the County in the Contract Administration Manual. The County supervising department will follow up on the implementation of the corrective action plan as it pertains to County programs.

### **IV. ADDITIONAL AUDIT WORK**

The County, the State, or Federal agencies may conduct additional audits or reviews to carry out their regulatory responsibilities. To the extent possible, these audits and reviews will rely on the audit work already performed under the audit requirements listed above.



COB  
(CONTRACT'S OFFICE)

## ALAMEDA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

The following action was taken by the Alameda County Board of Supervisors on 12/16/2014

Approved as Recommended ☒

Other ☐

Unanimous ☐ Chan: ☐ Haggerty: ☐ Miley: ☐ Valle: ☒ Carson: ☐ - 4

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Contract: C-2014-209

Resolution: R-2014-410F

Documents to be signed by Agency/Purchasing Agent:

File No. 29484

Item No. 4

Copies sent to:

J. Villaflor & Auditor

### Special Notes:

FY 2014-2015 Older  
Americans Act and Older  
Californians Act Grant  
Agreement No. AP-1415-09,  
A01



I certify that the foregoing is a correct  
copy of a Minute Order adopted by the  
Board of Supervisors, Alameda County,  
State of California.

ATTEST:

Clerk of the Board  
Board of Supervisors

By: [Signature]

Deputy



Lori A. Cox  
Agency Director

Thomas L. Berkley Square  
2000 San Pablo Avenue, Fourth Floor  
Oakland, California 94612  
510-271-9100 / Fax: 510-271-9108  
[ssadirector@acgov.org](mailto:ssadirector@acgov.org)  
<http://alamedasocialservices.org>

November 6, 2014

Honorable Board of Supervisors  
Administration Building  
Oakland, California 94612

Dear Board Members:

**SUBJECT:** Approval of Area Plan Grant Agreement Amendment and Contract Amendments for services administered by the Area Agency on Aging

**RECOMMENDATIONS:**

- A. Approve the FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1, between the California Department of Aging and County of Alameda, Area Agency on Aging and authorize the President to sign seven (7) Grant Agreements on behalf of Alameda County, each with an original signature, with a Minute Order authorizing execution of the contract.
- B. Approve the attached Financial Recommendation increasing revenue and appropriations by \$1,362,121.
- C. Approve contract increases totaling \$1,359,648 as detailed in attachment A, and delegate authority to the Social Services Director to sign the contract amendments, under the master contracting process.
- D. Approve a one-time allocation of Measure A Funds in the amount of \$15,000 to provide emergency senior support services.

**SUMMARY/DISCUSSION:**

This letter requests action by your Board to approve and execute Amendment 1 to the Older Americans Act (OAA) and Older Californians Act Grant Agreement issued by the California Department of Aging (CDA) for FY 2014/15.

This grant agreement, which provides an increase of \$408,288 in Special Nutrition (SN) and One-Time-Only (OTO) funds, allocates a total of \$5,879,694.00 to the Alameda County Area Agency on Aging (AAA). Your Board approved the original agreement, AP-1415-09, in the amount of \$5,471,406, on October 7, 2014 (File: 29356; Item: 4). The AAA will retain \$2,473 of the SN & OTO funds for its direct service Ombudsman program and allocate the remaining \$405,815 to its subcontractors as outlined in Attachment A.

Your Board directed that the Social Services Agency (SSA) and Health Care Services Agency (HCSA) collaborate to develop a Countywide plan for seniors. SSA is implementing a strategy that includes three key items: 1) provide one-time emergency funding to support the infrastructure of senior service providers; 2) develop a plan for delivery of technical assistance & capacity building for senior services providers; and 3) develop a Countywide plan for seniors. Attachment A includes emergency funding of \$953,833, which includes a 15% (\$884,012) increase in senior service contracts and \$69,821 to backfill a gap caused by federal sequestration cuts. Please note that the HCSA is providing \$15,000 of the funding from Measure A so that Senior Injury Prevention Program contracts managed by the AAA will also receive emergency funding.

County Counsel has approved this amended grant agreement as to form.

#### SELECTION CRITERIA/PROCESS:

*The subcontractors receiving funds under this grant agreement were selected based on recommendations resulting from the 2014-2018 requests for proposals completed by the Alameda County Area Agency on Aging and the Advisory Commission on Aging. The Commission's recommendations for funding from the RFP were approved by your Board on June 24, 2014 (File #29358, Item 5).*

#### FUNDING

Financing will come from the SSA budget and federal OTO funds awarded to Alameda County by the CDA through this grant agreement amendment for FY 2014-2015. An additional \$15,000 in funding comes from the Measure A reserve. Approval of these recommendations will bring the total amount of Measure A one-time expenditures that exceed the Fiscal Year 2014-2015 Budget to \$3,879,000. The Measure A expenses will be transferred to the Public Health Department at year end. The subcontractors receiving OAA and OCA funds will meet all match requirements.

Sincerely,



Lori A. Cox  
Agency Director

- Att: 1) Seven Original FY 2014-20145 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1 documents for Board President signature.  
2) Attachment A  
3) Financial Recommendation

CONTRACTOR	PC #	PO #	Initial Contract Amount	15% Increase & Sequestration	OTO & Special Nutrition	Amended Contract Amount	Fund Source
Nutrition C-1	11033	12493	64,757.00	9,714	12,126	86,597.00	Title III C-1
Ethiopian Community Family Caregiver Support	11008	12451	10,318.00	1,958	632	12,906.00	Title III E
Family Bridges Information & Assistance	10875	12340	15,897.00	3,181	517	19,595.00	Title III B
Senior Center Activities	10879	12427	28,246.00	5,251	854	32,351.00	Title III B
Visiting	10802	12255	13,036.00	2,607	424	16,067.00	Title III B
Family Caregiver Alliance Caregiver Support	10760	12181	95,553.00	18,108	5,850	119,511.00	Title III E
Family Support Services of the BA Caregiver Support	10761	12183	51,280.00	9,714	3,138	84,112.00	Title III E
Hayward Area Recreation & Park District Senior Center Activities	10912	12358	24,100.56	3,615		27,715.56	CGF
J-Sol Case Management	10819	12287	10,432.00	2,087	339	12,858.00	Title III B
Visiting	10818	12286	8,021.00	1,604	261	9,886.00	Title III B
Nutrition C-2	10807	12260	28,322.00	4,248	1,910	34,480.00	Title III C-2
Korean Community Center of the East Bay Information & Assistance	11017	12474	16,751.00	3,351	545	20,647.00	Title III B
Life ElderCare	10771	12188	29,078.00	5,817	948	35,841.00	Title III B
Visiting	10769	12187	10,326.00	2,066	336	12,728.00	Title III B
Visiting - Lavender	10937	12380	49,211.00	7,382	3,318	59,911.00	Title III C-2
Nutrition C-2	10978	12426	25,291.00	3,784		29,085.00	SIPP
Injury Prevention							
Legal Assistance for Seniors	10876	12324	19,356.00	3,647	201	23,204.00	Title VIIb
Elder Abuse Prevention	10877	12325	11,808.00	-1,786		13,694.00	MIPPA
MIPPA	10928	12386	36,942.00	5,541		42,483.00	FA
Financial alignment	10871	12321	346,274.00	57,263	3,460	406,997.00	Title III B
Legal Services			393,995.00	59,098		453,094.00	HICAP
HICAP	10872	12322					
Lifelong Medical Care	10813	12359	36,699.00	7,342	1,194	45,235.00	Title III B
Health Services	10813	12359	27,471.00	5,752	1,162	34,385.00	Title III D
Disease Prevention							
Jan Spear dba Nutrition Solutions	10331	12327	182,248.00	27,337	34,127	243,712.00	Title III C-1
Nutrition C-1	10331	12327	205,831.00	30,875	13,878	250,584.00	Title III C-2
Nutrition C-2							
On Lok Senior Health Services	10334	12350	25,795.00	4,888	1,579	32,262.00	Title III E
Family Caregiver Support							
Open Heart Kitchen	10822	12273	132,303.00	19,845	24,774	176,922.00	Title III C-1
Nutrition C-1							
Rebuilding Together Oakland	10828	12279	10,000.00	1,500		11,500.00	SIPP
Injury Prevention							
Senior Support Services of the Tri Valley	10911	12402	27,471.00	5,762	1,162	34,385.00	Title III D
Disease Prevention	10910	12401	40,375.00	7,651	2,472	50,498.00	Title III E
Caregiver Support							

**COMMUNITY BASED ORGANIZATION  
MASTER CONTRACT EXHIBIT A & B COVERSHEET**

Dept Name: SSA-Adult, Aging, & Medi-Cal Services Vendor ID #: 00000029679 Board PO #: 12324  
 Bus Unit: SOCA Master Contract #: 900189 Procurement Contract #: 10876 Budget Year 2015

Acct #	Fund #	Dept #	Program #	Subclass #	Project / Grant #	Amount to be Encumbered	Total Contract Amount
610341	10000	320200	34200				\$19,356
610341	10000	320200	34200			\$201	\$201
610341	10000	320200	34700			\$3,647	\$3,647

Justification if partial encumbrance or liquidation requested: \_\_\_\_\_

Federal Funds Waiver #: F604 Contract Maximum: \$23,204  
 Procurement Contract Begin Date: 07/01/14 Expire Date: 06/30/15 Period of Funding From: 07/01/14 To: 06/30/15

Department Contact: Tracy Murray Telephone #: 510-577-1966 QIC Code: 24551

Contractor Name: Legal Assistance for Seniors

Project Name: Elder Abuse Prevention Program – Title VIIb

Contractor Address: 1970 Broadway, Suite 300, Oakland, CA 94612

Remittance Address: 1970 Broadway, Suite 300, Oakland, CA 94612 ALCOLINK Vendor Address #: 5

BOS Dist. #: 3

Contractor Telephone #: 510-987-7390 Ext. 317 Fax #: 510-987-7399 E-mail (Signatory): fdandrea@lashicap.org

Contractor Contact Person: Francel D'Andrea/Kirsten Voyles E-mail (Contact): Francel D'Andrea

Contract Service Category: Elder Abuse Prevention Program – Title VIIb

Estimated Units of Service: See Exhibit A

Method of Reimbursement (Invoicing Procedures): Actual costs in arrears

History of Funding:	Original	Amendment #1	Amendment #2	Amendment #3	Amendment #4
Funding Level	\$19,356	\$23,204			
Amount of Encumbrance	\$19,356	\$3,848			
File Date	6-24-14	12-16-14			
File / Item #	29358-5	29484-4			
Reason	Board Action	Board Action			

Funding Source Allocation:	Federal - CFDA #: 93.041	State	County	State Special Fund
	\$19,557		\$3,647	

The signatures below signify that the attached Exhibits A and B have been received, negotiated and finalized. The Contractor also signifies agreement with all provisions of the Master Contract.

**DEPARTMENT**

By \_\_\_\_\_

Signature

Lori A. Cox

Print or Type Name

Title Social Services Agency Director Date 02/20/15

**CONTRACTOR**

By \_\_\_\_\_

Signature

Francel D'Andrea

Print or Type Name

Title Executive Director Date 2-3-15



**Alameda County Department of Social Services**

Reference: Master Contract #: 900189

Procurement #: 10876

**CONTRACT AMENDMENT**

Reference is made to that Contract made and entered into on the 1st day of July, 2014, by and between Legal Assistance for Seniors, herein called and referred to as "Contractor" and the COUNTY OF ALAMEDA, a body corporate and politic of the State of California, hereinafter called and referred to as "County".

Said contract is hereby amended in the following manner:

**ELDER ABUSE PREVENTION (TITLE VIIB)**

**EXHIBIT A:**

**Section II. B .4. One-Time Only Objective:** A one-time-only allocation of **\$201** will be used to purchase program supplies during the period of July 1, 2014 through June 30, 2015.

**Section II. B. 5. Baseline Operations Objective:** A one-time-only allocation of **\$3,647** will be used to support baseline operations during the period July 1, 2014 through June 30, 2015.

**EXHIBIT B:**

The amended budget is attached, which increases the allocation by **\$3,848** for a total allocation of **\$23,204** for the contract period July 1, 2014 through June 30, 2015.

Except as herein amended, said Contract is continued in full force and effect.

**The Contract Amendment is effective as of the 16 day of December 2014.**

**COUNTY OF ALAMEDA**

**CONTRACTOR**

Legal Assistance for Seniors  
1970 Broadway, Suite 300  
Oakland, CA 94612

By  \_\_\_\_\_

By  \_\_\_\_\_  
Authorized Signature of Contractor

Title: **Social Services Agency Director**

Title: **Executive Director**

Date: 02/20/15

Date: 2/5/15

**EXHIBIT A****B. MIS Units of Service**

Contractor shall perform the following units of service during this contract period in a manner that distributes them reasonably and evenly over the months of the contract.

1. Services shall be targeted to persons 60 years and older as follows:

Countywide:

31% aged 75 and older  
 21% in greatest economic need  
 33% functionally impaired  
 50% minorities

2. A minimum of three hundred (300) new unduplicated Seniors shall be provided service this contract year.
3. Thirteen (13) units (sessions) of Elder Abuse Prevention, Education and Training (includes one (1) Elder Abuse Conference) will be provided annually.
4. **One Time Only Objective:** A one-time-only allocation of \$201 will be used to purchase program supplies during the period of July 1, 2014 through June 30, 2015.
5. **Baseline Operations Objective:** A one-time-only allocation of \$3,647 will be used to support baseline operations during the period of July 1, 2014 through June 30, 2015.

# OF NEW SENIORS TO BE SERVED ANNUALLY (300)	SERVICE UNIT NAME	NUMBER OF UNITS TO BE PROVIDED	
		Annually	Monthly (approx)
	Elder Abuse Education & Training	13 Sessions	1

**C. Definitions**

Master Contract #:

Exhibit #:

**ALAMEDA COUNTY AREA AGENCY ON AGING CONTRACT BUDGET**

Budget Effective Date: July 1, 2014

Revision No.: 1

Date Prepared:

January 23, 2015

Contractor: Legal Assistance for Seniors

Contract Term:

7/01/2014 - 06/30/2015

MIS Program: Elder Abuse

Provider No.:

**SECTION 1 SALARIES AND EMPLOYEE BENEFITS**

1.1 PAID STAFF (FTE = <u>35</u> hrs/wk) List # pos., %FTE, wages	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
Executive Director, Approx. 27% of 1 FTE @ \$85,409	23,181	2,318	20,863	
Managing Attorney, Approx. 2.8% of 1 FTE @ \$60,190	1,685	472	1,213	
Chief Financial Officer, Approx. 6.9% of 1 FTE @ \$69,899	4,803		4,803	
Development Assistant, 25% of 1 FTE @ \$33,015 (6 months)	4,217	1,686	2,531	
Operation Manager & HR, Approx. 7% of 1 FTE @ \$52,000	3,665		3,665	
Staff Attorney, Approx. 4.8% of 1 FTE @ \$44,723	2,147	898	1,249	
Advocate, Approx 11.6% of 1 FTE @ 33,015	3,828	876	2,952	
Contract Administrator, Approx. 7% of 1 FTE @ \$29,011	2,042		2,042	
Administrative Assistant, Approx. 6.9% of 1 FTE @ \$25,971	1,793		1,793	
Subtotal:	47,361	6,250	41,111	0

**1.2 TAXES AND BENEFITS**

FICA	3,623	478	3,145	
SUI/SDI	474	63	411	
Health Insurance	5,210	688	4,522	
Retirement & Pre-Tax Benefits	1,421	188	1,233	
Workers Compensation	521	69	452	
Subtotal:	11,248	1,484	9,764	0

**1.3 IN-KIND STAFF/VOLUNTEERS (List # pos., % FTE, Pay equivalent)**

Volunteer Attorneys/Professionals, 220 hours @ \$100 per hour	22,000			22,000
Volunteer Advocates, 10 hours @ \$45 per hour	450			450
Volunteer Administrative Assistants, 160 hours @ \$15 per hour	2,400			2,400
Subtotal:	24,850	0	0	24,850

**TOTAL SALARY/BENEFIT BUDGET**

(Sections 1.1, 1.2, 1.3)	83,459	7,734	50,875	24,850
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Ex-B-Bgt.WB2 {A1.D49}

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## SECTION 2 SERVICES AND SUPPLIES

2.1 TRAVEL AND TRAINING	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET	OTHER	
			CASH	IN-KIND
Staff/Vol Travel: <u>364</u> Miles x \$.55 Rate	200	100	100	
Conferences Costs	5,000	5,000	0	
Staff & Volunteer Training	137		137	
			0	
<b>Subtotal:</b>	5,337	5,100	237	0

### 2.2 OCCUPANCY

Rent or Mortgage	11,455	1,975	9,480	
Telephone	618	105	513	
Utilities				
Janitorial/Maintenance				
Insurance, General, E&O	1,422	355	1,067	
<b>Subtotal:</b>	13,495	2,435	11,060	0

### 2.3 OTHER BUDGET COSTS

Supplies & Minor Equipment	1,075	600	475	
Postage & Delivery	744	105	639	
Technology Upgrades/equipment	481		481	
Printing/Copying	2,180	529	1,651	
Equipment Maintenance & Lease	700		700	
Bookkeeping Services (Audit)	721		721	
Membership/Dues/Subscriptions			0	
Indirect Costs			0	
Other: Payroll Svc Fees	163		163	
Staff/Volunteer Support & Recruit	275		275	
Consultants, Computer & General	1,876		1,876	
<b>Consultants: Conference Coordinator</b>	10,000	6,500	3,500	
Books			0	
Bank Fees	350		350	
Benefit Plan Fees	0		0	
Outreach Costs OTO	201	201	0	
<b>Subtotal:</b>	18,766	7,935	10,831	0

### 2.4 VEHICLE BUDGET

	0			
	0			
	0			
<b>Subtotal:</b>	0	0	0	0
<b>TOTAL SERVICES/SUPPLIES BUDGET</b>	37,598	15,470	22,128	0

## SECTION 3 CAPITAL EQUIPMENT

3.1 Capital Equipment <i>List Items Costing \$5,000+ (Include Funding Source)</i>	TOTAL PROJECT COSTS (1)	AAA FUNDED PROJECT COSTS (2)	OTHER	
			CASH	IN-KIND
	0			
	0			
	0			
<b>TOTAL CAPITAL EQUIPMENT BUDGET</b>	0	0	0	0
<b>GRAND TOTAL BUDGET (Sections 1.1 - 3.1)</b>	121,057	23,204	73,003	24,850

## SECTION 4 REVENUES

4.1 REVENUE SOURCES:	Total Project Funds	AAA Project Funding	Other		Committed Funds
			CASH	IN-KIND	
<b>Non-Match:</b>					
Cities of Alameda, Fremont, Hayward, Livermore & Plesanton	0		0		
Elder Abuse Registration Fees	19,000		19,000		
Elder Abuse Sponsorships	16,500		16,500		
Foundations/Corporations	35,003		35,003		
Volunteer Attorneys/Professionals	22,000			22,000	
Volunteer Advocates	450			450	
Volunteer Administrative Assistants	2,400			2,400	
<b>Subtotal:</b>	95,353	0	70,503	24,850	0
<b>Match:</b>					
Elder Abuse Sponsorships	2,500		2,500		
<b>Subtotal:</b>	2,500	0	2,500	0	0
Title III Client Donations (if applicable):	0				0
Elder Abuse Funds: (County 15% Increase)	3,647	3,647			3,647
Federal Elder Abuse Funds: (OTO)	19,557	19,557			19,557
CBSP Funds (if applicable):	0				0
<b>TOTAL FUNDS:</b>	121,057	23,204	73,003	24,850	23,204

## SECTION 5 DEDUCTIVE FORMULA (Title III Funded Programs Only)

	TOTAL
1.) TOTAL PROJECT BUDGET:	121,057
2.) {LESS} COUNTY GENERAL FUNDS:	
3.) {LESS} OTHER NON-MATCH FUNDS:	95,353
4.) {EQUALS} TITLE III BUDGET COSTS TO BE MATCHED:	25,704
5.) {LESS} TITLE III MATCH FUNDS: [minimum of 10% OF LINE 4]	2,500
6.) {LESS} TITLE III CLIENT DONATIONS:	0
7.) {EQUALS} EARNED Elder Abuse FUNDS:	23,204

Ex-B-Bgt. WB2 (E102.J145)

Page 3 of 3



## **Exhibit D**

### **Audit Requirements**

The County contracts with various organizations to carry out programs mandated by the Federal and State governments or sponsored by the Board of Supervisors. Under the Single Audit Act Amendments of 1996 (31 U.S.C.A. §§ 7501-7507) and Board policy, the County has the responsibility to determine whether organizations receiving funds through the County have spent them in accordance with applicable laws, regulations, contract terms, and grant agreements. To this end, effective with the first fiscal year beginning on and after December 26, 2014, the following are required.

#### **I. AUDIT REQUIREMENTS**

##### **A. Funds from Federal Sources:**

1. Non-Federal entities which are determined to be subrecipients by the supervising department according to 2 CFR § 200.330 and which expend annual Federal awards in the amount specified in 2 CFR § 200.501 are required to have a single audit performed in accordance with 2 CFR § 200.514.
2. When a non-Federal entity expends annual Federal awards in the amount specified in 2 CFR § 200.501(a) under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or terms and conditions of the Federal award do not require a financial statement audit of the auditee, the non-Federal entity may elect to have a program-specific audit conducted in accordance with 2 CFR § 200.507 (Program Specific Audits).
3. Non-Federal entities which expend annual Federal awards less than the amount specified in 2 CFR § 200.501(d) are exempt from the single audit requirements for that year except that the County may require a limited-scope audit in accordance with 2 CFR § 200.503(c).

##### **B. Funds from All Sources:**

Non-Federal entities which expend annual funds from any source (Federal, State, County, etc.) through the County in an amount of:

1. \$100,000 or more must have a financial audit in accordance with the U.S. Comptroller General's Generally Accepted Government Auditing Standards (GAGAS) covering all County programs.
2. Less than \$100,000 are exempt from these audit requirements except as otherwise noted in the contract.

Non-Federal entities that are required to have or choose to do a single audit in accordance with 2 CFR Subpart F, Audit Requirements are not required to have a financial audit in the same year. However, Non-Federal entities that are required to have a financial audit may also be required to have a limited-scope audit in the same year.

C. General Requirements for All Audits:

1. All audits must be conducted in accordance with Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States (GAGAS).
2. All audits must be conducted annually, except for biennial audits authorized by 2 CFR § 200.504 and where specifically allowed otherwise by laws, regulations, or County policy.
3. The audit report must contain a separate schedule that identifies all funds received from or passed through the County that is covered by the audit. County programs must be identified by contract number, contract amount, contract period, and amount expended during the fiscal year by funding source. An exhibit number must be included when applicable.
4. If a funding source has more stringent and specific audit requirements, these requirements must prevail over those described above.

II. **AUDIT REPORTS**

A. For Single Audits

1. Within the earlier of 30 calendar days after receipt of the auditor's report or nine months after the end of the audit period, the auditee must electronically submit to the Federal Audit Clearinghouse (FAC) the data collection form described in 2 CFR § 200.512(b) and the reporting package described in 2 CFR § 200.512(c). The auditee and auditors must ensure that the reporting package does not include protected personally identifiable information. The FAC will make the reporting package and the data collection form available on a web site and all Federal agencies, pass-through entities and others interested in a reporting package and data collection form must obtain it by accessing the FAC. As required by 2 CFR § 200.512(a)(2), unless restricted by Federal statutes or regulations, the auditee must make copies available for public inspection.
2. A notice of the audit report issuance along with two copies of the management letter with its corresponding response should be sent to the County supervising department within ten calendar days after it is submitted to the FAC. The County supervising department is responsible for forwarding a copy of the audit report, management letter, and corresponding responses to the County Auditor within one week of receipt.

B. For Audits other than Single Audits

At least two copies of the audit report package, including all attachments and any management letter with its corresponding response, should be sent to the County supervising department within six months after the end of the audit year, or other time frame as specified by the department. The County supervising department is responsible for forwarding a copy of the audit report package to the County Auditor within one week of receipt.

### **III. AUDIT RESOLUTION**

Within 30 days of issuance of the audit report, the entity must submit to its County supervising department a corrective action plan consistent with 2 CFR § 200.511(c) to address each audit finding included in the current year auditor's report. Questioned costs and disallowed costs must be resolved according to procedures established by the County in the Contract Administration Manual. The County supervising department will follow up on the implementation of the corrective action plan as it pertains to County programs.

### **IV. ADDITIONAL AUDIT WORK**

The County, the State, or Federal agencies may conduct additional audits or reviews to carry out their regulatory responsibilities. To the extent possible, these audits and reviews will rely on the audit work already performed under the audit requirements listed above.

CoB

Contracts  
Office

# ALAMEDA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

The following action was taken by the Alameda County Board of Supervisors on 12/16/2014

Approved as Recommended ☒

Other ☐

Unanimous ☐ Chan: ☐ Haggerty: ☐ Miley: ☐ Valle: ☒ Carson: ☐ - 4

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Contract: C-2014-209  
Resolution: R-2014-410F

Documents to be signed by Agency/Purchasing Agent:

File No. 29484

Item No. 4

Copies sent to:

J. Villaflor & Auditor

## Special Notes:

FY 2014-2015 Older  
Americans Act and Older  
Californians Act Grant  
Agreement No. AP-1415-09,  
A01



I certify that the foregoing is a correct  
copy of a Minute Order adopted by the  
Board of Supervisors, Alameda County,  
State of California.

ATTEST:

Clerk of the Board  
Board of Supervisors

By: [Signature]

Deputy



Lori A. Cox  
Agency Director

Thomas L. Berkley Square  
2000 San Pablo Avenue, Fourth Floor  
Oakland, California 94612  
510-271-9100 / Fax: 510-271-9108  
[ssadirector@acgov.org](mailto:ssadirector@acgov.org)  
<http://alamedasocialservices.org>

November 6, 2014

Honorable Board of Supervisors  
Administration Building  
Oakland, California 94612

Dear Board Members:

**SUBJECT:** Approval of Area Plan Grant Agreement Amendment and Contract Amendments for services administered by the Area Agency on Aging

**RECOMMENDATIONS:**

- A. Approve the FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1, between the California Department of Aging and County of Alameda, Area Agency on Aging and authorize the President to sign seven (7) Grant Agreements on behalf of Alameda County, each with an original signature, with a Minute Order authorizing execution of the contract.
- B. Approve the attached Financial Recommendation increasing revenue and appropriations by \$1,362,121.
- C. Approve contract increases totaling \$1,359,648 as detailed in attachment A, and delegate authority to the Social Services Director to sign the contract amendments, under the master contracting process.
- D. Approve a one-time allocation of Measure A Funds in the amount of \$15,000 to provide emergency senior support services.

**SUMMARY/DISCUSSION:**

This letter requests action by your Board to approve and execute Amendment 1 to the Older Americans Act (OAA) and Older Californians Act Grant Agreement issued by the California Department of Aging (CDA) for FY 2014/15.



This grant agreement, which provides an increase of \$408,288 in Special Nutrition (SN) and One-Time-Only (OTO) funds, allocates a total of \$5,879,694.00 to the Alameda County Area Agency on Aging (AAA). Your Board approved the original agreement, AP-1415-09, in the amount of \$5,471,406, on October 7, 2014 (File: 29356; Item: 4). The AAA will retain \$2,473 of the SN & OTO funds for its direct service Ombudsman program and allocate the remaining \$405,815 to its subcontractors as outlined in Attachment A.

Your Board directed that the Social Services Agency (SSA) and Health Care Services Agency (HCSA) collaborate to develop a Countywide plan for seniors. SSA is implementing a strategy that includes three key items: 1) provide one-time emergency funding to support the infrastructure of senior service providers; 2) develop a plan for delivery of technical assistance & capacity building for senior services providers; and 3) develop a Countywide plan for seniors. Attachment A includes emergency funding of \$953,833, which includes a 15% (\$884,012) increase in senior service contracts and \$69,821 to backfill a gap caused by federal sequestration cuts. Please note that the HCSA is providing \$15,000 of the funding from Measure A so that Senior Injury Prevention Program contracts managed by the AAA will also receive emergency funding.

County Counsel has approved this amended grant agreement as to form.

#### **SELECTION CRITERIA/PROCESS:**

*The subcontractors receiving funds under this grant agreement were selected based on recommendations resulting from the 2014-2018 requests for proposals completed by the Alameda County Area Agency on Aging and the Advisory Commission on Aging. The Commission's recommendations for funding from the RFP were approved by your Board on June 24, 2014 (File #29358, Item 5).*

#### **FUNDING**

Financing will come from the SSA budget and federal OTO funds awarded to Alameda County by the CDA through this grant agreement amendment for FY 2014-2015. An additional \$15,000 in funding comes from the Measure A reserve. Approval of these recommendations will bring the total amount of Measure A one-time expenditures that exceed the Fiscal Year 2014-2015 Budget to \$3,879,000. The Measure A expenses will be transferred to the Public Health Department at year end. The subcontractors receiving OAA and OCA funds will meet all match requirements.

Sincerely,



Lori A. Cox  
Agency Director

- 
- Att: 1) Seven Original FY 2014-20145 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1 documents for Board President signature.  
2) Attachment A  
3) Financial Recommendation

CONTRACTOR	PC #	PO #	Initial Contract Amount	15% Increase & Sequestration	OTO & Special Nutrition	Amended Contract Amount	Fund Source
Nutrition C-1	11033	12493	64,757.00	9,714	12,126	86,587.00	Title III C-1
Ethiopian Community Family Caregiver Support	11008	12451	10,318.00	1,956	632	12,906.00	Title III E
Family Bridges Information & Assistance	10875	12340	15,897.00	3,181	517	19,595.00	Title III B
Senior Center Activities	10979	12427	26,246.00	5,251	854	32,351.00	Title III B
Visiting	10802	12255	13,036.00	2,607	424	16,067.00	Title III B
Family Caregiver Alliance Caregiver Support	10760	12181	95,553.00	18,108	5,850	118,511.00	Title III E
Family Support Services of the BA Caregiver Support	10761	12183	51,260.00	9,714	3,138	64,112.00	Title III E
Hayward Area Recreation & Park District Senior Center Activities	10812	12358	24,100.56	3,615		27,715.56	CGF
J-Sei Case Management	10819	12267	10,432.00	2,087	339	12,858.00	Title III B
Visiting	10818	12268	8,021.00	1,604	261	9,886.00	Title III B
Nutrition C-2	10807	12260	28,322.00	4,248	1,910	34,480.00	Title III C-2
Korean Community Center of the East Bay Information & Assistance	11017	12474	16,751.00	3,351	545	20,647.00	Title III B
Life ElderCare	10771	12188	29,078.00	5,817	948	35,841.00	Title III B
Visiting - Lavender	10769	12187	10,326.00	2,066	336	12,728.00	Title III B
Nutrition C-2	10937	12380	49,211.00	7,382	3,318	59,911.00	Title III C-2
Injury Prevention	10978	12426	25,281.00	3,794		29,085.00	SIPP
Legal Assistance for Seniors	10876	12324	19,356.00	3,647	201	23,204.00	Title VIIb
Elder Abuse Prevention	10877	12325	11,908.00	1,786		13,694.00	MIPPA
MIPPA	10928	12386	36,942.00	5,541		42,483.00	FA
Financial alignment	10871	12321	346,274.00	57,263	3,460	406,997.00	Title III B
Legal Services	10872	12322	393,995.00	59,099		453,094.00	HICAP
LifeLong Medical Care	10913	12359	36,699.00	7,342	1,194	45,235.00	Title III B
Health Services	10913	12359	27,471.00	5,752	1,162	34,385.00	Title III D
Disease Prevention	10331	12327	182,248.00	27,337	34,127	243,712.00	Title III C-1
Jan Speer dba Nutrition Solutions	10331	12327	205,831.00	30,875	13,878	250,584.00	Title III C-2
Nutrition C-1	10334	12350	25,795.00	4,888	1,579	32,262.00	Title III E
On Lok Senior Health Services	10822	12273	132,303.00	19,845	24,774	176,922.00	Title III C-1
Family Caregiver Support	10828	12279	10,000.00	1,500		11,500.00	SIPP
Open Heart Kitchen	10911	12402	27,471.00	5,752	1,162	34,385.00	Title III D
Nutrition C-1	10910	12401	40,375.00	7,651	2,472	50,498.00	Title III E
Rebuilding Together Oakland							
Injury Prevention							
Senior Support Services of the Tri Valley							
Disease Prevention							
Caregiver Support							

**COMMUNITY BASED ORGANIZATION**  
**Master Contract Exhibit A and B Coversheet**

Dept Name: SSA – Adult , Aging & Medi-Cal Services Vendor ID #: 0000028381 Board PO #: SOCSA-12266  
 Bus Unit: SOCSA Master Contract #: 900184 Procurement Contract #: 10818 Budget Year: 2015

Acct #	Fund #	Dept #	Program #	Subclass #	Project /Grant #	Amount to be Encumbered	Total Contract Amount
610341	10000	320200	33605			\$261	\$8282.00
610341	10000	320200	34700			\$1604	\$1604.00

Justification if partial encumbrance or liquidation requested:

Federal Waiver #: F604 Contract Maximum: \$9,886.00

Procurement Contract Begin Date: 7/01/14 Expire Date: 6/30/15  
 Period of Funding: From: 7/01/14 To: 6/30/15  
 Department Contact: Tracy Murray Telephone: 510-577-1966 QIC Code: 24551  
 Contractor Name: J-Sei, Inc.  
 Project Name: \_\_\_\_\_  
 Contractor Address: 2126 Channing Way ALCOLINK Vendor Address #: 1  
Berkeley, CA. 94704 BOS Dist. # 5  
 Remittance Address: Same as above

Contractor Telephone: 510-848-3560 x106 Fax: 510-848-3631 E-mail( Signatory): diane@j-sei.org  
 Contractor Contact Person: Diane Wong E-mail(Contact): diane@j-sei.org  
 Contract Service Category: Visiting Estimated Units of Service: See Exhibit A  
 Method of Reimbursement (Invoicing Procedures): Actual costs in arrears

History of Funding:	Original	Amendment #1	Amendment #2	Amendment #3	Amendment #4
Funding Level	\$8021	\$9,886.00			
Amount of Encumbrance	\$8021	\$1865.00			
File Date	6/24/14	12/16/14			
File / Item #	29358-5	29484-4			
Reason	Board Action	Board Action			

Funding Source Allocation:	Federal / CFDA # ( 93.044)	State	County
	\$8282.00		\$1604.00

The signatures below signify that the attached Exhibits A and B have been reviewed, negotiated and finalized. The Contractor also signifies agreement with all provisions of the Master Contract.

**DEPARTMENT**

By   
 Signature  
**Lori A. Cox**  
 Print or Type Name  
 Title **Social Services Agency Director**  
 Date 02/20/15

**CONTRACTOR**

By   
 Signature  
**Diane Wong**  
 Print or Type Name  
 Title **Executive Director** Date 7/9/15

Alameda County Department of Social Services

Reference: Master Contract #: 900184  
Procurement #: 10818

**CONTRACT AMENDMENT**

Reference is made to that Contract made and entered into on the 1st day of July, 2014, by and between J-Sei Inc., herein called and referred to as "Contractor" and the COUNTY OF ALAMEDA, a body corporate and politic of the State of California, hereinafter called and referred to as "County".

Said contract is hereby amended in the following manner:

**CONTRACT FOR VISITING SERVICES**

**EXHIBIT A:**

The units of services shall be increased to following:

# OF NEW SENIORS TO BE SERVED ANNUALLY	SERVICE UNIT NAME	NUMBER OF UNITS TO BE PROVIDED	
		ANNUALLY	MONTHLY (approx.)
21	Visiting (hours)	535	44

**EXHIBIT B:**

**One Time Only Funds:** The One time only allocation of \$261 will be used to fund baseline operations during the period July 1, 2013 to September 30, 2013. The service units have been increased, see exhibit A.

**County General Funds:** The County funded dollar amount of \$1,604 will be used to fund baseline operations during the period of July 1, 2014 through June 30, 2015.

The amended budgets are attached which increases the allocation by \$1865 for a total allocation of \$9,886.00.

Except as herein amended, said Contract is continued in full force and effect.

The Contract Amendment is effective as of the 16th day of December 2014.

**COUNTY OF ALAMEDA**

By   
Lori A. Cox

Title: Social Services Agency Director

Date: 02/20/15

**CONTRACTOR**

J-Sei Inc.  
2126 Channing Way,  
Berkeley, CA. 94704

By   
Diane Wong

Title: Executive Director

Date: 1/9/15



Master Contract #:

Exhibit #:

**ALAMEDA COUNTY AREA AGENCY ON AGING CONTRACT BUDGET**

Budget Effective Date: July 1, 2014

Revision No.: \_1

Date Prepared:

June 19, 2014

Contractor: J-Sei, Inc.

Contract Term:

07/01/14 - 06/30/15

**MIS Program: Friendly Visitor**

Provider No.:

**SECTION 1 SALARIES AND EMPLOYEE BENEFITS**

1.1 PAID STAFF (FTE = 40 hrs/wk) List # pos., % FTE, wages	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
Executive Director - 5% FTE (\$96,000)	4,800	1,000	3,800	
Case Manager - 18% FTE (\$55,000) (MSW) SSA	9,900	6,000	3,900	
Case Manager -12% FTE (Half time; \$25/hour) (MA)	6,300	1,021	5,279	
Case Manager - 3% FTE (\$55,000) (MSW) (CGF\$1604)	1,604	1,604		
Case Manager - .4% FTE (\$55,000) (MSW)(OTO \$261)	261	261		
<b>Subtotal:</b>	<b>22,865</b>	<b>9,886</b>	<b>12,979</b>	<b>0</b>

**1.2 TAXES AND BENEFITS**

FICA and Medicare	1,352		1,352	
SUI/SDI	475		475	
Workers' Comp.	245		245	
Health Insurance	1,133		1,133	
<b>Subtotal:</b>	<b>3,205</b>	<b>0</b>	<b>3,205</b>	<b>0</b>

**1.3 IN-KIND STAFF/VOLUNTEERS (List # pos., % FTE, Pay equivalent)**

20 Volunteers = 8% FTE (\$15/hour)	49,920			49,920
<b>Subtotal:</b>	<b>49,920</b>	<b>0</b>	<b>0</b>	<b>49,920</b>
<b>TOTAL SALARY/BENEFIT BUDGET (Sections 1.1, 1.2, 1.3)</b>	<b>75,990</b>	<b>9,886</b>	<b>16,184</b>	<b>49,920</b>

Ex-B-Bgt.WB2 {A1.D49}

Page 1 of 3



## SECTION 2 SERVICES AND SUPPLIES

2.1 TRAVEL AND TRAINING	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
Staff Travel: 400 Miles x \$.50/mile	170		170	
Conferences/Conventions	0		0	
Staff Training	0		0	
<b>Subtotal:</b>	<b>170</b>		<b>170</b>	<b>0</b>
2.2 OCCUPANCY				
Rent or Mortgage	0		0	
Telephone	0		0	
Utilities	0		0	
Janitorial/Maintenance	0		0	
General Liability Ins.	0		0	
Property Insurance	0		0	
Property tax	0		0	
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
2.3 OTHER BUDGET COSTS				
Supplies/Postage	75		75	
Minor Equip. (Each Item Under \$5,000)	0		0	
Printing/Copying	0		0	
Equipment Maintenance	0		0	
Bookkeeping/Accounting Services	0		0	
Membership/Dues/Subscrip.	0		0	
Payroll Service Fees	0		0	
Advertising	0		0	
Volunteer Recognition	319		319	
Background checks	111		111	
Internet Access	0		0	
Licenses/Taxes	0		0	
Miscellaneous	0		0	
<b>Subtotal:</b>	<b>505</b>	<b>0</b>	<b>505</b>	<b>0</b>
2.4 VEHICLE BUDGET				
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SERVICES/SUPPLIES BUDGET</b>	<b>675</b>	<b>0</b>	<b>675</b>	<b>0</b>

## SECTION 3 CAPITAL EQUIPMENT

3.1 Capital Equipment <i>List Items Costing \$5,000+ (Include Funding Source)</i>	TOTAL PROJECT COSTS (1)	AAA FUNDED PROJECT COSTS (2)	OTHER	
			CASH	IN-KIND
<b>TOTAL CAPITAL EQUIPMENT BUDGET</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>GRAND TOTAL BUDGET (Sections 1.1 - 3.1)</b>	<b>76,665</b>	<b>9,886</b>	<b>16,859</b>	<b>49,920</b>

## SECTION 4 REVENUES

4.1 REVENUE SOURCES:	Total Project Funds	AAA Project Funding	Other		Committed Funds
			CASH	IN-KIND	
<b>Non-Match:</b>					
In -Kind Volunteers	49,920			49,920	
J-Sei Fundraising	8,859		8,859		
<b>Subtotal:</b>	<b>58,779</b>	<b>0</b>	<b>8,859</b>	<b>49,920</b>	<b>0</b>
<b>Match:</b>					
J-Sei General Funds	8,000		8,000		8,000
<b>Subtotal:</b>	<b>8,000</b>	<b>0</b>	<b>8,000</b>	<b>0</b>	<b>8,000</b>
Title III Client Donations (if applicable):	0	0	0	0	0
Title III Funds (if applicable)(OTO\$261):	8,282	8,282		0	8,021
County General Funds (\$1,604):	1,604	1,604	0	0	1,604
CBSP Funds (if applicable):	0				0
<b>TOTAL FUNDS:</b>	<b>76,665</b>	<b>9,886.00</b>	<b>16,859</b>	<b>49,920</b>	<b>17,625</b>

## SECTION 5 DEDUCTIVE FORMULA (Title III Funded Programs Only)

	TOTAL
1.) TOTAL PROJECT BUDGET:	76,665
2.) {LESS} COUNTY GENERAL FUNDS:	1,604
3.) {LESS} OTHER NON-MATCH FUNDS:	58,779
4.) {EQUALS} TITLE III BUDGET COSTS TO BE MATCHED:	17,886
5.) {LESS} TITLE III MATCH FUNDS: [minimum of 10% OF LINE 4]	8,000
6.) {LESS} TITLE III CLIENT DONATIONS:	0
7.) {EQUALS} EARNED TITLE III FUNDS:	9,886.00

Ex-B-Bgt.WB2 (E102.J145)

Page 3 of 3

COB

## ALAMEDA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

*The following action was taken by the Alameda County Board of Supervisors on 12/16/2014*

Approved as Recommended ☒

Other ☐

Unanimous ☐ Chan: ☐ Haggerty: ☐ Miley: ☐ Valle: ☒ Carson: ☐ - 4

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Contract: C-2014-209  
Resolution: R-2014-410F

Documents to be signed by Agency/Purchasing Agent:

File No. 29484

Item No. 4

Copies sent to:

J. Villaflor & Auditor

### Special Notes:

FY 2014-2015 Older  
Americans Act and Older  
Californians Act Grant  
Agreement No. AP-1415-09,  
A01



I certify that the foregoing is a correct  
copy of a Minute Order adopted by the  
Board of Supervisors, Alameda County,  
State of California.

ATTEST:

Clerk of the Board  
Board of Supervisors

By: 

Député



Lori A. Cox  
Agency Director

Thomas L. Berkley Square  
2000 San Pablo Avenue, Fourth Floor  
Oakland, California 94612  
510-271-9100 / Fax: 510-271-9108  
[ssadirector@acgov.org](mailto:ssadirector@acgov.org)  
<http://alamedasocialservices.org>

November 6, 2014

Honorable Board of Supervisors  
Administration Building  
Oakland, California 94612

Dear Board Members:

**SUBJECT:** Approval of Area Plan Grant Agreement Amendment and Contract Amendments for services administered by the Area Agency on Aging

**RECOMMENDATIONS:**

- A. Approve the FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1, between the California Department of Aging and County of Alameda, Area Agency on Aging and authorize the President to sign seven (7) Grant Agreements on behalf of Alameda County, each with an original signature, with a Minute Order authorizing execution of the contract.
- B. Approve the attached Financial Recommendation increasing revenue and appropriations by \$1,362,121.
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**SELECTION CRITERIA/PROCESS:**

*The subcontractors receiving funds under this grant agreement were selected based on recommendations resulting from the 2014-2018 requests for proposals completed by the Alameda County Area Agency on Aging and the Advisory Commission on Aging. The Commission's recommendations for funding from the RFP were approved by your Board on June 24, 2014 (File #29358, Item 5).*

**FUNDING**

Financing will come from the SSA budget and federal OTO funds awarded to Alameda County by the CDA through this grant agreement amendment for FY 2014-2015. An additional \$15,000 in funding comes from the Measure A reserve. Approval of these recommendations will bring the total amount of Measure A one-time expenditures that exceed the Fiscal Year 2014-2015 Budget to \$3,879,000. The Measure A expenses will be transferred to the Public Health Department at year end. The subcontractors receiving OAA and OCA funds will meet all match requirements.

Sincerely,



Lori A. Cox  
Agency Director

- Att: 1) Seven Original FY 2014-20145 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1 documents for Board President signature.  
2) Attachment A  
3) Financial Recommendation



CONTRACTOR	PC #	PO #	Initial Contract Amount	15% Increase & Sequestration	OTO & Special Nutrition	Amended Contract Amount	Fund Source
Nutrition C-1	11033	12493	64,757.00	9,714	12,126	86,597.00	Title III C-1
Ethiopian Community Family Caregiver Support	11008	12451	10,318.00	1,956	632	12,906.00	Title III E
Family Bridges Information & Assistance	10875	12340	15,897.00	3,181	517	19,595.00	Title III B
Senior Center Activities	10979	12427	26,246.00	5,251	854	32,351.00	Title III B
Visiting	10802	12255	13,036.00	2,607	424	16,067.00	Title III B
Family Caregiver Alliance Caregiver Support	10760	12181	95,553.00	18,108	5,850	119,511.00	Title III E
Family Support Services of the BA Caregiver Support	10761	12183	51,260.00	9,714	3,138	64,112.00	Title III E
Hayward Area Recreation & Park District Senior Center Activities	10912	12358	24,100.56	3,615		27,715.56	CGF
J-Sei Case Management	10819	12267	10,432.00	2,087	339	12,858.00	Title III B
Visiting	10818	12266	8,021.00	1,604	261	9,886.00	Title III B
Nutrition C-2	10807	12260	28,322.00	4,248	1,910	34,480.00	Title III C-2
Korean Community Center of the East Bay Information & Assistance	11017	12474	16,751.00	3,351	545	20,647.00	Title III B
Life ElderCare	10771	12188	29,078.00	5,817	948	35,841.00	Title III B
Visiting	10769	12187	10,326.00	2,066	336	12,728.00	Title III B
Visiting - Lavender	10937	12390	49,211.00	7,382	3,318	59,911.00	Title III C-2
Nutrition C-2	10978	12426	25,291.00	3,794		29,085.00	SIPP
Injury Prevention							
Legal Assistance for Seniors	10876	12324	19,356.00	3,647	201	23,204.00	Title VIb
Elder Abuse Prevention	10877	12325	11,908.00	1,786		13,694.00	MIPPA
MIPPA	10928	12396	35,942.00	5,541		42,483.00	FA
Financial alignment	10871	12321	346,274.00	57,263	3,460	406,997.00	Title III B
Legal Services	10872	12322	393,995.00	59,099		453,094.00	HICAP
Lifelong Medical Care							
Health Services	10913	12359	36,699.00	7,342	1,194	45,235.00	Title III B
Disease Prevention	10913	12359	27,471.00	5,752	1,162	34,385.00	Title III D
Jan Spær dba Nutrition Solutions							
Nutrition C-1	10331	12327	182,248.00	27,337	34,127	243,712.00	Title III C-1
Nutrition C-2	10331	12327	205,831.00	30,875	13,878	250,584.00	Title III C-2
On Lok Senior Health Services							
Family Caregiver Support	10334	12350	25,795.00	4,888	1,579	32,262.00	Title III E
Open Heart Kitchen							
Nutrition C-1	10822	12273	132,303.00	19,845	24,774	176,922.00	Title III C-1
Rebuilding Together Oakland							
Injury Prevention	10828	12279	10,000.00	1,500		11,500.00	SIPP
Senior Support Services of the Tri Valley							
Disease Prevention	10911	12402	27,471.00	5,752	1,162	34,385.00	Title III D
Caregiver Support	10910	12401	40,375.00	7,651	2,472	50,498.00	Title III E

**COMMUNITY BASED ORGANIZATION  
MASTER CONTRACT EXHIBIT A & B COVERSHEET**

Dept Name: SSA – Adult, Aging & Medi-Cal Vendor ID #: 32678 Board PO #: 12358

Bus Unit: SOCSA Master Contract #: 900181 Procurement Contract #: 10912 Budget Year: 2015

Acct #	Fund #	Dept #	Program #	Subclass #	Project / Grant #	Amount to be Encumbered	Total Contract Amount
<b>610341</b>	<b>10000</b>	<b>320200</b>	<b>34700</b>			<b>\$ 3,615.00</b>	<b>\$ 27, 715.56</b>

Justification if partial encumbrance or liquidation requested: \_\_\_\_\_

Federal Funds Waiver #: \_\_\_\_\_ Contract Maximum: \$ 27, 715.56

Procurement Contract Begin Date: 07/01/14 Expire Date: 06/30/15 Period of Funding From: 07/01/14 To: 06/30/15

Department Contact: Tracy Murray Telephone #: 510-577-1966 QIC Code: 24551

Contractor Name: Hayward Area Recreation and Park District

Project Name: \_\_\_\_\_

Contractor Address: 1099 E Street Hayward, CA 94541

Remittance Address: Same as above ALCOLINK Vendor Address #: 1

BOS Dist. #: 4

Contractor Telephone #: 510-881-6766 Fax #: 510-888-5755 E-mail (Signatory): KeiD@haywardrec.org

Contractor Contact Person: Daniela Keiffer E-mail (Contact): KeiD@haywardrec.org

Contract Service Category: Senior Center Activities Estimated Units of Service: See Exhibit A

Method of Reimbursement (Invoicing Procedures): Actual costs in arrears

History of Funding:	Original	Amendment #1	Amendment #2	Amendment #3	Amendment #4
Funding Level	<b>\$ 24, 100.56</b>	<b>\$ 27,715.56</b>			
Amount of Encumbrance	<b>\$ 24, 100.56</b>	<b>\$ 3,615.00</b>			
File Date	<b>06/24/14</b>	<b>12/16/14</b>			
File / Item #	<b>29285 / 6</b>	<b>29484 / 4</b>			
Reason	<b>Board Action</b>	<b>Board Action</b>			

Funding Source Allocation:	Federal - CFDA #: <u>( )</u>	State	County
	\$	\$	<b>\$ 27, 715.56</b>

The signatures below signify that the attached Exhibits A and B have been received, negotiated and finalized. The Contractor also signifies agreement with all provisions of the Master Contract.


**DEPARTMENT**

By  \_\_\_\_\_  
Signature

Lori A. Cox  
Print or Type Name

Title Social Services Agency Director Date 02/20/15

**CONTRACTOR**

By  \_\_\_\_\_  
Signature

John Gouveia  
Print or Type Name

Title General Manager Date \_\_\_\_\_

By \_\_\_\_\_  
Signature

Print or Type Name

Title \_\_\_\_\_ Date \_\_\_\_\_

Reference: Master Contract #: 900181  
Procurement #: 10912

## CONTRACT AMENDMENT

Reference is made to that Contract made and entered into on the 1st day of July 2014, by and between Hayward Area Recreation and Park District (HARD), herein called and referred to as "Contractor" and the COUNTY OF ALAMEDA, a body corporate and politic of the State of California, hereinafter called and referred to as "County".

Said contract is hereby amended in the following manner:

### CONTRACT FOR CONTRACT FOR SENIOR CENTER ACTIVITIES

#### EXHIBIT A:

**Section II. B. 4. Baseline Operations Objective:** A one-time-only allocation of \$3,615 will be used to support baseline operations during the period July 1, 2014 through June 30, 2015.

#### EXHIBIT B:

The amended budget is attached, which increases the allocation by **\$3,615** for a total allocation of **\$27,715.56**.

Except as herein amended, said Contract is continued in full force and effect.

The Contract Amendment is effective as of the 16th day of December 2014.

**COUNTY OF ALAMEDA**

**CONTRACTOR**

Hayward Area Recreation & Park District  
(HARD)  
1099 "E" Street  
Hayward, CA 94541

By   
Lori A. Cox

By   
Authorized Signature of Contractor

Title: Social Services Agency Director

Title: General Manager

Date: 02/20/15

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

11. A monthly calendar of activities shall be developed and posted in the center, and will be used as the basis for determining hours of activity scheduling for monthly MIS reports.
12. Programs should offer group activities for socialization, including weekly/monthly get-togethers and field trips.
13. Contractor will provide the following units of service in addition to the MIS contracted units. (These service units are not to be reported monthly, however, contractor will retain data documenting the fact that service units have been provided.)
  - Discount - Discount cards will be issued
  - Information - Units of service will be provided
  - Referral - Units of service will be provided
  - Evaluation/Follow-up - Units of service will be provided

#### B. MIS Units of Service

Contractor shall perform the following units of service during this contract period in a manner that distributes them reasonably and evenly over the months of the contract.

1. Services shall be targeted to persons 60 years and older as follows:
  - 35% aged 75 and older
  - 14% in greatest economic need
  - 25% functionally impaired
  - 53% minorities
2. A minimum of one hundred fifty-four (154) Clients (Unduplicated Seniors) shall be served during the contract period.
3. A minimum of two thousand (2,000) units of Senior Center Activities hours shall be provided during the contract period.
4. **Baseline Operations Objective:** A one-time-only allocation of \$3,615 will be used to support baseline operations during the period July 1, 2014 through June 30, 2015.

MIS PGRM NUMBER	# OF CLIENTS TO BE SERVED ANNUALLY	SERVICE UNIT NAME	MIS UNIT #	NUMBER OF UNITS TO BE PROVIDED	
				ANNUALLY	MONTHLY (approx.)
15f	154	Senior Center Activities	25	2,000	167

## EXHIBIT B

## ALAMEDA COUNTY AREA AGENCY ON AGING CONTRACT BUDGET

Budget Effective Date: 07/01/2014

Revision No.: 1

Date Prepared:

1/30/2015

Contractor: H.A.R.D. Hayward Area Senior Center

Contract Term:

07/01/2014- 6/30/2015

MIS Program: Senior Center Activities

Vendor No.:

32678

## SECTION 1 SALARIES AND EMPLOYEE BENEFITS

1.1 PAID STAFF (FTE = <u>40</u> hrs/wk) List # pos., %FTE, wages	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
	0			
	0			
Senior Program Coordinator 100% FTE @ \$4,878/mo	59,706	27,716	31,990	
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>59,706</b>	<b>27,716</b>	<b>31,990</b>	<b>0</b>

## 1.2 TAXES AND BENEFITS

FICA	4,567		4,567	
SUI/SDI	0			
LTD	367		367	
Dental	972		972	
	0		0.00	
Health Insurance	7,630		7,630	
Workers' Comp.	1,209		1,209	
Retirement	12,019		12,019	
Life Insurance	151		151	
EAP	42		42	
<b>Subtotal:</b>	<b>26,957</b>	<b>0</b>	<b>26,957</b>	<b>0</b>

## 1.3 IN-KIND STAFF/VOLUNTEERS (List # pos., % FTE, Pay equivalent)

	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SALARY/BENEFIT BUDGET (Sections 1.1, 1.2, 1.3)</b>	<b>86,663</b>	<b>27,716</b>	<b>58,947</b>	<b>0</b>



## SECTION 2 SERVICES AND SUPPLIES

2.1 TRAVEL AND TRAINING	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
Staff Travel: Miles x Rate	0			
Conferences/Conventions	0			
Staff Training -	0			
Vol.Travel: Miles x Rate	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
2.2 OCCUPANCY				
Rent or Mortgage	0			
Telephone	0			
Utilities	0			
Janitorial/Maintenance	0			
General Liability Ins.	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
2.3 OTHER BUDGET COSTS				
Supplies/Postage	0			
Minor Equip. (Each Item Under \$500)	0			
Printing/Copying/Graphics	0			
Website Maintenance	0			
Fiscal Agent Fee @ 8%	0			
Membership/Dues/Subscrip.	0			
Health Fair Fees	0			
Directory and Advertising	0			
Socialization	0			
Member Grant Awards	0			
Respite Scholarships	0			
Counseling	0			
Support Groups	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
2.4 VEHICLE BUDGET				
Gas/Oil Miles x Rate	0			
Maintenance	0			
Vehicle Insurance	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SERVICES/SUPPLIES BUDGET</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## SECTION 3 CAPITAL EQUIPMENT

3.1 Capital Equipment <i>List Items Costing \$500+ (Include Funding Source)</i>	TOTAL PROJECT COSTS (1)	AAA FUNDED PROJECT COSTS (2)	OTHER	
			CASH	IN-KIND
	0			
	0			
	0			
<b>TOTAL CAPITAL EQUIPMENT BUDGET</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>GRAND TOTAL BUDGET (Sections 1.1 - 3.1)</b>	<b>86,663</b>	<b>27,716</b>	<b>58,947</b>	<b>0</b>

## SECTION 4 REVENUES

4.1 REVENUE SOURCES:	Total Project Funds	AAA Project Funding	Other		Committed Funds
			CASH	IN-KIND	
Non-Match:	0				
	0				
Hayward Area Recreation & Park District (HARD)	58,947		58,947		58,947
	0				
	0				
	0				
	0				
	0				
	0				
	0				
Subtotal:	58,947	0	58,947	0	58,947
Match:	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
Subtotal:	0		0	0	0
Title III Client Donations (if applicable):	0				
Title III Funds (if applicable):	0				
County General Funds (if applicable):	27,716	27,716			
CBSP Funds (if applicable):					
<b>TOTAL FUNDS:</b>	<b>86,663</b>	<b>27,716</b>	<b>58,947</b>	<b>0</b>	<b>58,947</b>

## SECTION 5 DEDUCTIVE FORMULA (Title III Funded Programs Only)

	TOTAL
1.) TOTAL PROJECT BUDGET:	86,663
2.) {LESS} COUNTY GENERAL FUNDS:	27,716
3.) {LESS} OTHER NON-MATCH FUNDS:	58,947
4.) {EQUALS} TITLE III BUDGET COSTS TO BE MATCHED:	0
5.) {LESS} TITLE III MATCH FUNDS: [minimum of 10% OF LINE 4]	0
6.) {LESS} TITLE III CLIENT DONATIONS:	0
7.) {EQUALS} EARNED TITLE III FUNDS:	0
<b>TOTAL CONTRACT FUNDING (LINE 2 + LINE 7)</b>	<b>27,715.56</b>

## **Exhibit D**

### **Audit Requirements**

The County contracts with various organizations to carry out programs mandated by the Federal and State governments or sponsored by the Board of Supervisors. Under the Single Audit Act Amendments of 1996 (31 U.S.C.A. §§ 7501-7507) and Board policy, the County has the responsibility to determine whether organizations receiving funds through the County have spent them in accordance with applicable laws, regulations, contract terms, and grant agreements. To this end, effective with the first fiscal year beginning on and after December 26, 2014, the following are required.

#### **I. AUDIT REQUIREMENTS**

##### **A. Funds from Federal Sources:**

1. Non-Federal entities which are determined to be subrecipients by the supervising department according to 2 CFR § 200.330 and which expend annual Federal awards in the amount specified in 2 CFR § 200.501 are required to have a single audit performed in accordance with 2 CFR § 200.514.
2. When a non-Federal entity expends annual Federal awards in the amount specified in 2 CFR § 200.501(a) under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or terms and conditions of the Federal award do not require a financial statement audit of the auditee, the non-Federal entity may elect to have a program-specific audit conducted in accordance with 2 CFR § 200.507 (Program Specific Audits).
3. Non-Federal entities which expend annual Federal awards less than the amount specified in 2 CFR § 200.501(d) are exempt from the single audit requirements for that year except that the County may require a limited-scope audit in accordance with 2 CFR § 200.503(c).

##### **B. Funds from All Sources:**

Non-Federal entities which expend annual funds from any source (Federal, State, County, etc.) through the County in an amount of:

1. \$100,000 or more must have a financial audit in accordance with the U.S. Comptroller General's Generally Accepted Government Auditing Standards (GAGAS) covering all County programs.
2. Less than \$100,000 are exempt from these audit requirements except as otherwise noted in the contract.

Non-Federal entities that are required to have or choose to do a single audit in accordance with 2 CFR Subpart F, Audit Requirements are not required to have a financial audit in the same year. However, Non-Federal entities that are required to have a financial audit may also be required to have a limited-scope audit in the same year.

C. General Requirements for All Audits:

1. All audits must be conducted in accordance with Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States (GAGAS).
2. All audits must be conducted annually, except for biennial audits authorized by 2 CFR § 200.504 and where specifically allowed otherwise by laws, regulations, or County policy.
3. The audit report must contain a separate schedule that identifies all funds received from or passed through the County that is covered by the audit. County programs must be identified by contract number, contract amount, contract period, and amount expended during the fiscal year by funding source. An exhibit number must be included when applicable.
4. If a funding source has more stringent and specific audit requirements, these requirements must prevail over those described above.

**II. AUDIT REPORTS**

A. For Single Audits

1. Within the earlier of 30 calendar days after receipt of the auditor's report or nine months after the end of the audit period, the auditee must electronically submit to the Federal Audit Clearinghouse (FAC) the data collection form described in 2 CFR § 200.512(b) and the reporting package described in 2 CFR § 200.512(c). The auditee and auditors must ensure that the reporting package does not include protected personally identifiable information. The FAC will make the reporting package and the data collection form available on a web site and all Federal agencies, pass-through entities and others interested in a reporting package and data collection form must obtain it by accessing the FAC. As required by 2 CFR § 200.512(a)(2), unless restricted by Federal statutes or regulations, the auditee must make copies available for public inspection.
2. A notice of the audit report issuance along with two copies of the management letter with its corresponding response should be sent to the County supervising department within ten calendar days after it is submitted to the FAC. The County supervising department is responsible for forwarding a copy of the audit report, management letter, and corresponding responses to the County Auditor within one week of receipt.

B. For Audits other than Single Audits

At least two copies of the audit report package, including all attachments and any management letter with its corresponding response, should be sent to the County supervising department within six months after the end of the audit year, or other time frame as specified by the department. The County supervising department is responsible for forwarding a copy of the audit report package to the County Auditor within one week of receipt.

### **III. AUDIT RESOLUTION**

Within 30 days of issuance of the audit report, the entity must submit to its County supervising department a corrective action plan consistent with 2 CFR § 200.511(c) to address each audit finding included in the current year auditor's report. Questioned costs and disallowed costs must be resolved according to procedures established by the County in the Contract Administration Manual. The County supervising department will follow up on the implementation of the corrective action plan as it pertains to County programs.

### **IV. ADDITIONAL AUDIT WORK**

The County, the State, or Federal agencies may conduct additional audits or reviews to carry out their regulatory responsibilities. To the extent possible, these audits and reviews will rely on the audit work already performed under the audit requirements listed above.



# ALAMEDA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

*The following action was taken by the Alameda County Board of Supervisors on 12/16/2014*

Approved as Recommended ☒

Other ☐

Unanimous ☐ Chan: ☐ Haggerty: ☐ Miley: ☐ Valle: ☒ Carson: ☐ - ☐ 4

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Contract: C-2014-209  
Resolution: R-2014-410F

Documents to be signed by Agency/Purchasing Agent:

File No. 29484

Item No. 4

Copies sent to:

J. Villaflor & Auditor

**Special Notes:**

FY 2014-2015 Older  
Americans Act and Older  
Californians Act Grant  
Agreement No. AP-1415-09,  
A01



I certify that the foregoing is a correct  
copy of a Minute Order adopted by the  
Board of Supervisors, Alameda County,  
State of California.

ATTEST:

Clerk of the Board  
Board of Supervisors

By: Janet K. Jones

Deputy



Lori A. Cox  
Agency Director

Thomas L. Berkley Square  
2000 San Pablo Avenue, Fourth Floor  
Oakland, California 94612  
510-271-9100 / Fax: 510-271-9108  
[ssadirector@acgov.org](mailto:ssadirector@acgov.org)  
<http://alamedasocialservices.org>

November 6, 2014

Honorable Board of Supervisors  
Administration Building  
Oakland, California 94612

Dear Board Members:

**SUBJECT:** Approval of Area Plan Grant Agreement Amendment and Contract Amendments for services administered by the Area Agency on Aging

**RECOMMENDATIONS:**

- A. Approve the FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1, between the California Department of Aging and County of Alameda, Area Agency on Aging and authorize the President to sign seven (7) Grant Agreements on behalf of Alameda County, each with an original signature, with a Minute Order authorizing execution of the contract.
- B. Approve the attached Financial Recommendation increasing revenue and appropriations by \$1,362,121.
- C. Approve contract increases totaling \$1,359,648 as detailed in attachment A, and delegate authority to the Social Services Director to sign the contract amendments, under the master contracting process.
- D. Approve a one-time allocation of Measure A Funds in the amount of \$15,000 to provide emergency senior support services.

**SUMMARY/DISCUSSION:**

This letter requests action by your Board to approve and execute Amendment 1 to the Older Americans Act (OAA) and Older Californians Act Grant Agreement issued by the California Department of Aging (CDA) for FY 2014/15.

This grant agreement, which provides an increase of \$408,288 in Special Nutrition (SN) and One-Time-Only (OTO) funds, allocates a total of \$5,879,694.00 to the Alameda County Area Agency on Aging (AAA). Your Board approved the original agreement, AP-1415-09, in the amount of \$5,471,406, on October 7, 2014 (File: 29356; Item: 4). The AAA will retain \$2,473 of the SN & OTO funds for its direct service Ombudsman program and allocate the remaining \$405,815 to its subcontractors as outlined in Attachment A.

Your Board directed that the Social Services Agency (SSA) and Health Care Services Agency (HCSA) collaborate to develop a Countywide plan for seniors. SSA is implementing a strategy that includes three key items: 1) provide one-time emergency funding to support the infrastructure of senior service providers; 2) develop a plan for delivery of technical assistance & capacity building for senior services providers; and 3) develop a Countywide plan for seniors. Attachment A includes emergency funding of \$953,833, which includes a 15% (\$884,012) increase in senior service contracts and \$69,821 to backfill a gap caused by federal sequestration cuts. Please note that the HCSA is providing \$15,000 of the funding from Measure A so that Senior Injury Prevention Program contracts managed by the AAA will also receive emergency funding.

County Counsel has approved this amended grant agreement as to form.

#### **SELECTION CRITERIA/PROCESS:**

*The subcontractors receiving funds under this grant agreement were selected based on recommendations resulting from the 2014-2018 requests for proposals completed by the Alameda County Area Agency on Aging and the Advisory Commission on Aging. The Commission's recommendations for funding from the RFP were approved by your Board on June 24, 2014 (File #29358, Item 5).*

#### **FUNDING**

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Sincerely,



Lori A. Cox  
Agency Director

- Att: 1) Seven Original FY 2014-20145 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1 documents for Board President signature.  
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Family Support Services of the BA Caregiver Support	10761	12183	51,260.00	9,714	3,138	64,112.00	Title III E
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J-Sel Case Management	10819	12267	10,432.00	2,087	339	12,858.00	Title III B
Visiting	10818	12266	8,021.00	1,604	261	9,886.00	Title III B
Nutrition C-2	10807	12260	28,322.00	4,248	1,910	34,480.00	Title III C-2
Korean Community Center of the East Bay Information & Assistance	11017	12474	16,751.00	3,351	545	20,647.00	Title III B
Life ElderCare	10771	12188	29,078.00	5,817	946	35,841.00	Title III B
Visiting - Lavender	10769	12187	10,326.00	2,066	336	12,728.00	Title III B
Nutrition C-2	10937	12390	49,211.00	7,382	3,318	59,911.00	Title III C-2
Injury Prevention	10978	12426	25,291.00	3,794		29,085.00	SIPP
Legal Assistance for Seniors	10876	12324	19,356.00	3,647	201	23,204.00	Title VIIb
Elder Abuse Prevention	10877	12325	11,908.00	1,786		13,694.00	MIPPA
MIPPA	10928	12396	36,942.00	5,541		42,483.00	FA
Financial alignment	10871	12321	346,274.00	57,263	3,460	406,997.00	Title III B
Legal Services	10872	12322	393,995.00	59,098		453,094.00	HICAP
HICAP							
Lifelong Medical Care	10913	12359	36,699.00	7,342	1,194	45,235.00	Title III B
Health Services	10913	12359	27,471.00	5,752	1,162	34,385.00	Title III D
Disease Prevention							
Jan Speer dba Nutrition Solutions	10331	12327	182,248.00	27,337	34,127	243,712.00	Title III C-1
Nutrition C-1	10331	12327	205,831.00	30,875	13,678	250,584.00	Title III C-2
Nutrition C-2							
On Lok Senior Health Services	10334	12350	25,795.00	4,888	1,579	32,262.00	Title III E
Family Caregiver Support							
Open Heart Kitchen	10822	12273	132,303.00	19,845	24,774	176,922.00	Title III C-1
Nutrition C-1							
Rebuilding Together Oakland	10828	12279	10,000.00	1,500		11,500.00	SIPP
Injury Prevention							
Senior Support Services of the Tri Valley	10911	12402	27,471.00	5,752	1,162	34,385.00	Title III D
Disease Prevention	10910	12401	40,375.00	7,651	2,472	50,498.00	Title III E
Caregiver Support							



**COMMUNITY BASED ORGANIZATION  
MASTER CONTRACT EXHIBIT A & B COVERSHEET**

Dept Name: SSA- Adult, Aging and Medi-Cal Services Vendor ID #: 0000098006 Board PO #: SOCSA-12350

Bus Unit: SOCSA Master Contract #: 901263 Procurement Contract #: 10334 Budget Year: 2015

Acct #	Fund #	Dept #	Program #	Subclass #	Project / Grant #	Amount to be Encumbered	Total Contract Amount
610341	10000	320200	33950			\$1,579	\$27,374
610341	10000	320200	34700			\$4,888	\$4,888

Justification if partial encumbrance or liquidation requested: \_\_\_\_\_

Federal Funds Waiver #: F121

Contract Maximum: \$32,262

Procurement Contract Begin Date: 7/01/2014 Expire Date: 6/30/2015 Period of Funding From: 7/01/2014 To: 6/30/2015

Department Contact: Tracy Murray Telephone #: 577-1966 QIC Code: 24550

Contractor Name: On Lok Health Senior Services

Project Name: \_\_\_\_\_

Contractor Address: 3683 Peralta Blvd Fremont, CA 94636

Remittance Address: Same as Above

ALCOLINK Vendor Address #: \_\_\_\_\_

BOS Dist. #: \_\_\_\_\_

Contractor Telephone #: 415-292-8733 Fax #: 415-928-1419 E-mail (Signatory): redmondson@onlok.org

Contractor Contact Person: Elena Nicklasson E-mail (Contact): enicklasson@onlok.org

Contract Service Category: Family Caregiver Support Program, Respite, Title III-E Estimated Units of Service: See Exhibit A

Method of Reimbursement (Invoicing Procedures): Actual Cost in arrears

History of Funding:	Original	Amendment #1	Amendment #2	Amendment #3	Amendment #4
Funding Level	\$25,795	\$32,262			
Amount of Encumbrance	\$25,795	\$6,467			
File Date	June 24, 2014	December 16, 2014			
File / Item #	29358-5	29484-4			
Reason	Board Action	Board Action			

Funding Source Allocation:

Federal - CFDA #: 93.052	State	County
\$27,374	\$	\$4,888

The signatures below signify that the attached Exhibits A and B have been received, negotiated and finalized. The Contractor also signifies agreement with all provisions of the Master Contract.

**DEPARTMENT**

By  Signature

Lori A. Cox

Print or Type Name

Title Social Services Agency Director

Date 02/23/15

By

 Signature

Robert E. Edmondson

Print or Type Name

Title Chief Executive Officer

2/9/15 Date

By

Signature

Print or Type Name

Title

Date

**CONTRACTOR**



## CONTRACT AMENDMENT

Reference is made to that Contract made and entered into on the 1<sup>st</sup> day of July 2014, by and between On Lok Health Senior Services, herein called and referred to as "Contractor", and the COUNTY OF ALAMEDA, a body corporate and politic of the State of California, hereinafter called and referred to as "County".

Said contract is hereby amended in the following manner:

### **Contract for Family Caregiver Support Program**

#### **Exhibit A**

**Section B.4. One-Time Only Objective:** A one time only allocation of \$1,579 will be used to provide seventy-seven (77) additional hours of respite services during the period July 1, 2014 through June 30, 2015.

**Section B.4. Baseline Adjustment:** A one time only allocation of \$4,888 will be used to support baseline operations during the period July 1, 2014 through June 30, 2015.

#### **Exhibit B**

The amended budgets are attached which increases the allocation by \$6,467 for a total allocation of \$32,262.

Except as herein amended, said Contract is continued in full force and effect

**The Contract Amendment is effective as of 16th day of December 2014.**

#### **COUNTY OF ALAMEDA**

#### **CONTRACTOR**

By



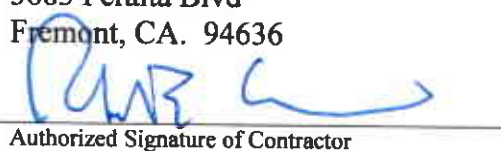
Title: Agency Director

Date

02/23/15

On Lok Senior Health Services  
3683 Peralta Blvd  
Fremont, CA. 94636

By

  
Authorized Signature of Contractor

Title

Chief Executive Officer

Date

2/9/15

### A. Baseline Service Objectives

1. Services shall be available at On Lok Senior Health Services at 3683 Peralta Blvd, Fremont, CA 94636.
2. Methods used to solicit voluntary contributions for Title III and Title VII services shall be non-coercive.
3. Donation letters sent to clients for Title III and Title VII services shall stipulate that contributions are voluntary and not required to receive service.

### B. MIS Units of Service

Contractor shall perform the following units of service during this contract period in a manner that distributes them reasonably in all four geographic areas, and evenly over the months of the contract.

1. Services shall be targeted to persons 60 years and older as follows:
  - 30% aged 75 and older
  - 16% in greatest economic need
  - 70 % minorities
2. Twenty (20) new caregiver contacts will access information by phone or e-mail, resulting in an intake process and mailing of appropriate materials.
3. One thousand three hundred and two (1,302) hours of Respite Care will be provided
4. **One Time Only Objective:** A One Time Only increase of \$1,579 will be used to provide 77 additional hours of respite services during the period of July 1, 2014 through June 30, 2015 for a total of 1,302 hours of Respite Care.
5. **One Time Only Baseline Adjustment:** A baseline adjustment which includes a fifteen percent allotment in the amount of \$3,869 and a sequestration backfill in the amount of \$1,019 will be used to support baseline operations during the period of July 1, 2014 through June 30, 2015.

NUMBER UNDUPLICATED INDIVIDUALS TO BE SERVED ANNUALLY	SUPPORT SERVICE CATEGORY	SERVICE UNIT NAME	NUMBER OF UNITS TO BE PROVIDED	
			ANNUALLY (12 months)	MONTHLY (approx)
20				
	<b>Respite</b>		1,302 hours	108.5 hours
		In-Home Personal Care		
		Out of Home- Night		

## EXHIBIT B

## ALAMEDA COUNTY AREA AGENCY ON AGING CONTRACT BUDGET

Budget Effective Date: 7/1/14 Revision No.: \_\_\_\_

Date Prepared: 1/9/2015

Contractor: On Lok Senior Health Services

Contract Term: 7/1/14-6/30/15

## MIS Program:

Provider No.:

## SECTION 1 SALARIES AND EMPLOYEE BENEFITS

1.1 PAID STAFF (FTE = _1.85_hrs/wk) List # pos., %FTE, wages	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
Social Worker, 2.0% FTE, \$30.69/avg hr	1,245.24	1,245.24		
Social Worker Aide, 2.7% FTE, \$19/avg hr	1,058.57	1,058.57		
	0.00			
	0.00			
	0.00			
	0.00			
	0.00			
	0.00			
	0.00			
	0.00			
	0.00			
<b>Subtotal:</b>	<b>2,303.81</b>	<b>2,303.81</b>	<b>0.00</b>	<b>0.00</b>

## 1.2 TAXES AND BENEFITS

FICA	164.70	164.70		
SUI/SDI	2.83	2.83		
	0.00			
Dental	33.09	33.09		
Vision	0.43	0.43		
Health Insurance	317.08	317.08		
Workers' Comp.	105.90	105.90		
Retirement	44.80	44.80		
Life Insurance	0.00			
	0.00			
<b>Subtotal:</b>	<b>668.84</b>	<b>668.84</b>	<b>0.00</b>	<b>0.00</b>

## 1.3 IN-KIND STAFF/VOLUNTEERS (List # pos., % FTE, Pay equivalent)

Grant Administration, 0.04% FTE, \$40/avg hr	3,200.00			3,200.00
	0.00			
	0.00			
	0.00			
	0.00			
	0.00			
	0.00			
	0.00			
	0.00			
	0.00			
	0.00			
<b>Subtotal:</b>	<b>3,200.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,200.00</b>
<b>TOTAL SALARY/BENEFIT BUDGET (Sections 1.1, 1.2, 1.3)</b>	<b>6,172.65</b>	<b>2,972.65</b>	<b>0.00</b>	<b>3,200.00</b>

## SECTION 2 SERVICES AND SUPPLIES

2.1 TRAVEL AND TRAINING	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
Staff Travel: <u>    </u> Miles x Rate <u>    </u>	0			
Conferences/Conventions	0			
Staff Training -	0			
Vol. Travel: 144 Trips x Rate \$25	3,600	3,600		
<b>Subtotal:</b>	<b>3,600</b>	<b>3,600</b>	<b>0</b>	<b>0</b>

### 2.2 OCCUPANCY

Rent or Mortgage	0			
Telephone	0			
Utilities	0			
Janitorial/Maintenance	0			
General Liability Ins.	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 2.3 OTHER BUDGET COSTS

Supplies/Postage	0			
Minor Equip. (Each Item Under \$5,000)	1,001	1,001		
Printing/Copying/Graphics	0			
Website Maintenance	0			
Fiscal Agent Fee @ 8%	2,581	2,581		
Membership/Dues/Subscrip.	0			
Health Fair Fees	0			
Directory and Advertising	0			
Regional Center Project Management	0			
Member Grant Awards	0			
Respite Scholarships	0			
Counseling	0			
Support Groups	0			
Professional Services	30,240	22,107	8,133	
<b>Subtotal:</b>	<b>33,822</b>	<b>25,689</b>	<b>8,133</b>	<b>0</b>

### 2.4 VEHICLE BUDGET

Gas/Oil <u>    </u> Miles x Rate <u>    </u>	0			
Maintenance	0			
Vehicle Insurance	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SERVICES/SUPPLIES BUDGET</b>	<b>37,422</b>	<b>29,289</b>	<b>8,133</b>	<b>0</b>

## SECTION 3 CAPITAL EQUIPMENT

3.1 Capital Equipment <i>List Items Costing \$5,000+ (Include Funding Source)</i>	TOTAL PROJECT COSTS (1)	AAA FUNDED PROJECT COSTS (2)	OTHER	
			CASH	IN-KIND
	0			
	0			
	0			
<b>TOTAL CAPITAL EQUIPMENT BUDGET</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>GRAND TOTAL BUDGET (Sections 1.1 - 3.1)</b>	<b>43,595</b>	<b>32,262</b>	<b>8,133</b>	<b>3,200</b>
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## SECTION 4 REVENUES

4.1 REVENUE SOURCES:	Total Project Funds	AAA Project Funding	Other		Committed Funds
			CASH	IN-KIND	
<b>Non-Match:</b>					
2.3 OTHER BUDGET COSTS	0				
Professional Services	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Match:</b>					
1.1 PAID STAFF (FTE = _1.85_ hrs/wk)	0				
1.2 TAXES AND BENEFITS	0				
1.3 IN-KIND STAFF/VOLUNTEERS	3,200			3,200	
2.1 TRAVEL AND TRAINING	0				
2.3 OTHER BUDGET COSTS	0				
Minor Equip. (Each Item Under \$5,000)	0				
Fiscal Agent Fee @ 8%	0				
Professional Services	8,133		8,133		
	0				
	0				
	0				
	0				
	0				
<b>Subtotal:</b>	<b>11,333</b>	<b>0</b>	<b>8,133</b>	<b>3,200</b>	<b>0</b>
Title III Client Donations (if applicable):					
Title III Funds (if applicable):	27,374	27,374			
County General Funds (if applicable):	4,888	4,888			
CBSP Funds (if applicable):					
<b>TOTAL FUNDS:</b>	<b>43,595</b>	<b>32,262</b>	<b>8,133</b>	<b>3,200</b>	<b>0</b>

## SECTION 5 DEDUCTIVE FORMULA (Title III Funded Programs Only)

	TOTAL
1.) TOTAL PROJECT BUDGET:	43,595
2.) {LESS} COUNTY GENERAL FUNDS:	4,888
3.) {LESS} OTHER NON-MATCH FUNDS:	0
4.) {EQUALS} TITLE III BUDGET COSTS TO BE MATCHED:	38,707
5.) {LESS} TITLE III MATCH FUNDS: [minimum of 25% OF LINE 4]	11,333
6.) {LESS} TITLE III CLIENT DONATIONS:	0
7.) {EQUALS} EARNED TITLE III FUNDS:	27,374



## **Exhibit D**

### **Audit Requirements**

The County contracts with various organizations to carry out programs mandated by the Federal and State governments or sponsored by the Board of Supervisors. Under the Single Audit Act Amendments of 1996 (31 U.S.C.A. §§ 7501-7507) and Board policy, the County has the responsibility to determine whether organizations receiving funds through the County have spent them in accordance with applicable laws, regulations, contract terms, and grant agreements. To this end, effective with the first fiscal year beginning on and after December 26, 2014, the following are required.

#### **I. AUDIT REQUIREMENTS**

##### **A. Funds from Federal Sources:**

1. Non-Federal entities which are determined to be subrecipients by the supervising department according to 2 CFR § 200.330 and which expend annual Federal awards in the amount specified in 2 CFR § 200.501 are required to have a single audit performed in accordance with 2 CFR § 200.514.
2. When a non-Federal entity expends annual Federal awards in the amount specified in 2 CFR § 200.501(a) under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or terms and conditions of the Federal award do not require a financial statement audit of the auditee, the non-Federal entity may elect to have a program-specific audit conducted in accordance with 2 CFR § 200.507 (Program Specific Audits).
3. Non-Federal entities which expend annual Federal awards less than the amount specified in 2 CFR § 200.501(d) are exempt from the single audit requirements for that year except that the County may require a limited-scope audit in accordance with 2 CFR § 200.503(c).

##### **B. Funds from All Sources:**

Non-Federal entities which expend annual funds from any source (Federal, State, County, etc.) through the County in an amount of:

1. \$100,000 or more must have a financial audit in accordance with the U.S. Comptroller General's Generally Accepted Government Auditing Standards (GAGAS) covering all County programs.
2. Less than \$100,000 are exempt from these audit requirements except as otherwise noted in the contract.

Non-Federal entities that are required to have or choose to do a single audit in accordance with 2 CFR Subpart F, Audit Requirements are not required to have a financial audit in the same year. However, Non-Federal entities that are required to have a financial audit may also be required to have a limited-scope audit in the same year.

C. General Requirements for All Audits:

1. All audits must be conducted in accordance with Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States (GAGAS).
2. All audits must be conducted annually, except for biennial audits authorized by 2 CFR § 200.504 and where specifically allowed otherwise by laws, regulations, or County policy.
3. The audit report must contain a separate schedule that identifies all funds received from or passed through the County that is covered by the audit. County programs must be identified by contract number, contract amount, contract period, and amount expended during the fiscal year by funding source. An exhibit number must be included when applicable.
4. If a funding source has more stringent and specific audit requirements, these requirements must prevail over those described above.

**II. AUDIT REPORTS**

A. For Single Audits

1. Within the earlier of 30 calendar days after receipt of the auditor's report or nine months after the end of the audit period, the auditee must electronically submit to the Federal Audit Clearinghouse (FAC) the data collection form described in 2 CFR § 200.512(b) and the reporting package described in 2 CFR § 200.512(c). The auditee and auditors must ensure that the reporting package does not include protected personally identifiable information. The FAC will make the reporting package and the data collection form available on a web site and all Federal agencies, pass-through entities and others interested in a reporting package and data collection form must obtain it by accessing the FAC. As required by 2 CFR § 200.512(a)(2), unless restricted by Federal statutes or regulations, the auditee must make copies available for public inspection.
2. A notice of the audit report issuance along with two copies of the management letter with its corresponding response should be sent to the County supervising department within ten calendar days after it is submitted to the FAC. The County supervising department is responsible for forwarding a copy of the audit report, management letter, and corresponding responses to the County Auditor within one week of receipt.

B. For Audits other than Single Audits

At least two copies of the audit report package, including all attachments and any management letter with its corresponding response, should be sent to the County supervising department within six months after the end of the audit year, or other time frame as specified by the department. The County supervising department is responsible for forwarding a copy of the audit report package to the County Auditor within one week of receipt.

### **III. AUDIT RESOLUTION**

Within 30 days of issuance of the audit report, the entity must submit to its County supervising department a corrective action plan consistent with 2 CFR § 200.511(c) to address each audit finding included in the current year auditor's report. Questioned costs and disallowed costs must be resolved according to procedures established by the County in the Contract Administration Manual. The County supervising department will follow up on the implementation of the corrective action plan as it pertains to County programs.

### **IV. ADDITIONAL AUDIT WORK**

The County, the State, or Federal agencies may conduct additional audits or reviews to carry out their regulatory responsibilities. To the extent possible, these audits and reviews will rely on the audit work already performed under the audit requirements listed above.

COB

# ALAMEDA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

*The following action was taken by the Alameda County Board of Supervisors on 12/16/2014*

Approved as Recommended ☒

Other ☐

Unanimous ☐ Chan: ☐ Haggerty: ☐ Miley: ☐ Valle: ☒ Carson: ☐ - 4

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Contract: C-2014-209  
Resolution: R-2014-410F

Documents to be signed by Agency/Purchasing Agent:

File No. 29484

Item No. 4

Copies sent to:

J. Villaflor & Auditor

**Special Notes:**

FY 2014-2015 Older  
Americans Act and Older  
Californians Act Grant  
Agreement No. AP-1415-09,  
A01



I certify that the foregoing is a correct  
copy of a Minute Order adopted by the  
Board of Supervisors, Alameda County,  
State of California.

ATTEST:

Clerk of the Board  
Board of Supervisors

By: Janis Kay Jones

Deputy



Lori A. Cox  
Agency Director

Thomas L. Berkley Square  
2000 San Pablo Avenue, Fourth Floor  
Oakland, California 94612  
510-271-9100 / Fax: 510-271-9108  
[ssadirector@acgov.org](mailto:ssadirector@acgov.org)  
<http://alamedasocialservices.org>

November 6, 2014

Honorable Board of Supervisors  
Administration Building  
Oakland, California 94612

Dear Board Members:

**SUBJECT:** Approval of Area Plan Grant Agreement Amendment and Contract Amendments for services administered by the Area Agency on Aging

**RECOMMENDATIONS:**

- A. Approve the FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1, between the California Department of Aging and County of Alameda, Area Agency on Aging and authorize the President to sign seven (7) Grant Agreements on behalf of Alameda County, each with an original signature, with a Minute Order authorizing execution of the contract.
- B. Approve the attached Financial Recommendation increasing revenue and appropriations by \$1,362,121.
- C. Approve contract increases totaling \$1,359,648 as detailed in attachment A, and delegate authority to the Social Services Director to sign the contract amendments, under the master contracting process.
- D. Approve a one-time allocation of Measure A Funds in the amount of \$15,000 to provide emergency senior support services.

**SUMMARY/DISCUSSION:**

This letter requests action by your Board to approve and execute Amendment 1 to the Older Americans Act (OAA) and Older Californians Act Grant Agreement issued by the California Department of Aging (CDA) for FY 2014/15.



This grant agreement, which provides an increase of \$408,288 in Special Nutrition (SN) and One-Time-Only (OTO) funds, allocates a total of \$5,879,694.00 to the Alameda County Area Agency on Aging (AAA). Your Board approved the original agreement, AP-1415-09, in the amount of \$5,471,406, on October 7, 2014 (File: 29356; Item: 4). The AAA will retain \$2,473 of the SN & OTO funds for its direct service Ombudsman program and allocate the remaining \$405,815 to its subcontractors as outlined in Attachment A.

Your Board directed that the Social Services Agency (SSA) and Health Care Services Agency (HCSA) collaborate to develop a Countywide plan for seniors. SSA is implementing a strategy that includes three key items: 1) provide one-time emergency funding to support the infrastructure of senior service providers; 2) develop a plan for delivery of technical assistance & capacity building for senior services providers; and 3) develop a Countywide plan for seniors. Attachment A includes emergency funding of \$953,833, which includes a 15% (\$884,012) increase in senior service contracts and \$69,821 to backfill a gap caused by federal sequestration cuts. Please note that the HCSA is providing \$15,000 of the funding from Measure A so that Senior Injury Prevention Program contracts managed by the AAA will also receive emergency funding.

County Counsel has approved this amended grant agreement as to form.

#### SELECTION CRITERIA/PROCESS:

*The subcontractors receiving funds under this grant agreement were selected based on recommendations resulting from the 2014-2018 requests for proposals completed by the Alameda County Area Agency on Aging and the Advisory Commission on Aging. The Commission's recommendations for funding from the RFP were approved by your Board on June 24, 2014 (File #29358, Item 5).*

#### FUNDING

Financing will come from the SSA budget and federal OTO funds awarded to Alameda County by the CDA through this grant agreement amendment for FY 2014-2015. An additional \$15,000 in funding comes from the Measure A reserve. Approval of these recommendations will bring the total amount of Measure A one-time expenditures that exceed the Fiscal Year 2014-2015 Budget to \$3,879,000. The Measure A expenses will be transferred to the Public Health Department at year end. The subcontractors receiving OAA and OCA funds will meet all match requirements.

Sincerely,



Lori A. Cox  
Agency Director

- Att: 1) Seven Original FY 2014-20145 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1 documents for Board President signature.  
2) Attachment A  
3) Financial Recommendation

CONTRACTOR	PC #	PO #	Initial Contract Amount	15% Increase & Sequestration	OTO & Special Nutrition	Amended Contract Amount	Fund Source
Nutrition C-1	11033	12493	64,757.00	9,714	12,126	86,597.00	Title III C-1
Ethiopian Community Family Caregiver Support	11008	12451	10,318.00	1,956	632	12,906.00	Title III E
Family Bridges Information & Assistance	10875	12340	15,897.00	3,181	517	19,595.00	Title III B
Senior Center Activities	10979	12427	26,246.00	5,251	854	32,351.00	Title III B
Visiting	10802	12255	13,036.00	2,607	424	16,067.00	Title III B
Family Caregiver Alliance Caregiver Support	10760	12181	95,553.00	18,108	5,850	119,511.00	Title III E
Family Support Services of the BA Caregiver Support	10761	12183	51,260.00	9,714	3,138	64,112.00	Title III E
Hayward Area Recreation & Park District Senior Center Activities	10912	12358	24,100.56	3,615		27,715.56	CGF
J-Sei Case Management	10819	12267	10,432.00	2,087	339	12,858.00	Title III B
Visiting	10818	12266	8,021.00	1,604	261	9,886.00	Title III B
Nutrition C-2	10807	12260	28,322.00	4,248	1,910	34,480.00	Title III C-2
Korean Community Center of the East Bay Information & Assistance	11017	12474	16,751.00	3,351	545	20,647.00	Title III B
Life ElderCare Visiting	10771	12188	29,078.00	5,817	946	35,841.00	Title III B
Visiting - Lavender	10769	12187	10,326.00	2,066	336	12,728.00	Title III B
Nutrition C-2	10937	12390	49,211.00	7,382	3,318	59,911.00	Title III C-2
Injury Prevention	10978	12426	25,291.00	3,794		29,085.00	SIPP
Legal Assistance for Seniors Elder Abuse Prevention	10876	12324	19,356.00	3,647	201	23,204.00	Title VIIb
MIPPA	10877	12325	11,908.00	1,786		13,694.00	MIPPA
Financial alignment	10828	12396	36,942.00	5,541		42,483.00	FA
Legal Services	10871	12321	346,274.00	57,263	3,460	406,997.00	Title III B
HICAP	10872	12322	393,995.00	59,099		453,094.00	HICAP
Lifelong Medical Care Health Services	10913	12359	36,699.00	7,342	1,194	45,235.00	Title III B
Disease Prevention	10913	12359	27,471.00	5,752	1,162	34,385.00	Title III D
Jan Spear dba Nutrition Solutions Nutrition C-1	10331	12327	182,248.00	27,337	34,127	243,712.00	Title III C-1
Nutrition C-2	10331	12327	205,831.00	30,875	13,878	250,584.00	Title III C-2
On Lok Senior Health Services Family Caregiver Support	10334	12350	25,795.00	4,888	1,579	32,262.00	Title III E
Open Heart Kitchen Nutrition C-1	10822	12273	132,303.00	19,845	24,774	176,922.00	Title III C-1
Rebuilding Together Oakland Injury Prevention	10828	12279	10,000.00	1,500		11,500.00	SIPP
Senior Support Services of the Tri Valley Disease Prevention	10911	12402	27,471.00	5,752	1,162	34,385.00	Title III D
Caregiver Support	10910	12401	40,375.00	7,651	2,472	50,498.00	Title III E

**COMMUNITY BASED ORGANIZATION  
MASTER CONTRACT EXHIBIT A & B COVERSHEET**

Dept Name: SSA-Adult, Aging, & Medi-Cal Services Vendor ID #: 29679 Board PO #: 12321  
 Bus Unit: SOCSA Master Contract #: 900189 Procurement Contract #: 10871 Budget Year 2015

Acct #	Fund #	Dept #	Program #	Subclass #	Project / Grant #	Amount to be Encumbered	Total Contract Amount
610341	10000	320200	33620			\$ 3,460	\$109,793
610341	10000	320100	34700			\$ 23,511	\$180,220
610341	10000	320100	33100			\$ 12,480	\$95,712
610341	10000	320200	34700			\$ 21,272	\$ 21,272

Justification if partial encumbrance or liquidation requested: \_\_\_\_\_

Federal Funds Waiver #: F604 Contract Maximum: \$ 406,997  
 Procurement Contract Begin Date: 07/01/14 Expire Date: 06/30/15 Period of Funding From: 07/01/14 To: 06/30/15

Department Contact: Tracy Murray Telephone #: 510-577-1966 QIC Code: 24551

Contractor Name: Legal Assistance for Seniors

Project Name: \_\_\_\_\_

Contractor Address: 1970 Broadway, Suite 300, Oakland, CA 94612

Remittance Address: Same ALCOLINK Vendor Address #: 5  
 BOS Dist. #: 3

Contractor Telephone #: 510-987-7390 Ext. 317 Fax #: 510-987-7399 E-mail (Signatory): fdandrea@lashicap.org

Contractor Contact Person: Francel D'Andrea/Kirsten Voyles E-mail (Contact): Francel D'Andrea

Contract Service Category: Legal Services – Title IIIB/CGF/APS

Estimated Units of Service: See Exhibit A

Method of Reimbursement (Invoicing Procedures): Actual costs in arrears

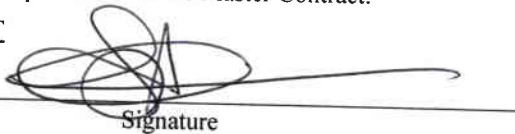
History of Funding:	Original	Amendment #1	Amendment #2	Amendment #3	Amendment #4
Funding Level	\$346,274	\$406,997			
Amount of Encumbrance	\$346,274	\$60,723			
File Date	6/24/14	12/16/14			
File / Item #	29358 / 5	29484 / 4			
Reason	Board Action	Board Action			

Funding Source Allocation:	Federal - CFDA #: 93.044	State	County	County APS
	\$109,793		\$201,492	\$95,712

The signatures below signify that the attached Exhibits A and B have been received, negotiated and finalized. The Contractor also signifies agreement with all provisions of the Master Contract.

**DEPARTMENT**

By \_\_\_\_\_

  
 Signature

Lori A. Cox  
 Print or Type Name

**CONTRACTOR**

By \_\_\_\_\_

  
 Signature

Francel D'Andrea  
 Print or Type Name

Title Social Services Agency Director Date 02/23/15

Title Executive Director Date 1/29/15

Reference: Master Contract #: 900189  
Procurement #: 10871

## CONTRACT AMENDMENT

Reference is made to that Contract made and entered into on the 1st day of July 2014, by and between Legal Assistance for Seniors, herein called and referred to as "Contractor" and the COUNTY OF ALAMEDA, a body corporate and politic of the State of California, hereinafter called and referred to as "County".

Said contract is hereby amended in the following manner:

### CONTRACT FOR LEGAL SERVICES

#### EXHIBIT A:

##### Title III-B

**Section II. B. 3. One-Time-Only Objective:** A one-time-only allocation of \$3,460 will be used to purchase Computers, Software, and Upgrades during the period July 1, 2014 through June 30, 2015.

**Section II. B. 4. Baseline Operations Objective:** A one-time-only allocation of \$44,783 will be used to support baseline operations during the period July 1, 2014 through June 30, 2015.

##### APS

**Section II. B. 5. Baseline Operations Objective:** A one-time-only allocation of \$12,480 will be used to support baseline operations during the period July 1, 2014 through June 30, 2015.

#### EXHIBIT B:

The amended budget is attached, which increases the allocation by **\$60,723** for a total allocation of **\$406,997**.

Except as herein amended, said Contract is continued in full force and effect.

The Contract Amendment is effective as of the 16th day of December 2014.

**COUNTY OF ALAMEDA**

**CONTRACTOR**

Legal Assistance for Seniors  
1970 Broadway, Suite 300  
Oakland, CA 94612

By \_\_\_\_\_

  
Lori A. Cox

By   
Authorized Signature of Contractor

Title: Social Services Agency Director

Title: Executive Director

Date: 02/23/15

Date: 2/6/15



### **Title III-B**

1. Contractor shall target Legal Assistance Services to persons 60 years and older as follows:
  - 31% aged 75 and older
  - 21% in greatest economic need
  - 33% functionally impaired
  - 50% minorities
2. Contractor shall provide a minimum of seven hundred twenty-seven (727) hours of Legal Community Education during the annual contract period.
3. **One-Time-Only Objective:** A one-time-only allocation of \$3,460 will be used to purchase Computers, Software, and Upgrades during the period July 1, 2014 through June 30, 2015.
4. **Baseline Operations Objective:** A one-time-only allocation of \$44,783 will be used to support baseline services during the period July 1, 2014 through June 30, 2015.

### **APS**

1. Contractor shall provide Legal Assistance Services to elders and dependent adults who are referred directly from APS using the standardized format included in Attachment C, page 1 of this Exhibit A.
2. Contractor shall provide Legal Assistance Services to elders and dependent adults who live in any location within Alameda County: North, Central, South and East.
3. Contractor shall complete the following mandatory reporting forms:
  - a. Cases carried over from prior months (Attachment C page 2)
  - b. Referrals accepted/assigned to staff attorney or advocate in the current month (Attachment C page 3)
  - c. Referrals declined in the current month and detailed justification (Attachment C page 4)
  - d. Backup data log
4. Contractor shall submit the four (4) mandatory reporting forms referenced above as an attachment to each monthly invoice. Note: Only invoices accompanied by the required forms specified above will be processed for payment.
5. **Baseline Operations Objective:** A one-time-only allocation of \$12,480 will be used to support baseline services during the period July 1, 2014 through June 30, 2015.



## EXHIBIT B

## ALAMEDA COUNTY AREA AGENCY ON AGING CONTRACT BUDGET

Budget Effective Date: 7/1/14

Revision No.: 1

Date Prepared: 02/03/2015

Contractor: Legal Assistance for Seniors

Contract Term: 7/1/14 - 6/30/15

**MIS Program: Legal Services (Title III-B / CGF/ APS)****SECTION 1 SALARIES AND EMPLOYEE BENEFITS**

1.1 PAID STAFF (FTE = 35 hrs/wk) List # pos., %FTE, wages	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
Executive Director, Approx. 59.1% of 1 FTE @ \$85,409	50,434	33,929	16,505	
Managing Attorney, Approx. 97.4% of 1 FTE @ \$60,190	58,613	47,924	10,689	
Chief Financial Officer, Approx. 60.3% of 1 FTE @ \$69,899	42,114	37,721	4,393	
Operations Manager/HR, Approx. 60.3% of 1 FTE @ \$52,000	31,330	24,939	6,391	
Staff Attorney, Approx. 37.8% of 1 FTE @ \$47,470	17,920	831	17,089	
Staff Attorney, Approx. 99.9% of 1 FTE @ \$47,470	47,418	3,720	43,698	
Staff Attorney, 1 FTE @ \$44,723	44,723	11,533	33,190	
Staff Attorney, Approx. 99.6% of 1 FTE @ \$43,481	43,307	21,635	21,672	
Staff Attorney, Approx. 66.6% of 1 FTE @ \$43,481	28,967	6,135	22,832	
Staff Attorney, 1 FTE @ \$42,500 (10 months)	35,417		35,417	
Advocate, 1 FTE @ \$32,469	32,469	730	31,739	
Advocate, Approx. 37.8% of 1 FTE @ \$31,013	11,729		11,729	
Advocate, Approx. 34.9% of 1 FTE @ \$32,000	11,169	3,845	7,324	
Development Assistant, Approx. 75% of 1 FTE @ \$33,015	24,761		24,761	
Contract Administrator, Approx. 60.3% of 1 FTE @ \$29,011	17,479	12,790	4,689	
Admin. Asst. Approx. 60.3% of 1 FTE @ \$25,971	15,648	9,138	6,510	
Admin. Asst. Approx. 45.1% of 1 FTE @ \$27,318	12,331	6,732	5,599	
	0			
<b>Subtotal:</b>	<b>525,829</b>	<b>221,601</b>	<b>304,228</b>	<b>0</b>

**1.2 TAXES AND BENEFITS**

FICA	42,586	16,953	25,633	
SUI/SDI	5,719	2,415	3,304	
Health Insurance - OTO \$3,460	68,190	26,592	41,598	
Retirement & Benefit Plan Fees	18,355	6,648	11,707	
Workers Compensation	4,612	1,994	2,618	
<b>Subtotal:</b>	<b>139,462</b>	<b>54,603</b>	<b>84,859</b>	<b>0</b>

**1.3 IN-KIND STAFF/VOLUNTEERS (List # pos., % FTE, Pay equivalent)**

Volunteer Attorneys (275 hours @ \$100 p/hour)	94,000			94,000
Volunteer Advocates (630 hours @ \$45 p/hour)	45,000			45,000
Volunteer Administrative Assistants (1,350 hours @ \$15 p/hour)	5,250			5,250
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>144,250</b>	<b>0</b>	<b>0</b>	<b>144,250</b>
<b>TOTAL SALARY/BENEFIT BUDGET</b> (Sections 1.1, 1.2, 1.3)	<b>809,541</b>	<b>276,204</b>	<b>389,087</b>	<b>144,250</b>

**SECTION 2 SERVICES AND SUPPLIES**

<b>2.1 TRAVEL AND TRAINING</b>	<b>TOTAL PROJECT BUDGET (1)</b>	<b>AAA FUNDED PROJECT BUDGET</b>	<b>OTHER</b>	
			<b>CASH</b>	<b>IN-KIND</b>
Staff Travel: 20,060 Miles x \$0.55 p/mile	11,033	5,387	5,646	
Conferences/Conventions	0			
Staff & Volunteer Training	1,205	600	605	
Vol. Travel: 1,818 Miles x \$0.55 p/mile	1,000	1,000	0	
Volunteer Recognition	1,000	1,000		
<b>Subtotal:</b>	<b>14,238</b>	<b>7,987</b>	<b>6,251</b>	<b>0</b>

**2.2 OCCUPANCY**

Rent or Mortgage	98,298	69,259	29,039	
Telephone	6,628	4,971	1,657	
Janitorial/Maintenance	0			
General Liability Ins.	12,424	9,318	3,106	
<b>Subtotal:</b>	<b>117,350</b>	<b>83,548</b>	<b>33,802</b>	<b>0</b>

**2.3 OTHER BUDGET COSTS**

Supplies/Postage	8,082	3,965	4,117	
Computers, Software & Upgrades-OTO \$3,460	7,678	3,460	4,218	
Equipment Maintenance & Lease	6,013	4,510	1,503	
Printing/Copying/Graphics	5,625	2,119	3,506	
Computer/Website Maintenance	9,626	8,422	1,204	
Payroll Service fees	1,369	1,194	175	
Consultants (Attorney, translation, CPA, etc.)	12,697	7,500	5,197	
Membership/Dues	2,885	2,164	721	
Outreach/Health Fair Fees	400	400	0	
Books/Library	2,450	1,500	950	
Client Costs	7,700		7,700	
Staff Support/Staff Recruitment	2,362	1,771	591	
Benefit Plan Fees	0	0	0	
Workers Compensation Insurance	0	0	0	
Misc. (Bank Fees, donation fees)	3,005	2,254	751	
Annual Event Costs (Food & Entertainment)	8,000		8,000	
<b>Subtotal:</b>	<b>77,891</b>	<b>39,258</b>	<b>38,633</b>	<b>0</b>

**2.4 VEHICLE BUDGET**

Gas/Oil _____ Miles x Rate _____	0			
Maintenance	0			
Vehicle Insurance	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SERVICES/SUPPLIES BUDGET</b>	<b>209,479</b>	<b>130,793</b>	<b>78,686</b>	<b>0</b>

**SECTION 3 CAPITAL EQUIPMENT**

<b>3.1 Capital Equipment</b> <i>List Items Costing \$500+ (Include Funding Source)</i>	<b>TOTAL PROJECT COSTS (1)</b>	<b>AAA FUNDED PROJECT COSTS</b>	<b>OTHER</b>	
			<b>CASH</b>	<b>IN-KIND</b>
	0			
	0			
	0			
<b>TOTAL CAPITAL EQUIPMENT BUDGET</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>GRAND TOTAL BUDGET</b> (Sections 1.1 - 3.1)	<b>1,019,020</b>	<b>406,997</b>	<b>467,773</b>	<b>144,250</b>

## SECTION 4 REVENUES

4.1 REVENUE SOURCES:	Total Project Funds	AAA Project Funding	Other		Committed Funds
			CASH	IN-KIND	
<b>Non-Match:</b>					
In-Kind Volunteer Attorneys	94,000			94,000	
In-Kind Volunteer Advocates	45,000			45,000	
In-Kind Volunteer Admin. Assts.	5,250			5,250	
County of Alameda, Health Care Services	68,095		68,095		68,095
County of Alameda, Social Services	31,212		31,212		8,746
City of Alameda	12,665		12,665		
City of Fremont	11,536		11,536		
City of Hayward	13,400		13,400		
City of Livermore	3,130		3,130		
City of Pleasanton	11,317		11,317		
CA State Bar - IOLTA	19,113		19,113		9,556
CA State Bar - Equal Access	28,742		28,742		
CA State Bar - Equal Access Partnership	11,670		11,670		11,670
Court Appointed Fees	78,190		78,190		39,095
Family Support Svcs of the Bay Area	5,000		5,000		5,000
Borchard Foundation	35,391		35,391		35,391
Thomas J Long Foundation	25,000		25,000		25,000
Witkin Foundation	10,000		10,000		10,000
Fundraising Donations	60,312		60,312		
Individual Donor Contributions	1,500		1,500		
Annual Appeal Donations	25,000		25,000		25,000
<b>Subtotal:</b>	<b>595,523</b>	<b>0</b>	<b>451,273</b>	<b>144,250</b>	<b>237,553</b>
<b>Match:</b>					
David B Gold Foundation	15,000		15,000		15,000
<b>Subtotal:</b>	<b>15,000</b>	<b>0</b>	<b>15,000</b>	<b>0</b>	<b>15,000</b>
Title III Client Donations:	1,500		1,500		
Title III Funds:	109,793	109,793			
County General Funds:	201,492	201,492			
APS Funds:	95,712	95,712			
<b>TOTAL FUNDS:</b>	<b>1,019,020</b>	<b>406,997</b>	<b>467,773</b>	<b>144,250</b>	<b>252,553</b>

## SECTION 5 DEDUCTIVE FORMULA (Title III Funded Programs Only)

	TOTAL
1.) TOTAL PROJECT BUDGET:	1,019,020
2.) {LESS} COUNTY GENERAL & APS FUNDS:	297,204
3.) {LESS} OTHER NON-MATCH FUNDS:	595,523
4.) {EQUALS} TITLE III BUDGET COSTS TO BE MATCHED:	126,293
5.) {LESS} TITLE III MATCH FUNDS: [minimum of 10% OF LINE 4]	15,000
6.) {LESS} TITLE III CLIENT DONATIONS:	1,500
7.) {EQUALS} EARNED TITLE III FUNDS:	109,793
<b>TOTAL CONTRACT FUNDING (LINE 2 + LINE 7):</b>	<b>406,997</b>

## **Exhibit D**

### **Audit Requirements**

The County contracts with various organizations to carry out programs mandated by the Federal and State governments or sponsored by the Board of Supervisors. Under the Single Audit Act Amendments of 1996 (31 U.S.C.A. §§ 7501-7507) and Board policy, the County has the responsibility to determine whether organizations receiving funds through the County have spent them in accordance with applicable laws, regulations, contract terms, and grant agreements. To this end, effective with the first fiscal year beginning on and after December 26, 2014, the following are required.

#### **I. AUDIT REQUIREMENTS**

##### **A. Funds from Federal Sources:**

1. Non-Federal entities which are determined to be subrecipients by the supervising department according to 2 CFR § 200.330 and which expend annual Federal awards in the amount specified in 2 CFR § 200.501 are required to have a single audit performed in accordance with 2 CFR § 200.514.
2. When a non-Federal entity expends annual Federal awards in the amount specified in 2 CFR § 200.501(a) under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or terms and conditions of the Federal award do not require a financial statement audit of the auditee, the non-Federal entity may elect to have a program-specific audit conducted in accordance with 2 CFR § 200.507 (Program Specific Audits).
3. Non-Federal entities which expend annual Federal awards less than the amount specified in 2 CFR § 200.501(d) are exempt from the single audit requirements for that year except that the County may require a limited-scope audit in accordance with 2 CFR § 200.503(c).

##### **B. Funds from All Sources:**

Non-Federal entities which expend annual funds from any source (Federal, State, County, etc.) through the County in an amount of:

1. \$100,000 or more must have a financial audit in accordance with the U.S. Comptroller General's Generally Accepted Government Auditing Standards (GAGAS) covering all County programs.
2. Less than \$100,000 are exempt from these audit requirements except as otherwise noted in the contract.

Non-Federal entities that are required to have or choose to do a single audit in accordance with 2 CFR Subpart F, Audit Requirements are not required to have a financial audit in the same year. However, Non-Federal entities that are required to have a financial audit may also be required to have a limited-scope audit in the same year.

C. General Requirements for All Audits:

1. All audits must be conducted in accordance with Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States (GAGAS).
2. All audits must be conducted annually, except for biennial audits authorized by 2 CFR § 200.504 and where specifically allowed otherwise by laws, regulations, or County policy.
3. The audit report must contain a separate schedule that identifies all funds received from or passed through the County that is covered by the audit. County programs must be identified by contract number, contract amount, contract period, and amount expended during the fiscal year by funding source. An exhibit number must be included when applicable.
4. If a funding source has more stringent and specific audit requirements, these requirements must prevail over those described above.

II. **AUDIT REPORTS**

A. For Single Audits

1. Within the earlier of 30 calendar days after receipt of the auditor's report or nine months after the end of the audit period, the auditee must electronically submit to the Federal Audit Clearinghouse (FAC) the data collection form described in 2 CFR § 200.512(b) and the reporting package described in 2 CFR § 200.512(c). The auditee and auditors must ensure that the reporting package does not include protected personally identifiable information. The FAC will make the reporting package and the data collection form available on a web site and all Federal agencies, pass-through entities and others interested in a reporting package and data collection form must obtain it by accessing the FAC. As required by 2 CFR § 200.512(a)(2), unless restricted by Federal statutes or regulations, the auditee must make copies available for public inspection.
2. A notice of the audit report issuance along with two copies of the management letter with its corresponding response should be sent to the County supervising department within ten calendar days after it is submitted to the FAC. The County supervising department is responsible for forwarding a copy of the audit report, management letter, and corresponding responses to the County Auditor within one week of receipt.

B. For Audits other than Single Audits

At least two copies of the audit report package, including all attachments and any management letter with its corresponding response, should be sent to the County supervising department within six months after the end of the audit year, or other time frame as specified by the department. The County supervising department is responsible for forwarding a copy of the audit report package to the County Auditor within one week of receipt.



### **III. AUDIT RESOLUTION**

Within 30 days of issuance of the audit report, the entity must submit to its County supervising department a corrective action plan consistent with 2 CFR § 200.511(c) to address each audit finding included in the current year auditor's report. Questioned costs and disallowed costs must be resolved according to procedures established by the County in the Contract Administration Manual. The County supervising department will follow up on the implementation of the corrective action plan as it pertains to County programs.

### **IV. ADDITIONAL AUDIT WORK**

The County, the State, or Federal agencies may conduct additional audits or reviews to carry out their regulatory responsibilities. To the extent possible, these audits and reviews will rely on the audit work already performed under the audit requirements listed above.

COR

# ALAMEDA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

*The following action was taken by the Alameda County Board of Supervisors on 12/16/2014*

Approved as Recommended ☒

Other ☐

Unanimous ☐ Chan: ☐ Haggerty: ☐ Miley: ☐ Valle: ☒ Carson: ☐ - 4

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Contract: C-2014-209  
Resolution: R-2014-410F

Documents to be signed by Agency/Purchasing Agent:

File No. 29484

Item No. 4

Copies sent to:

J. Villaflor & Auditor

Special Notes:

FY 2014-2015 Older  
Americans Act and Older  
Californians Act Grant  
Agreement No. AP-1415-09,  
A01



I certify that the foregoing is a correct  
copy of a Minute Order adopted by the  
Board of Supervisors, Alameda County,  
State of California.

ATTEST:

Clerk of the Board  
Board of Supervisors

By: [Signature]

Deputy



Lori A. Cox  
Agency Director

Thomas L. Berkley Square  
2000 San Pablo Avenue, Fourth Floor  
Oakland, California 94612  
510-271-9100 / Fax: 510-271-9108  
[ssadirector@acgov.org](mailto:ssadirector@acgov.org)  
<http://alamedasocialservices.org>

November 6, 2014

Honorable Board of Supervisors  
Administration Building  
Oakland, California 94612

Dear Board Members:

**SUBJECT:** Approval of Area Plan Grant Agreement Amendment and Contract Amendments for services administered by the Area Agency on Aging

**RECOMMENDATIONS:**

- A. Approve the FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1, between the California Department of Aging and County of Alameda, Area Agency on Aging and authorize the President to sign seven (7) Grant Agreements on behalf of Alameda County, each with an original signature, with a Minute Order authorizing execution of the contract.
- B. Approve the attached Financial Recommendation increasing revenue and appropriations by \$1,362,121.
- C. Approve contract increases totaling \$1,359,648 as detailed in attachment A, and delegate authority to the Social Services Director to sign the contract amendments, under the master contracting process.
- D. Approve a one-time allocation of Measure A Funds in the amount of \$15,000 to provide emergency senior support services.

**SUMMARY/DISCUSSION:**

This letter requests action by your Board to approve and execute Amendment 1 to the Older Americans Act (OAA) and Older Californians Act Grant Agreement issued by the California Department of Aging (CDA) for FY 2014/15.

This grant agreement, which provides an increase of \$408,288 in Special Nutrition (SN) and One-Time-Only (OTO) funds, allocates a total of \$5,879,694.00 to the Alameda County Area Agency on Aging (AAA). Your Board approved the original agreement, AP-1415-09, in the amount of \$5,471,406, on October 7, 2014 (File: 29356; Item: 4). The AAA will retain \$2,473 of the SN & OTO funds for its direct service Ombudsman program and allocate the remaining \$405,815 to its subcontractors as outlined in Attachment A.

Your Board directed that the Social Services Agency (SSA) and Health Care Services Agency (HCSA) collaborate to develop a Countywide plan for seniors. SSA is implementing a strategy that includes three key items: 1) provide one-time emergency funding to support the infrastructure of senior service providers; 2) develop a plan for delivery of technical assistance & capacity building for senior services providers; and 3) develop a Countywide plan for seniors. Attachment A includes emergency funding of \$953,833, which includes a 15% (\$884,012) increase in senior service contracts and \$69,821 to backfill a gap caused by federal sequestration cuts. Please note that the HCSA is providing \$15,000 of the funding from Measure A so that Senior Injury Prevention Program contracts managed by the AAA will also receive emergency funding.

County Counsel has approved this amended grant agreement as to form.

**SELECTION CRITERIA/PROCESS:**

*The subcontractors receiving funds under this grant agreement were selected based on recommendations resulting from the 2014-2018 requests for proposals completed by the Alameda County Area Agency on Aging and the Advisory Commission on Aging. The Commission's recommendations for funding from the RFP were approved by your Board on June 24, 2014 (File #29358, Item 5).*

**FUNDING**

Financing will come from the SSA budget and federal OTO funds awarded to Alameda County by the CDA through this grant agreement amendment for FY 2014-2015. An additional \$15,000 in funding comes from the Measure A reserve. Approval of these recommendations will bring the total amount of Measure A one-time expenditures that exceed the Fiscal Year 2014-2015 Budget to \$3,879,000. The Measure A expenses will be transferred to the Public Health Department at year end. The subcontractors receiving OAA and OCA funds will meet all match requirements.

Sincerely,



Lori A. Cox  
Agency Director

- Att: 1) Seven Original FY 2014-20145 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1 documents for Board President signature.  
2) Attachment A  
3) Financial Recommendation

CONTRACTOR	PC #	PO #	Initial Contract Amount	15% Increase & Sequestration	OTO & Special Nutrition	Amended Contract Amount	Fund Source
Nutrition C-1	11033	12493	64,757.00	9,714	12,126	86,597.00	Title III C-1
Ethiopian Community Family Caregiver Support	11008	12451	10,318.00	1,956	632	12,906.00	Title III E
Family Bridges Information & Assistance	10875	12340	15,897.00	3,181	517	19,595.00	Title III B
Senior Center Activities	10979	12427	26,246.00	5,251	854	32,351.00	Title III B
Visiting	10802	12255	13,036.00	2,607	424	16,067.00	Title III B
Family Caregiver Alliance Caregiver Support	10760	12181	95,553.00	18,108	5,850	119,511.00	Title III E
Family Support Services of the BA Caregiver Support	10761	12183	51,260.00	9,714	3,138	64,112.00	Title III E
Hayward Area Recreation & Park District Senior Center Activities	10912	12358	24,100.56	3,615		27,715.56	CGF
J-Sei Case Management	10819	12267	10,432.00	2,087	339	12,858.00	Title III B
Visiting	10818	12266	8,021.00	1,604	261	9,886.00	Title III B
Nutrition C-2	10807	12260	28,322.00	4,248	1,910	34,480.00	Title III C-2
Korean Community Center of the East Bay Information & Assistance	11017	12474	16,751.00	3,351	545	20,647.00	Title III B
Life ElderCare	10771	12188	29,078.00	5,817	946	35,841.00	Title III B
Visiting	10769	12187	10,326.00	2,066	336	12,728.00	Title III B
Visiting - Lavender	10937	12390	49,211.00	7,382	3,318	59,911.00	Title III C-2
Nutrition C-2	10978	12426	25,291.00	3,794		29,085.00	SIPP
Injury Prevention							
Legal Assistance for Seniors							
Elder Abuse Prevention	10876	12324	19,356.00	3,647	201	23,204.00	Title VI/b
MIPPA	10877	12325	11,908.00	1,786		13,694.00	MIPPA
Financial alignment	10928	12396	36,942.00	5,541		42,483.00	FA
Legal Services	10871	12321	346,274.00	57,263	3,460	406,997.00	Title III B
HICAP	10872	12322	393,995.00	59,099		453,094.00	HICAP
Lifelong Medical Care							
Health Services	10913	12359	36,699.00	7,342	1,194	45,235.00	Title III B
Disease Prevention	10913	12359	27,471.00	5,752	1,162	34,385.00	Title III D
Jan Spear dba Nutrition Solutions							
Nutrition C-1	10331	12327	182,248.00	27,337	34,127	243,712.00	Title III C-1
Nutrition C-2	10331	12327	205,831.00	30,875	13,878	250,584.00	Title III C-2
On Lok Senior Health Services							
Family Caregiver Support	10334	12350	25,795.00	4,888	1,579	32,262.00	Title III E
Open Heart Kitchen							
Nutrition C-1	10822	12273	132,303.00	19,845	24,774	176,922.00	Title III C-1
Rebuilding Together Oakland							
Injury Prevention	10828	12279	10,000.00	1,500		11,500.00	SIPP
Senior Support Services of the Tri Valley							
Disease Prevention	10911	12402	27,471.00	5,752	1,162	34,385.00	Title III D
Caregiver Support	10910	12401	40,375.00	7,651	2,472	50,498.00	Title III E



**COMMUNITY BASED ORGANIZATION  
MASTER CONTRACT EXHIBIT A & B COVERSHEET**

Dept Name: SSA – Adult, Aging & Medi-Cal Vendor ID #: 28399 Board PO #: 12474  
 Bus Unit: SOCSA Master Contract #: 900187 Procurement Contract #: 11017 Budget Year: 2015

Acct #	Fund #	Dept #	Program #	Subclass #	Project / Grant #	Amount to be Encumbered	Total Contract Amount
610341	10000	320200	33625			\$ 545	\$ 17,296
610341	10000	320200	34700			\$ 3,351	\$ 3,351

Justification if partial encumbrance or liquidation requested: \_\_\_\_\_

Federal Funds Waiver #: F604 Contract Maximum: \$ 20,647

Procurement Contract Begin Date: 07/01/14 Expire Date: 06/30/15 Period of Funding From: 07/01/14 To: 06/30/15

Department Contact: Tracy Murray Telephone #: 510-577-1966 QIC Code: 24551

Contractor Name: Korean Community Center of the East Bay

Project Name: \_\_\_\_\_

Contractor Address: 1700 Broadway, Suite 400 Oakland, CA 94612

Remittance Address: Same as above ALCOLINK Vendor Address #: 1  
 BOS Dist. #: 5

Contractor Telephone #: 510-547-2662 Fax #: 510-547-3258 E-mail (Signatory): junelee@kcceb.org

Contractor Contact Person: Yeri Shon E-mail (Contact): yerishon@kcceb.org

Contract Service Category: Information and Assistance – Title IIIB Estimated Units of Service: See Exhibit A

Method of Reimbursement (Invoicing Procedures): Actual costs in arrears

History of Funding:	Original	Amendment #1	Amendment #2	Amendment #3	Amendment #4
Funding Level	\$ 16,751	\$ 20,647			
Amount of Encumbrance	\$ 16,751	\$ 3,896			
File Date	06/24/14	12/16/14			
File / Item #	39258 / 5	29484 / 4			
Reason	Board Action	Board Action			

Funding Source Allocation:	Federal - CFDA #: <u>(93.044)</u>	State	County
	\$ 17,296		\$ 3,351

The signatures below signify that the attached Exhibits A and B have been received, negotiated and finalized. The Contractor also signifies agreement with all provisions of the Master Contract.

**DEPARTMENT**

By \_\_\_\_\_

Signature

Lori A. Cox

Print or Type Name

Title Social Services Agency Director

Date

02/23/15

**CONTRACTOR**

By \_\_\_\_\_

Signature

June Lee

Print or Type Name

Title Executive Director

Date 1/27/2015

By \_\_\_\_\_

Signature

Print or Type Name

Title

Date

Reference: Master Contract #: 900187  
Procurement #: 11017

## CONTRACT AMENDMENT

Reference is made to that Contract made and entered into on the 1st day of July 2014, by and between Korean Community Center of the East Bay, herein called and referred to as "Contractor" and the COUNTY OF ALAMEDA, a body corporate and politic of the State of California, hereinafter called and referred to as "County".

Said contract is hereby amended in the following manner:

### CONTRACT FOR INFORMATION AND ASSISTANCE SERVICES

#### EXHIBIT A:

**Section II. B. 5. One-Time-Only Objective:** A one-time-only allocation of \$545 will be used to fund Supplies and Equipment during the period July 1, 2014 through June 30, 2015.

**Section II. B. 6. Baseline Operations Objective:** A one-time-only allocation of \$3,351 will be used to support baseline services during the period July 1, 2014 through June 30, 2015.

#### EXHIBIT B:

The amended budget is attached, which increases the allocation by **\$3,896** for a total allocation of **\$20,647**.

Except as herein amended, said Contract is continued in full force and effect.

The Contract Amendment is effective as of the 16th day of December 2014.

**COUNTY OF ALAMEDA**

**CONTRACTOR**

Korean Community Center of the East Bay  
1700 Broadway, Suite 400  
Oakland, CA 94612

By   
Lori A. Cox

By   
Authorized Signature of Contractor

Title: Social Services Agency Director

Title: Executive Director

Date: 02/23/15

Date: 02/09/15

2. I&A shall be provided consistent with California Department of Aging regulations as filed with the Office of the Secretary of State, August 24, 1996.
3. Program staff shall attend and participate in the Area Agency on Aging's I&A Roundtable which is held every other month, starting in July.
4. Program staff shall have knowledge in the following areas: Medicare, Medi-Cal, Supplemental Security Income (SSI), Qualified Medicare Beneficiary (QMB), In-Home Supportive Services (IHSS) Homeowner/Renter Assistance, Energy Assistance and other discount programs for seniors, Transportation Related Programs, Housing Programs, etc.
5. Those programs, which serve immigrants, shall be familiar with federal, state, and local rules as these relate to benefits and services for this population group, as well as provide information on citizenship classes for those who may wish to become U.S. Citizens.
6. The provision of Information and Assistance services should *normally* be provided between the hours of 9:00 a.m. to 5:00 p.m., Monday through Friday. This assistance can be provided by phone, in person, or by home visits.
7. Programs are required to have an annually updated Senior Resource File for the provision of Information and Assistance services and to be entered into the AAA database for automatic e-mail listing of changes in resource guides maintained by the AAA.
8. All I&A program related staff and volunteers shall receive on-going training in the area of senior resources as well as the proper methods of recording MIS data for monthly reports required by the Area Agency on Aging.
9. A minimum of 25% of Information Units shall receive Referral service.
10. All Referrals (100 %) shall receive Follow-Up service.

#### **B. MIS Units of Service**

Contractor shall perform the following units of service during this contract period in a manner that distributes them reasonably and evenly over the months of the contract.

1. A minimum of four hundred nine (409) Clients (Seniors) shall receive Information and Assistance services during the contract period.

2. A minimum of four hundred nine (409) units of Information Services shall be provided during the contract period.
3. A minimum of two hundred forty-seven (247) units of Referral Services shall be provided during the contract period.
4. A minimum of two hundred forty-seven (247) units of Follow-up Services shall be provided to clients during the contract period.
5. **One-Time-Only Objective:** A one-time-only allocation of \$545 will be used to fund Supplies and Equipment during the period July 1, 2014 through June 30, 2015.
6. **Baseline Operations Objective:** A one-time-only allocation of \$3,351 will be used to support baseline operations during the period July 1, 2014 through June 30, 2015.

MIS PROGRAM NUMBER	# OF SENIORS TO BE SERVED ANNUALLY	SERVICE UNIT NAME	MIS UNIT #	NUMBER OF UNITS TO BE PROVIDED	
				ANNUALLY	MONTHLY (approx)
13	409	Information	16	409	36
		Referral	23	247	22
		Follow-up	11	247	22

### C. Definitions

**Client:** An individual 60 years of age and older who receives service through the terms of this contract as of July 1 of the contract year, including those previously served as well as those never before served by the agency. For reporting purposes, each senior receiving services related to this grant is counted only once during the contract year.

**Information:** To give information about resources, programs, and services. (Does not attempt to facilitate appointments or other arrangements between the client and service provider.) **UNIT: one contact**

**NOTE:** Information calls that are made to an agency “in the course of doing business” are not to be included in the monthly total of MIS Information service units. (e.g., calls to an agency requesting information about its location or hours of operation, would not be counted.)





## SECTION 2 SERVICES AND SUPPLIES

2.1 TRAVEL AND TRAINING	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
Staff Travel: 112 Miles x Rate \$0.445	50		50	
Conferences/Conventions	0			
Staff Training -	200		200	
Vol.Travel: Miles x Rate	0			
<b>Subtotal:</b>	<b>250</b>	<b>0</b>	<b>250</b>	<b>0</b>

### 2.2 OCCUPANCY

Rent or Mortgage	3,840		3,840	
Telephone	640		640	
Utilities	200		200	
Janitorial/Maintenance	0		0	
General Liability Ins.	374		374	
<b>Subtotal:</b>	<b>5,054</b>	<b>0</b>	<b>5,054</b>	<b>0</b>

### 2.3 OTHER BUDGET COSTS

Supplies/Postage OTO \$46	930	46	884	
Minor Equipment OTO \$499	999	499	500	
Printing/Copying/Graphics	910		910	
Website Maintenance	425		425	
Fiscal Agent Fee @ 8%	0			
Membership/Dues/Subscrip.	300		300	
Health Fair Fees	0			
Directory and Advertising	0			
Regional Center Project Management	0			
Member Grant Awards	0			
Respite Scholarships	0			
Counseling	0			
Support Groups	0			
<b>Subtotal:</b>	<b>3,564</b>	<b>545</b>	<b>3,019</b>	<b>0</b>

### 2.4 VEHICLE BUDGET

Gas/Oil Miles x Rate	0			
Maintenance	0			
Vehicle Insurance	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SERVICES/SUPPLIES BUDGET</b>	<b>8,868</b>	<b>545</b>	<b>8,323</b>	<b>0</b>

## SECTION 3 CAPITAL EQUIPMENT

3.1 Capital Equipment <i>List Items Costing \$500+ (Include Funding Source)</i>	TOTAL PROJECT COSTS (1)	AAA FUNDED PROJECT COSTS (2)	OTHER	
			CASH	IN-KIND
	0			
	0			
	0			
<b>TOTAL CAPITAL EQUIPMENT BUDGET</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>GRAND TOTAL BUDGET (Sections 1.1 - 3.1)</b>	<b>61,268</b>	<b>20,647</b>	<b>39,341</b>	<b>1,280</b>
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## SECTION 4 REVENUES

4.1 REVENUE SOURCES:	Total Project Funds	AAA Project Funding	Other		Committed Funds
			CASH	IN-KIND	
<b>Non-Match:</b>					
KCCEB General Fund	33,041	0	33,041		33,041
Volunteers	1,280			1,280	1,280
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
<b>Subtotal:</b>	<b>34,321</b>	<b>0</b>	<b>33,041</b>	<b>1,280</b>	<b>34,321</b>
<b>Match:</b>					
California Pan-Ethnic Health Network	5,000		5,000		5,000
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
<b>Subtotal:</b>	<b>5,000</b>	<b>0</b>	<b>5,000</b>	<b>0</b>	<b>5,000</b>
Title III Client Donations:	1,300		1,300		1,300
Title III Funds: <b>OTO - \$545</b>	<b>17,296</b>	<b>17,296</b>			<b>17,296</b>
County General Funds:	3,351	3,351			
CBSP Funds:					
<b>TOTAL FUNDS:</b>	<b>61,268</b>	<b>20,647</b>	<b>39,341</b>	<b>1,280</b>	<b>57,917</b>

## SECTION 5 DEDUCTIVE FORMULA (Title III Funded Programs Only)

	TOTAL
1.) TOTAL PROJECT BUDGET:	61,268
2.) {LESS} COUNTY GENERAL FUNDS:	3,351
3.) {LESS} OTHER NON-MATCH FUNDS:	34,321
4.) {EQUALS} TITLE III BUDGET COSTS TO BE MATCHED:	23,596
5.) {LESS} TITLE III MATCH FUNDS: [minimum of 10% OF LINE 4]	5,000
6.) {LESS} TITLE III CLIENT DONATIONS:	1,300
7.) {EQUALS} EARNED TITLE III FUNDS:	17,296
<b>TOTAL CONTRACT FUNDING (LINE 2 + LINE 7)</b>	<b>20,647</b>

## **Exhibit D**

### **Audit Requirements**

The County contracts with various organizations to carry out programs mandated by the Federal and State governments or sponsored by the Board of Supervisors. Under the Single Audit Act Amendments of 1996 (31 U.S.C.A. §§ 7501-7507) and Board policy, the County has the responsibility to determine whether organizations receiving funds through the County have spent them in accordance with applicable laws, regulations, contract terms, and grant agreements. To this end, effective with the first fiscal year beginning on and after December 26, 2014, the following are required.

#### **I. AUDIT REQUIREMENTS**

##### **A. Funds from Federal Sources:**

1. Non-Federal entities which are determined to be subrecipients by the supervising department according to 2 CFR § 200.330 and which expend annual Federal awards in the amount specified in 2 CFR § 200.501 are required to have a single audit performed in accordance with 2 CFR § 200.514.
2. When a non-Federal entity expends annual Federal awards in the amount specified in 2 CFR § 200.501(a) under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or terms and conditions of the Federal award do not require a financial statement audit of the auditee, the non-Federal entity may elect to have a program-specific audit conducted in accordance with 2 CFR § 200.507 (Program Specific Audits).
3. Non-Federal entities which expend annual Federal awards less than the amount specified in 2 CFR § 200.501(d) are exempt from the single audit requirements for that year except that the County may require a limited-scope audit in accordance with 2 CFR § 200.503(c).

##### **B. Funds from All Sources:**

Non-Federal entities which expend annual funds from any source (Federal, State, County, etc.) through the County in an amount of:

1. \$100,000 or more must have a financial audit in accordance with the U.S. Comptroller General's Generally Accepted Government Auditing Standards (GAGAS) covering all County programs.
2. Less than \$100,000 are exempt from these audit requirements except as otherwise noted in the contract.

Non-Federal entities that are required to have or choose to do a single audit in accordance with 2 CFR Subpart F, Audit Requirements are not required to have a financial audit in the same year. However, Non-Federal entities that are required to have a financial audit may also be required to have a limited-scope audit in the same year.

C. General Requirements for All Audits:

1. All audits must be conducted in accordance with Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States (GAGAS).
2. All audits must be conducted annually, except for biennial audits authorized by 2 CFR § 200.504 and where specifically allowed otherwise by laws, regulations, or County policy.
3. The audit report must contain a separate schedule that identifies all funds received from or passed through the County that is covered by the audit. County programs must be identified by contract number, contract amount, contract period, and amount expended during the fiscal year by funding source. An exhibit number must be included when applicable.
4. If a funding source has more stringent and specific audit requirements, these requirements must prevail over those described above.

II. **AUDIT REPORTS**

A. For Single Audits

1. Within the earlier of 30 calendar days after receipt of the auditor's report or nine months after the end of the audit period, the auditee must electronically submit to the Federal Audit Clearinghouse (FAC) the data collection form described in 2 CFR § 200.512(b) and the reporting package described in 2 CFR § 200.512(c). The auditee and auditors must ensure that the reporting package does not include protected personally identifiable information. The FAC will make the reporting package and the data collection form available on a web site and all Federal agencies, pass-through entities and others interested in a reporting package and data collection form must obtain it by accessing the FAC. As required by 2 CFR § 200.512(a)(2), unless restricted by Federal statutes or regulations, the auditee must make copies available for public inspection.
2. A notice of the audit report issuance along with two copies of the management letter with its corresponding response should be sent to the County supervising department within ten calendar days after it is submitted to the FAC. The County supervising department is responsible for forwarding a copy of the audit report, management letter, and corresponding responses to the County Auditor within one week of receipt.

B. For Audits other than Single Audits

At least two copies of the audit report package, including all attachments and any management letter with its corresponding response, should be sent to the County supervising department within six months after the end of the audit year, or other time frame as specified by the department. The County supervising department is responsible for forwarding a copy of the audit report package to the County Auditor within one week of receipt.

### **III. AUDIT RESOLUTION**

Within 30 days of issuance of the audit report, the entity must submit to its County supervising department a corrective action plan consistent with 2 CFR § 200.511(c) to address each audit finding included in the current year auditor's report. Questioned costs and disallowed costs must be resolved according to procedures established by the County in the Contract Administration Manual. The County supervising department will follow up on the implementation of the corrective action plan as it pertains to County programs.

### **IV. ADDITIONAL AUDIT WORK**

The County, the State, or Federal agencies may conduct additional audits or reviews to carry out their regulatory responsibilities. To the extent possible, these audits and reviews will rely on the audit work already performed under the audit requirements listed above.





KOREA-1

OP ID: JU

**CERTIFICATE OF LIABILITY INSURANCE**DATE (MM/DD/YYYY)  
06/17/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Crist, Fritschl & Paterson Inc 266 Grand Avenue, Suite 230 Oakland, CA 94610 Jeffrey A. Fritschl	<b>CONTACT NAME:</b>	
	<b>PHONE (A/C, No, Ext):</b>	<b>FAX (A/C, No):</b>
<b>INSURED</b> Korean Community Center Of the East Bay 1700 Broadway #400 Oakland, CA 94612	<b>E-MAIL ADDRESS:</b>	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A: NIAC</b>	
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADOL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b>	X	201401452NPO	02/02/2015	02/02/2016	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					MED EXP (Any one person) \$ 20,000
	<input checked="" type="checkbox"/> Liquor Liab					PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:		201401452NPO	02/02/2015	02/02/2016	GENERAL AGGREGATE \$ 2,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					PRODUCTS - COMP/OP AGG \$ 2,000,000
						Liquor \$ 1,000,000
A	<b>AUTOMOBILE LIABILITY</b>		201401452NPO	02/02/2015	02/02/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO					BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS					BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS					PROPERTY DAMAGE (PER ACCIDENT) \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR					\$
	<b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE					EACH OCCURRENCE \$
	<b>DED</b> <input type="checkbox"/> <b>RETENTION \$</b>					AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>					\$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N N/A					WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	(Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. EACH ACCIDENT \$
A	<b>Soc Serv Prof Liab</b>		201401452NPO	02/02/2015	02/02/2016	E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$
						Occurrence 1,000,000
						Aggregate 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Additional Insured Endorsement #CG2026 attached.

**CERTIFICATE HOLDER****CANCELLATION**

County of Alameda, its Board of Supervisors, the individual Members thereof, and all County officers Agent, employees, volunteers, and representatives Contracts Office  
2000 San Pablo Ave.  
Oakland, CA 94612

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE  
Jeffrey A. Fritschl

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ALAMEDA COUNTY BOARD OF SUPERVISORS  
MINUTE ORDER

The following action was taken by the Alameda County Board of Supervisors on 12/16/2014

Approved as Recommended ☒

Other ☐

Unanimous ☐ Chan: ☐ Haggerty: ☐ Miley: ☐ Valle: ☒ Carson: ☐ - 4

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Contract: C-2014-209

Resolution: R-2014-410F

Documents to be signed by Agency/Purchasing Agent:

File No. 29484

Item No. 4

Copies sent to:

J. Villaflor & Auditor

Special Notes:

FY 2014-2015 Older  
Americans Act and Older  
Californians Act Grant  
Agreement No. AP-1415-09,  
A01



I certify that the foregoing is a correct  
copy of a Minute Order adopted by the  
Board of Supervisors, Alameda County,  
State of California.

ATTEST:

Clerk of the Board  
Board of Supervisors

By: [Signature]

Deputy



Lori A. Cox  
Agency Director

Thomas L. Berkley Square  
2000 San Pablo Avenue, Fourth Floor  
Oakland, California 94612  
510-271-9100 / Fax: 510-271-9108  
[ssadirector@acgov.org](mailto:ssadirector@acgov.org)  
<http://alamedasocialservices.org>

November 6, 2014

Honorable Board of Supervisors  
Administration Building  
Oakland, California 94612

Dear Board Members:

**SUBJECT:** Approval of Area Plan Grant Agreement Amendment and Contract Amendments for services administered by the Area Agency on Aging.

**RECOMMENDATIONS:**

- A. Approve the FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment I, between the California Department of Aging and County of Alameda, Area Agency on Aging and authorize the President to sign seven (7) Grant Agreements on behalf of Alameda County, each with an original signature, with a Minute Order authorizing execution of the contract.
- B. Approve the attached Financial Recommendation increasing revenue and appropriations by \$1,362,121.
- C. Approve contract increases totaling \$1,359,648 as detailed in attachment A, and delegate authority to the Social Services Director to sign the contract amendments, under the master contracting process.
- D. Approve a one-time allocation of Measure A Funds in the amount of \$15,000 to provide emergency senior support services.

**SUMMARY/DISCUSSION:**

This letter requests action by your Board to approve and execute Amendment 1 to the Older Americans Act (OAA) and Older Californians Act Grant Agreement issued by the California Department of Aging (CDA) for FY 2014/15.

This grant agreement, which provides an increase of \$408,288 in Special Nutrition (SN) and One-Time-Only (OTO) funds, allocates a total of \$5,879,694.00 to the Alameda County Area Agency on Aging (AAA). Your Board approved the original agreement, AP-1415-09, in the amount of \$5,471,406, on October 7, 2014 (File: 29356; Item: 4). The AAA will retain \$2,473 of the SN & OTO funds for its direct service Ombudsman program and allocate the remaining \$405,815 to its subcontractors as outlined in Attachment A.

Your Board directed that the Social Services Agency (SSA) and Health Care Services Agency (HCSA) collaborate to develop a Countywide plan for seniors. SSA is implementing a strategy that includes three key items: 1) provide one-time emergency funding to support the infrastructure of senior service providers; 2) develop a plan for delivery of technical assistance & capacity building for senior services providers; and 3) develop a Countywide plan for seniors. Attachment A includes emergency funding of \$953,833, which includes a 15% (\$884,012) increase in senior service contracts and \$69,821 to backfill a gap caused by federal sequestration cuts. Please note that the HCSA is providing \$15,000 of the funding from Measure A so that Senior Injury Prevention Program contracts managed by the AAA will also receive emergency funding.

County Counsel has approved this amended grant agreement as to form.

#### SELECTION CRITERIA/PROCESS:

*The subcontractors receiving funds under this grant agreement were selected based on recommendations resulting from the 2014-2018 requests for proposals completed by the Alameda County Area Agency on Aging and the Advisory Commission on Aging. The Commission's recommendations for funding from the RFP were approved by your Board on June 24, 2014 (File #29358, Item 5).*

#### FUNDING

Financing will come from the SSA budget and federal OTO funds awarded to Alameda County by the CDA through this grant agreement amendment for FY 2014-2015. An additional \$15,000 in funding comes from the Measure A reserve. Approval of these recommendations will bring the total amount of Measure A one-time expenditures that exceed the Fiscal Year 2014-2015 Budget to \$3,879,000. The Measure A expenses will be transferred to the Public Health Department at year end. The subcontractors receiving OAA and OCA funds will meet all match requirements.

Sincerely,



Lori A. Cox  
Agency Director

- Att: 1) Seven Original FY 2014-20145 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1 documents for Board President signature.  
2) Attachment A  
3) Financial Recommendation



CONTRACTOR	PC #	PO #	Initial Contract Amount	15% Increase & Sequestration	OTO & Special Nutrition	Amended Contract Amount	Fund Source
Nutrition C-1	11033	12493	64,757.00	9,714	12,126	86,597.00	Title III C-1
Ethiopian Community Family Caregiver Support	11008	12451	10,318.00	1,956	632	12,906.00	Title III E
Family Bridges	10875	12340	15,897.00	3,181	517	18,595.00	Title III B
Information & Assistance	10979	12427	26,246.00	5,251	854	32,351.00	Title III B
Senior Center Activities	10802	12255	13,036.00	2,607	424	16,067.00	Title III B
Visiting							
Family Caregiver Alliance	10760	12181	95,553.00	18,108	5,850	119,511.00	Title III E
Caregiver Support							
Family Support Services of the BA	10761	12183	51,260.00	9,714	3,138	64,112.00	Title III E
Caregiver Support							
Hayward Area Recreation & Park District	10812	12358	24,100.56	3,615		27,715.56	CGF
Senior Center Activities							
J-Sei	10819	12267	10,432.00	2,087	339	12,858.00	Title III B
Case Management	10818	12266	8,021.00	1,604	261	9,886.00	Title III B
Visiting	10807	12260	28,322.00	4,248	1,910	34,480.00	Title III C-2
Nutrition C-2							
Korean Community Center of the East Bay	11017	12474	16,751.00	3,351	545	20,647.00	Title III B
Information & Assistance							
Life ElderCare	10771	12188	29,078.00	5,817	948	35,841.00	Title III B
Visiting	10769	12187	10,326.00	2,066	336	12,728.00	Title III B
Visiting - Lavender	10937	12390	49,211.00	7,382	3,318	59,911.00	Title III C-2
Nutrition C-2	10978	12428	25,291.00	3,794		29,085.00	SIPP
Injury Prevention							
Legal Assistance for Seniors	10876	12324	19,356.00	3,647	201	23,204.00	Title VIIb
Elder Abuse Prevention	10877	12325	11,908.00	1,786		13,694.00	MIPPA
MIPPA	10828	12386	36,942.00	5,541		42,483.00	FA
Financial alignment	10871	12321	346,274.00	57,263	3,460	406,997.00	Title III B
Legal Services	10872	12322	393,995.00	59,098		453,094.00	HICAP
HICAP							
Lifelong Medical Care	10813	12359	36,699.00	7,342	1,194	45,235.00	Title III B
Health Services	10813	12359	27,471.00	5,752	1,162	34,385.00	Title III D
Disease Prevention							
Jan Spear dba Nutrition Solutions	10331	12327	182,248.00	27,337	34,127	243,712.00	Title III C-1
Nutrition C-1	10331	12327	205,831.00	30,875	13,878	250,584.00	Title III C-2
Nutrition C-2							
On Lok Senior Health Services	10334	12350	25,795.00	4,888	1,579	32,262.00	Title III E
Family Caregiver Support							
Open Heart Kitchen	10822	12273	132,303.00	19,845	24,774	176,922.00	Title III C-1
Nutrition C-1							
Rebuilding Together Oakland	10828	12279	10,000.00	1,500		11,500.00	SIPP
Injury Prevention							
Senior Support Services of the Tri Valley	10911	12402	27,471.00	5,762	1,162	34,385.00	Title III D
Disease Prevention	10910	12401	40,375.00	7,651	2,472	50,498.00	Title III E
Caregiver Support							



**COMMUNITY BASED ORGANIZATION  
MASTER CONTRACT EXHIBIT A & B COVERSHEET**

Dept Name: SSA-Adult, Aging, & Medi-Cal Services Vendor ID #: 0000027452 Board PO #: 12340  
 Bus Unit: SOCA Master Contract #: 900174 Procurement Contract #: 10875 Budget Year 2015

Acct #	Fund #	Dept #	Program #	Subclass #	Project / Grant #	Amount to be Encumbered	Total Contract Amount
610341	10000	320200	33625			\$517	\$16,414
610341	10000	320200	34700			\$3,181	\$3,181

Justification if partial encumbrance or liquidation requested: \_\_\_\_\_

Federal Funds Waiver #: F-604 Contract Maximum: \$19,595  
 Procurement Contract Begin Date: 07/01/14 Expire Date: 06/30/15 Period of Funding From: 07/01/14 To: 06/30/15

Department Contact: Tracy Murray Telephone #: 510-577-1966 QIC Code: 24551

Contractor Name: Family Bridges, Inc.

Project Name: Information and Assistance Program (Title IIIB)

Contractor Address: 168 11<sup>th</sup> Street, Oakland, CA 94607

Remittance Address: 168 11<sup>th</sup> Street, Oakland, CA 94607

ALCOLINK Vendor Address #: 1

BOS Dist. #: 3

Contractor Telephone #: 510-839-2022 Ext. 201 Fax #: 510-839-2435 E-mail (Signatory): corinnej@fambridges.org

Contractor Contact Person: Corinne Jan/Helen Lim E-mail (Contact): Corinne Jan

Contract Service Category: Information and Assistance Program (Title IIIB) Estimated Units of Service: See Exhibit A

Method of Reimbursement (Invoicing Procedures): Actual costs in arrears

History of Funding:	Original	Amendment #1	Amendment #2	Amendment #3	Amendment #4
Funding Level	\$15,897	\$19,595			
Amount of Encumbrance	\$15,897	\$3,698			
File Date	6-24-14	12-16-14			
File / Item #	29358-5	29484-4			
Reason	Board Action	Board Action			

Funding Source Allocation:	Federal - CFDA #: 93.044	State	County	State Special Fund
	\$16,414		\$3,181	

The signatures below signify that the attached Exhibits A and B have been received, negotiated and finalized. The Contractor also signifies agreement with all provisions of the Master Contract.

**DEPARTMENT**

By \_\_\_\_\_

Signature

Lori A. Cox

Print or Type Name

**CONTRACTOR**

By \_\_\_\_\_

Signature

for Corinne Jan

Print or Type Name

Title Social Services Agency Director Date 02/25/15 Title Chief Executive Officer Date 2/6/2015

**Alameda County Department of Social Services**

Reference: Master Contract #: 900174  
Procurement #: 10875

**CONTRACT AMENDMENT**

Reference is made to that Contract made and entered into on the 1st day of July, 2014, by and between Family Bridges, Inc. herein called and referred to as "Contractor" and the COUNTY OF ALAMEDA, a body corporate and politic of the State of California, hereinafter called and referred to as "County".

Said contract is hereby amended in the following manner:

**Information and Assistance Program (Title IIIB)**

**EXHIBIT A:**

**Section II. B. 5. One-Time Only Objective:** A one-time-only allocation of \$517 will be used to purchase program and office supplies during the period July 1, 2014 through June 30, 2015.

**Section II. B. 6. Baseline Operations Objective:** A one-time-only allocation of \$3,181 will be used to support baseline operations during the period July 1, 2014 through June 30, 2015.

**EXHIBIT B:**

The amended budget is attached, which increases the allocation by **\$3,698** for a total allocation of **\$19,595** for the contract period July 1, 2014 through June 30, 2015.

Except as herein amended, said Contract is continued in full force and effect.

**The Contract Amendment is effective as of the 16 day of December 2014.**

***COUNTY OF ALAMEDA***

***CONTRACTOR***

Family Bridges, Inc.  
168 11<sup>th</sup> Street  
Oakland, CA 94607

By 

By   
Authorized Signature of Contractor

Title: **Social Services Agency Director**

Title: **Chief Executive Officer**

Date: 02/25/15

Date: 2/6/2015

**EXHIBIT A****B. MIS Units of Service**

Contractor shall perform the following units of service during this contract period in a manner that distributes them reasonably and evenly over the months of the contract.

1. Two hundred fifty (250) unduplicated new Seniors shall receive Information and Assistance Services.
2. Eight hundred fifty-seven (857) contacts of Information and Assistance Services will be provided to seniors annually.
3. Two hundred fourteen (214) contacts of Referral Services shall be provided (25% of seniors provided with Information and Assistance Services).
4. Two hundred fourteen (214) contacts of Follow-Up Services shall be provided (100% of seniors provided for Referral Services).
5. **One-Time-Only Objective:** A one-time-only allocation of \$517 will be used to purchase office and program supplies during the period July 1, 2014 through June 30, 2015.
6. **Baseline Operations Objective:** A one-time-only allocation of \$3,181 will be used to support baseline operations during the period July 1, 2014 through June 30, 2015.

# OF NEW SENIORS TO BE SERVED ANNUALLY (250)	SERVICE UNIT NAME	NUMBER OF UNITS TO BE PROVIDED	
		ANNUALLY	MONTHLY (approx)
	Information Services	857 contacts	71
	Referral Services	214 contacts	18
	Follow-up Services	214 contacts	18

**C. Definitions**

Master Contract #: 900174

Exhibit #:

**ALAMEDA COUNTY AREA AGENCY ON AGING CONTRACT BUDGET**

Budget Effective Date: 02/01/2015 Revision No.: 1

Date Prepared: February 2, 2015

Contractor: Family Bridges, Inc.

Contract Term: 07/01/2014-06/30/2015

**MIS Program: Information & Assistance**

Provider No.: 1307

**SECTION 1 SALARIES AND EMPLOYEE BENEFITS**

<b>1.1 PAID STAFF (FTE = 40_hrs/wk)</b>		<b>TOTAL PROJECT BUDGET (1)</b>	<b>AAA FUNDED PROJECT BUDGET (2)</b>	<b>OTHER</b>	
<b>List # pos., %FTE, wages</b>				<b>CASH</b>	<b>IN-KIND</b>
Chief Operating Officer	2.5% FTE x \$8,800 x 8 months & 2.5% FTE x \$9,065 x 4 months	2,667		2,667	
Program Manager	5% FTE x \$4,554 x 8 months & 5% FTE x \$4,735 x 4 months	2,768	710	2,058	
Program Coordinator	30% FTE x \$3,325 x 8 months & 30% FTE x \$3,454 x 4 months	12,125	12,125		
Program Coordinator	25% FTE x \$3,325 x 1 month	831	831		
Receptionist	20% FTE x \$2,590 x 8 months & 20% FTE x \$2,690 x 4 months	6,296	2,152	4,144	
		0			
<b>Subtotal:</b>		<b>24,687</b>	<b>15,818</b>	<b>8,869</b>	<b>0</b>

**1.2 TAXES AND BENEFITS**

FICA	1,888	1,210	678	
SUI/SDI (\$350/1 FTE)	201	105	96	
Workers' Comp.	418	209	209	
Health Insurance	1,200	367	833	
Dental, Life & Vision	492	252	240	
Retirement 403(b) Employer Match	727	512	215	
	0			
	0			
	0			
<b>Subtotal:</b>	<b>4,926</b>	<b>2,655</b>	<b>2,271</b>	<b>0</b>

**1.3 IN-KIND STAFF/VOLUNTEERS (List # pos., % FTE, Pay equivalent)**

Volunteers	160 hours x \$10/hour & 40 hours x \$12.25 hour	2,090			2,090
		0			0
		0			
		0			
		0			
		0			
		0			
		0			
		0			
		0			
<b>Subtotal:</b>		<b>2,090</b>	<b>0</b>	<b>0</b>	<b>2,090</b>
<b>TOTAL SALARY/BENEFIT BUDGET (Sections 1.1, 1.2, 1.3)</b>		<b>31,703</b>	<b>18,473</b>	<b>11,140</b>	<b>2,090</b>

Ex-B-Bgt.WB2 (A1.D49)

Page 1 of 3

## SECTION 2 SERVICES AND SUPPLIES

2.1 TRAVEL AND TRAINING	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
Staff Travel: 22 Miles x 0.55/mile	12		12	
Conferences/Conventions	0			
Staff Training	30		30	
Vol. Travel: Miles x Rate	0			
<b>Subtotal:</b>	<b>42</b>	<b>0</b>	<b>42</b>	<b>0</b>

### 2.2 OCCUPANCY

Rent or Mortgage	0			
Telephone/Internet	300		300	
Utilities	615		615	
Janitorial/Maintenance	1,050	605	445	
General Liability Ins.	0			
	0			
	0			
<b>Subtotal:</b>	<b>1,965</b>	<b>605</b>	<b>1,360</b>	<b>0</b>

### 2.3 OTHER BUDGET COSTS

Supplies/Postage	180		180	
Printing/Copying	300		300	
Equipment Maintenance/Rental	30		30	
OTO Newsletter (labels, printing, postage)	321	321		
OTO Outreach (pens, etc.)	196	196		
Membership/Dues/Subscrip.	21		21	
Indirect Costs at 8%	0		0	
Other: Outreach	0			
License	60		60	
	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>1,108</b>	<b>517</b>	<b>591</b>	<b>0</b>

### 2.4 VEHICLE BUDGET

	0			
	0			
	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SERVICES/SUPPLIES BUDGET</b>	<b>3,115</b>	<b>1,122</b>	<b>1,993</b>	<b>0</b>

## SECTION 3 CAPITAL EQUIPMENT

3.1 Capital Equipment <i>List Items Costing \$5,000+ (Include Funding Source)</i>	TOTAL PROJECT COSTS (1)	AAA FUNDED PROJECT COSTS (2)	OTHER	
			CASH	IN-KIND
	0			
	0			
	0			
<b>TOTAL CAPITAL EQUIPMENT BUDGET</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>GRAND TOTAL BUDGET (Sections 1.1 - 3.1)</b>	<b>34,818</b>	<b>19,595</b>	<b>13,133</b>	<b>2,090</b>
----------------------------------------------------	---------------	---------------	---------------	--------------



## SECTION 4 REVENUES

4.1 REVENUE SOURCES:	Total Project Funds	AAA Project Funding	Other		Committed Funds
			CASH	IN-KIND	
<b>Non-Match:</b>					
Volunteers	2,090			2,090	2,090
Senior Aide	0			0	0
Membership/Agency Reserves	11,043		11,043		11,043
	0				
	0				
	0				
	0				
<b>Subtotal:</b>	<b>13,133</b>	<b>0</b>	<b>11,043</b>	<b>2,090</b>	<b>13,133</b>
<b>Match:</b>					
Membership	1,850		1,850		1,850
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
<b>Subtotal:</b>	<b>1,850</b>	<b>0</b>	<b>1,850</b>	<b>0</b>	<b>1,850</b>
Title III Client Donations (if applicable):	240		240		
Title III Funds (if applicable):	16,414	16,414			16,414
County General Funds (if applicable):	3,181	3,181			3,181
CBSP Funds (if applicable):	0				0
<b>TOTAL FUNDS:</b>	<b>34,818</b>	<b>19,595</b>	<b>13,133</b>	<b>2,090</b>	<b>34,578</b>

## SECTION 5 DEDUCTIVE FORMULA (Title III Funded Programs Only)

	TOTAL
1.) TOTAL PROJECT BUDGET:	34,818
2.) {LESS} COUNTY GENERAL FUNDS:	3,181
3.) {LESS} OTHER NON-MATCH FUNDS:	13,133
4.) {EQUALS} TITLE III BUDGET COSTS TO BE MATCHED:	18,504
5.) {LESS} TITLE III MATCH FUNDS: [minimum of 0% OF LINE 4]	1,850
6.) {LESS} TITLE III CLIENT DONATIONS:	240
7.) {EQUALS} EARNED TITLE III FUNDS:	16,414

## **Exhibit D**

### **Audit Requirements**

The County contracts with various organizations to carry out programs mandated by the Federal and State governments or sponsored by the Board of Supervisors. Under the Single Audit Act Amendments of 1996 (31 U.S.C.A. §§ 7501-7507) and Board policy, the County has the responsibility to determine whether organizations receiving funds through the County have spent them in accordance with applicable laws, regulations, contract terms, and grant agreements. To this end, effective with the first fiscal year beginning on and after December 26, 2014, the following are required.

#### **I. AUDIT REQUIREMENTS**

##### **A. Funds from Federal Sources:**

1. Non-Federal entities which are determined to be subrecipients by the supervising department according to 2 CFR § 200.330 and which expend annual Federal awards in the amount specified in 2 CFR § 200.501 are required to have a single audit performed in accordance with 2 CFR § 200.514.
2. When a non-Federal entity expends annual Federal awards in the amount specified in 2 CFR § 200.501(a) under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or terms and conditions of the Federal award do not require a financial statement audit of the auditee, the non-Federal entity may elect to have a program-specific audit conducted in accordance with 2 CFR § 200.507 (Program Specific Audits).
3. Non-Federal entities which expend annual Federal awards less than the amount specified in 2 CFR § 200.501(d) are exempt from the single audit requirements for that year except that the County may require a limited-scope audit in accordance with 2 CFR § 200.503(c).

##### **B. Funds from All Sources:**

Non-Federal entities which expend annual funds from any source (Federal, State, County, etc.) through the County in an amount of:

1. \$100,000 or more must have a financial audit in accordance with the U.S. Comptroller General's Generally Accepted Government Auditing Standards (GAGAS) covering all County programs.
2. Less than \$100,000 are exempt from these audit requirements except as otherwise noted in the contract.

Non-Federal entities that are required to have or choose to do a single audit in accordance with 2 CFR Subpart F, Audit Requirements are not required to have a financial audit in the same year. However, Non-Federal entities that are required to have a financial audit may also be required to have a limited-scope audit in the same year.

C. General Requirements for All Audits:

1. All audits must be conducted in accordance with Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States (GAGAS).
2. All audits must be conducted annually, except for biennial audits authorized by 2 CFR § 200.504 and where specifically allowed otherwise by laws, regulations, or County policy.
3. The audit report must contain a separate schedule that identifies all funds received from or passed through the County that is covered by the audit. County programs must be identified by contract number, contract amount, contract period, and amount expended during the fiscal year by funding source. An exhibit number must be included when applicable.
4. If a funding source has more stringent and specific audit requirements, these requirements must prevail over those described above.

II. **AUDIT REPORTS**

A. For Single Audits

1. Within the earlier of 30 calendar days after receipt of the auditor's report or nine months after the end of the audit period, the auditee must electronically submit to the Federal Audit Clearinghouse (FAC) the data collection form described in 2 CFR § 200.512(b) and the reporting package described in 2 CFR § 200.512(c). The auditee and auditors must ensure that the reporting package does not include protected personally identifiable information. The FAC will make the reporting package and the data collection form available on a web site and all Federal agencies, pass-through entities and others interested in a reporting package and data collection form must obtain it by accessing the FAC. As required by 2 CFR § 200.512(a)(2), unless restricted by Federal statutes or regulations, the auditee must make copies available for public inspection.
2. A notice of the audit report issuance along with two copies of the management letter with its corresponding response should be sent to the County supervising department within ten calendar days after it is submitted to the FAC. The County supervising department is responsible for forwarding a copy of the audit report, management letter, and corresponding responses to the County Auditor within one week of receipt.

B. For Audits other than Single Audits

At least two copies of the audit report package, including all attachments and any management letter with its corresponding response, should be sent to the County supervising department within six months after the end of the audit year, or other time frame as specified by the department. The County supervising department is responsible for forwarding a copy of the audit report package to the County Auditor within one week of receipt.

### **III. AUDIT RESOLUTION**

Within 30 days of issuance of the audit report, the entity must submit to its County supervising department a corrective action plan consistent with 2 CFR § 200.511(c) to address each audit finding included in the current year auditor's report. Questioned costs and disallowed costs must be resolved according to procedures established by the County in the Contract Administration Manual. The County supervising department will follow up on the implementation of the corrective action plan as it pertains to County programs.

### **IV. ADDITIONAL AUDIT WORK**

The County, the State, or Federal agencies may conduct additional audits or reviews to carry out their regulatory responsibilities. To the extent possible, these audits and reviews will rely on the audit work already performed under the audit requirements listed above.

# ALAMEDA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

The following action was taken by the Alameda County Board of Supervisors on 12/16/2014

Approved as Recommended ☒

Other ☐

Unanimous ☐ Chan: ☐ Haggerty: ☐ Miley: ☐ Valle: ☒ Carson: ☐ - 4

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Contract: C-2014-209

Resolution: R-2014-410F

Documents to be signed by Agency/Purchasing Agent:

File No. 29484

Item No. 4

Copies sent to:

J. Villafior & Auditor

**Special Notes:**

FY 2014-2015 Older  
Americans Act and Older  
Californians Act Grant  
Agreement No. AP-1415-09,  
A01



I certify that the foregoing is a correct  
copy of a Minute Order adopted by the  
Board of Supervisors, Alameda County,  
State of California.

ATTEST:

Clerk of the Board  
Board of Supervisors

By: [Signature]

Deputy





Lori A. Cox  
Agency Director

Thomas L. Berkley Square  
2000 San Pablo Avenue, Fourth Floor  
Oakland, California 94612  
510-271-9100 / Fax: 510-271-9108  
[ssadirector@acgov.org](mailto:ssadirector@acgov.org)  
<http://alamedasocialservices.org>

November 6, 2014

Honorable Board of Supervisors  
Administration Building  
Oakland, California 94612

Dear Board Members:

**SUBJECT:** Approval of Area Plan Grant Agreement Amendment and Contract Amendments for services administered by the Area Agency on Aging.

**RECOMMENDATIONS:**

- A. Approve the FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1, between the California Department of Aging and County of Alameda, Area Agency on Aging and authorize the President to sign seven (7) Grant Agreements on behalf of Alameda County, each with an original signature, with a Minute Order authorizing execution of the contract.
- B. Approve the attached Financial Recommendation increasing revenue and appropriations by \$1,362,121.
- C. Approve contract increases totaling \$1,359,648 as detailed in attachment A, and delegate authority to the Social Services Director to sign the contract amendments, under the master contracting process.
- D. Approve a one-time allocation of Measure A Funds in the amount of \$15,000 to provide emergency senior support services.

**SUMMARY/DISCUSSION:**

This letter requests action by your Board to approve and execute Amendment 1 to the Older Americans Act (OAA) and Older Californians Act Grant Agreement issued by the California Department of Aging (CDA) for FY 2014/15.

This grant agreement, which provides an increase of \$408,288 in Special Nutrition (SN) and One-Time-Only (OTO) funds, allocates a total of \$5,879,694.00 to the Alameda County Area Agency on Aging (AAA). Your Board approved the original agreement, AP-1415-09, in the amount of \$5,471,406, on October 7, 2014 (File: 29356; Item: 4). The AAA will retain \$2,473 of the SN & OTO funds for its direct service Ombudsman program and allocate the remaining \$405,815 to its subcontractors as outlined in Attachment A.

Your Board directed that the Social Services Agency (SSA) and Health Care Services Agency (HCSA) collaborate to develop a Countywide plan for seniors. SSA is implementing a strategy that includes three key items: 1) provide one-time emergency funding to support the infrastructure of senior service providers; 2) develop a plan for delivery of technical assistance & capacity building for senior services providers; and 3) develop a Countywide plan for seniors. Attachment A includes emergency funding of \$953,833, which includes a 15% (\$884,012) increase in senior service contracts and \$69,821 to backfill a gap caused by federal sequestration cuts. Please note that the HCSA is providing \$15,000 of the funding from Measure A so that Senior Injury Prevention Program contracts managed by the AAA will also receive emergency funding.

County Counsel has approved this amended grant agreement as to form.

#### **SELECTION CRITERIA/PROCESS:**

*The subcontractors receiving funds under this grant agreement were selected based on recommendations resulting from the 2014-2018 requests for proposals completed by the Alameda County Area Agency on Aging and the Advisory Commission on Aging. The Commission's recommendations for funding from the RFP were approved by your Board on June 24, 2014 (File #29358, Item 5).*

#### **FUNDING**

Financing will come from the SSA budget and federal OTO funds awarded to Alameda County by the CDA through this grant agreement amendment for FY 2014-2015. An additional \$15,000 in funding comes from the Measure A reserve. Approval of these recommendations will bring the total amount of Measure A one-time expenditures that exceed the Fiscal Year 2014-2015 Budget to \$3,879,000. The Measure A expenses will be transferred to the Public Health Department at year end. The subcontractors receiving OAA and OCA funds will meet all match requirements.

Sincerely,



Lori A. Cox  
Agency Director

- Att: 1) Seven Original FY 2014-20145 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1 documents for Board President signature.  
2) Attachment A  
3) Financial Recommendation

## TITLE III/VII, HICAP, MIPPA, FA, TV and SIPP

320200

Period 07/01/14-06/30/15

CONTRACTOR	PC #	PO #	Initial Contract Amount	15% Increase & Sequestration	OTO & Special Nutrition	Amended Contract Amount	Fund Source
Afghan Elderly Association	10855	12300	34,521.00	5,178	6,465	46,164.00	Title III C-1
Nutrition C-1	10856	12301	27,471.00	5,752	1,161	34,384.00	Title III D
Alzheimer's Association of Norther CA	10874	12339	30,459.00	5,772	1,865	38,096.00	Title III E
Caregiver Support	10820	12268	91,407.00	18,286	2,975	112,668.00	Title III B
Alzheimer's Services of the East Bay	10762	12184	42,017.00	7,963	2,573	52,553.00	Title III E
Adult Day Care	11006	12448	110,432.70	20,939	2,844	134,215.70	Title III B
Caregiver Support	11019	12475	189,967.00	31,004	1,631	222,602.00	Title III B
Bay Area Community Services (BACS)	10854	12299	25,095.06	3,764		28,859.06	CGF
Adult Day Care - North & South	10918	12365	18,808.80	2,821		21,629.80	CGF
Case Management	10826	12275	28,957.00	5,488	1,773	36,218.00	Title III E
City of Alameda	10801	12202	41,868.96	6,280		48,148.96	CGF
Senior Center Activities	10786	12190	27,233.00	4,085	5,100	36,418.00	Title III C-1
City of Albany	10787	12191	30,768.00	4,615	2,073	37,456.00	Title III C-2
Senior Center Activities	10824	12274	22,572.00	4,516	734	27,822.00	Title III B
City of Emeryville	10829	12280	23,770.08	3,566		27,336.08	CGF
Senior Center Activities	10935	12389	67,960.00	12,879	4,161	85,000.00	Title III E
City of Fremont	10934	12382	55,287.06	8,293		63,580.06	CGF
Caregiver Support	10860	12303	45,082.00	8,268	979	54,329.00	Title III B
MSSP	10933	12381	10,591.00	2,119	345	13,055.00	Title III B
Case Management	10831	12337	42,859.38	6,429		49,288.38	CGF
Information & Assistance	10757	12179	10,028.00	2,006	326	12,358.00	Title III B
City of Oakland	10929	12375	123,817.00	23,465	7,581	154,863.00	Title III E
Senior Center Activities	10930	12377	17,078.00	2,562		19,641.00	SIPP
Crisis Support Services	11034	12494	10,328.00	2,066	336	12,728.00	Title III B
Visiting						0.00	
Day Break Adult Center/ADSNAC							
Caregiver Support							
Injury Prevention							
East Bay Korean American Sr. Svc Ctr							
Senior Center Activities							

**COMMUNITY BASED ORGANIZATION  
MASTER CONTRACT EXHIBIT A & B COVERSHEET**

Dept Name: SSA-Adult, Aging, & Medi-Cal Services Vendor ID #: 00000294984 Board PO #: 12339Bus Unit: SOCA Master Contract #: 900149 Procurement Contract #: 10874 Budget Year 2015

Acct #	Fund #	Dept #	Program #	Subclass #	Project / Grant #	Amount to be Encumbered	Total Contract Amount
610341	10000	320200	33950			\$1,865	\$32,324
610341	10000	320200	34700			\$5,772	\$5,772

Justification if partial encumbrance or liquidation requested: \_\_\_\_\_

Federal Funds Waiver #: F606Contract Maximum: \$38,096Procurement Contract Begin Date: 07/01/14 Expire Date: 06/30/15 Period of Funding From: 07/01/14 To: 06/30/15Department Contact: Tracy Murray Telephone #: 510-577-1966 QIC Code: 24551Contractor Name: Alzheimer's Association of N. CA and N. NVProject Name: Family Caregiver Support ProgramContractor Address: 2290 N. First Street, Suite 101, San Jose, CA 95131Remittance Address: 2290 N. First Street, Suite 101, San Jose, CA 95131 ALCOLINK Vendor Address #: 3BOS Dist. #: N/AContractor Telephone #: 925-284-7942 Fax #: 925-284-8302 E-mail (Signatory): Gliu@alz.orgContractor Contact Person: Grace Liu E-mail (Contact): Grace LiuContract Service Category: Family Caregiver Support Program Estimated Units of Service: See Exhibit AMethod of Reimbursement (Invoicing Procedures): Actual costs in arrears


History of Funding:	Original	Amendment #1	Amendment #2	Amendment #3	Amendment #4
Funding Level	\$30,459	\$38,096			
Amount of Encumbrance	\$30,459	\$7,637			
File Date	6-24-14	12-16-14			
File / Item #	29358-5	29484-4			
Reason	Board Action	Board Action			

Funding Source Allocation:	Federal - CFDA #: 93.052	State	County	State Special Fund
	\$32,324		\$5,772	

The signatures below signify that the attached Exhibits A and B have been received, negotiated and finalized. The Contractor also signifies agreement with all provisions of the Master Contract.

**DEPARTMENT**

By \_\_\_\_\_



Signature

Lori A. Cox

Print or Type Name

**CONTRACTOR**

By \_\_\_\_\_



Signature

William Fisher

Print or Type Name

Title Social Services Agency Director Date 02/23/15Title Chief Executive Officer Date 2-5-15

**Alameda County Department of Social Services**

Reference: Master Contract #: 900149  
Procurement #: 10874

**CONTRACT AMENDMENT**

Reference is made to that Contract made and entered into on the 1st day of July, 2014, by and between Alzheimer's Association of N.CA & N.NV, herein called and referred to as "Contractor" and the COUNTY OF ALAMEDA, a body corporate and politic of the State of California, hereinafter called and referred to as "County".

Said contract is hereby amended in the following manner:

**Family Caregiver Support Program (FCSP)**

**EXHIBIT A:**

**Section II. B. 7. One-Time-Only Objective:** A one-time-only allocation of \$1,865 will be used to purchase equipment and supplies during the period July 1, 2014 through June 30, 2015.

**Section II. B. 8. Baseline Operations Objective:** A one-time-only allocation of \$5,772 will be used to support baseline operations during the period July 1, 2014 through June 30, 2015.

**EXHIBIT B:**

The amended budget is attached, which increases the allocation by **\$7,637** for a total allocation of **\$38,096** for the contract period July 1, 2014 through June 30, 2015.

Except as herein amended, said Contract is continued in full force and effect.

**The Contract Amendment is effective as of the 16 day of December 2014.**

**COUNTY OF ALAMEDA**

**CONTRACTOR**

Alzheimer's Association of N.CA & N.NV  
2290 N. First Street, Suite 101  
San Jose, CA 95131

By  \_\_\_\_\_

By  \_\_\_\_\_  
Authorized Signature of Contractor

Title: **Social Services Agency Director**

Title: **Chief Executive Officer**

Date: 02/25/15

Date: 2-5-15



**EXHIBIT A**

6. Eighty five (85) hours of Caregiver Counseling will be provided to include intensive Caregiver Training (Savvy Caregiver) to five (5) people for sixty (60) hours of Caregiver Counseling. \*Savvy Caregiver Training will include a series of six (6) workshops at 2 hours per workshop and provided to five (5) individuals. The participating individuals will go through the six (6) series of workshop. **\*Savvy Caregiver Training is defined as a Caregiver Counseling Support Service Category.**
7. **One-Time Only Objective:** A one-time-only allocation of \$1,865 will be used to purchase equipment and supplies during the period July 1, 2014 through June 30, 2015.
8. **Baseline Operations Objective:** A one-time-only allocation of \$5,772 will be used to support baseline operations during the period July 1, 2014 through June 30, 2015.

NUMBER UNDUPLICATED INDIVIDUALS TO BE SERVED ANNUALLY (3,035)	SUPPORT SERVICE CATEGORY	SERVICE UNIT NAME	NUMBER OF UNITS TO BE PROVIDED	
			ANNUALLY (12 months)	MONTHLY (approx)
1,797	<b>Information Services</b>	Public Information on Caregiving	4 activities	1 per quarter
656	<b>Information Services</b>	Community Education on Caregiving	14 activities	1 activity
180	<b>Access Assistance</b>	Caregiver Information and Assistance	180 contacts	15 contacts
300	<b>Access Assistance</b>	Caregiver Outreach	300 contacts	25 contacts
40	<b>Support Services</b>	Caregiver Assessment	28 hours	2 hours
62	<b>Support Services</b>	Caregiver Counseling	85 hours	7 hours

**C. Definitions**

1. **Program Requirements** means requirements found in the Older Americans Act (OAA), Title III, Part E, Sections 371 through 374.

**EXHIBIT B**  
**ALAMEDA COUNTY AREA AGENCY ON AGING CONTRACT BUDGET**

Budget Effective Date: July 1, 2014 Revision No.: 1

Date Prepared: 01/27/15

Contractor: Alzheimer's Association of Northern California &amp; Northern Nevada

Contract Term: 7/1/2014 - 6/30/2015

MIS Program: Family Caregiver Support Program

Provider No.: 1910

**SECTION 1 SALARIES AND EMPLOYEE BENEFITS**

1.1 PAID STAFF (FTE = __ hrs/wk) List # pos., %FTE, wages	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
Site Director 15% of 1 FTE @ \$68,340	10,251	9,363	888	
Support Group Coordinator 15% of 1 FTE @ \$64,342	9,651	9,651		
Latino Outreach Specialist 10% of 1 FTE @ 53,754	5,375	5,375		
Community Outreach Specialist 10% of 1 FTE @ 60,700	6,070	6,070		
	0			
	0			
	0			
	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>31,347</b>	<b>30,459</b>	<b>888</b>	<b>0</b>

**1.2 TAXES AND BENEFITS**

FICA	3,116		3,116	
SUI/SDI	516		516	
	0			
	0			
	0			
Health Insurance	3,000		3,000	
Workers' Comp.	325		325	
Retirement	325		325	
Life Insurance	325		325	
	0			
<b>Subtotal:</b>	<b>7,607</b>	<b>0</b>	<b>7,607</b>	<b>0</b>

**1.3 IN-KIND STAFF/VOLUNTEERS (List # pos., % FTE, Pay equivalent)**

	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SALARY/BENEFIT BUDGET (Sections 1.1, 1.2, 1.3)</b>	<b>38,954</b>	<b>30,459</b>	<b>8,495</b>	<b>0</b>

## SECTION 2 SERVICES AND SUPPLIES

2.1 TRAVEL AND TRAINING	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
<b>Staff Travel: _Miles x Rate</b>				
Conferences/Conventions	0			
Staff Training -	0			
Vol.Travel: _____ Miles x Rate _____	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 2.2 OCCUPANCY

Rent or Mortgage	3,340		3340	
Telephone (\$1,226 per FTE annually)	613		613	
Utilities	0			
Janitorial/Maintenance	0			
General Liability Ins.	0			
<b>Subtotal:</b>	<b>3,953</b>	<b>0</b>	<b>3,953</b>	<b>0</b>

### 2.3 OTHER BUDGET COSTS

Supplies/Postage				
Minor Equip. (Each Item Under \$5,000)	8,117	6,087	2,030	
Printing/Copying/Graphics (Education Mater	2,050	1,550	500	
Website Maintenance	0			
Fiscal Agent Fee @ 8%	0			
Membership/Dues/Subscrip.	0			
Health Fair Fees	0			
Directory and Advertising	0			
Regional Center Project Management	0			
Member Grant Awards	0			
Respite Scholarships	0			
Counseling	0			
Support Groups	0			
<b>Subtotal:</b>	<b>10,167</b>	<b>7,637</b>	<b>2,530</b>	<b>0</b>

### 2.4 VEHICLE BUDGET

Gas/Oil _____ Miles x Rate _____	0			
Maintenance	0			
Vehicle Insurance	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SERVICES/SUPPLIES BUDGET</b>	<b>14,120</b>	<b>7,637</b>	<b>6,483</b>	<b>0</b>

## SECTION 3 CAPITAL EQUIPMENT

3.1 Capital Equipment <i>List Items Costing \$5,000+ (Include Funding Source)</i>	TOTAL PROJECT COSTS (1)	AAA FUNDED PROJECT COSTS (2)	OTHER	
			CASH	IN-KIND
	0			
	0			
	0			
<b>TOTAL CAPITAL EQUIPMENT BUDGET</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>GRAND TOTAL BUDGET (Sections 1.1 - 3.1)</b>	<b>53,074</b>	<b>38,096</b>	<b>14,978</b>	<b>0</b>
----------------------------------------------------	---------------	---------------	---------------	----------

## SECTION 4 REVENUES

4.1 REVENUE SOURCES:	Total Project Funds	AAA Project Funding	Other		Committed Funds
			CASH	IN-KIND	
Non-Match:	0 0 0 0 0 0 0 0 0 0				
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Match:					
Private donations	14,978 0 0 0 0 0 0 0 0 0 0 0 0		14,978		
<b>Subtotal:</b>	<b>14,978</b>	<b>0</b>	<b>14,978</b>	<b>0</b>	
Title III Client Donations (if applicable):					
Title III Funds (if applicable):	32,324	32,324			
County General Funds: Measure A Increase	5,772	5,772			
CBSP Funds (if applicable):					
<b>TOTAL FUNDS:</b>	<b>53,074</b>	<b>38,096</b>	<b>14,978</b>	<b>0</b>	<b>0</b>

## SECTION 5 DEDUCTIVE FORMULA (Title III Funded Programs Only)

	TOTAL
1.) TOTAL PROJECT BUDGET:	53,074
2.) {LESS} COUNTY GENERAL FUNDS:	5,772
3.) {LESS} OTHER NON-MATCH FUNDS:	0
4.) {EQUALS} TITLE III BUDGET COSTS TO BE MATCHED:	47,302
5.) {LESS} TITLE III MATCH FUNDS: [minimum of 25% OF LINE 4]	14,978
6.) {LESS} TITLE III CLIENT DONATIONS:	0
7.) {EQUALS} EARNED TITLE III FUNDS:	32,324

## **Exhibit D**

### **Audit Requirements**

The County contracts with various organizations to carry out programs mandated by the Federal and State governments or sponsored by the Board of Supervisors. Under the Single Audit Act Amendments of 1996 (31 U.S.C.A. §§ 7501-7507) and Board policy, the County has the responsibility to determine whether organizations receiving funds through the County have spent them in accordance with applicable laws, regulations, contract terms, and grant agreements. To this end, effective with the first fiscal year beginning on and after December 26, 2014, the following are required.

#### **I. AUDIT REQUIREMENTS**

##### **A. Funds from Federal Sources:**

1. Non-Federal entities which are determined to be subrecipients by the supervising department according to 2 CFR § 200.330 and which expend annual Federal awards in the amount specified in 2 CFR § 200.501 are required to have a single audit performed in accordance with 2 CFR § 200.514.
2. When a non-Federal entity expends annual Federal awards in the amount specified in 2 CFR § 200.501(a) under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or terms and conditions of the Federal award do not require a financial statement audit of the auditee, the non-Federal entity may elect to have a program-specific audit conducted in accordance with 2 CFR § 200.507 (Program Specific Audits).
3. Non-Federal entities which expend annual Federal awards less than the amount specified in 2 CFR § 200.501(d) are exempt from the single audit requirements for that year except that the County may require a limited-scope audit in accordance with 2 CFR § 200.503(c).

##### **B. Funds from All Sources:**

Non-Federal entities which expend annual funds from any source (Federal, State, County, etc.) through the County in an amount of:

1. \$100,000 or more must have a financial audit in accordance with the U.S. Comptroller General's Generally Accepted Government Auditing Standards (GAGAS) covering all County programs.
2. Less than \$100,000 are exempt from these audit requirements except as otherwise noted in the contract.

Non-Federal entities that are required to have or choose to do a single audit in accordance with 2 CFR Subpart F, Audit Requirements are not required to have a financial audit in the same year. However, Non-Federal entities that are required to have a financial audit may also be required to have a limited-scope audit in the same year.



C. General Requirements for All Audits:

1. All audits must be conducted in accordance with Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States (GAGAS).
2. All audits must be conducted annually, except for biennial audits authorized by 2 CFR § 200.504 and where specifically allowed otherwise by laws, regulations, or County policy.
3. The audit report must contain a separate schedule that identifies all funds received from or passed through the County that is covered by the audit. County programs must be identified by contract number, contract amount, contract period, and amount expended during the fiscal year by funding source. An exhibit number must be included when applicable.
4. If a funding source has more stringent and specific audit requirements, these requirements must prevail over those described above.

II. **AUDIT REPORTS**

A. For Single Audits

1. Within the earlier of 30 calendar days after receipt of the auditor's report or nine months after the end of the audit period, the auditee must electronically submit to the Federal Audit Clearinghouse (FAC) the data collection form described in 2 CFR § 200.512(b) and the reporting package described in 2 CFR § 200.512(c). The auditee and auditors must ensure that the reporting package does not include protected personally identifiable information. The FAC will make the reporting package and the data collection form available on a web site and all Federal agencies, pass-through entities and others interested in a reporting package and data collection form must obtain it by accessing the FAC. As required by 2 CFR § 200.512(a)(2), unless restricted by Federal statutes or regulations, the auditee must make copies available for public inspection.
2. A notice of the audit report issuance along with two copies of the management letter with its corresponding response should be sent to the County supervising department within ten calendar days after it is submitted to the FAC. The County supervising department is responsible for forwarding a copy of the audit report, management letter, and corresponding responses to the County Auditor within one week of receipt.

B. For Audits other than Single Audits

At least two copies of the audit report package, including all attachments and any management letter with its corresponding response, should be sent to the County supervising department within six months after the end of the audit year, or other time frame as specified by the department. The County supervising department is responsible for forwarding a copy of the audit report package to the County Auditor within one week of receipt.

### **III. AUDIT RESOLUTION**

Within 30 days of issuance of the audit report, the entity must submit to its County supervising department a corrective action plan consistent with 2 CFR § 200.511(c) to address each audit finding included in the current year auditor's report. Questioned costs and disallowed costs must be resolved according to procedures established by the County in the Contract Administration Manual. The County supervising department will follow up on the implementation of the corrective action plan as it pertains to County programs.

### **IV. ADDITIONAL AUDIT WORK**

The County, the State, or Federal agencies may conduct additional audits or reviews to carry out their regulatory responsibilities. To the extent possible, these audits and reviews will rely on the audit work already performed under the audit requirements listed above.

# ALAMEDA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

*The following action was taken by the Alameda County Board of Supervisors on 12/16/2014*

Approved as Recommended ☒

Other ☐

Unanimous ☐ Chan: ☐ Haggerty: ☐ Miley: ☐ Valle: ☒ Carson: ☐ - ☐ 4

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

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Resolution: R-2014-410F

Documents to be signed by Agency/Purchasing Agent:

File No. 29484

Item No. 4

Copies sent to:

J. Villaflor & Auditor

## Special Notes:

FY 2014-2015 Older  
Americans Act and Older  
Californians Act Grant  
Agreement No. AP-1415-09,  
A01



I certify that the foregoing is a correct  
copy of a Minute Order adopted by the  
Board of Supervisors, Alameda County,  
State of California.

ATTEST:

Clerk of the Board  
Board of Supervisors

By: Janita Jones

Deputy



Lori A. Cox  
Agency Director

Thomas L. Berkley Square  
2000 San Pablo Avenue, Fourth Floor  
Oakland, California 94612  
510-271-9100 / Fax: 510-271-9108  
[ssadirector@acgov.org](mailto:ssadirector@acgov.org)  
<http://alamedasocialservices.org>

November 6, 2014

Honorable Board of Supervisors  
Administration Building  
Oakland, California 94612

Dear Board Members:

**SUBJECT:** Approval of Area Plan Grant Agreement Amendment and Contract Amendments for services administered by the Area Agency on Aging.

**RECOMMENDATIONS:**

- A. Approve the FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1, between the California Department of Aging and County of Alameda, Area Agency on Aging and authorize the President to sign seven (7) Grant Agreements on behalf of Alameda County, each with an original signature, with a Minute Order authorizing execution of the contract.
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**SUMMARY/DISCUSSION:**

This letter requests action by your Board to approve and execute Amendment 1 to the Older Americans Act (OAA) and Older Californians Act Grant Agreement issued by the California Department of Aging (CDA) for FY 2014/15.

This grant agreement, which provides an increase of \$408,288 in Special Nutrition (SN) and One-Time-Only (OTO) funds, allocates a total of \$5,879,694.00 to the Alameda County Area Agency on Aging (AAA). Your Board approved the original agreement, AP-1415-09, in the amount of \$5,471,406, on October 7, 2014 (File: 29356; Item: 4). The AAA will retain \$2,473 of the SN & OTO funds for its direct service Ombudsman program and allocate the remaining \$405,815 to its subcontractors as outlined in Attachment A.

Your Board directed that the Social Services Agency (SSA) and Health Care Services Agency (HCSA) collaborate to develop a Countywide plan for seniors. SSA is implementing a strategy that includes three key items: 1) provide one-time emergency funding to support the infrastructure of senior service providers; 2) develop a plan for delivery of technical assistance & capacity building for senior services providers; and 3) develop a Countywide plan for seniors. Attachment A includes emergency funding of \$953,833, which includes a 15% (\$884,012) increase in senior service contracts and \$69,821 to backfill a gap caused by federal sequestration cuts. Please note that the HCSA is providing \$15,000 of the funding from Measure A so that Senior Injury Prevention Program contracts managed by the AAA will also receive emergency funding.

County Counsel has approved this amended grant agreement as to form.

#### **SELECTION CRITERIA/PROCESS:**

*The subcontractors receiving funds under this grant agreement were selected based on recommendations resulting from the 2014-2018 requests for proposals completed by the Alameda County Area Agency on Aging and the Advisory Commission on Aging. The Commission's recommendations for funding from the RFP were approved by your Board on June 24, 2014 (File #29358, Item 5).*

#### **FUNDING**

Financing will come from the SSA budget and federal OTO funds awarded to Alameda County by the CDA through this grant agreement amendment for FY 2014-2015. An additional \$15,000 in funding comes from the Measure A reserve. Approval of these recommendations will bring the total amount of Measure A one-time expenditures that exceed the Fiscal Year 2014-2015 Budget to \$3,879,000. The Measure A expenses will be transferred to the Public Health Department at year end. The subcontractors receiving OAA and OCA funds will meet all match requirements.

Sincerely,



Lori A. Cox  
Agency Director

- Att: 1) Seven Original FY 2014-20145 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1 documents for Board President signature.  
2) Attachment A  
3) Financial Recommendation



## TITLE III/VII, HICAP, MIPPA, FA, TV and SIPP

320200

Period 07/01/14-06/30/15

CONTRACTOR	PC #	PO #	Initial Contract Amount	15% Increase & Sequestration	OTO & Special Nutrition	Amended Contract Amount	Fund Source
African Elderly Association	10855	12300	34,521.00	5,178	6,465	46,164.00	Title III C-1
Disease Prevention	10856	12301	27,471.00	5,752	1,161	34,384.00	Title III D
Alzheimer's Association of Northern CA	10874	12339	30,459.00	5,772	1,865	38,096.00	Title III E
Alzheimer's Services of the East Bay	10820	12268	91,407.00	18,286	2,975	112,668.00	Title III B
Adult Day Care	10762	12184	42,017.00	7,963	2,573	52,553.00	Title III E
Bay Area Community Services (BACS)	11006	12449	110,432.70	20,939	2,844	134,215.70	Title III B
Adult Day Care - North & South	11019	12475	189,967.00	31,004	1,631	222,602.00	Title III B
Case Management	10854	12299	25,095.08	3,764		28,859.06	CGF
City of Alameda	10818	12365	18,808.80	2,821		21,629.80	CGF
City of Albany	10826	12275	28,957.00	5,488	1,773	36,218.00	Title III E
Senior Center Activities	10801	12202	41,868.96	6,280		48,148.96	CGF
Information & Assistance	10786	12190	27,233.00	4,085	5,100	36,418.00	Title III C-1
Nutrition C-1	10787	12191	30,768.00	4,615	2,073	37,456.00	Title III C-2
Nutrition C-2	10824	12274	22,572.00	4,516	734	27,822.00	Title III B
Senior Center Activities	10829	12280	23,770.08	3,566		27,336.08	CGF
City of Emeryville	10935	12389	67,960.00	12,879	4,161	85,000.00	Title III E
Senior Center Activities	10934	12382	55,287.06	8,293		63,580.06	CGF
Information & Assistance	10860	12303	45,082.00	8,268	979	54,329.00	Title III B
Case Management	10933	12381	10,591.00	2,119	345	13,055.00	Title III B
City of Oakland	10831	12337	42,859.38	6,429		49,288.38	CGF
Senior Center Activities	10757	12179	10,026.00	2,006	326	12,358.00	Title III B
Crisis Support Services	10929	12376	123,817.00	23,465	7,581	154,863.00	Title III E
Day Break Adult Center/ADSNAC	10930	12377	17,078.00	2,562		19,641.00	SIPP
Senior Center Activities	11034	12494	10,326.00	2,066	336	12,728.00	Title III B

**COMMUNITY BASED ORGANIZATION  
MASTER CONTRACT EXHIBIT A & B COVERSHEET**

Dept Name: SSA – Adult, Aging & Medi-Cal Vendor ID #: 32622 Board PO #: 12365

Bus Unit: SOCSA Master Contract #: 900160 Procurement Contract #: 10918 Budget Year: 2015

Acct #	Fund #	Dept #	Program #	Subclass #	Project / Grant #	Amount to be Encumbered	Total Contract Amount
<b>610341</b>	<b>10000</b>	<b>320200</b>	<b>34700</b>			<b>\$ 2,821.00</b>	<b>\$ 21,629.80</b>

Justification if partial encumbrance or liquidation requested: \_\_\_\_\_

Federal Funds Waiver #: \_\_\_\_\_ Contract Maximum: \$ 21,629.80

Procurement Contract Begin Date: 07/01/14 Expire Date: 06/30/15 Period of Funding From: 07/01/14 To: 06/30/15

Department Contact: Tracy Murray Telephone #: 510-577-1966 QIC Code: 24551

Contractor Name: City of Albany

Project Name: \_\_\_\_\_

Contractor Address: 1000 San Pablo Ave Albany, CA 94706

Remittance Address: Same as above ALCOLINK Vendor Address #: 17

BOS Dist. #: 5

Contractor Telephone #: 510-524-9122 Fax #: 510-524-8940 E-mail (Signatory): ileduc@albanyca.org

Contractor Contact Person: Isabelle Leduc E-mail (Contact): ileduc@albanyca.org

Contract Service Category: Senior Center Activities Estimated Units of Service: See Exhibit A

Method of Reimbursement (Invoicing Procedures): Actual costs in arrears

History of Funding:	Original	Amendment #1	Amendment #2	Amendment #3	Amendment #4
Funding Level	\$ 18,808.80	\$ 21,629.80			
Amount of Encumbrance	\$ 18,808.80	\$ 2,821.00			
File Date	06/24/14	12/16/14			
File / Item #	29285 / 6	29484 / 4			
Reason	Board Action	Board Action			

Funding Source Allocation:	Federal - CFDA #:	State	County
			\$ 21,629.80

The signatures below signify that the attached Exhibits A and B have been received, negotiated and finalized. The Contractor also signifies agreement with all provisions of the Master Contract.

**DEPARTMENT**

By \_\_\_\_\_  
Signature

**Lori A. Cox**

Print or Type Name

Title Social Services Agency Director

Date

2/25/15

**CONTRACTOR**

By \_\_\_\_\_  
Signature

**Penelope Leach**

Print or Type Name

Title City Manager

Date

1/6/15

By \_\_\_\_\_  
Signature

Print or Type Name

Title

Date

Reference: Master Contract #: 900160  
Procurement #: 10918

## CONTRACT AMENDMENT

Reference is made to that Contract made and entered into on the 1st day of July 2014, by and between City of Albany, herein called and referred to as "Contractor" and the COUNTY OF ALAMEDA, a body corporate and politic of the State of California, hereinafter called and referred to as "County".

Said contract is hereby amended in the following manner:

### CONTRACT FOR CONTRACT FOR SENIOR CENTER ACTIVITIES

#### EXHIBIT A:

**Section II. B. 4. Baseline Operations Objective:** A one-time-only allocation of \$2,821 will be used to support baseline operations during the period July 1, 2014 through June 30, 2015.

#### EXHIBIT B:

The amended budget is attached, which increases the allocation by **\$2,821** for a total allocation of **\$21,629.80**.

Except as herein amended, said Contract is continued in full force and effect.

The Contract Amendment is effective as of the 16th day of December 2014.

**COUNTY OF ALAMEDA**

**CONTRACTOR**

City of Albany  
1000 San Pablo  
Albany, CA 94612

By   
Lori A. Cox

By   
Authorized Signature of Contractor

Title: Social Services Agency Director

Title: City Manager

Date: 02/25/15

Date: 1/6/15

11. A monthly calendar of activities shall be developed and posted in the center, and will be used as the basis for determining hours of activity scheduling for monthly MIS reports.
12. Programs should offer group activities for socialization, including weekly/monthly get-togethers and field trips.
13. Contractor will provide the following units of service in addition to the MIS contracted units. (These service units are not to be reported monthly, however, contractor will retain data documenting the fact that service units have been provided.)
  - Discount - Discount cards will be issued
  - Information - Units of service will be provided
  - Referral - Units of service will be provided
  - Evaluation/Follow-up - Units of service will be provided

#### **B. MIS Units of Service**

Contractor shall perform the following units of service during this contract period in a manner that distributes them reasonably and evenly over the months of the contract.

1. Services shall be targeted to persons 60 years and older as follows:
  - 31 % aged 75 and older
  - \*20 % in greatest economic need
  - 36 % functionally impaired
  - \*48 % minorities

*\*Traditionally, Census Data indicates that Albany only has a minimal percentage of its 60 and older population classified as minority or low income, thus, these figures may be difficult to reach.*

2. A minimum of one hundred twenty-three (123) Clients (Unduplicated Seniors) will be served during the contract period.
3. A minimum of two thousand (2,000) units of Senior Center Activities will be provided during the contract period.
4. **Baseline Operations Objective:** A one-time-only allocation of \$2,821 will be used to support baseline operations during the period July 1, 2014 through June 30, 2015.

**EXHIBIT B**

Exhibit #:

**ALAMEDA COUNTY AREA AGENCY ON AGING CONTRACT BUDGET**

Budget Effective Date: 07-01-2014

Revision No.: 1

Date Prepared: 2/10/2015 0:00

Contractor: City of Albany Senior Center

Contract Term: 7/1/2014 - 6/30/2015

MIS Program: Senior Center Activities

Provider No.:

**SECTION 1 SALARIES AND EMPLOYEE BENEFITS**

1.1 PAID STAFF (FTE = __ hrs/wk) List # pos., %FTE, wages	TOTAL PROJECT BUDGET (1)	AAA FUNDED BUDGET (2)	OTHER	
			CASH	IN-KIND
	0	0		
	0	0		
	0	0		
	0	0		
Senior Services Supervisor, 100%FTE @ \$100,363	100,363.00	21,629.80	78,733.20	
	0			
	0			
	0			
	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>100,363</b>	<b>21,630</b>	<b>78,733</b>	<b>0</b>

**1.2 TAXES AND BENEFITS**

FICA	0			
SUI/SDI	562		562	
	0			
Health Insurance	10,564		10,564	
Workers' Comp.	0			
Retirement	16,377		16,377.00	
Life Insurance	132		132	
<b>Subtotal:</b>	<b>27,635</b>	<b>0</b>	<b>27,635</b>	<b>0</b>

**1.3 IN-KIND STAFF/VOLUNTEERS (List # pos., % FTE, Pay equivalent)**

	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SALARY/BENEFIT BUDGET</b> (Sections 1.1, 1.2, 1.3)	<b>127,998</b>	<b>21,629.80</b>	<b>106,368</b>	<b>0</b>



## SECTION 2 SERVICES AND SUPPLIES

2.1 TRAVEL AND TRAINING	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
Staff Travel: <u>  </u> Miles x Rate <u>  </u>	0	0		
Conferences/Conventions	0	0		
Staff Training -	0	0		
Vol. Travel: <u>  </u> Miles x Rate <u>  </u>	0			
<b>Subtotal:</b>	0	0	0	0
<b>2.2 OCCUPANCY</b>				
Rent or Mortgage	0	0		
Telephone	0	0		
Utilities	0	0		
Janitorial/Maintenance	0			
General Liability Ins.	0			
<b>Subtotal:</b>	0	0	0	0
<b>2.3 OTHER BUDGET COSTS</b>				
Supplies/Postage	0			
Minor Equip. (Each Item Under \$500)	0			
Printing/Copying/Graphics	0			
Website Maintenance - consulting	0			
Fiscal Agent Fee @ 15%	0			
Membership/Dues/Subscrip.	0			
Health Fair Fees	0			
Directory and Advertising	0			
Regional Center Project Management	0			
Member Grant Awards	0			
Respite Scholarships	0			
Counseling	0			
Support Groups	0			
<b>Subtotal:</b>	0	0	0	0
<b>2.4 VEHICLE BUDGET</b>				
Gas/Oil <u>  </u> Miles x Rate <u>  </u>	0			
Maintenance	0			
Vehicle Insurance	0			
<b>Subtotal:</b>	0	0	0	0
<b>TOTAL SERVICES/SUPPLIES BUDGET</b>	0	0	0	0

## SECTION 3 CAPITAL EQUIPMENT

3.1 Capital Equipment <i>List Items Costing \$500+ (Include Funding Source)</i>	TOTAL PROJECT COSTS (1)	AAA FUNDED PROJECT COSTS (2)	OTHER	
			CASH	IN-KIND
	0			
	0			
	0			
<b>TOTAL CAPITAL EQUIPMENT BUDGET</b>	0	0	0	0
<b>GRAND TOTAL BUDGET</b>				
<b>(Sections 1.1 - 3.1)</b>	127,998	21,629.80	106,368	0

## SECTION 4 REVENUES

4.1 REVENUE SOURCES:	Total Project Funds	AAA Project Funding	Other		Committed Funds
			CASH	IN-KIND	
<b>Non-Match:</b>					
	0				
	0				
City of Albany	106,368		106,368		
	0				
	0				
	0				
	0				
	0				
	0				
<b>Subtotal:</b>	<b>106,368</b>	<b>0</b>	<b>106,368</b>	<b>0</b>	<b>0</b>
<b>Match:</b>					
Volunteer Services	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Title III Client Donations (if applicable):					
Title III Funds (if applicable):					
County General Funds (if applicable):	21,629.80	21,629.80			
CBSP Funds (if applicable):					
<b>TOTAL FUNDS:</b>	<b>127,998</b>	<b>21,629.80</b>	<b>106,368</b>	<b>0</b>	<b>0</b>

## SECTION 5 DEDUCTIVE FORMULA (Title III Funded Programs Only)

	TOTAL
1.) TOTAL PROJECT BUDGET:	127,998
2.) {LESS} COUNTY GENERAL FUNDS:	21,629.80
3.) {LESS} OTHER NON-MATCH FUNDS:	106,368
4.) {EQUALS} TITLE III BUDGET COSTS TO BE MATCHED:	0
5.) {LESS} TITLE III MATCH FUNDS: [minimum of 10% OF LINE 4]	0
6.) {LESS} TITLE III CLIENT DONATIONS:	0
7.) {EQUALS} EARNED TITLE III FUNDS:	0

TOTAL CONTRACT FUNDING (LINE 2 + LINE 7)	21,629.80
------------------------------------------	-----------

## **Exhibit D**

### **Audit Requirements**

The County contracts with various organizations to carry out programs mandated by the Federal and State governments or sponsored by the Board of Supervisors. Under the Single Audit Act Amendments of 1996 (31 U.S.C.A. §§ 7501-7507) and Board policy, the County has the responsibility to determine whether organizations receiving funds through the County have spent them in accordance with applicable laws, regulations, contract terms, and grant agreements. To this end, effective with the first fiscal year beginning on and after December 26, 2014, the following are required.

#### **I. AUDIT REQUIREMENTS**

##### **A. Funds from Federal Sources:**

1. Non-Federal entities which are determined to be subrecipients by the supervising department according to 2 CFR § 200.330 and which expend annual Federal awards in the amount specified in 2 CFR § 200.501 are required to have a single audit performed in accordance with 2 CFR § 200.514.
2. When a non-Federal entity expends annual Federal awards in the amount specified in 2 CFR § 200.501(a) under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or terms and conditions of the Federal award do not require a financial statement audit of the auditee, the non-Federal entity may elect to have a program-specific audit conducted in accordance with 2 CFR § 200.507 (Program Specific Audits).
3. Non-Federal entities which expend annual Federal awards less than the amount specified in 2 CFR § 200.501(d) are exempt from the single audit requirements for that year except that the County may require a limited-scope audit in accordance with 2 CFR § 200.503(c).

##### **B. Funds from All Sources:**

Non-Federal entities which expend annual funds from any source (Federal, State, County, etc.) through the County in an amount of:

1. \$100,000 or more must have a financial audit in accordance with the U.S. Comptroller General's Generally Accepted Government Auditing Standards (GAGAS) covering all County programs.
2. Less than \$100,000 are exempt from these audit requirements except as otherwise noted in the contract.

Non-Federal entities that are required to have or choose to do a single audit in accordance with 2 CFR Subpart F, Audit Requirements are not required to have a financial audit in the same year. However, Non-Federal entities that are required to have a financial audit may also be required to have a limited-scope audit in the same year.

C. General Requirements for All Audits:

1. All audits must be conducted in accordance with Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States (GAGAS).
2. All audits must be conducted annually, except for biennial audits authorized by 2 CFR § 200.504 and where specifically allowed otherwise by laws, regulations, or County policy.
3. The audit report must contain a separate schedule that identifies all funds received from or passed through the County that is covered by the audit. County programs must be identified by contract number, contract amount, contract period, and amount expended during the fiscal year by funding source. An exhibit number must be included when applicable.
4. If a funding source has more stringent and specific audit requirements, these requirements must prevail over those described above.

II. **AUDIT REPORTS**

A. For Single Audits

1. Within the earlier of 30 calendar days after receipt of the auditor's report or nine months after the end of the audit period, the auditee must electronically submit to the Federal Audit Clearinghouse (FAC) the data collection form described in 2 CFR § 200.512(b) and the reporting package described in 2 CFR § 200.512(c). The auditee and auditors must ensure that the reporting package does not include protected personally identifiable information. The FAC will make the reporting package and the data collection form available on a web site and all Federal agencies, pass-through entities and others interested in a reporting package and data collection form must obtain it by accessing the FAC. As required by 2 CFR § 200.512(a)(2), unless restricted by Federal statutes or regulations, the auditee must make copies available for public inspection.
2. A notice of the audit report issuance along with two copies of the management letter with its corresponding response should be sent to the County supervising department within ten calendar days after it is submitted to the FAC. The County supervising department is responsible for forwarding a copy of the audit report, management letter, and corresponding responses to the County Auditor within one week of receipt.

B. For Audits other than Single Audits

At least two copies of the audit report package, including all attachments and any management letter with its corresponding response, should be sent to the County supervising department within six months after the end of the audit year, or other time frame as specified by the department. The County supervising department is responsible for forwarding a copy of the audit report package to the County Auditor within one week of receipt.

### **III. AUDIT RESOLUTION**

Within 30 days of issuance of the audit report, the entity must submit to its County supervising department a corrective action plan consistent with 2 CFR § 200.511(c) to address each audit finding included in the current year auditor's report. Questioned costs and disallowed costs must be resolved according to procedures established by the County in the Contract Administration Manual. The County supervising department will follow up on the implementation of the corrective action plan as it pertains to County programs.

### **IV. ADDITIONAL AUDIT WORK**

The County, the State, or Federal agencies may conduct additional audits or reviews to carry out their regulatory responsibilities. To the extent possible, these audits and reviews will rely on the audit work already performed under the audit requirements listed above.



# ALAMEDA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

The following action was taken by the Alameda County Board of Supervisors on 12/16/2014

Approved as Recommended ☒

Other ☐

Unanimous ☐ Chan: ☐ Haggerty: ☐ Miley: ☐ Valle: ☒ Carson: ☐ - 4

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Contract: C-2014-209

Resolution: R-2014-410F

Documents to be signed by Agency/Purchasing Agent:

File No. 29484

Item No. 4

Copies sent to:

J. Villaflor & Auditor

## Special Notes:

FY 2014-2015 Older  
Americans Act and Older  
Californians Act Grant  
Agreement No. AP-1415-09,  
A01



I certify that the foregoing is a correct  
copy of a Minute Order adopted by the  
Board of Supervisors, Alameda County,  
State of California.

ATTEST:

Clerk of the Board  
Board of Supervisors

By: Janika Jones

Deputy



Lori A. Cox  
Agency Director

Thomas L. Berkley Square  
2000 San Pablo Avenue, Fourth Floor  
Oakland, California 94612  
510-271-9100 / Fax: 510-271-9108  
[ssadirector@acgov.org](mailto:ssadirector@acgov.org)  
<http://alamedasocialservices.org>

November 6, 2014

Honorable Board of Supervisors  
Administration Building  
Oakland, California 94612

Dear Board Members:

**SUBJECT:** Approval of Area Plan Grant Agreement Amendment and Contract Amendments for services administered by the Area Agency on Aging.

**RECOMMENDATIONS:**

- A. Approve the FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1, between the California Department of Aging and County of Alameda, Area Agency on Aging and authorize the President to sign seven (7) Grant Agreements on behalf of Alameda County, each with an original signature, with a Minute Order authorizing execution of the contract.
- B. Approve the attached Financial Recommendation increasing revenue and appropriations by \$1,362,121.
- C. Approve contract increases totaling \$1,359,648 as detailed in attachment A, and delegate authority to the Social Services Director to sign the contract amendments, under the master contracting process.
- D. Approve a one-time allocation of Measure A Funds in the amount of \$15,000 to provide emergency senior support services.

**SUMMARY/DISCUSSION:**

This letter requests action by your Board to approve and execute Amendment 1 to the Older Americans Act (OAA) and Older Californians Act Grant Agreement issued by the California Department of Aging (CDA) for FY 2014/15.

This grant agreement, which provides an increase of \$408,288 in Special Nutrition (SN) and One-Time-Only (OTO) funds, allocates a total of \$5,879,694.00 to the Alameda County Area Agency on Aging (AAA). Your Board approved the original agreement, AP-1415-09, in the amount of \$5,471,406, on October 7, 2014 (File: 29356; Item: 4). The AAA will retain \$2,473 of the SN & OTO funds for its direct service Ombudsman program and allocate the remaining \$405,815 to its subcontractors as outlined in Attachment A.

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County Counsel has approved this amended grant agreement as to form.

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#### **FUNDING**

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Sincerely,



Lori A. Cox  
Agency Director

- Att: 1) Seven Original FY 2014-20145 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1 documents for Board President signature.  
2) Attachment A  
3) Financial Recommendation

**COMMUNITY BASED ORGANIZATION  
MASTER CONTRACT EXHIBIT A & B COVERSHEET**

Dept Name: SSA-Adult, Aging, & Medi-Cal Services Vendor ID #: 0000068000 Board PO #: 12377  
 Bus Unit: SOCA Master Contract #: 900043 Procurement Contract #: 10930 Budget Year 2015

Acct #	Fund #	Dept #	Program #	Subclass #	Project / Grant #	Amount to be Encumbered	Total Contract Amount
610341	10000	320200	40305			\$2,562	\$19,641

Justification if partial encumbrance or liquidation requested: \_\_\_\_\_

Federal Funds Waiver #: N/A Contract Maximum: \$19,641  
 Procurement Contract Begin Date: 07/01/14 Expire Date: 06/30/15 Period of Funding From: 07/01/14 To: 06/30/15

Department Contact: Tracy Murray Telephone #: 510-577-1966 QIC Code: 24551  
 Contractor Name: DayBreak Adult Care Centers (aka) formerly Adult Day Services Network of Alameda County (ADSNAC)

Project Name: Senior Injury Prevention Program (SIPP)

Contractor Address: 510 17<sup>th</sup> Street, Suite 200, Oakland, CA 94612

Remittance Address: 510 17<sup>th</sup> Street, Suite 200, Oakland, CA 94612

ALCOLINK Vendor Address #: 2

BOS Dist. #: 5

Contractor Telephone #: 510-834-4423 Fax #: 510-344-6356 E-mail (Signatory): anne@daybreakcenters.org

Contractor Contact Person: Anne Warner-Reitz E-mail (Contact): Anne Warner-Reitz

Contract Service Category: Senior Injury Prevention Program (SIPP) Estimated Units of Service: See Exhibit A

Method of Reimbursement (Invoicing Procedures): Actual costs in arrears

History of Funding:	Original	Amendment #1	Amendment #2	Amendment #3	Amendment #4
Funding Level	\$17,079	\$19,641			
Amount of Encumbrance	\$17,079	\$2,562			
File Date	6-24-14	12-16-14			
File / Item #	29358-5	29484-4			
Reason	Board Action	Board Action			

Funding Source Allocation:	Federal - CFDA #:	State	County (Measure A)	State Special Fund
			\$19,641	

The signatures below signify that the attached Exhibits A and B have been received, negotiated and finalized. The Contractor also signifies agreement with all provisions of the Master Contract.

**DEPARTMENT**

By \_\_\_\_\_

Signature

Lori A. Cox

Print or Type Name

**CONTRACTOR**

By \_\_\_\_\_

Signature

Anne Warner-Reitz

Print or Type Name

Title Social Services Agency Director Date 02/25/15

Title Executive Director Date 2/17/15

**Alameda County Department of Social Services**

Reference: Master Contract #: 900043

Procurement #: 10930

**CONTRACT AMENDMENT**

Reference is made to that Contract made and entered into on the 1st day of July, 2014, by and between Daybreak Adult Care Centers (formerly ADSNAC) herein called and referred to as "Contractor" and the COUNTY OF ALAMEDA, a body corporate and politic of the State of California, hereinafter called and referred to as "County".

Said contract is hereby amended in the following manner:

**Senior Injury Prevention Program (Measure A)**

**EXHIBIT A:**

**Section II. B. 5. Baseline Operations Objective:** A baseline operations allocation of **\$2,562** will be used to support baseline operations during the period July 1, 2014 through June 30, 2015.

**EXHIBIT B:**

The amended budget is attached, which increases the allocation by **\$2,562** for a total allocation of **\$19,641** for the contract period July 1, 2014 through June 30, 2015.

Except as herein amended, said Contract is continued in full force and effect.

**The Contract Amendment is effective as of the 16 day of December 2014.**

**COUNTY OF ALAMEDA**

**CONTRACTOR**

Daybreak Adult Care Centers  
(formerly ADSNAC)  
510 17<sup>TH</sup> Street, Suite 200  
Oakland, CA 94612

By 

By   
Authorized Signature of Contractor

Title: **Social Services Agency Director**

Title: **Executive Director**

Date: 02/25/15

Date: 2/17/15



**EXHIBIT A**

2. A minimum of one hundred thirty (130) unduplicated seniors will be provided services annually.
3. A minimum of eighteen (18) Minor Home Modifications will be provided annually to eighteen (18) unduplicated seniors.
4. Fourteen (14) sessions of Group Physical Activity will be provided annually to one hundred twelve (112) unduplicated seniors.
5. **Baseline Operations Objective:** A baseline operations allocation of \$2,562 will be used to support baseline operations during the period July 1, 2014 through June 30, 2015.

NO. OF NEW SENIORS SERVED ANNUALLY (130)	SERVICE UNIT NAME	ANNUAL APPROX.	
		SERVICE UNIT	MONTHLY (approx)
18	Minor Home Modifications	18 home mods.	1.50
112	Group Physical Activity Session	14 sessions	1.17

**Definitions:**

**Fall Risk Screening, Assessment & Education:** A health care professional or paraprofessional will use a validated screening tool to screen and assess the fall risk of older adults. Clients may receive osteoporosis screening as part of fall risk assessment as appropriate. Appropriate education on fall risk reduction, evidenced-based physical activities, medication management, and minor home modification referrals will be made to meet the client's needs. A comprehensive fall risk assessment is usually performed by a health professional, but a lay person may be trained to use a risk assessment tool under the supervision of a health care professional or paraprofessional. High-risk clients should receive follow up to ensure connection to resource referral.

**Minor Home Modifications:** Residential modifications of homes that are necessary to facilitate the ability of older individuals to remain at home and that are not available under other programs. This includes minor home repairs/renovations in order to meet

Master Contract #:

**EXHIBIT B**  
**ALAMEDA COUNTY AREA AGENCY ON AGING CONTRACT BUDGET**

Exhibit #:

Budget Effective Date: 7/1/2012

Revision No.: \_\_\_\_

Date Prepared:

February 17, 2015

Contractor: DayBreak Adult Care Centers

Contract Term:

07/01/2014-06/30/2015

**MIS Program: Senior Injury Prevention**

Provider No.:

**SECTION 1 SALARIES AND EMPLOYEE BENEFITS**

1.1 PAID STAFF (FTE = __ hrs/wk) List # pos., %FTE, wages	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
Executive Director .05FTE @ 81000/yr	4,050	3,282	768	
	0	0		
Project Coordinator @.2 @ 30854	5,399	5,399		
	0			
	0			
	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>9,449</b>	<b>8,681</b>	<b>768</b>	<b>0</b>

**1.2 TAXES AND BENEFITS**

FICA	640.00	640		
SUI/SDI	0			
Workers' Comp.	50	50	0	
Health and Dental Insurance	800	800	0	
Life Insurance	0			
Vision	0			
	0			
	0			
<b>Subtotal:</b>	<b>1,490</b>	<b>1,490</b>	<b>0</b>	<b>0</b>

**1.3 IN-KIND STAFF/VOLUNTEERS (List # pos., % FTE, Pay equivalent)**

	0			
Kaiser Permanente PTs and Staff Coordinator - 10 hours @ \$75.00; 10	1,125			1,125
Member agency social workers/PT Staff - Home Mod: 54 hrs @ \$40/hr	2,160			2,160
Member Agency Staff Exercise Training: 60 hrs. @ \$25.00	1,500			1,500
	0			
	0			
	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>4,785</b>	<b>0</b>	<b>0</b>	<b>4,785</b>
<b>TOTAL SALARY/BENEFIT BUDGET (Sections 1.1, 1.2, 1.3)</b>	<b>15,724</b>	<b>10,171</b>	<b>768</b>	<b>4,785</b>

Ex-B-Bgt.WB2 (A1.D49)

Page 1 of 3

## SECTION 2 SERVICES AND SUPPLIES

2.1 TRAVEL AND TRAINING	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
Staff Travel: 100 Miles x Rate .55	300	300	0	
Conferences/Conventions	0			
Staff Training	0			
Vol. Travel: Miles x Rate	0			
<b>Subtotal:</b>	<b>300</b>	<b>300</b>	<b>0</b>	<b>0</b>

### 2.2 OCCUPANCY

Rent or Mortgage	500	100		400
Telephone	150	150		
Utilities	0			
Janitorial/Maintenance	0			
General Liability Ins.	20	20		
	0			
	0			
<b>Subtotal:</b>	<b>670</b>	<b>270</b>	<b>0</b>	<b>400</b>

### 2.3 OTHER BUDGET COSTS

Home Safety Modification Vendor	5,250	5,250		
Exercise Trainer	3,250	3,250		
Other shared costs	824	400	424	
	0			
<b>Subtotal:</b>	<b>9,324</b>	<b>8,900</b>	<b>424</b>	<b>0</b>

### 2.4 VEHICLE BUDGET

	0			
	0			
	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SERVICES/SUPPLIES BUDGET</b>	<b>10,294</b>	<b>9,470</b>	<b>424</b>	<b>400</b>

## SECTION 3 CAPITAL EQUIPMENT

3.1 Capital Equipment <i>List Items Costing \$5,000+ (Include Funding Source)</i>	TOTAL PROJECT COSTS (1)	AAA FUNDED PROJECT COSTS (2)	OTHER	
			CASH	IN-KIND
	0			
	0			
	0			
<b>TOTAL CAPITAL EQUIPMENT BUDGET</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>GRAND TOTAL BUDGET (Sections 1.1 - 3.1)</b>	<b>26,018</b>	<b>19,641</b>	<b>1,192</b>	<b>5,185</b>
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## SECTION 4 REVENUES

4.1 REVENUE SOURCES:	Total	AAA	Other		Committed Funds
	Project Funds	Project Funding	CASH	IN-KIND	
<b>Non-Match:</b>					
	0				
Network Foundation Income	1,192		1,192	0	
ADHC Staff Home Assessment	2160			2160	
ADS Staff for Exercise Program	1,500			1,500	
PT Residents and Coordinator	1,125			1,125	
In-Kind Rent	400			400	
	0				
	0				
	0				
<b>Subtotal:</b>	<b>6,377</b>	<b>0</b>	<b>1,192</b>	<b>5,185</b>	<b>0</b>
<b>Match:</b>					
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Client Donations (if applicable):	0				0
County Measure A Funds	19,641	19,641			19,641
County General Funds (if applicable):	0	0			0
CBSP Funds (if applicable):	0				0
<b>TOTAL FUNDS:</b>	<b>26,018</b>	<b>19,641</b>	<b>1,192</b>	<b>5,185</b>	<b>19,641</b>

6,377

## SECTION 5 DEDUCTIVE FORMULA (Title III Funded Programs Only)

	TOTAL
1.) TOTAL PROJECT BUDGET:	26,018
2.) {LESS} COUNTY GENERAL FUNDS:	0
3.) {LESS} NON-MATCH FUNDS:	6,377
4.) {EQUALS} "Measure A" BUDGET COSTS:	19,641
5.) {LESS} MATCH FUNDS: [not required]	0
6.) {LESS} CLIENT DONATIONS:	0
7.) {EQUALS} "Measure A" FUNDS:	19,641

## **Exhibit D**

### **Audit Requirements**

The County contracts with various organizations to carry out programs mandated by the Federal and State governments or sponsored by the Board of Supervisors. Under the Single Audit Act Amendments of 1996 (31 U.S.C.A. §§ 7501-7507) and Board policy, the County has the responsibility to determine whether organizations receiving funds through the County have spent them in accordance with applicable laws, regulations, contract terms, and grant agreements. To this end, effective with the first fiscal year beginning on and after December 26, 2014, the following are required.

#### **I. AUDIT REQUIREMENTS**

##### **A. Funds from Federal Sources:**

1. Non-Federal entities which are determined to be subrecipients by the supervising department according to 2 CFR § 200.330 and which expend annual Federal awards in the amount specified in 2 CFR § 200.501 are required to have a single audit performed in accordance with 2 CFR § 200.514.
2. When a non-Federal entity expends annual Federal awards in the amount specified in 2 CFR § 200.501(a) under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or terms and conditions of the Federal award do not require a financial statement audit of the auditee, the non-Federal entity may elect to have a program-specific audit conducted in accordance with 2 CFR § 200.507 (Program Specific Audits).
3. Non-Federal entities which expend annual Federal awards less than the amount specified in 2 CFR § 200.501(d) are exempt from the single audit requirements for that year except that the County may require a limited-scope audit in accordance with 2 CFR § 200.503(c).

##### **B. Funds from All Sources:**

Non-Federal entities which expend annual funds from any source (Federal, State, County, etc.) through the County in an amount of:

1. \$100,000 or more must have a financial audit in accordance with the U.S. Comptroller General's Generally Accepted Government Auditing Standards (GAGAS) covering all County programs.
2. Less than \$100,000 are exempt from these audit requirements except as otherwise noted in the contract.

Non-Federal entities that are required to have or choose to do a single audit in accordance with 2 CFR Subpart F, Audit Requirements are not required to have a financial audit in the same year. However, Non-Federal entities that are required to have a financial audit may also be required to have a limited-scope audit in the same year.



C. General Requirements for All Audits:

1. All audits must be conducted in accordance with Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States (GAGAS).
2. All audits must be conducted annually, except for biennial audits authorized by 2 CFR § 200.504 and where specifically allowed otherwise by laws, regulations, or County policy.
3. The audit report must contain a separate schedule that identifies all funds received from or passed through the County that is covered by the audit. County programs must be identified by contract number, contract amount, contract period, and amount expended during the fiscal year by funding source. An exhibit number must be included when applicable.
4. If a funding source has more stringent and specific audit requirements, these requirements must prevail over those described above.

II. **AUDIT REPORTS**

A. For Single Audits

1. Within the earlier of 30 calendar days after receipt of the auditor's report or nine months after the end of the audit period, the auditee must electronically submit to the Federal Audit Clearinghouse (FAC) the data collection form described in 2 CFR § 200.512(b) and the reporting package described in 2 CFR § 200.512(c). The auditee and auditors must ensure that the reporting package does not include protected personally identifiable information. The FAC will make the reporting package and the data collection form available on a web site and all Federal agencies, pass-through entities and others interested in a reporting package and data collection form must obtain it by accessing the FAC. As required by 2 CFR § 200.512(a)(2), unless restricted by Federal statutes or regulations, the auditee must make copies available for public inspection.
2. A notice of the audit report issuance along with two copies of the management letter with its corresponding response should be sent to the County supervising department within ten calendar days after it is submitted to the FAC. The County supervising department is responsible for forwarding a copy of the audit report, management letter, and corresponding responses to the County Auditor within one week of receipt.

B. For Audits other than Single Audits

At least two copies of the audit report package, including all attachments and any management letter with its corresponding response, should be sent to the County supervising department within six months after the end of the audit year, or other time frame as specified by the department. The County supervising department is responsible for forwarding a copy of the audit report package to the County Auditor within one week of receipt.

### **III. AUDIT RESOLUTION**

Within 30 days of issuance of the audit report, the entity must submit to its County supervising department a corrective action plan consistent with 2 CFR § 200.511(c) to address each audit finding included in the current year auditor's report. Questioned costs and disallowed costs must be resolved according to procedures established by the County in the Contract Administration Manual. The County supervising department will follow up on the implementation of the corrective action plan as it pertains to County programs.

### **IV. ADDITIONAL AUDIT WORK**

The County, the State, or Federal agencies may conduct additional audits or reviews to carry out their regulatory responsibilities. To the extent possible, these audits and reviews will rely on the audit work already performed under the audit requirements listed above.

(Contract's Office)  
Cob

## ALAMEDA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

The following action was taken by the Alameda County Board of Supervisors on 12/16/2014

Approved as Recommended ☒

Other ☐

Unanimous ☐ Chan: ☐ Haggerty: ☐ Miley: ☐ Valle: ☒ Carson: ☐ - 4

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Contract: C-2014-209

Resolution: R-2014-410F

Documents to be signed by Agency/Purchasing Agent:

File No. 29484

Item No. 4

Copies sent to:

J. Villaflor & Auditor

Special Notes:

FY 2014-2015 Older  
Americans Act and Older  
Californians Act Grant  
Agreement No. AP-1415-09,  
A01



I certify that the foregoing is a correct  
copy of a Minute Order adopted by the  
Board of Supervisors, Alameda County,  
State of California.

ATTEST:

Clerk of the Board  
Board of Supervisors

By: Janet K. Jones

Deputy



Lori A. Cox  
Agency Director

Thomas L. Berkley Square  
2000 San Pablo Avenue, Fourth Floor  
Oakland, California 94612  
510-271-9100 / Fax: 510-271-9108  
[ssadirector@acgov.org](mailto:ssadirector@acgov.org)  
<http://alamedasocialservices.org>

November 6, 2014

Honorable Board of Supervisors  
Administration Building  
Oakland, California 94612

Dear Board Members:

**SUBJECT:** Approval of Area Plan Grant Agreement Amendment and Contract Amendments for services administered by the Area Agency on Aging.

**RECOMMENDATIONS:**

- A. Approve the FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1, between the California Department of Aging and County of Alameda, Area Agency on Aging and authorize the President to sign seven (7) Grant Agreements on behalf of Alameda County, each with an original signature, with a Minute Order authorizing execution of the contract.
- B. Approve the attached Financial Recommendation increasing revenue and appropriations by \$1,362,121.
- C. Approve contract increases totaling \$1,359,648 as detailed in attachment A, and delegate authority to the Social Services Director to sign the contract amendments, under the master contracting process.
- D. Approve a one-time allocation of Measure A Funds in the amount of \$15,000 to provide emergency senior support services.

**SUMMARY/DISCUSSION:**

This letter requests action by your Board to approve and execute Amendment 1 to the Older Americans Act (OAA) and Older Californians Act Grant Agreement issued by the California Department of Aging (CDA) for FY 2014/15.

This grant agreement, which provides an increase of \$408,288 in Special Nutrition (SN) and One-Time-Only (OTO) funds, allocates a total of \$5,879,694.00 to the Alameda County Area Agency on Aging (AAA). Your Board approved the original agreement, AP-1415-09, in the amount of \$5,471,406, on October 7, 2014 (File: 29356; Item: 4). The AAA will retain \$2,473 of the SN & OTO funds for its direct service Ombudsman program and allocate the remaining \$405,815 to its subcontractors as outlined in Attachment A.

Your Board directed that the Social Services Agency (SSA) and Health Care Services Agency (HCSA) collaborate to develop a Countywide plan for seniors. SSA is implementing a strategy that includes three key items: 1) provide one-time emergency funding to support the infrastructure of senior service providers; 2) develop a plan for delivery of technical assistance & capacity building for senior services providers; and 3) develop a Countywide plan for seniors. Attachment A includes emergency funding of \$953,833, which includes a 15% (\$884,012) increase in senior service contracts and \$69,821 to backfill a gap caused by federal sequestration cuts. Please note that the HCSA is providing \$15,000 of the funding from Measure A so that Senior Injury Prevention Program contracts managed by the AAA will also receive emergency funding.

County Counsel has approved this amended grant agreement as to form.

#### SELECTION CRITERIA/PROCESS:

*The subcontractors receiving funds under this grant agreement were selected based on recommendations resulting from the 2014-2018 requests for proposals completed by the Alameda County Area Agency on Aging and the Advisory Commission on Aging. The Commission's recommendations for funding from the RFP were approved by your Board on June 24, 2014 (File #29358, Item 5).*

#### FUNDING

Financing will come from the SSA budget and federal OTO funds awarded to Alameda County by the CDA through this grant agreement amendment for FY 2014-2015. An additional \$15,000 in funding comes from the Measure A reserve. Approval of these recommendations will bring the total amount of Measure A one-time expenditures that exceed the Fiscal Year 2014-2015 Budget to \$3,879,000. The Measure A expenses will be transferred to the Public Health Department at year end. The subcontractors receiving OAA and OCA funds will meet all match requirements.

Sincerely,



Lori A. Cox  
Agency Director

- Att: 1) Seven Original FY 2014-20145 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1 documents for Board President signature.  
2) Attachment A  
3) Financial Recommendation



CONTRACTOR	PC #	PO #	Initial Contract Amount	15% Increase & Sequestration	OTO & Special Nutrition	Amended Contract Amount	Fund Source
Health Services	10911	12402	45,318.00	9,066	1,474	55,858.00	Title III B
Care Management	11010	12453	31,466.00	5,794	698	37,958.00	Title III B
Visiting	10907	12400	20,236.00	4,048	658	24,942.00	Title III B
Injury Prevention	10861	12379	17,000.00	2,550		19,550.00	SIPP
SER-Jobs for Progress, Inc							
SCSEP	10813	12264	145,819.00	28,888		174,707.00	Title V
S O S Meals on Wheels							
Nutrition C-2	10758	12201	1,314,905.00	197,238	88,652	1,600,793.00	Title III C-2
Spanish Speaking Unity Council							
Senior Center Activities	10945	12413	21,599.86	3,770	345	25,714.86	Title III B
Spectrum Community Services							
Nutrition C-1	10921	12367	607,504.00	91,126	113,759	812,389.00	Title III C-1
Nutrition C-2	10922	12368	9,617.00	1,443	648	11,708.00	Title III C-2
Injury Prevention	10827	12276	10,630.00	1,595	-	12,225.00	SIPP
St. Mary's Center							
Visiting	10759	12180	21,057.00	4,213	685	25,955.00	Title III B
Injury Prevention	10859	12302	20,000.00	3,000	-	23,000.00	SIPP
Hospital Committee/ValleyCare Health Sys							
Nutrition C-2	11009	12452	440,063.00	66,009	29,670	535,742.00	Title III C-2
Vietnamese American Community Ctr							
Information & Assistance	10764	12185	14,378.00	2,877	468	17,723.00	Title III B
Senior Center Activities	10765	12186	16,189.00	3,234	526	19,929.00	Title III B
Nutrition C-1	10804	12258	53,964.00	8,095	10,105	72,164.00	Title III C-1
<b>Total</b>			<b>5,893,368.48</b>	<b>953,833.00</b>	<b>405,815.00</b>	<b>7,253,016.48</b>	

**COMMUNITY BASED ORGANIZATION  
MASTER CONTRACT EXHIBIT A & B COVERSHEET**

Dept Name: SSA-Adult, Aging, & Medi-Cal Services Vendor ID #: 0000027541 Board PO #: 12276  
 Bus Unit: SOCSA Master Contract #: 900211 Procurement Contract #: 10827 Budget Year 2015

Acct #	Fund #	Dept #	Program #	Subclass #	Project / Grant #	Amount to be Encumbered	Total Contract Amount
610341	10000	320200	40305			\$1,595	\$12,225

Justification if partial encumbrance or liquidation requested: \_\_\_\_\_

Federal Funds Waiver #: N/A Contract Maximum: \$12,225  
 Procurement Contract Begin Date: 07/01/14 Expire Date: 06/30/15 Period of Funding From: 07/01/14 To: 6/30/15  
 Department Contact: Tracy Murray Telephone #: 510-577-1966 QIC Code: 24551

Contractor Name: Spectrum Community Services

Project Name: Senior Injury Prevention Program (SIPP) – Measure A

Contractor Address: 2621 Barrington Court, Hayward, CA 94537

Remittance Address: 2621 Barrington Court, Hayward, CA 94537 ALCOLINK Vendor Address #: 2

BOS Dist. #: 4

Contractor Telephone #: 510-881-0300 Fax #: 510-537-3340 E-mail (Signatory): lcalvert@spectrumcs.org

Contractor Contact Person: Lara Calvert-York/Kelin Clement E-mail (Contact): Lara Calvert-York

Contract Service Category: Senior Injury Prevention Program – Measure A Estimated Units of Service: See Exhibit A

Method of Reimbursement (Invoicing Procedures): Actual costs in arrears

History of Funding:	Original	Amendment #1	Amendment #2	Amendment #3	Amendment #4
Funding Level	\$10,630	\$12,225			
Amount of Encumbrance	\$10,630	\$1,595			
File Date	6/24/14	12/16/14			
File / Item #	29358-5	29484-4			
Reason	Board Action	Board Action			

Funding Source Allocation:	Federal - CFDA #:	State	County (Measure A)
			\$12,225

The signatures below signify that the attached Exhibits A and B have been received, negotiated and finalized. The Contractor also signifies agreement with all provisions of the Master Contract.

**DEPARTMENT**

By \_\_\_\_\_

Signature

Lori A. Cox

Print or Type Name

Title Social Services Agency Director

Date 02/25/15

**CONTRACTOR**

By \_\_\_\_\_

Signature

Lara Calvert-York

Print or Type Name

Title Executive Director

Date

23 Jan 2015

**Alameda County Department of Social Services**

Reference: Master Contract #: 900211  
Procurement #: 10827

**CONTRACT AMENDMENT**

Reference is made to that Contract made and entered into on the 1st day of July, 2014, by and between Spectrum Community Services herein called and referred to as "Contractor" and the COUNTY OF ALAMEDA, a body corporate and politic of the State of California, hereinafter called and referred to as "County".

Said contract is hereby amended in the following manner:

**Senior Injury Prevention Program (Measure A)**

**EXHIBIT A:**

**Section II. B.4. Baseline Operations Objective:** A one-time-only allocation of **\$1,595** will be used to support baseline operations during the period July 1, 2014 through June 30, 2015.

**EXHIBIT B:**

The amended budget is attached, which increases the allocation by **\$1,595** for a total allocation of **\$12,225** for the contract period July 1, 2014 through June 30, 2015.

Except as herein amended, said Contract is continued in full force and effect.

The Contract Amendment is effective as of the 16 day of December 2014.

**COUNTY OF ALAMEDA**

**CONTRACTOR**

Spectrum Community Services  
2621 Barrington Court  
Hayward, CA 94537

By 

By   
Authorized Signature of Contractor

Title: **Social Services Agency Director**

Title: **Executive Director**

Date: 02/25/15

Date: 5 Feb 2015

**EXHIBIT A**

**B. MIS Units of Service**

Contractor shall maintain statistical and financial data in such a way as to be able to document and assure the accuracy of the data presented in the required program and financial reports.

1. Services shall be targeted to persons 60 years and older and at high risk for falls as follows:

**Central County:**

Age 75+	35%
Low-Income	20%
Functionally Impaired	25%
Minorities	61%

**South County:**

Age 75+	30%
Low-Income	16%
Functionally Impaired	35%
Minorities	70%

2. A minimum of two hundred four (204) unduplicated seniors will be provided services annually.
3. A minimum of two hundred four (204) service units (clients) will be provided Fall Risk Screening, Assessment & Education annually.
4. **Baseline Operations Objective:** A one-time-only allocation of \$1,595 will be used to support baseline operations during the period July 1, 2014 through June 30, 3015.

NO. OF NEW SENIORS SERVED ANNUALLY (204)	SERVICE UNIT NAME	ANNUALLY	
		SERVICE UNIT	MONTHLY (approx)
204	Fall Risk Screening, Assessment & Education	204 clients	17 clients

# EXHIBIT B

## ALAMEDA COUNTY AREA AGENCY ON AGING CONTRACT BUDGET

Budget Effective Date: 07/01/14

Revision No.: 1

Date Prepared: 02/03/2015

Contractor: SPECTRUM COMMUNITY SERVICES, INC.

Contract Term: 07/01/14 - 06/30/15

**MIS PROGRAM: SENIOR INJURY PREVENTION PROGRAM (SIPP)**

Provider No.:

**SECTION 1 SALARIES AND EMPLOYEE BENEFITS**

1.1 PAID STAFF (FTE = __ hrs/wk) List # pos., %FTE, wages	FTE	Rate	% Time	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
						CASH	IN-KIND
Executive Director	100.00%	73,500	7.14%	5,248	536	4,712	
Controller	100.00%	68,250	5.39%	3,679	376	3,303	
Asst Controller	100.00%	59,623	2.01%	1,198	122	1,076	
Accountant	68.75%	24,473	5.39%	1,319	135	1,184	
Admin Asst	100.00%	24,960	0.60%	150	15	134	
Program Manager	100.00%	52,500	100.00%	52,500	3,592	48,908	
Instructor	87.50%	29,994	100.00%	29,994	1,793	28,201	
Instructor	25.00%	6,760	100.00%	6,760	0	6,760	
<b>Subtotal:</b>				<b>100,847</b>	<b>6,569</b>	<b>94,278</b>	<b>0</b>

**1.2 TAXES AND BENEFITS**

FICA/MEDFICA				5,838	503	5,336	
SUI				5,838	380	5,458	
Workers' Comp.				1,356	65	1,291	
Retirement				1,412	99	1,313	
Health Insurance				6,939	453	6,486	
Vision				276	18	258	
<b>Subtotal:</b>				<b>21,660</b>	<b>1,518</b>	<b>20,142</b>	<b>0</b>

**1.3 IN-KIND STAFF/VOLUNTEERS (List # pos., % FTE, Pay equivalent)**

<b>Subtotal:</b>				<b>0</b>	<b>0</b>		<b>0</b>
<b>TOTAL SALARY/BENEFIT BUDGET (Sections 1.1, 1.2, 1.3)</b>				<b>122,507</b>	<b>8,087</b>	<b>114,420</b>	<b>0</b>



## SECTION 2 SERVICES AND SUPPLIES

2.1 TRAVEL AND TRAINING	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
Staff Travel: _____ Miles x Rate _____	6,600	985	5,615	
Conferences/Conventions			0	
Staff Training	150	22	128	
Vol. Travel: _____ Miles x Rate _____				
<b>Subtotal:</b>	<b>6,750</b>	<b>1,007</b>	<b>5,743</b>	<b>0</b>
<b>2.2 OCCUPANCY</b>				
Rent or Mortgage	1,389	207	1,182	
Telephone	0	0	0	
Utilities	454	68	386	
Janitorial/Maintenance	339	51	288	
Miscellaneous Occupancy Cost	75	11	64	
General Liability Ins.	454	68	386	
<b>Subtotal:</b>	<b>2,711</b>	<b>404</b>	<b>2,307</b>	<b>0</b>
<b>2.3 OTHER BUDGET COSTS</b>				
Supplies/Postage	1,957	292	1,665	
Minor Equip. (Each Item Under \$5,000)	1,000	149	851	
Printing/Subscription	391	58	333	
Equipment Rental & Maintenance	36	5	31	
Outside Services/Audit Costs	1,507	225	1,282	
Advertising, Repr & Dues	100	15	85	
Miscellaneous Expenses	579	0	579	
Other:	2,592	387	2,205	
Direct Materials (Weights, etc.)	1,595	1,595	0	
			0	
<b>Subtotal:</b>	<b>9,757</b>	<b>2,726</b>	<b>7,031</b>	<b>0</b>
<b>2.4 VEHICLE BUDGET</b>				
Gas/Oil _____ Miles x Rate _____				
Maintenance/Repairs				
Vehicle Insurance				
Other:				
<b>Subtotal:</b>				
<b>TOTAL SERVICES/SUPPLIES BUDGET</b>	<b>19,218</b>	<b>4,138</b>	<b>15,080</b>	<b>0</b>

## SECTION 3 CAPITAL EQUIPMENT

3.1 Capital Equipment <i>List Items Costing \$5,000+ (Include Funding Source)</i>	TOTAL PROJECT COSTS (1)	AAA FUNDED PROJECT COSTS (2)	OTHER	
			CASH	IN-KIND
<b>TOTAL CAPITAL EQUIPMENT BUDGET</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>GRAND TOTAL BUDGET</b>				
<b>(Sections 1.1 - 3.1)</b>	<b>141,725</b>	<b>12,225</b>	<b>129,500</b>	<b>0</b>

## SECTION 4 REVENUES

4.1 REVENUE SOURCES:	Total Project Funds	AAA Project Funding	Other		Committed Funds
			CASH	IN-KIND	
<b>Non-Match:</b>					
County of Alameda-Board of Supervisor	90,000		90,000		90,000
County of Alameda-Measure A	10,630	10,630			10,630
City of Union City	10,000		10,000		10,000
City of San Leandro	7,000		7,000		7,000
Gillig Corporation	10,000		10,000		10,000
Eden Area Foundation	12,500		12,500		12,500
Fund Raising	0				
	0				
	0				
	0				
<b>Subtotal:</b>	<b>140,130</b>	<b>10,630</b>	<b>129,500</b>	<b>0</b>	<b>140,130</b>
<b>Match:</b>					
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Title III Client Donations (if applicable):					
Title III Funds (if applicable):					
County General Funds (if applicable): (sequestration funds)	1,595	1,595			1,595
CBSP Funds (if applicable):					
<b>TOTAL FUNDS:</b>	<b>141,725</b>	<b>12,225</b>	<b>129,500</b>	<b>0</b>	<b>141,725</b>

## SECTION 5 DEDUCTIVE FORMULA (Earned SIPP Fund)

	TOTAL
1.) TOTAL PROJECT BUDGET:	141,725
2.) {LESS} COUNTY GENERAL FUNDS:	
3.) {LESS} OTHER NON-MATCH FUNDS:	129,500
4.) {EQUALS} MEASURE A FUNDS	12,225
5.) {LESS} TITLE III MATCH FUNDS: [minimum of 0% OF LINE 4] N/A	0
6.) {LESS} TITLE III CLIENT DONATIONS:	0
7.) {EQUALS} MEASURE A FUNDS	12,225

## **Exhibit D**

### **Audit Requirements**

The County contracts with various organizations to carry out programs mandated by the Federal and State governments or sponsored by the Board of Supervisors. Under the Single Audit Act Amendments of 1996 (31 U.S.C.A. §§ 7501-7507) and Board policy, the County has the responsibility to determine whether organizations receiving funds through the County have spent them in accordance with applicable laws, regulations, contract terms, and grant agreements. To this end, effective with the first fiscal year beginning on and after December 26, 2014, the following are required.

#### **I. AUDIT REQUIREMENTS**

##### **A. Funds from Federal Sources:**

1. Non-Federal entities which are determined to be subrecipients by the supervising department according to 2 CFR § 200.330 and which expend annual Federal awards in the amount specified in 2 CFR § 200.501 are required to have a single audit performed in accordance with 2 CFR § 200.514.
2. When a non-Federal entity expends annual Federal awards in the amount specified in 2 CFR § 200.501(a) under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or terms and conditions of the Federal award do not require a financial statement audit of the auditee, the non-Federal entity may elect to have a program-specific audit conducted in accordance with 2 CFR § 200.507 (Program Specific Audits).
3. Non-Federal entities which expend annual Federal awards less than the amount specified in 2 CFR § 200.501(d) are exempt from the single audit requirements for that year except that the County may require a limited-scope audit in accordance with 2 CFR § 200.503(c).

##### **B. Funds from All Sources:**

Non-Federal entities which expend annual funds from any source (Federal, State, County, etc.) through the County in an amount of:

1. \$100,000 or more must have a financial audit in accordance with the U.S. Comptroller General's Generally Accepted Government Auditing Standards (GAGAS) covering all County programs.
2. Less than \$100,000 are exempt from these audit requirements except as otherwise noted in the contract.

Non-Federal entities that are required to have or choose to do a single audit in accordance with 2 CFR Subpart F, Audit Requirements are not required to have a financial audit in the same year. However, Non-Federal entities that are required to have a financial audit may also be required to have a limited-scope audit in the same year.

C. General Requirements for All Audits:

1. All audits must be conducted in accordance with Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States (GAGAS).
2. All audits must be conducted annually, except for biennial audits authorized by 2 CFR § 200.504 and where specifically allowed otherwise by laws, regulations, or County policy.
3. The audit report must contain a separate schedule that identifies all funds received from or passed through the County that is covered by the audit. County programs must be identified by contract number, contract amount, contract period, and amount expended during the fiscal year by funding source. An exhibit number must be included when applicable.
4. If a funding source has more stringent and specific audit requirements, these requirements must prevail over those described above.

II. **AUDIT REPORTS**

A. For Single Audits

1. Within the earlier of 30 calendar days after receipt of the auditor's report or nine months after the end of the audit period, the auditee must electronically submit to the Federal Audit Clearinghouse (FAC) the data collection form described in 2 CFR § 200.512(b) and the reporting package described in 2 CFR § 200.512(c). The auditee and auditors must ensure that the reporting package does not include protected personally identifiable information. The FAC will make the reporting package and the data collection form available on a web site and all Federal agencies, pass-through entities and others interested in a reporting package and data collection form must obtain it by accessing the FAC. As required by 2 CFR § 200.512(a)(2), unless restricted by Federal statutes or regulations, the auditee must make copies available for public inspection.
2. A notice of the audit report issuance along with two copies of the management letter with its corresponding response should be sent to the County supervising department within ten calendar days after it is submitted to the FAC. The County supervising department is responsible for forwarding a copy of the audit report, management letter, and corresponding responses to the County Auditor within one week of receipt.

B. For Audits other than Single Audits

At least two copies of the audit report package, including all attachments and any management letter with its corresponding response, should be sent to the County supervising department within six months after the end of the audit year, or other time frame as specified by the department. The County supervising department is responsible for forwarding a copy of the audit report package to the County Auditor within one week of receipt.

### **III. AUDIT RESOLUTION**

Within 30 days of issuance of the audit report, the entity must submit to its County supervising department a corrective action plan consistent with 2 CFR § 200.511(c) to address each audit finding included in the current year auditor's report. Questioned costs and disallowed costs must be resolved according to procedures established by the County in the Contract Administration Manual. The County supervising department will follow up on the implementation of the corrective action plan as it pertains to County programs.

### **IV. ADDITIONAL AUDIT WORK**

The County, the State, or Federal agencies may conduct additional audits or reviews to carry out their regulatory responsibilities. To the extent possible, these audits and reviews will rely on the audit work already performed under the audit requirements listed above.



# ALAMEDA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

The following action was taken by the Alameda County Board of Supervisors on 12/16/2014

Approved as Recommended ☒

Other ☐

Unanimous ☐ Chan: ☐ Haggerty: ☐ Miley: ☐ Valle: ☒ Carson: ☐ - 4

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Contract: C-2014-209

Resolution: R-2014-410F

Documents to be signed by Agency/Purchasing Agent:

File No. 29484

Item No. 4

Copies sent to:

J. Villaflor & Auditor

## Special Notes:

FY 2014-2015 Older  
Americans Act and Older  
Californians Act Grant  
Agreement No. AP-1415-09,  
A01



I certify that the foregoing is a correct  
copy of a Minute Order adopted by the  
Board of Supervisors, Alameda County,  
State of California.

ATTEST:

Clerk of the Board  
Board of Supervisors

By: 

Deputy



Lori A. Cox  
Agency Director

Thomas L. Berkley Square  
2000 San Pablo Avenue, Fourth Floor  
Oakland, California 94612  
510-271-9100 / Fax: 510-271-9108  
[ssadirector@acgov.org](mailto:ssadirector@acgov.org)  
<http://alamedasocialservices.org>

November 6, 2014

Honorable Board of Supervisors  
Administration Building  
Oakland, California 94612

Dear Board Members:

**SUBJECT:** Approval of Area Plan Grant Agreement Amendment and Contract Amendments for services administered by the Area Agency on Aging

**RECOMMENDATIONS:**

- A. Approve the FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1, between the California Department of Aging and County of Alameda, Area Agency on Aging and authorize the President to sign seven (7) Grant Agreements on behalf of Alameda County, each with an original signature, with a Minute Order authorizing execution of the contract.
- B. Approve the attached Financial Recommendation increasing revenue and appropriations by \$1,362,121.
- C. Approve contract increases totaling \$1,359,648 as detailed in attachment A, and delegate authority to the Social Services Director to sign the contract amendments, under the master contracting process.
- D. Approve a one-time allocation of Measure A Funds in the amount of \$15,000 to provide emergency senior support services.

**SUMMARY/DISCUSSION:**

This letter requests action by your Board to approve and execute Amendment 1 to the Older Americans Act (OAA) and Older Californians Act Grant Agreement issued by the California Department of Aging (CDA) for FY 2014/15.

This grant agreement, which provides an increase of \$408,288 in Special Nutrition (SN) and One-Time-Only (OTO) funds, allocates a total of \$5,879,694.00 to the Alameda County Area Agency on Aging (AAA). Your Board approved the original agreement, AP-1415-09, in the amount of \$5,471,406, on October 7, 2014 (File: 29356; Item: 4). The AAA will retain \$2,473 of the SN & OTO funds for its direct service Ombudsman program and allocate the remaining \$405,815 to its subcontractors as outlined in Attachment A.

Your Board directed that the Social Services Agency (SSA) and Health Care Services Agency (HCSA) collaborate to develop a Countywide plan for seniors. SSA is implementing a strategy that includes three key items: 1) provide one-time emergency funding to support the infrastructure of senior service providers; 2) develop a plan for delivery of technical assistance & capacity building for senior services providers; and 3) develop a Countywide plan for seniors. Attachment A includes emergency funding of \$953,833, which includes a 15% (\$884,012) increase in senior service contracts and \$69,821 to backfill a gap caused by federal sequestration cuts. Please note that the HCSA is providing \$15,000 of the funding from Measure A so that Senior Injury Prevention Program contracts managed by the AAA will also receive emergency funding.

County Counsel has approved this amended grant agreement as to form.

#### SELECTION CRITERIA/PROCESS:

*The subcontractors receiving funds under this grant agreement were selected based on recommendations resulting from the 2014-2018 requests for proposals completed by the Alameda County Area Agency on Aging and the Advisory Commission on Aging. The Commission's recommendations for funding from the RFP were approved by your Board on June 24, 2014 (File #29358, Item 5).*

#### FUNDING

Financing will come from the SSA budget and federal OTO funds awarded to Alameda County by the CDA through this grant agreement amendment for FY 2014-2015. An additional \$15,000 in funding comes from the Measure A reserve. Approval of these recommendations will bring the total amount of Measure A one-time expenditures that exceed the Fiscal Year 2014-2015 Budget to \$3,879,000. The Measure A expenses will be transferred to the Public Health Department at year end. The subcontractors receiving OAA and OCA funds will meet all match requirements.

Sincerely,



Lori A. Cox  
Agency Director

- Att: 1) Seven Original FY 2014-20145 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1 documents for Board President signature.  
2) Attachment A  
3) Financial Recommendation

CONTRACTOR	PC #	PO #	Initial Contract Amount	15% Increase & Sequestration	OTO & Special Nutrition	Amended Contract Amount	Fund Source
Nutrition C-1	11033	12493	64,757.00	9,714	12,126	86,597.00	Title III C-1
Ethiopian Community Family Caregiver Support	11008	12451	10,318.00	1,958	632	12,906.00	Title III E
Family Bridges Information & Assistance	10875	12340	15,897.00	3,181	517	19,595.00	Title III B
Senior Center Activities	10879	12427	26,246.00	5,251	854	32,351.00	Title III B
Visiting	10802	12255	13,036.00	2,607	424	16,067.00	Title III B
Family Caregiver Alliance Caregiver Support	10760	12181	95,553.00	18,108	5,850	119,511.00	Title III E
Family Support Services of the BA Caregiver Support	10761	12183	51,260.00	9,714	3,138	64,112.00	Title III E
Hayward Area Recreation & Park District Senior Center Activities	10912	12358	24,100.56	3,615		27,715.56	CGF
J-Sol Case Management	10819	12267	10,432.00	2,087	339	12,858.00	Title III B
Visiting	10818	12266	8,021.00	1,604	261	9,886.00	Title III B
Nutrition C-2	10807	12260	28,322.00	4,248	1,910	34,480.00	Title III C-2
Korean Community Center of the East Bay Information & Assistance	11017	12474	16,751.00	3,351	545	20,647.00	Title III B
Life ElderCare	10771	12188	29,078.00	5,817	948	35,841.00	Title III B
Visiting	10769	12187	10,326.00	2,066	336	12,728.00	Title III B
Visiting - Lavender	10937	12390	49,211.00	7,382	3,318	59,911.00	Title III C-2
Nutrition C-2	10978	12426	25,291.00	3,794		29,085.00	SIPP
Injury Prevention							
Legal Assistance for Seniors	10876	12324	19,356.00	3,647	201	23,204.00	Title VIIb
Elder Abuse Prevention	10877	12325	11,908.00	-1,786		13,694.00	MIPPA
MIPPA	10928	12396	36,942.00	6,541		42,483.00	FA
Financial alignment	10871	12321	348,274.00	57,263	3,460	406,997.00	Title III B
Legal Services			393,995.00	59,098		453,094.00	HICAP
HICAP	10872	12322					
Lifelong Medical Care	10913	12359	36,699.00	7,342	1,194	45,235.00	Title III B
Health Services	10813	12359	27,471.00	5,752	1,162	34,385.00	Title III D
Disease Prevention							
Jan Spear dba Nutrition Solutions	10331	12327	182,248.00	27,337	34,127	243,712.00	Title III C-1
Nutrition C-1	10331	12327	205,831.00	30,875	13,878	250,584.00	Title III C-2
Nutrition C-2							
On Lok Senior Health Services	10334	12350	25,795.00	4,888	1,579	32,262.00	Title III E
Family Caregiver Support							
Open Heart Kitchen	10822	12273	132,303.00	19,845	24,774	176,922.00	Title III C-1
Nutrition C-1							
Rebuilding Together Oakland	10828	12279	10,000.00	1,500		11,500.00	SIPP
Injury Prevention							
Senior Support Services of the Tri Valley	10811	12402	27,471.00	5,762	1,182	34,385.00	Title III D
Disease Prevention	10810	12401	40,375.00	7,651	2,472	50,498.00	Title III E
Caregiver Support							

**COMMUNITY BASED ORGANIZATION  
MASTER CONTRACT EXHIBIT A & B COVERSHEET**

Dept Name: SSA-Adult, Aging, & Medi-Cal Services Vendor ID #: 75691 Board PO #: 12279  
 Bus Unit: SOCA Master Contract #: 900767 Procurement Contract #: 10828 Budget Year 2015

Acct #	Fund #	Dept #	Program #	Subclass #	Project / Grant #	Amount to be Encumbered	Total Contract Amount
610341	10000	320200	40305			\$1,500	\$11,500

Justification if partial encumbrance or liquidation requested: \_\_\_\_\_

Federal Funds Waiver #: N/A Contract Maximum: \$11,500  
 Procurement Contract Begin Date: 07/01/14 Expire Date: 06/30/15 Period of Funding From: 07/01/14 To: 06/30/15

Department Contact: Tracy Murray Telephone #: 510-577-1966 QIC Code: 24551

Contractor Name: Rebuilding Together Oakland

Project Name: Senior Injury Prevention Program (SIPP) – Measure A

Contractor Address: 1171 Ocean Avenue, Suite 100, Oakland, CA 94608

Remittance Address: 1171 Ocean Avenue, Suite 100, Oakland, CA 94608 ALCOLINK Vendor Address #: 2

BOS Dist. #: 5

Contractor Telephone #: 510-625-0316 Ext. 101 Fax #: 510-225-4480 E-mail (Signatory): lisa@rtoakland.org

Contractor Contact Person: Lisa Malul E-mail (Contact): Lisa Malul

Contract Service Category: Senior Injury Prevention Program (Measure A) Estimated Units of Service: See Exhibit A

Method of Reimbursement (Invoicing Procedures): Actual costs in arrears

History of Funding:	Original	Amendment #1	Amendment #2	Amendment #3	Amendment #4
Funding Level	\$10,000	\$11,500			
Amount of Encumbrance	\$10,000	\$1,500			
File Date	6-24-14	12-16-14			
File / Item #	29358-5	29484-4			
Reason	Board Action	Board Action			

Funding Source Allocation:	Federal - CFDA #:	State	County (Measure A)	State Special Fund
			\$11,500	

The signatures below signify that the attached Exhibits A and B have been received, negotiated and finalized. The Contractor also signifies agreement with all provisions of the Master Contract.

**DEPARTMENT**

By \_\_\_\_\_

Signature

Lori A. Cox

Print or Type Name

**CONTRACTOR**

By \_\_\_\_\_

Signature

Lisa Malul

Print or Type Name

Title Social Services Agency Director Date 02/25/15

Title Executive Director Date 2-5-15



**Alameda County Department of Social Services**

Reference: Master Contract #: 900767  
Procurement #: 10828

**CONTRACT AMENDMENT**

Reference is made to that Contract made and entered into on the 1st day of July, 2014, by and between Rebuilding Together Oakland herein called and referred to as "Contractor" and the COUNTY OF ALAMEDA, a body corporate and politic of the State of California, hereinafter called and referred to as "County".

Said contract is hereby amended in the following manner:

**Senior Injury Prevention Program (Measure A)**

**EXHIBIT A:**

**Section II. B.4. Baseline Operations Objective:** A one-time-only allocation of **\$1,500** will be used to support baseline operations during the period July 1, 2014 through June 30, 2015.

**EXHIBIT B:**

The amended budget is attached, which increases the allocation by **\$1,500** for a total allocation of **\$11,500** for the contract period July 1, 2014 through June 30, 2015.

Except as herein amended, said Contract is continued in full force and effect.

**The Contract Amendment is effective as of the 16 day of December 2014.**

**COUNTY OF ALAMEDA**

**CONTRACTOR**

Rebuilding Together Oakland  
1171 Ocean Avenue, Suite 100  
Oakland, CA 94608

By  \_\_\_\_\_

By  \_\_\_\_\_  
Authorized Signature of Contractor

Title: **Social Services Agency Director**

Title: **Executive Director**

Date: 02/25/15

Date: 2.5.2015

**EXHIBIT A**

3. A minimum of twenty (20) Minor Home Modifications will be provided annually.
4. **Baseline Operations Objective:** A one-time-only allocation of \$1,500 will be used to support baseline operations during the period July 1, 2014 through June 30, 2015.

<b><u>NO. OF NEW SENIORS SERVED ANNUALLY (20)</u></b>	<b><u>SERVICE UNIT NAME</u></b>	<b><u>ANNUAL APPROX.</u></b>	
		<b><u>SERVICE UNIT</u></b>	<b><u>MONTHLY (approx)</u></b>
20	Minor Home Modifications	20 home mods.	1.67

**Definitions:**

**Fall Risk Screening, Assessment & Education:** A health care professional or paraprofessional will use a validated screening tool to screen and assess the fall risk of older adults. Clients may receive osteoporosis screening as part of fall risk assessment as appropriate. Appropriate education on fall risk reduction, evidenced-based physical activities, medication management, and minor home modification referrals will be made to meet the client's needs. A comprehensive fall risk assessment is usually performed by a health professional, but a lay person may be trained to use a risk assessment tool under the supervision of a health care professional or paraprofessional. High-risk clients should receive follow up to ensure connection to resource referral.

**Minor Home Modifications:** Residential modifications of homes that are necessary to facilitate the ability of older individuals to remain at home and that are not available under other programs. This includes minor home repairs/renovations in order to meet safety, health issues, and code standards. Home adaptations may include but are not limited to: grab bars, stair railings, hand held shower, toilet lift, carpet stretching, smoke detectors, and fire extinguishers. Clients should receive follow-up to assess quality of workmanship and client satisfaction.

**Group Physical Activity:** Group exercises using evidenced-based models to improve strength and balance to reduce fall risk. Group Physical activity session may consist of implementation of walking clubs, expansion of current group exercise support, Tai Chi and Chi Gong proven effective for balance and gait, and resistance training for endurance

Master Contract #:

900767 Augmented

**EXHIBIT B****ALAMEDA COUNTY AREA AGENCY ON AGING - AUGMENTED CONTRACT BUDGET**

Budget Effective Date: Revision No.: 2

Date Prepared: January 15, 2015

Contractor: Rebuilding Together Oakland

Contract Term: 7/1/2014-6/30/2015

**MIS Program:**

Provider No.:

**SECTION 1 SALARIES AND EMPLOYEE BENEFITS**

1.1 PAID STAFF (FTE = 40 hrs/wk) List # pos., %FTE, wages	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
1 - Associate Program Manager, 15% FTE, \$35,000	5,250	654	4,596	0
2 - Program Assistant, 10% FTE, \$46,000	4,600	573	4,027	0
	0			
	0			
	0			
	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>9,850</b>	<b>1,227</b>	<b>8,623</b>	<b>0</b>

**1.2 TAXES AND BENEFITS**

FICA (6%)	591	74	517	0
SUI/SDI (1%)	99	12	87	0
Workers' Comp. (1%)	99	12	87	0
Health Insurance	1,404	175	1,229	0
Dental	0			
Life Insurance	0			
Vision	0			
	0			
	0			
<b>Subtotal:</b>	<b>2,193</b>	<b>273</b>	<b>1,920</b>	<b>0</b>

**1.3 IN-KIND STAFF/VOLUNTEERS (List # pos., % FTE, Pay equivalent)**

2 volunteers x 20 projects, 4 hrs/project: 160 hrs x \$60/hr	9,600	0	0	9,600
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>9,600</b>	<b>0</b>	<b>0</b>	<b>9,600</b>
<b>TOTAL SALARY/BENEFIT BUDGET (Sections 1.1, 1.2, 1.3)</b>	<b>21,643</b>	<b>1,500</b>	<b>10,543</b>	<b>9,600</b>

Ex-B-Bgt.WB2 {A1.D49}

Page 1 of 3

SECTION 2 SERVICES AND SUPPLIES				
2.1 TRAVEL AND TRAINING	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
Staff Travel: 200 Miles x Rate (\$0.56)	112	0	112	
Conferences/Conventions	150	0	150	
Staff Training	1,000	0	1,000	
Vol.Travel: 400 Miles x Rate \$0.56	224	0	0	224
<b>Subtotal:</b>	<b>1,486</b>	<b>0</b>	<b>1,262</b>	<b>224</b>
2.2 OCCUPANCY				
Rent or Mortgage	2,280	0	2,280	
Telephone	162	0	162	
Utilities	120	0	120	
Janitorial/Maintenance	0	0	0	
General Liability Ins.	500	0	500	
	0			
	0			
<b>Subtotal:</b>	<b>3,062</b>	<b>0</b>	<b>3,062</b>	<b>0</b>
2.3 OTHER BUDGET COSTS				
Supplies & Materials	10,000	10,000	0	
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>10,000</b>	<b>10,000</b>	<b>0</b>	<b>0</b>
2.4 VEHICLE BUDGET				
Vehicle Budget (Truck Insurance)	184		184	
	0			
	0			
<b>Subtotal:</b>	<b>184</b>	<b>0</b>	<b>184</b>	<b>0</b>
<b>TOTAL SERVICES/SUPPLIES BUDGET</b>	<b>14,732</b>	<b>10,000</b>	<b>4,508</b>	<b>224</b>

SECTION 3 CAPITAL EQUIPMENT				
3.1 Capital Equipment <i>List Items Costing \$5,000+ (Include Funding Source)</i>	TOTAL PROJECT COSTS (1)	AAA FUNDED PROJECT COSTS (2)	OTHER	
			CASH	IN-KIND
	0			
	0			
	0			
<b>TOTAL CAPITAL EQUIPMENT BUDGET</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
GRAND TOTAL BUDGET (Sections 1.1 - 3.1)				
	36,375	11,500	15,051	9,824

### SECTION 4 REVENUES

4.1 REVENUE SOURCES:	TOTAL PROJECT FUNDS	AAA PROJECT FUNDING	OTHER		COMMITTED FUNDS
			CASH	IN-KIND	
<b>Non-Match:</b>					
Foundations	15,051	0	15,051	0	
Private Donors	0	0	0	0	
Volunteers - Skilled Labor	9,600	0	0	9,600	
Volunteers - Transportation	224	0	0	224	
	0				
	0				
	0				
	0				
	0				
<b>Subtotal (Non-Match):</b>	<b>24,875</b>	<b>0</b>	<b>15,051</b>	<b>9,824</b>	<b>0</b>
<b>Match:</b>					
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
<b>Subtotal (Match):</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Client Donations (if applicable):</b>	<b>0</b>				<b>0</b>
<b>Title III Funds (if applicable):</b>	<b>0</b>				<b>0</b>
<b>Measure A</b>	<b>11,500</b>	<b>11,500</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CBSP Funds (if applicable):</b>	<b>0</b>				<b>0</b>
<b>TOTAL FUNDS:</b>	<b>36,375</b>	<b>11,500</b>	<b>15,051</b>	<b>9,824</b>	<b>0</b>

### SECTION 5 DEDUCTIVE FORMULA ("Measure A" Funded Programs Only)

	TOTAL
1.) TOTAL PROJECT BUDGET:	36,375
2.) {LESS} COUNTY GENERAL FUNDS:	0
3.) {LESS} NON-MATCH FUNDS:	24,875
4.) {EQUALS} "Measure A" BUDGET COSTS:	11,500
5.) {LESS} MATCH FUNDS: [not required]	0
6.) {LESS} CLIENT DONATIONS:	0
7.) {EQUALS} "Measure A" FUNDS:	11,500



## **Exhibit D**

### **Audit Requirements**

The County contracts with various organizations to carry out programs mandated by the Federal and State governments or sponsored by the Board of Supervisors. Under the Single Audit Act Amendments of 1996 (31 U.S.C.A. §§ 7501-7507) and Board policy, the County has the responsibility to determine whether organizations receiving funds through the County have spent them in accordance with applicable laws, regulations, contract terms, and grant agreements. To this end, effective with the first fiscal year beginning on and after December 26, 2014, the following are required.

#### **I. AUDIT REQUIREMENTS**

##### **A. Funds from Federal Sources:**

1. Non-Federal entities which are determined to be subrecipients by the supervising department according to 2 CFR § 200.330 and which expend annual Federal awards in the amount specified in 2 CFR § 200.501 are required to have a single audit performed in accordance with 2 CFR § 200.514.
2. When a non-Federal entity expends annual Federal awards in the amount specified in 2 CFR § 200.501(a) under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or terms and conditions of the Federal award do not require a financial statement audit of the auditee, the non-Federal entity may elect to have a program-specific audit conducted in accordance with 2 CFR § 200.507 (Program Specific Audits).
3. Non-Federal entities which expend annual Federal awards less than the amount specified in 2 CFR § 200.501(d) are exempt from the single audit requirements for that year except that the County may require a limited-scope audit in accordance with 2 CFR § 200.503(c).

##### **B. Funds from All Sources:**

Non-Federal entities which expend annual funds from any source (Federal, State, County, etc.) through the County in an amount of:

1. \$100,000 or more must have a financial audit in accordance with the U.S. Comptroller General's Generally Accepted Government Auditing Standards (GAGAS) covering all County programs.
2. Less than \$100,000 are exempt from these audit requirements except as otherwise noted in the contract.

Non-Federal entities that are required to have or choose to do a single audit in accordance with 2 CFR Subpart F, Audit Requirements are not required to have a financial audit in the same year. However, Non-Federal entities that are required to have a financial audit may also be required to have a limited-scope audit in the same year.

C. General Requirements for All Audits:

1. All audits must be conducted in accordance with Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States (GAGAS).
2. All audits must be conducted annually, except for biennial audits authorized by 2 CFR § 200.504 and where specifically allowed otherwise by laws, regulations, or County policy.
3. The audit report must contain a separate schedule that identifies all funds received from or passed through the County that is covered by the audit. County programs must be identified by contract number, contract amount, contract period, and amount expended during the fiscal year by funding source. An exhibit number must be included when applicable.
4. If a funding source has more stringent and specific audit requirements, these requirements must prevail over those described above.

II. **AUDIT REPORTS**

A. For Single Audits

1. Within the earlier of 30 calendar days after receipt of the auditor's report or nine months after the end of the audit period, the auditee must electronically submit to the Federal Audit Clearinghouse (FAC) the data collection form described in 2 CFR § 200.512(b) and the reporting package described in 2 CFR § 200.512(c). The auditee and auditors must ensure that the reporting package does not include protected personally identifiable information. The FAC will make the reporting package and the data collection form available on a web site and all Federal agencies, pass-through entities and others interested in a reporting package and data collection form must obtain it by accessing the FAC. As required by 2 CFR § 200.512(a)(2), unless restricted by Federal statutes or regulations, the auditee must make copies available for public inspection.
2. A notice of the audit report issuance along with two copies of the management letter with its corresponding response should be sent to the County supervising department within ten calendar days after it is submitted to the FAC. The County supervising department is responsible for forwarding a copy of the audit report, management letter, and corresponding responses to the County Auditor within one week of receipt.

B. For Audits other than Single Audits

At least two copies of the audit report package, including all attachments and any management letter with its corresponding response, should be sent to the County supervising department within six months after the end of the audit year, or other time frame as specified by the department. The County supervising department is responsible for forwarding a copy of the audit report package to the County Auditor within one week of receipt.

### **III. AUDIT RESOLUTION**

Within 30 days of issuance of the audit report, the entity must submit to its County supervising department a corrective action plan consistent with 2 CFR § 200.511(c) to address each audit finding included in the current year auditor's report. Questioned costs and disallowed costs must be resolved according to procedures established by the County in the Contract Administration Manual. The County supervising department will follow up on the implementation of the corrective action plan as it pertains to County programs.

### **IV. ADDITIONAL AUDIT WORK**

The County, the State, or Federal agencies may conduct additional audits or reviews to carry out their regulatory responsibilities. To the extent possible, these audits and reviews will rely on the audit work already performed under the audit requirements listed above.

ALAMEDA COUNTY BOARD OF SUPERVISORS  
MINUTE ORDER

The following action was taken by the Alameda County Board of Supervisors on 12/16/2014

Approved as Recommended ☒

Other ☐

Unanimous ☐ Chan: ☐ Haggerty: ☐ Miley: ☐ Valle: ☒ Carson: ☐ - ☐ 4

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Contract: C-2014-209

Resolution: R-2014-410F

Documents to be signed by Agency/Purchasing Agent:

File No. 29484

Item No. 4

Copies sent to:

J. Villafior & Auditor

Special Notes:

FY 2014-2015 Older  
Americans Act and Older  
Californians Act Grant  
Agreement No. AP-1415-09,  
A01



I certify that the foregoing is a correct  
copy of a Minute Order adopted by the  
Board of Supervisors, Alameda County,  
State of California.

ATTEST:

Clerk of the Board  
Board of Supervisors

By: [Signature]

Députy



Lori A. Cox  
Agency Director

Thomas L. Berkley Square  
2000 San Pablo Avenue, Fourth Floor  
Oakland, California 94612  
510-271-9100 / Fax: 510-271-9108  
[ssadirector@acgov.org](mailto:ssadirector@acgov.org)  
<http://alamedasocialservices.org>

November 6, 2014

Honorable Board of Supervisors  
Administration Building  
Oakland, California 94612

Dear Board Members:

**SUBJECT:** Approval of Area Plan Grant Agreement Amendment and Contract Amendments for services administered by the Area Agency on Aging

**RECOMMENDATIONS:**

- A. Approve the FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1, between the California Department of Aging and County of Alameda, Area Agency on Aging and authorize the President to sign seven (7) Grant Agreements on behalf of Alameda County, each with an original signature, with a Minute Order authorizing execution of the contract.
- B. Approve the attached Financial Recommendation increasing revenue and appropriations by \$1,362,121.
- C. Approve contract increases totaling \$1,359,648 as detailed in attachment A, and delegate authority to the Social Services Director to sign the contract amendments, under the master contracting process.
- D. Approve a one-time allocation of Measure A Funds in the amount of \$15,000 to provide emergency senior support services.

**SUMMARY/DISCUSSION:**

This letter requests action by your Board to approve and execute Amendment 1 to the Older Americans Act (OAA) and Older Californians Act Grant Agreement issued by the California Department of Aging (CDA) for FY 2014/15.



This grant agreement, which provides an increase of \$408,288 in Special Nutrition (SN) and One-Time-Only (OTO) funds, allocates a total of \$5,879,694.00 to the Alameda County Area Agency on Aging (AAA). Your Board approved the original agreement, AP-1415-09, in the amount of \$5,471,406, on October 7, 2014 (File: 29356; Item: 4). The AAA will retain \$2,473 of the SN & OTO funds for its direct service Ombudsman program and allocate the remaining \$405,815 to its subcontractors as outlined in Attachment A.

Your Board directed that the Social Services Agency (SSA) and Health Care Services Agency (HCSA) collaborate to develop a Countywide plan for seniors. SSA is implementing a strategy that includes three key items: 1) provide one-time emergency funding to support the infrastructure of senior service providers; 2) develop a plan for delivery of technical assistance & capacity building for senior services providers; and 3) develop a Countywide plan for seniors. Attachment A includes emergency funding of \$953,833, which includes a 15% (\$884,012) increase in senior service contracts and \$69,821 to backfill a gap caused by federal sequestration cuts. Please note that the HCSA is providing \$15,000 of the funding from Measure A so that Senior Injury Prevention Program contracts managed by the AAA will also receive emergency funding.

County Counsel has approved this amended grant agreement as to form.

#### **SELECTION CRITERIA/PROCESS:**

*The subcontractors receiving funds under this grant agreement were selected based on recommendations resulting from the 2014-2018 requests for proposals completed by the Alameda County Area Agency on Aging and the Advisory Commission on Aging. The Commission's recommendations for funding from the RFP were approved by your Board on June 24, 2014 (File #29358, Item 5).*

#### **FUNDING**

Financing will come from the SSA budget and federal OTO funds awarded to Alameda County by the CDA through this grant agreement amendment for FY 2014-2015. An additional \$15,000 in funding comes from the Measure A reserve. Approval of these recommendations will bring the total amount of Measure A one-time expenditures that exceed the Fiscal Year 2014-2015 Budget to \$3,879,000. The Measure A expenses will be transferred to the Public Health Department at year end. The subcontractors receiving OAA and OCA funds will meet all match requirements.

Sincerely,



Lori A. Cox  
Agency Director

- Att: 1) Seven Original FY 2014-20145 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1 documents for Board President signature.  
2) Attachment A  
3) Financial Recommendation

CONTRACTOR	PC #	PO #	Initial Contract Amount	15% Increase & Sequestration	OTO & Special Nutrition	Amended Contract Amount	Fund Source
Nutrition C-1	11033	12493	64,757.00	9,714	12,126	86,597.00	Title III C-1
Ethiopian Community Family Caregiver Support	11008	12451	10,318.00	1,956	632	12,906.00	Title III E
Family Bridges Information & Assistance	10875	12340	15,897.00	3,181	517	18,595.00	Title III B
Senior Center Activities	10979	12427	26,246.00	5,251	854	32,351.00	Title III B
Visiting	10802	12255	13,036.00	2,607	424	16,067.00	Title III B
Family Caregiver Alliance Caregiver Support	10760	12181	95,553.00	18,108	5,850	119,511.00	Title III E
Family Support Services of the BA Caregiver Support	10761	12183	51,260.00	9,714	3,138	64,112.00	Title III E
Hayward Area Recreation & Park District Senior Center Activities	10812	12358	24,100.56	3,615		27,715.56	CGF
J-Sei Case Management	10819	12287	10,432.00	2,087	339	12,858.00	Title III B
Visiting	10816	12266	8,021.00	1,604	261	9,886.00	Title III B
Nutrition C-2	10807	12260	28,322.00	4,248	1,910	34,480.00	Title III C-2
Korean Community Center of the East Bay Information & Assistance	11017	12474	16,751.00	3,351	545	20,647.00	Title III B
Life ElderCare	10771	12188	29,078.00	5,817	948	35,841.00	Title III B
Visiting	10769	12187	10,326.00	2,066	336	12,728.00	Title III B
Visiting - Lavender	10937	12390	49,211.00	7,382	3,318	59,911.00	Title III C-2
Nutrition C-2	10978	12426	25,291.00	3,794		29,085.00	SIPP
Injury Prevention							
Legal Assistance for Seniors	10876	12324	19,356.00	3,647	201	23,204.00	Title VIIb
Elder Abuse Prevention	10877	12325	11,908.00	1,786		13,694.00	MIPPA
MIPPA	10878	12326	36,942.00	5,541		42,483.00	FA
Financial alignment	10871	12321	346,274.00	57,263	3,460	406,997.00	Title III B
Legal Services	10872	12322	393,995.00	59,098		453,094.00	HICAP
HICAP							
Lifelong Medical Care	10813	12359	36,699.00	7,342	1,194	45,235.00	Title III B
Health Services	10813	12359	27,471.00	5,752	1,162	34,385.00	Title III D
Disease Prevention							
Jan Speer dba Nutrition Solutions	10331	12327	182,248.00	27,337	34,127	243,712.00	Title III C-1
Nutrition C-1	10331	12327	205,831.00	30,875	13,878	250,584.00	Title III C-2
Nutrition C-2							
On Lok Senior Health Services	10334	12350	25,795.00	4,888	1,579	32,262.00	Title III E
Family Caregiver Support							
Open Heart Kitchen	10822	12273	132,303.00	19,845	24,774	176,922.00	Title III C-1
Nutrition C-1							
Rebuilding Together Oakland	10828	12279	10,000.00	1,500		11,500.00	SIPP
Injury Prevention							
Senior Support Services of the Tri Valley	10911	12402	27,471.00	5,762	1,162	34,385.00	Title III D
Disease Prevention	10910	12401	40,375.00	7,651	2,472	50,498.00	Title III E
Caregiver Support							

CONTRACTOR	PC #	PO #	Initial Contract Amount	15% Increase & Sequestration	OTO & Special Nutrition	Amended Contract Amount	Fund Source
Health Services	10911	12402	45,318.00	9,066	1,474	55,858.00	Title III B
Care Management	11010	12453	31,486.00	5,794	698	37,958.00	Title III B
Visiting	10907	12400	20,236.00	4,048	658	24,942.00	Title III B
Injury Prevention	10861	12379	17,000.00	2,550		19,550.00	SIPP
SER-Jobs for Progress, Inc						0.00	
SCSEP	10813	12264	145,819.00	28,888		174,707.00	Title V
S O S Meals on Wheels						0.00	
Nutrition C-2	10756	12201	1,314,905.00	197,236	88,652	1,600,793.00	Title III C-2
Spanish Speaking Unity Council						0.00	
Senior Center Activities	10945	12413	21,598.86	3,770	345	25,714.86	Title III B
Spectrum Community Services						0.00	
Nutrition C-1	10921	12367	607,504.00	91,126	113,759	812,389.00	Title III C-1
Nutrition C-2	10922	12368	9,617.00	1,443	648	11,708.00	Title III C-2
Injury Prevention	10827	12276	10,630.00	1,595		12,225.00	SIPP
St. Mary's Center						0.00	
Visiting	10759	12180	21,057.00	4,213	685	25,955.00	Title III B
Injury Prevention	10859	12302	20,000.00	3,000		23,000.00	SIPP
Hospital Committee/ValleyCare Health Sys						0.00	
Nutrition C-2	11009	12452	440,063.00	66,009	29,670	535,742.00	Title III C-2
Vietnamese American Community Ctr						0.00	
Information & Assistance	10764	12185	14,378.00	2,877	468	17,723.00	Title III B
Senior Center Activities	10765	12186	16,169.00	3,234	526	19,929.00	Title III B
Nutrition C-1	10804	12258	53,964.00	8,095	10,105	72,164.00	Title III C-1
Total			5,893,368.46	953,833.00	405,815.00	7,253,016.46	

**COMMUNITY BASED ORGANIZATION  
MASTER CONTRACT EXHIBIT A & B COVERSHEET**

Dept Name: SSA-Adult, Aging, & Medi-Cal Services Vendor ID #: 68092 Board PO #: 12379  
 Bus Unit: SOCA Master Contract #: 900045 Procurement Contract #: 10861 Budget Year: 2015

Acct #	Fund #	Dept #	Program #	Subclass #	Project / Grant #	Amount to be Encumbered	Total Contract Amount
610341	10000	320200	40305			\$2,550	\$19,550

Justification if partial encumbrance or liquidation requested: \_\_\_\_\_

Federal Funds Waiver #: N/A Contract Maximum: \$19,550  
 Procurement Contract Begin Date: 07/01/14 Expire Date: 06/30/15 Period of Funding From: 07/01/14 To: 06/30/15

Department Contact: Tracy Murray Telephone #: 510-577-1966 QIC Code: 24551

Contractor Name: Senior Support Program of the Tri-Valley (SSPTV)

Project Name: Senior Injury Prevention Program (SIPP) – Measure A

Contractor Address: 5353 Sunol Blvd., Pleasanton, CA 94566

Remittance Address: 5353 Sunol Blvd., Pleasanton, CA 94566 ALCOLINK Vendor Address #: 1

BOS Dist. #: 4

Contractor Telephone #: 925-931-5378 Fax #: 925-931-5391 E-mail (Signatory): mpetersen@SSPTV.org

Contractor Contact Person: Marlene Petersen E-mail (Contact): Marlene Petersen

Contract Service Category: Senior Injury Prevention Program (Measure A) Estimated Units of Service: See Exhibit A

Method of Reimbursement (Invoicing Procedures): Actual costs in arrears

History of Funding:	Original	Amendment #1	Amendment #2	Amendment #3	Amendment #4
Funding Level	\$17,000	\$19,550			
Amount of Encumbrance	\$17,000	\$2,550			
File Date	6-24-14	12-16-14			
File / Item #	29358-5	29484-4			
Reason	Board Action	Board Action			

Funding Source Allocation:	Federal - CFDA #:	State	County (Measure A)	State Special Fund
			\$19,550	

The signatures below signify that the attached Exhibits A and B have been received, negotiated and finalized. The Contractor also signifies agreement with all provisions of the Master Contract.

**DEPARTMENT**

By \_\_\_\_\_

Signature

Lori A. Cox

Print or Type Name

Title Social Services Agency Director Date 02/25/18

**CONTRACTOR**

By \_\_\_\_\_

Signature

Marlene Petersen

Print or Type Name

Title Executive Director Date 2-6-2016



**Alameda County Department of Social Services**

Reference: Master Contract #: 900045  
Procurement #: 10861

**CONTRACT AMENDMENT**

Reference is made to that Contract made and entered into on the 1st day of July, 2014, by and between Senior Support Program of the Tri-Valley herein called and referred to as "Contractor" and the COUNTY OF ALAMEDA, a body corporate and politic of the State of California, hereinafter called and referred to as "County".

Said contract is hereby amended in the following manner:

**Senior Injury Prevention Program (Measure A)**

**EXHIBIT A:**

**Section II. B.5. Baseline Operations Objective:** A one-time-only allocation of **\$2,550** will be used to support baseline operations during the period July 1, 2014 through June 30, 2015.

**EXHIBIT B:**

The amended budget is attached, which increases the allocation by **\$2,550** for a total allocation of **\$19,550** for the contract period July 1, 2014 through June 30, 2015.

Except as herein amended, said Contract is continued in full force and effect.

**The Contract Amendment is effective as of the 16 day of December 2014.**

**COUNTY OF ALAMEDA**

**CONTRACTOR**

Senior Support Program of the Tri-Valley  
5353 Sunol Blvd.  
Pleasanton, CA 94566

By  \_\_\_\_\_

By  \_\_\_\_\_  
Authorized Signature of Contractor

Title: **Social Services Agency Director**

Title: **Executive Director**

Date: 02/25/15

Date: 2-6-2015



EXHIBIT A**B. MIS Units of Service**

Contractor shall maintain statistical and financial data in such a way as to be able to document and assure the accuracy of the data presented in the required program and financial reports.

1. Services shall be targeted to persons 60 years and older and at high risk for falls as follows:

**East County:**

Age 75+	28%
Low-Income	6%
Functionally Impaired	32%
Minorities	27%

2. A minimum of two hundred thirty four (234) unduplicated seniors will be provided services annually.
3. A minimum of sixteen (16) sessions of Individual Physical Activity will be provided to twenty four (24) seniors annually.
4. A minimum of twelve (12) sessions of Group Physical Activity will be provided to two hundred ten (210) seniors annually.
5. **Baseline Operations Objective:** A one-time-only allocation of \$2,550 will be used to support baseline operations during the period July 1, 2014 through June 30, 2015.

NO. OF NEW SENIORS SERVED ANNUALLY (234)	SERVICE UNIT NAME	ANNUAL APPROX.	
		SERVICE UNIT	MONTHLY (approx)
210	Group Physical Activity Session	12 sessions	1
24	Individual Physical Activity Session	16 sessions	1.33



## SECTION 2 SERVICES AND SUPPLIES

2.1 TRAVEL AND TRAINING	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
Staff Travel: <u>600@.50 Per mile</u>	300	300		
Staff Travel <u>600@.51</u>	306	306		
Conferences/Conventions	400	400		
Staff Training -				
Vol. Travel: <u>    </u> Miles x Rate <u>    </u>				
	<b>1,006</b>	<b>1,006</b>		

### 2.2 OCCUPANCY

Rent or Mortgage				
cell phone				
Utilities				
Janitorial/Maintenance				
Accounting (240)	500	500		
General Liability Ins.	100	100		
<b>Subtotal:</b>	<b>600</b>	<b>600</b>	<b>0</b>	<b>0</b>

### 2.3 OTHER BUDGET COSTS

Printing (350)	512	512		
Incentives	300	300		
Supplies	454	454		
Computer	800	800		
<b>Subtotal:</b>	<b>2,066</b>	<b>2,066</b>	<b>0</b>	<b>0</b>

### 2.4 VEHICLE BUDGET

Gas/Oil <u>    </u> Miles x Rate <u>    </u>	0	0		
Maintenance				
Vehicle Insurance				
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SERVICES/SUPPLIES BUDGET</b>	<b>3,672</b>	<b>3,672</b>	<b>0</b>	<b>0</b>

## SECTION 3 CAPITAL EQUIPMENT

3.1 Capital Equipment <i>List Items \$5,000+ (Include Funding Source)</i>	TOTAL PROJECT COSTS (1)	AAA FUNDED PROJECT COSTS (2)	OTHER	
			CASH	IN-KIND
	0			
	0			
	0			
<b>TOTAL CAPITAL EQUIP BUDGET</b>	<b>0</b>	<b>0</b>		<b>0</b>
<b>GRAND TOTAL BUDGET (Sections 1.1 - 3.1)</b>	<b>19,550</b>	<b>19,550</b>	<b>0</b>	<b>0</b>

## SECTION 4 REVENUES

4.1 REVENUE SOURCES:	Total Project Funds	AAA Project Funding	Other		Committed Funds
			CASH	IN-KIND	
Non-Match:					
Subtotal:					
Match:					
Subtotal:					
Client Donations (if applicable):					
County Measure A Funds (County Increase	19,550	19,550			
County General Funds (if applicable):					
CBSP Funds (if applicable):					
<b>TOTAL FUNDS:</b>	<b>19,550</b>	<b>19,550</b>			

0

## SECTION 5 DEDUCTIVE FORMULA (Title III Funded Programs Only)

	TOTAL
1.) TOTAL PROJECT BUDGET:	19,550
2.) {LESS} COUNTY GENERAL FUNDS:	
3.) {LESS} NON-MATCH FUNDS:	
4.) {EQUALS} "Measure A" BUDGET COSTS:	19,550
5.) {LESS} MATCH FUNDS: [not required]	
6.) {LESS} CLIENT DONATIONS:	
7.) {EQUALS} "Measure A" FUNDS:	19,550

## **Exhibit D**

### **Audit Requirements**

The County contracts with various organizations to carry out programs mandated by the Federal and State governments or sponsored by the Board of Supervisors. Under the Single Audit Act Amendments of 1996 (31 U.S.C.A. §§ 7501-7507) and Board policy, the County has the responsibility to determine whether organizations receiving funds through the County have spent them in accordance with applicable laws, regulations, contract terms, and grant agreements. To this end, effective with the first fiscal year beginning on and after December 26, 2014, the following are required.

#### **I. AUDIT REQUIREMENTS**

##### **A. Funds from Federal Sources:**

1. Non-Federal entities which are determined to be subrecipients by the supervising department according to 2 CFR § 200.330 and which expend annual Federal awards in the amount specified in 2 CFR § 200.501 are required to have a single audit performed in accordance with 2 CFR § 200.514.
2. When a non-Federal entity expends annual Federal awards in the amount specified in 2 CFR § 200.501(a) under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or terms and conditions of the Federal award do not require a financial statement audit of the auditee, the non-Federal entity may elect to have a program-specific audit conducted in accordance with 2 CFR § 200.507 (Program Specific Audits).
3. Non-Federal entities which expend annual Federal awards less than the amount specified in 2 CFR § 200.501(d) are exempt from the single audit requirements for that year except that the County may require a limited-scope audit in accordance with 2 CFR § 200.503(c).

##### **B. Funds from All Sources:**

Non-Federal entities which expend annual funds from any source (Federal, State, County, etc.) through the County in an amount of:

1. \$100,000 or more must have a financial audit in accordance with the U.S. Comptroller General's Generally Accepted Government Auditing Standards (GAGAS) covering all County programs.
2. Less than \$100,000 are exempt from these audit requirements except as otherwise noted in the contract.

Non-Federal entities that are required to have or choose to do a single audit in accordance with 2 CFR Subpart F, Audit Requirements are not required to have a financial audit in the same year. However, Non-Federal entities that are required to have a financial audit may also be required to have a limited-scope audit in the same year.



C. General Requirements for All Audits:

1. All audits must be conducted in accordance with Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States (GAGAS).
2. All audits must be conducted annually, except for biennial audits authorized by 2 CFR § 200.504 and where specifically allowed otherwise by laws, regulations, or County policy.
3. The audit report must contain a separate schedule that identifies all funds received from or passed through the County that is covered by the audit. County programs must be identified by contract number, contract amount, contract period, and amount expended during the fiscal year by funding source. An exhibit number must be included when applicable.
4. If a funding source has more stringent and specific audit requirements, these requirements must prevail over those described above.

II. **AUDIT REPORTS**

A. For Single Audits

1. Within the earlier of 30 calendar days after receipt of the auditor's report or nine months after the end of the audit period, the auditee must electronically submit to the Federal Audit Clearinghouse (FAC) the data collection form described in 2 CFR § 200.512(b) and the reporting package described in 2 CFR § 200.512(c). The auditee and auditors must ensure that the reporting package does not include protected personally identifiable information. The FAC will make the reporting package and the data collection form available on a web site and all Federal agencies, pass-through entities and others interested in a reporting package and data collection form must obtain it by accessing the FAC. As required by 2 CFR § 200.512(a)(2), unless restricted by Federal statutes or regulations, the auditee must make copies available for public inspection.
2. A notice of the audit report issuance along with two copies of the management letter with its corresponding response should be sent to the County supervising department within ten calendar days after it is submitted to the FAC. The County supervising department is responsible for forwarding a copy of the audit report, management letter, and corresponding responses to the County Auditor within one week of receipt.

B. For Audits other than Single Audits

At least two copies of the audit report package, including all attachments and any management letter with its corresponding response, should be sent to the County supervising department within six months after the end of the audit year, or other time frame as specified by the department. The County supervising department is responsible for forwarding a copy of the audit report package to the County Auditor within one week of receipt.

### **III. AUDIT RESOLUTION**

Within 30 days of issuance of the audit report, the entity must submit to its County supervising department a corrective action plan consistent with 2 CFR § 200.511(c) to address each audit finding included in the current year auditor's report. Questioned costs and disallowed costs must be resolved according to procedures established by the County in the Contract Administration Manual. The County supervising department will follow up on the implementation of the corrective action plan as it pertains to County programs.

### **IV. ADDITIONAL AUDIT WORK**

The County, the State, or Federal agencies may conduct additional audits or reviews to carry out their regulatory responsibilities. To the extent possible, these audits and reviews will rely on the audit work already performed under the audit requirements listed above.

COB

Contractor's  
Office

**ALAMEDA COUNTY BOARD OF SUPERVISORS  
MINUTE ORDER**

*The following action was taken by the Alameda County Board of Supervisors on 12/16/2014*

Approved as Recommended ☒

Other ☐

Unanimous ☐ Chan: ☐ Haggerty: ☐ Miley: ☐ Valle: ☒ Carson: ☐ - 4

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Contract: C-2014-209  
Resolution: R-2014-410F

Documents to be signed by Agency/Purchasing Agent:

File No. 29484  
Item No. 4

Copies sent to:  
J. Villaflor & Auditor

**Special Notes:**

FY 2014-2015 Older  
Americans Act and Older  
Californians Act Grant  
Agreement No. AP-1415-09,  
A01



I certify that the foregoing is a correct  
copy of a Minute Order adopted by the  
Board of Supervisors, Alameda County,  
State of California.

ATTEST:  
Clerk of the Board.  
Board of Supervisors

By: [Signature]  
Deputy



Lori A. Cox  
Agency Director

Thomas L. Berkley Square  
2000 San Pablo Avenue, Fourth Floor  
Oakland, California 94612  
510-271-9100 / Fax: 510-271-9108  
[ssadirector@acgov.org](mailto:ssadirector@acgov.org)  
<http://alamedasocialservices.org>

November 6, 2014

Honorable Board of Supervisors  
Administration Building  
Oakland, California 94612

Dear Board Members:

**SUBJECT:** Approval of Area Plan Grant Agreement Amendment and Contract Amendments for services administered by the Area Agency on Aging.

**RECOMMENDATIONS:**

- A. Approve the FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1, between the California Department of Aging and County of Alameda, Area Agency on Aging and authorize the President to sign seven (7) Grant Agreements on behalf of Alameda County, each with an original signature, with a Minute Order authorizing execution of the contract.
- B. Approve the attached Financial Recommendation increasing revenue and appropriations by \$1,362,121.
- C. Approve contract increases totaling \$1,359,648 as detailed in attachment A, and delegate authority to the Social Services Director to sign the contract amendments, under the master contracting process.
- D. Approve a one-time allocation of Measure A Funds in the amount of \$15,000 to provide emergency senior support services.

**SUMMARY/DISCUSSION:**

This letter requests action by your Board to approve and execute Amendment 1 to the Older Americans Act (OAA) and Older Californians Act Grant Agreement issued by the California Department of Aging (CDA) for FY 2014/15.

This grant agreement, which provides an increase of \$408,288 in Special Nutrition (SN) and One-Time-Only (OTO) funds, allocates a total of \$5,879,694.00 to the Alameda County Area Agency on Aging (AAA). Your Board approved the original agreement, AP-1415-09, in the amount of \$5,471,406, on October 7, 2014 (File: 29356; Item: 4). The AAA will retain \$2,473 of the SN & OTO funds for its direct service Ombudsman program and allocate the remaining \$405,815 to its subcontractors as outlined in Attachment A.

Your Board directed that the Social Services Agency (SSA) and Health Care Services Agency (HCSA) collaborate to develop a Countywide plan for seniors. SSA is implementing a strategy that includes three key items: 1) provide one-time emergency funding to support the infrastructure of senior service providers; 2) develop a plan for delivery of technical assistance & capacity building for senior services providers; and 3) develop a Countywide plan for seniors. Attachment A includes emergency funding of \$953,833, which includes a 15% (\$884,012) increase in senior service contracts and \$69,821 to backfill a gap caused by federal sequestration cuts. Please note that the HCSA is providing \$15,000 of the funding from Measure A so that Senior Injury Prevention Program contracts managed by the AAA will also receive emergency funding.

County Counsel has approved this amended grant agreement as to form.

#### SELECTION CRITERIA/PROCESS:

*The subcontractors receiving funds under this grant agreement were selected based on recommendations resulting from the 2014-2018 requests for proposals completed by the Alameda County Area Agency on Aging and the Advisory Commission on Aging. The Commission's recommendations for funding from the RFP were approved by your Board on June 24, 2014 (File #29358, Item 5).*

#### FUNDING

Financing will come from the SSA budget and federal OTO funds awarded to Alameda County by the CDA through this grant agreement amendment for FY 2014-2015. An additional \$15,000 in funding comes from the Measure A reserve. Approval of these recommendations will bring the total amount of Measure A one-time expenditures that exceed the Fiscal Year 2014-2015 Budget to \$3,879,000. The Measure A expenses will be transferred to the Public Health Department at year end. The subcontractors receiving OAA and OCA funds will meet all match requirements.

Sincerely,



Lori A. Cox  
Agency Director

- 
- Att: 1) Seven Original FY 2014-20145 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1 documents for Board President signature.  
2) Attachment A  
3) Financial Recommendation



## TITLE III/II, HICAP, MIPPA, FA, TV and SIPP

320200

Period 07/01/14-06/30/15

CONTRACTOR	PC #	PO #	Initial Contract Amount	15% Increase & Sequestration	OTO & Special Nutrition	Amended Contract Amount	Fund Source
Alghan Elderly Association	10855	12300	34,521.00	5,178	6,465	48,164.00	Title III C-1
Nutrition C-1	10856	12301	27,471.00	5,752	1,181	34,384.00	Title III D
Disease Prevention							
Alzheimer's Association of Norther CA	10874	12339	30,459.00	5,772	1,865	36,096.00	Title III E
Caregiver Support							
Alzheimer's Services of the East Bay	10820	12268	91,407.00	18,286	2,975	112,668.00	Title III B
Adult Day Care	10762	12184	42,017.00	7,963	2,573	52,553.00	Title III E
Caregiver Support							
Bay Area Community Services (BACS)	11006	12449	110,432.70	20,939	2,844	134,215.70	Title III B
Adult Day Care - North & South	11019	12475	189,967.00	31,004	1,631	222,602.00	Title III B
Case Management							
City of Alameda	10854	12299	25,095.06	3,764		28,859.06	CGF
Senior Center Activities							
City of Albany	10818	12365	18,808.80	2,621		21,629.80	CGF
Senior Center Activities							
City of Berkeley	10826	12275	28,957.00	5,488	1,773	36,218.00	Title III E
Caregiver Support	10801	12202	41,868.96	6,280		48,148.96	CGF
Information & Assistance	10786	12190	27,233.00	4,085	5,100	36,418.00	Title III C-1
Nutrition C-1	10787	12191	30,768.00	4,615	2,073	37,456.00	Title III C-2
Nutrition C-2	10824	12274	22,572.00	4,516	734	27,822.00	Title III B
Senior Center Activities							
City of Emeryville	10829	12280	23,770.08	3,566		27,336.08	CGF
Senior Center Activities							
City of Fremont	10835	12389	67,960.00	12,879	4,161	85,000.00	Title III E
Caregiver Support	10834	12382	55,287.06	8,293		63,580.06	CGF
MSSP	10880	12303	45,082.00	8,268	979	54,329.00	Title III B
Case Management	10833	12381	10,591.00	2,119	345	13,055.00	Title III B
Information & Assistance							
City of Oakland	10831	12337	42,859.38	6,429		49,288.38	CGF
Senior Center Activities							
Crisis Support Services	10757	12179	10,028.00	2,006	326	12,358.00	Title III B
Volunteering							
Day Break Adult Center/ADSNAC	10829	12376	123,817.00	23,465	7,581	154,863.00	Title III E
Caregiver Support	10930	12377	17,078.00	2,562		19,641.00	SIPP
Injury Prevention							
East Bay Korean American Sr. Svc Ctr	11034	12494	10,326.00	2,066	336	12,728.00	Title III B
Senior Center Activities							

14-0302(1)

**COMMUNITY BASED ORGANIZATION**  
**Master Contract Exhibit A and B Coversheet**

Dept Name: SSA – Adult ,Aging & Medi-Cal Services Vendor ID #: 0000032719 Board PO #: SOCSA-12303  
 Bus Unit: SOCSA Master Contract #: 900111 Procurement Contract 10860 Budget Year: 2015

Acct #	Fund #	Dept #	Program #	Subclass #	Project /Grant #	Amount to be Encumbered	Total Contract Amount
<b>610341</b>	<b>10000</b>	<b>320200</b>	<b>33615</b>			<b>\$979</b>	<b>\$31,061.00</b>
<b>610341</b>	<b>10000</b>	<b>320200</b>	<b>34700</b>			<b>\$8268</b>	<b>\$23,268.00</b>

Justification if partial encumbrance or liquidation requested:

Federal Funds Waiver#: F604 Contract Maximum: \$54,329.00  
 Procurement Contract **Begin Date:** 7/1/14 **Expire Date:** 6/30/15  
 Period of Funding: **From:** 7/1/14 **To:** 6/30/15  
 Department Contact: **Tracy Murray** Telephone: **510 577 1966** QIC Code: **24551**  
 Contractor Name: **City of Fremont**  
 Contract- Project  
 Contractor Address: **P.O. Box 5006**  
**Fremont, CA 94537** ALOCOLINK vendor address#: 16  
 Remittance Address: **Same** BOS Dist. # 1

Contractor Telephone: **510-574-2051** Fax #: **510-574-2054** E-mail(Signatory): **KGrimsich@fremont.gov**  
 Contractor Contact Person: **Karen Grimsich** E-mail(Contact): **KGrimsich@fremont.gov**  
 Contract Service Category: **Case Management** Estimated Units of Service: See Exhibit A  
 Method of Reimbursement (Invoicing Procedures): **Actual costs in arrears**

History of Funding:

	Original	Amendment #1	Amendment #2	Amendment #3	Amendment #4
Funding Level	<b>\$45,082</b>	<b>\$54,329.00</b>			
Amount of Encumbrance	<b>\$45,082</b>	<b>\$9247.00</b>			
File Date	<b>6/24/14</b>	<b>12/16/14</b>			
File / Item #	<b>29358-5</b>	<b>29484-4</b>			
Reason	<b>Board Action</b>	<b>Board Action</b>			

Funding Source Allocation:

Federal / CFDA # ( 93.044 )	State	County
<b>\$31,061.00</b>		<b>\$23,268.00</b>

The signatures below signify that the attached Exhibits A and B have been reviewed, negotiated and finalized. The Contractor also signifies agreement with all provisions of the Master Contract.

**DEPARTMENT**By [Signature]  
SignaturePrint Name: Lori A. Cox  
Title: Social Services Agency DirectorDate: 02/25/15**CONTRACTOR**By [Signature]  
SignaturePrint Name: Jessica von Bork Date: 1-23-15  
Title: Assistant City Manager, City of FremontApproved as to Form: [Signature]  
Nellie Ancel SignatureTitle: Senior Deputy City Attorney II  
Date: 1-21-2015

Alameda County Department of Social Services

Reference: Master Contract #: 900111

Procurement #: 10860

**CONTRACT AMENDMENT**

Reference is made to that Contract made and entered into on the 1st day of July, 2014, by and between City of Fremont, herein called and referred to as "Contractor" and the COUNTY OF ALAMEDA, a body corporate and politic of the State of California, hereinafter called and referred to as "County".

Said contract is hereby amended in the following manner:

**CONTRACT FOR CASE MANAGEMENT  
AND ADULT PROTECTIVE SERVICES CASE MANAGEMENT PROGRAMS**

**EXHIBIT A:**

**See attached revised Exhibit A.**

**EXHIBIT B:**

**One Time Only Funds:** The One Time only allocation of \$979 will be used to fund baseline operations during the period July 1, 2014 to June 30, 2015. Title IIB Case Management service units have been increased by 3%.

**County General Funds:** The County funded dollar of \$8268 will be used to fund baseline operations during the period July 1, 2014 to June 30, 2015. No additional service units have been added.

The amended budgets are attached which increases the allocation by \$9247.00 for a total allocation of \$54,329.00.

Except as herein amended, said Contract is continued in full force and effect.

The Contract Amendment is effective as of the 16 day of December 2014.

**COUNTY OF ALAMEDA**

**CONTRACTOR**

City of Fremont,  
P.O. Box 5006, Fremont,  
CA 94537

By   
Lori A. Cox

Title: Social Services Agency Director

Date: 02/25/15

By   
Authorized Signature of Contractor

Date: 1-23-15

## **EXHIBIT A**

### **PROGRAM PERFORMANCE STANDARD**

The City of Fremont (COF), hereinafter referred to as "CONTRACTOR" shall, pursuant to the provisions of this Contract, provide Case Management Services to elderly and dependent adults. (Title III B, Federal Catalog #93.044).

Case Management Services provided with the Adult Protective Services (APS) grant shall be exclusively for clients referred to the Contractor by staff of Alameda County Adult Protective Services (APS) at any stage or point in the client's case. Provision of services related to the APS grant with respect to clients served is wholly separate and apart from services rendered with Older Americans' Act Title III-B funding or any other funding source.

#### **I. PROGRAM GOALS**

Case Management is a collaborative process that assesses, plans, implements, coordinates, monitors, and evaluates options and services to meet an individual's health, financial, and social needs. Case Management provides assistance either in the form of access or care coordination in circumstances where the older individual and/or their caregivers are experiencing diminished functioning capacities, personal conditions or other characteristics which require the provision of services by formal service providers.

The Case Management minimum set of services includes Comprehensive Assessment of clients' psychosocial and health needs and Case Management consisting of activities such as individualized care planning, service authorization/arrangement through coordination of existing resources, authorization for payment of services or purchases, and periodic reassessment and revision of each client's care plan.

Case Management Services shall be available to elders and dependent adults with the greatest social or economic and protective need who live in South Alameda County (Newark, Union City, Fremont,) with special emphasis on APS Referrals and low-income minority seniors.

**Title III-B:** The goal of Case Management is to enable functionally impaired individuals 60 years of age or older to obtain services that promote and maintain their optimum level of functioning in the least restrictive setting possible. Functionally impaired elders are characterized by 1) advanced age (usually over the age of 70), 2) multiple needs stemming from social, economic, physical, and/or health conditions, 3) lack of a strong informal support network, and 4) the need for assistance with one or more Activities of Daily Living (ADLs), e.g., walking, bathing, dressing, eating, toileting, getting in/out of bed, or two or more Individual Activities of Daily Living (IADLs), e.g., preparing meals, shopping for personal items, managing medications/money, using the telephone, doing heavy/light housework, or inability to use transportation alone.

**APS:** The goal of APS Case Management is to assure that vulnerable individuals are receiving appropriate formal services that support informal care and support, improve access to formal care, build and strengthen family and community support, and enable the person to remain in the most appropriate environment.

Services are to be provided to APS elder and dependent adult clients that have been determined by an APS Worker to be at risk of recurring incidents of abuse/neglect or self-neglect without the help of a case manager.

## **II. PROGRAM PERFORMANCE STANDARD**

**Title III-B:** In compliance with data collection requirements set forth in the National Aging Program Information System (NAPIS), all contractors are required to submit a monthly electronic MIS report (AAA186), as well as a monthly electronic client demographic (AAA101) report for those programs requiring its use, by the 7th working day following the month of service. Programs delivering registered services are also required to enter MIS and Client Demographic data in the Social Assistance Management System (SAMS) by the 7th working day following the month of service. Each program is required to maintain documentation for all program and client information submitted to the AAA. Programs are expected to make every effort to submit MIS and Client data in a manner that conforms to the format required by the Area Agency on Aging.

Contractor shall have in place an outreach strategy to reach the targeted populations, to inform the community about the agency and services provided, and to increase participation in the program.

**APS:** Programs delivering APS services are required to enter Service Delivery and Client Demographic data in the Social Assistance Management System (SAMS) by the 10th day following the month of service. Programs are required to maintain monthly documentation for all newly referred and continuing clients entered into SAMS. Programs are expected to make every effort to submit Service and Client data in a manner that conforms to the format required by the Area Agency on Aging.

### **A. Service Objectives**

#### **Title III-B**

1. Services will be available through (Human Services Department of the City of Fremont) at (3300 Capitol Avenue, Building B), Monday through Friday, 8-5. Direct service shall also be provided in the older person's home.



2. Intake must be carried out by phone prior to a home visit in order to determine if the referral meets the presumptive eligibility based on one ADL or two IADL deficits, inability to manage, or lack of a functioning support system. Screening may be carried out by case management staff, trained information and assistance staff (including trained volunteers), or any other staff or volunteer who has received appropriate case management training.
3. Case Management clients shall be provided the minimum set of service activities below:
  - a. Comprehensive assessment of clients' psycho social and health needs (including nutritional risk status);
  - b. Individualized care planning;
  - c. Service authorization/arrangement through coordination of existing resources, authorization for payment of services, or purchases; and
  - d. Periodic reassessment and revisions of each client's care plan.
4. In addition to the definition of "Client," Section C of Exhibit A, the term "Client" shall mean a person who has received, at a minimum, a comprehensive assessment (which may or may not have been performed in the current fiscal year).
5. The Case Management project will maintain a caseload of 30-50 cases, depending on difficulty of the cases.
6. Eligibility for case management will be determined by the case manager, based on the following set of criteria:
  - a. 60 years of age or older
  - b. having multiple, interrelated physical/mental health, social, financial problems
  - c. being at risk of not being able to continue independent living due to such factors as:
    - impairment in one ADL or two IADLs
    - recent significant change in circumstance (such as medical incident or death of family/friend)
    - inability to manage own affairs due to cognitive or physical impairment
    - lack of an adequate informal support network
  - d. having the potential of benefiting from case management services
  - e. willingness/ability to cooperate in the care plan, as evidenced by client signature
  - f. if residing in a board and care/residential care facility, eligible only if in transition either to independent living or to higher level of care (SNF)
  - g. not currently being served by any other formal case management program.
7. Every individual who meets the general criteria for case management must receive a comprehensive assessment to determine specific problems and needs. The assessment requires a face-to-face interview with the--client (and when appropriate, family or other informal supports) and must take place in the client's place of residence.
8. Reassessment must be scheduled at 6-month intervals, and will consist of a repetition of the initial, complete assessment interview (except for obvious demographic data that may not change), and must be conducted in the client's residence.

9. A care plan, using a consistent format, shall be developed for each new client, and shall be updated as needed to reflect changes noted during monitoring interviews. The six-month reassessment will generate a new care plan.
10. Case monitoring will consist of contact with all clients, one week after service (to assure the timeliness of, and client satisfaction with services), and at least monthly thereafter. Monitoring may be conducted by phone and/or home visit at the discretion of the case manager. Each provider in a client's care plan should be contacted periodically, as a cross-check on the client's condition. Volunteers/student interns may perform some of the monitoring under the supervision of the case manager.
11. Assistance with out-of-home placement will be provided for clients when independent living is no longer an appropriate option.
12. All clients will receive notification of their privacy rights under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the California Confidentiality of Medical Information Act (CCMIA), prior to receiving services.
13. Case management staff will meet at least annually with the AAA's countywide case management network to establish operational standards of practice and guidelines covering the core activities of case management and to improve the coordination of case management services. Operational standards will be established for the agency, the case manager, the supervisor, for caseload size and client rights. Tools for evaluating the quality and effectiveness of the services rendered shall be created, such as client satisfaction surveys, program assessment tools and standards for program outcomes and process measurements.
14. Case managers must possess a bachelor's degree in social work or a related field or possess a Registered Nurse (R.N.) license *and* have a minimum of one year of experience in a health or social services specialty.

#### APS

1. The Case Manager positions assigned under this contract will work on cases referred by APS and shall be referred to as the COF APS Case Manager. Contractor will provide coverage for the COF APS Case Managers for vacation, illness, and other absences to the extent necessary to ensure consistent service provision throughout the contract period.
2. The COF APS Case Manager must possess a bachelor's degree in social work or a related field or possess a Registered Nurse (R.N.) license *and* have a minimum of one year of experience in a health or social services specialty such as geriatrics/gerontology. Undergraduate field placement in a health or social services specialty such as geriatrics/gerontology may be substituted for one year of experience.

3. The COF APS Case Manager will identify and arrange for services, ensure that clients are receiving needed services, work to resolve problems between clients and service systems, including in-home care providers, and intervene with the service delivery system to ensure that clients receive appropriate services. Examples of case management service coordination include help with hiring an in-home care provider, monitoring effectiveness of an in-home care provider, assistance with locating placement options when needed, and referral to money management services.
4. Clients receiving services under this contract will not be charged a fee, and services will be provided without regard to income or assets.
5. New referrals and re-opened cases will be seen within 15 calendar days of referral. New referrals and re-opened cases will be seen within 15 calendar days of referral and will receive a comprehensive assessment within 30 days of the referral date. Assessments must be conducted in the clients' homes. The SAMS Assessment format will be used and written assessments will be maintained in the clients' case files.
6. Care plans will be written within 20 days of the comprehensive assessment and entered into SAMS. Each client will be given a copy of her/his care plan. Written care plans will be maintained in clients' case files.
7. Case management clients will be visited in their homes or at a service site (such as adult day care, clinic, or doctor's office) no less frequently than once every 30 days for the purpose of monitoring. Monitoring activities may include telephoning the client between 30-day visits and telephoning service providers to crosscheck on service usage and continuing appropriateness of service to the client.
8. Reassessments for clients whose cases are open longer than 4 months will be conducted in clients' homes. The SAMS reassessment format will be used. Written reassessments will be entered in SAMS and maintained in clients' case files in SAMS.
9. Case Notes and documentation of ongoing work should be entered in SAMS using the Consumer Journal function.
10. **APS Referral Process:** APS Supervisors will review all referrals prior to submission to the COF APS Case Manager. Referrals from APS will be made by fax using a standardized format. Each referral will provide identifying information, list of referrals made, list of services needed, reason for referral, and other pertinent information that might be helpful to the case manager in establishing and maintaining contact with the client.
11. **APS Referral Confirmation:** Within one business day after receipt of each referral, the COF Program Manager or designee will send a Referral Confirmation (*Attachment D*) to the referring APS Worker via e-mail. Transmittal of the Referral Confirmation will confirm referral receipt and include the anticipated date of the initial home visit.

12. **Duplication of Services:** If COF determines that a client referred by APS is already receiving COF Case Management via the AAA or other funding source, the Program Manager or designee will so inform the APS worker via e-mail. Such referrals will be withdrawn.
13. **Collaboration with APS:** In situations where the APS case has been closed and Contractor's case remains open, the COF APS Case Manager will report to APS if a situation occurs in the client's circumstances that could require APS to re-open the case.
14. **Case Closure Process:** As each case is closed, the COF APS Case Manager will telephone or e-mail the referring APS Worker to report the circumstances that led to case closure and enter the information into SAMS.

#### **B. MIS Units of Service**

Contractor shall perform the following units of service during this contract period in a manner that distributes them reasonably and evenly over the months of the contract.

#### **Title III-B**

1. Services shall be targeted to persons 60 years and older as follows:
  - \_30\_% aged 75 and older
  - \_16\_% in greatest economic need
  - \_36\_% functionally impaired
  - \_70\_% minorities
2. \_\_22\_\_ new seniors will be served during the contract year for the OAA funding.
3. \_346\_\_ hours of Comprehensive Assessment shall be performed.
4. \_\_521\_\_ hours of Case Management shall be performed.

MIS PRO- GRAM NUMBER	# OF NEW SENIORS TO BE SERVED ANNUALLY	SERVICE UNIT NAME	NUMBER OF UNITS TO BE PROVIDED	
			ANNUALLY	MONTHLY (approx)
IIIB	22	Comprehensive Assessment	346	28
		Case Management	521	43
APS	11	APS –Comprehensive Assessment	168	14
		APS -Case Management	252	21

Note: The One Time Only Funding has increased the original service unit by 3%.

### **APS**

1. Contractor shall provide services to a minimum of eleven (11) APS Elder and Dependent Adult Clients who have been referred by APS after being determined by an APS Worker to be at risk of recurring incidents of abuse/neglect or self-neglect without the help of a Case Manager.
2. Contractor shall provide a minimum of one hundred sixty eight (168) hours of APS Comprehensive Assessment services during the annual contract period.
3. Contractor shall provide a minimum of two hundred fifty-two (252) hours of APS Case Management services during the annual contract period.
4. Contractor shall use a guideline of service duration not exceeding six (6) months per case. Exceptions will be brought to the attention of an Adult Protective Services Supervisor or Program Manager for consultation.

### **C. Definitions**

#### **Title III-B**

**Client:** An individual 60 years of age and older who receives service through the terms of this contract as of July 1 of the contract year, including those previously served as well as those never before served by the agency. For reporting purposes, each senior receiving services related to this grant is counted only once during the contract year.

**Comprehensive Assessment:** To collect information about a client with multiple needs (social, environmental, physical, or mental) and determine the necessary supportive or other appropriate services to meet those needs. (May require a home visit.)



**UNIT: one hour**

**Case Management:** Assistance either in the form of access coordination in circumstances where the older person is experiencing diminished functioning capacities, personal conditions or other characteristics which require the provision of services by formal service providers or family caregivers. Activities of case management include such practices as assessing needs, developing care plans, authorizing and coordinating services among providers, and providing follow-up and reassessment, as required. **UNIT: one hour**

**Care Planning:** To write an individualized plan of care and services under a Case Management system based on a comprehensive assessment of the client's condition and/or resources.

**Service Authorization/Arrangement:** To obtain services according to an individualized care plan by coordinating existing services, authorization for payment of services, or purchase of services.

**Case Monitoring:** To determine quality and effectiveness of services provided to a client according to an individualized care plan; to maintain periodic client contact to determine if change has occurred; and to take appropriate action as necessary.

**Information:** To give information about resources, programs and services. (Does not attempt to facilitate appointments or other arrangements between the client and service provider.

**Outreach:** To provide information and encouragement about existing services and benefits to individuals. Primary outreach activity will be on a one-to-one basis, except when specifically targeted group presentations are deemed more appropriate for a particular outreach need. In such cases, the services provider shall assure that all participants will be counted in this unit.

**Aged 75 and older:** A senior who is 75 years of age and older.

**Greatest Economic Need:** Having monthly income at or below the Department of Health and Human Services (DHHS) Federal Poverty Guidelines.

**Functionally Impaired:** Appears (on the basis of initial observation or reports) to be unable to independently and safely perform activities of daily living (ADLs)- bathing, dressing, toileting, eating, getting in/out of bed, walking - and/or instrumental activities of daily living (IADLs)- doing heavy housework, doing light housework, shopping, preparing meals, managing medications, using the telephone, managing money, and transportation mobility.

**Minority:** A member of any race other than Caucasian. Minority races include American

Indian/Alaska Native, African American/Black, Asian, Asian Indian, Cambodian, Chinese, Filipino, Japanese, Korean, Laotian, Vietnamese, Other Asian, Native Hawaiian/Pacific Islander, Guamanian, Hawaiian, Samoan, Other Pacific Islander, Any Other Race.

## **APS**

**Client:** For APS purposes, elders are defined as individuals aged 65 or older, and dependent adults are persons between the ages of 18 and 64 years who have physical or mental limitations that restrict their ability to carry out normal activities or to protect their rights, including, but not limited to, persons who have physical or developmental disabilities, or whose physical or mental abilities have diminished because of age.

**APS Comprehensive Assessment:** (Defined below) Service units will be entered in SAMS under APS Assessment when opening a case. **UNIT: one hour**

**APS Case Management:** Comprehensive Assessment, Care Planning, Service Coordination, Monitoring, Reassessment, and Discharge/Termination as defined below. Service units will be entered in SAMS under APS Case Management for work on ongoing cases. **UNIT: one hour**

**Components of APS Case Management:** Comprehensive Assessment, Care Planning, Coordination/Implementation/Linkage, Client Advocacy, Monitoring, Follow-Up/Reassessment, and Discharge/Termination.

**Comprehensive Assessment:** Determines an individual's present situation and needs, functional and cognitive capacity and limitations, strengths, adequacy of formal and informal services currently being received, and eligibility for services. Present situation assessment includes descriptions of medication use, cognitive status, emotional/psychological status, ability for self-care, nutrition status, role of informal supports, environmental/safety risks, emergency response ability, tobacco or alcohol use, social activities, rehabilitation potential, and the level of case management necessary.

**Care Planning:** Documents the strategy that the case manager and the client will undertake to resolve the problems identified by the assessment. The care plan will include a written list of problem-oriented goal statements and will include specific ways in which goals will be met, including services from paid and unpaid sources, and will reflect the consumer's values and preferences. Discharge planning begins during this process.

**Service Coordination:** Activities to assist the client in obtaining the services specified in the care plan. The case manager will provide information about services, educate clients and family members about accessing services, and will actively arrange for or coordinate specific

services.

**Monitoring:** Evaluates adequacy and quality of service that the client receives, determines whether intended care plan goals are being met. Monitoring will include a review of goals, needs and desired outcomes, an assessment of client satisfaction with the care plan and with services provided, and an evaluation of the effectiveness of the type and frequency of monitoring being provided.

**Reassessment:** Includes a re-evaluation of the goals and care plan developed from the most recent assessment, documents changes in the client's situation and can result in modification of the care plan. It determines the need for continued services and monitoring, as agreed upon by the client and case manager.

**Discharge/Termination:** Occurs when case management is no longer required due to improved physical functioning, the addition of outside resources, or if client's condition has worsened and it is determined that services will be provided under a different program, i.e. admission to a long term care facility, or if client refuses services. For purposes of this contract, no client will receive services longer than 6 months unless agreed upon in consultation with an Adult Protective Services Supervisor.

### **III. PROVISIONS AND REMEDIES FOR FAILURE TO MEET PERFORMANCE STANDARD**

A. Contractor agrees to meet the monthly contracted level of service and the specified performance standards unless there are circumstances beyond the contractor's control such as natural disasters, fire, theft, unanticipated increases in inflation, shortages of necessary supplies or materials due to labor disputes or other causes.

#### **1. Supportive Services**

For each month that service falls below 95% of the contracted level, the contractor will submit an analysis of the causes of the problem and any necessary actions to be taken to correct the problem. If the problem continues for two consecutive months, the County will meet with the contractor to explore the problem and develop an appropriate written corrective action plan with time frames.

If the contractor does not carry out the required corrective action within the time frame, sanctions will be applied as described in the sanction policy.

#### **2. Nutrition**

If the level of service (number of meals) falls below 10%, and reaches 11% after 9 months of service, the percentage over 10% of contractor's funds will be reallocated to other contractors who are over serving. If no over service is occurring, the funds will be used on a one-time-only (OTO) basis to purchase equipment. Under service

in the current year will not affect the next year's allocation of funds.

## **B. Sanction Policy**

County may invoke financial sanction procedures as follows when contractor fails to comply with the Fiscal Reporting and Program Requirements

### **Phase I - Initial Suspension**

Contractor is in "suspended status" for a maximum of ten (10) working days or until overdue invoice/report is submitted or corrective action taken.

1. Implementation - Imposed when contractor is identified as being materially out of compliance.
2. Notice - Suspended status will be in effect:  
without formal notice to contractor on eighth (8th) working day of overdue invoices or activity reports, or as early as the 6th day if formal notice is given.
3. Reimbursements - Suspended status shall cause all considerations due contractor by County to stop, including all payments in process for any prior invoice. At County's option, administrative activity directed toward a contract amendment or any new contract may be suspended.
4. Duration - Maximum of ten (10) working days.
5. Lifting - The initial suspension will be lifted when:  
(a) the contractor has submitted the required document(s),  
(b) the contractor has adequately demonstrated corrective action, or  
(c) the penalty phase takes effect.

### **Phase II - Penalty Phase**

On the nineteenth (19th) working day after an invoice or required report is due, if contractor is still out of compliance, the contractor may be penalized 1% of the total amount of the contract as executed. A contractor may accrue as many 1% penalties during an entire contract period as may result for as many instances of contractor's failure to submit invoices/reports as required.

1. Authority - Imposition of a penalty will be authorized by the Director of the Area Agency on Aging.
2. Notice - A formal Notice of Penalty will be sent to the contractor via certified mail. The notice will specify the reason for the sanction; corrective action(s) required; allowable obligations and expenditures; appeal procedure; and related information.
3. Reimbursements - Only costs specifically allowable under terms of the penalty phase

will be allowable. Allowable costs will be specified in the Notice of Penalty and generally will include necessary costs of providing services until the 30th working day after the required document(s) or corrective action was due.

4. Duration - Maximum of ten (10) working days.
5. Lifting - The penalty sanction shall be lifted when:
  - (a) the contractor has submitted the required document(s),
  - (b) the contractor has adequately demonstrated corrective action, or
  - (c) a Notice of Intent to Suspend Reimbursements is issued to the contractor.

### **Phase III - Suspension of Reimbursements**

If contractor has not submitted the required document(s), on the 30th work day after the monthly invoice, activity report, other required reports are due, the County shall no longer be liable for expenses incurred by contractor after 30th work day, or for any subsequent time until the delinquent invoice or report is submitted, or corrective action completed.

1. Authority - Suspension of reimbursements will be authorized by the Director of the Area Agency on Aging in consultation with the SSA Director.
2. Notice - A formal Notice of Intent to Suspend Reimbursements will be sent to contractor via certified mail.
3. Reimbursements - After submission of delinquent invoice/report or contractor implementation of corrective action, County will reassume liability for expenses reported by contractor as of the date they are reported. The County reserves the right to examine contractor's records to make necessary pro-ration of costs which are not allowable (or payable) during this period of suspension. A contractor subject to total non-payment of costs under this section is not subject to penalties described in Phase II above.

If the contract period has expired, and a final invoice and closeout report are not submitted within 30 days, it shall not be honored by County.

In no case during the sanction period is the contractor exempt from providing services required under Exhibit A. Should the contractor fail to provide services as required, the contractor's failure to perform shall serve as a basis for County to terminate contract for cause.

The County may also hold the contractor liable for costs to replace contract service and seek damages for contractor's failure to perform.

4. Duration - Suspension of reimbursements phase remain in effect until contractor takes corrective action satisfactory to the Area Agency on Aging, Social Services Agency or the County Board of Supervisors terminates the contract.
5. Lifting - The suspension of reimbursements phase will be lifted when:



- (a) the contractor has adequately demonstrated corrective action, or
- (b) termination of contract.

#### **Waiver of Sanction Procedure**

Upon notice that County is implementing sanction procedures described above, contractor may file a written appeal with the Director, Area Agency on Aging. Such appeal shall indicate justification for delinquent invoice or report, and other relevant facts. The Director may waive penalties described in Phase II of Sanctions Section, or authorize recognition of expenses proposed for non-payment under Phase III. Upon notice by Director, if waiver(s) is not granted, contractor may appeal to Board of Supervisors for further consideration.

#### **IV. TERMINATION**

Contractor shall submit a Transition Plan for termination or transfer of services which includes:

1. Description of how clients will be notified about the change in their service provider.
2. A plan to communicate with other organizations that can assist in locating alternative services.
3. A plan to inform community referral sources of the pending termination of the service and what alternatives, if any, exist for future referrals.
4. A plan to evaluate clients in order to assure appropriate placement.
5. A plan to transfer any confidential medical and client records to a new contractor.
6. A plan to dispose of confidential records in accordance with applicable laws and regulations.
7. A full inventory and plan to dispose or, transfer, or return to the County all equipment purchased during the entire operation of the contract.
8. Additional information as necessary to effect a safe transition of clients to other community service providers.

#### **V. ASSURANCES**

- A. The Contractor agrees to administer this Agreement and require any subcontractors to administer their subcontracts in accordance with this Agreement, and with all applicable local, State, and federal laws and regulations including, but not limited to, discrimination,

wages and hours of employment, occupational safety, and to fire, safety, health, and sanitation regulations, directives, guidelines, and/or manuals related to this Agreement and resolve all issues using good administrative practices and sound judgment.

The Contractor and its subcontractors shall keep in effect all licenses, permits, notices, and certificates that are required by law.

- B. Contractor shall give/publish credit for funding to the Alameda County Area Agency on Aging in all media transmission, including radio, TV, newspapers of general circulation, newsletters, contractor published materials or presentations to the community and other interested groups, flyers/pamphlets/posted material for general distribution. Contractor shall submit copies of the above noted publicity material to the Alameda County Area Agency on Aging Program Liaison as such material is available.
- C. Contractor will provide paid release time to appropriate staff to attend training sessions, relevant to their programs that are sponsored by the Alameda County Area Agency on Aging. Appropriateness of training will be determined by the Program Liaison working directly with the contractor. This section is applicable only if the County Area Agency on Aging has such training available.
- D. It is the responsibility of all Area Agency on Aging contractors to ensure that information about, or obtained from a participant's records, shall be maintained in a confidential manner according to the following subsection 7500(b) guidelines:

Providers shall not disclose any information about an older individual, or obtained from an older individual in a form that identifies that person, without the written consent of the individual or his/her legal representative. Records with client names, addresses and phone numbers shall:

- 1. Be available only to authorized service staff assisting the individual.
  - 2. Remain in a secure, locked file or secure area to protect confidentiality of the records.
  - 3. Be removed from data or information used for reporting and planning purposes and from data or information made available to the public unless the consent of the older individual has been obtained.
- E. The Contractor agrees to fulfill all federal statute requirements relating to nondiscrimination, including:
    - 1. Ensuring that its services are accessible to persons with disabilities as per DHEW Regulations, Section 504 of the Rehabilitation Act of 1973;
    - 2. Complying with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. Sections 12101 et seq.);
    - 3. Ensuring equal access to Federal, State and County Funded Benefits, Programs and Activities;
    - 4. Complying with those statutes and laws contained in the Contractor Certification Clauses (CCC 307), which is hereby incorporated by reference.

- F. It is the responsibility of all Area Agency on Aging contractors to prepare a written Emergency Operations Plan that ensures provision of critical services to meet the emergency needs of consumers they are charged to serve during medical or natural disasters, such as earthquakes or floods. The plan shall include assurances that preparations have been made in the following areas:
1. Preparation of the facility
  2. Training for all staff, volunteers and participants in the Agency's emergency operations plan.
  3. Fire safety preparations.
- G. Contractor shall comply with Section 15630 of the Welfare & Institutions Code as it relates to the mandatory and non-mandatory reports of abuse of elders and/or dependent adults.
- H. The Contractor assures that Information and Assistance staff have written procedures in place and are trained at least annually on how to handle emergencies. As specified in Title 22, Division 1.8, Chapter 4, Article 2, Section 7547, the training shall consist of:
1. Familiarity with telephone numbers of fire, police, and ambulance services for the geographic area served by the provider. These telephone numbers shall be posted near the telephone for easy access when an emergency arises.
  2. Techniques to obtain vital information from older individuals and persons with disabilities who require emergency assistance.
  3. Making written emergency procedure instructions available to all staff that have contact with older individuals or persons with disabilities.
- I. Contractor shall establish a written grievance process for reviewing and attempting to resolve complaints of older individuals and residents of Long-Term Care facilities.
- J. Contractor shall obtain written approval from the Alameda County Area Agency on Aging before entering into subcontracts for work performed under this contract.
- K. Proof of age or citizenship shall not be required as a condition of receiving services.
- L. Means tests shall not be used by any Contractor for any Title III or Title VII services. All eligible individuals who receive a service shall be given the opportunity to voluntarily contribute toward the cost of the service. Methods used to solicit voluntary contributions for Title III and Title VII services shall be non-coercive. Donation letters sent to clients for Title III and Title VII services shall not resemble a bill or a statement and shall stipulate

that contributions are voluntary and not required to receive service. Services shall not be denied to any Title III or Title VII client that does not contribute toward the cost of the services received.

No eligible individual shall be denied participation because of failure or inability to contribute. Contractor shall ensure that the amount of the eligible participant's contribution is kept confidential.

M. Cost Sharing shall not be implemented for any Title III and Title VII service until so notified by the Department.

N. Contractor shall indemnify, defend, and save harmless the Alameda County Area Agency on Aging, its officers, agents, and employees from any and all claims, liabilities, and losses accruing to or resulting from any subcontractors, vendors, suppliers, laborers, and any other person, firm, or corporation furnishing or supplying work services, materials, or supplies in connection with any activities performed for which funds from this Agreement were used and from any and all claims and losses accruing or resulting to any person, firm, or corporation who may be injured or damaged by the Contractor in the performance of this Agreement.

O. Lobbying Certification

The Contractor, by signing this Contract, hereby certifies to the best of his or her knowledge and belief, that:

No federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL "Disclosure Form to Report Lobbying"(attached) in accordance with its instructions.

The Contractor shall require that the language of this certification be included in the award documents for all subcontracts at all tiers (including subgrants, and contracts under grants, loans, and cooperative agreements which exceed \$100,000) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. This certification is a prerequisite for making or

entering into this transaction imposed by 31 USC 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**P. Contracts in Excess of \$100,000**

If all funding provided herein exceeds \$100,000, the Contractor shall comply with all applicable orders or requirements issued under the following laws:

1. Clean Air Act, as amended (42 USC 1857).
2. Clean Water Act, as amended (33 USC 1368).
3. Federal Water Pollution Control Act, as amended (33 USC 1251, et seq.).
4. Environmental Protection Agency Regulations (40 CFR, Part 15 and Executive Order 11738).
5. Public Contract Code Section 10295.3

**Q. California Department of Aging (CDA) Mandate**

CDA mandates that the following language MUST be utilized in all signs, brochures, etc. that address the opportunity for participants to contribute to all programs:

- There is no obligation to contribute.
- A contribution is purely voluntary.
- No eligible participant will be denied service because of a failure or inability to contribute.



Master Contract #:

**EXHIBIT B**

Exhibit #:

**B****ALAMEDA COUNTY AREA AGENCY ON AGING CONTRACT BUDGET**

Budget Effective Date: 07/01/2014 Revision No.: 1\_\_

Date Prepared: 2-Jul-14

Contractor: City of Fremont

Contract Term: 07/01/14- 06/30/15

**MIS Program: Title IIIB Case Management**

Provider No.: 0000032719

**SECTION 1 SALARIES AND EMPLOYEE BENEFITS**

1.1 PAID STAFF List # pos., %FTE, wages	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
1. Case Manager .8 FTE, \$37.42/ hour Sakai	61,045	30,000	21,798	
Case Manager Sakai (CGF increase \$8268)		8,268		
Case Manager Sakai (OTO \$979)		979		
2. Case Manager, 1 FTE, \$37.42/hr Torrez	77,832		77,832	
3. Case Manager, 1 FTE, \$37.42/hr Weng	77,832		77,832	
4. Administrative Support, .3 FTE, \$31.35/hr Dominquez	19,564		19,564	
5. Clinical Supervisor, .75 FTE, \$8786/mo Uhring	8,330		8,330	
	0		0	
	0		0	
<b>Subtotal:</b>	<b>244,603</b>	<b>39,247</b>	<b>205,356</b>	<b>0</b>

**1.2 TAXES AND BENEFITS**

Medical Insurance, Retirement	113,483	15,082	98,401	
<b>Subtotal:</b>	<b>113,483</b>	<b>15,082</b>	<b>98,401</b>	<b>0</b>

**1.3 IN-KIND STAFF/VOLUNTEERS (List # pos., % FTE, Pay equivalent)**

20 Volunteer Senior Peer Counselors	10,000			10,000
\$20/hour x 150 hours	0			
	0			
	0			
<b>Subtotal:</b>	<b>10,000</b>	<b>0</b>	<b>0</b>	<b>10,000</b>
<b>TOTAL SALARY/BENEFIT BUDGET</b>				
<b>(Sections 1.1, 1.2, 1.3)</b>	<b>368,086</b>	<b>54,329</b>	<b>303,757</b>	<b>10,000</b>

Ex-B-Bgt.WB2 (A1.D49)

Page 1 of 3

## SECTION 2 SERVICES AND SUPPLIES

2.1 TRAVEL AND TRAINING	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
Conferences/Conventions	0		0	
Staff Training	1,000		1,000	
Vol.Travel: _____ Miles x Rate _____	0		0	
<b>Subtotal:</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	<b>0</b>
2.2 OCCUPANCY				
Rent or Mortgage	7,000			7,000
Telephone	1,500		1,500	
Utilities	0		0	
Janitorial/Maintenance	0		0	
General Liability Ins.	1,500		1,500	
<b>Subtotal:</b>	<b>10,000</b>	<b>0</b>	<b>3,000</b>	<b>7,000</b>
2.3 OTHER BUDGET COSTS				
Supplies/Postage	5,000		5,000	
Printing/Copying	500		500	
Bookkeeping Services/Audit Costs	900		900	
Other: Indirect =11% of Salary and Bnfts	40,489		40,489	
Indirect covers finance, info systems, legal and other city support services				
<b>Subtotal:</b>	<b>46,889</b>	<b>0</b>	<b>46,889</b>	<b>0</b>
2.4 VEHICLE BUDGET				
Gas/Oil _____ Miles x Rate _____	0			
Maintenance	0			
Vehicle Insurance	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SERVICES/SUPPLIES BUDGET</b>	<b>57,889</b>	<b>0</b>	<b>50,889</b>	<b>7,000</b>

## SECTION 3 CAPITAL EQUIPMENT

3.1 Capital Equipment <i>List Items Costing \$500+ (Include Funding Source)</i>	TOTAL PROJECT COSTS (1)	AAA FUNDED PROJECT COSTS (2)	OTHER	
			CASH	IN-KIND
	0			
	0			
	0			
<b>TOTAL CAPITAL EQUIPMENT BUDGET</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>GRAND TOTAL BUDGET (Sections 1.1 - 3.1)</b>	<b>425,976</b>	<b>54,329</b>	<b>354,647</b>	<b>17,000</b>

## SECTION 4 REVENUES

4.1 REVENUE SOURCES:	Total Project Funds	AAA Project Funding	Other		Committed Funds
			CASH	IN-KIND	
<b>Non-Match:</b>					
City of Fremont Salaries & Benefits	304,756		304,756		304,756
Volunteers	10,000			10,000	10,000
TCM Medi-Cal	39,591		39,591		39,591
	0				
	0				
	0				
<b>Subtotal:</b>	<b>354,347</b>	<b>0</b>	<b>344,347</b>	<b>10,000</b>	<b>354,347</b>
<b>Match:</b>					
City of Fremont Salaries	10,000		10,000		
City of Fremont Rent	7,000			7,000	
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
<b>Subtotal:</b>	<b>17,000</b>		<b>10,000</b>	<b>7,000</b>	
Title III Client Donations (if applicable):	300		300		
Title III Funds (OTO \$979)	31,061	31,061.00			31,061
County General Funds ( 15% increase \$826	23,268	23,268.00			15,000
CBSP Funds (if applicable):					
<b>TOTAL FUNDS:</b>	<b>425,976</b>	<b>54,329.00</b>	<b>354,647</b>	<b>17,000</b>	<b>400,408</b>

425,976

## SECTION 5 DEDUCTIVE FORMULA (Title III Funded Programs Only)

	TOTAL
1.) TOTAL PROJECT BUDGET:	425,976
2.) {LESS} COUNTY GENERAL FUNDS:	23,268
3.) {LESS} OTHER NON-MATCH FUNDS:	354,347
4.) {EQUALS} TITLE III BUDGET COSTS TO BE MATCHED:	48,361
5.) {LESS} TITLE III MATCH FUNDS: [minimum of 10% OF LINE 4]	17,000
6.) {LESS} TITLE III CLIENT DONATIONS:	300
7.) {EQUALS} EARNED TITLE III FUNDS:	31,061.00

## **Exhibit D**

### **Audit Requirements**

The County contracts with various organizations to carry out programs mandated by the Federal and State governments or sponsored by the Board of Supervisors. Under the Single Audit Act Amendments of 1996 (31 U.S.C.A. §§ 7501-7507) and Board policy, the County has the responsibility to determine whether organizations receiving funds through the County have spent them in accordance with applicable laws, regulations, contract terms, and grant agreements. To this end, effective with the first fiscal year beginning on and after December 26, 2014, the following are required.

#### **I. AUDIT REQUIREMENTS**

##### **A. Funds from Federal Sources:**

1. Non-Federal entities which are determined to be subrecipients by the supervising department according to 2 CFR § 200.330 and which expend annual Federal awards in the amount specified in 2 CFR § 200.501 are required to have a single audit performed in accordance with 2 CFR § 200.514.
2. When a non-Federal entity expends annual Federal awards in the amount specified in 2 CFR § 200.501(a) under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or terms and conditions of the Federal award do not require a financial statement audit of the auditee, the non-Federal entity may elect to have a program-specific audit conducted in accordance with 2 CFR § 200.507 (Program Specific Audits).
3. Non-Federal entities which expend annual Federal awards less than the amount specified in 2 CFR § 200.501(d) are exempt from the single audit requirements for that year except that the County may require a limited-scope audit in accordance with 2 CFR § 200.503(c) .

##### **B. Funds from All Sources:**

Non-Federal entities which expend annual funds from any source (Federal, State, County, etc.) through the County in an amount of:

1. \$100,000 or more must have a financial audit in accordance with the U.S. Comptroller General's Generally Accepted Government Auditing Standards (GAGAS) covering all County programs.
2. Less than \$100,000 are exempt from these audit requirements except as otherwise noted in the contract.

Non-Federal entities that are required to have or choose to do a single audit in accordance with 2 CFR Subpart F, Audit Requirements are not required to have a financial audit in the same year. However, Non-Federal entities that are required to have a financial audit may also be required to have a limited-scope audit in the same year.

C. General Requirements for All Audits:

1. All audits must be conducted in accordance with Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States (GAGAS).
2. All audits must be conducted annually, except for biennial audits authorized by 2 CFR § 200.504 and where specifically allowed otherwise by laws, regulations, or County policy.
3. The audit report must contain a separate schedule that identifies all funds received from or passed through the County that is covered by the audit. County programs must be identified by contract number, contract amount, contract period, and amount expended during the fiscal year by funding source. An exhibit number must be included when applicable.
4. If a funding source has more stringent and specific audit requirements, these requirements must prevail over those described above.

II. **AUDIT REPORTS**

A. For Single Audits

1. Within the earlier of 30 calendar days after receipt of the auditor's report or nine months after the end of the audit period, the auditee must electronically submit to the Federal Audit Clearinghouse (FAC) the data collection form described in 2 CFR § 200.512(b) and the reporting package described in 2 CFR § 200.512(c). The auditee and auditors must ensure that the reporting package does not include protected personally identifiable information. The FAC will make the reporting package and the data collection form available on a web site and all Federal agencies, pass-through entities and others interested in a reporting package and data collection form must obtain it by accessing the FAC. As required by 2 CFR § 200.512(a)(2), unless restricted by Federal statutes or regulations, the auditee must make copies available for public inspection.
2. A notice of the audit report issuance along with two copies of the management letter with its corresponding response should be sent to the County supervising department within ten calendar days after it is submitted to the FAC. The County supervising department is responsible for forwarding a copy of the audit report, management letter, and corresponding responses to the County Auditor within one week of receipt.

B. For Audits other than Single Audits

At least two copies of the audit report package, including all attachments and any management letter with its corresponding response, should be sent to the County supervising department within six months after the end of the audit year, or other time frame as specified by the department. The County supervising department is responsible for forwarding a copy of the audit report package to the County Auditor within one week of receipt.



### **III. AUDIT RESOLUTION**

Within 30 days of issuance of the audit report, the entity must submit to its County supervising department a corrective action plan consistent with 2 CFR § 200.511(c) to address each audit finding included in the current year auditor's report. Questioned costs and disallowed costs must be resolved according to procedures established by the County in the Contract Administration Manual. The County supervising department will follow up on the implementation of the corrective action plan as it pertains to County programs.

### **IV. ADDITIONAL AUDIT WORK**

The County, the State, or Federal agencies may conduct additional audits or reviews to carry out their regulatory responsibilities. To the extent possible, these audits and reviews will rely on the audit work already performed under the audit requirements listed above.

# ALAMEDA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

*The following action was taken by the Alameda County Board of Supervisors on 12/16/2014*

Approved as Recommended ☒

Other ☐

Unanimous ☐ Chan: ☐ Haggerty: ☐ Miley: ☐ Valle: ☒ Carson: ☐ - 4 ☐

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Contract: C-2014-209

Resolution: R-2014-410F

Documents to be signed by Agency/Purchasing Agent:

File No. 29484

Item No. 4

Copies sent to:

J. Villaflor & Auditor

## Special Notes:

FY 2014-2015 Older  
Americans Act and Older  
Californians Act Grant  
Agreement No. AP-1415-09,  
A01



I certify that the foregoing is a correct  
copy of a Minute Order adopted by the  
Board of Supervisors, Alameda County,  
State of California.

ATTEST:

Clerk of the Board  
Board of Supervisors

By: 

Deputy



Lori A. Cox  
Agency Director

Thomas L. Berkley Square  
2000 San Pablo Avenue, Fourth Floor  
Oakland, California 94612  
510-271-9100 / Fax: 510-271-9108  
[ssadirector@acgov.org](mailto:ssadirector@acgov.org)  
<http://alamedasocialservices.org>

November 6, 2014

Honorable Board of Supervisors  
Administration Building  
Oakland, California 94612

Dear Board Members:

**SUBJECT:** Approval of Area Plan Grant Agreement Amendment and Contract Amendments for services administered by the Area Agency on Aging

**RECOMMENDATIONS:**

- A. Approve the FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1, between the California Department of Aging and County of Alameda, Area Agency on Aging and authorize the President to sign seven (7) Grant Agreements on behalf of Alameda County, each with an original signature, with a Minute Order authorizing execution of the contract.
- B. Approve the attached Financial Recommendation increasing revenue and appropriations by \$1,362,121.
- C. Approve contract increases totaling \$1,359,648 as detailed in attachment A, and delegate authority to the Social Services Director to sign the contract amendments, under the master contracting process.
- D. Approve a one-time allocation of Measure A Funds in the amount of \$15,000 to provide emergency senior support services.

**SUMMARY/DISCUSSION:**

This letter requests action by your Board to approve and execute Amendment 1 to the Older Americans Act (OAA) and Older Californians Act Grant Agreement issued by the California Department of Aging (CDA) for FY 2014/15.

This grant agreement, which provides an increase of \$408,288 in Special Nutrition (SN) and One-Time-Only (OTO) funds, allocates a total of \$5,879,694.00 to the Alameda County Area Agency on Aging (AAA). Your Board approved the original agreement, AP-1415-09, in the amount of \$5,471,406, on October 7, 2014 (File: 29356; Item: 4). The AAA will retain \$2,473 of the SN & OTO funds for its direct service Ombudsman program and allocate the remaining \$405,815 to its subcontractors as outlined in Attachment A.

Your Board directed that the Social Services Agency (SSA) and Health Care Services Agency (HCSA) collaborate to develop a Countywide plan for seniors. SSA is implementing a strategy that includes three key items: 1) provide one-time emergency funding to support the infrastructure of senior service providers; 2) develop a plan for delivery of technical assistance & capacity building for senior services providers; and 3) develop a Countywide plan for seniors. Attachment A includes emergency funding of \$953,833, which includes a 15% (\$884,012) increase in senior service contracts and \$69,821 to backfill a gap caused by federal sequestration cuts. Please note that the HCSA is providing \$15,000 of the funding from Measure A so that Senior Injury Prevention Program contracts managed by the AAA will also receive emergency funding.

County Counsel has approved this amended grant agreement as to form.

#### **SELECTION CRITERIA/PROCESS:**

*The subcontractors receiving funds under this grant agreement were selected based on recommendations resulting from the 2014-2018 requests for proposals completed by the Alameda County Area Agency on Aging and the Advisory Commission on Aging. The Commission's recommendations for funding from the RFP were approved by your Board on June 24, 2014 (File #29358, Item 5).*

#### **FUNDING**

Financing will come from the SSA budget and federal OTO funds awarded to Alameda County by the CDA through this grant agreement amendment for FY 2014-2015. An additional \$15,000 in funding comes from the Measure A reserve. Approval of these recommendations will bring the total amount of Measure A one-time expenditures that exceed the Fiscal Year 2014-2015 Budget to \$3,879,000. The Measure A expenses will be transferred to the Public Health Department at year end. The subcontractors receiving OAA and OCA funds will meet all match requirements.

Sincerely,



Lori A. Cox  
Agency Director

- Att: 1) Seven Original FY 2014-20145 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1 documents for Board President signature.  
2) Attachment A  
3) Financial Recommendation

CONTRACTOR	PC #	PO #	Initial Contract Amount	15% Increase & Sequestration	OTO & Special Nutrition	Amended Contract Amount	Fund Source
Health Services Case Management Visiting Injury Prevention	10911	12402	45,318.00	9,066	1,474	55,858.00	Title III B
	11010	12453	31,466.00	5,794	698	37,958.00	Title III B
	10907	12400	20,236.00	4,048	658	24,942.00	Title III B
	10861	12379	17,000.00	2,550		19,550.00	SIPP
SER-Jobs for Progress, Inc SCSEP	10813	12264	145,819.00	28,888		174,707.00	Title V
S O S Meals on Wheels Nutrition C-2	10756	12201	1,314,905.00	197,236	88,852	1,600,793.00	Title III C-2
Spanish Speaking Unity Council Senior Center Activities	10945	12413	21,599.86	3,770	345	25,714.86	Title III B
Spectrum Community Services Nutrition C-1 Nutrition C-2 Injury Prevention	10921	12367	607,504.00	91,126	113,759	812,389.00	Title III C-1
	10922	12368	9,617.00	1,443	648	11,708.00	Title III C-2
	10827	12276	10,630.00	1,595		12,225.00	SIPP
	10759	12180	21,057.00	4,213	685	25,955.00	Title III B
St. Mary's Center Visiting Injury Prevention	10859	12302	20,000.00	3,000		23,000.00	SIPP
Hospital Committee/ValleyCare Health Sys Nutrition C-2	11009	12452	440,063.00	66,009	29,670	535,742.00	Title III C-2
						0.00	
Vietnamese American Community Ctr Information & Assistance Senior Center Activities Nutrition C-1	10764	12185	14,378.00	2,877	468	17,723.00	Title III B
	10765	12186	16,169.00	3,234	526	19,929.00	Title III B
	10804	12258	53,964.00	8,095	10,105	72,164.00	Title III C-1
						0.00	
Total			5,893,368.46	953,833.00	405,815.00	7,253,016.46	



**COMMUNITY BASED ORGANIZATION  
MASTER CONTRACT EXHIBIT A & B COVERSHEET**

Dept Name: SSA- Adult, Aging and Medi-Cal Services Vendor ID #: 0000027283 Board PO #: SOC-SA-12413Bus Unit: SOC-SA Master Contract #: 900210 Procurement Contract #: 10945 Budget Year: 2015

Acct #	Fund #	Dept #	Program #	Subclass #	Project / Grant #	Amount to be Encumbered	Total Contract Amount
610341	10000	320200	33640			\$345	\$10,936
610341	10000	320200	34700			\$3,770	\$14,778.86

Justification if partial encumbrance or liquidation requested: \_\_\_\_\_

Federal Funds Waiver #: F604Contract Maximum: \$25,714.86Procurement Contract Begin Date: 7/01/2014 Expire Date: 6/30/2015 Period of Funding From: 7/01/2014 To: 6/30/2015Department Contact: Tracy Murray Telephone #: 577-1966 QIC Code: 24550Contractor Name: Spanish Speaking Unity Council

Project Name: \_\_\_\_\_

Contractor Address: 1900 Fruitvale Avenue Suite 2B, Oakland, CA 94601Remittance Address: Same as AboveALCOLINK Vendor Address #: 1BOS Dist. #: 3Contractor Telephone #: 510-535-6900 Fax #: 510-535-6913 E-mail (Signatory): ciglesias@unitycouncil.orgContractor Contact Person: Chris Iglesias

E-mail (Contact): \_\_\_\_\_

Contract Service Category: Senior Center Activities, Title IIIB/CGFEstimated Units of Service: See Exhibit AMethod of Reimbursement (Invoicing Procedures): Actual Cost in arrears

History of Funding:	Original	Amendment #1	Amendment #2	Amendment #3	Amendment #4
Funding Level	\$21,599.86	\$25,714.86			
Amount of Encumbrance	\$21,599.86	\$4,115			
File Date	June 24, 2014/May 27, 2014	December 16, 2014			
File / Item #	29358-5/29286-6	29484-4			
Reason	Board Action	Board Action			

Funding Source Allocation:

Federal - CFDA #: 93.044

State

County

\$10,936

\$

\$14,778.86

The signatures below signify that the attached Exhibits A and B have been received, negotiated and finalized. The Contractor also signifies agreement with all provisions of the Master Contract.

**DEPARTMENT**

By \_\_\_\_\_

Signature

Lori A. Cox

Print or Type Name

Title Social Services Agency DirectorDate 02/25/15**CONTRACTOR**

By \_\_\_\_\_

Signature

Chris Iglesias

Print or Type Name

Title Executive Director

Date \_\_\_\_\_

By \_\_\_\_\_

Signature

Print or Type Name

Title \_\_\_\_\_

Date \_\_\_\_\_

Reference Master Contract #: 900210  
Procurement #: 10945

## CONTRACT AMENDMENT

Reference is made to that Contract made and entered into on the 1<sup>st</sup> day of July 2014, by and between Spanish Speaking Unity Council, herein called and referred to as "Contractor", and the COUNTY OF ALAMEDA, a body corporate and politic of the State of California, hereinafter called and referred to as "County".

Said contract is hereby amended in the following manner:

### Contract for Senior Center Activities

#### Exhibit A

**Section B.4. One-Time Only Objective:** A one time only allocation of **\$345** will be used to purchase janitorial supplies during the period July 1, 2014 through June 30, 2015.

**Section B.4. Baseline Adjustment:** A one time only allocation of **\$3,770** will be used to support baseline operations during the period July 1, 2014 through June 30, 2015.

#### Exhibit B

The amended budgets are attached which increases the allocation by **\$4,115** for a total allocation of **\$25,714.86**

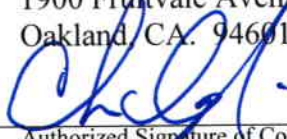
Except as herein amended, said Contract is continued in full force and effect

**The Contract Amendment is effective as of 16th day of December 2014.**

**COUNTY OF ALAMEDA**

**CONTRACTOR**

By  \_\_\_\_\_

Spanish Speaking Unity Council  
1900 Fruitvale Avenue, Suite 2B  
Oakland, CA. 94661  
By  \_\_\_\_\_  
Authorized Signature of Contractor

Title: Agency Director

Title: Executive Director

Date 02/25/15

Date \_\_\_\_\_

11. A monthly calendar of activities shall be developed and posted in the center, and will be used as the basis for determining hours of activity scheduling for monthly MIS reports.
12. Programs should offer group activities for socialization, including weekly/monthly get-togethers and field trips.
13. Contractor will provide the following units of service in addition to the MIS contracted units. (These service units are not to be reported monthly, however, contractor will retain data documenting the fact that service units have been provided.)
  - Discount - Discount cards will be issued
  - Information - Units of service will be provided
  - Referral - Units of service will be provided
  - Evaluation/Follow-up - Units of service will be provided

#### **B. MIS Units of Service**

Contractor shall perform the following units of service during this contract period in a manner that distributes them reasonably and evenly over the months of the contract.

1. Services shall be targeted to persons 60 years and older as follows:
  - 31 % aged 75 and older
  - 30 % in greatest economic need
  - 36 % functionally impaired
  - 52 % minorities
2. One hundred and forty- one (141) New seniors shall be served.
3. One thousand four hundred and ten (1,410) hours of Senior Center Activities shall be provided.
4. **One Time Only Objective:** A One Time Only increase of \$345 will be used to purchase janitorial supplies during the period of July 1, 2014 through June 30, 2015.
5. **One Time Only Baseline Adjustment:** A baseline adjustment which includes a fifteen percent allotment in the amount of \$3,240 and a sequestration backfill in the amount of \$530 will be used to support baseline operations during the period of July 1, 2014 through June 30, 2015.

	A	B	C	D	E
1	Master Contract #:				
2	EXHIBIT B				
3	ALAMEDA COUNTY AREA AGENCY ON AGING CONTRACT BUDGET				
4	Exhibit #:				
5	Budget Effective Date: 7/1/14	Revision No.: ____	Date Prepared: Jan. 25, 2015		
6					
7	Contractor: Spanish Speaking Unity Council		Contract Term: 07/1/14 to 06/30/15		
8			Annual budget revision		
9	MIS Program: Community Services & Senior Center Management		Provider No.:		
10	SECTION 1 SALARIES AND EMPLOYEE BENEFITS				
11	1.1 PAID STAFF (FTE = __ hrs/wk)	TOTAL PROJECT	AAA FUNDED	OTHER	
12	List # pos., %FTE, wages	BUDGET (1)	PROJECT BUDGET (2)	CASH	IN-KIND
13	Program Manager 64% FTE @ \$35,000	22,252	12,000	10,252	0
14	Program Assistant 100% FTE-\$14 @ 2,080 hrs	9,266	3,264	6,002	
15	Case Managers 45.54%FTE @ \$27,040	9,818	0	9,818	
16	Case Managers 72.62%FTE @ \$27,040	19,635	0	19,635	
17	Van Driver 6% of 75% FTE @ \$20,358	1,221	0	1,221	
18		0			
19		0			
20		0			
21		0			
22	Subtotal:	62,192	15,264	46,928	0
23					
24	1.2 TAXES AND BENEFITS				
25	FICA	4,699	1,168	3,531	
26	SUI/SDI	1,169	636	533	
27	Health Insurance	5,602	1,139	4,463	
28	Workers' Comp.	1,028	281	747	
29	Life Insurance	308	135	173	
30	Retirement	2,420	1,012	1,408	
31		0	0	0	
32		0	0	0.00	
33	Subtotal:	15,228	4,372	10,855	0
34					
35	1.3 IN-KIND STAFF/VOLUNTEERS (List # pos., % FTE, Pay equivalent)				
36	Adult Education	10,000			10,000
37	Nurse, Over 60 Clinic 1.5 hrs/bi-monthly x \$100 per hour	1,800			1,800
38	Other organizations & volunteers	360			360
39	Assets 4 hrs/week @ \$7.25 per hour	1,508			1,508
40		0			
41		0			
42		0			
43		0			
44		0			
45		0			
46		0			
47		0			
48		0			
49	Subtotal:	13,668	0	0	13,668
50	TOTAL SALARY/BENEFIT BUDGET				
51	(Sections 1.1, 1.2, 1.3)	91,087.72	19,635.87	57,782.85	13,668.00
52	Ex-B-Bgt.WB2 {A1.D49}				
53	::				

Page 1 of 3

## SECTION 2 SERVICES AND SUPPLIES

2.1 TRAVEL AND TRAINING	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
Staff Travel: _____ Miles x Rate	0	0	0	0
Conferences/Conventions	0	0	0	0
Staff Training -	0	0	0	0
Vol.Travel: _____ Miles x Rate	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 2.2 OCCUPANCY

Rent or Mortgage	196,759	0	81,399	115,360
Telephone	2,050	0	2,050	
Utilities	24,000	0	24,000	
Janitorial/Maintenance	9,200	0	9,200	
General Liability Ins.	3,090	0	3,090	
<b>15% increase:</b>				
Telephone	500	500		
<b>Subtotal:</b>	<b>235,599</b>	<b>500</b>	<b>119,739</b>	<b>115,360</b>

### 2.3 OTHER BUDGET COSTS

Supplies/Postage	320	0	320	0
Minor Equip. (Each Item Under \$5,000)	0	0	0	0
Printing/Copying/Graphics	308	0	308	0
Equipment Maintenance	0	0	0	0
Bookkeeping Services	19,564	1,964	17,600	0
Participant Activities	2,946	0	2,946	0
<b>One-Time only -</b>	0			
Janitorial Supply	345	345		
	0			
<b>15% increase:</b>	0			
Janitorial Supply	1,000	1,000		
Office Supply	240	240		
Field Trip	1,500	1,500		
<b>Sequestration backfill:</b>				
Field Trip	530	530	0	0
<b>Subtotal:</b>	<b>26,753</b>	<b>5,579</b>	<b>21,174</b>	<b>0</b>

### 2.4 VEHICLE BUDGET

Gas/Oil _____ Miles x Rate _____	0			
Maintenance	0			
Vehicle Insurance	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SERVICES/SUPPLIES BUDGET</b>	<b>262,352</b>	<b>6,079</b>	<b>140,913</b>	<b>115,360</b>

## SECTION 3 CAPITAL EQUIPMENT

3.1 Capital Equipment <i>List Items Costing \$5,000+ (Include Funding Source)</i>	TOTAL PROJECT COSTS (1)	AAA FUNDED PROJECT COSTS (2)	OTHER	
			CASH	IN-KIND
	0			
	0			
	0			
<b>TOTAL CAPITAL EQUIPMENT BUDGET</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>GRAND TOTAL BUDGET (Sections 1.1 - 3.1)</b>	<b>353,438.86</b>	<b>25,714.86</b>	<b>198,696.00</b>	<b>129,028.00</b>
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## SECTION 4 REVENUES

4.1 REVENUE SOURCES:	Total Project Funds	AAA Project Funding	Other		Committed Funds
			CASH	IN-KIND	
<b>Non-Match:</b>					
Facility Rental(Prorated lease)	137,760		22,400	115,360	137,760
City of Oakland	175,296		175,296	0	175,296
	0				
	0				
	0				
	0				
	0				
	0				
<b>Subtotal:</b>	<b>313,056</b>	<b>0</b>	<b>197,696</b>	<b>115,360</b>	<b>313,056</b>
<b>Match:</b>					
Adult education	10,000			10,000	10,000
Assets	1,508			1,508	1,508
Over 60 Health Clinic	1,800			1,800	1,800
Other organizations & volunteers	360			360	360
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
<b>Subtotal:</b>	<b>13,668</b>	<b>0</b>	<b>0</b>	<b>13,668</b>	<b>13,668</b>
Title III Client Donations (if applicable):	1,000	0	1,000		1,000
Title III Funds (if applicable):	10,936	10,936			10,936
County General Funds (if applicable):	14,778.86	14,778.86			14,778.86
CBSP Funds (if applicable):	0				
<b>TOTAL FUNDS:</b>	<b>353,438.86</b>	<b>25,714.86</b>	<b>198,696.00</b>	<b>129,028.00</b>	<b>353,438.86</b>

## SECTION 5 DEDUCTIVE FORMULA (Title III Funded Programs Only)

	TOTAL
1.) TOTAL PROJECT BUDGET:	353,438.86
2.) {LESS} COUNTY GENERAL FUNDS:	14,778.86
3.) {LESS} OTHER NON-MATCH FUNDS:	313,056.00
4.) {EQUALS} TITLE III BUDGET COSTS TO BE MATCHED:	25,604.00
5.) {LESS} TITLE III MATCH FUNDS: [minimum of 10% OF LINE 4]	13,668.00
6.) {LESS} TITLE III CLIENT DONATIONS:	1,000.00
7.) {EQUALS} EARNED TITLE III FUNDS:	10,936.00
<b>TOTAL CONTRACT FUNDING (LINE 2 +7)</b>	<b>25,714.86</b>

Page 3 of 3

## **Exhibit D**

### **Audit Requirements**

The County contracts with various organizations to carry out programs mandated by the Federal and State governments or sponsored by the Board of Supervisors. Under the Single Audit Act Amendments of 1996 (31 U.S.C.A. §§ 7501-7507) and Board policy, the County has the responsibility to determine whether organizations receiving funds through the County have spent them in accordance with applicable laws, regulations, contract terms, and grant agreements. To this end, effective with the first fiscal year beginning on and after December 26, 2014, the following are required.

#### **I. AUDIT REQUIREMENTS**

##### **A. Funds from Federal Sources:**

1. Non-Federal entities which are determined to be subrecipients by the supervising department according to 2 CFR § 200.330 and which expend annual Federal awards in the amount specified in 2 CFR § 200.501 are required to have a single audit performed in accordance with 2 CFR § 200.514.
2. When a non-Federal entity expends annual Federal awards in the amount specified in 2 CFR § 200.501(a) under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or terms and conditions of the Federal award do not require a financial statement audit of the auditee, the non-Federal entity may elect to have a program-specific audit conducted in accordance with 2 CFR § 200.507 (Program Specific Audits).
3. Non-Federal entities which expend annual Federal awards less than the amount specified in 2 CFR § 200.501(d) are exempt from the single audit requirements for that year except that the County may require a limited-scope audit in accordance with 2 CFR § 200.503(c).

##### **B. Funds from All Sources:**

Non-Federal entities which expend annual funds from any source (Federal, State, County, etc.) through the County in an amount of:

1. \$100,000 or more must have a financial audit in accordance with the U.S. Comptroller General's Generally Accepted Government Auditing Standards (GAGAS) covering all County programs.
2. Less than \$100,000 are exempt from these audit requirements except as otherwise noted in the contract.

Non-Federal entities that are required to have or choose to do a single audit in accordance with 2 CFR Subpart F, Audit Requirements are not required to have a financial audit in the same year. However, Non-Federal entities that are required to have a financial audit may also be required to have a limited-scope audit in the same year.

### **III. AUDIT RESOLUTION**

Within 30 days of issuance of the audit report, the entity must submit to its County supervising department a corrective action plan consistent with 2 CFR § 200.511(c) to address each audit finding included in the current year auditor's report. Questioned costs and disallowed costs must be resolved according to procedures established by the County in the Contract Administration Manual. The County supervising department will follow up on the implementation of the corrective action plan as it pertains to County programs.

### **IV. ADDITIONAL AUDIT WORK**

The County, the State, or Federal agencies may conduct additional audits or reviews to carry out their regulatory responsibilities. To the extent possible, these audits and reviews will rely on the audit work already performed under the audit requirements listed above.

COR

# ALAMEDA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

*The following action was taken by the Alameda County Board of Supervisors on 12/16/2014*

Approved as Recommended ☒

Other ☐

Unanimous ☐ Chan: ☐ Haggerty: ☐ Miley: ☐ Valle: ☒ Carson: ☐ - 4

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Contract: C-2014-209  
Resolution: R-2014-410F

Documents to be signed by Agency/Purchasing Agent:

File No. 29484

Item No. 4

Copies sent to:

J. Villaflor & Auditor

**Special Notes:**

FY 2014-2015 Older  
Americans Act and Older  
Californians Act Grant  
Agreement No. AP-1415-09,  
A01



I certify that the foregoing is a correct  
copy of a Minute Order adopted by the  
Board of Supervisors, Alameda County,  
State of California.

ATTEST:

Clerk of the Board  
Board of Supervisors

By: 

Deputy



Lori A. Cox  
Agency Director

Thomas L. Berkley Square  
2000 San Pablo Avenue, Fourth Floor  
Oakland, California 94612  
510-271-9100 / Fax: 510-271-9108  
[ssadirector@acgov.org](mailto:ssadirector@acgov.org)  
<http://alamedasocialservices.org>

November 6, 2014

Honorable Board of Supervisors  
Administration Building  
Oakland, California 94612

Dear Board Members:

**SUBJECT:** Approval of Area Plan Grant Agreement Amendment and Contract Amendments for services administered by the Area Agency on Aging

**RECOMMENDATIONS:**

- A. Approve the FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1, between the California Department of Aging and County of Alameda, Area Agency on Aging and authorize the President to sign seven (7) Grant Agreements on behalf of Alameda County, each with an original signature, with a Minute Order authorizing execution of the contract.
- B. Approve the attached Financial Recommendation increasing revenue and appropriations by \$1,362,121.
- C. Approve contract increases totaling \$1,359,648 as detailed in attachment A, and delegate authority to the Social Services Director to sign the contract amendments, under the master contracting process.
- D. Approve a one-time allocation of Measure A Funds in the amount of \$15,000 to provide emergency senior support services.

**SUMMARY/DISCUSSION:**

This letter requests action by your Board to approve and execute Amendment 1 to the Older Americans Act (OAA) and Older Californians Act Grant Agreement issued by the California Department of Aging (CDA) for FY 2014/15.



This grant agreement, which provides an increase of \$408,288 in Special Nutrition (SN) and One-Time-Only (OTO) funds, allocates a total of \$5,879,694.00 to the Alameda County Area Agency on Aging (AAA). Your Board approved the original agreement, AP-1415-09, in the amount of \$5,471,406, on October 7, 2014 (File: 29356; Item: 4). The AAA will retain \$2,473 of the SN & OTO funds for its direct service Ombudsman program and allocate the remaining \$405,815 to its subcontractors as outlined in Attachment A.

Your Board directed that the Social Services Agency (SSA) and Health Care Services Agency (HCSA) collaborate to develop a Countywide plan for seniors. SSA is implementing a strategy that includes three key items: 1) provide one-time emergency funding to support the infrastructure of senior service providers; 2) develop a plan for delivery of technical assistance & capacity building for senior services providers; and 3) develop a Countywide plan for seniors. Attachment A includes emergency funding of \$953,833, which includes a 15% (\$884,012) increase in senior service contracts and \$69,821 to backfill a gap caused by federal sequestration cuts. Please note that the HCSA is providing \$15,000 of the funding from Measure A so that Senior Injury Prevention Program contracts managed by the AAA will also receive emergency funding.

County Counsel has approved this amended grant agreement as to form.

#### **SELECTION CRITERIA/PROCESS:**

*The subcontractors receiving funds under this grant agreement were selected based on recommendations resulting from the 2014-2018 requests for proposals completed by the Alameda County Area Agency on Aging and the Advisory Commission on Aging. The Commission's recommendations for funding from the RFP were approved by your Board on June 24, 2014 (File #29358, Item 5).*

#### **FUNDING**

Financing will come from the SSA budget and federal OTO funds awarded to Alameda County by the CDA through this grant agreement amendment for FY 2014-2015. An additional \$15,000 in funding comes from the Measure A reserve. Approval of these recommendations will bring the total amount of Measure A one-time expenditures that exceed the Fiscal Year 2014-2015 Budget to \$3,879,000. The Measure A expenses will be transferred to the Public Health Department at year end. The subcontractors receiving OAA and OCA funds will meet all match requirements.

Sincerely,



Lori A. Cox  
Agency Director

- Att: 1) Seven Original FY 2014-20145 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1 documents for Board President signature.  
2) Attachment A  
3) Financial Recommendation

CONTRACTOR	PC #	PO #	Initial Contract Amount	15% Increase & Sequestration	OTO & Special Nutrition	Amended Contract Amount	Fund Source
Nutrition C-1	11033	12493	64,757.00	9,714	12,126	86,597.00	Title III C-1
Ethiopian Community Family Caregiver Support	11008	12451	10,318.00	1,956	632	12,906.00	Title III E
Family Bridges Information & Assistance	10875	12340	15,897.00	3,181	517	19,595.00	Title III B
Senior Center Activities	10979	12427	26,246.00	5,251	854	32,351.00	Title III B
Visiting	10802	12255	13,036.00	2,607	424	16,067.00	Title III B
Family Caregiver Alliance Caregiver Support	10760	12181	95,553.00	18,108	5,850	119,511.00	Title III E
Family Support Services of the BA Caregiver Support	10761	12183	51,260.00	9,714	3,138	64,112.00	Title III E
Hayward Area Recreation & Park District Senior Center Activities	10912	12358	24,100.56	3,615		27,715.56	CGF
J-Sel Case Management	10819	12267	10,432.00	2,087	339	12,858.00	Title III B
Visiting	10818	12266	8,021.00	1,604	261	9,886.00	Title III B
Nutrition C-2	10807	12260	28,322.00	4,248	1,910	34,480.00	Title III C-2
Korean Community Center of the East Bay Information & Assistance	11017	12474	16,751.00	3,351	545	20,647.00	Title III B
Life ElderCare	10771	12188	29,078.00	5,817	946	35,841.00	Title III B
Visiting - Lavender	10769	12187	10,326.00	2,066	336	12,728.00	Title III B
Nutrition C-2	10937	12390	49,211.00	7,382	3,318	59,911.00	Title III C-2
Injury Prevention	10978	12426	25,281.00	3,794		29,085.00	SIPP
Legal Assistance for Seniors	10876	12324	19,356.00	3,647	201	23,204.00	Title VIIb
Elder Abuse Prevention	10877	12325	11,908.00	1,786		13,694.00	MIPPA
MIPPA	10928	12396	36,942.00	5,541		42,483.00	FA
Financial alignment	10871	12321	346,274.00	57,263	3,460	406,997.00	Title III B
Legal Services	10872	12322	393,995.00	59,098		453,094.00	HICAP
Lifelong Medical Care	10913	12359	36,699.00	7,342	1,194	45,235.00	Title III B
Health Services	10913	12359	27,471.00	5,752	1,162	34,385.00	Title III D
Disease Prevention	10331	12327	182,248.00	27,337	34,127	243,712.00	Title III C-1
Jan Speer dba Nutrition Solutions	10331	12327	205,831.00	30,875	13,878	250,584.00	Title III C-2
Nutrition C-2	10334	12350	25,795.00	4,888	1,579	32,262.00	Title III E
On Lok Senior Health Services	10822	12273	132,303.00	19,845	24,774	176,922.00	Title III C-1
Family Caregiver Support	10828	12279	10,000.00	1,500		11,500.00	SIPP
Open Heart Kitchen	10811	12402	27,471.00	5,752	1,162	34,385.00	Title III D
Nutrition C-1	10910	12401	40,375.00	7,651	2,472	50,498.00	Title III E
Rebuilding Together Oakland							
Injury Prevention							
Senior Support Services of the Tri Valley							
Disease Prevention							
Caregiver Support							

CONTRACTOR	PC #	PO #	Initial Contract Amount	15% Increase & Sequestration	OTO & Special Nutrition	Amended Contract Amount	Fund Source
Health Services	10911	12402	45,318.00	9,066	1,474	55,858.00	Title III B
Case Management	11010	12453	31,466.00	5,794	698	37,958.00	Title III B
Visiting	10907	12400	20,236.00	4,048	658	24,942.00	Title III B
Injury Prevention	10861	12379	17,000.00	2,550		19,550.00	SIPP
SER-Jobs for Progress, Inc							
SCSEP	10813	12264	145,819.00	28,888		174,707.00	Title V
S O S Meals on Wheels							
Nutrition C-2	10756	12201	1,314,905.00	197,236	88,652	1,600,793.00	Title III C-2
Spanish Speaking Unity Council							
Senior Center Activities	10945	12413	21,599.86	3,770	345	25,714.86	Title III B
Spectrum Community Services							
Nutrition C-1	10921	12367	607,504.00	91,126		812,389.00	Title III C-1
Nutrition C-2	10922	12368	9,617.00	1,443	648	11,708.00	Title III C-2
Injury Prevention	10827	12276	10,630.00	1,595		12,225.00	SIPP
St. Mary's Center							
Visiting	10759	12180	21,057.00	4,213	685	25,955.00	Title III B
Injury Prevention	10859	12302	20,000.00	3,000		23,000.00	SIPP
Hospital Committee/ValleyCare Health Sys							
Nutrition C-2	11009	12452	440,063.00	66,009	29,670	535,742.00	Title III C-2
Vietnamese American Community Ctr							
Information & Assistance	10764	12185	14,378.00	2,877	468	17,723.00	Title III B
Senior Center Activities	10765	12186	16,169.00	3,234	526	19,929.00	Title III B
Nutrition C-1	10804	12258	53,964.00	8,095	10,105	72,164.00	Title III C-1
<b>Total</b>			<b>5,893,368.46</b>	<b>953,833.00</b>	<b>405,815.00</b>	<b>7,253,016.46</b>	

**COMMUNITY BASED ORGANIZATION  
MASTER CONTRACT EXHIBIT A & B COVERSHEET**

Dept Name: SSA – Adult, Aging & Medi-Cal Vendor ID #: 68092 Board PO #: 12402  
 Bus Unit: SOCSA Master Contract #: 900045 Procurement Contract #: 10911 Budget Year: 2015

Acct #	Fund #	Dept #	Program #	Subclass #	Project / Grant #	Amount to be Encumbered	Total Contract Amount
610341	10000	320200	33630			\$ 1,474	\$ 46,792
610341	10000	320200	34000			\$ 1,162	\$ 28,633
610341	10000	320200	34700			\$ 14,818	\$ 14,818

Justification if partial encumbrance or liquidation requested: \_\_\_\_\_

Federal Funds Waiver #: F604 Contract Maximum: \$ 90,243

Procurement Contract Begin Date: 07/01/14 Expire Date: 06/30/15 Period of Funding From: 07/01/14 To: 06/30/15

Department Contact: Tracy Murray Telephone #: 510-577-1966 QIC Code: 24551

Contractor Name: Senior Support Program of the Tri-Valley

Project Name: \_\_\_\_\_

Contractor Address: 5353 Sunol Blvd Pleasanton, CA 94566

Remittance Address: Same as above ALCOLINK Vendor Address #: 4

BOS Dist. #: 1

Contractor Telephone #: 925-931-5378 Fax #: 925-931-5391 E-mail (Signatory): mjcpetersen2002@yahoo.com

Contractor Contact Person: Marlene Petersen E-mail (Contact): mpetersen@ssptv.org

Contract Service Category: Disease Prevention Health Promotion/Health Services Estimated Units of Service: See Exhibit A

Method of Reimbursement (Invoicing Procedures): Actual costs in arrears

History of Funding:	Original	Amendment #1	Amendment #2	Amendment #3	Amendment #4
Funding Level	\$ 72,789	\$ 90,243			
Amount of Encumbrance	\$ 72,789	\$ 17,454			
File Date	06/24/14	12/16/14			
File / Item #	39258 / 5	29484 / 4			
Reason	Board Action	Board Action			

Funding Source Allocation:	Federal - CFDA #: <u>(93.043, 93.044)</u>	State	County
	\$ 75,425		\$ 14,818

The signatures below signify that the attached Exhibits A and B have been received, negotiated and finalized. The Contractor also signifies agreement with all provisions of the Master Contract.

**DEPARTMENT**

By \_\_\_\_\_

Signature

Lori A. Cox

Print or Type Name

Title Social Services Agency Director

Date 02/25/15

**CONTRACTOR**

By \_\_\_\_\_

Signature

Marlene Petersen

Print or Type Name

Title Executive Director

Date 2-2-2015

By \_\_\_\_\_

Signature

**CONTRACT AMENDMENT**

Reference is made to that Contract made and entered into on the 1st day of July 2014, by and between Senior Support Services of the Tri-Valley, herein called and referred to as "Contractor" and the COUNTY OF ALAMEDA, a body corporate and politic of the State of California, hereinafter called and referred to as "County".

Said contract is hereby amended in the following manner:

**CONTRACT FOR DISEASE PREVENTION HEALTH PROMOTION**

**EXHIBIT A:**

**Section II. A. 6. One-Time-Only Objective:** A one-time-only allocation of \$1,162 will be used to purchase Presentation Equipment during the period July 1, 2014 through June 30, 2015.

**Section II. A. 7. Baseline Operations Objective:** A one-time-only allocation of \$5,752 will be used to support baseline operations during the period July 1, 2014 through June 30, 2015.

**EXHIBIT B:**

The amended budget is attached, which increases the allocation by **\$6,914** for a total allocation of **\$34,385**.

Except as herein amended, said Contract is continued in full force and effect.

The Contract Amendment is effective as of the 16th day of December 2014.

**COUNTY OF ALAMEDA**

**CONTRACTOR**

Senior Support Services of the Tri-Valley  
5353 Sunol Blvd  
Pleasanton, CA 94588

By  \_\_\_\_\_  
Lori A. Cox

By  \_\_\_\_\_  
Authorized Signature of Contractor

Title: Social Services Agency Director

Title: Executive Director

Date: 02/25/15

Date: 2-6-2015



- d. What documentation does the Provider maintain to verify Title IIID Service Practitioners are appropriately credentialed?

**B. MIS Units of Service**

Contractor shall perform the following units of service during this contract period in a manner that distributes them reasonably and evenly over the months of the contract.

1. Services will be targeted to persons 60 years and older as follows:
  - 28% aged 75 and older
  - 4% in greatest economic need
  - 32% functionally impaired
  - 25% minorities
2. A minimum of three hundred fifty-nine (359) Clients (Unduplicated Seniors) will be served during the contract period.
3. A minimum of five hundred ninety-eight (598) Group Exercise contacts will be provided during the contract period.
4. A minimum of two hundred forty-nine (249) Nutrition Counseling contacts will be provided during the contract period.
5. A minimum of fifty (50) Medication Management contacts will be provided during the contract period.
6. **One-Time-Only Objective:** A one-time-only allocation of \$1,162 will be used to purchase Presentation Equipment during the period July 1, 2014 through June 30, 2015.
7. **Baseline Operations Objective:** A one-time-only allocation of \$5,752 will be used to support baseline operations during the period July 1, 2014 through June 30, 2015.

CLIENTS TO BE SERVED ANNUALLY	SERVICE UNIT NAME	MIS UNIT #	Units to be Provided	
			Annual Units	Monthly Approx.
359	Group Exercise		598	50
	Nutrition Counseling		249	21
	Medication Management		50	4

Master Contract #:

900045

**EXHIBIT B****ALAMEDA COUNTY AREA AGENCY ON AGING CONTRACT BUDGET**

Budget Effective Date: 7/1/2014

Revision No.: 1

Date Prepared:

02/04/2015

Contractor: Senior Support Program of The Tri Valley

Contract Term:

7/1/2014-6/30/2015

**MIS Program: Disease Prevention Health Promotion**

Provider No.:

**SECTION 1 SALARIES AND EMPLOYEE BENEFITS**

1.1 PAID STAFF (FTE = _____ hrs/ List # pos., %FTE, wages)	TOTAL PROJECT BUDGET (1)	AAA FUNDED BUDGET (2)	OTHER	
			CASH (3)	IN-KIND (4)
Register Nurse .0266666%FTE@\$52,650	1,404	1,404		
Assistant 1 .12%FTE@\$39,000	5,720	5,720		
Instructor .08%FTE@\$33,638	2,691	2,691		
Nutrition/Fitness Ins.133333%@FTE@\$	6,565	6,565		
Instructor/nut (2) .09 % FTE@ \$41,438	3,124	3,124		
Director .033333333%FTE@ \$74,100	1,976	1,976		
Admin Assistant.0266666%FTE@47,288	1,274	1,274		
admin Assistant.066666%FTE@47,288	1,853	1,853		
director .0266666%FTE@ \$74,100	836	836		
	0			
	0			
<b>Subtotal:</b>	<b>25,443</b>	<b>25,443</b>	<b>0</b>	<b>0</b>

**1.2 TAXES AND BENEFITS**

FICA	1,741	1,741		
SUI/SDI	523	523		
	0	0		
Health Insurance	0	0		
Workers' Comp.	239	239		
Retirement	0			
Life Insurance	0			
	0			
	0			
<b>Subtotal:</b>	<b>2,503</b>	<b>2,503</b>	<b>0</b>	<b>0</b>

**1.3 IN-KIND STAFF/VOLUNTEERS (List # pos., % FTE, Pay equivalent)**

	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SALARY/BENEFIT BUDGET (Sections 1.1, 1.2, 1.3)</b>	<b>27,946</b>	<b>27,946</b>	<b>0</b>	<b>0</b>

## SECTION 2 SERVICES AND SUPPLIES

2.1 TRAVEL AND TRAINING	TOTAL PROJECT BUDGET (1)	AAA FUNDED BUDGET (2)	OTHER	
			CASH (3)	IN-KIND (4)
Staff Travel: <u>  </u> Miles x Rate 1000X.50	500	500		
Conferences/Conventions	700	700		
Staff Training	0			
Vol.Travel: <u>  </u> Miles x Rate <u>  </u>	0			
<b>Subtotal:</b>	<b>1,200</b>	<b>1,200</b>	<b>0</b>	<b>0</b>

### 2.2 OCCUPANCY

Space for Services	17,400			17,400
Telephone	600			600
Utilities	1,800			1,800
Janitorial/Maintenance	2,300			2,300
Cell Phone	864	864		
Accounting	1,050	1,050		
Insurance	300	300		
	0			
<b>Subtotal:</b>	<b>24,314</b>	<b>2,214</b>	<b>0</b>	<b>22,100</b>

### 2.3 OTHER BUDGET COSTS

Supplies/Postage	0			
Minor Equip. (Each Item Under \$500)	0			
Printing/Copying	463	463		
Other: Socialization	0			
Payroll /audit Processing	500	500		
Incentives/Samples	900	900		
	0			
<b>Presentation Equipment OTO \$1,162</b>	<b>1,162</b>	<b>1,162</b>		
	0			
<b>Subtotal:</b>	<b>3,025</b>	<b>3,025</b>	<b>0</b>	<b>0</b>

### 2.4 VEHICLE BUDGET

Gas/Oil <u>  </u> Miles x Rate <u>  </u>	0			
Maintenance/Repairs	0			
Vehicle Insurance	0			
Other:	0			
Subtotal:	0	0	0	0
<b>TOTAL SERVICES/SUPPLIES BUDGET</b>	<b>28,539</b>	<b>6,439</b>	<b>0</b>	<b>22,100</b>

## SECTION 3 CAPITAL EQUIPMENT

3.1 Capital Equipment	TOTAL PROJECT		CASH	IN-KIND
<i>List Items Costing \$500+ (Include Funding Source)</i>	COSTS (1)		COSTS (2)	COSTS (3)
	0			
	0			
	0			
<b>TOTAL CAPITAL EQUIPMENT BUDGET</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>GRAND TOTAL BUDGET</b> <b>(Sections 1.1 - 3.1)</b>	<b>56,485</b>	<b>34,385</b>	<b>0</b>	<b>22,100</b>
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## SECTION 4 REVENUES

4.1 REVENUE SOURCES:	TOTAL	AAA	CASH	IN-KIND	Committed Funds
Non-Match:					
	0	0	0		
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Match:					
	0	0	0		
City of Pleasanton	11,700			11,700	11,700
Sites for Program	10,400			10,400	10,400
	0				
	0				
	0				
<b>Subtotal:</b>	<b>22,100</b>	<b>0</b>	<b>0</b>	<b>22,100</b>	<b>22,100</b>
Title III Client Donations (if applicable):	0			0	
Title III Funds (if applicable):	28,633	28,633		0	
County General Funds (if applicable):	5,752	5,752		0	
CBSP Funds (if applicable):	0			0	
<b>TOTAL FUNDS:</b>	<b>56,485</b>	<b>34,385</b>	<b>0</b>	<b>22,100</b>	<b>22,100</b>

## SECTION 5 DEDUCTIVE FORMULA (Title III Funded Programs Only)

	TOTAL
1.) TOTAL PROJECT BUDGET:	56,485
2.) {LESS} COUNTY GENERAL FUNDS:	5,752
3.) {LESS} OTHER NON-MATCH FUNDS:	0
4.) {EQUALS} TITLE III BUDGET COSTS TO BE MATCHED:	50,733
5.) {LESS} TITLE III MATCH FUNDS: [10% OF LINE 4]	22,100
6.) {LESS} TITLE III CLIENT DONATIONS:	0
7.) {EQUALS} SPECIAL COUNTY FUNDS:	0
8.) {EQUALS} EARNED TITLE III FUNDS:	28,633
<b>TOTAL CONTRACT FUNDING (LINE 2 + LINE 7 + LINE 8 + \$55,858 Title B Health Services Funds)</b>	<b>90,243</b>

**CONTRACT AMENDMENT**

Reference is made to that Contract made and entered into on the 1st day of July 2014, by and between Senior Support Services of the Tri-Valley, herein called and referred to as "Contractor" and the COUNTY OF ALAMEDA, a body corporate and politic of the State of California, hereinafter called and referred to as "County".

Said contract is hereby amended in the following manner:

**CONTRACT FOR HEALTH SERVICES**

**EXHIBIT A:**

**Section II. A. 4. One-Time-Only Objective:** A one-time-only allocation of \$1,474 will be used to purchase Minor Equipment during the period July 1, 2014 through June 30, 2015.

**Section II. A. 5. Baseline Operations Objective:** A one-time-only allocation of \$9,066 will be used to support baseline operations during the period July 1, 2014 through June 30, 2015.

**EXHIBIT B:**

The amended budget is attached, which increases the allocation by **\$10,540** for a total allocation of **\$55,858**.

Except as herein amended, said Contract is continued in full force and effect.

The Contract Amendment is effective as of the 16th day of December 2014.

**COUNTY OF ALAMEDA**

**CONTRACTOR**

Senior Support Services of the Tri-Valley  
5353 Sunol Blvd  
Pleasanton, CA 94588

By   
Lori A. Cox

By   
Authorized Signature of Contractor

Title: Social Services Agency Director

Title: Executive Director

Date: 02/25/15

Date: 2-6-2015



**A. Service Objectives**

1. Health screening may consist of the following: hypertension; glaucoma; cancer; vision; hearing; diabetes; nutrition screening; incontinence.
2. Persons receiving health services with Title III funds must have been determined to be ineligible for third-party reimbursement for these services from programs such as Medicare, Medical, or other private health insurance companies (including HMO's).
3. Health Services providers shall complete the Nutrition Screening Initiative (NSI) Risk Assessment form (to be supplied by the AAA) or an AAA approved substitute for each consumer who receives services under this program.
4. Health screening, therapy, and hospice services must be provided by a licensed health professional or by a paraprofessional supervised by a licensed health professional.
5. The number of seniors receiving services shall be reported monthly on AAA 186.

**B. MIS Units of Service**

Contractor shall perform the following units of service during this contract period in a manner that distributes them reasonably and evenly over the months of the contract.

1. Services will be targeted to persons 60 years and older as follows:

<u>EAST</u>	<u>CENTRAL</u>
28% aged 75 and older	35% aged 75 and older
4% in greatest economic need	14% in greatest economic need
32% functionally impaired	25% functionally impaired
25% minorities	53% minorities
2. A minimum of eight hundred eighty-eight (888) Clients (Unduplicated Seniors) will be served during the contract period.
3. A minimum one thousand one hundred eighty-five (1,185) hours of Health Screening will be provided during the contract period.
4. **One-Time-Only Objective:** A one-time-only allocation of \$1,474 will be used to purchase Minor Equipment during the period July 1, 2014 through June 30, 2015.
5. **Baseline Operations Objective:** A one-time-only allocation of \$9,066 will be used to support baseline operations during the period July 1, 2014 through June 30, 2015.

**EXHIBIT B**

Exhibit #:

**ALAMEDA COUNTY AREA AGENCY ON AGING CONTRACT BUDGET**

Budget Effective Date: 7/1/2014

Revision No.: 1

Date Prepared:

02/04/2015

Contractor: Senior Support of The Tri Valley

Contract Term: 7/1/2014 - 6/30/2015

**MIS Program: Health Services**

Provider No.:

**SECTION 1 SALARIES AND EMPLOYEE BENEFITS**

1.1 PAID STAFF (FTE = __ hrs/wk) List # pos., %FTE, wages	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
Registered Nurse .266666 FTE@\$52,650	14,040	14,040		
Nurse Assistant ..613333 FTE@ \$39,000	23,920	23,920		
Executive Director .006666 FTE@\$74,100	494	494		
Assistant .026666 FTE@52,650	2,018	2,018		
Nurse Assistant ..053333 FTE@ \$39,000	880	880		
	0			
	0			
	0			
	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>41,352</b>	<b>41,352</b>	<b>0</b>	<b>0</b>

**1.2 TAXES AND BENEFITS**

FICA	3,163	3,163		
SUI/SDI	992	992		
	0			
	0			
	0			
Health Insurance	0			
Workers' Comp.	385	385		
Retirement				
Life Insurance	0			
	0	0		
<b>Subtotal:</b>	<b>4,541</b>	<b>4,541</b>	<b>0</b>	<b>0</b>

**1.3 IN-KIND STAFF/VOLUNTEERS (List # pos., % FTE, Pay equivalent)**

	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SALARY/BENEFIT BUDGET</b> (Sections 1.1, 1.2, 1.3)	<b>45,893</b>	<b>45,893</b>	<b>0</b>	<b>0</b>

## SECTION 2 SERVICES AND SUPPLIES

2.1 TRAVEL AND TRAINING	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
Staff Travel: <u>920x.50</u> Miles	460		460	
Conferences/Conventions	0			
Staff Travel	710	710		
Vol.Travel:      Miles x Rate	0			
<b>Subtotal:</b>	<b>1,170</b>	<b>710</b>	<b>460</b>	<b>0</b>
2.2 OCCUPANCY				
Rent or Mortgage	7,000			7,000
Telephone	600			600
Utilities	1,800			1,800
Janitorial/Maintenance	2,300			2,300
Insurance county	700	700		
Accounting Fees (1000)	1,400	1,200	200	
cell phones (1000)	1,000	1,000		
<b>Subtotal:</b>	<b>14,800</b>	<b>2,900</b>	<b>200</b>	<b>11,700</b>
2.3 OTHER BUDGET COSTS				
Supplies/Postage	1,581	1,581		
<b>Minor Equipment - OTO \$1,474</b>	<b>1,474</b>	<b>1,474</b>		
Printing/Copying/Graphics	1,500	1,500		
Website Maintenance	0			
Fiscal Agent Fee @ 8%	0			
Membership/Dues/Subscrip.	100	100		
Audit/Payroll	1,000	1,000		
Medical Supplies	1,150	700	450	
	0			
<b>Subtotal:</b>	<b>6,805</b>	<b>6,355</b>	<b>450</b>	<b>0</b>
2.4 VEHICLE BUDGET				
Gas/Oil      Miles x Rate	0			
Maintenance	0			
Vehicle Insurance	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SERVICES/SUPPLIES BUDGET</b>	<b>22,775</b>	<b>9,965</b>	<b>1,110</b>	<b>11,700</b>

## SECTION 3 CAPITAL EQUIPMENT

3.1 Capital Equipment <i>List Items Costing \$500+ (Include Funding Source)</i>	TOTAL PROJECT COSTS (1)	AAA FUNDED PROJECT COSTS (2)	OTHER	
			CASH	IN-KIND
	0			
	0			
	0			
<b>TOTAL CAPITAL EQUIPMENT BUDGET</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>GRAND TOTAL BUDGET (Sections 1.1 - 3.1)</b>	<b>68,668</b>	<b>55,858</b>	<b>1,110</b>	<b>11,700</b>

## SECTION 4 REVENUES

4.1 REVENUE SOURCES:	Total Project Funds	AAA Project Funding	Other		Committed Funds
			CASH	IN-KIND	
Non-Match:	0				
	0				
	0				
Donations	1,110		1,110		
	0				
	0				
	0				
	0				
	0				
	0				
	0				
<b>Subtotal:</b>	<b>1,110</b>	<b>0</b>	<b>1,110</b>	<b>0</b>	<b>0</b>
Match:	0				
City of Pleasanton	11,700			11,700	
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
<b>Subtotal:</b>	<b>11,700</b>	<b>0</b>	<b>0</b>	<b>11,700</b>	<b>0</b>
Title III Client Donations:	0				
Title III Funds: OTO \$1,474	46,792	46,792			
County General Funds:	9,066	9,066			
CBSP Funds (if applicable):	0				
<b>TOTAL FUNDS:</b>	<b>68,668</b>	<b>55,858</b>	<b>1,110</b>	<b>11,700</b>	<b>0</b>

## SECTION 5 DEDUCTIVE FORMULA (Title III Funded Programs Only)

	TOTAL
1.) TOTAL PROJECT BUDGET:	68,668
2.) {LESS} COUNTY GENERAL FUNDS:	9,066
3.) {LESS} OTHER NON-MATCH FUNDS:	1,110
4.) {EQUALS} TITLE III BUDGET COSTS TO BE MATCHED:	58,492
5.) {LESS} TITLE III MATCH FUNDS: [minimum of 10% OF LINE 4]	11,700
6.) {LESS} TITLE III CLIENT DONATIONS:	0
7.) {EQUALS} EARNED TITLE III FUNDS:	46,792
<b>TOTAL CONTRACT FUNDING (LINE 2 + LINE 7 + \$34,385 TIII D Health Promotion Funding)</b>	<b>83,329</b>

## **Exhibit D**

### **Audit Requirements**

The County contracts with various organizations to carry out programs mandated by the Federal and State governments or sponsored by the Board of Supervisors. Under the Single Audit Act Amendments of 1996 (31 U.S.C.A. §§ 7501-7507) and Board policy, the County has the responsibility to determine whether organizations receiving funds through the County have spent them in accordance with applicable laws, regulations, contract terms, and grant agreements. To this end, effective with the first fiscal year beginning on and after December 26, 2014, the following are required.

#### **I. AUDIT REQUIREMENTS**

##### **A. Funds from Federal Sources:**

1. Non-Federal entities which are determined to be subrecipients by the supervising department according to 2 CFR § 200.330 and which expend annual Federal awards in the amount specified in 2 CFR § 200.501 are required to have a single audit performed in accordance with 2 CFR § 200.514.
2. When a non-Federal entity expends annual Federal awards in the amount specified in 2 CFR § 200.501(a) under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or terms and conditions of the Federal award do not require a financial statement audit of the auditee, the non-Federal entity may elect to have a program-specific audit conducted in accordance with 2 CFR § 200.507 (Program Specific Audits).
3. Non-Federal entities which expend annual Federal awards less than the amount specified in 2 CFR § 200.501(d) are exempt from the single audit requirements for that year except that the County may require a limited-scope audit in accordance with 2 CFR § 200.503(c).

##### **B. Funds from All Sources:**

Non-Federal entities which expend annual funds from any source (Federal, State, County, etc.) through the County in an amount of:

1. \$100,000 or more must have a financial audit in accordance with the U.S. Comptroller General's Generally Accepted Government Auditing Standards (GAGAS) covering all County programs.
2. Less than \$100,000 are exempt from these audit requirements except as otherwise noted in the contract.

Non-Federal entities that are required to have or choose to do a single audit in accordance with 2 CFR Subpart F, Audit Requirements are not required to have a financial audit in the same year. However, Non-Federal entities that are required to have a financial audit may also be required to have a limited-scope audit in the same year.



C. General Requirements for All Audits:

1. All audits must be conducted in accordance with Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States (GAGAS).
2. All audits must be conducted annually, except for biennial audits authorized by 2 CFR § 200.504 and where specifically allowed otherwise by laws, regulations, or County policy.
3. The audit report must contain a separate schedule that identifies all funds received from or passed through the County that is covered by the audit. County programs must be identified by contract number, contract amount, contract period, and amount expended during the fiscal year by funding source. An exhibit number must be included when applicable.
4. If a funding source has more stringent and specific audit requirements, these requirements must prevail over those described above.

II. **AUDIT REPORTS**

A. For Single Audits

1. Within the earlier of 30 calendar days after receipt of the auditor's report or nine months after the end of the audit period, the auditee must electronically submit to the Federal Audit Clearinghouse (FAC) the data collection form described in 2 CFR § 200.512(b) and the reporting package described in 2 CFR § 200.512(c). The auditee and auditors must ensure that the reporting package does not include protected personally identifiable information. The FAC will make the reporting package and the data collection form available on a web site and all Federal agencies, pass-through entities and others interested in a reporting package and data collection form must obtain it by accessing the FAC. As required by 2 CFR § 200.512(a)(2), unless restricted by Federal statutes or regulations, the auditee must make copies available for public inspection.
2. A notice of the audit report issuance along with two copies of the management letter with its corresponding response should be sent to the County supervising department within ten calendar days after it is submitted to the FAC. The County supervising department is responsible for forwarding a copy of the audit report, management letter, and corresponding responses to the County Auditor within one week of receipt.

B. For Audits other than Single Audits

At least two copies of the audit report package, including all attachments and any management letter with its corresponding response, should be sent to the County supervising department within six months after the end of the audit year, or other time frame as specified by the department. The County supervising department is responsible for forwarding a copy of the audit report package to the County Auditor within one week of receipt.

### **III. AUDIT RESOLUTION**

Within 30 days of issuance of the audit report, the entity must submit to its County supervising department a corrective action plan consistent with 2 CFR § 200.511(c) to address each audit finding included in the current year auditor's report. Questioned costs and disallowed costs must be resolved according to procedures established by the County in the Contract Administration Manual. The County supervising department will follow up on the implementation of the corrective action plan as it pertains to County programs.

### **IV. ADDITIONAL AUDIT WORK**

The County, the State, or Federal agencies may conduct additional audits or reviews to carry out their regulatory responsibilities. To the extent possible, these audits and reviews will rely on the audit work already performed under the audit requirements listed above.

CoB

# ALAMEDA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

*The following action was taken by the Alameda County Board of Supervisors on 12/16/2014*

Approved as Recommended ☒

Other ☐

Unanimous ☐ Chan: ☐ Haggerty: ☐ Miley: ☐ Valle: ☒ Carson: ☐ - 4

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Contract: C-2014-209  
Resolution: R-2014-410F

Documents to be signed by Agency/Purchasing Agent:

File No. 29484

Item No. 4

Copies sent to:

J. Villaflor & Auditor

**Special Notes:**

FY 2014-2015 Older  
Americans Act and Older  
Californians Act Grant  
Agreement No. AP-1415-09,  
A01



I certify that the foregoing is a correct  
copy of a Minute Order adopted by the  
Board of Supervisors, Alameda County,  
State of California.

ATTEST:

Clerk of the Board  
Board of Supervisors

By: 

Deputy



Lori A. Cox  
Agency Director

Thomas L. Berkley Square  
2000 San Pablo Avenue, Fourth Floor  
Oakland, California 94612  
510-271-9100 / Fax: 510-271-9108  
[ssadirector@acgov.org](mailto:ssadirector@acgov.org)  
<http://alamedasocialservices.org>

November 6, 2014

Honorable Board of Supervisors  
Administration Building  
Oakland, California 94612

Dear Board Members:

**SUBJECT:** Approval of Area Plan Grant Agreement Amendment and Contract Amendments for services administered by the Area Agency on Aging

**RECOMMENDATIONS:**

- A. Approve the FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1, between the California Department of Aging and County of Alameda, Area Agency on Aging and authorize the President to sign seven (7) Grant Agreements on behalf of Alameda County, each with an original signature, with a Minute Order authorizing execution of the contract.
- B. Approve the attached Financial Recommendation increasing revenue and appropriations by \$1,362,121.
- C. Approve contract increases totaling \$1,359,648 as detailed in attachment A, and delegate authority to the Social Services Director to sign the contract amendments, under the master contracting process.
- D. Approve a one-time allocation of Measure A Funds in the amount of \$15,000 to provide emergency senior support services.

**SUMMARY/DISCUSSION:**

This letter requests action by your Board to approve and execute Amendment 1 to the Older Americans Act (OAA) and Older Californians Act Grant Agreement issued by the California Department of Aging (CDA) for FY 2014/15.

This grant agreement, which provides an increase of \$408,288 in Special Nutrition (SN) and One-Time-Only (OTO) funds, allocates a total of \$5,879,694.00 to the Alameda County Area Agency on Aging (AAA). Your Board approved the original agreement, AP-1415-09, in the amount of \$5,471,406, on October 7, 2014 (File: 29356; Item: 4). The AAA will retain \$2,473 of the SN & OTO funds for its direct service Ombudsman program and allocate the remaining \$405,815 to its subcontractors as outlined in Attachment A.

Your Board directed that the Social Services Agency (SSA) and Health Care Services Agency (HCSA) collaborate to develop a Countywide plan for seniors. SSA is implementing a strategy that includes three key items: 1) provide one-time emergency funding to support the infrastructure of senior service providers; 2) develop a plan for delivery of technical assistance & capacity building for senior services providers; and 3) develop a Countywide plan for seniors. Attachment A includes emergency funding of \$953,833, which includes a 15% (\$884,012) increase in senior service contracts and \$69,821 to backfill a gap caused by federal sequestration cuts. Please note that the HCSA is providing \$15,000 of the funding from Measure A so that Senior Injury Prevention Program contracts managed by the AAA will also receive emergency funding.

County Counsel has approved this amended grant agreement as to form.

**SELECTION CRITERIA/PROCESS:**

*The subcontractors receiving funds under this grant agreement were selected based on recommendations resulting from the 2014-2018 requests for proposals completed by the Alameda County Area Agency on Aging and the Advisory Commission on Aging. The Commission's recommendations for funding from the RFP were approved by your Board on June 24, 2014 (File #29358, Item 5).*

**FUNDING**

Financing will come from the SSA budget and federal OTO funds awarded to Alameda County by the CDA through this grant agreement amendment for FY 2014-2015. An additional \$15,000 in funding comes from the Measure A reserve. Approval of these recommendations will bring the total amount of Measure A one-time expenditures that exceed the Fiscal Year 2014-2015 Budget to \$3,879,000. The Measure A expenses will be transferred to the Public Health Department at year end. The subcontractors receiving OAA and OCA funds will meet all match requirements.

Sincerely,



Lori A. Cox  
Agency Director

- Att: 1) Seven Original FY 2014-20145 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1 documents for Board President signature.  
2) Attachment A  
3) Financial Recommendation



CONTRACTOR	PC #	PO #	Initial Contract Amount	15% Increase & Sequestration	OTO & Special Nutrition	Amended Contract Amount	Fund Source
Nutrition C-1	11033	12493	64,757.00	9,714	12,126	86,597.00	Title III C-1
Ethiopian Community Family Caregiver Support	11008	12451	10,318.00	1,956	632	12,906.00	Title III E
Family Bridges Information & Assistance	10875	12340	15,897.00	3,181	517	19,595.00	Title III B
Senior Center Activities	10979	12427	26,246.00	5,251	854	32,351.00	Title III B
Visiting	10802	12255	13,036.00	2,607	424	16,067.00	Title III B
Family Caregiver Alliance Caregiver Support	10760	12181	95,553.00	18,108	5,850	119,511.00	Title III E
Family Support Services of the BA Caregiver Support	10761	12183	51,260.00	9,714	3,138	64,112.00	Title III E
Hayward Area Recreation & Park District Senior Center Activities	10912	12358	24,100.56	3,615		27,715.56	CGF
J-Sel Case Management	10819	12267	10,432.00	2,087	339	12,858.00	Title III B
Visiting	10818	12266	8,021.00	1,604	261	9,886.00	Title III B
Nutrition C-2	10807	12260	28,322.00	4,248	1,910	34,480.00	Title III C-2
Korean Community Center of the East Bay Information & Assistance	11017	12474	16,751.00	3,351	545	20,647.00	Title III B
Life ElderCare	10771	12188	28,078.00	5,817	946	35,841.00	Title III B
Visiting	10769	12187	10,326.00	2,066	336	12,728.00	Title III B
Visiting - Lavender	10937	12390	49,211.00	7,382	3,318	59,911.00	Title III C-2
Nutrition C-2	10978	12426	25,291.00	3,794		29,085.00	SIPP
Injury Prevention							
Legal Assistance for Seniors							
Elder Abuse Prevention	10876	12324	19,356.00	3,647	201	23,204.00	Title VIb
MIPPA	10877	12325	11,908.00	1,786		13,694.00	MIPPA
Financial alignment	10928	12396	36,942.00	5,541		42,483.00	FA
Legal Services	10871	12321	346,274.00	57,263	3,460	406,997.00	Title III B
HICAP	10872	12322	393,995.00	59,099		453,094.00	HICAP
Lifelong Medical Care							
Health Services	10913	12359	36,699.00	7,342	1,194	45,235.00	Title III B
Disease Prevention	10913	12359	27,471.00	5,752	1,162	34,385.00	Title III D
Jan Spear dba Nutrition Solutions							
Nutrition C-1	10331	12327	182,248.00	27,337	34,127	243,712.00	Title III C-1
Nutrition C-2	10331	12327	205,831.00	30,875	13,878	250,584.00	Title III C-2
On Lok Senior Health Services							
Family Caregiver Support	10334	12350	25,795.00	4,888	1,579	32,262.00	Title III E
Open Heart Kitchen							
Nutrition C-1	10822	12273	132,303.00	19,845	24,774	176,922.00	Title III C-1
Rebuilding Together Oakland							
Injury Prevention	10828	12279	10,000.00	1,500		11,500.00	SIPP
Senior Support Services of the Tri Valley							
Disease Prevention	10911	12402	27,471.00	5,752	1,162	34,385.00	Title III D
Caregiver Support	10910	12401	40,375.00	7,651	2,472	50,498.00	Title III E

**COMMUNITY BASED ORGANIZATION  
MASTER CONTRACT EXHIBIT A & B COVERSHEET**

Dept Name: SSA – Adult, Aging & Medi-Cal Vendor ID #: 68092 Board PO #: 12401  
 Bus Unit: SOCSA Master Contract #: 900045 Procurement Contract #: 10910 Budget Year: 2015

Acct #	Fund #	Dept #	Program #	Subclass #	Project / Grant #	Amount to be Encumbered	Total Contract Amount
<b>610341</b>	<b>10000</b>	<b>320200</b>	<b>33950</b>			<b>\$ 2,472</b>	<b>\$ 42,847</b>
<b>610341</b>	<b>10000</b>	<b>320200</b>	<b>34700</b>			<b>\$ 7,651</b>	<b>\$ 7,651</b>

Justification if partial encumbrance or liquidation requested: \_\_\_\_\_

Federal Funds Waiver #: F606 Contract Maximum: \$ 50,498

Procurement Contract Begin Date: 07/01/14 Expire Date: 06/30/15 Period of Funding From: 07/01/14 To: 06/30/15

Department Contact: Tracy Murray Telephone #: 510-577-1966 QIC Code: 24551

Contractor Name: Senior Support Program of the Tri-Valley

Project Name: \_\_\_\_\_

Contractor Address: 5353 Sunol Blvd Pleasanton, CA 94566

Remittance Address: Same as above ALCOLINK Vendor Address #: 4

BOS Dist. #: 1

Contractor Telephone #: 925-931-5378 Fax #: 925-931-5391 E-mail (Signatory): mpetersen@ssptv.org

Contractor Contact Person: Marlene Petersen E-mail (Contact): mpetersen@ssptv.org

Contract Service Category: Family Caregiver Support Estimated Units of Service: See Exhibit A

Method of Reimbursement (Invoicing Procedures): Actual costs in arrears

History of Funding:	Original	Amendment #1	Amendment #2	Amendment #3	Amendment #4
Funding Level	<b>\$ 40,375</b>	<b>\$ 50,498</b>			
Amount of Encumbrance	<b>\$ 40,375</b>	<b>\$ 10,123</b>			
File Date	<b>06/24/14</b>	<b>12/16/14</b>			
File / Item #	<b>39258 / 5</b>	<b>29484 / 4</b>			
Reason	<b>Board Action</b>	<b>Board Action</b>			

Funding Source Allocation:	Federal - CFDA #: <u>(93.043)</u>	State	County
	<b>\$ 42,847</b>		<b>\$ 7,651</b>

The signatures below signify that the attached Exhibits A and B have been received, negotiated and finalized. The Contractor also signifies agreement with all provisions of the Master Contract.

**DEPARTMENT**

By \_\_\_\_\_

Signature

**Lori A. Cox**

Print or Type Name

Title **Social Services Agency Director**

Date 02/25/15

**CONTRACTOR**

By \_\_\_\_\_

Signature

**Marlene Petersen**

Print or Type Name

Title **Executive Director**

Date 2-2-2015

By \_\_\_\_\_

Signature

Print or Type Name \_\_\_\_\_

Date \_\_\_\_\_

Reference: Master Contract #: 900045  
Procurement #: 10910

## CONTRACT AMENDMENT

Reference is made to that Contract made and entered into on the 1st day of July 2014, by and between Senior Support Services of the Tri-Valley, herein called and referred to as "Contractor" and the COUNTY OF ALAMEDA, a body corporate and politic of the State of California, hereinafter called and referred to as "County".

Said contract is hereby amended in the following manner:

### CONTRACT FOR FAMILY CAREGIVER SUPPORT SERVICES

#### EXHIBIT A:

**Section II. B. 6. One-Time-Only Objective:** A one-time-only allocation of \$2,472 will be used to purchase a Computer and Therapy Program during the period July 1, 2014 through June 30, 2015.

**Section II. B. 7. Baseline Operations Objective:** A one-time-only allocation of \$7,651 will be used to support baseline operations during the period July 1, 2014 through June 30, 2015.

#### EXHIBIT B:

The amended budget is attached, which increases the allocation by **\$10,123** for a total allocation of **\$50,498**.

Except as herein amended, said Contract is continued in full force and effect.

The Contract Amendment is effective as of the 16th day of December 2014.

**COUNTY OF ALAMEDA**

**CONTRACTOR**

Senior Support Services of the Tri-Valley  
5353 Sunol Blvd  
Pleasanton, CA 94588

By   
Lori A. Cox

By   
Authorized Signature of Contractor

Title: Social Services Agency Director

Title: Executive Director

Date: 02/25/15

Date: 2/6/2015

6. **One-Time-Only Objective:** A one-time-only allocation of \$2,472 will be used to purchase a Computer and Therapy Program during the period July 1, 2014 through June 30, 2015.
7. **Baseline Operations Objective:** A one-time-only allocation of \$7,651 will be used to support baseline operations during the period July 1, 2014 through June 30, 2015.

NUMBER UNDUPLICATED INDIVIDUALS TO BE SERVED ANNUALLY	SUPPORT SERVICE CATEGORY	SERVICE UNIT NAME	CARS ID #	NUMBER OF UNITS TO BE PROVIDED	
				ANNUALLY (12 months)	MONTHLY (approx)
70	<b>Support Services</b>	Caregiver Case Mgt	136	791	hours
		Caregiver Counseling	132	36	hours
		Caregiver Support Group	134	300	hours

### C. Definitions

1. **Program Requirements** means requirements found in the Older Americans Act (OAA), Title III, Part E, Sections 371 through 374.
2. **Eligible Service Population** for Title III E means:
  - a. A Family Caregiver
  - b. A Grandparent or Older Individual Who is a Relative Caregiver
3. **A Family Caregiver** is defined in Title III, Part A, Sections 302(3) of the OAA as an adult family member or another individual who is an informal provider of in-home and community care to an older individual or to an individual (of any age) with Alzheimer's disease or a related disorder with neurological and organic brain dysfunction. "Family Caregiver" is used interchangeably with "informal caregiver". "Informal" means that the care is not provided as part of a public or private formal service program.

A Family Caregiver provides care without pay. FCSP funds cannot be used to pay the Family Caregiver a stipend or salary for providing care. FCSP funds may be used to pay another family member or friend to provide respite care or supplemental services to the Family Caregiver.

Older parents providing care to their adult child with disabilities can be served in FCSP if the adult child is 60 years of age or older.

**EXHIBIT B**  
**ALAMEDA COUNTY AREA AGENCY ON AGING CONTRACT BUDGET**

Master Contract #: 900045

Exhibit #:

Budget Effective Date: 7/1/2014

Revision No.: 1

Date Prepared: 02/04/2015

Contractor: Senior Support of The Tri Valley

Contract Term: 7/1/2014 - 6/30/2015

**MIS Program: Family Caregiver Support Program**

Provider No.:

**SECTION 1 SALARIES AND EMPLOYEE BENEFITS**

1.1 PAID STAFF (FTE = __ hrs/wk) List # pos., % FTE, wages	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
Director .0266666666%FTE@\$74,100	836	836		
Case Manager..75%FTE@40,950	30,576	30,576		
Casemanager/faciliator .09 FTE@33,150	3,458	3,458		
Caemanger Faciltator.05333%FTE@\$39.00	1,040	1,040		
Caemanger Faciltator.05333%FTE@\$39.00	1,040	1,040		
Case Manager.75%FTE@\$46,800	1,056	1,056		
	0			
	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>38,006</b>	<b>38,006</b>	<b>0</b>	<b>0</b>

**1.2 TAXES AND BENEFITS**

FICA	2,907	2,907		
SUI/SDI	874	874		
	0			
	0			
	0			
Health Insurance	0			
Workers' Comp.	338	338		
Retirement	0			
Life Insurance	0			
	0	0		
<b>Subtotal:</b>	<b>4,120</b>	<b>4,120</b>	<b>0</b>	<b>0</b>

**1.3 IN-KIND STAFF/VOLUNTEERS (List # pos., % FTE, Pay equivalent)**

Vounteers	0			
	5,200			5,200
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>5,200</b>	<b>0</b>	<b>0</b>	<b>5,200</b>
<b>TOTAL SALARY/BENEFIT BUDGET</b> <b>(Sections 1.1, 1.2, 1.3)</b>	<b>47,326</b>	<b>42,126</b>	<b>0</b>	<b>5,200</b>



## SECTION 2 SERVICES AND SUPPLIES

2.1 TRAVEL AND TRAINING	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
Staff Travel: <u>800</u> Miles x .50 Rate	400	400		
Conferences/Conventions	0			
Staff Training -	0			
Vol. Travel: _____ Miles x Rate	0			
<b>Subtotal:</b>	<b>400</b>	<b>400</b>	<b>0</b>	<b>0</b>

### 2.2 OCCUPANCY

Rent or Mortgage	7,000			7,000
Telephone	600			600
Utilities	1,800			1,800
	0			
Janitorial/Maintenance	2,300			2,300
Accountant (800) County	1,000	1,000		
Cell Phones (400 County)	800	800		
General Liability Ins.	300	300		
<b>Subtotal:</b>	<b>13,800</b>	<b>2,100</b>	<b>0</b>	<b>11,700</b>

### 2.3 OTHER BUDGET COSTS

Supplies (county)	500	500		
Computer OTO \$1,472	1,472	1,472		
Therapy Program OTO \$1,000	1,000	1,000		
Printing/Copying/Graphics(1100) County	1,300	1,300		
Socialization	300	300		
Payroll	100	100		
Respite Scholarships	1,500		1,500	
Consultant	0			
Audit (500)	500	500		
Reporting Program	700	700		
<b>Subtotal:</b>	<b>7,372</b>	<b>5,872</b>	<b>1,500</b>	<b>0</b>

### 2.4 VEHICLE BUDGET

Gas/Oil _____ Miles x Rate _____	0			
Maintenance	0			
Vehicle Insurance	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SERVICES/SUPPLIES BUDGET</b>	<b>21,572</b>	<b>8,372</b>	<b>1,500</b>	<b>11,700</b>

## SECTION 3 CAPITAL EQUIPMENT

3.1 Capital Equipment <i>List Items Costing \$500+ (Include Funding Source)</i>	TOTAL PROJECT COSTS (1)	AAA FUNDED PROJECT COSTS (2)	OTHER	
			CASH	IN-KIND
	0			
	0			
	0			
<b>TOTAL CAPITAL EQUIPMENT BUDGET</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>GRAND TOTAL BUDGET (Sections 1.1 - 3.1)</b>	<b>68,898</b>	<b>50,498</b>	<b>1,500</b>	<b>16,900</b>
----------------------------------------------------	---------------	---------------	--------------	---------------

## SECTION 4 REVENUES

4.1 REVENUE SOURCES:	Total Project Funds	AAA Project Funding	Other		Committed Funds
			CASH	IN-KIND	
Non-Match:	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Match:	0				
City of Pleasanton	11,700			11,700	
Donations	1,500		1,500		
Volunteers	5,200			5,200	
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
<b>Subtotal:</b>	<b>18,400</b>	<b>0</b>	<b>1,500</b>	<b>16,900</b>	<b>0</b>
Title III Client Donations (if applicable)	0				
Title III Funds (if applicable):	42,847	42,847			
County General Funds (if applicable):	7,651	7,651			
CBSP Funds (if applicable):	0				
<b>TOTAL FUNDS:</b>	<b>68,898</b>	<b>50,498</b>	<b>1,500</b>	<b>16,900</b>	<b>0</b>

## SECTION 5 DEDUCTIVE FORMULA (Title III Funded Programs Only)

	TOTAL
1.) TOTAL PROJECT BUDGET:	68,898
2.) {LESS} COUNTY GENERAL FUNDS:	7,651
3.) {LESS} OTHER NON-MATCH FUNDS:	0
4.) {EQUALS} TITLE III BUDGET COSTS TO BE MATCHED:	61,247
5.) {LESS} TITLE III MATCH FUNDS: [minimum of 25% OF LINE 4]	18,400
6.) {LESS} TITLE III CLIENT DONATIONS:	0
7.) {EQUALS} EARNED TITLE III FUNDS:	42,847
<b>TOTAL CONTRACT FUNDING (LINE 2 + LINE 7)</b>	<b>50,498</b>

## **Exhibit D**

### **Audit Requirements**

The County contracts with various organizations to carry out programs mandated by the Federal and State governments or sponsored by the Board of Supervisors. Under the Single Audit Act Amendments of 1996 (31 U.S.C.A. §§ 7501-7507) and Board policy, the County has the responsibility to determine whether organizations receiving funds through the County have spent them in accordance with applicable laws, regulations, contract terms, and grant agreements. To this end, effective with the first fiscal year beginning on and after December 26, 2014, the following are required.

#### **I. AUDIT REQUIREMENTS**

##### **A. Funds from Federal Sources:**

1. Non-Federal entities which are determined to be subrecipients by the supervising department according to 2 CFR § 200.330 and which expend annual Federal awards in the amount specified in 2 CFR § 200.501 are required to have a single audit performed in accordance with 2 CFR § 200.514.
2. When a non-Federal entity expends annual Federal awards in the amount specified in 2 CFR § 200.501(a) under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or terms and conditions of the Federal award do not require a financial statement audit of the auditee, the non-Federal entity may elect to have a program-specific audit conducted in accordance with 2 CFR § 200.507 (Program Specific Audits).
3. Non-Federal entities which expend annual Federal awards less than the amount specified in 2 CFR § 200.501(d) are exempt from the single audit requirements for that year except that the County may require a limited-scope audit in accordance with 2 CFR § 200.503(c).

##### **B. Funds from All Sources:**

Non-Federal entities which expend annual funds from any source (Federal, State, County, etc.) through the County in an amount of:

1. \$100,000 or more must have a financial audit in accordance with the U.S. Comptroller General's Generally Accepted Government Auditing Standards (GAGAS) covering all County programs.
2. Less than \$100,000 are exempt from these audit requirements except as otherwise noted in the contract.

Non-Federal entities that are required to have or choose to do a single audit in accordance with 2 CFR Subpart F, Audit Requirements are not required to have a financial audit in the same year. However, Non-Federal entities that are required to have a financial audit may also be required to have a limited-scope audit in the same year.

C. General Requirements for All Audits:

1. All audits must be conducted in accordance with Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States (GAGAS).
2. All audits must be conducted annually, except for biennial audits authorized by 2 CFR § 200.504 and where specifically allowed otherwise by laws, regulations, or County policy.
3. The audit report must contain a separate schedule that identifies all funds received from or passed through the County that is covered by the audit. County programs must be identified by contract number, contract amount, contract period, and amount expended during the fiscal year by funding source. An exhibit number must be included when applicable.
4. If a funding source has more stringent and specific audit requirements, these requirements must prevail over those described above.

**II. AUDIT REPORTS**

A. For Single Audits

1. Within the earlier of 30 calendar days after receipt of the auditor's report or nine months after the end of the audit period, the auditee must electronically submit to the Federal Audit Clearinghouse (FAC) the data collection form described in 2 CFR § 200.512(b) and the reporting package described in 2 CFR § 200.512(c). The auditee and auditors must ensure that the reporting package does not include protected personally identifiable information. The FAC will make the reporting package and the data collection form available on a web site and all Federal agencies, pass-through entities and others interested in a reporting package and data collection form must obtain it by accessing the FAC. As required by 2 CFR § 200.512(a)(2), unless restricted by Federal statutes or regulations, the auditee must make copies available for public inspection.
2. A notice of the audit report issuance along with two copies of the management letter with its corresponding response should be sent to the County supervising department within ten calendar days after it is submitted to the FAC. The County supervising department is responsible for forwarding a copy of the audit report, management letter, and corresponding responses to the County Auditor within one week of receipt.

B. For Audits other than Single Audits

At least two copies of the audit report package, including all attachments and any management letter with its corresponding response, should be sent to the County supervising department within six months after the end of the audit year, or other time frame as specified by the department. The County supervising department is responsible for forwarding a copy of the audit report package to the County Auditor within one week of receipt.

### **III. AUDIT RESOLUTION**

Within 30 days of issuance of the audit report, the entity must submit to its County supervising department a corrective action plan consistent with 2 CFR § 200.511(c) to address each audit finding included in the current year auditor's report. Questioned costs and disallowed costs must be resolved according to procedures established by the County in the Contract Administration Manual. The County supervising department will follow up on the implementation of the corrective action plan as it pertains to County programs.

### **IV. ADDITIONAL AUDIT WORK**

The County, the State, or Federal agencies may conduct additional audits or reviews to carry out their regulatory responsibilities. To the extent possible, these audits and reviews will rely on the audit work already performed under the audit requirements listed above.



# ALAMEDA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

*The following action was taken by the Alameda County Board of Supervisors on 12/16/2014*

Approved as Recommended ☒

Other ☐

Unanimous ☐ Chan: ☐ Haggerty: ☐ Miley: ☐ Valle: ☒ Carson: ☐ - 4

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Contract: C-2014-209  
Resolution: R-2014-410F

Documents to be signed by Agency/Purchasing Agent:

File No. 29484

Item No. 4

Copies sent to:

J. Villaflor & Auditor

Special Notes:

FY 2014-2015 Older  
Americans Act and Older  
Californians Act Grant  
Agreement No. AP-1415-09,  
A01



I certify that the foregoing is a correct  
copy of a Minute Order adopted by the  
Board of Supervisors, Alameda County,  
State of California.

ATTEST:

Clerk of the Board  
Board of Supervisors

By:

Deputy



Lori A. Cox  
Agency Director

Thomas L. Berkley Square  
2000 San Pablo Avenue, Fourth Floor  
Oakland, California 94612  
510-271-9100 / Fax: 510-271-9108  
[ssadirector@acgov.org](mailto:ssadirector@acgov.org)  
<http://alamedasocialservices.org>

November 6, 2014

Honorable Board of Supervisors  
Administration Building  
Oakland, California 94612

Dear Board Members:

**SUBJECT:** Approval of Area Plan Grant Agreement Amendment and Contract Amendments for services administered by the Area Agency on Aging

**RECOMMENDATIONS:**

- A. Approve the FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1, between the California Department of Aging and County of Alameda, Area Agency on Aging and authorize the President to sign seven (7) Grant Agreements on behalf of Alameda County, each with an original signature, with a Minute Order authorizing execution of the contract.
- B. Approve the attached Financial Recommendation increasing revenue and appropriations by \$1,362,121.
- C. Approve contract increases totaling \$1,359,648 as detailed in attachment A, and delegate authority to the Social Services Director to sign the contract amendments, under the master contracting process.
- D. Approve a one-time allocation of Measure A Funds in the amount of \$15,000 to provide emergency senior support services.

**SUMMARY/DISCUSSION:**

This letter requests action by your Board to approve and execute Amendment 1 to the Older Americans Act (OAA) and Older Californians Act Grant Agreement issued by the California Department of Aging (CDA) for FY 2014/15.

This grant agreement, which provides an increase of \$408,288 in Special Nutrition (SN) and One-Time-Only (OTO) funds, allocates a total of \$5,879,694.00 to the Alameda County Area Agency on Aging (AAA). Your Board approved the original agreement, AP-1415-09, in the amount of \$5,471,406, on October 7, 2014 (File: 29356; Item: 4). The AAA will retain \$2,473 of the SN & OTO funds for its direct service Ombudsman program and allocate the remaining \$405,815 to its subcontractors as outlined in Attachment A.

Your Board directed that the Social Services Agency (SSA) and Health Care Services Agency (HCSA) collaborate to develop a Countywide plan for seniors. SSA is implementing a strategy that includes three key items: 1) provide one-time emergency funding to support the infrastructure of senior service providers; 2) develop a plan for delivery of technical assistance & capacity building for senior services providers; and 3) develop a Countywide plan for seniors. Attachment A includes emergency funding of \$953,833, which includes a 15% (\$884,012) increase in senior service contracts and \$69,821 to backfill a gap caused by federal sequestration cuts. Please note that the HCSA is providing \$15,000 of the funding from Measure A so that Senior Injury Prevention Program contracts managed by the AAA will also receive emergency funding.

County Counsel has approved this amended grant agreement as to form.

#### SELECTION CRITERIA/PROCESS:

*The subcontractors receiving funds under this grant agreement were selected based on recommendations resulting from the 2014-2018 requests for proposals completed by the Alameda County Area Agency on Aging and the Advisory Commission on Aging. The Commission's recommendations for funding from the RFP were approved by your Board on June 24, 2014 (File #29358, Item 5).*

#### FUNDING

Financing will come from the SSA budget and federal OTO funds awarded to Alameda County by the CDA through this grant agreement amendment for FY 2014-2015. An additional \$15,000 in funding comes from the Measure A reserve. Approval of these recommendations will bring the total amount of Measure A one-time expenditures that exceed the Fiscal Year 2014-2015 Budget to \$3,879,000. The Measure A expenses will be transferred to the Public Health Department at year end. The subcontractors receiving OAA and OCA funds will meet all match requirements.

Sincerely,



Lori A. Cox  
Agency Director

- Att: 1) Seven Original FY 2014-20145 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1 documents for Board President signature.  
2) Attachment A  
3) Financial Recommendation

## TITLE III/IV, HICAP, MIPPA, FA, TV and SIPP

320200

Period 07/01/14-06/30/15

CONTRACTOR	PC #	PO #	Initial Contract Amount	15% Increase & Sequestration	OTO & Special Nutrition	Amended Contract Amount	Fund Source
Alfghan Elderly Association	10855	12300	34,521.00	5,178	6,465	46,164.00	Title III C-1
Disease Prevention	10856	12301	27,471.00	5,752	1,161	34,384.00	Title III D
Alzheimer's Association of Norther CA	10874	12339	30,459.00	5,772	1,865	38,096.00	Title III E
Alzheimer's Services of the East Bay	10820	12268	91,407.00	18,286	2,975	112,668.00	Title III B
Adult Day Care	10762	12184	42,017.00	7,963	2,573	52,553.00	Title III E
Caregiver Support	11006	12448	110,432.70	20,939	2,844	134,215.70	Title III B
Bay Area Community Services (BACS)	11019	12475	189,967.00	31,004	1,631	222,602.00	Title III B
Adult Day Care - North & South	10854	12289	25,095.06	3,764		28,859.06	CGF
Case Management	10918	12365	18,808.80	2,821		21,629.80	CGF
City of Alameda	10826	12275	28,957.00	5,488	1,773	36,218.00	Title III E
Senior Center Activities	10801	12202	41,868.96	6,280		48,148.96	CGF
City of Berkeley	10786	12190	27,233.00	4,085	5,100	36,418.00	Title III C-1
Caregiver Support	10787	12191	30,768.00	4,615	2,073	37,456.00	Title III C-2
Information & Assistance	10824	12274	22,572.00	4,516	734	27,822.00	Title III B
City of Emeryville	10829	12280	23,770.08	3,566		27,336.08	CGF
Senior Center Activities	10935	12389	67,960.00	12,879	4,161	85,000.00	Title III E
City of Fremont	10934	12382	55,287.06	8,293		63,580.06	CGF
Caregiver Support	10860	12303	45,082.00	8,268	979	54,328.00	Title III B
MSSP	10933	12381	10,591.00	2,119	345	13,055.00	Title III B
Case Management	10831	12337	42,859.38	6,429		49,288.38	CGF
Information & Assistance	10757	12179	10,026.00	2,006	326	12,358.00	Title III B
City of Oakland	10929	12376	123,817.00	23,465	7,581	154,863.00	Title III E
Senior Center Activities	10930	12377	17,078.00	2,562		19,641.00	SIPP
Crisis Support Services	11034	12494	10,326.00	2,066	336	12,728.00	Title III B
Visiting						0.00	
Day Break Adult Center/ADSNAC							
Caregiver Support							
Injury Prevention							
East Bay Korean American Sr. Svc Ctr							
Senior Center Activities							



**COMMUNITY BASED ORGANIZATION  
MASTER CONTRACT EXHIBIT A & B COVERSHEET**

Dept Name: SSA – Adult, Aging & Medi-Cal Vendor ID #: 27392 Board PO #: 12449  
 Bus Unit: SOCSA Master Contract #: 900107 Procurement Contract #: 11006 Budget Year: 2015

Acct #	Fund #	Dept #	Program #	Subclass #	Project / Grant #	Amount to be Encumbered	Total Contract Amount
610341	10000	320200	33610			\$ 2,844.00	\$ 90,240.00
610341	10000	320200	33610				\$ 23,036.70
610341	10000	320200	34700			\$ 20,939.00	\$ 20,939.00

Justification if partial encumbrance or liquidation requested: \_\_\_\_\_

Federal Funds Waiver #: F604 Contract Maximum: \$ 134,215.70

Procurement Contract Begin Date: 07/01/14 Expire Date: 06/30/15 Period of Funding From: 07/01/14 To: 06/30/15

Department Contact: Tracy Murray Telephone #: 510-577-1966 QIC Code: 24551

Contractor Name: Bay Area Community Services

Project Name: \_\_\_\_\_

Contractor Address: 1814 Franklin St. 4th Floor Oakland, CA 94612

Remittance Address: Same as above ALCOLINK Vendor Address #: 4

BOS Dist. #: 5

Contractor Telephone #: 510-630-0330 Fax #: 510-569-4589 E-mail (Signatory): jalmanza@bayareacs.org

Contractor Contact Person: Visakha Som E-mail (Contact): vsom@bayareacs.org

Contract Service Category: Adult Day Care Program Estimated Units of Service: See Exhibit A

Method of Reimbursement (Invoicing Procedures): Actual costs in arrears

History of Funding:	Original	Amendment #1	Amendment #2	Amendment #3	Amendment #4
Funding Level	\$ 110,432.70	\$ 134,215.70			
Amount of Encumbrance	\$ 110,432.70	\$ 23,783.00			
File Date	06/24/14	12/16/14			
File / Item #	29358/5, 29285/6	29484 / 4			
Reason	Board Action	Board Action			

Funding Source Allocation:	Federal - CFDA #: <u>93.043</u>	State	County
	\$ 90,240.00	\$	\$ 43,975.70

The signatures below signify that the attached Exhibits A and B have been received, negotiated and finalized. The Contractor also signifies agreement with all provisions of the Master Contract.

**DEPARTMENT**

By  \_\_\_\_\_  
Signature

Lori A. Cox

Print or Type Name

Title Social Services Agency Director

Date 02/26/15

**CONTRACTOR**

By  \_\_\_\_\_  
Signature

Jamie Almanza

Print or Type Name

Title Executive Director

Date 2/27/15

By \_\_\_\_\_  
Signature

Print or Type Name

Title

Date



Reference: Master Contract #: 900107  
Procurement #: 11006

### CONTRACT AMENDMENT

Reference is made to that Contract made and entered into on the 1st day of July, 2014, by and between Bay Area Community Services, herein called and referred to as "Contractor" and the COUNTY OF ALAMEDA, a body corporate and politic of the State of California, hereinafter called and referred to as "County".

Said contract is hereby amended in the following manner:

#### CONTRACT FOR ADULT DAY CARE SERVICES

##### EXHIBIT A:

**Section II. B. 4. One-Time-Only Objective:** A one-time-only allocation of \$2,844 will be used to fund Program Staff, Services, and Supplies during the period July 1, 2014 through June 30, 2015.

**Section II. B. 5. Baseline Operations Objective:** A baseline operations allocation of \$20,939 will be used to support baseline services during the period July 1, 2014 through June 30, 2015.

##### EXHIBIT B:

The amended budgets are attached, which increases the allocation by **\$23,783** for a total allocation of **\$134,215.70**.


Except as herein amended, said Contract is continued in full force and effect.

The Contract Amendment is effective as of the 16th day of December 2014.

#### COUNTY OF ALAMEDA

#### CONTRACTOR

Bay Area Community Services  
1814 Franklin St. 4<sup>th</sup> Floor  
Oakland, CA 94612

By  \_\_\_\_\_  
Lori A. Cox

By  \_\_\_\_\_  
Authorized Signature of Contractor

Title: Social Services Agency Director

Title: Executive Director

Date: 02/26/15

Date: 2/2/15

2. Contractor shall use appropriate intake forms and annually complete a functional and psychosocial assessment for each enrolled participant.
3. A plan of care must be developed and maintained for each enrolled participant.
4. The Contractor shall either provide or assist families to arrange for participant transportation to and from the Centers.
5. The Contractor shall maintain its license in good standing as an Adult Day Care Center.

**B. MIS Units of Service**

Contractor shall perform the following units of service during this contract period in a manner that distributes them reasonably and evenly over the months of the contract.

1. Services shall be targeted to persons 60 years and older as follows:
 

<b><u>Oakland</u></b>	<b><u>Fremont</u></b>
31 % aged 75 and older	30 % aged 75 and older
20 % in greatest economic need	11 % in greatest economic need
36 % functionally impaired	35 % functionally impaired
48 % minorities	65 % minorities
2. A minimum of seventy (70) Clients (Unduplicated Seniors) shall be served during the contract year. Forty-two (42) Seniors in Oakland, twenty-eight (28) Seniors in Fremont.
3. A minimum of thirteen thousand five hundred twenty-eight (13,528) hours of Adult Day Care shall be provided during the contract year. Eight thousand one hundred seventeen (8,117) hours at the Oakland Center and five thousand four hundred eleven (5,411) hours at the Fremont Center. Six (6) hours is the equivalent of one (1) Day of Attendance.
4. **One-Time-Only Objective:** A one-time-only allocation of \$2,844 will be used to fund Program Staff, Services, and Supplies during the period July 1, 2014 through June 30, 2015.
5. **Baseline Operations Objective:** A baseline operations allocation of \$20,939 will be used to support baseline services during the period July 1, 2014 through June 30, 2015.

MIS PROGRAM NUMBER	# OF CLIENTS TO BE SERVED ANNUALLY	SERVICE UNIT NAME	MIS UNIT #	NUMBER OF UNITS TO BE PROVIDED	
				ANNUALLY	MONTHLY
<b>OAKLAND</b>	<b>CENTER</b>				
05	42	Hours of Attendance	47	8,117	676
<b>FREMONT</b>	<b>CENTER</b>				
05	28	Hours of Attendance	47	5,411	451

# EXHIBIT B

## ALAMEDA COUNTY AREA AGENCY ON AGING CONTRACT BUDGET

Budget Effective Date: 07/01/14

Revision No.: 1

Date Prepared:

02/02/2015

Contractor: Bay Area Community Services, Inc.

Contract Term:

07/01/2014 - 6/30/2015

**MIS Program: ADULT DAY CARE - OAKLAND**

Vendor No.:

27392

### SECTION 1 SALARIES AND EMPLOYEE BENEFITS

1.1 PAID STAFF (FTE = ____ hrs/wk) List # pos., %FTE, wages	TOTAL PROJECT BUDGET (1)	AAA FUNDED BUDGET (2)	OTHER	
			CASH (3)	IN-KIND (4)
	0			
Program Director 22% FTE @ \$52,000	11,440	11,440		
Supervisor 100% FTE @ \$48,770	48,770	48,770		
Activity Coordinator 100% FTE @ \$33,891	33,891	13,507	20,384	
2 Program Aides, 1.533% FTE @ \$24,999	38,323		38,323	
Activity Coordinator 48% FTE @ \$35,100	16,848		16,848	
Program Aide 50% FTE @ \$25,126	12,563	12,563		
	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>161,835</b>	<b>86,280</b>	<b>75,555</b>	<b>0</b>

### 1.2 TAXES AND BENEFITS

FICA (.0765)	11,419		11,419	
SUI/SDI (.035)	5,672		5,672	
Workers' Comp.	3,103		3,103	
Health Insurance	28,050		28,050	
Dental	2,800		2,800	
Life Insurance	222		222	
Vision	336		336	
Retirement	2,648		2,648	
	0			
	0			
<b>Subtotal:</b>	<b>54,250</b>	<b>0</b>	<b>54,250</b>	<b>0</b>

### 1.3 IN-KIND STAFF/VOLUNTEERS (List # pos., % FTE, Pay equivalent)

	0			
	0			
	0			
5.4 Senior Aides, 12 hours/wk x 50 wks x \$13.00/hr	42,432			42,432
3 Vols, 5 hrs/day x 5 days/wk x 48 wks x \$13.00/hr	46,800			46,800
	0			
	0			
	0			
	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>89,232</b>	<b>0</b>	<b>0</b>	<b>89,232</b>
<b>TOTAL SALARY/BENEFIT BUDGET</b> (Sections 1.1, 1.2, 1.3)	<b>305,317</b>	<b>86,280</b>	<b>129,805</b>	<b>89,232</b>

## SECTION 2 SERVICES AND SUPPLIES

2.1 TRAVEL AND TRAINING	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
Staff Travel: 540 Miles x Rate .555	0 300 0		300	
Outside Conferences	5,000		5,000	
<b>Subtotal:</b>	<b>5,300</b>	<b>0</b>	<b>5,300</b>	<b>0</b>
<b>2.2 OCCUPANCY</b>				
Rent or Mortgage	12,000			12,000
Telephone	4,800		4,800	
Bading & Gr Supplies/Janitorial	300		300	
Blding Repair / Maintenance	200		200	
Gen. Liability Ins	813		813	
Property Tax	130		130	
	0			
	0			
<b>Subtotal:</b>	<b>18,243</b>	<b>0</b>	<b>6,243</b>	<b>12,000</b>
<b>2.3 OTHER BUDGET COSTS</b>				
Special Event Expense	250		250	
Equipment Depreciation	570		570	
Program Supplies	4,400		4,400	
Food Supplies/Service Supplies	4,000		4,000	
Office Supplies/Postage	1,900		1,900	
Equipment - Repair/Maint./Lease/Rent OTO 1,706	2,700	1,706	994	
Dues & Memberships	800		800	
Agency Indirect Costs	32,983		32,983	
Local Staff Expenses/Misc	100		100	
Advertising	250		250	
Doctor's Fees	75		75	
Professional Consultant Fees	675		675	
Misc Expenses	710		710	
Data Processing Fees	900		900	
Catered Meal Fees	8,333		8,333	
<b>Subtotal:</b>	<b>58,646</b>	<b>1,706</b>	<b>56,940</b>	<b>0</b>
<b>2.4 VEHICLE BUDGET</b>				
Vehicle Operation (Paratransit/City Oakland) ( 5,000 trips @\$4.00)	20,000		20,000	
<b>Subtotal:</b>	<b>20,000</b>	<b>0</b>	<b>20,000</b>	<b>0</b>
<b>TOTAL SERVICES/SUPPLIES BUDGET</b>	<b>102,189</b>	<b>1,706</b>	<b>88,483</b>	<b>12,000</b>

## SECTION 3 CAPITAL EQUIPMENT

3.1 Capital Equipment <i>List Items Costing \$500+ (Include Funding Source)</i>	TOTAL PROJECT COSTS (1)	AAA FUNDED PROJECT COSTS (2)	OTHER	
			CASH	IN-KIND
	0			
	0			
	0			
<b>TOTAL CAPITAL EQUIPMENT BUDGET</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>GRAND TOTAL BUDGET</b>				
<b>(Sections 1.1 - 3.1)</b>	<b>407,506</b>	<b>87,986</b>	<b>218,288</b>	<b>101,232</b>

## SECTION 4 REVENUES

4.1 REVENUE SOURCES:	Total Project Funds	AAA Project Funding	Other		Committed Funds
			CASH	IN-KIND	
<b>Non-Match:</b>					
	0				
ADSNAC	12,000		12,000		12,000
Client Fees	198,294		198,294		198,294
State of California	7,994		7,994		7,994
Other Fund Raising	0				0
In Kind from Page 1	0				
Volunteers	46,800			46,800	46,800
Senior Aides	42,432			42,432	42,432
	0				
	0				
<b>Subtotal:</b>	<b>307,520</b>	<b>0</b>	<b>218,288</b>	<b>89,232</b>	<b>307,520</b>
<b>Match:</b>					
	0				
	0				
	0				
In Kind-City of Oakland -Rent -page 2	12,000			12,000	12,000
5714 MLK Way Oakland	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
<b>Subtotal:</b>	<b>12,000</b>	<b>0</b>	<b>0</b>	<b>12,000</b>	<b>12,000</b>
Title III Client Donations (if applicable):	0		0		0
Title III Funds (if applicable):	52,386	52,386			52,386
County General Funds (if applicable):	35,600	35,600			22,585
CBSP Funds (if applicable):	0				
<b>TOTAL FUNDS:</b>	<b>407,506</b>	<b>87,986</b>	<b>218,288</b>	<b>101,232</b>	<b>394,491</b>

## SECTION 5 DEDUCTIVE FORMULA (Title III Funded Programs Only)

	TOTAL
1.) TOTAL PROJECT BUDGET:	407,506
2.) {LESS} COUNTY GENERAL FUNDS:	35,600
3.) {LESS} OTHER NON-MATCH FUNDS:	307,520
4.) {EQUALS} TITLE III BUDGET COSTS TO BE MATCHED:	64,386
5.) {LESS} TITLE III MATCH FUNDS: [minimum of 10% OF LINE 4]	12,000
6.) {LESS} TITLE III CLIENT DONATIONS:	0
7.) {EQUALS} EARNED TITLE III FUNDS:	52,386
<b>TOTAL CONTRACT FUNDING (LINE 2 + LINE 7 + \$46,230 IIIB &amp; CGF Fremont Site Funding)</b>	<b>134,216</b>



# EXHIBIT B

## ALAMEDA COUNTY AREA AGENCY ON AGING CONTRACT BUDGET

Budget Effective Date: 07/01/14

Revision No. 1

Date Prepared:

02/02/2015

Contractor: Bay Area Community Services, Inc.

Contract Term: 07/01/2014-6/30/2015

**MIS Program: ADULT DAY CARE - FREMONT**

Provider No.:

### SECTION 1 SALARIES AND EMPLOYEE BENEFITS

1.1 PAID STAFF (FTE = 37.5 hrs/wk) List # pos., %FTE, wages	TOTAL PROJECT BUDGET (1)	AAA FUNDED BUDGET (2)	OTHER	
			CASH (3)	IN-KIND (4)
	0			
Director 10% FTE @ 75000	11,440		11,440	
Program Supervisor 1 FTE @ \$55,000	55,000	36,716	18,284	
Program Aide, 67% FTE @ 24,999	16,749		16,749	
Program Aide, 53% FTE @ 24,999	13,332		13,332	
Program Aide, 13% FTE @ 24,999	3,250		3,250	
Activity Coordinator 100% FTE @ 33,092	33,092		33,092	
Activity Coordinator 25% FTE @ 35,100	4,563		4,563	
Activity Coordinator 25% FTE @ 35,100	8,775		8,775	
Activity Coordinator 30% FTE @ \$35,100	8,376	8,376		
	0			
	0			
<b>Subtotal:</b>	<b>154,577</b>	<b>45,092</b>	<b>109,485</b>	<b>0</b>

### 1.2 TAXES AND BENEFITS

FICA (.0765)	11,184		11,184	
SUI/SDI (.035)	5,556		5,556	
Workers' Comp.	3,048		3,048	
Health Insurance	29,948		29,948	
Dental	2,800		2,800	
Life Insurance	336		336	
Vision	218		218	
Retirement	2,592		2,592	
COLA Benefits	0			
	0			
<b>Subtotal:</b>	<b>55,682</b>	<b>0</b>	<b>55,682</b>	<b>0</b>

### 1.3 IN-KIND STAFF/VOLUNTEERS (List # pos., % FTE, Pay equivalent)

	0			
	0			
	0			
1000 hours at \$13.00/hr	12,288			12,288
	0			
	0			
	0			
	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>12,288</b>	<b>0</b>	<b>0</b>	<b>12,288</b>
<b>TOTAL SALARY/BENEFIT BUDGET</b> (Sections 1.1, 1.2, 1.3)	<b>222,547</b>	<b>45,092</b>	<b>165,167</b>	<b>12,288</b>

## SECTION 2 SERVICES AND SUPPLIES

2.1 TRAVEL AND TRAINING	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
	1,000		1,000	
Staff Travel: 1800 Miles x Rate .555	8,700		8,700	
Conferences	0			
	0			
<b>Subtotal:</b>	<b>9,700</b>	<b>0</b>	<b>9,700</b>	<b>0</b>

### 2.2 OCCUPANCY

Rent	0			
Telephone	2,700		2,700	
Utilities	2,125		2,125	
Garbage	800		800	
Bldg & Gr supplies/Janitorial	1,500		1,500	
Bldg Repair/Maintenance	1,000		1,000	
General Liability Ins.	927		927	
Property Tax	75		75	
	0			
<b>Subtotal:</b>	<b>9,127</b>	<b>0</b>	<b>9,127</b>	<b>0</b>

### 2.3 OTHER BUDGET COSTS

Contracted Fees	1,125		1,125	
Food Supplies/Food Service Supplies	3,500		3,500	
Program Supplies	6,000		6,000	
Food Supplies/Service Supplies	4,300		4,300	
Office Supplies/Postage	800		800	
Equipment - Repair/Maint. OTO \$1,138	2,038	1,138	900	
Printing/Equipment Copy Service	1,800		1,800	
Agency Indirect Costs	32,674		32,674	
Advertising	250		250	
Dues & Memberships	800		800	
Miscellaneous -License, Fingerprints, Taxes	654		654	
ADP Fees	1,100		1,100	
Local Staff Expense	100		100	
Special Event Expense	250		250	
<b>Subtotal:</b>	<b>55,391</b>	<b>1,138</b>	<b>54,253</b>	<b>0</b>

### 2.4 VEHICLE BUDGET

	0			
Vehicle Operations	16,000		16,000	
4,000 trips* \$4.00	0			
<b>Subtotal:</b>	<b>16,000</b>	<b>0</b>	<b>16,000</b>	<b>0</b>
<b>TOTAL SERVICES/SUPPLIES BUDGET</b>	<b>90,218</b>	<b>1,138</b>	<b>89,080</b>	<b>0</b>

## SECTION 3 CAPITAL EQUIPMENT

3.1 Capital Equipment <i>List Items Costing \$500+ (Include Funding Source)</i>	TOTAL PROJECT COSTS (1)	AAA FUNDED PROJECT COSTS (2)	OTHER	
			CASH	IN-KIND
	0			
	0			
	0			
<b>TOTAL CAPITAL EQUIPMENT BUDGET</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>GRAND TOTAL BUDGET (Sections 1.1 - 3.1)</b>	<b>312,765</b>	<b>46,230</b>	<b>254,247</b>	<b>12,288</b>
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## SECTION 4 REVENUES

4.1 REVENUE SOURCES:	Total Project Funds	AAA Project Funding	Other		Committed Funds
			CASH	IN-KIND	
<b>Non-Match:</b>					
DayBerak (ADSNAC)	8,000		8,000		8,000
Client Fees	200,000		200,000		200,000
City of Fremont - CDBG	29,247		29,247		29,247
City of Union City -CDBG	9,000		9,000		9,000
Dept of Education	8,000		8,000		8,000
	0				
Other Fund Raising	0				0
	0				
<b>Subtotal:</b>	<b>254,247</b>	<b>0</b>	<b>254,247</b>	<b>0</b>	<b>254,247</b>
<b>Match:</b>					
	0				
	0				
	0				
	0				
In Kind Volunteers Page 1	12,288			12,288	12,288
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
<b>Subtotal:</b>	<b>12,288</b>	<b>0</b>	<b>0</b>	<b>12,288</b>	<b>12,288</b>
Title III Client Donations:	0				
<b>Title III Funds: OTO \$1,138</b>	<b>37,854</b>	<b>37,854</b>			<b>37,854</b>
County General Funds:	8,376	8,376			
CBSP Funds:	0				
<b>TOTAL FUNDS:</b>	<b>312,765</b>	<b>46,230</b>	<b>254,247</b>	<b>12,288</b>	<b>304,389</b>

## SECTION 5 DEDUCTIVE FORMULA (Title III Funded Programs Only)

	TOTAL
1.) TOTAL PROJECT BUDGET:	312,765
2.) {LESS} COUNTY GENERAL FUNDS:	8,376
3.) {LESS} OTHER NON-MATCH FUNDS:	254,247
4.) {EQUALS} TITLE III BUDGET COSTS TO BE MATCHED:	50,142
5.) {LESS} TITLE III MATCH FUNDS: [minimum of 10% OF LINE 4]	12,288
6.) {LESS} TITLE III CLIENT DONATIONS:	0
7.) {EQUALS} EARNED TITLE III FUNDS:	37,854
<b>TOTAL CONTRACT FUNDING (LINE 2 + LINE 7 + \$87,986 IIIB &amp; CGF Oakland Site Funding)</b>	<b>134,216</b>

## **Exhibit D**

### **Audit Requirements**

The County contracts with various organizations to carry out programs mandated by the Federal and State governments or sponsored by the Board of Supervisors. Under the Single Audit Act Amendments of 1996 (31 U.S.C.A. §§ 7501-7507) and Board policy, the County has the responsibility to determine whether organizations receiving funds through the County have spent them in accordance with applicable laws, regulations, contract terms, and grant agreements. To this end, effective with the first fiscal year beginning on and after December 26, 2014, the following are required.

#### **I. AUDIT REQUIREMENTS**

##### **A. Funds from Federal Sources:**

1. Non-Federal entities which are determined to be subrecipients by the supervising department according to 2 CFR § 200.330 and which expend annual Federal awards in the amount specified in 2 CFR § 200.501 are required to have a single audit performed in accordance with 2 CFR § 200.514.
2. When a non-Federal entity expends annual Federal awards in the amount specified in 2 CFR § 200.501(a) under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or terms and conditions of the Federal award do not require a financial statement audit of the auditee, the non-Federal entity may elect to have a program-specific audit conducted in accordance with 2 CFR § 200.507 (Program Specific Audits).
3. Non-Federal entities which expend annual Federal awards less than the amount specified in 2 CFR § 200.501(d) are exempt from the single audit requirements for that year except that the County may require a limited-scope audit in accordance with 2 CFR § 200.503(c).

##### **B. Funds from All Sources:**

Non-Federal entities which expend annual funds from any source (Federal, State, County, etc.) through the County in an amount of:

1. \$100,000 or more must have a financial audit in accordance with the U.S. Comptroller General's Generally Accepted Government Auditing Standards (GAGAS) covering all County programs.
2. Less than \$100,000 are exempt from these audit requirements except as otherwise noted in the contract.

Non-Federal entities that are required to have or choose to do a single audit in accordance with 2 CFR Subpart F, Audit Requirements are not required to have a financial audit in the same year. However, Non-Federal entities that are required to have a financial audit may also be required to have a limited-scope audit in the same year.

C. General Requirements for All Audits:

1. All audits must be conducted in accordance with Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States (GAGAS).
2. All audits must be conducted annually, except for biennial audits authorized by 2 CFR § 200.504 and where specifically allowed otherwise by laws, regulations, or County policy.
3. The audit report must contain a separate schedule that identifies all funds received from or passed through the County that is covered by the audit. County programs must be identified by contract number, contract amount, contract period, and amount expended during the fiscal year by funding source. An exhibit number must be included when applicable.
4. If a funding source has more stringent and specific audit requirements, these requirements must prevail over those described above.

II. **AUDIT REPORTS**

A. For Single Audits

1. Within the earlier of 30 calendar days after receipt of the auditor's report or nine months after the end of the audit period, the auditee must electronically submit to the Federal Audit Clearinghouse (FAC) the data collection form described in 2 CFR § 200.512(b) and the reporting package described in 2 CFR § 200.512(c). The auditee and auditors must ensure that the reporting package does not include protected personally identifiable information. The FAC will make the reporting package and the data collection form available on a web site and all Federal agencies, pass-through entities and others interested in a reporting package and data collection form must obtain it by accessing the FAC. As required by 2 CFR § 200.512(a)(2), unless restricted by Federal statutes or regulations, the auditee must make copies available for public inspection.
2. A notice of the audit report issuance along with two copies of the management letter with its corresponding response should be sent to the County supervising department within ten calendar days after it is submitted to the FAC. The County supervising department is responsible for forwarding a copy of the audit report, management letter, and corresponding responses to the County Auditor within one week of receipt.

B. For Audits other than Single Audits

At least two copies of the audit report package, including all attachments and any management letter with its corresponding response, should be sent to the County supervising department within six months after the end of the audit year, or other time frame as specified by the department. The County supervising department is responsible for forwarding a copy of the audit report package to the County Auditor within one week of receipt.



### **III. AUDIT RESOLUTION**

Within 30 days of issuance of the audit report, the entity must submit to its County supervising department a corrective action plan consistent with 2 CFR § 200.511(c) to address each audit finding included in the current year auditor's report. Questioned costs and disallowed costs must be resolved according to procedures established by the County in the Contract Administration Manual. The County supervising department will follow up on the implementation of the corrective action plan as it pertains to County programs.

### **IV. ADDITIONAL AUDIT WORK**

The County, the State, or Federal agencies may conduct additional audits or reviews to carry out their regulatory responsibilities. To the extent possible, these audits and reviews will rely on the audit work already performed under the audit requirements listed above.

COB

Contract's  
Office

ALAMEDA COUNTY BOARD OF SUPERVISORS  
MINUTE ORDER

The following action was taken by the Alameda County Board of Supervisors on 12/16/2014

Approved as Recommended ☒

Other ☐

Unanimous ☐ Chan: ☐ Haggerty: ☐ Miley: ☐ Valle: ☒ Carson: ☐ - 4

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Contract: C-2014-209

Resolution: R-2014-410F

Documents to be signed by Agency/Purchasing Agent:

File No. 29484

Item No. 4

Copies sent to:

J. Villaflor & Auditor

Special Notes:

FY 2014-2015 Older  
Americans Act and Older  
Californians Act Grant  
Agreement No. AP-1415-09,  
A01



I certify that the foregoing is a correct  
copy of a Minute Order adopted by the  
Board of Supervisors, Alameda County,  
State of California.

ATTEST:

Clerk of the Board  
Board of Supervisors

By: [Signature]

Deputy



Lori A. Cox  
Agency Director

Thomas L. Berkley Square  
2000 San Pablo Avenue, Fourth Floor  
Oakland, California 94612  
510-271-9100 / Fax: 510-271-9108  
[ssadirector@acgov.org](mailto:ssadirector@acgov.org)  
<http://alamedasocialservices.org>

November 6, 2014

Honorable Board of Supervisors  
Administration Building  
Oakland, California 94612

Dear Board Members:

**SUBJECT:** Approval of Area Plan Grant Agreement Amendment and Contract Amendments for services administered by the Area Agency on Aging.

**RECOMMENDATIONS:**

- A. Approve the FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1, between the California Department of Aging and County of Alameda, Area Agency on Aging and authorize the President to sign seven (7) Grant Agreements on behalf of Alameda County, each with an original signature, with a Minute Order authorizing execution of the contract.
- B. Approve the attached Financial Recommendation increasing revenue and appropriations by \$1,362,121.
- C. Approve contract increases totaling \$1,359,648 as detailed in attachment A, and delegate authority to the Social Services Director to sign the contract amendments, under the master contracting process.
- D. Approve a one-time allocation of Measure A Funds in the amount of \$15,000 to provide emergency senior support services.

**SUMMARY/DISCUSSION:**

This letter requests action by your Board to approve and execute Amendment 1 to the Older Americans Act (OAA) and Older Californians Act Grant Agreement issued by the California Department of Aging (CDA) for FY 2014/15.

This grant agreement, which provides an increase of \$408,288 in Special Nutrition (SN) and One-Time-Only (OTO) funds, allocates a total of \$5,879,694.00 to the Alameda County Area Agency on Aging (AAA). Your Board approved the original agreement, AP-1415-09, in the amount of \$5,471,406, on October 7, 2014 (File: 29356; Item: 4). The AAA will retain \$2,473 of the SN & OTO funds for its direct service Ombudsman program and allocate the remaining \$405,815 to its subcontractors as outlined in Attachment A.

Your Board directed that the Social Services Agency (SSA) and Health Care Services Agency (HCSA) collaborate to develop a Countywide plan for seniors. SSA is implementing a strategy that includes three key items: 1) provide one-time emergency funding to support the infrastructure of senior service providers; 2) develop a plan for delivery of technical assistance & capacity building for senior services providers; and 3) develop a Countywide plan for seniors. Attachment A includes emergency funding of \$953,833, which includes a 15% (\$884,012) increase in senior service contracts and \$69,821 to backfill a gap caused by federal sequestration cuts. Please note that the HCSA is providing \$15,000 of the funding from Measure A so that Senior Injury Prevention Program contracts managed by the AAA will also receive emergency funding.

County Counsel has approved this amended grant agreement as to form.

#### SELECTION CRITERIA/PROCESS:

*The subcontractors receiving funds under this grant agreement were selected based on recommendations resulting from the 2014-2018 requests for proposals completed by the Alameda County Area Agency on Aging and the Advisory Commission on Aging. The Commission's recommendations for funding from the RFP were approved by your Board on June 24, 2014 (File #29358, Item 5).*

#### FUNDING

Financing will come from the SSA budget and federal OTO funds awarded to Alameda County by the CDA through this grant agreement amendment for FY 2014-2015. An additional \$15,000 in funding comes from the Measure A reserve. Approval of these recommendations will bring the total amount of Measure A one-time expenditures that exceed the Fiscal Year 2014-2015 Budget to \$3,879,000. The Measure A expenses will be transferred to the Public Health Department at year end. The subcontractors receiving OAA and OCA funds will meet all match requirements.

Sincerely,



Lori A. Cox  
Agency Director

- 
- Att: 1) Seven Original FY 2014-20145 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment I documents for Board President signature.  
2) Attachment A  
3) Financial Recommendation

CONTRACTOR	PC #	PO #	Initial Contract Amount	15% Increase & Sequestration	OTO & Special Nutrition	Amended Contract Amount	Fund Source
Nutrition C-1	11033	12493	64,757.00	9,714	12,126	86,597.00	Title III C-1
Ethiopian Community Family Caregiver Support	11008	12451	10,318.00	1,956	632	12,906.00	Title III E
Family Bridges Information & Assistance	10875	12340	15,897.00	3,181	517	19,595.00	Title III B
Senior Center Activities	10879	12427	26,246.00	5,251	854	32,351.00	Title III B
Visiting	10802	12255	13,036.00	2,607	424	16,067.00	Title III B
Family Caregiver Alliance Caregiver Support	10760	12181	95,553.00	18,108	5,850	119,511.00	Title III E
Family Support Services of the BA Caregiver Support	10761	12183	51,280.00	9,714	3,138	64,112.00	Title III E
Hayward Area Recreation & Park District Senior Center Activities	10812	12358	24,100.56	3,615		27,715.56	CGF
J-Sel Case Management	10819	12267	10,432.00	2,087	339	12,858.00	Title III B
Visiting	10818	12266	8,021.00	1,604	261	9,886.00	Title III B
Nutrition C-2	10807	12260	28,322.00	4,248	1,910	34,480.00	Title III C-2
Korean Community Center of the East Bay Information & Assistance	11017	12474	18,751.00	3,351	545	20,647.00	Title III B
Life ElderCare	10771	12188	29,078.00	5,817	948	35,841.00	Title III B
Visiting - Lavender	10769	12187	10,326.00	2,066	336	12,728.00	Title III B
Nutrition C-2	10937	12390	49,211.00	7,382	3,318	59,911.00	Title III C-2
Injury Prevention	10978	12426	25,281.00	3,794		29,085.00	SIPP
Legal Assistance for Seniors	10878	12324	19,356.00	3,947	201	23,204.00	Title VIb
Elder Abuse Prevention	10877	12325	11,808.00	1,788		13,694.00	MIPPA
MIPPA	10828	12396	36,942.00	5,541		42,483.00	FA
Financial alignment	10871	12321	348,274.00	67,263	3,460	406,997.00	Title III B
Legal Services	10872	12322	393,995.00	69,098		453,094.00	HICAP
Lifelong Medical Care	10813	12359	36,698.00	7,342	1,194	45,235.00	Title III B
Health Services	10813	12359	27,471.00	5,752	1,162	34,385.00	Title III D
Disease Prevention	10331	12327	182,248.00	27,337	34,127	243,712.00	Title III C-1
Jan Spear dba Nutrition Solutions	10331	12327	205,631.00	30,875	13,878	250,584.00	Title III C-2
Nutrition C-1	10334	12350	25,795.00	4,888	1,579	32,262.00	Title III E
On Lok Senior Health Services	10822	12273	132,303.00	19,845	24,774	176,922.00	Title III C-1
Family Caregiver Support	10828	12279	10,000.00	1,500		11,500.00	SIPP
Open Heart Kitchen	10911	12402	27,471.00	5,762	1,162	34,385.00	Title III D
Nutrition C-1	10910	12401	40,375.00	7,851	2,472	50,498.00	Title III E
Rebuilding Together Oakland							
Injury Prevention							
Senior Support Services of the Tri Valley							
Disease Prevention							
Caregiver Support							



**COMMUNITY BASED ORGANIZATION**  
**Master Contract Exhibit A and B Coversheet**

Dept Name: SSA – Adult , Aging & Medi-Cal Services Vendor ID #: 0000014694 Board PO #: SOCSA-12390  
 Bus Unit: SOCSA Master Contract #: 900190 Procurement Contract #: 10937 Budget Year: 2015

Acct #	Fund #	Dept #	Program #	Subclass #	Project /Grant #	Amount to be Encumbered	Total Contract Amount
610341	10000	320200	33800			\$3318	\$50234
610341	10000	320200	34700			\$7382	\$9677

Justification if partial encumbrance or liquidation requested:

Federal Funds Waiver #: F607 Contract Maximum: \$59,911.00  
 Procurement Contract Begin Date: 7/1/14 Expire Date: 6/30/15  
 Period of Funding: From: 7/1/14 To: 6/30/15  
 Department Contact: Tracy Murray Telephone: 510 577 1966 QIC Code: 24551  
 Contractor Name: Life Eldercare, Inc.  
 Contract- Project  
 Contractor Address: P. O. Box 5006  
Fremont, CA 94537 ALCOLINK Vendor Address#: 2  
 Remittance Address: Same as above BOS Dist. # 1

Contractor Telephone: 510-574-2091 Fax#: 510-574-2054 E-mail(Signatory): posage@fremont.gov  
 Contractor Contact Person: Patricia Osage E-mail(Contact): posage@fremont.gov  
 Contract Service Category: Home-Delivered Meals and Nutrition Education C-2 Estimated Units of Service: See exhibit A  
 Method of Reimbursement (Invoicing Procedures): Actual costs in arrears

History of Funding:	Original	Amendment #1	Amendment #2	Amendment #3	Amendment #4
Funding Level	\$49,211	\$59,911.00			
Amount of Encumbrance	\$49,211	\$10700.00			
File Date	6/24/14	12/16/14			
File / Item #	29358-5	29484-4			
Reason	Board Action	Board Action			

Funding Source Allocation:	Federal / CFDA # ( 93.045 )	State	County
	\$50234		\$9677

The signatures below signify that the attached Exhibits A and B have been reviewed, negotiated and finalized. The Contractor also signifies agreement with all provisions of the Master Contract.

**DEPARTMENT**

By

Signature

**Lori A. Cox**

Print or Type Name

Title **Social Services Agency Director**

Date

02/26/15

**CONTRACTOR**

By

Signature

**Patricia Osage**

Print or Type Name

Title **Executive Director**

Date:

2/10/15

Alameda County Social Services Agency

Reference: Master Contract #: 900190  
Procurement #: 10937

**CONTRACT AMENDMENT**

Reference is made to that Contract made and entered into on the 1st day of July, 2014, by and between Life ElderCare, Inc., herein called and referred to as "Contractor" and the COUNTY OF ALAMEDA, a body corporate and politic of the State of California, hereinafter called and referred to as "County".

Said contract is hereby amended in the following manner:

**CONTRACT FOR HOME DELIVERED NUTRITION SERVICES**

**EXHIBIT A:**

No Change.

**EXHIBIT B:**

**One Time Only Funds:** The One Time Only allocation of \$3,318 will be used to support overserved meals during the period July 1, 2014 to June 30, 2015. Life ElderCare shall pay the amount of \$3,318 to Hospital Committee/ValleyCare Health System, the meal producer, for the 866 over-served meals by end of December 2014.

**County General Funds:** The County funded dollar amount of \$7382 will be used to fund baseline operations during the period of July 1, 2014 through June 30, 2015.

The amended budgets are attached which increases the allocation by \$10,700 for a total allocation of \$59,911.00.

Except as herein amended, said Contract is continued in full force and effect.

The Contract Amendment is effective as of the 16th day of December 2014.

**COUNTY OF ALAMEDA**

By 

Lori A. Cox

Title: Social Services Agency Director

Date: 02/26/15

**CONTRACTOR**

Life Eldercare, Inc.,  
P.O. Box 5006  
Fremont, CA 94537

By   
Authorized Signature of Contractor

Title: Executive Director

Date: 2/18/15

**EXHIBIT B**

Exhibit #:

**ALAMEDA COUNTY AREA AGENCY ON AGING CONTRACT BUDGET**

Budget Effective Date: 07/01/2014 Revision No.: \_\_\_\_

Date Prepared: 9/12/14

Contractor: Life ElderCare, Inc.

Contract Term: 7/1/14-6/30/15

MIS Program: Home Delivered Nutrition

Provider No.:

**HOME DELIVERED MEALS (C-2) NUTRITION BUDGET SUMMARY**

		TOTAL C-2 BUDGET	AAA FUNDED	CASH BUDGET	IN-KIND BUDGET
<b>SALARY AND EMPLOYMENT BENEFITS</b>	FOOD PRODUCTION	0			
	PACK-OUT	0			
	MEAL DELIVERY/ PROG.ADMIN	735,418	56,593	140,993	537,832
	SUBTOTAL	735,418	56,593	140,993	537,832
<b>NUTRITION EDUCATION</b>	PROGRAM ADMIN/DELIVERY	30,240	0	0	30,240
<b>NUTRITION CONSULTING</b>	PROGRAM ADMIN/DELIVERY	0	0	0	0
<b>CONSULTANTS</b>	FOOD PRODUCTION	0			
	PACK-OUT	0			
	MEAL DELIVERY/ PROG.ADMIN	24,030	0	24,030	0
	SUBTOTAL	24,030	0	24,030	0
<b>TRAVEL&amp;TRAINING</b>	FOOD PRODUCTION	0			
	PACK-OUT	0			
	MEAL DELIVERY/ PROG.ADMIN	26,524		15,824	10,700
	SUBTOTAL	26,524	0	15,824	10,700
<b>EQUIPMENT</b>	FOOD PRODUCTION	0			
	PACK-OUT	0			
	MEAL DELIVERY/ PROG.ADMIN	0			
	SUBTOTAL	0	0	0	0
<b>CATERED FOOD</b>	FOOD PRODUCTION	17,185	3,318	13,867	0
<b>RAW FOOD</b>	FOOD PRODUCTION	0	0	0	0
<b>ALL OTHER COSTS</b>	FOOD PRODUCTION	0			
	PACK-OUT	0			
	MEAL DELIVERY/ PROG.ADMIN	54,076		41,850	12,226
	SUBTOTAL	54,076	0	41,850	12,226
<b>TOTAL COSTS</b>	FOOD PRODUCTION	17,185	3,318	13,867	0
	PACK-OUT	0	0	0	0
	MEAL DELIVERY/ PROG.ADMIN	870,288	56,593	222,697	590,998
<b>GRAND TOTAL (C-2):</b>		<b>887,473</b>	<b>59,911</b>	<b>236,564</b>	<b>590,998</b>

**SECTION 1: SALARY AND EMPLOYMENT BENEFITS**

TOTAL NUTRITION PROJECT 1.1 PAID STAFF List # pos., wages, % FTE	C-2 PROGRAM		F U N C T I O N S			FUNDING SOURCE		
	% Time	Salary	Food Production	Meal Packout	Meal Delivery Prgm Admin	AAA	Cash	In-Kind
MOW Program Administrator, \$42,848 1 FTE	94	39,420			39,420		39,420	
MOW Vol & Outreach, \$60,000, 1 FTE	67	40,572			40,572		40,572	
MOW Admin/Office, \$77,480 1 FTE/1 PTE	4	27,642			27,642	7,382	20,260	
MOW Program Coord, \$42,000, 1 PTE	9	3,864			3,864		3,864	
MOW Driver, \$22,000, 1 FTE	92	20,240			20,240	19,000	1,240	
MOW Assessor, \$ 17,500. 1 PTE	92	16,100			16,100	15,000	1,100	
Executive Director, \$98,700, 1 FTE	24	23,869			23,869	15,211	8,658	
<b>SUBTOTAL:</b>		171,707	0	0	171,707	56,593	115,114	0

**1.2 TAXES AND BENEFITS**

FICA		13,136			13,136		13,136	
SUI		5,875			5,875		5,875	
Vision								
Health/Life Insurance		3,726			3,726		3,726	
Workers Comp		3,142			3,142		3,142	
<b>SUBTOTAL</b>		25,879	0	0	25,879	0	25,879	0



**SECTION 1 (Continued)**

TOTAL NUTRITION PROJECT 1.3 IN-KIND STAFF/VOLUNTEERS List # pos., % FTE, pay equivalent	C-2 PROGRAM		F U N C T I O N S			FUNDING SOURCE		
	% Time	Salary/ Cost	Food Production	Meal Packout	Meal Delivery Prgrm Admin	AAA	Cash	In-Kind
MOW Drivers @ \$24.75/hr x 16,172	100	400,257			400,257			400,257
MOW Nursing Students @ \$39.42/hr x 3,49	100	137,575			137,575			137,575
<b>SUBTOTAL:</b>		537,832	0	0	537,832	0	0	537,832
<b>TOTAL:</b> (Sec. 1.1, 1.2, 1.3)		735,418	0	0	735,418	56,593	140,993	537,832

**SECTION 2: NUTRITION EDUCATION**

3780 Presentations x \$8/presentation		30,240			30,240			30,240
<b>SUBTOTAL:</b>		30,240	0	0	30,240	0	0	30,240

**SECTION 3: NUTRITION CONSULTING**

		0						
<b>SUBTOTAL:</b>		0	0	0	0	0	0	0

**SECTION 4: CONSULTANTS**

Accounting/Bookkeeping Services		7,452			7,452		7,452	
Computer Technical/Support		16,578			16,578		16,578	
							0	
<b>SUBTOTAL:</b>		24,030	0	0	24,030	0	24,030	0

**SECTION 5: TRAVEL AND TRAINING**

Staff Travel		920			920		920	
Staff Training		644			644		644	
Vol Appreciation		4,600			4,600		4,600	
Vol Screening/Training		5,060			5,060		5,060	
MOW Volunteer Mileage		15,300			15,300		4,600	10,700
<b>SUBTOTAL:</b>		26,524	0	0	26,524	0	15,824	10,700

**SECTION 6: EQUIPMENT COSTS****6.1 CAPITAL EQUIPMENT**

(List each item \$5,000 or more)

<b>SUBTOTAL</b>		0	0	0	0	0	0	0

**6.2 MINOR EQUIPMENT**

<b>SUBTOTAL</b>		0	0	0	0	0	0	0
<b>SECTION 6 SUBTOTAL</b>		0	0	0	0	0	0	0



**SECTION 7: FOOD COSTS****7.1 CATERED FOOD COSTS**

Meals Per Day	Serving Days Per Year	Total Meals Per Year	Cost Per Meal	Total Cost		FUNDING SOURCE		
						AAA	Cash	In-Kind
ValleyCare Health System Meals				0			0	
Senior Meals Overserved		2,976	\$3.83	11,400			11,400	
Quality Assurance		644	\$3.83	2,467			2,467	
OTO Funding: Senior Overserved		866	\$3.83	3,318		3318		
<b>SUBTOTAL:</b>				<b>17,185</b>		<b>3,318</b>	<b>13,867</b>	<b>0</b>

**7.2 RAW FOOD COSTS**

Meals Per Day	Serving Days Per Year	Total Meals Per Year	Cost Per Meal	Total Cost		FUNDING SOURCE		
						AAA	Cash	In-Kind
<b>SUBTOTAL:</b>		<b>0</b>		<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>SECTION 7 SUBTOTAL</b>		<b>0</b>		<b>17,185</b>		<b>3,318</b>	<b>13,867</b>	<b>0</b>

**SECTION 8: ALL OTHER COSTS**

8.1 FOOD SERVICE SUPPLIES	C-2 PROGRAM			F U N C T I O N S			FUNDING SOURCE		
	TOTAL COST	% Cost	Cost	Food Production	Meal Packout	Meal Delivery Prgm Admin	AAA	Cash	In-Kind
			0						
<b>SUBTOTAL:</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**8.2 VEHICLE**

Vehicle Repair/License	11,400	99	11,288			11,288		1,288	10,000
<b>SUBTOTAL:</b>	<b>11,400</b>		<b>11,288</b>	<b>0</b>	<b>0</b>	<b>11,288</b>	<b>0</b>	<b>1,288</b>	<b>10,000</b>

**8.3 BUILDING SPACE**

Office	14,520	15	2,226			2,226			2,226
<b>SUBTOTAL:</b>	<b>14,520</b>		<b>2,226</b>	<b>0</b>	<b>0</b>	<b>2,226</b>	<b>0</b>	<b>0</b>	<b>2,226</b>

**SECTION 8: ALL OTHER COSTS (cont.)****8.4 OTHER BUDGET COSTS**

TOTAL NUT PROJECT Description of Cost Category	C-2 PROGRAM			F U N C T I O N S			FUNDING SOURCE		
	TOTAL Cost	% Cost	Cost	Food Production	Meal Packout	Meal Delivery Prgm Admin	AAA	Cash	In-Kind
Fundraising/Outreach	72,184		28,321			28,321		28,321	
Insurance	10,000		3,220			3,220		3,220	
Office Supplies/Misc	8,000		2,576			2,576		2,576	
Audit/Fees	10,280		3,314			3,314		3,314	
Printer/Copier	6,061		2,671			2,671		2,671	
Telephone/Cell Phones	1,000		460			460		460	
<b>SUBTOTAL:</b>	107,525		40,562	0	0	40,562	0	40,562	0
<b>TOTAL:</b>									
<b>(8.1 - 8.4)</b>	133,445		54,076	0	0	54,076	0	41,850	12,226

**SECTION 8 REVENUES C-2**

<b>8.1 REVENUE SOURCES</b>	<b>BUDGET</b>	<b>AAA FUNDS</b>	<b>CASH</b>	<b>IN-KIND</b>
Non-Match:				
Itemize Costs over \$1,000				
City of Fremont	62,704		62,704	
City of Newark	1,610		1,610	
City of Union City	2,300		2,300	
Volunteers (In-Kind Drivers/Nurse Students)	548,532			548,532
Other Grants/Fundraising	70,360		70,360	
Nutrition Education	30,240			30,240
<b>Subtotal:</b>	<b>715,746</b>	<b>0</b>	<b>136,974</b>	<b>578,772</b>
Match: Itemize Costs over \$1,000				
County MOW	25,000		25,000	
Other Donations	2,000		2,000	
City of Fremont	2,226			2,226
Truck Maintenance (In-Kind)	10,000			10,000
<b>Subtotal:</b>	<b>39,226</b>	<b>0</b>	<b>27,000</b>	<b>12,226</b>
N.S.I.P.				
Title III Client Donations:	72,590		72,590	
Title III Funds: (OTO \$3318)	52,529	52,529		
County General Funds:	7,382	7,382		
<b>TOTAL FUNDS:</b>	<b>887,473</b>	<b>59,911</b>	<b>236,564</b>	<b>590,998</b>

**SECTION 9: DEDUCTIVE FORMULA**

	<b>TOTAL</b>
1.) TOTAL PROJECT BUDGET:	887,473
2.) {LESS} COUNTY GENERAL FUNDS:	7,382
3.) {LESS} N.S.I.P.	0
4.) {LESS} OTHER NON-MATCH FUNDS:	715,746
5.) {EQUALS} T-3 BUDGET COSTS TO BE MATCHED:	164,345
6.) {LESS} T-3 MATCH FUNDS: [at least 10% OF LINE 5]	39,226
7.) {LESS} TITLE III CLIENT DONATIONS:	72,590
8.) {EQUALS} EARNED TITLE III FUNDS:	52,529
<b>TOTAL NSIP ELIGIBLE MEALS CONTRACTED</b>	<b>83,068</b>

## **Exhibit D**

### **Audit Requirements**

The County contracts with various organizations to carry out programs mandated by the Federal and State governments or sponsored by the Board of Supervisors. Under the Single Audit Act Amendments of 1996 (31 U.S.C.A. §§ 7501-7507) and Board policy, the County has the responsibility to determine whether organizations receiving funds through the County have spent them in accordance with applicable laws, regulations, contract terms, and grant agreements. To this end, effective with the first fiscal year beginning on and after December 26, 2014, the following are required.

#### **I. AUDIT REQUIREMENTS**

##### **A. Funds from Federal Sources:**

1. Non-Federal entities which are determined to be subrecipients by the supervising department according to 2 CFR § 200.330 and which expend annual Federal awards in the amount specified in 2 CFR § 200.501 are required to have a single audit performed in accordance with 2 CFR § 200.514.
2. When a non-Federal entity expends annual Federal awards in the amount specified in 2 CFR § 200.501(a) under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or terms and conditions of the Federal award do not require a financial statement audit of the auditee, the non-Federal entity may elect to have a program-specific audit conducted in accordance with 2 CFR § 200.507 (Program Specific Audits).
3. Non-Federal entities which expend annual Federal awards less than the amount specified in 2 CFR § 200.501(d) are exempt from the single audit requirements for that year except that the County may require a limited-scope audit in accordance with 2 CFR § 200.503(c).

##### **B. Funds from All Sources:**

Non-Federal entities which expend annual funds from any source (Federal, State, County, etc.) through the County in an amount of:

1. \$100,000 or more must have a financial audit in accordance with the U.S. Comptroller General's Generally Accepted Government Auditing Standards (GAGAS) covering all County programs.
2. Less than \$100,000 are exempt from these audit requirements except as otherwise noted in the contract.

Non-Federal entities that are required to have or choose to do a single audit in accordance with 2 CFR Subpart F, Audit Requirements are not required to have a financial audit in the same year. However, Non-Federal entities that are required to have a financial audit may also be required to have a limited-scope audit in the same year.

C. General Requirements for All Audits:

1. All audits must be conducted in accordance with Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States (GAGAS).
2. All audits must be conducted annually, except for biennial audits authorized by 2 CFR § 200.504 and where specifically allowed otherwise by laws, regulations, or County policy.
3. The audit report must contain a separate schedule that identifies all funds received from or passed through the County that is covered by the audit. County programs must be identified by contract number, contract amount, contract period, and amount expended during the fiscal year by funding source. An exhibit number must be included when applicable.
4. If a funding source has more stringent and specific audit requirements, these requirements must prevail over those described above.

II. **AUDIT REPORTS**

A. For Single Audits

1. Within the earlier of 30 calendar days after receipt of the auditor's report or nine months after the end of the audit period, the auditee must electronically submit to the Federal Audit Clearinghouse (FAC) the data collection form described in 2 CFR § 200.512(b) and the reporting package described in 2 CFR § 200.512(c). The auditee and auditors must ensure that the reporting package does not include protected personally identifiable information. The FAC will make the reporting package and the data collection form available on a web site and all Federal agencies, pass-through entities and others interested in a reporting package and data collection form must obtain it by accessing the FAC. As required by 2 CFR § 200.512(a)(2), unless restricted by Federal statutes or regulations, the auditee must make copies available for public inspection.
2. A notice of the audit report issuance along with two copies of the management letter with its corresponding response should be sent to the County supervising department within ten calendar days after it is submitted to the FAC. The County supervising department is responsible for forwarding a copy of the audit report, management letter, and corresponding responses to the County Auditor within one week of receipt.

B. For Audits other than Single Audits

At least two copies of the audit report package, including all attachments and any management letter with its corresponding response, should be sent to the County supervising department within six months after the end of the audit year, or other time frame as specified by the department. The County supervising department is responsible for forwarding a copy of the audit report package to the County Auditor within one week of receipt.



### **III. AUDIT RESOLUTION**

Within 30 days of issuance of the audit report, the entity must submit to its County supervising department a corrective action plan consistent with 2 CFR § 200.511(c) to address each audit finding included in the current year auditor's report. Questioned costs and disallowed costs must be resolved according to procedures established by the County in the Contract Administration Manual. The County supervising department will follow up on the implementation of the corrective action plan as it pertains to County programs.

### **IV. ADDITIONAL AUDIT WORK**

The County, the State, or Federal agencies may conduct additional audits or reviews to carry out their regulatory responsibilities. To the extent possible, these audits and reviews will rely on the audit work already performed under the audit requirements listed above.

COB

# ALAMEDA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

The following action was taken by the Alameda County Board of Supervisors on 12/16/2014

Approved as Recommended ☒

Other ☐

Unanimous ☐ Chan: ☐ Haggerty: ☐ Miley: ☐ Valle: ☒ Carson: ☐ - 4 ☐

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Contract: C-2014-209

Resolution: R-2014-410F

Documents to be signed by Agency/Purchasing Agent:

File No. 29484

Item No. 4

Copies sent to:

J. Villafior & Auditor

## Special Notes:

FY 2014-2015 Older  
Americans Act and Older  
Californians Act Grant  
Agreement No. AP-1415-09,  
A01



I certify that the foregoing is a correct  
copy of a Minute Order adopted by the  
Board of Supervisors, Alameda County,  
State of California.

ATTEST:

Clerk of the Board  
Board of Supervisors

By: [Signature]

Deputy



Lori A. Cox  
Agency Director

Thomas L. Berkley Square  
2000 San Pablo Avenue, Fourth Floor  
Oakland, California 94612  
510-271-9100 / Fax: 510-271-9108  
[ssadirector@acgov.org](mailto:ssadirector@acgov.org)  
<http://alamedasocialservices.org>

November 6, 2014

Honorable Board of Supervisors  
Administration Building  
Oakland, California 94612

Dear Board Members:

**SUBJECT:** Approval of Area Plan Grant Agreement Amendment and Contract Amendments for services administered by the Area Agency on Aging.

**RECOMMENDATIONS:**

- A. Approve the FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1, between the California Department of Aging and County of Alameda, Area Agency on Aging and authorize the President to sign seven (7) Grant Agreements on behalf of Alameda County, each with an original signature, with a Minute Order authorizing execution of the contract.
- B. Approve the attached Financial Recommendation increasing revenue and appropriations by \$1,362,121.
- C. Approve contract increases totaling \$1,359,648 as detailed in attachment A, and delegate authority to the Social Services Director to sign the contract amendments, under the master contracting process.
- D. Approve a one-time allocation of Measure A Funds in the amount of \$15,000 to provide emergency senior support services.

**SUMMARY/DISCUSSION:**

This letter requests action by your Board to approve and execute Amendment 1 to the Older Americans Act (OAA) and Older Californians Act Grant Agreement issued by the California Department of Aging (CDA) for FY 2014/15.

This grant agreement, which provides an increase of \$408,288 in Special Nutrition (SN) and One-Time-Only (OTO) funds, allocates a total of \$5,879,694.00 to the Alameda County Area Agency on Aging (AAA). Your Board approved the original agreement, AP-1415-09, in the amount of \$5,471,406, on October 7, 2014 (File: 29356; Item: 4). The AAA will retain \$2,473 of the SN & OTO funds for its direct service Ombudsman program and allocate the remaining \$405,815 to its subcontractors as outlined in Attachment A.

Your Board directed that the Social Services Agency (SSA) and Health Care Services Agency (HCSA) collaborate to develop a Countywide plan for seniors. SSA is implementing a strategy that includes three key items: 1) provide one-time emergency funding to support the infrastructure of senior service providers; 2) develop a plan for delivery of technical assistance & capacity building for senior services providers; and 3) develop a Countywide plan for seniors. Attachment A includes emergency funding of \$953,833, which includes a 15% (\$884,012) increase in senior service contracts and \$69,821 to backfill a gap caused by federal sequestration cuts. Please note that the HCSA is providing \$15,000 of the funding from Measure A so that Senior Injury Prevention Program contracts managed by the AAA will also receive emergency funding.

County Counsel has approved this amended grant agreement as to form.

#### **SELECTION CRITERIA/PROCESS:**

*The subcontractors receiving funds under this grant agreement were selected based on recommendations resulting from the 2014-2018 requests for proposals completed by the Alameda County Area Agency on Aging and the Advisory Commission on Aging. The Commission's recommendations for funding from the RFP were approved by your Board on June 24, 2014 (File #29358, Item 5).*

#### **FUNDING**

Financing will come from the SSA budget and federal OTO funds awarded to Alameda County by the CDA through this grant agreement amendment for FY 2014-2015. An additional \$15,000 in funding comes from the Measure A reserve. Approval of these recommendations will bring the total amount of Measure A one-time expenditures that exceed the Fiscal Year 2014-2015 Budget to \$3,879,000. The Measure A expenses will be transferred to the Public Health Department at year end. The subcontractors receiving OAA and OCA funds will meet all match requirements.

Sincerely,



Lori A. Cox  
Agency Director

- Att: 1) Seven Original FY 2014-20145 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1 documents for Board President signature.  
2) Attachment A  
3) Financial Recommendation

CONTRACTOR	PC #	PO #	Initial Contract Amount	15% Increase & Sequestration	OTO & Special Nutrition	Amended Contract Amount	Fund Source
Health Services Case Management Visiting Injury Prevention	10911	12402	45,318.00	9,066	1,474	55,858.00	Title III B
	11010	12453	31,466.00	5,794	698	37,958.00	Title III B
	10907	12400	20,236.00	4,048	658	24,942.00	Title III B
	10861	12379	17,000.00	2,550		19,550.00	SIPP
SER-Jobs for Progress, Inc SCSEP	10813	12264	145,819.00	28,888		174,707.00	Title V
S O S Meals on Wheels Nutrition C-2	10756	12201	1,314,905.00	197,236	88,652	1,600,793.00	Title III C-2
Spanish Speaking Unity Council Senior Center Activities	10945	12413	21,599.86	3,770	345	25,714.86	Title III B
Spectrum Community Services Nutrition C-1 Nutrition C-2 Injury Prevention	10921	12367	607,504.00	91,126	113,759	812,389.00	Title III C-1
	10922	12368	9,617.00	1,443	648	11,708.00	Title III C-2
	10827	12276	10,830.00	1,595		12,225.00	SIPP
						0.00	
St. Mary's Center Visiting Injury Prevention	10759	12180	21,057.00	4,213	685	25,955.00	Title III B
	10859	12302	20,000.00	3,000		23,000.00	SIPP
Hospital Committee/ValleyCare Health Sys Nutrition C-2	11009	12452	440,063.00	86,009	29,670	535,742.00	Title III C-2
Vietnamese American Community Ctr Information & Assistance Senior Center Activities Nutrition C-1						0.00	
	10764	12185	14,378.00	2,877	468	17,723.00	Title III B
	10765	12186	16,169.00	3,234	526	19,929.00	Title III B
	10804	12258	53,964.00	8,095	10,105	72,164.00	Title III C-1
Total			5,893,368.46	953,833.00	405,815.00	7,253,016.46	



**COMMUNITY BASED ORGANIZATION  
MASTER CONTRACT EXHIBIT A & B COVERSHEET**

Dept Name: SSA-Adult, Aging, & Medi-Cal Services Vendor ID #: 00000023730 Board PO #: 12302  
 Bus Unit: SOCA Master Contract #: 900101 Procurement Contract #: 10859 Budget Year: 2015

Acct #	Fund #	Dept #	Program #	Subclass #	Project / Grant #	Amount to be Encumbered	Total Contract Amount
610341	10000	320200	40305			\$3,000	\$23,000

Justification if partial encumbrance or liquidation requested: \_\_\_\_\_

Federal Funds Waiver #: N/A Contract Maximum: \$23,000  
 Procurement Contract Begin Date: 07/01/14 Expire Date: 06/30/15 Period of Funding From: 07/01/14 To: 06/30/15

Department Contact: Tracy Murray Telephone #: 510-577-1966 QIC Code: 24551

Contractor Name: St. Mary's Center

Project Name: Senior Injury Prevention Program (SIPP) - Measure A

Contractor Address: 925 Brockhurst Street, Oakland, CA 94608

Remittance Address: 925 Brockhurst Street, Oakland, CA 94608

ALCOLINK Vendor Address #: 2

BOS Dist #: 5

Contractor Telephone #: 510-923-9600 Ext. 223 Fax #: 510-574-2089 E-mail(Signatory): cjohnson@stmaryscenter.org

Contractor Contact Person: Carol Johnson/Karla Salazar

E-mail (Contact): Carol Johnson

Contract Service Category: Senior Injury Prevention Program (Measure A)

Estimated Units of Service: See Exhibit A

Method of Reimbursement (Invoicing Procedures): Actual costs in arrears

History of Funding:	Original	Amendment #1	Amendment #2	Amendment #3	Amendment #4
Funding Level	\$20,000	\$23,000			
Amount of Encumbrance	\$20,000	\$3,000			
File Date	6-24-14	12-16-14			
File / Item #	29358-5	29484-4			
Reason	Board Action	Board Action			

Funding Source Allocation:	Federal - CFDA #:	State	County (Measure A)	State Special Fund
			\$23,000	

The signatures below signify that the attached Exhibits A and B have been received, negotiated and finalized. The Contractor also signifies agreement with all provisions of the Master Contract.

**DEPARTMENT**

By \_\_\_\_\_

Signature

Lori A. Cox

Print or Type Name

Title Social Services Agency Director

Date

02/26/15

**CONTRACTOR**

By \_\_\_\_\_

Signature

Carol Johnson

Print or Type Name

Title Executive Director

Date

1/9/2015

Alameda County Department of Social Services

Reference: Master Contract #: 900101  
Procurement #: 10859

**CONTRACT AMENDMENT**

Reference is made to that Contract made and entered into on the 1st day of July, 2014, by and between St. Mary's Center herein called and referred to as "Contractor" and the COUNTY OF ALAMEDA, a body corporate and politic of the State of California, hereinafter called and referred to as "County".

Said contract is hereby amended in the following manner:

**Senior Injury Prevention Program (Measure A)**

**EXHIBIT A:**

**Section II. B. 6. Baseline Operations Objective:** A baseline operations allocation of **\$3,000** will be used to support baseline operations during the period July 1, 2014 through June 30, 2015.

**EXHIBIT B:**

The amended budget is attached, which increases the amount of encumbrance by **\$3,000** for a total allocation **\$23,000** for the contract period July 1, 2014 through June 30, 2015.

Except as herein amended, said Contract is continued in full force and effect.

The Contract Amendment is effective as of the 16 day of December 2014.

**COUNTY OF ALAMEDA**

**CONTRACTOR**

By:  \_\_\_\_\_

St. Mary's Center  
925 Brockhurst  
Oakland, CA 94608

By:  \_\_\_\_\_  
Authorized Signature of Contractor

Title: **Social Services Agency Director**

Title: **Executive Director**

Date: 02/26/15

Date: 2/12/2015

EXHIBIT A

5. Ninety eight (98) sessions of Individual Medication Management will be provided annually to a minimum of 98 seniors served annually.
6. **Baseline Operations Objective:** A baseline operations allocation of \$3,000 will be used to support baseline operations during the period July 1, 2014 through June 30, 2015.

NO. OF NEW SENIORS SERVED ANNUALLY (228)	SERVICE UNIT NAME	ANNUAL APPROX.	
		SERVICE UNIT	MONTHLY (approx)
196	Fall Risk Screening, Assessment and Education	196 clients	16
64	Group Physical Activity Session	8 sessions	
98	Individual Medication Management Session	98 sessions	8

**Definitions:**

**Fall Risk Screening, Assessment & Education:** A health care professional or paraprofessional will use a validated screening tool to screen and assess the fall risk of older adults. Clients may receive osteoporosis screening as part of fall risk assessment as appropriate. Appropriate education on fall risk reduction, evidenced-based physical activities, medication management, and minor home modification referrals will be made to meet the client's needs. A comprehensive fall risk assessment is usually performed by a health professional, but a lay person may be trained to use a risk assessment tool under the supervision of a health care professional or paraprofessional. High-risk clients should receive follow up to ensure connection to resource referral. **Unit: 1 Client**

**Minor Home Modifications:** Residential modifications of homes that are necessary to facilitate the ability of older individuals to remain at home and that are not available under other programs. This includes minor home repairs/renovations in order to meet safety, health issues, and code standards. Home adaptations may include but are not limited to: grab bars, stair railings, hand held shower, toilet lift, carpet stretching, smoke

# EXHIBIT B

## ALAMEDA COUNTY AREA AGENCY ON AGING CONTRACT BUDGET

Budget Effective Date: 07/01/14

Revision No.: 1

Date Prepared:

2/11/2015

Contractor: St. Mary's Center

7/1/14 - 6/30/15

MIS Program: Senior Injury Prevention Program (Measure A)

Provider No.:

208

### SECTION 1 SALARIES AND EMPLOYEE BENEFITS

1.1 PAID STAFF (FTE = <u>35</u> hrs/wk) List # pos., %FTE, wages	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
	0			
(1) Administrator, 5.0000% FTE (C. Johnson) (80,007)	4,000	861	3,139	
(1) Senior Advocate, 25.0000% FTE (R. Hufana)(27,300)	6,825	1,469	5,356	
(1) Senior Advocate 10.0000% FTE (G. Redick)(16,380)	2,730	588	2,142	
(1) Senior Advocate 60.0000% FTE (H. Tang)(19,500)	16,479	3,546	12,933	
(1) Data Entry Clerk 10.0000% FTE (M. Gaskell)(32,760)	3,809	820	2,989	
(1) Program Director, 20.0000% FTE (K. Salazar Macedo)(44,590)	8,918	1,919	6,999	
	0	0	0	
	0	0	0	
	0			
<b>Subtotal:</b>	<b>42,761</b>	<b>9,203</b>	<b>33,558</b>	<b>0</b>

### 1.2 TAXES AND BENEFITS

FICA	3,271	704	2,567	
SUI/SDI	2,604	560	2,044	
	0			
	0			
	0			
Health Insurance	6,460	1,390	5,070	
Workers' Comp.	566	122	444	
Retirement	0	0	0	
Life Insurance	0	0		
	0			
<b>Subtotal:</b>	<b>12,901</b>	<b>2,776</b>	<b>10,125</b>	<b>0</b>

### 1.3 IN-KIND STAFF/VOLUNTEERS (List # pos., % FTE, Pay equivalent)

	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SALARY/BENEFIT BUDGET</b> (Sections 1.1, 1.2, 1.3)	<b>55,662</b>	<b>11,979</b>	<b>43,683</b>	<b>0</b>

## SECTION 2 SERVICES AND SUPPLIES

2.1 TRAVEL AND TRAINING	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
Staff Travel: <u>  </u> Miles x Rate <u>  </u>	0			
Conferences/Conventions	0			
Staff Training -	120	26	94	
Vol. Travel: <u>  </u> Miles x Rate <u>  </u>	0			
<b>Subtotal:</b>	<b>120</b>	<b>26</b>	<b>94</b>	<b>0</b>

### 2.2 OCCUPANCY

Property Tax	289	62	227	
Telephone	2,040	439	1,601	
Utilities	3,047	656	2,391	
Janitorial/Maintenance	3,187	686	2,501	
General Liability Ins.	6,270	1,349	4,921	
<b>Subtotal:</b>	<b>14,833</b>	<b>3,192</b>	<b>11,641</b>	<b>0</b>

### 2.3 OTHER BUDGET COSTS

Supplies/Postage	2,519	542	1,977	
Minor Equip. (Each Item Under \$5,000)	0			
Printing/Copying/Graphics	333	72	261	
Equipment Maintenance	0	0	0	
Bookkeeping Services	25,182	5,420	19,762	
Membership/Dues/Subscrip.	864	186	678	
Food & Recreation	0	0	0	
Retirement Plan Fees	360	77	283	
Indirect (8.00%)	7,000	1,506	5,494	
Directory and Advertising	0			
Regional Center Project Management	0			
Member Grant Awards	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>36,258</b>	<b>7,803</b>	<b>28,455</b>	<b>0</b>

### 2.4 VEHICLE BUDGET

Gas/Oil <u>  </u> Miles x Rate <u>  </u>	0			
Maintenance	0			
Vehicle Insurance	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SERVICES/SUPPLIES BUDGET</b>	<b>51,211</b>	<b>11,021</b>	<b>40,190</b>	<b>0</b>

## SECTION 3 CAPITAL EQUIPMENT

3.1 Capital Equipment <i>List Items Costing \$5,000+ (Include Funding Source)</i>	TOTAL PROJECT COSTS (1)	AAA FUNDED PROJECT COSTS (2)	OTHER	
			CASH	IN-KIND
	0			
	0			
	0			
<b>TOTAL CAPITAL EQUIPMENT BUDGET</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>GRAND TOTAL BUDGET (Sections 1.1 - 3.1)</b>	<b>106,873</b>	<b>23,000</b>	<b>83,873</b>	<b>0</b>



## SECTION 4 REVENUES

4.1 REVENUE SOURCES:	Total Project Funds	AAA Project Funding	Other		Committed Funds
			CASH	IN-KIND	
<b>Non-Match:</b>					
	0				
St. Mary's Center general fund	83,873		83,873		83,873
	0				
	0				
	0				
	0				
	0				
	0				
	0				
<b>Subtotal:</b>	<b>83,873</b>	<b>0</b>	<b>83,873</b>	<b>0</b>	<b>83,873</b>
<b>Match:</b>					
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Title III Client Donations (if applicable):					0
Title III Funds (if applicable):					0
County General Funds: Meas. A (15% Incre	23,000	23,000			
CBSP Funds (if applicable):					
<b>TOTAL FUNDS:</b>	<b>106,873</b>	<b>23,000</b>	<b>83,873</b>	<b>0</b>	<b>83,873</b>

## SECTION 5 DEDUCTIVE FORMULA (Title III Funded Programs Only)

	TOTAL
1.) TOTAL PROJECT BUDGET:	106,873
2.) {LESS} COUNTY GENERAL FUNDS:	0
3.) {LESS} OTHER NON-MATCH FUNDS:	83,873
4.) {EQUALS} MEASURE "A" BUDGET COST	23,000
5.) {LESS} TITLE III MATCH FUNDS (minimum of 0% of LINE 4)	0
6.) {LESS} TITLE III CLIENT DONATIONS:	0
7.) {EQUALS} MEASURE "A" FUNDS:	23,000

## Exhibit D

### Audit Requirements

The County contracts with various organizations to carry out programs mandated by the Federal and State governments or sponsored by the Board of Supervisors. Under the Single Audit Act Amendments of 1996 (31 U.S.C.A. §§ 7501-7507) and Board policy, the County has the responsibility to determine whether organizations receiving funds through the County have spent them in accordance with applicable laws, regulations, contract terms, and grant agreements. To this end, effective with the first fiscal year beginning on and after December 26, 2014, the following are required.

#### I. AUDIT REQUIREMENTS

##### A. Funds from Federal Sources:

1. Non-Federal entities which are determined to be subrecipients by the supervising department according to 2 CFR § 200.330 and which expend annual Federal awards in the amount specified in 2 CFR § 200.501 are required to have a single audit performed in accordance with 2 CFR § 200.514.
2. When a non-Federal entity expends annual Federal awards in the amount specified in 2 CFR § 200.501(a) under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or terms and conditions of the Federal award do not require a financial statement audit of the auditee, the non-Federal entity may elect to have a program-specific audit conducted in accordance with 2 CFR § 200.507 (Program Specific Audits).
3. Non-Federal entities which expend annual Federal awards less than the amount specified in 2 CFR § 200.501(d) are exempt from the single audit requirements for that year except that the County may require a limited-scope audit in accordance with 2 CFR § 200.503(c).

##### B. Funds from All Sources:

Non-Federal entities which expend annual funds from any source (Federal, State, County, etc.) through the County in an amount of:

1. \$100,000 or more must have a financial audit in accordance with the U.S. Comptroller General's Generally Accepted Government Auditing Standards (GAGAS) covering all County programs.
2. Less than \$100,000 are exempt from these audit requirements except as otherwise noted in the contract.

Non-Federal entities that are required to have or choose to do a single audit in accordance with 2 CFR Subpart F, Audit Requirements are not required to have a financial audit in the same year. However, Non-Federal entities that are required to have a financial audit may also be required to have a limited-scope audit in the same year.

C. General Requirements for All Audits:

1. All audits must be conducted in accordance with Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States (GAGAS).
2. All audits must be conducted annually, except for biennial audits authorized by 2 CFR § 200.504 and where specifically allowed otherwise by laws, regulations, or County policy.
3. The audit report must contain a separate schedule that identifies all funds received from or passed through the County that is covered by the audit. County programs must be identified by contract number, contract amount, contract period, and amount expended during the fiscal year by funding source. An exhibit number must be included when applicable.
4. If a funding source has more stringent and specific audit requirements, these requirements must prevail over those described above.

II. **AUDIT REPORTS**

A. For Single Audits

1. Within the earlier of 30 calendar days after receipt of the auditor's report or nine months after the end of the audit period, the auditee must electronically submit to the Federal Audit Clearinghouse (FAC) the data collection form described in 2 CFR § 200.512(b) and the reporting package described in 2 CFR § 200.512(c). The auditee and auditors must ensure that the reporting package does not include protected personally identifiable information. The FAC will make the reporting package and the data collection form available on a web site and all Federal agencies, pass-through entities and others interested in a reporting package and data collection form must obtain it by accessing the FAC. As required by 2 CFR § 200.512(a)(2), unless restricted by Federal statutes or regulations, the auditee must make copies available for public inspection.
2. A notice of the audit report issuance along with two copies of the management letter with its corresponding response should be sent to the County supervising department within ten calendar days after it is submitted to the FAC. The County supervising department is responsible for forwarding a copy of the audit report, management letter, and corresponding responses to the County Auditor within one week of receipt.

B. For Audits other than Single Audits

At least two copies of the audit report package, including all attachments and any management letter with its corresponding response, should be sent to the County supervising department within six months after the end of the audit year, or other time frame as specified by the department. The County supervising department is responsible for forwarding a copy of the audit report package to the County Auditor within one week of receipt.

### **III. AUDIT RESOLUTION**

Within 30 days of issuance of the audit report, the entity must submit to its County supervising department a corrective action plan consistent with 2 CFR § 200.511(c) to address each audit finding included in the current year auditor's report. Questioned costs and disallowed costs must be resolved according to procedures established by the County in the Contract Administration Manual. The County supervising department will follow up on the implementation of the corrective action plan as it pertains to County programs.

### **IV. ADDITIONAL AUDIT WORK**

The County, the State, or Federal agencies may conduct additional audits or reviews to carry out their regulatory responsibilities. To the extent possible, these audits and reviews will rely on the audit work already performed under the audit requirements listed above.

C03

## ALAMEDA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

*The following action was taken by the Alameda County Board of Supervisors on 12/16/2014*

Approved as Recommended ☒

Other ☐

Unanimous ☐ Chan: ☐ Haggerty: ☐ Miley: ☐ Valle: ☒ Carson: ☐ - 4

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Contract: C-2014-209

Resolution: R-2014-410F

Documents to be signed by Agency/Purchasing Agent:

File No. 29484

Item No. 4

Copies sent to:

J. Villafior & Auditor

### Special Notes:

FY 2014-2015 Older  
Americans Act and Older  
Californians Act Grant  
Agreement No. AP-1415-09,  
A01



I certify that the foregoing is a correct  
copy of a Minute Order adopted by the  
Board of Supervisors, Alameda County,  
State of California.

ATTEST:

Clerk of the Board  
Board of Supervisors

By: [Signature]

Deputy





Lori A. Cox  
Agency Director

Thomas L. Berkley Square  
2000 San Pablo Avenue, Fourth Floor  
Oakland, California 94612  
510-271-9100 / Fax: 510-271-9108  
[ssadirector@acgov.org](mailto:ssadirector@acgov.org)  
<http://alamedasocialservices.org>

November 6, 2014

Honorable Board of Supervisors  
Administration Building  
Oakland, California 94612

Dear Board Members:

**SUBJECT:** Approval of Area Plan Grant Agreement Amendment and Contract Amendments for services administered by the Area Agency on Aging.

**RECOMMENDATIONS:**

- A. Approve the FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1, between the California Department of Aging and County of Alameda, Area Agency on Aging and authorize the President to sign seven (7) Grant Agreements on behalf of Alameda County, each with an original signature, with a Minute Order authorizing execution of the contract.
- B. Approve the attached Financial Recommendation increasing revenue and appropriations by \$1,362,121.
- C. Approve contract increases totaling \$1,359,648 as detailed in attachment A, and delegate authority to the Social Services Director to sign the contract amendments, under the master contracting process.
- D. Approve a one-time allocation of Measure A Funds in the amount of \$15,000 to provide emergency senior support services.

**SUMMARY/DISCUSSION:**

This letter requests action by your Board to approve and execute Amendment 1 to the Older Americans Act (OAA) and Older Californians Act Grant Agreement issued by the California Department of Aging (CDA) for FY 2014/15.

This grant agreement, which provides an increase of \$408,288 in Special Nutrition (SN) and One-Time-Only (OTO) funds, allocates a total of \$5,879,694.00 to the Alameda County Area Agency on Aging (AAA). Your Board approved the original agreement, AP-1415-09, in the amount of \$5,471,406, on October 7, 2014 (File: 29356; Item: 4). The AAA will retain \$2,473 of the SN & OTO funds for its direct service Ombudsman program and allocate the remaining \$405,815 to its subcontractors as outlined in Attachment A.

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Agency Director

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SCSEP							
S O S Meals on Wheels	10756	12201	1,314,905.00	197,238	88,652	1,600,793.00	Title III C-2
Spanish Speaking Unity Council							
Senior Center Activities	10945	12413	21,599.86	3,770	345	25,714.86	Title III B
Spectrum Community Services							
Nutrition C-1	10921	12367	607,504.00	91,126	113,759	812,389.00	Title III C-1
Nutrition C-2	10922	12368	9,617.00	1,443	648	11,708.00	Title III C-2
Injury Prevention	10827	12276	10,630.00	1,595		12,225.00	SIPP
St. Mary's Center							
Visiting	10759	12180	21,057.00	4,213	685	25,955.00	Title III B
Injury Prevention	10859	12302	20,000.00	3,000		23,000.00	SIPP
Hospital Committee/ValleyCare Health Sys							
Nutrition C-2	11009	12452	440,063.00	86,009	29,670	535,742.00	Title III C-2
Vietnamese American Community Ctr							
Information & Assistance	10764	12185	14,378.00	2,877	488	17,723.00	Title III B
Senior Center Activities	10765	12186	16,189.00	3,234	526	19,928.00	Title III B
Nutrition C-1	10804	12258	53,964.00	8,095	10,105	72,164.00	Title III C-1
Total			5,893,368.48	953,833.00	405,815.00	7,253,016.48	

**COMMUNITY BASED ORGANIZATION**  
**Master Contract Exhibit A and B Coversheet**

Dept Name: SSA – Adult ,Aging & Medi-Cal Services Vendor ID #: 0000026831 Board PO #: Socsa-12452  
 Bus Unit: SOCSA Master Contract #: 900218 Procurement Contract #: 11009 Budget Year: 2015

Acct #	Fund #	Dept #	Program #	Subclass #	Project /Grant #	Amount to be Encumbered	Total Contract Amount
610341	10000	320200	33800			\$29670	\$364,788
610341	10000	320200	33000			\$0	\$84,424
610341	10000	320200	34700			\$66,009	\$86,530

Justification if partial encumbrance or liquidation requested:

Federal Funds Waiver#: F607

Contract Maximum: \$535,742.00

Procurement Contract Begin Date: 07/01/14 To: 06/30/15

Period of Funding: From: 07/01/14 To: 06/30/15

Department Contact: Tracy Murray Telephone: 510-577-1966 QIC Code: 24551

Contractor Name: Hospital Committee for Livermore (ValleyCare Health System)

Project Name: \_\_\_\_\_

Contractor Address: 1111 E. Stanley Blvd.

Livermore, CA 94550 ALCOLINK Vendor Address #: 1

Remittance Address: Same as above BOS Dist. # 1

Contractor Telephone: 925-416-3523 Fax#: 925-416-3523 E-mail(Signatory): twashing@valleycare.com

Contractor Contact Person: Tony Washington E-mail(contact): twashing@valleycare.com

Contract Service Category: Home-Delivered Meals C-2 Estimated Units of Service: See Exhibit A

Method of Reimbursement (Invoicing Procedures): Actual costs in arrears

History of Funding:	Original	Amendment #1	Amendment #2	Amendment #3	Amendment #4
Funding Level	\$440,063	\$535,742.00			
Amount of Encumbrance	\$440,063	\$95679			
File Date	6/24/14	12/16/14			
File / Item #	29358-5	29484-4			
Reason	Board Action	Board Action			

Funding Source Allocation:	Federal / CFDA # (93.045)/93.053)	State Special Funds	State	County Funds
	\$364,788/ \$84,424			\$86,530

The signatures below signify that the attached Exhibits A and B have been reviewed, negotiated and finalized. The Contractor also signifies agreement with all provisions of the Master Contract.

**DEPARTMENT**

By [Signature]  
 Signature

Print Name: Lori A. Cox  
 Title: Social Services Agency Director

Date: 02/26/15

**CONTRACTOR**

By [Signature]  
 Signature

Print Name: Tony Washington  
 Title: Food and Nutrition Director  
 Hospital Committee for Livermore (ValleyCare Health System)

Date: 2-11-15

**CONTRACT AMENDMENT**

Reference is made to that Contract made and entered into on the 1st day of July, 2014, by and between Hospital Committee for Livermore (ValleyCare Health Systems), herein called and referred to as "Contractor" and the COUNTY OF ALAMEDA, a body corporate and politic of the State of California, hereinafter called and referred to as "County".

Said contract is hereby amended in the following manner:

**CONTRACT FOR HOME DELIVERED MEALS**

**EXHIBIT A:**

**No changes to Exhibit A.**

**EXHIBIT B:**

**One Time Only Funds:** The One Time Only allocation of \$29,670 will be used to support over served meals during the period July 1, 2014 to June 30, 2015. This funds shall pay for the 6777 meals over served by Life ElderCare, and 3546 meals by Spectrum Community Services, as of Dec 31, 2014.

**County General Funds:** The County funded dollar amount is \$66,009. The amount of \$6,009 will be used to fund baseline operations during the period of July 1, 2014 through June 30, 2015. The amount of \$6000 will be used to support the 6777 meals over served by Life ElderCare, and 3546 meals by Spectrum Community Services, as of Dec 31, 2014.

The amended budgets are attached which increases the allocation by \$95,679 for a total allocation of \$535,742.00.

Except as herein amended, said Contract is continued in full force and effect.

The Contract Amendment is effective as of the 16th day of December 2014.

**COUNTY OF ALAMEDA**

By   
Lori A. Cox

Title: Social Services Agency Director

Date: 02/26/15

**CONTRACTOR**

Hospital for Committee for Livermore/Valley  
1111 E. Stanley Blvd.,  
Livermore, CA 94550

By   
Tony Washington Authorized Signature of Contractor

Title: Food and Nutrition Director

Date: 2-11-15



**APPENDIX II – PROGRAM BUDGET**

Master Contract #:

**ALAMEDA COUNTY AREA AGENCY ON AGING CONTRACT BUDGET**

Budget Effective Date: 07/01/2014      Revision No.: \_\_\_\_\_

Date Prepared: 2/9/2015

Contractor: ValleyCare Health System

Contract Term: 7/1/14-6/30/15

MIS Program: Home Delivered Nutrition - C-2

Provider No.:

114899

<b>HOME DELIVERED MEALS (C-2) NUTRITION BUDGET SUMMARY</b>					<b>8</b>
		<b>TOTAL C-2 BUDGET</b>	<b>AAA FUNDED</b>	<b>CASH BUDGET</b>	<b>IN-KIND BUDGET</b>
<b>SALARY AND EMPLOYMENT BENEFITS</b>	FOOD PRODUCTION	158,125	154,797		3,328
	PACK-OUT	82,622	82,622		
	MEAL DELIVERY/ PROG.ADMIN	0		0	
	<b>SUBTOTAL</b>	240,747	237,419	0	3,328
<b>NUTRITION EDUCATION</b>	PROGRAM ADMIN/DELIVERY	1,387	0	0	1,387
<b>NUTRITION CONSULTING</b>	PROGRAM ADMIN/DELIVERY	0	0	0	0
<b>CONSULTANTS</b>	FOOD PRODUCTION	0			
	PACK-OUT	0			
	MEAL DELIVERY/ PROG.ADMIN	0			
	<b>SUBTOTAL</b>	0	0	0	0
<b>TRAVEL&amp;TRAINING</b>	FOOD PRODUCTION	2,250			2,250
	PACK-OUT	0			
	MEAL DELIVERY/ PROG.ADMIN	0			
	<b>SUBTOTAL</b>	2,250	0	0	2,250
<b>EQUIPMENT</b>	FOOD PRODUCTION	5,000			5,000
	PACK-OUT	0			
	MEAL DELIVERY/ PROG.ADMIN	0			
	<b>SUBTOTAL</b>	5,000	0	0	5,000
<b>CATERED FOOD</b>	FOOD PRODUCTION	0	0	0	0
<b>RAW FOOD</b>	FOOD PRODUCTION	241,288	238,314	0	2,974
<b>ALL OTHER COSTS</b>	FOOD PRODUCTION	50,379	21,377		29,002
	PACK-OUT	38,632	38,632	0	0
	MEAL DELIVERY/ PROG.ADMIN	0		0	
	<b>SUBTOTAL</b>	89,011	60,009	0	29,002
<b>TOTAL COSTS</b>	FOOD PRODUCTION	457,042	393,111	0	42,554
	PACK-OUT	121,254	121,254	0	0
	MEAL DELIVERY/ PROG.ADMIN	1,387	0	0	1,387
<b>GRAND TOTAL (C-2):</b>		<b>579,683</b>	<b>535,742</b>	<b>0</b>	<b>43,941</b>

SECTION 1: SALARY AND EMPLOYMENT BENEFITS

TOTAL NUTRITION PROJECT 1.1 PAID STAFF List # pos., wages, % FTE	C-2 PROGRAM		F U N C T I O N S			FUNDING SOURCE		
	% Time	Salary	Food Production	Meal Packout	Meal Delivery ogram Adm	AAA	Cash	In-Kind
Director, \$70/hr, 1FTE	10.00%	14,560	10,000	4,560		14,560		
Dietary Manager, \$45.90/hr .30 FTE	30.00%	28,642	19,062	9,580		28,642		
MOW dietitian, 40.79/hr .10 FTE	100.00%	16,931	16,931			16,931		
Cook, \$27.00/hr 1 FTE	100.00%	56,160	34,570	21,590		56,160		
Food Service Worker \$20.52/hr 1.6 FTE	160.00%	68,291	39,472	28,819		68,291		
<b>SUBTOTAL:</b>		184,583	120,035	64,548	0	184,583	0	0
vvvvv				184,583				184,583

1.2 TAXES AND BENEFITS

FICA		0						
SUI		0						
Vision		1152	1152			1152		
Health Insurance		0						
Workers Comp		0						
Other		51683.3	33609.86	18073.4848		51683.34		
		0						
<b>SUBTOTAL</b>		52835.3	34761.86	18073.4848	0	52835.34	0	0
			52835.34					

SECTION 1 (Continued)

TOTAL NUTRITION PROJECT 1.3 IN-KIND STAFF/VOLUNTEERS List # pos., % FTE, pay equivalent	C-2 PROGRAM		F U N C T I O N S			FUNDING SOURCE		
	% Time	Salary	Food Production	Meal Salary	Meal Delivery Program Admin	AAA	Cash	In-Kind
Volunteers, \$ 8.00/hr		3,328	3,328					3,328
SUBTOTAL:			3,328	0	0	0	0	3,328
TOTAL: (Sec. 1.1, 1.2, 1.3)		240,747	158,125	82,622	0	237,419	0	3,328

SECTION 2: NUTRITION EDUCATION

MOW dietitian, \$40.79/hr		1,387						1,387
SUBTOTAL:		1,387	0	0	0	0	0	1,387

SECTION 3: NUTRITION CONSULTING

		0						0
SUBTOTAL:		0	0	0	0	0	0	0

SECTION 4: CONSULTANTS

SUBTOTAL:		0	0	0	0	0	0	0

SECTION 5: TRAVEL AND TRAINING

500 miles@ \$.50/mile education seminar			250 2,000					250 2,000
SUBTOTAL:		0	2,250	0	0	0	0	2,250

SECTION 6: EQUIPMENT COSTS

6.1 CAPITAL EQUIPMENT

(List each item \$500 or more)

			5,000					5,000
SUBTOTAL			5,000	0	0	0	0	5,000

6.2 MINOR EQUIPMENT

Minor equipment			0					0
SUBTOTAL			0	0	0	0	0	0

SECTION 6 SUBTOTAL			5,000	0	0	0	0	5,000
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## APPENDIX II – PROGRAM BUDGET

### SECTION 7: FOOD COSTS

#### 7.1 CATERED FOOD COSTS

Meals Per Day	Serving Days Per Year	Total Meals Per Year	Cost Per Meal	Total Cost		FUNDING SOURCE		
						AAA	Cash	In-Kind
				0				
<b>SUBTOTAL:</b>		0	0	0		0	0	0

#### 7.2 RAW FOOD COSTS

Meals Per Day	Serving Days Per Year	Total Meals Per Year	Cost Per Meal	Total Cost		FUNDING SOURCE		
						AAA	Cash	In-Kind
313	365	114,899	\$2.10	241,288		144,436	0	2,974
(OTO \$29670: CGF \$6000 )	approximately	9287	3.83			35670		
NSIP						58,208		
<b>SUBTOTAL:</b>		124,186	6	241,288		238,314	0	2,974

### SECTION 8: ALL OTHER COSTS

#### 8.1 FOOD SERVICE

FOOD SERVICE SUPPLIES	TOTAL COST	C-2 PROGRAM		FUNCTIONS			FUNDING SOURCE		
		% Cost	Cost	Food Production	Meal Packout	Meal Delivery Program Admin	AAA	Cash	In-Kind
food package containers (CGF: \$33632)	33,632	100.00%	33,632		33,632		33,632	0	
<b>SUBTOTAL:</b>	33,632		33,632	0	33,632	0	33,632	0	0

#### 8.2 VEHICLE

			0						
<b>SUBTOTAL:</b>			0	0	0	0	0	0	0

#### 8.3 BUILDING SPACE

Kitchen and office space	15,000			15,000					15,000
<b>SUBTOTAL:</b>	15,000		0	15,000	0	0	0	0	15,000



# APPENDIX II – PROGRAM BUDGET

## SECTION 8: ALL OTHER COSTS (cont.)

### 8.4 OTHER BUDGET COSTS

TOTAL NUT PROJECT Description of Cost Category	TOTAL COST	C-2 PROGRAM		F U N C T I O N S			FUNDING SOURCE		
		% Cost	Cost	Food Production	Meal Packout	Meal Delivery Program Admin	AAA	Cash	In-Kind
phone, computer	946			946					946
equipment repair (CGF:9723)	12,270			12,270			9,723		2,547
water, PG&E (CGF: 16654)	16,654			11,654	5,000		16,654		0
Other employee benefit	3,807			3,807					3,807
Building depreciation	6,702			6,702					6,702
<b>SUBTOTAL:</b>	<b>40,379</b>		<b>0</b>	<b>35,379</b>	<b>5,000</b>	<b>0</b>	<b>26,377</b>	<b>0</b>	<b>14,002</b>
<b>TOTAL: (8.1 - 8.4)</b>	<b>89,011</b>		<b>33,632</b>	<b>50,379</b>	<b>38,632</b>	<b>0</b>	<b>60,009</b>	<b>0</b>	<b>29,002</b>

89,011



## APPENDIX II – PROGRAM BUDGET

### SECTION 8 REVENUES C-2

8.1 REVENUE SOURCES	BUDGET	AAA FUNDS	CASH	IN-KIND
Non-Match:				
ValleyCare Health System			0	
Subtotal:	0	0	0	0
Match:				
ValleyCare HealthSystem	43,941			43,941
Subtotal:	43,941	0	0	43,941
NSIP	84,424	84,424		
Title III Client Donations:	0			
Title III Funds: (OTO \$29670)	364,788	364,788		
County General Funds: (\$66009)	86,530	86,530		
Other	0			
<b>TOTAL FUNDS:</b>	<b>579,683</b>	<b>535,742</b>	<b>0</b>	<b>43,941</b>

579,683  
1947

### SECTION 9: DEDUCTIVE FORMULA

	TOTAL
1.) TOTAL PROJECT BUDGET:	579,683
2.) {LESS} COUNTY GENERAL FUNDS: (Not Applicable for RFP)	86,530
3.) {LESS} N.S.I.P. (Not Applicable for RFP)	84,424
4.) {LESS} OTHER NON-MATCH FUNDS:	0
5.) {EQUALS} T-3 BUDGET COSTS TO BE MATCHED:	408,729
6.) {LESS} T-3 MATCH FUNDS: [at least 10% OF LINE 5]	43,941
7.) {LESS} TITLE III CLIENT DONATIONS:	0
8.) {EQUALS} EARNED TITLE III FUNDS:	364,788

Line 3 (NSIP) + line 8 (Title III Funds) 535,742

<b>TOTAL NSIP ELIGIBLE MEALS CONTRACTED</b>	<b>114,899</b>
---------------------------------------------	----------------

## **Exhibit D**

### **Audit Requirements**

The County contracts with various organizations to carry out programs mandated by the Federal and State governments or sponsored by the Board of Supervisors. Under the Single Audit Act Amendments of 1996 (31 U.S.C.A. §§ 7501-7507) and Board policy, the County has the responsibility to determine whether organizations receiving funds through the County have spent them in accordance with applicable laws, regulations, contract terms, and grant agreements. To this end, effective with the first fiscal year beginning on and after December 26, 2014, the following are required.

#### **I. AUDIT REQUIREMENTS**

##### **A. Funds from Federal Sources:**

1. Non-Federal entities which are determined to be subrecipients by the supervising department according to 2 CFR § 200.330 and which expend annual Federal awards in the amount specified in 2 CFR § 200.501 are required to have a single audit performed in accordance with 2 CFR § 200.514.
2. When a non-Federal entity expends annual Federal awards in the amount specified in 2 CFR § 200.501(a) under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or terms and conditions of the Federal award do not require a financial statement audit of the auditee, the non-Federal entity may elect to have a program-specific audit conducted in accordance with 2 CFR § 200.507 (Program Specific Audits).
3. Non-Federal entities which expend annual Federal awards less than the amount specified in 2 CFR § 200.501(d) are exempt from the single audit requirements for that year except that the County may require a limited-scope audit in accordance with 2 CFR § 200.503(c).

##### **B. Funds from All Sources:**

Non-Federal entities which expend annual funds from any source (Federal, State, County, etc.) through the County in an amount of:

1. \$100,000 or more must have a financial audit in accordance with the U.S. Comptroller General's Generally Accepted Government Auditing Standards (GAGAS) covering all County programs.
2. Less than \$100,000 are exempt from these audit requirements except as otherwise noted in the contract.

Non-Federal entities that are required to have or choose to do a single audit in accordance with 2 CFR Subpart F, Audit Requirements are not required to have a financial audit in the same year. However, Non-Federal entities that are required to have a financial audit may also be required to have a limited-scope audit in the same year.

C. General Requirements for All Audits:

1. All audits must be conducted in accordance with Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States (GAGAS).
2. All audits must be conducted annually, except for biennial audits authorized by 2 CFR § 200.504 and where specifically allowed otherwise by laws, regulations, or County policy.
3. The audit report must contain a separate schedule that identifies all funds received from or passed through the County that is covered by the audit. County programs must be identified by contract number, contract amount, contract period, and amount expended during the fiscal year by funding source. An exhibit number must be included when applicable.
4. If a funding source has more stringent and specific audit requirements, these requirements must prevail over those described above.

**II. AUDIT REPORTS**

A. For Single Audits

1. Within the earlier of 30 calendar days after receipt of the auditor's report or nine months after the end of the audit period, the auditee must electronically submit to the Federal Audit Clearinghouse (FAC) the data collection form described in 2 CFR § 200.512(b) and the reporting package described in 2 CFR § 200.512(c). The auditee and auditors must ensure that the reporting package does not include protected personally identifiable information. The FAC will make the reporting package and the data collection form available on a web site and all Federal agencies, pass-through entities and others interested in a reporting package and data collection form must obtain it by accessing the FAC. As required by 2 CFR § 200.512(a)(2), unless restricted by Federal statutes or regulations, the auditee must make copies available for public inspection.
2. A notice of the audit report issuance along with two copies of the management letter with its corresponding response should be sent to the County supervising department within ten calendar days after it is submitted to the FAC. The County supervising department is responsible for forwarding a copy of the audit report, management letter, and corresponding responses to the County Auditor within one week of receipt.

B. For Audits other than Single Audits

At least two copies of the audit report package, including all attachments and any management letter with its corresponding response, should be sent to the County supervising department within six months after the end of the audit year, or other time frame as specified by the department. The County supervising department is responsible for forwarding a copy of the audit report package to the County Auditor within one week of receipt.

### **III. AUDIT RESOLUTION**

Within 30 days of issuance of the audit report, the entity must submit to its County supervising department a corrective action plan consistent with 2 CFR § 200.511(c) to address each audit finding included in the current year auditor's report. Questioned costs and disallowed costs must be resolved according to procedures established by the County in the Contract Administration Manual. The County supervising department will follow up on the implementation of the corrective action plan as it pertains to County programs.

### **IV. ADDITIONAL AUDIT WORK**

The County, the State, or Federal agencies may conduct additional audits or reviews to carry out their regulatory responsibilities. To the extent possible, these audits and reviews will rely on the audit work already performed under the audit requirements listed above.

CAB

# ALAMEDA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

*The following action was taken by the Alameda County Board of Supervisors on 12/16/2014*

Approved as Recommended ☒

Other ☐

Unanimous ☐ Chan: ☐ Haggerty: ☐ Miley: ☐ Valle: ☒ Carson: ☐ - ☐ 4

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Contract: C-2014-209  
Resolution: R-2014-410F

Documents to be signed by Agency/Purchasing Agent:

File No. 29484

Item No. 4

Copies sent to:

J. Villaflor & Auditor

## Special Notes:

FY 2014-2015 Older  
Americans Act and Older  
Californians Act Grant  
Agreement No. AP-1415-09,  
A01



I certify that the foregoing is a correct  
copy of a Minute Order adopted by the  
Board of Supervisors, Alameda County,  
State of California.

ATTEST:

Clerk of the Board  
Board of Supervisors

By: [Signature]

Deputy





Lori A. Cox  
Agency Director

Thomas L. Berkley Square  
2000 San Pablo Avenue, Fourth Floor  
Oakland, California 94612  
510-271-9100 / Fax: 510-271-9108  
[ssadirector@acgov.org](mailto:ssadirector@acgov.org)  
<http://alamedasocialservices.org>

November 6, 2014

Honorable Board of Supervisors  
Administration Building  
Oakland, California 94612

Dear Board Members:

**SUBJECT:** Approval of Area Plan Grant Agreement Amendment and Contract Amendments for services administered by the Area Agency on Aging

**RECOMMENDATIONS:**

- A. Approve the FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1, between the California Department of Aging and County of Alameda, Area Agency on Aging and authorize the President to sign seven (7) Grant Agreements on behalf of Alameda County, each with an original signature, with a Minute Order authorizing execution of the contract.
- B. Approve the attached Financial Recommendation increasing revenue and appropriations by \$1,362,121.
- C. Approve contract increases totaling \$1,359,648 as detailed in attachment A, and delegate authority to the Social Services Director to sign the contract amendments, under the master contracting process.
- D. Approve a one-time allocation of Measure A Funds in the amount of \$15,000 to provide emergency senior support services.

**SUMMARY/DISCUSSION:**

This letter requests action by your Board to approve and execute Amendment 1 to the Older Americans Act (OAA) and Older Californians Act Grant Agreement issued by the California Department of Aging (CDA) for FY 2014/15.

This grant agreement, which provides an increase of \$408,288 in Special Nutrition (SN) and One-Time-Only (OTO) funds, allocates a total of \$5,879,694.00 to the Alameda County Area Agency on Aging (AAA). Your Board approved the original agreement, AP-1415-09, in the amount of \$5,471,406, on October 7, 2014 (File: 29356; Item: 4). The AAA will retain \$2,473 of the SN & OTO funds for its direct service Ombudsman program and allocate the remaining \$405,815 to its subcontractors as outlined in Attachment A.

Your Board directed that the Social Services Agency (SSA) and Health Care Services Agency (HCSA) collaborate to develop a Countywide plan for seniors. SSA is implementing a strategy that includes three key items: 1) provide one-time emergency funding to support the infrastructure of senior service providers; 2) develop a plan for delivery of technical assistance & capacity building for senior services providers; and 3) develop a Countywide plan for seniors. Attachment A includes emergency funding of \$953,833, which includes a 15% (\$884,012) increase in senior service contracts and \$69,821 to backfill a gap caused by federal sequestration cuts. Please note that the HCSA is providing \$15,000 of the funding from Measure A so that Senior Injury Prevention Program contracts managed by the AAA will also receive emergency funding.

County Counsel has approved this amended grant agreement as to form.

#### SELECTION CRITERIA/PROCESS:

*The subcontractors receiving funds under this grant agreement were selected based on recommendations resulting from the 2014-2018 requests for proposals completed by the Alameda County Area Agency on Aging and the Advisory Commission on Aging. The Commission's recommendations for funding from the RFP were approved by your Board on June 24, 2014 (File #29358, Item 5).*

#### FUNDING

Financing will come from the SSA budget and federal OTO funds awarded to Alameda County by the CDA through this grant agreement amendment for FY 2014-2015. An additional \$15,000 in funding comes from the Measure A reserve. Approval of these recommendations will bring the total amount of Measure A one-time expenditures that exceed the Fiscal Year 2014-2015 Budget to \$3,879,000. The Measure A expenses will be transferred to the Public Health Department at year end. The subcontractors receiving OAA and OCA funds will meet all match requirements.

Sincerely,



Lori A. Cox  
Agency Director

- Att: 1) Seven Original FY 2014-20145 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1 documents for Board President signature.  
2) Attachment A  
3) Financial Recommendation

## TITLE III/IV, HICAP, MIPPA, FA, TV and SIPP

320200

Period 07/01/14-06/30/15

CONTRACTOR	PC #	PO #	Initial Contract Amount	15% Increase & Sequestration	OTO & Special Nutrition	Amended Contract Amount	Fund Source
African Elderly Association	10855	12300	34,521.00	5,178	6,465	46,164.00	Title III C-1
Disease Prevention	10856	12301	27,471.00	5,752	1,161	34,384.00	Title III D
Alzheimer's Association of Northern CA	10874	12339	30,459.00	5,772	1,865	38,096.00	Title III E
Alzheimer's Services of the East Bay	10820	12268	91,407.00	18,286	2,975	112,668.00	Title III B
Adult Day Care	10762	12184	42,017.00	7,963	2,573	52,553.00	Title III E
Caregiver Support	11006	12449	110,432.70	20,939	2,844	134,215.70	Title III B
Bay Area Community Services (BACS)	11019	12475	189,967.00	31,004	1,631	222,602.00	Title III B
Adult Day Care - North & South	10854	12299	25,095.06	3,764		28,859.06	CGF
Case Management	10918	12365	18,808.80	2,821		21,629.80	CGF
City of Alameda	10826	12275	28,957.00	5,488	1,773	36,218.00	Title III E
Senior Center Activities	10801	12202	41,888.96	6,280		48,148.96	CGF
City of Berkeley	10786	12190	27,233.00	4,085	5,100	36,418.00	Title III C-1
Caregiver Support	10787	12191	30,768.00	4,615	2,073	37,456.00	Title III C-2
Information & Assistance	10824	12274	22,572.00	4,516	734	27,822.00	Title III B
City of Emeryville	10829	12280	23,770.08	3,566		27,336.08	CGF
Senior Center Activities	10935	12389	67,960.00	12,879	4,161	85,000.00	Title III E
City of Fremont	10934	12382	55,287.06	8,293		63,580.06	CGF
Caregiver Support	10860	12303	45,082.00	8,268	979	54,329.00	Title III B
MSSP	10933	12381	10,591.00	2,119	345	13,055.00	Title III B
Case Management	10831	12337	42,859.38	6,429		49,288.38	CGF
Information & Assistance	10757	12179	10,026.00	2,006	326	12,358.00	Title III B
City of Oakland	10929	12376	123,817.00	23,465	7,581	154,863.00	Title III E
Senior Center Activities	10930	12377	17,079.00	2,562		19,641.00	SIPP
Crisis Support Services	11034	12494	10,326.00	2,066	336	12,728.00	Title III B
Visiting						0.00	
Day Break Adult Center/ADSNAC							
Caregiver Support							
Injury Prevention							
East Bay Korean American Sr. Svc Ctr							
Senior Center Activities							

CONTRACTOR	PC #	PO #	Initial Contract Amount	15% Increase & Sequestration	OTO & Special Nutrition	Amended Contract Amount	Fund Source
Nutrition C-1	11033	12493	64,757.00	9,714	12,126	86,597.00	Title III C-1
Ethiopian Community Family Caregiver Support	11008	12451	10,318.00	1,956	632	12,906.00	Title III E
Family Bridges Information & Assistance	10875	12340	15,897.00	3,181	517	19,595.00	Title III B
Senior Center Activities	10979	12427	26,246.00	5,251	854	32,351.00	Title III B
Visiting	10802	12255	13,036.00	2,607	424	16,067.00	Title III B
Family Caregiver Alliance Caregiver Support	10760	12181	95,553.00	18,108	5,850	119,511.00	Title III E
Family Support Services of the BA Caregiver Support	10761	12183	51,260.00	9,714	3,138	64,112.00	Title III E
Hayward Area Recreation & Park District Senior Center Activities	10912	12358	24,100.56	3,615		27,715.56	CGF
J-Sel Case Management	10819	12267	10,432.00	2,087	339	12,858.00	Title III B
Visiting	10818	12266	8,021.00	1,604	261	9,886.00	Title III B
Nutrition C-2	10807	12260	28,322.00	4,248	1,910	34,480.00	Title III C-2
Korean Community Center of the East Bay Information & Assistance	11017	12474	16,751.00	3,351	545	20,647.00	Title III B
Life ElderCare	10771	12188	29,078.00	5,817	946	35,841.00	Title III B
Visiting	10769	12187	10,326.00	2,066	336	12,728.00	Title III B
Visiting - Lavender	10937	12390	49,211.00	7,382	3,318	59,911.00	Title III C-2
Nutrition C-2	10978	12426	25,291.00	3,794		29,085.00	SIPP
Injury Prevention							
Legal Assistance for Seniors	10876	12324	19,356.00	3,647	201	23,204.00	Title VIb
Elder Abuse Prevention	10877	12325	11,908.00	1,786		13,694.00	MIPPA
MIPPA	10928	12396	36,942.00	5,541		42,483.00	FA
Financial alignment	10871	12321	346,274.00	57,263	3,460	406,997.00	Title III B
Legal Services	10872	12322	393,995.00	59,098		453,094.00	HICAP
HICAP							
Lifelong Medical Care	10913	12359	36,699.00	7,342	1,194	45,235.00	Title III B
Health Services	10913	12359	27,471.00	5,752	1,162	34,385.00	Title III D
Disease Prevention							
Jan Speer dba Nutrition Solutions	10331	12327	182,248.00	27,337	34,127	243,712.00	Title III C-1
Nutrition C-1	10331	12327	205,831.00	30,875	13,878	250,584.00	Title III C-2
Nutrition C-2							
On Lok Senior Health Services	10334	12350	25,795.00	4,888	1,579	32,262.00	Title III E
Family Caregiver Support							
Open Heart Kitchen	10822	12273	132,303.00	19,845	24,774	176,922.00	Title III C-1
Nutrition C-1							
Rebuilding Together Oakland	10828	12279	10,000.00	1,500		11,500.00	SIPP
Injury Prevention							
Senior Support Services of the Tri Valley	10911	12402	27,471.00	5,752	1,162	34,385.00	Title III D
Disease Prevention	10910	12401	40,375.00	7,651	2,472	50,498.00	Title III E
Caregiver Support							



**COMMUNITY BASED ORGANIZATION  
MASTER CONTRACT EXHIBIT A & B COVERSHEET**

Dept Name: SSA – Adult, Aging & Medi-Cal Vendor ID #: 29246 Board PO #: 12493

Bus Unit: SOCSA Master Contract #: 900169 Procurement Contract #: 11033 Budget Year: 2015

Acct #	Fund #	Dept #	Program #	Subclass #	Project / Grant #	Amount to be Encumbered	Total Contract Amount
610341	10000	320200	33700			\$12,126	\$ 68,580
610341	10000	320200	33000				\$ 8,303
610341	10000	320200	34700			\$ 9,714	\$ 9,714

Justification if partial encumbrance or liquidation requested: \_\_\_\_\_

Federal Funds Waiver #: F607 Contract Maximum: \$86,597

Procurement Contract Begin Date: 07/01/14 Expire Date: 06/30/15 Period of Funding From: 07/01/14 To: 06/30/15

Department Contact: Tracy Murray Telephone #: 510-577-1966 QIC Code: 24551

Contractor Name: East Bay Korean American Senior Services Center

Project Name: \_\_\_\_\_

Contractor Address: 1723 Telegraph Avenue Oakland, CA 94612

Remittance Address: Same as above ALCOLINK Vendor Address #: 1

BOS Dist. #: 5

Contractor Telephone #: 510-763-1879 Fax #: 510-763-8878 E-mail (Signatory): jkimselby@gmail.com

Contractor Contact Person: Joanna Kim-Selby E-mail (Contact): jkimselby@gmail.com

Contract Service Category: Congregate Nutrition & NSIP Estimated Units of Service: See Exhibit A

Method of Reimbursement (Invoicing Procedures): Actual costs in arrears

History of Funding:	Original	Amendment #1	Amendment #2	Amendment #3	Amendment #4
Funding Level	\$64,757	\$86,597			
Amount of Encumbrance	\$64,757	\$21,840			
File Date	06/24/14	12/16/14			
File / Item #	29538 / 5	29484 / 4			
Reason	Board Action	Board Action			

Funding Source Allocation:	Federal - CFDA #: (93.045, 93.053)	State-Special Nutrition	County
	\$ 73,015	\$ 3,868	\$ 9,714

The signatures below signify that the attached Exhibits A and B have been received, negotiated and finalized. The Contractor also signifies agreement with all provisions of the Master Contract.

**DEPARTMENT**

By  \_\_\_\_\_  
Signature

**Lori A. Cox**

Print or Type Name

Title **Social Services Agency Director**

Date 02/26/15

**CONTRACTOR**

By  \_\_\_\_\_  
Signature

**Joanna Kim-Selby**

Print or Type Name

Title **Executive Director**

Date 1/12/15

By \_\_\_\_\_  
Signature

Print or Type Name

Title

Date



Reference: Master Contract #: 900169

Procurement #: 11033

**CONTRACT AMENDMENT**

Reference is made to that Contract made and entered into on the 1st day of July 2014, by and between East Bay Korean American Senior Services Center, herein called and referred to as "Contractor" and the COUNTY OF ALAMEDA, a body corporate and politic of the State of California, hereinafter called and referred to as "County".

Said contract is hereby amended in the following manner:

**CONTRACT FOR CONTRACT FOR CONGREGATE NUTRITION SERVICES / NSIP**

**EXHIBIT A:**

**Section II. B. 5. One-Time-Only Objective:** A one-time-only allocation of \$12,126 will be used to purchase a computer, printer, food warmers, replacement stoves, and a used van during the period July 1, 2014 through June 30, 2015.

**Section II. B. 6. Baseline Operations Objective:** A one-time-only allocation of \$9,714 will be used to support baseline operations during the period July 1, 2014 through June 30, 2015.

**EXHIBIT B:**

The amended budget is attached, which increases the allocation by **\$21,840** for a total allocation of **\$86,597**.

Except as herein amended, said Contract is continued in full force and effect.

The Contract Amendment is effective as of the 16th day of December 2014.

**COUNTY OF ALAMEDA**

**CONTRACTOR**

East Bay Korean American Senior Center  
1723 Telegraph Ave  
Oakland, CA 94612

By   
Lori A. Cox

By   
Authorized Signature of Contractor

Title: Social Services Agency Director

Title: Executive Director

Date: 02/26/15

Date: 2/11/2015

## B. MIS Units of Service

Contractor shall perform the following units of service during this contract period in a manner that distributes them reasonably and evenly over the months of the contract.

1. Services shall be targeted to persons 60 years and older as follows:
  - 31 % aged 75 and older
  - 20 in greatest economic need
  - 36 % functionally impaired
  - 48 % minorities
2. Services shall be provided to a minimum of one hundred eighty-nine (189) New (Unduplicated) Seniors during this contract period.
3. A minimum of thirteen thousand eight hundred sixty-seven (13,867) NSIP eligible congregate meals shall be served during the contract period.
4. A minimum of four (4) sessions (one (1) session per quarter) of Nutrition Safety and Sanitation Education shall be provided to two hundred twenty-two (222) duplicated seniors during this contract period. The number of sessions held and participant attendance count will be reported monthly on the AAA 186.
5. **One-Time-Only Objective:** A one-time-only allocation of \$12,126 will be used to purchase a computer, printer, food warmers, replacement stoves, and a used van during the period July 1, 2014 through June 30, 2015.
6. **Baseline Operations Objective:** A one-time-only allocation of \$9,714 will be used to support baseline operations during the period July 1, 2014 through June 30, 2015.

MIS PROGRAM NUMBER	# OF CLIENTS TO BE SERVED ANNUALLY	SERVICE UNIT NAME	MIS UNIT #	NUMBER OF UNITS TO BE PROVIDED	
				ANNUALLY	MONTHLY (approx.)
04	224	Meals C-1	51	16,463	1.372
12		Nutrition Education	52	263	22

## C. Definitions

**Client:** An individual 60 years of age and older who receives service through the terms of this contract as of July 1 of the contract year, including those previously served as well as those never before served by the agency. For reporting purposes, each senior receiving services related to this grant is counted only once during the contract year.

**EXHIBIT B**  
**ALAMEDA COUNTY AREA AGENCY ON AGING CONTRACT BUDGET**

Budget Effective Date: 07/01/2014

Rev. 1

Date Prepared:

7/12/2014 0:00

Contractor: East Bay Korean Senior Citizens, Inc.

Contract Term:

7/1/2014 - 6/30/2015

MIS Program: Congregate Nutrition

Vendor No.:

29246

**CONGREGATE NUTRITION (C1) BUDGET SUMMARY**

		TOTAL C-1 BUDGET	AAA FUNDED	CASH BUDGET	IN-KIND BUDGET
<b>SALARY AND EMPLOYMENT BENEFITS</b>	FOOD PRODUCTION	145,952	15,952		130,000
	PACK-OUT	0			
	MEAL DELIVERY/ PROG.ADMIN	5,462		5,462	0
	SUBTOTAL	151,414	15,952	5,462	130,000
<b>NUTRITION EDUCATION</b>	PROGRAM ADMIN/DELIVERY	400	0	400	0
<b>NUTRITION CONSULTING</b>	PROGRAM ADMIN/DELIVERY	0	0	0	0
<b>CONSULTANTS</b>	FOOD PRODUCTION	0			
	PACK-OUT	0			
	MEAL DELIVERY/ PROG.ADMIN	0			
	SUBTOTAL	0	0	0	0
<b>TRAVEL&amp;TRAINING</b>	FOOD PRODUCTION	0			
	PACK-OUT	0			
	MEAL DELIVERY/ PROG.ADMIN	500		500	
	SUBTOTAL	500	0	500	0
<b>EQUIPMENT</b>	FOOD PRODUCTION	2,500	2,000	500	
	PACK-OUT	0			
	MEAL DELIVERY/ PROG.ADMIN	100		100	
	SUBTOTAL	2,600	2,000	600	0
<b>CATERED FOOD</b>	FOOD PRODUCTION	20,000	19,000	0	1,000
<b>RAW FOOD</b>	FOOD PRODUCTION	24,868	23,868	0	1,000
<b>ALL OTHER COSTS</b>	FOOD PRODUCTION	0			
	PACK-OUT	0			
	MEAL DELIVERY/ PROG.ADMIN	33,891	25,777	6,614	1,500
	SUBTOTAL	33,891	25,777	6,614	1,500
<b>TOTAL COSTS</b>	FOOD PRODUCTION	193,320	60,820	500	132,000
	PACK-OUT	0	0	0	0
	MEAL DELIVERY/ PROG.ADMIN	40,353	25,777	13,076	1,500
<b>GRAND TOTAL (C-1):</b>		233,673	86,597	13,576	133,500

ALL TAXES AND BENEFITS							
FICA		1300	0		1300		1300
SUI		250	0		250		250
Vision		0					
Health Insurance		0					
Workers Comp		650	0		650		650
Dental		0					
Other		0	0		0		
<b>SUBTOTAL</b>		<b>2200</b>	<b>0</b>	<b>0</b>	<b>2200</b>	<b>0</b>	<b>2200</b>

**SECTION 1 (Continued)**

TOTAL NUTRITION PROJECT 1.3 IN-KIND STAFF/VOLUNTEERS List # pos., % FTE, pay equivalent	C-1 PROGRAM		FUNCTIONS			FUNDING SOURCE		
	% Time	Salary	Food Production	Meal Packout	Meal Delivery Program Admin.	AAA	Cash	In-Kind
		0						
Administrator (President)		52,000			52,000			52,000
Kitchen (24 hrs/day, \$12.50/hr)		78,000	78,000					78,000
<b>SUBTOTAL:</b>		130,000	78,000	0	52,000	0	0	130,000
<b>TOTAL:</b> (Sec. 1.1, 1.2, 1.3)		151,414	83,214	0	68,200	15,952	5,462	130,000

**SECTION 2: NUTRITION EDUCATION**

12 x Cost per Presentation + \$100 Transportation	400			400		400	0
	0						
<b>SUBTOTAL:</b>	400	0	0	400	0	400	0

**SECTION 3 : NUTRITION CONSULTING**

	0						
<b>SUBTOTAL:</b>	0	0	0	0	0	0	0

**SECTION 4: CONSULTANTS**

<b>SUBTOTAL:</b>		0	0	0	0	0	0

**SECTION 5: TRAVEL AND TRAINING**

Executive Director	500			500		500	
<b>SUBTOTAL:</b>		0	0	500	0	500	0

**SECTION 6: EQUIPMENT COSTS**

<b>6.1 CAPITAL EQUIPMENT</b> (List each item \$500 or more)							
2 Replacement Stoves OTO \$2,000		2,000			2,000		
<b>SUBTOTAL</b>		2,000	0	0	2,000	0	0
<b>6.2 MINOR EQUIPMENT</b>							
Pots & Pans		500		100		600	
<b>SUBTOTAL</b>		500	0	100	0	600	0
<b>SECTION 6 SUBTOTAL</b>		2,500	0	100	2,000	600	0



**SECTION 7: FOOD COSTS****7.1 CATERED FOOD COSTS**

Meals Per Day	Serving Days Per Year	Total Meals Per Year	Cost Per Meal	Total Cost		FUNDING SOURCE		
						AAA	Cash	In-Kind
53	244	13,867		20,000		19,000		1,000
SUBTOTAL:		13,867		20,000		19,000	0	1,000

**7.2 RAW FOOD COSTS**

Meals Per Day	Serving Days Per Year	Total Meals Per Year	Cost Per Meal	Total Cost		FUNDING SOURCE		
						AAA	Cash	In-Kind
53 Meals OTO \$3,868	244	13,867		24,868		23,868		1,000
SUBTOTAL:		13,867		24,868		23,868	0	1,000

**SECTION 8: ALL OTHER COSTS**

8.1 FOOD SERVICE SUPPLIES	TOTAL COST	C-1 PROGRAM		FUNCTIONS			FUNDING SOURCE		
		% Cost	Cost	Food Production	Meal Packout	Meal Delivery Program Admin	AAA	Cash	In-Kind
Food Warmers OTO \$258	258		258	258			258		
SUBTOTAL:			258	258	0	0	258	0	0

**8.2 VEHICLE**

Gas	3,600		3,600			3,600		3,600	
Registration	100		100			100		100	
Insurance	0		0			0			
Maintenance	0		0			0			
Van OTO \$4,000	10,000		10,000			10,000	8,500		1,500
SUBTOTAL		13,700	13,700	0	0	13,700	8,500	3,700	1,500

**8.3 BUILDING SPACE**

Building (50%)	2,889		2,889			2,889	2,889		
SUBTOTAL:		2,889	2,889	0	0	2,889	2,889	0	0

**SECTION 8: ALL OTHER COSTS (cont.)****8.4 OTHER BUDGET COSTS**

TOTAL NUT PROJECT Description of Cost Category	TOTAL COST	C-1 PROGRAM		F U N C T I O N S			FUNDING SOURCE		
		% Cost	Cost	Food Production	Meal Packout	Meal Delivery Program Admin	AAA	Cash	In-Kind
<b>Computer and Printer OTO \$2,000</b>	<b>2,000</b>	<b>100</b>	<b>2,000</b>			<b>2,000</b>	<b>2,000</b>		
Telephone	1,200	100	1,200			1,200	600	600	
Utilities(50%)	2,100	100	2,100			2,100	1,500	600	
Water	1,500	100	1,500			1,500	1,500		
Waste	720	100	720			720	720		
Drinking Water	0	100	0			0	0	0	
Office Supplies	639	100	639			639		639	
Copy/Print	0	100	0			0			
Dishwasher	2,400	100	2,400			2,400	2,400	0	
Fundraising Expenses	0	100	0			0			
Liability Ins	1,750	100	1,750			1,750	1,750		
Membership Dues	200	100	200			200		200	
Subscription	0	100	0			0		0	
Tax Prep	500	100	500			500		500	
Advertising	0	100	0			0			
EcoLab	1,080	100	1,080			1,080	1,080		
Janitorial Supplies	0	100	0			0			
Janitor	0	100	0			0			
Occupancy	0	100	0			0			
Kitchen Supplies	1,200	100	1,200			1,200	1,200		
Client Transportation	960	100	960			960	960		
Tax	0	100	0			0			
Property Tax	350	100	350			350		350	
Business Tax	25	100	25			25		25	
Web service	420	100	420			420	420	0	
<b>SUBTOTAL:</b>	<b>17,044</b>		<b>17,044</b>	<b>0</b>	<b>0</b>	<b>17,044</b>	<b>14,130</b>	<b>2,914</b>	<b>0</b>
<b>TOTAL:</b>									
<b>(8.1 - 8.4)</b>	<b>33,633</b>		<b>33,891</b>	<b>258</b>	<b>0</b>	<b>33,633</b>	<b>25,777</b>	<b>6,614</b>	<b>1,500</b>

**SECTION 8 REVENUES C-1**

8.1 REVENUE SOURCES	BUDGET	AAA FUNDS	CASH	IN-KIND
Non-Match:				
	0			
	0			
EBKSCI Inc. General Funds	57,576		4,076	53,500
	0			
Kitchen Volunteers (6)	78,000			78,000
Raw Food	0			
Catered Food	0			
	0			
	0			
	0			
	0			
Subtotal:	135,576	0	4,076	131,500
Match:				
	0			
EBKSCI General Funds	8,500		6,500	2,000
	0			
	0			
	0			
	0			
	0			
	0			
Subtotal:	8,500	0	6,500	2,000
N.S.I.P.	8,303	8,303		
Title III Client Donations:	3,000		3,000	
Title III Funds: <b>OTO \$8,258</b>	<b>64,712</b>	<b>64,712</b>		
Special State Fund C-1	3,868	3,868		
County General Funds:	9,714	9,714		
<b>TOTAL FUNDS:</b>	<b>233,673</b>	<b>86,597</b>	<b>13,576</b>	<b>133,500</b>

**SECTION 9: DEDUCTIVE FORMULA**

	TOTAL
1.) TOTAL PROJECT BUDGET:	233,673
2.) {LESS} SPECIAL STATE C-1 FUNDS:	3,868
3.) {LESS} N.S.I.P.	8,303
4.) {LESS} COUNTY GENERAL FUNDS	9,714
5.) {LESS} OTHER NON-MATCH FUNDS:	135,576
6.) {EQUALS} T-3 BUDGET COSTS TO BE MATCHED:	76,212
7.) {LESS} T-3 MATCH FUNDS: [at least 10% OF LINE 5]	8,500
8.) {LESS} TITLE III CLIENT DONATIONS:	3,000
9.) {EQUALS} EARNED TITLE III FUNDS:	64,712
<b>TOTAL CONTRACT FUNDING (LINE 2 + LINE 3 + LINE 4 + LINE 9)</b>	<b>86,597</b>
<b>TOTAL NSIP ELIGIBLE MEALS CONTRACTED</b>	<b>13,867</b>

## **Exhibit D**

### **Audit Requirements**

The County contracts with various organizations to carry out programs mandated by the Federal and State governments or sponsored by the Board of Supervisors. Under the Single Audit Act Amendments of 1996 (31 U.S.C.A. §§ 7501-7507) and Board policy, the County has the responsibility to determine whether organizations receiving funds through the County have spent them in accordance with applicable laws, regulations, contract terms, and grant agreements. To this end, effective with the first fiscal year beginning on and after December 26, 2014, the following are required.

#### **I. AUDIT REQUIREMENTS**

##### **A. Funds from Federal Sources:**

1. Non-Federal entities which are determined to be subrecipients by the supervising department according to 2 CFR § 200.330 and which expend annual Federal awards in the amount specified in 2 CFR § 200.501 are required to have a single audit performed in accordance with 2 CFR § 200.514.
2. When a non-Federal entity expends annual Federal awards in the amount specified in 2 CFR § 200.501(a) under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or terms and conditions of the Federal award do not require a financial statement audit of the auditee, the non-Federal entity may elect to have a program-specific audit conducted in accordance with 2 CFR § 200.507 (Program Specific Audits).
3. Non-Federal entities which expend annual Federal awards less than the amount specified in 2 CFR § 200.501(d) are exempt from the single audit requirements for that year except that the County may require a limited-scope audit in accordance with 2 CFR § 200.503(c).

##### **B. Funds from All Sources:**

Non-Federal entities which expend annual funds from any source (Federal, State, County, etc.) through the County in an amount of:

1. \$100,000 or more must have a financial audit in accordance with the U.S. Comptroller General's Generally Accepted Government Auditing Standards (GAGAS) covering all County programs.
2. Less than \$100,000 are exempt from these audit requirements except as otherwise noted in the contract.

Non-Federal entities that are required to have or choose to do a single audit in accordance with 2 CFR Subpart F, Audit Requirements are not required to have a financial audit in the same year. However, Non-Federal entities that are required to have a financial audit may also be required to have a limited-scope audit in the same year.

C. General Requirements for All Audits:

1. All audits must be conducted in accordance with Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States (GAGAS).
2. All audits must be conducted annually, except for biennial audits authorized by 2 CFR § 200.504 and where specifically allowed otherwise by laws, regulations, or County policy.
3. The audit report must contain a separate schedule that identifies all funds received from or passed through the County that is covered by the audit. County programs must be identified by contract number, contract amount, contract period, and amount expended during the fiscal year by funding source. An exhibit number must be included when applicable.
4. If a funding source has more stringent and specific audit requirements, these requirements must prevail over those described above.

**II. AUDIT REPORTS**

A. For Single Audits

1. Within the earlier of 30 calendar days after receipt of the auditor's report or nine months after the end of the audit period, the auditee must electronically submit to the Federal Audit Clearinghouse (FAC) the data collection form described in 2 CFR § 200.512(b) and the reporting package described in 2 CFR § 200.512(c). The auditee and auditors must ensure that the reporting package does not include protected personally identifiable information. The FAC will make the reporting package and the data collection form available on a web site and all Federal agencies, pass-through entities and others interested in a reporting package and data collection form must obtain it by accessing the FAC. As required by 2 CFR § 200.512(a)(2), unless restricted by Federal statutes or regulations, the auditee must make copies available for public inspection.
2. A notice of the audit report issuance along with two copies of the management letter with its corresponding response should be sent to the County supervising department within ten calendar days after it is submitted to the FAC. The County supervising department is responsible for forwarding a copy of the audit report, management letter, and corresponding responses to the County Auditor within one week of receipt.

B. For Audits other than Single Audits

At least two copies of the audit report package, including all attachments and any management letter with its corresponding response, should be sent to the County supervising department within six months after the end of the audit year, or other time frame as specified by the department. The County supervising department is responsible for forwarding a copy of the audit report package to the County Auditor within one week of receipt.



### **III. AUDIT RESOLUTION**

Within 30 days of issuance of the audit report, the entity must submit to its County supervising department a corrective action plan consistent with 2 CFR § 200.511(c) to address each audit finding included in the current year auditor's report. Questioned costs and disallowed costs must be resolved according to procedures established by the County in the Contract Administration Manual. The County supervising department will follow up on the implementation of the corrective action plan as it pertains to County programs.

### **IV. ADDITIONAL AUDIT WORK**

The County, the State, or Federal agencies may conduct additional audits or reviews to carry out their regulatory responsibilities. To the extent possible, these audits and reviews will rely on the audit work already performed under the audit requirements listed above.

# ALAMEDA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

*The following action was taken by the Alameda County Board of Supervisors on 12/16/2014*

Approved as Recommended ☒

Other ☐

Unanimous ☐ Chan: ☐ Haggerty: ☐ Miley: ☐ Valle: ☒ Carson: ☐ - 4

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Contract: C-2014-209  
Resolution: R-2014-410F

Documents to be signed by Agency/Purchasing Agent:

File No. 29484

Item No. 4

Copies sent to:

J. Villaflor & Auditor

Special Notes:

FY 2014-2015 Older  
Americans Act and Older  
Californians Act Grant  
Agreement No. AP-1415-09,  
A01



I certify that the foregoing is a correct  
copy of a Minute Order adopted by the  
Board of Supervisors, Alameda County,  
State of California.

ATTEST:

Clerk of the Board  
Board of Supervisors

By: [Signature]

Deputy



Lori A. Cox  
Agency Director

Thomas L. Berkley Square  
2000 San Pablo Avenue, Fourth Floor  
Oakland, California 94612  
510-271-9100 / Fax: 510-271-9108  
[ssadirector@acgov.org](mailto:ssadirector@acgov.org)  
<http://alamedasocialservices.org>

November 6, 2014

Honorable Board of Supervisors  
Administration Building  
Oakland, California 94612

Dear Board Members:

**SUBJECT:** Approval of Area Plan Grant Agreement Amendment and Contract Amendments for services administered by the Area Agency on Aging.

**RECOMMENDATIONS:**

- A. Approve the FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment I, between the California Department of Aging and County of Alameda, Area Agency on Aging and authorize the President to sign seven (7) Grant Agreements on behalf of Alameda County, each with an original signature, with a Minute Order authorizing execution of the contract.
- B. Approve the attached Financial Recommendation increasing revenue and appropriations by \$1,362,121.
- C. Approve contract increases totaling \$1,359,648 as detailed in attachment A, and delegate authority to the Social Services Director to sign the contract amendments, under the master contracting process.
- D. Approve a one-time allocation of Measure A Funds in the amount of \$15,000 to provide emergency senior support services.

**SUMMARY/DISCUSSION:**

This letter requests action by your Board to approve and execute Amendment 1 to the Older Americans Act (OAA) and Older Californians Act Grant Agreement issued by the California Department of Aging (CDA) for FY 2014/15.

This grant agreement, which provides an increase of \$408,288 in Special Nutrition (SN) and One-Time-Only (OTO) funds, allocates a total of \$5,879,694.00 to the Alameda County Area Agency on Aging (AAA). Your Board approved the original agreement, AP-1415-09, in the amount of \$5,471,406, on October 7, 2014 (File: 29356; Item: 4). The AAA will retain \$2,473 of the SN & OTO funds for its direct service Ombudsman program and allocate the remaining \$405,815 to its subcontractors as outlined in Attachment A.

Your Board directed that the Social Services Agency (SSA) and Health Care Services Agency (HCSA) collaborate to develop a Countywide plan for seniors. SSA is implementing a strategy that includes three key items: 1) provide one-time emergency funding to support the infrastructure of senior service providers; 2) develop a plan for delivery of technical assistance & capacity building for senior services providers; and 3) develop a Countywide plan for seniors. Attachment A includes emergency funding of \$953,833, which includes a 15% (\$884,012) increase in senior service contracts and \$69,821 to backfill a gap caused by federal sequestration cuts. Please note that the HCSA is providing \$15,000 of the funding from Measure A so that Senior Injury Prevention Program contracts managed by the AAA will also receive emergency funding.

County Counsel has approved this amended grant agreement as to form.

#### **SELECTION CRITERIA/PROCESS:**

*The subcontractors receiving funds under this grant agreement were selected based on recommendations resulting from the 2014-2018 requests for proposals completed by the Alameda County Area Agency on Aging and the Advisory Commission on Aging. The Commission's recommendations for funding from the RFP were approved by your Board on June 24, 2014 (File #29358, Item 5).*

#### **FUNDING**

Financing will come from the SSA budget and federal OTO funds awarded to Alameda County by the CDA through this grant agreement amendment for FY 2014-2015. An additional \$15,000 in funding comes from the Measure A reserve. Approval of these recommendations will bring the total amount of Measure A one-time expenditures that exceed the Fiscal Year 2014-2015 Budget to \$3,879,000. The Measure A expenses will be transferred to the Public Health Department at year end. The subcontractors receiving OAA and OCA funds will meet all match requirements.

Sincerely,



Lori A. Cox  
Agency Director

- Att: 1) Seven Original FY 2014-20145 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1 documents for Board President signature.  
2) Attachment A  
3) Financial Recommendation

## TITLE III/VII, HICAP, MIPPA, FA, TV and SIPP

320200

Period 07/01/14-06/30/15

CONTRACTOR	PC #	PO #	Initial Contract Amount	15% Increase & Sequestration	OTO & Special Nutrition	Amended Contract Amount	Fund Source
Alghan Elderly Association							
Nutrition C-1	10855	12300	34,521.00	5,178	6,465	46,164.00	Title III C-1
Disease Prevention	10856	12301	27,471.00	5,752	1,161	34,384.00	Title III D
Alzheimer's Association of Norther CA							
Caregiver Support	10874	12339	30,459.00	5,772	1,865	38,096.00	Title III E
Alzheimer's Services of the East Bay							
Adult Day Care	10820	12268	91,407.00	18,286	2,975	112,668.00	Title III B
Caregiver Support	10762	12184	42,017.00	7,963	2,573	52,553.00	Title III E
Bay Area Community Services (BACS)							
Adult Day Care - North & South	11006	12449	110,432.70	20,939	2,844	134,215.70	Title III B
Case Management	11019	12475	189,967.00	31,004	1,631	222,602.00	Title III B
City of Alameda							
Senior Center Activities	10854	12299	25,095.06	3,764		28,859.06	CGF
City of Albany							
Senior Center Activities	10918	12365	18,808.80	2,821	-	21,629.80	CGF
City of Berkeley							
Caregiver Support	10826	12275	28,957.00	5,488	1,773	36,218.00	Title III E
Information & Assistance	10801	12202	41,888.96	6,280	-	48,148.96	CGF
Nutrition C-1	10786	12190	27,233.00	4,085	5,100	36,418.00	Title III C-1
Nutrition C-2	10787	12191	30,768.00	4,615	2,073	37,456.00	Title III C-2
Senior Center Activities	10824	12274	22,572.00	4,516	734	27,822.00	Title III B
City of Emeryville							
Senior Center Activities	10829	12280	23,770.08	3,566		27,336.08	CGF
City of Fremont							
Caregiver Support	10935	12389	67,960.00	12,879	4,161	85,000.00	Title III E
MSSP	10934	12382	55,287.06	8,293	-	63,580.06	CGF
Case Management	10860	12303	45,082.00	8,268	979	54,329.00	Title III B
Information & Assistance	10933	12381	10,591.00	2,119	345	13,055.00	Title III B
City of Oakland							
Senior Center Activities	10831	12337	42,859.38	6,429		49,288.38	CGF
Crisis Support Services							
Visiting	10757	12179	10,026.00	2,006	326	12,358.00	Title III B
Day Break Adult Center/ADSNAC							
Caregiver Support	10929	12376	123,817.00	23,465	7,581	154,863.00	Title III E
Injury Prevention	10930	12377	17,078.00	2,562		19,641.00	SIPP
East Bay Korean American Sr. Svc Ctr							
Senior Center Activities	11034	12494	10,326.00	2,066	336	12,728.00	Title III B



**COMMUNITY BASED ORGANIZATION  
MASTER CONTRACT EXHIBIT A & B COVERSHEET**

Dept Name: SSA – Adult, Aging & Medi-Cal Vendor ID #: 29246 Board PO #: 12494  
 Bus Unit: SOCSA Master Contract #: 900169 Procurement Contract #: 11034 Budget Year: 2015

Acct #	Fund #	Dept #	Program #	Subclass #	Project / Grant #	Amount to be Encumbered	Total Contract Amount
<b>610341</b>	<b>10000</b>	<b>320200</b>	<b>33640</b>			<b>\$ 336</b>	<b>\$ 10,662</b>
<b>610341</b>	<b>10000</b>	<b>320200</b>	<b>34700</b>			<b>\$ 2,066</b>	<b>\$ 2,066</b>

Justification if partial encumbrance or liquidation requested: \_\_\_\_\_

Federal Funds Waiver #: F604 Contract Maximum: \$ 12,728

Procurement Contract Begin Date: 07/01/14 Expire Date: 06/30/15 Period of Funding From: 07/01/14 To: 06/30/15

Department Contact: Tracy Murray Telephone #: 510-577-1966 QIC Code: 24551

Contractor Name: East Bay Korean American Senior Services Center

Project Name: \_\_\_\_\_

Contractor Address: 1723 Telegraph Avenue Oakland, CA 94612

Remittance Address: Same as above ALCOLINK Vendor Address #: 1  
 BOS Dist. #: 5

Contractor Telephone #: 510-763-1879 Fax #: 510-763-8878 E-mail (Signatory): jkimselby@gmail.com

Contractor Contact Person: Joanna Kim-Selby E-mail (Contact): jkimselby@gmail.com

Contract Service Category: Senior Center Activities Estimated Units of Service: See Exhibit A

Method of Reimbursement (Invoicing Procedures): Actual costs in arrears

History of Funding:	Original	Amendment #1	Amendment #2	Amendment #3	Amendment #4
Funding Level	<b>\$10,326</b>	<b>\$ 12,728</b>			
Amount of Encumbrance	<b>\$10,326</b>	<b>\$ 2,402</b>			
File Date	<b>06/24/14</b>	<b>12/16/14</b>			
File / Item #	<b>29358 / 5</b>	<b>29484 / 4</b>			
Reason	<b>Board Action</b>	<b>Board Action</b>			

Funding Source Allocation:	Federal - CFDA #: (93.044 )	State	County
	<b>\$ 10,662</b>		<b>\$ 2,066</b>

The signatures below signify that the attached Exhibits A and B have been received, negotiated and finalized. The Contractor also signifies agreement with all provisions of the Master Contract.

**DEPARTMENT**

By   
 Signature

**Lori A. Cox**  
 Print or Type Name

Title Social Services Agency Director Date 02/26/15

**CONTRACTOR**

By   
 Signature

**Joanna Kim-Selby**  
 Print or Type Name

Title President Date 1/12/15

By \_\_\_\_\_  
 Signature

Print or Type Name

Title \_\_\_\_\_ Date \_\_\_\_\_

Reference: Master Contract #: 900169  
Procurement #: 11034

## CONTRACT AMENDMENT

Reference is made to that Contract made and entered into on the 1st day of July 2014, by and between East Bay Korean American Senior Services Center, herein called and referred to as "Contractor" and the COUNTY OF ALAMEDA, a body corporate and politic of the State of California, hereinafter called and referred to as "County".

Said contract is hereby amended in the following manner:

### CONTRACT FOR CONTRACT FOR SENIOR CENTER ACTIVITIES

#### EXHIBIT A:

**Section II. B. 4. One-Time-Only Objective:** A one-time-only allocation of \$336 will be used to fund Program Services and Supplies during the period July 1, 2014 through June 30, 2015.

**Section II. B. 5. Baseline Operations Objective:** A one-time-only allocation of \$2,066 will be used to support baseline operations during the period July 1, 2014 through June 30, 2015.

#### EXHIBIT B:

The amended budget is attached, which increases the allocation by **\$2,402** for a total allocation of **\$12,728**.

Except as herein amended, said Contract is continued in full force and effect.

The Contract Amendment is effective as of the 16th day of December 2014.

**COUNTY OF ALAMEDA**

**CONTRACTOR**

East Bay Korean American Senior Center  
1723 Telegraph Ave  
Oakland, CA 94612

By   
Lori A. Cox

By   
Authorized Signature of Contractor

Title: Social Services Agency Director

Title: Executive Director

Date: 02/26/15

Date: 2/11/2015

11. A monthly calendar of activities shall be developed and posted in the center, and will be used as the basis for determining hours of activity scheduling for monthly MIS reports.
12. Programs should offer group activities for socialization, including weekly/monthly get-togethers and field trips.
13. Contractor will provide the following units of service in addition to the MIS contracted units. (These service units are not to be reported monthly, however, contractor will retain data documenting the fact that service units have been provided.)
  - Discount - Discount cards will be issued
  - Information - Units of service will be provided
  - Referral - Units of service will be provided
  - Evaluation/Follow-up - Units of service will be provided

#### **B. MIS Units of Service**

Contractor shall perform the following units of service during this contract period in a manner that distributes them reasonably and evenly over the months of the contract.

1. Services shall be targeted to persons 60 years and older as follows:
  - 31 % aged 75 and older
  - 20 % in greatest economic need
  - 36 % functionally impaired
  - 48 % minorities
2. A minimum of seventy (70) Clients (Unduplicated Seniors) will be served during the contract period.
3. A minimum of six hundred ninety-six (696) units of Senior Center Activities will be provided during the contract period.
4. **One-Time-Only Objective:** A one-time-only allocation of \$336 will be used to fund Program Services and Supplies during the period July 1, 2014 through June 30, 2015.
5. **Baseline Operations Objective:** A one-time-only allocation of \$2,066 will be used to support baseline operations during the period July 1, 2014 through June 30, 2015.

MIS PROGRAM NUMBER	# OF NEW SENIORS TO BE SERVED ANNUALLY	SERVICE UNIT NAME	MIS UNIT #	NUMBER OF UNITS TO BE PROVIDED	
				ANNUALLY	MONTHLY (approx.)
15f	70	Senior Center Activities	25	696	56

### C. Definitions

**Client:** An individual 60 years of age and older who receives service through the terms of this contract as of July 1 of the contract year, including those previously served as well as those never before served by the agency. For reporting purposes, each senior receiving services related to this grant is counted only once during the contract year.

**Senior Center Activities:** Services designed to enable older individuals to attain and/or maintain physical and mental well-being such as recreation, music, creative arts, physical activity, education, leadership development and other supportive services not covered under other service categories. Development and provision of new volunteer opportunities and services, and creation of additional services and programs to remedy gaps and deficiencies in existing services. Entertainment costs such as tickets to shows or sporting events, meals, lodging, rentals, transportation and gratuities, are not allowable.

**UNIT: one hour**

**Interpretation/Translation:** Interpretation and Translation services provided for monolingual and limited English speaking older individuals and their caregivers to assist with completing forms, communicating with service providers (e.g., medical appointments, Social Security, etc.), and understanding policies/programs described in languages other than their primary languages.

**UNIT: one contact**

**Aged 75 and older:** A client who is 75 years of age and older.

**Greatest Economic Need:** Having monthly income at or below the Department of Health and Human Services (DHHS) Federal Poverty Guidelines.

**Functionally Impaired:** Appears (on the basis of initial observation or reports) to be unable to independently and safely perform activities of daily living (ADLs)- bathing, dressing, toileting, eating, getting in/out of bed and walking - and/or instrumental activities of daily living (IADLs)- doing heavy housework, doing light housework, shopping, preparing meals, managing medications, using the telephone, managing money and transportation ability.

**Minority:** A member of any race other than Caucasian. Minority races include American Indian/Alaska Native, African American/Black, Asian, Asian Indian, Cambodian, Chinese, Filipino, Japanese, Korean, Laotian, Vietnamese, Other Asian, Native Hawaiian/Pacific Islander, Guamanian, Hawaiian, Samoan, Other Pacific Islander, Any Other Race.

## 26246



## SECTION 2 SERVICES AND SUPPLIES

2.1 TRAVEL AND TRAINING	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
Staff Travel: Miles x Rate	0			
Conferences/Conventions	0			
Staff Training -	0			
Vol.Travel: Miles x Rate	300		300	
<b>Subtotal:</b>	<b>300</b>	<b>0</b>	<b>300</b>	<b>0</b>

### 2.2 OCCUPANCY

Rent or Mortgage OTO \$336	1,867	1,867		
Telephone	2,800	2,800		
Utilities	2,500	2,500		
Janitorial/Maintenance	700	700		
General Liability Ins.	3,795	3,795		
<b>Subtotal:</b>	<b>11,662</b>	<b>11,662</b>	<b>0</b>	<b>0</b>

### 2.3 OTHER BUDGET COSTS

Supplies/Postage	0			
Minor Equip. (Each Item Under \$500)	700		700	
Printing/Copying	0			
Equipment Maintenance	102		102	
Bookkeeping Services/Audit Costs	1,066	1,066		
Membership/Dues/Subscrip.	100		100	
Other: Property Tax	0			
	0			
	0			
	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>1,968</b>	<b>1,066</b>	<b>902</b>	<b>0</b>

### 2.4 VEHICLE BUDGET

Gas/Oil Miles x Rate	0			
Maintenance	0			
Vehicle Insurance	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SERVICES/SUPPLIES BUDGET</b>	<b>13,930</b>	<b>12,728</b>	<b>1,202</b>	<b>0</b>

## SECTION 3 CAPITAL EQUIPMENT

3.1 Capital Equipment <i>List Items Costing \$500+ (Include Funding Source)</i>	TOTAL PROJECT COSTS (1)	AAA FUNDED PROJECT COSTS (2)	OTHER	
			CASH	IN-KIND
	0			
	0			
	0			
<b>TOTAL CAPITAL EQUIPMENT BUDGET</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>GRAND TOTAL BUDGET (Sections 1.1 - 3.1)</b>	<b>82,188</b>	<b>12,728</b>	<b>1,202</b>	<b>68,258</b>
----------------------------------------------------	---------------	---------------	--------------	---------------

## SECTION 4 REVENUES

4.1 REVENUE SOURCES:	Total Project Funds	AAA Project Funding	Other		Committed Funds
			CASH	IN-KIND	
<b>Non-Match:</b>	0				
	0				
Volunteer Admin.	15,000			15,000	56,245
	0				
8 volunteers x 4 hrs x 52 wks x \$7	11,648			11,648	
	0				
Social Service Volunteer	4,160			4,160	
	0				
EBKASSC	19,625		202	19,423	
	0				
	0				
<b>Subtotal:</b>	<b>50,433</b>	<b>0</b>	<b>202</b>	<b>50,231</b>	<b>56,245</b>
<b>Match:</b>	0				
	0				
	0				
	0				
	0				
	0				
EBKASSC	18,027			18,027	
	0				
	0				
	0				
	0				
	0				
	0				
	0				
<b>Subtotal:</b>	<b>18,027</b>		<b>0</b>	<b>18,027</b>	<b>0</b>
Title III Client Donations:	1,000		1,000		
Title III Funds: OTO \$336	10,662	10,662			
County General Funds:	2,066	2,066			
CBSP Funds:					
<b>TOTAL FUNDS:</b>	<b>82,188</b>	<b>12,728</b>	<b>1,202</b>	<b>68,258</b>	<b>56,245</b>

## SECTION 5 DEDUCTIVE FORMULA (Title III Funded Programs Only)

	TOTAL
1.) TOTAL PROJECT BUDGET:	82,188
2.) {LESS} COUNTY GENERAL FUNDS:	2,066
3.) {LESS} OTHER NON-MATCH FUNDS:	50,433
4.) {EQUALS} TITLE III BUDGET COSTS TO BE MATCHED:	29,689
5.) {LESS} TITLE III MATCH FUNDS: [minimum of 10% OF LINE 4]	18,027
6.) {LESS} TITLE III CLIENT DONATIONS:	1,000
7.) {EQUALS} EARNED TITLE III FUNDS:	10,662
<b>TOTAL CONTRACT FUNDING (LINE 2 + LINE 7)</b>	<b>12,728</b>

## **Exhibit D**

### **Audit Requirements**

The County contracts with various organizations to carry out programs mandated by the Federal and State governments or sponsored by the Board of Supervisors. Under the Single Audit Act Amendments of 1996 (31 U.S.C.A. §§ 7501-7507) and Board policy, the County has the responsibility to determine whether organizations receiving funds through the County have spent them in accordance with applicable laws, regulations, contract terms, and grant agreements. To this end, effective with the first fiscal year beginning on and after December 26, 2014, the following are required.

#### **I. AUDIT REQUIREMENTS**

##### **A. Funds from Federal Sources:**

1. Non-Federal entities which are determined to be subrecipients by the supervising department according to 2 CFR § 200.330 and which expend annual Federal awards in the amount specified in 2 CFR § 200.501 are required to have a single audit performed in accordance with 2 CFR § 200.514.
2. When a non-Federal entity expends annual Federal awards in the amount specified in 2 CFR § 200.501(a) under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or terms and conditions of the Federal award do not require a financial statement audit of the auditee, the non-Federal entity may elect to have a program-specific audit conducted in accordance with 2 CFR § 200.507 (Program Specific Audits).
3. Non-Federal entities which expend annual Federal awards less than the amount specified in 2 CFR § 200.501(d) are exempt from the single audit requirements for that year except that the County may require a limited-scope audit in accordance with 2 CFR § 200.503(c).

##### **B. Funds from All Sources:**

Non-Federal entities which expend annual funds from any source (Federal, State, County, etc.) through the County in an amount of:

1. \$100,000 or more must have a financial audit in accordance with the U.S. Comptroller General's Generally Accepted Government Auditing Standards (GAGAS) covering all County programs.
2. Less than \$100,000 are exempt from these audit requirements except as otherwise noted in the contract.

Non-Federal entities that are required to have or choose to do a single audit in accordance with 2 CFR Subpart F, Audit Requirements are not required to have a financial audit in the same year. However, Non-Federal entities that are required to have a financial audit may also be required to have a limited-scope audit in the same year.

C. General Requirements for All Audits:

1. All audits must be conducted in accordance with Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States (GAGAS).
2. All audits must be conducted annually, except for biennial audits authorized by 2 CFR § 200.504 and where specifically allowed otherwise by laws, regulations, or County policy.
3. The audit report must contain a separate schedule that identifies all funds received from or passed through the County that is covered by the audit. County programs must be identified by contract number, contract amount, contract period, and amount expended during the fiscal year by funding source. An exhibit number must be included when applicable.
4. If a funding source has more stringent and specific audit requirements, these requirements must prevail over those described above.

**II. AUDIT REPORTS**

A. For Single Audits

1. Within the earlier of 30 calendar days after receipt of the auditor's report or nine months after the end of the audit period, the auditee must electronically submit to the Federal Audit Clearinghouse (FAC) the data collection form described in 2 CFR § 200.512(b) and the reporting package described in 2 CFR § 200.512(c). The auditee and auditors must ensure that the reporting package does not include protected personally identifiable information. The FAC will make the reporting package and the data collection form available on a web site and all Federal agencies, pass-through entities and others interested in a reporting package and data collection form must obtain it by accessing the FAC. As required by 2 CFR § 200.512(a)(2), unless restricted by Federal statutes or regulations, the auditee must make copies available for public inspection.
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COB  
(Contract's  
Office)

## ALAMEDA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

The following action was taken by the Alameda County Board of Supervisors on 12/16/2014

Approved as Recommended ☒

Other ☐

Unanimous ☐ Chan: ☐ Haggerty: ☐ Miley: ☐ Valle: ☒ Carson: ☐ - 4

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Contract: C-2014-209

Resolution: R-2014-410F

Documents to be signed by Agency/Purchasing Agent:

File No. 29484

Item No. 4

Copies sent to:

J. Villafior & Auditor

### Special Notes:

FY 2014-2015 Older  
Americans Act and Older  
Californians Act Grant  
Agreement No. AP-1415-09,  
A01



I certify that the foregoing is a correct  
copy of a Minute Order adopted by the  
Board of Supervisors, Alameda County,  
State of California.

ATTEST:

Clerk of the Board  
Board of Supervisors

By: [Signature]

Deputy



Lori A. Cox  
Agency Director

Thomas L. Berkley Square  
2000 San Pablo Avenue, Fourth Floor  
Oakland, California 94612  
510-271-9100 / Fax: 510-271-9108  
[ssadirector@acgov.org](mailto:ssadirector@acgov.org)  
<http://alamedasocialservices.org>

November 6, 2014

Honorable Board of Supervisors  
Administration Building  
Oakland, California 94612

Dear Board Members:

**SUBJECT:** Approval of Area Plan Grant Agreement Amendment and Contract Amendments for services administered by the Area Agency on Aging.

**RECOMMENDATIONS:**

- A. Approve the FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1, between the California Department of Aging and County of Alameda, Area Agency on Aging and authorize the President to sign seven (7) Grant Agreements on behalf of Alameda County, each with an original signature, with a Minute Order authorizing execution of the contract.
- B. Approve the attached Financial Recommendation increasing revenue and appropriations by \$1,362,121.
- C. Approve contract increases totaling \$1,359,648 as detailed in attachment A, and delegate authority to the Social Services Director to sign the contract amendments, under the master contracting process.
- D. Approve a one-time allocation of Measure A Funds in the amount of \$15,000 to provide emergency senior support services.

**SUMMARY/DISCUSSION:**

This letter requests action by your Board to approve and execute Amendment 1 to the Older Americans Act (OAA) and Older Californians Act Grant Agreement issued by the California Department of Aging (CDA) for FY 2014/15.

This grant agreement, which provides an increase of \$408,288 in Special Nutrition (SN) and One-Time-Only (OTO) funds, allocates a total of \$5,879,694.00 to the Alameda County Area Agency on Aging (AAA). Your Board approved the original agreement, AP-1415-09, in the amount of \$5,471,406, on October 7, 2014 (File: 29356; Item: 4). The AAA will retain \$2,473 of the SN & OTO funds for its direct service Ombudsman program and allocate the remaining \$405,815 to its subcontractors as outlined in Attachment A.

Your Board directed that the Social Services Agency (SSA) and Health Care Services Agency (HCSA) collaborate to develop a Countywide plan for seniors. SSA is implementing a strategy that includes three key items: 1) provide one-time emergency funding to support the infrastructure of senior service providers; 2) develop a plan for delivery of technical assistance & capacity building for senior services providers; and 3) develop a Countywide plan for seniors. Attachment A includes emergency funding of \$953,833, which includes a 15% (\$884,012) increase in senior service contracts and \$69,821 to backfill a gap caused by federal sequestration cuts. Please note that the HCSA is providing \$15,000 of the funding from Measure A so that Senior Injury Prevention Program contracts managed by the AAA will also receive emergency funding.

County Counsel has approved this amended grant agreement as to form.

#### SELECTION CRITERIA/PROCESS:

*The subcontractors receiving funds under this grant agreement were selected based on recommendations resulting from the 2014-2018 requests for proposals completed by the Alameda County Area Agency on Aging and the Advisory Commission on Aging. The Commission's recommendations for funding from the RFP were approved by your Board on June 24, 2014 (File #29358, Item 5).*

#### FUNDING

Financing will come from the SSA budget and federal OTO funds awarded to Alameda County by the CDA through this grant agreement amendment for FY 2014-2015. An additional \$15,000 in funding comes from the Measure A reserve. Approval of these recommendations will bring the total amount of Measure A one-time expenditures that exceed the Fiscal Year 2014-2015 Budget to \$3,879,000. The Measure A expenses will be transferred to the Public Health Department at year end. The subcontractors receiving OAA and OCA funds will meet all match requirements.

Sincerely,



Lori A. Cox  
Agency Director

- Att: 1) Seven Original FY 2014-20145 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1 documents for Board President signature.  
2) Attachment A  
3) Financial Recommendation

## TITLE III/II, HICAP, MIPPA, FA, TV and SIPP

ATTACHMENT A

320200

Period 07/01/14-06/30/15

CONTRACTOR	PC #	PO #	Initial Contract Amount	15% Increase & Sequestration	OTO & Special Nutrition	Amended Contract Amount	Fund Source
Algham Elderly Association							
Nutrition C-1	10855	12300	34,521.00	5,178	6,465	46,164.00	Title III C-1
Disease Prevention	10856	12301	27,471.00	5,752	1,161	34,384.00	Title III D
Alzheimer's Association of Northern CA							
Caregiver Support	10874	12339	30,459.00	5,772	1,065	36,096.00	Title III E
Alzheimer's Services of the East Bay							
Adult Day Care	10820	12268	91,407.00	18,286	2,975	112,668.00	Title III B
Caregiver Support	10762	12184	42,017.00	7,963	2,573	52,553.00	Title III E
Bay Area Community Services (BACS)							
Adult Day Care - North & South	11006	12448	110,432.70	20,939	2,844	134,215.70	Title III B
Case Management	11019	12475	189,967.00	31,004	1,631	222,602.00	Title III B
City of Alameda							
Senior Center Activities	10854	12289	25,095.06	3,764		28,859.06	CGF
City of Albany							
Senior Center Activities	10918	12365	18,808.80	2,821		21,629.80	CGF
City of Berkeley							
Caregiver Support	10826	12275	28,957.00	5,488	1,773	36,218.00	Title III E
Information & Assistance	10801	12202	41,868.96	6,280		48,148.96	CGF
Nutrition C-1	10786	12190	27,233.00	4,085	5,100	36,418.00	Title III C-1
Nutrition C-2	10787	12191	30,768.00	4,615	2,073	37,456.00	Title III C-2
Senior Center Activities	10824	12274	22,572.00	4,516	734	27,822.00	Title III B
City of Emeryville							
Senior Center Activities	10829	12280	23,770.08	3,566		27,336.08	CGF
City of Fremont							
Caregiver Support	10935	12389	67,960.00	12,879	4,161	85,000.00	Title III E
MSSP	10934	12382	55,287.06	8,293		63,580.06	CGF
Case Management	10860	12303	45,082.00	8,268	979	54,329.00	Title III B
Information & Assistance	10933	12381	10,591.00	2,119	345	13,055.00	Title III B
City of Oakland							
Senior Center Activities	10831	12337	42,859.36	6,429		49,288.36	CGF
Grasis Support Services							
Visiting	10757	12178	10,026.00	2,006	326	12,358.00	Title III B
Day Break Adult Center/ADSNAC							
Caregiver Support	10929	12376	123,817.00	23,465	7,581	154,863.00	Title III E
Injury Prevention	10930	12377	17,079.00	2,562		19,641.00	SIPP
East Bay Korean American Sr. Svc Ctr							
Senior Center Activities	11034	12494	10,326.00	2,066	336	12,728.00	Title III B

**COMMUNITY BASED ORGANIZATION  
MASTER CONTRACT EXHIBIT A & B COVERSHEET**

Dept. Name: SSA-Adult, Aging, & Medi-Cal Services Vendor ID #: 00000032621 Board PO #: 12299  
 Bus Unit: SOCA Master Contract #: 900140 Procurement Contract #: 10854 Budget Year 2015

Acct #	Fund #	Dept #	Program #	Subclass #	Project / Grant #	Amount to be Encumbered	Total Contract Amount
610341	10000	320200	34700			\$3,764	\$28,859.06

Justification if partial encumbrance or liquidation requested: \_\_\_\_\_

Federal Funds Waiver #: N/A Contract Maximum: \$28,859.06

Procurement Contract Begin Date: 07/01/14 Expire Date: 06/30/15 Period of Funding From: 7/01/14 To: 6/30/15

Department Contact: Tracy Murray Telephone #: 510-577-1966 QIC Code: 24551

Contractor Name: City of Alameda – Mastick Senior Center

Project Name: Senior Center Activities

Contractor Address: 1155 Santa Clara Street

Remittance Address: 1155 Santa Clara Street, Alameda, CA 94501 ALCOLINK Vendor Address #: 3

BOS Dist. #: 3

Contractor Telephone #: 510-747-7510 Fax #: 510-523-0247 E-mail (Signatory): jkrause@ci.alameda.ca.us

Contractor Contact Person: Jackie Krause, Senior Services Manager E-mail (Contact): Jackie Krause

Contract Service Category: Senior Center Activities Units of Service: See Exhibit A

Method of Reimbursement (Invoicing Procedures): Actual costs in arrears

History of Funding:	Original	Amendment #1	Amendment #2	Amendment #3	Amendment #4
Funding Level	\$25,095.06	\$28,859.06			
Amount of Encumbrance	\$25,095.06	\$3,764.00			
File Date	5-27-14	12-16-2014			
File / Item #	29286-6	29484-4			
Reason	Board Action	Board Action			

Funding Source Allocation:	Federal - CFDA #:	State	County	State Special Fund
			\$28,859.06	

The signatures below signify that the attached Exhibits A and B have been received, negotiated and finalized. The Contractor also signifies agreement with all provisions of the Master Contract.

**DEPARTMENT**

By  \_\_\_\_\_  
Signature

Lori A. Cox  
Print or Type Name

Title Social Services Agency Director Date 02/26/15

**CONTRACTOR**

By  \_\_\_\_\_  
Signature

Jackie Krause  
Print or Type Name

Title Social Services Manager Date 2/21/15



Alameda County Department of Social Services

Reference: Master Contract #: 900140  
Procurement #: 10854

**CONTRACT AMENDMENT**

Reference is made to that Contract made and entered into on the 1st day of July, 2014, by and between City of Alameda, Mastick Senior Center, herein called and referred to as "Contractor" and the COUNTY OF ALAMEDA, a body corporate and politic of the State of California, hereinafter called and referred to as "County".

Said contract is hereby amended in the following manner:

**SENIOR CENTER ACTIVITIES**

**EXHIBIT A:**

**Section II. B. 4. Baseline Operations Objective:** A one-time-only allocation of **\$3,764** will be used to support baseline operations during the period July 1, 2014 through June 30, 2015.

**EXHIBIT B:**

The amended budget is attached, which increases the allocation by **\$3,764** for a total allocation of **\$28,859.06** for the contract period July 1, 2014 through June 30, 2015.

Except as herein amended, said Contract is continued in full force and effect.

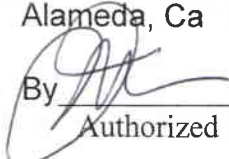
The Contract Amendment is effective as of the 16 day of December 2014.

**COUNTY OF ALAMEDA**

**CONTRACTOR**

City of Alameda – Mastick Senior Center  
1155 Santa Clara Street  
Alameda, Ca 94501

By  \_\_\_\_\_

By  \_\_\_\_\_  
Authorized Signature of Contractor

Title: **Social Services Agency Director**

Title: **Senior Services Manager**

Date: 02/26/15

Date: 2-5-15

**EXHIBIT A**

- Discount – Discount cards provided

**B. MIS Units of Service**

Contractor shall perform the following units of service during this contract period in a manner that distributes them reasonably and evenly over the months of the contract.

1. Services shall be targeted to persons 60 years and older as follows:  
31% aged 75 and older  
30% low income  
36% functionally impaired  
52% minorities
2. A minimum of one hundred seventy two (172) New Unduplicated Seniors shall be served during the contract year with County General Funds (CGF).
3. A minimum of one thousand six hundred and thirty nine (1,639) service units (hours) of Senior Center Activities shall be provided with County General Funds (CGF) during the contract year.
4. **Baseline Operations Objective:** A one-time-only allocation of \$3,764 will be used to support baseline operations during the period July 1, 2014 through June 30, 2015.

# OF NEW SENIORS TO BE SERVED ANNUALLY	SERVICE UNIT NAME	NUMBER OF UNITS TO BE PROVIDED	
		ANNUALLY	MONTHLY (approx.)
172	Senior Center Activities	1,639 hours	137

**C. Definitions**

**New Senior:** An individual 60 years of age and older, on or before June 30, 2015, who receives service through the terms of this contract as of July 1 of the contract year,

**EXHIBIT B**  
**ALAMEDA COUNTY AREA AGENCY ON AGING CONTRACT BUDGET**

Budget Effective Date: 07/01/2014 Revision No.: \_\_\_\_

Completed: 1/26/2015

Contractor: City of Alameda - Mastick Senior Center

Contract Term: 07/01/2014- 06/30/2015

**MIS Program: Senior Center Staffing**

Provider No.: 1505

**SECTION 1 SALARIES AND EMPLOYEE BENEFITS**

1.1 PAID STAFF (FTE = __ hrs/wk) List # pos., %FTE, wages	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
Senior Services Manager, 100% FTE @ \$8,034	107,570.00	28,859.06	78,710.94	
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>107,570.00</b>	<b>28,859.06</b>	<b>78,710.94</b>	<b>0</b>

**1.2 TAXES AND BENEFITS**

FICA	0		0	
SUI/SDI	0		0	
Medicare	1,711		1,711	
	0		1,718	
	1,718		0	
Health Insurance	10,433		10,433	
Workers' Comp.	0		0	
Retirement	16,494		16,494	
Life Insurance	235		235	
Long-term Disability	120		120	
<b>Subtotal:</b>	<b>30,711</b>	<b>0</b>	<b>30,711</b>	<b>0</b>

**1.3 IN-KIND STAFF/VOLUNTEERS (List # pos., % FTE, Pay equivalent)**

	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SALARY/BENEFIT BUDGET</b> (Sections 1.1, 1.2, 1.3)	<b>138,281.00</b>	<b>28,859.06</b>	<b>109,421.94</b>	<b>0</b>

## SECTION 2 SERVICES AND SUPPLIES

2.1 TRAVEL AND TRAINING	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET	OTHER	
			CASH	IN-KIND
Staff Travel: <u>  </u> Miles x Rate <u>  </u>	0			
Conferences/Conventions	0			
Staff Training -	0			
Vol.Travel: <u>  </u> Miles x Rate <u>  </u>	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 2.2 OCCUPANCY

Rent or Mortgage	0			
Telephone	0			
Utilities	0			
Janitorial/Maintenance	0			
General Liability Ins.	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 2.3 OTHER BUDGET COSTS

Supplies/Postage	0			
Minor Equip. (Each Item Under \$5,000)	0			
Printing/Copying/Graphics	0			
Website Maintenance	0			
Fiscal Agent Fee @ 8%	0			
Membership/Dues/Subscrip.	0			
Health Fair Fees	0			
Directory and Advertising	0			
Regional Center Project Management	0			
Member Grant Awards	0			
Respite Scholarships	0			
Counseling	0			
Support Groups	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 2.4 VEHICLE BUDGET

Gas/Oil <u>  </u> Miles x Rate <u>  </u>	0			
Maintenance	0			
Vehicle Insurance	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SERVICES/SUPPLIES BUDGET</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## SECTION 3 CAPITAL EQUIPMENT

3.1 Capital Equipment <i>List Items Costing \$5,000+ (Include Funding Source)</i>	TOTAL PROJECT COSTS (1)	AAA FUNDED PROJECT COSTS (2)	OTHER	
			CASH	IN-KIND
	0			
	0			
	0			
<b>TOTAL CAPITAL EQUIPMENT BUDGET</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**GRAND TOTAL BUDGET**  
**(Sections 1.1 - 3.1)**

138,281

28,859.06

109,421.94

0

### SECTION 4 REVENUES

4.1 REVENUE SOURCES:	Total Project Funds	AAA Project Funding	Other		Committed Funds
			CASH	IN-KIND	
<b>Non-Match:</b>					
	0				
City of Alameda	109,421.94		109,421.94		
	0				
	0				
	0				
	0				
	0				
	0				
	0				
<b>Subtotal:</b>	<b>109,421.94</b>	<b>0.00</b>	<b>109,421.94</b>	<b>0</b>	
<b>Match:</b>					
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Title III Client Donations (if applicable):					
Title III Funds (if applicable):					
County General Funds (if applicable):	28,859.06	28,859.06			
CBSP Funds (if applicable):					
<b>TOTAL FUNDS:</b>	<b>138,281</b>	<b>28,859.06</b>	<b>109,421.94</b>	<b>0</b>	<b>0</b>

### SECTION 5 DEDUCTIVE FORMULA (Title III Funded Programs Only)

	TOTAL
1.) TOTAL PROJECT BUDGET:	138,281.00
2.) {LESS} COUNTY GENERAL FUNDS:	
3.) {LESS} OTHER NON-MATCH FUNDS:	109,421.94
4.) {EQUALS} COUNTY GENERAL FUNDS	28,859.06
5.) {LESS} TITLE III MATCH FUNDS:	0.00
6.) {LESS} TITLE III CLIENT DONATIONS:	0.00
7.) {EQUALS} COUNTY GENERAL FUNDS	28,859.06



## **Exhibit D**

### **Audit Requirements**

The County contracts with various organizations to carry out programs mandated by the Federal and State governments or sponsored by the Board of Supervisors. Under the Single Audit Act Amendments of 1996 (31 U.S.C.A. §§ 7501-7507) and Board policy, the County has the responsibility to determine whether organizations receiving funds through the County have spent them in accordance with applicable laws, regulations, contract terms, and grant agreements. To this end, effective with the first fiscal year beginning on and after December 26, 2014, the following are required.

#### **I. AUDIT REQUIREMENTS**

##### **A. Funds from Federal Sources:**

1. Non-Federal entities which are determined to be subrecipients by the supervising department according to 2 CFR § 200.330 and which expend annual Federal awards in the amount specified in 2 CFR § 200.501 are required to have a single audit performed in accordance with 2 CFR § 200.514.
2. When a non-Federal entity expends annual Federal awards in the amount specified in 2 CFR § 200.501(a) under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or terms and conditions of the Federal award do not require a financial statement audit of the auditee, the non-Federal entity may elect to have a program-specific audit conducted in accordance with 2 CFR § 200.507 (Program Specific Audits).
3. Non-Federal entities which expend annual Federal awards less than the amount specified in 2 CFR § 200.501(d) are exempt from the single audit requirements for that year except that the County may require a limited-scope audit in accordance with 2 CFR § 200.503(c).

##### **B. Funds from All Sources:**

Non-Federal entities which expend annual funds from any source (Federal, State, County, etc.) through the County in an amount of:

1. \$100,000 or more must have a financial audit in accordance with the U.S. Comptroller General's Generally Accepted Government Auditing Standards (GAGAS) covering all County programs.
2. Less than \$100,000 are exempt from these audit requirements except as otherwise noted in the contract.

Non-Federal entities that are required to have or choose to do a single audit in accordance with 2 CFR Subpart F, Audit Requirements are not required to have a financial audit in the same year. However, Non-Federal entities that are required to have a financial audit may also be required to have a limited-scope audit in the same year.

C. General Requirements for All Audits:

1. All audits must be conducted in accordance with Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States (GAGAS).
2. All audits must be conducted annually, except for biennial audits authorized by 2 CFR § 200.504 and where specifically allowed otherwise by laws, regulations, or County policy.
3. The audit report must contain a separate schedule that identifies all funds received from or passed through the County that is covered by the audit. County programs must be identified by contract number, contract amount, contract period, and amount expended during the fiscal year by funding source. An exhibit number must be included when applicable.
4. If a funding source has more stringent and specific audit requirements, these requirements must prevail over those described above.

II. **AUDIT REPORTS**

A. For Single Audits

1. Within the earlier of 30 calendar days after receipt of the auditor's report or nine months after the end of the audit period, the auditee must electronically submit to the Federal Audit Clearinghouse (FAC) the data collection form described in 2 CFR § 200.512(b) and the reporting package described in 2 CFR § 200.512(c). The auditee and auditors must ensure that the reporting package does not include protected personally identifiable information. The FAC will make the reporting package and the data collection form available on a web site and all Federal agencies, pass-through entities and others interested in a reporting package and data collection form must obtain it by accessing the FAC. As required by 2 CFR § 200.512(a)(2), unless restricted by Federal statutes or regulations, the auditee must make copies available for public inspection.
2. A notice of the audit report issuance along with two copies of the management letter with its corresponding response should be sent to the County supervising department within ten calendar days after it is submitted to the FAC. The County supervising department is responsible for forwarding a copy of the audit report, management letter, and corresponding responses to the County Auditor within one week of receipt.

B. For Audits other than Single Audits

At least two copies of the audit report package, including all attachments and any management letter with its corresponding response, should be sent to the County supervising department within six months after the end of the audit year, or other time frame as specified by the department. The County supervising department is responsible for forwarding a copy of the audit report package to the County Auditor within one week of receipt.

### **III. AUDIT RESOLUTION**

Within 30 days of issuance of the audit report, the entity must submit to its County supervising department a corrective action plan consistent with 2 CFR § 200.511(c) to address each audit finding included in the current year auditor's report. Questioned costs and disallowed costs must be resolved according to procedures established by the County in the Contract Administration Manual. The County supervising department will follow up on the implementation of the corrective action plan as it pertains to County programs.

### **IV. ADDITIONAL AUDIT WORK**

The County, the State, or Federal agencies may conduct additional audits or reviews to carry out their regulatory responsibilities. To the extent possible, these audits and reviews will rely on the audit work already performed under the audit requirements listed above.

# ALAMEDA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

The following action was taken by the Alameda County Board of Supervisors on 12/16/2014

Approved as Recommended ☒

Other ☐

Unanimous ☐ Chan: ☐ Haggerty: ☐ Miley: ☐ Valle: ☒ Carson: ☐ - 4

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

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Resolution: R-2014-410F

Documents to be signed by Agency/Purchasing Agent:

File No. 29484

Item No. 4

Copies sent to:

J. Villaflor & Auditor

## Special Notes:

FY 2014-2015 Older  
Americans Act and Older  
Californians Act Grant  
Agreement No. AP-1415-09,  
A01



I certify that the foregoing is a correct  
copy of a Minute Order adopted by the  
Board of Supervisors, Alameda County,  
State of California.

ATTEST:

Clerk of the Board  
Board of Supervisors

By: [Signature]

Deputy



Lori A. Cox  
Agency Director

Thomas L. Berkley Square  
2000 San Pablo Avenue, Fourth Floor  
Oakland, California 94612  
510-271-9100 / Fax: 510-271-9108  
[ssadirector@acgov.org](mailto:ssadirector@acgov.org)  
<http://alamedasocialservices.org>

November 6, 2014

Honorable Board of Supervisors  
Administration Building  
Oakland, California 94612

Dear Board Members:

**SUBJECT:** Approval of Area Plan Grant Agreement Amendment and Contract Amendments for services administered by the Area Agency on Aging.

**RECOMMENDATIONS:**

- A. Approve the FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1, between the California Department of Aging and County of Alameda, Area Agency on Aging and authorize the President to sign seven (7) Grant Agreements on behalf of Alameda County, each with an original signature, with a Minute Order authorizing execution of the contract.
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**SUMMARY/DISCUSSION:**

This letter requests action by your Board to approve and execute Amendment 1 to the Older Americans Act (OAA) and Older Californians Act Grant Agreement issued by the California Department of Aging (CDA) for FY 2014/15.



This grant agreement, which provides an increase of \$408,288 in Special Nutrition (SN) and One-Time-Only (OTO) funds, allocates a total of \$5,879,694.00 to the Alameda County Area Agency on Aging (AAA). Your Board approved the original agreement, AP-1415-09, in the amount of \$5,471,406, on October 7, 2014 (File: 29356; Item: 4). The AAA will retain \$2,473 of the SN & OTO funds for its direct service Ombudsman program and allocate the remaining \$405,815 to its subcontractors as outlined in Attachment A.

Your Board directed that the Social Services Agency (SSA) and Health Care Services Agency (HCSA) collaborate to develop a Countywide plan for seniors. SSA is implementing a strategy that includes three key items: 1) provide one-time emergency funding to support the infrastructure of senior service providers; 2) develop a plan for delivery of technical assistance & capacity building for senior services providers; and 3) develop a Countywide plan for seniors. Attachment A includes emergency funding of \$953,833, which includes a 15% (\$884,012) increase in senior service contracts and \$69,821 to backfill a gap caused by federal sequestration cuts. Please note that the HCSA is providing \$15,000 of the funding from Measure A so that Senior Injury Prevention Program contracts managed by the AAA will also receive emergency funding.

County Counsel has approved this amended grant agreement as to form.

#### **SELECTION CRITERIA/PROCESS:**

*The subcontractors receiving funds under this grant agreement were selected based on recommendations resulting from the 2014-2018 requests for proposals completed by the Alameda County Area Agency on Aging and the Advisory Commission on Aging. The Commission's recommendations for funding from the RFP were approved by your Board on June 24, 2014 (File #29358, Item 5).*

#### **FUNDING**

Financing will come from the SSA budget and federal OTO funds awarded to Alameda County by the CDA through this grant agreement amendment for FY 2014-2015. An additional \$15,000 in funding comes from the Measure A reserve. Approval of these recommendations will bring the total amount of Measure A one-time expenditures that exceed the Fiscal Year 2014-2015 Budget to \$3,879,000. The Measure A expenses will be transferred to the Public Health Department at year end. The subcontractors receiving OAA and OCA funds will meet all match requirements.

Sincerely,



Lori A. Cox  
Agency Director

- Att: 1) Seven Original FY 2014-20145 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1 documents for Board President signature.  
2) Attachment A  
3) Financial Recommendation

CONTRACTOR	PC #	PO #	Initial Contract Amount	15% Increase & Sequestration	OTO & Special Nutrition	Amended Contract Amount	Fund Source
Nutrition C-1	11033	12493	64,757.00	9,714	12,126	86,597.00	Title III C-1
Ethiopian Community Family Caregiver Support	11008	12451	10,318.00	1,956	632	12,906.00	Title III E
Family Bridges Information & Assistance	10875	12340	15,897.00	3,181	517	19,595.00	Title III B
Senior Center Activities	10879	12427	26,246.00	5,251	854	32,351.00	Title III B
Visiting	10802	12255	13,036.00	2,607	424	16,087.00	Title III B
Family Caregiver Alliance Caregiver Support	10760	12181	95,553.00	18,108	5,850	119,511.00	Title III E
Family Support Services of the BA Caregiver Support	10761	12183	51,260.00	9,714	3,138	84,112.00	Title III E
Hayward Area Recreation & Park District Senior Center Activities	10812	12358	24,100.56	3,615		27,715.56	CGF
J-Sol Case Management	10819	12267	10,432.00	2,087	339	12,858.00	Title III B
Visiting	10818	12266	8,021.00	1,604	261	9,886.00	Title III B
Nutrition C-2	10807	12260	28,322.00	4,248	1,910	34,480.00	Title III C-2
Korean Community Center of the East Bay Information & Assistance	11017	12474	16,751.00	3,351	545	20,647.00	Title III B
Life ElderCare	10771	12188	29,078.00	5,817	948	35,841.00	Title III B
Visiting - Lavender	10769	12187	10,326.00	2,066	336	12,728.00	Title III B
Nutrition C-2	10837	12390	49,211.00	7,382	3,318	59,911.00	Title III C-2
Injury Prevention	10978	12426	25,291.00	3,794		29,085.00	SIPP
Legal Assistance for Seniors Elder Abuse Prevention	10876	12324	19,356.00	3,647	201	23,204.00	Title VIIb
MIPPA	10877	12325	11,808.00	-1,786		13,694.00	MIPPA
Financial alignment	10828	12396	36,942.00	5,541		42,483.00	FA
Legal Services	10871	12321	346,274.00	57,263	3,460	406,997.00	Title III B
HICAP	10872	12322	393,995.00	59,099		453,094.00	HICAP
Lifelong Medical Care Health Services	10813	12359	36,699.00	7,342	1,194	45,235.00	Title III B
Disease Prevention	10813	12359	27,471.00	5,752	1,162	34,385.00	Title III D
Jan Spear dba Nutrition Solutions	10331	12327	182,248.00	27,337	34,127	243,712.00	Title III C-1
Nutrition C-1	10331	12327	205,831.00	30,875	13,878	250,584.00	Title III C-2
Nutrition C-2							
On Lok Senior Health Services Family Caregiver Support	10334	12350	25,795.00	4,888	1,579	32,262.00	Title III E
Open Heart Kitchen	10822	12273	132,303.00	19,845	24,774	176,922.00	Title III C-1
Nutrition C-1							
Rebuilding Together Oakland Injury Prevention	10828	12279	10,000.00	1,500		11,500.00	SIPP
Senior Support Services of the Tri Valley Disease Prevention	10911	12402	27,471.00	5,752	1,162	34,385.00	Title III D
Caregiver Support	10910	12401	40,375.00	7,651	2,472	50,498.00	Title III E

**COMMUNITY BASED ORGANIZATION  
MASTER CONTRACT EXHIBIT A & B COVERSHEET**

Dept Name: SSA-Adult, Aging, & Medi-Cal Services Vendor ID #: 00000029679 Board PO #: 12325Bus Unit: SOCA Master Contract #: 900189 Procurement Contract #: 10877 Budget Year 2015

Acct #	Fund #	Dept #	Program #	Subclass #	Project / Grant #	Amount to be Encumbered	Total Contract Amount
610341	10000	320200	34210				\$11,908
610341	10000	320200	34700			\$1,786	\$1,786

Justification if partial encumbrance or liquidation requested: \_\_\_\_\_

Federal Funds Waiver #: F605Contract Maximum: \$13,694Procurement Contract Begin Date: 7/1/14 Expire Date: 6/30/15 Period of Funding From: 7/1/14 To: 6/30/15Department Contact: Tracy Murray Telephone #: 510-577-1966 QIC Code: 24551Contractor Name: Legal Assistance for SeniorsProject Name: Medicare Improvements for Patients and Providers Act (MIPPA)Contractor Address: 1970 Broadway, Suite 300, Oakland, CA 94612Remittance Address: 1970 Broadway, Suite 300, Oakland, CA 94612ALCOLINK Vendor Address #: 5BOS Dist. #: 3Contractor Telephone #: 510-839-0393 Ext. 317 Fax #: 510-987-7399 E-mail (Signatory): jvandeusen@lashicap.orgContractor Contact Person: Francel D'Andrea/Janet Van Deusen E-mail (Contact): Janet Van DeusenContract Service Category: Medicare Improvements for Patients and Providers Act (MIPPA)Estimated Units of Service: See Exhibit AMethod of Reimbursement (Invoicing Procedures): Actual costs in arrears

History of Funding:	Original	Amendment #1	Amendment #2	Amendment #3	Amendment #4
Funding Level	\$11,908	\$13,694			
Amount of Encumbrance	\$11,908	\$1,786			
File Date	5-27-14	12-16-14			
File / Item #	29297-60	29484-4			
Reason	Board Action	Board Action			

Funding Source Allocation:

Federal - CFDA #: 93.071

State

County

State Special Fund

\$11,908

\$1,786

The signatures below signify that the attached Exhibits A and B have been received, negotiated and finalized. The Contractor also signifies agreement with all provisions of the Master Contract.

**DEPARTMENT**

By \_\_\_\_\_

Signature

Lori A. Cox

Print or Type Name

Title Social Services Agency Director Date 02/26/15**CONTRACTOR**

By \_\_\_\_\_

Signature

Francel D'Andrea

Print or Type Name

Title Executive Director Date 2/4/15

Alameda County Department of Social Services

Reference: Master Contract #: 900189

Procurement #: 10877

**CONTRACT AMENDMENT**

Reference is made to that Contract made and entered into on the 1st day of July, 2014, by and between Legal Assistance for Seniors, herein called and referred to as "Contractor" and the COUNTY OF ALAMEDA, a body corporate and politic of the State of California, hereinafter called and referred to as "County".

Said contract is hereby amended in the following manner:

**Medicare Improvements for Patients and Providers Act (MIPPA)**

**EXHIBIT A:**

**Section III.13. Baseline Operations Objective:** A one-time-only allocation of **\$1,786** will be used to support baseline operations during the period July 1, 2014 through June 30, 2015.

- Extend contract term to June 30, 2015.

**EXHIBIT B:**

The amended budget is attached, which increases the allocation by **\$1,786** for a total allocation of **\$13,694** for the contract period July 1, 2014 through June 30, 2015.

Except as herein amended, said Contract is continued in full force and effect.

The Contract Amendment is effective as of the 16 day of December 2014.

**COUNTY OF ALAMEDA**

**CONTRACTOR**

Legal Assistance for Seniors  
1970 Broadway, Suite 300  
Oakland, CA 94612

By  \_\_\_\_\_

By  \_\_\_\_\_  
Authorized Signature of Contractor

Title: **Social Services Agency Director**

Title: **Executive Director**

Date: 02/20/15

Date: 2/13/15



**EXHIBIT A**

**III. SERVICE OBJECTIVES**

1. Provide ongoing outreach and education to over 5,000 Medicare beneficiaries about Medicare Part D; the Low-Income Subsidy (LIS) and the Medicare Savings Program (MSP).
2. Provide training to 60-80 senior and disability service providers on various ways to help clients qualify for the Low-Income Subsidy (LIS).
3. Increase advertising of the LIS and HICAP services on pharmacy bags distributed in two low-income areas of Alameda County.
4. Provide LIS and MSP information to providers who serve limited English-speaking populations.
5. Publicize HICAP services along with the Low-Income Subsidy (LIS) information in the Tri-Valley area.
6. Develop separate community education presentation outlining Medicare's preventive benefits.
7. Publicize preventive benefits at outreach events and online.
8. Review the screening process for the LIS and MSPs with HICAP Counselors.
9. Continue the additional paid time (five hours per week) of the HICAP Advocate.
10. Provide legal assistance to 20 clients who have been denied LIS or MSP benefits but who appear eligible.
11. Increase Administrative Assistant's time by ten hours a week to provide client intake and community education data entry.
12. Provide One-hundred sixty nine (169) LIS/MSP applications.
13. **Baseline Operations Objective:** A one-time-only allocation of \$3,615 will be used to support baseline operations during the period of July 1, 2014 through June 30, 2015.
  - Extend contract term to June 30, 2015.

**IV. PROVISIONS AND REMEDIES FOR FAILURE TO MEET PERFORMANCE**



2/3/2015

**Contract Term: 7/1/14 - 6/30/15**

Provider No.: 1101

## SECTION 1 SALARIES AND EMPLOYEE BENEFITS

**1.3 IN-KIND STAFF/VOLUNTEERS** (List # pos., % FTE, Pay equivalent)

	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SALARY/BENEFIT BUDGET (Sections 1.1, 1.2, 1.3)</b>	<b>11,831</b>	<b>11,831</b>	<b>0</b>	<b>0</b>

Page 1 of 3

## SECTION 2 SERVICES AND SUPPLIES

2.1 TRAVEL AND TRAINING	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
Staff Travel: 909 Miles x \$0.55 p/mile			0	
Conferences/Conventions				
Staff & Volunteer Training			0	
Vol. Travel:			0	
Volunteer Recognition			0	
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 2.2 OCCUPANCY

Rent or Mortgage	963	963	0	
Telephone			0	
Janitorial/Maintenance				
General Liability Ins.	50	50	0	
<b>Subtotal:</b>	<b>1,013</b>	<b>1,013</b>	<b>0</b>	<b>0</b>

### 2.3 OTHER BUDGET COSTS

Supplies/Postage			0	
Equipment (Computers, Software/Upgrades)			0	
Equipment Maintenance & Lease			0	
Printing/Copying/Graphics )			0	
Computer/Website Maintenance			0	
Payroll Service fees			0	
Consultants (translation, CPA, etc.)			0	
Membership/Dues			0	
Outreach/Health Fair Fees	750	750	0	
Books/Library			0	
Staff Support/Staff Recruitment	100	100	0	
Misc. (Bank Fees)			0	
Client Costs			0	
<b>Subtotal:</b>	<b>850</b>	<b>850</b>	<b>0</b>	<b>0</b>

### 2.4 VEHICLE BUDGET

Gas/Oil _____ Miles x Rate _____	0			
Maintenance	0			
Vehicle Insurance	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SERVICES/SUPPLIES BUDGET</b>	<b>1,863</b>	<b>1,863</b>	<b>0</b>	<b>0</b>

## SECTION 3 CAPITAL EQUIPMENT

3.1 Capital Equipment <i>List Items Costing \$5,000+ (Include Funding Source)</i>	TOTAL PROJECT COSTS (1)	AAA FUNDED PROJECT COSTS (2)	OTHER	
			CASH	IN-KIND
	0			
	0			
	0			
<b>TOTAL CAPITAL EQUIPMENT BUDGET</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>GRAND TOTAL BUDGET (Sections 1.1 - 3.1)</b>	<b>13,694</b>	<b>13,694</b>	<b>0</b>	<b>0</b>
----------------------------------------------------	---------------	---------------	----------	----------

## SECTION 4 REVENUES

4.1 REVENUE SOURCES:	Total Project Funds	AAA Project Funding	Other		Committed Funds
			CASH	IN-KIND	
Non-Match:					
Subtotal:	0	0	0	0	0
Match:					
Subtotal:	0	0	0	0	0
HICAP State Funds					
MIPPA3 Federal Funds	11,908	11,908			11,908
HICAP Funds					
MIPPA Funds (County 15% Increase)	1,786	1,786			1,786
<b>TOTAL FUNDS:</b>	<b>13,694</b>	<b>13,694</b>	<b>0</b>	<b>0</b>	<b>13,694</b>

## SECTION 5 DEDUCTIVE FORMULA (Title III Funded Programs Only)

	TOTAL
1.) TOTAL PROJECT BUDGET:	13,694
2.) {LESS} COUNTY GENERAL FUNDS:	0
3.) {LESS} OTHER NON-MATCH FUNDS:	0
4.) {EQUALS} MIPPA3 FUNDS:	13,694
5.) {LESS} TITLE III MATCH FUNDS: [minimum of 25% OF LINE 4]	0
6.) {LESS} TITLE III CLIENT DONATIONS:	0
7.) {EQUALS} EARNED MIPPA GRANT FUNDS:	13,694

## **Exhibit D**

### **Audit Requirements**

The County contracts with various organizations to carry out programs mandated by the Federal and State governments or sponsored by the Board of Supervisors. Under the Single Audit Act Amendments of 1996 (31 U.S.C.A. §§ 7501-7507) and Board policy, the County has the responsibility to determine whether organizations receiving funds through the County have spent them in accordance with applicable laws, regulations, contract terms, and grant agreements. To this end, effective with the first fiscal year beginning on and after December 26, 2014, the following are required.

#### **I. AUDIT REQUIREMENTS**

##### **A. Funds from Federal Sources:**

1. Non-Federal entities which are determined to be subrecipients by the supervising department according to 2 CFR § 200.330 and which expend annual Federal awards in the amount specified in 2 CFR § 200.501 are required to have a single audit performed in accordance with 2 CFR § 200.514.
2. When a non-Federal entity expends annual Federal awards in the amount specified in 2 CFR § 200.501(a) under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or terms and conditions of the Federal award do not require a financial statement audit of the auditee, the non-Federal entity may elect to have a program-specific audit conducted in accordance with 2 CFR § 200.507 (Program Specific Audits).
3. Non-Federal entities which expend annual Federal awards less than the amount specified in 2 CFR § 200.501(d) are exempt from the single audit requirements for that year except that the County may require a limited-scope audit in accordance with 2 CFR § 200.503(c).

##### **B. Funds from All Sources:**

Non-Federal entities which expend annual funds from any source (Federal, State, County, etc.) through the County in an amount of:

1. \$100,000 or more must have a financial audit in accordance with the U.S. Comptroller General's Generally Accepted Government Auditing Standards (GAGAS) covering all County programs.
2. Less than \$100,000 are exempt from these audit requirements except as otherwise noted in the contract.

Non-Federal entities that are required to have or choose to do a single audit in accordance with 2 CFR Subpart F, Audit Requirements are not required to have a financial audit in the same year. However, Non-Federal entities that are required to have a financial audit may also be required to have a limited-scope audit in the same year.

C. General Requirements for All Audits:

1. All audits must be conducted in accordance with Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States (GAGAS).
2. All audits must be conducted annually, except for biennial audits authorized by 2 CFR § 200.504 and where specifically allowed otherwise by laws, regulations, or County policy.
3. The audit report must contain a separate schedule that identifies all funds received from or passed through the County that is covered by the audit. County programs must be identified by contract number, contract amount, contract period, and amount expended during the fiscal year by funding source. An exhibit number must be included when applicable.
4. If a funding source has more stringent and specific audit requirements, these requirements must prevail over those described above.

II. **AUDIT REPORTS**

A. For Single Audits

1. Within the earlier of 30 calendar days after receipt of the auditor's report or nine months after the end of the audit period, the auditee must electronically submit to the Federal Audit Clearinghouse (FAC) the data collection form described in 2 CFR § 200.512(b) and the reporting package described in 2 CFR § 200.512(c). The auditee and auditors must ensure that the reporting package does not include protected personally identifiable information. The FAC will make the reporting package and the data collection form available on a web site and all Federal agencies, pass-through entities and others interested in a reporting package and data collection form must obtain it by accessing the FAC. As required by 2 CFR § 200.512(a)(2), unless restricted by Federal statutes or regulations, the auditee must make copies available for public inspection.
2. A notice of the audit report issuance along with two copies of the management letter with its corresponding response should be sent to the County supervising department within ten calendar days after it is submitted to the FAC. The County supervising department is responsible for forwarding a copy of the audit report, management letter, and corresponding responses to the County Auditor within one week of receipt.

B. For Audits other than Single Audits

At least two copies of the audit report package, including all attachments and any management letter with its corresponding response, should be sent to the County supervising department within six months after the end of the audit year, or other time frame as specified by the department. The County supervising department is responsible for forwarding a copy of the audit report package to the County Auditor within one week of receipt.



### **III. AUDIT RESOLUTION**

Within 30 days of issuance of the audit report, the entity must submit to its County supervising department a corrective action plan consistent with 2 CFR § 200.511(c) to address each audit finding included in the current year auditor's report. Questioned costs and disallowed costs must be resolved according to procedures established by the County in the Contract Administration Manual. The County supervising department will follow up on the implementation of the corrective action plan as it pertains to County programs.

### **IV. ADDITIONAL AUDIT WORK**

The County, the State, or Federal agencies may conduct additional audits or reviews to carry out their regulatory responsibilities. To the extent possible, these audits and reviews will rely on the audit work already performed under the audit requirements listed above.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
10/9/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER <b>COMPLETE EQUITY MARKETS INC</b> 1190 Flex Court Lake Zurich, IL 60047	CONTACT NAME:		
	PHONE (C, No, Ext):	(847) 541-0900	FAX (A/C, No) (847) 541-0444
INSURED <b>Legal Assistance for Seniors</b> 1970 Broadway Suite 300 Oakland, CA 94612	INSURER(S) AFFORDING COVERAGE	NAIC#	
	INSURER A	Underwriters at Lloyd's, London	
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

COVERAGES	CERTIFICATE NUMBER:	REVISION NUMBER:
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.		

INSR LTR	TYPE OF INSURANCE	ADDL INED	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY						
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						EACH OCCURRENCE \$
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$
							MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMPROP AGG \$
	OTHER:						\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANYAUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB	<input type="checkbox"/> OCCUR					EACH OCCURRENCE \$
	EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in MI)	<input type="checkbox"/> Y/N	N/A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability			927102	10/01/14	10/01/15	\$2,000,000 Each Claim \$2,000,000 Aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Subject to all policy terms, conditions, exclusions and endorsements of the policy.  
Certificate Holder is not afforded coverage under this policy.

CERTIFICATE HOLDER	CANCELLATION
County of Alameda, its Board of Supervisors, the individual members thereof and all county officers, agents, employees, volunteers & representatives  ATTN: Contracts 200 San Pablo Avenue Oakland, CA 94612	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS  AUTHORIZED REPRESENTATIVE <i>Lawrence T.P. Molloy</i>

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COR  
Contractor's  
office

ALAMEDA COUNTY BOARD OF SUPERVISORS  
MINUTE ORDER

The following action was taken by the Alameda County Board of Supervisors on 12/16/2014

Approved as Recommended ☒ Other ☐

Unanimous ☐ Chan: ☐ Haggerty: ☐ Miley: ☐ Valle: ☒ Carson: ☐ - 4

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Contract: C-2014-209  
Resolution: R-2014-410F

Documents to be signed by Agency/Purchasing Agent:

File No. 29484  
Item No. 4

Copies sent to:  
J. Villaflor & Auditor

Special Notes:  
FY 2014-2015 Older  
Americans Act and Older  
Californians Act Grant  
Agreement No. AP-1415-09,  
A01



I certify that the foregoing is a correct  
copy of a Minute Order adopted by the  
Board of Supervisors, Alameda County,  
State of California.

ATTEST:  
Clerk of the Board  
Board of Supervisors

By: [Signature]  
Deputy



Lori A. Cox  
Agency Director

Thomas L. Berkley Square  
2000 San Pablo Avenue, Fourth Floor  
Oakland, California 94612  
510-271-9100 / Fax: 510-271-9108  
[ssadirector@acgov.org](mailto:ssadirector@acgov.org)  
<http://alamedasocialservices.org>

November 6, 2014

Honorable Board of Supervisors  
Administration Building  
Oakland, California 94612

Dear Board Members:

**SUBJECT:** Approval of Area Plan Grant Agreement Amendment and Contract Amendments for services administered by the Area Agency on Aging.

**RECOMMENDATIONS:**

- A. Approve the FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1, between the California Department of Aging and County of Alameda, Area Agency on Aging and authorize the President to sign seven (7) Grant Agreements on behalf of Alameda County, each with an original signature, with a Minute Order authorizing execution of the contract.
- B. Approve the attached Financial Recommendation increasing revenue and appropriations by \$1,362,121.
- C. Approve contract increases totaling \$1,359,648 as detailed in attachment A, and delegate authority to the Social Services Director to sign the contract amendments, under the master contracting process.
- D. Approve a one-time allocation of Measure A Funds in the amount of \$15,000 to provide emergency senior support services.

**SUMMARY/DISCUSSION:**

This letter requests action by your Board to approve and execute Amendment 1 to the Older Americans Act (OAA) and Older Californians Act Grant Agreement issued by the California Department of Aging (CDA) for FY 2014/15.

This grant agreement, which provides an increase of \$408,288 in Special Nutrition (SN) and One-Time-Only (OTO) funds, allocates a total of \$5,879,694.00 to the Alameda County Area Agency on Aging (AAA). Your Board approved the original agreement, AP-1415-09, in the amount of \$5,471,406, on October 7, 2014 (File: 29356; Item: 4). The AAA will retain \$2,473 of the SN & OTO funds for its direct service Ombudsman program and allocate the remaining \$405,815 to its subcontractors as outlined in Attachment A.

Your Board directed that the Social Services Agency (SSA) and Health Care Services Agency (HCSA) collaborate to develop a Countywide plan for seniors. SSA is implementing a strategy that includes three key items: 1) provide one-time emergency funding to support the infrastructure of senior service providers; 2) develop a plan for delivery of technical assistance & capacity building for senior services providers; and 3) develop a Countywide plan for seniors. Attachment A includes emergency funding of \$953,833, which includes a 15% (\$884,012) increase in senior service contracts and \$69,821 to backfill a gap caused by federal sequestration cuts. Please note that the HCSA is providing \$15,000 of the funding from Measure A so that Senior Injury Prevention Program contracts managed by the AAA will also receive emergency funding.

County Counsel has approved this amended grant agreement as to form.

#### SELECTION CRITERIA/PROCESS:

*The subcontractors receiving funds under this grant agreement were selected based on recommendations resulting from the 2014-2018 requests for proposals completed by the Alameda County Area Agency on Aging and the Advisory Commission on Aging. The Commission's recommendations for funding from the RFP were approved by your Board on June 24, 2014 (File #29358, Item 5).*

#### FUNDING

Financing will come from the SSA budget and federal OTO funds awarded to Alameda County by the CDA through this grant agreement amendment for FY 2014-2015. An additional \$15,000 in funding comes from the Measure A reserve. Approval of these recommendations will bring the total amount of Measure A one-time expenditures that exceed the Fiscal Year 2014-2015 Budget to \$3,879,000. The Measure A expenses will be transferred to the Public Health Department at year end. The subcontractors receiving OAA and OCA funds will meet all match requirements.

Sincerely,



Lori A. Cox  
Agency Director

- 
- Att: 1) Seven Original FY 2014-20145 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment I documents for Board President signature.  
2) Attachment A  
3) Financial Recommendation



## TITLE III/IV, HICAP, MIPPA, FA, TV and SIPP

320200

Period 07/01/14-06/30/15

CONTRACTOR	PC #	PO #	Initial Contract Amount	15% Increase & Sequestration	OTO & Special Nutrition	Amended Contract Amount	Fund Source
Alghani Elderly Association	10855	12300	34,521.00	5,178	6,485	48,164.00	Title III C-1
Disease Prevention	10856	12301	27,471.00	5,752	1,181	34,384.00	Title III D
Alzheimer's Association of Norther CA	10874	12339	30,459.00	5,772	1,865	38,096.00	Title III E
Caregiver Support	10820	12268	91,407.00	18,286	2,975	112,668.00	Title III B
Alzheimer's Services of the East Bay	10762	12184	42,017.00	7,963	2,573	52,553.00	Title III E
Adult Day Care	11006	12448	110,432.70	20,939	2,844	134,215.70	Title III B
Caregiver Support	11019	12475	188,967.00	31,004	1,631	222,602.00	Title III B
Bay Area Community Services (BACS)	10854	12289	25,085.06	3,764		28,859.06	CGF
Adult Day Care - North & South	10918	12365	18,808.80	2,821		21,629.80	CGF
Case Management	10826	12275	28,857.00	5,488	1,773	36,218.00	Title III E
City of Alameda	10801	12202	41,888.96	6,280		48,148.96	CGF
Senior Center Activities	10786	12190	27,233.00	4,085	5,100	36,418.00	Title III C-1
Senior Center Activities	10787	12191	30,768.00	4,615	2,073	37,456.00	Title III C-2
City of Berkeley	10824	12274	22,572.00	4,518	734	27,822.00	Title III B
Caregiver Support	10829	12280	23,770.08	3,566		27,336.08	CGF
Information & Assistance	10935	12389	67,960.00	12,879	4,161	85,000.00	Title III E
Nutrition C-1	10834	12382	55,287.06	8,293		63,580.06	CGF
Nutrition C-2	10860	12303	45,082.00	8,268	979	54,329.00	Title III B
Senior Center Activities	10833	12381	10,591.00	2,119	345	13,055.00	Title III B
City of Emeryville	10831	12337	42,859.36	6,429		49,288.36	CGF
Senior Center Activities	10757	12179	10,028.00	2,006	326	12,358.00	Title III B
City of Fremont	10929	12376	123,817.00	23,465	7,581	154,863.00	Title III E
Caregiver Support	10930	12377	17,079.00	2,562		19,641.00	SIPP
MSSP	11034	12494	10,326.00	2,066	336	12,728.00	Title III B
Case Management							
Information & Assistance							
City of Oakland							
Senior Center Activities							
Crisis Support Services							
Visiting							
Day Break Adult Center/ADSNAC							
Caregiver Support							
Injury Prevention							
East Bay Korean American Sr. Svc Ctr							
Senior Center Activities							

**COMMUNITY BASED ORGANIZATION**  
**Master Contract Exhibit A and B Coversheet**

Dept Name: SSA – Adult , Aging & Medi-Cal Services Vendor ID #: 0000032633 Board PO #: SOCSEA-12337  
 Bus Unit: SOCSEA Master Contract #: 900163 Procurement Contract #: 10831 Budget Year: 2015

Acct #	Fund #	Dept #	Program #	Subclass #	Project /Grant #	Amount to be Encumbered	Total Contract Amount
<b>610341</b>	<b>10000</b>	<b>320200</b>	<b>34700</b>			<b>\$6429</b>	<b>\$49,288.38</b>

Justification if partial encumbrance or liquidation requested:

Federal Waiver #: \_\_\_\_\_ Contract Maximum: \$49,288.38  
 Procurement Contract Begin Date: 7/01/14 Expire Date: 6/30/15  
 Period of Funding: From: 7/01/14 To: 6/30/15  
 Department Contact: Tracy Murray Telephone: 510 577 1966 QIC Code: 24551  
 Contractor Name: City of Oakland  
 Project Name: \_\_\_\_\_  
 Contractor Address: 150 Frank H. Ogawa Plaza, 4<sup>th</sup> Floor  
Oakland, CA 94612 ALOCOLINK Vendor Address#: 117  
 Remittance Address: Same as above BOS Dist. # 5

Contractor Telephone: (510) 238-6137 Fax #: 510-238-7207 E-mail( Signatory): Sbedford@oaklandnet.com  
 Contractor Contact Person: Tracy Jensen E-mail(Contact): TJensen@oaklandnet.com  
 Contract Service Category: Information and Assistant  
 Method of Reimbursement (Invoicing Procedures): Actual costs in arrears

History of Funding:	Original	Amendment #1	Amendment #2	Amendmen	Amendment #4
Funding Level	<b>\$42,859.38</b>	<b>\$49,288.38</b>			
Amount of Encumbrance	<b>\$42,859.38</b>	<b>\$6429.00</b>			
File Date	<b>5/24/14</b>	<b>12/16/2014</b>			
File / Item #	<b>29358-5</b>	<b>29484-4</b>			
Reason	<b>Board Action</b>	<b>Board Action</b>			

Funding Source Allocation:	Federal / CFDA # ( )	State	County
			<b>\$49,288.38</b>

The signatures below signify that the attached Exhibits A and B have been reviewed, negotiated and finalized. The Contractor also signifies agreement with all provisions of the Master Contract.

**DEPARTMENT**

By

Signature

**Lori A. Cox**

Print or Type Name

Title **Social Services Agency Director**

Date

02/26/15**CONTRACTOR**

By

Signature

**Sara Bedford**

Print or Type Name

Title **Director, Human Services Department**

Date

2/6/15

Alameda County Department of Social Services

Reference: Master Contract #: \_\_\_\_\_  
Procurement #: 10831

**CONTRACT AMENDMENT**

Reference is made to that Contract made and entered into on the 1st day of July, 2014, by and between City of Oakland, herein called and referred to as "Contractor" and the COUNTY OF ALAMEDA, a body corporate and politic of the State of California, hereinafter called and referred to as "County".

Said contract is hereby amended in the following manner:

**CONTRACT FOR INFORMATION & ASSISTANCE**

**EXHIBIT A:**

No Change to Exhibit A service units.

**EXHIBIT B:**

**County General Funds:** The County funded dollar amount of \$6429 will be used to support baseline operations during the period July 1, 2014 to June 30, 2015. No additional service units have been added.

The amended budgets are attached which increases the allocation by \$6429 for a total allocation of \$49,288.38.

Except as herein amended, said Contract is continued in full force and effect.


The Contract Amendment is effective as of the 16 day of December 2014.

**COUNTY OF ALAMEDA**

By   
Lori A. Cox  
Title: Social Services Agency Director  
Date: 02/26/15

**CONTRACTOR**

City of Oakland,  
150 Frank H. Ogawa Plaza, 4<sup>th</sup> FL.  
Oakland, CA 94612

By   
Authorized Signature of Contractor  
Date: 2/6/15

## EXHIBIT B

Exhibit #:

## ALAMEDA COUNTY AREA AGENCY ON AGING CONTRACT BUDGET

Budget Effective Date: 07/1/14 Revision No.: \_\_\_\_

Date Prepared: 1/15/15

Contractor: City of Oakland- Department of Human Services

Contract Term: 7/1/14-6/30/15

## MIS Program: Information &amp; Assistance

Provider No.: 1302

## SECTION 1 SALARIES AND EMPLOYEE BENEFITS

1.1 PAID STAFF (FTE = __ hrs/wk) List # pos., %FTE, wages	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
2 Senior Center Directors, 5% FTE @ \$55605	5,450		5,450	
	0			
Outreach Workers	31,886.40	31,886.40		
2 @ 20 hrs/wk x \$15.33/hr x 52 weeks	0			
1 @ 379 hrs/wk @ \$15.33/hr (CGF \$6429)	6,429	6,429		
Manager, Senior Services, 5% FTE @ \$98,915	4,944		4,944	
	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>48,710</b>	<b>38,315</b>	<b>10,395</b>	<b>0</b>

## 1.2 TAXES AND BENEFITS

FICA	0			
SUI	477	341	136	
SDI	495	354	141	
Health Insurance	3,700	462	3,237	
Workers' Comp.	1,837	1,314	524	
Retirement	5,619	1,196	4,423	
Life Insurance	23	0	23	
Other	2,505	0.00	2,504.81	
<b>Subtotal:</b>	<b>14,656</b>	<b>3,667</b>	<b>10,989</b>	<b>0</b>

## 1.3 IN-KIND STAFF/VOLUNTEERS (List # pos., % FTE, Pay equivalent)

	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SALARY/BENEFIT BUDGET (Sections 1.1, 1.2, 1.3)</b>	<b>63,366</b>	<b>41,982</b>	<b>21,384</b>	<b>0</b>

Ex-B-Bgt.WB2 (A1.D49)



## SECTION 2 SERVICES AND SUPPLIES

2.1 TRAVEL AND TRAINING	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
Staff Travel: <u>  </u> Miles x Rate <u>  </u>	0			
Conferences/Conventions	0			
Staff Training -	250	250		
Vol.Travel: <u>  </u> Miles x Rate <u>  </u>	0			
<b>Subtotal:</b>	<b>250</b>	<b>250</b>	<b>0</b>	<b>0</b>

### 2.2 OCCUPANCY

Rent or Mortgage	0			
Telephone	300	300.38		
Utilities	0			
Janitorial/Maintenance	0			
General Liability Ins.	0			
<b>Subtotal:</b>	<b>300</b>	<b>300</b>	<b>0</b>	<b>0</b>

### 2.3 OTHER BUDGET COSTS

Supplies/Postage	1,200	1,200		
Minor Equip. (Each Item Under \$5,000)	986	986		
Printing/Copying/Graphics	653	653		
Website Maintenance	300	300		
Fiscal Agent Fee @ 8%	0	0		
Membership/Dues/Subscrip.	0			
Transportation	972	972		
Health Fair Fees	0			
Directory and Advertising	2,644	2,644		
Regional Center Project Management	0			
Member Grant Awards	0			
Respite Scholarships	0			
Counseling	0			
Support Groups	0			
<b>Subtotal:</b>	<b>6,756</b>	<b>6,756</b>	<b>0</b>	<b>0</b>

### 2.4 VEHICLE BUDGET

Gas/Oil <u>  </u> Miles x Rate <u>  </u>	0			
Maintenance	0			
Vehicle Insurance	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SERVICES/SUPPLIES BUDGET</b>	<b>7,306</b>	<b>7,306</b>	<b>0</b>	<b>0</b>

## SECTION 3 CAPITAL EQUIPMENT

3.1 Capital Equipment <i>List Items Costing \$500+ (Include Funding Source)</i>	TOTAL PROJECT COSTS (1)	AAA FUNDED PROJECT COSTS (2)	OTHER	
			CASH	IN-KIND
	0			
	0			
	0			
<b>TOTAL CAPITAL EQUIPMENT BUDGET</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>GRAND TOTAL BUDGET (Sections 1.1 - 3.1)</b>	<b>70,672</b>	<b>49,288.38</b>	<b>21,384</b>	<b>0</b>
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## SECTION 4 REVENUES

4.1 REVENUE SOURCES:	Total Project Funds	AAA Project Funding	Other		Committed Funds
			CASH	IN-KIND	
<b>Non-Match:</b>					
City of Oakland	21,384		21,384		21,384
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
<b>Subtotal:</b>	<b>21,384</b>	<b>0</b>	<b>21,384</b>	<b>0</b>	<b>21,384</b>
<b>Match:</b>					
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Title III Client Donations (if applicable):					
Title III Funds (if applicable):					
County General Funds (CGF \$6429):	49,288.38	49,288.38			49,288
CBSP Funds (if applicable):					
<b>TOTAL FUNDS:</b>	<b>70,672.03</b>	<b>49,288.38</b>	<b>21,383.65</b>	<b>0</b>	<b>70,672.03</b>

## SECTION 5 DEDUCTIVE FORMULA (Title III Funded Programs Only)

	TOTAL
1.) TOTAL PROJECT BUDGET:	70,672
2.) {LESS} COUNTY GENERAL FUNDS:	49,288.38
3.) {LESS} OTHER NON-MATCH FUNDS:	21,384
4.) {EQUALS} TITLE III BUDGET COSTS TO BE MATCHED:	0
5.) {LESS} TITLE III MATCH FUNDS: [minimum of 10% OF LINE 4]	0
6.) {LESS} TITLE III CLIENT DONATIONS:	0
7.) {EQUALS} EARNED TITLE III FUNDS:	0

Ex-B-Bgt.WB2 (E102.J145)

Page 3 of 3

## **Exhibit D**

### **Audit Requirements**

The County contracts with various organizations to carry out programs mandated by the Federal and State governments or sponsored by the Board of Supervisors. Under the Single Audit Act Amendments of 1996 (31 U.S.C.A. §§ 7501-7507) and Board policy, the County has the responsibility to determine whether organizations receiving funds through the County have spent them in accordance with applicable laws, regulations, contract terms, and grant agreements. To this end, effective with the first fiscal year beginning on and after December 26, 2014, the following are required.

#### **I. AUDIT REQUIREMENTS**

##### **A. Funds from Federal Sources:**

1. Non-Federal entities which are determined to be subrecipients by the supervising department according to 2 CFR § 200.330 and which expend annual Federal awards in the amount specified in 2 CFR § 200.501 are required to have a single audit performed in accordance with 2 CFR § 200.514.
2. When a non-Federal entity expends annual Federal awards in the amount specified in 2 CFR § 200.501(a) under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or terms and conditions of the Federal award do not require a financial statement audit of the auditee, the non-Federal entity may elect to have a program-specific audit conducted in accordance with 2 CFR § 200.507 (Program Specific Audits).
3. Non-Federal entities which expend annual Federal awards less than the amount specified in 2 CFR § 200.501(d) are exempt from the single audit requirements for that year except that the County may require a limited-scope audit in accordance with 2 CFR § 200.503(c).

##### **B. Funds from All Sources:**

Non-Federal entities which expend annual funds from any source (Federal, State, County, etc.) through the County in an amount of:

1. \$100,000 or more must have a financial audit in accordance with the U.S. Comptroller General's Generally Accepted Government Auditing Standards (GAGAS) covering all County programs.
2. Less than \$100,000 are exempt from these audit requirements except as otherwise noted in the contract.

Non-Federal entities that are required to have or choose to do a single audit in accordance with 2 CFR Subpart F, Audit Requirements are not required to have a financial audit in the same year. However, Non-Federal entities that are required to have a financial audit may also be required to have a limited-scope audit in the same year.

C. General Requirements for All Audits:

1. All audits must be conducted in accordance with Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States (GAGAS).
2. All audits must be conducted annually, except for biennial audits authorized by 2 CFR § 200.504 and where specifically allowed otherwise by laws, regulations, or County policy.
3. The audit report must contain a separate schedule that identifies all funds received from or passed through the County that is covered by the audit. County programs must be identified by contract number, contract amount, contract period, and amount expended during the fiscal year by funding source. An exhibit number must be included when applicable.
4. If a funding source has more stringent and specific audit requirements, these requirements must prevail over those described above.

II. **AUDIT REPORTS**

A. For Single Audits

1. Within the earlier of 30 calendar days after receipt of the auditor's report or nine months after the end of the audit period, the auditee must electronically submit to the Federal Audit Clearinghouse (FAC) the data collection form described in 2 CFR § 200.512(b) and the reporting package described in 2 CFR § 200.512(c). The auditee and auditors must ensure that the reporting package does not include protected personally identifiable information. The FAC will make the reporting package and the data collection form available on a web site and all Federal agencies, pass-through entities and others interested in a reporting package and data collection form must obtain it by accessing the FAC. As required by 2 CFR § 200.512(a)(2), unless restricted by Federal statutes or regulations, the auditee must make copies available for public inspection.
2. A notice of the audit report issuance along with two copies of the management letter with its corresponding response should be sent to the County supervising department within ten calendar days after it is submitted to the FAC. The County supervising department is responsible for forwarding a copy of the audit report, management letter, and corresponding responses to the County Auditor within one week of receipt.

B. For Audits other than Single Audits

At least two copies of the audit report package, including all attachments and any management letter with its corresponding response, should be sent to the County supervising department within six months after the end of the audit year, or other time frame as specified by the department. The County supervising department is responsible for forwarding a copy of the audit report package to the County Auditor within one week of receipt.

### **III. AUDIT RESOLUTION**

Within 30 days of issuance of the audit report, the entity must submit to its County supervising department a corrective action plan consistent with 2 CFR § 200.511(c) to address each audit finding included in the current year auditor's report. Questioned costs and disallowed costs must be resolved according to procedures established by the County in the Contract Administration Manual. The County supervising department will follow up on the implementation of the corrective action plan as it pertains to County programs.

### **IV. ADDITIONAL AUDIT WORK**

The County, the State, or Federal agencies may conduct additional audits or reviews to carry out their regulatory responsibilities. To the extent possible, these audits and reviews will rely on the audit work already performed under the audit requirements listed above.

COB

# ALAMEDA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

*The following action was taken by the Alameda County Board of Supervisors on 12/16/2014*

Approved as Recommended ☒

Other ☐

Unanimous ☐ Chan: ☐ Haggerty: ☐ Miley: ☐ Valle: ☒ Carson: ☐ - 4

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Contract: C-2014-209

Resolution: R-2014-410F

Documents to be signed by Agency/Purchasing Agent:

File No. 29484

Item No. 4

Copies sent to:

J. Villafior & Auditor

## Special Notes:

FY 2014-2015 Older  
Americans Act and Older  
Californians Act Grant  
Agreement No. AP-1415-09,  
A01



I certify that the foregoing is a correct  
copy of a Minute Order adopted by the  
Board of Supervisors, Alameda County,  
State of California.

ATTEST:

Clerk of the Board  
Board of Supervisors

By: 

Deputy





Lori A. Cox  
Agency Director

Thomas L. Berkley Square  
2000 San Pablo Avenue, Fourth Floor  
Oakland, California 94612  
510-271-9100 / Fax: 510-271-9108  
[ssadirector@acgov.org](mailto:ssadirector@acgov.org)  
<http://alamedasocialservices.org>

November 6, 2014

Honorable Board of Supervisors  
Administration Building  
Oakland, California 94612

Dear Board Members:

**SUBJECT:** Approval of Area Plan Grant Agreement Amendment and Contract Amendments for services administered by the Area Agency on Aging

**RECOMMENDATIONS:**

- A. Approve the FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1, between the California Department of Aging and County of Alameda, Area Agency on Aging and authorize the President to sign seven (7) Grant Agreements on behalf of Alameda County, each with an original signature, with a Minute Order authorizing execution of the contract.
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**SUMMARY/DISCUSSION:**

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**FUNDING**

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Sincerely,



Lori A. Cox  
Agency Director

- Att: 1) Seven Original FY 2014-20145 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1 documents for Board President signature.  
2) Attachment A  
3) Financial Recommendation

CONTRACTOR	PC #	PO #	Initial Contract Amount	15% Increase & Sequestration	OTO & Special Nutrition	Amended Contract Amount	Fund Source
Nutrition C-1	11033	12493	64,757.00	9,714	12,126	86,597.00	Title III C-1
Ethiopian Community Family Caregiver Support	11008	12451	10,318.00	1,958	632	12,906.00	Title III E
Family Bridges Information & Assistance	10875	12340	15,897.00	3,181	517	19,595.00	Title III B
Senior Center Activities	10879	12427	26,246.00	5,251	854	32,351.00	Title III B
Visiting	10802	12255	13,036.00	2,607	424	16,067.00	Title III B
Family Caregiver Alliance Caregiver Support	10760	12181	95,553.00	18,108	5,850	119,511.00	Title III E
Family Support Services of the BA Caregiver Support	10761	12183	51,260.00	9,714	3,138	64,112.00	Title III E
Hayward Area Recreation & Park District Senior Center Activities	10912	12358	24,100.56	3,615		27,715.56	CGF
J-Sei Case Management	10819	12267	10,432.00	2,087	339	12,858.00	Title III B
Visiting	10818	12266	8,021.00	1,604	261	9,886.00	Title III B
Nutrition C-2	10807	12260	28,322.00	4,248	1,910	34,480.00	Title III C-2
Korean Community Center of the East Bay Information & Assistance	11017	12474	16,751.00	3,351	545	20,647.00	Title III B
Life ElderCare	10771	12188	29,078.00	5,817	946	35,841.00	Title III B
Visiting - Lavender	10769	12187	10,326.00	2,066	336	12,728.00	Title III B
Nutrition C-2	10937	12390	49,211.00	7,382	3,318	59,911.00	Title III C-2
Injury Prevention	10978	12426	25,291.00	3,794		29,085.00	SIPP
Legal Assistance for Seniors Elder Abuse Prevention	10876	12324	19,356.00	3,647	201	23,204.00	Title VIIb
MIPPA	10877	12325	11,908.00	1,786		13,694.00	MIPPA
Financial alignment	10928	12396	36,942.00	5,541		42,483.00	FA
Legal Services	10871	12321	346,274.00	57,263	3,460	406,997.00	Title III B
HICAP	10872	12322	393,995.00	59,099		453,094.00	HICAP
Lifelong Medical Care Health Services	10813	12359	36,699.00	7,342	1,194	45,235.00	Title III B
Disease Prevention	10813	12359	27,471.00	5,752	1,162	34,385.00	Title III D
Jan Spear dba Nutrition Solutions	10331	12327	182,248.00	27,337	34,127	243,712.00	Title III C-1
Nutrition C-1	10331	12327	205,831.00	30,875	13,878	250,584.00	Title III C-2
On Lok Senior Health Services Family Caregiver Support	10334	12350	25,795.00	4,888	1,579	32,262.00	Title III E
Open Heart Kitchen	10822	12273	132,303.00	19,845	24,774	176,922.00	Title III C-1
Rebuilding Together Oakland Injury Prevention	10828	12279	10,000.00	1,500		11,500.00	SIPP
Senior Support Services of the Tri Valley Disease Prevention	10911	12402	27,471.00	5,752	1,162	34,385.00	Title III D
Caregiver Support	10910	12401	40,375.00	7,651	2,472	50,498.00	Title III E

**COMMUNITY BASED ORGANIZATION  
MASTER CONTRACT EXHIBIT A & B COVERSHEET**

Dept Name: SSA – Adult, Aging & Medi-Cal Vendor ID #: 85662 Board PO #: 12451  
 Bus Unit: SOCSA Master Contract #: 900786 Procurement Contract #: 11008 Budget Year: 2015

Acct #	Fund #	Dept #	Program #	Subclass #	Project / Grant #	Amount to be Encumbered	Total Contract Amount
<b>610341</b>	<b>10000</b>	<b>320200</b>	<b>33950</b>			<b>\$ 632</b>	<b>\$ 10,950</b>
<b>610341</b>	<b>10000</b>	<b>320200</b>	<b>34700</b>			<b>\$ 1,956</b>	<b>\$ 1,956</b>

Justification if partial encumbrance or liquidation requested: \_\_\_\_\_

Federal Funds Waiver #: F606 Contract Maximum: \$ 12,906

Procurement Contract Begin Date: 07/01/14 Expire Date: 06/30/15 Period of Funding From: 07/01/14 To: 06/30/15

Department Contact: Tracy Murray Telephone #: 510-577-1966 QIC Code: 24551

Contractor Name: Ethiopian Community and Cultural Center

Project Name: \_\_\_\_\_

Contractor Address: 6116 Telegraph Ave Oakland, CA 94609

Remittance Address: Same as above ALCOLINK Vendor Address #: 1  
 BOS Dist. #: 5

Contractor Telephone #: 510-268-4770 Fax #: 510-268-4003 E-mail (Signatory): ermias@ethiopiacc.org  
 Contractor Contact Person: Lea Berhane E-mail (Contact): Lea.ecccoakland@yahoo.com

Contract Service Category: Family Caregiver Support Estimated Units of Service: See Exhibit A

Method of Reimbursement (Invoicing Procedures): Actual costs in arrears

History of Funding:	Original	Amendment #1	Amendment #2	Amendment #3	Amendment #4
Funding Level	<b>\$ 10,318</b>	<b>\$ 12,906</b>			
Amount of Encumbrance	<b>\$ 10,318</b>	<b>\$ 2,588</b>			
File Date	<b>06/24/14</b>	<b>12/16/14</b>			
File / Item #	<b>29538 / 5</b>	<b>29484 / 4</b>			
Reason	<b>Board Action</b>	<b>Board Action</b>			

Funding Source Allocation:	Federal - CFDA #: <u>(93.052)</u>	State	County
	<b>\$ 10,950</b>		<b>\$ 1,956</b>

The signatures below signify that the attached Exhibits A and B have been received, negotiated and finalized. The Contractor also signifies agreement with all provisions of the Master Contract.

**DEPARTMENT**

By  \_\_\_\_\_  
 Signature

**Lori A. Cox**  
 Print or Type Name

Title Social Services Agency Director

Date 02/26/18

**CONTRACTOR**

By  \_\_\_\_\_  
 Signature

**Ermias Getachew**  
 Print or Type Name

Title Executive Director

Date 2/10/2015

By \_\_\_\_\_  
 Signature

Print or Type Name

Title \_\_\_\_\_ Date \_\_\_\_\_

## CONTRACT AMENDMENT

Reference is made to that Contract made and entered into on the 1st day of July 2014, by and between Ethiopian Community and Cultural Center, herein called and referred to as "Contractor" and the COUNTY OF ALAMEDA, a body corporate and politic of the State of California, hereinafter called and referred to as "County".

Said contract is hereby amended in the following manner:

### CONTRACT FOR FAMILY CAREGIVER SUPPORT SERVICES

#### EXHIBIT A:

**Section II. B. 7. One-Time-Only Objective:** A one-time-only allocation of \$632 will be used to fund Program Staffing, Services, and Supplies during the period July 1, 2014 through June 30, 2015.

**Section II. B. 8. Baseline Operations Objective:** A baseline operations allocation of \$1,956 will be used to support baseline services during the period July 1, 2014 through June 30, 2015.

#### EXHIBIT B:

The amended budget is attached, which increases the allocation by **\$2,588** for a total allocation of **\$ 12,906**.

Except as herein amended, said Contract is continued in full force and effect.

The Contract Amendment is effective as of the 16th day of December 2014.

#### COUNTY OF ALAMEDA

By   
Lori A. Cox

Title: Social Services Agency Director

Date: 02/26/15

#### CONTRACTOR

Ethiopian Community & Cultural Center  
6116 Telegraph Ave.  
Oakland, CA 94609

By   
Authorized Signature of Contractor

Title: Executive Director

Date: 2/10/2018



### **A. Baseline Service Objectives**

1. Services shall be available by phone at ECCC offices at 6116 Telegraph Ave Oakland, CA 94609. Service locations must be situated in or be accessible to concentrations of consumers in the greatest social and economic need.
2. Contractor shall utilize the views of participants when evaluating the effectiveness of services received.

### **B. MIS Units of Service**

Contractor shall perform the following units of service during this contract period in a manner that distributes them reasonably in all four geographic areas, and evenly over the months of the contract.

1. Services shall be targeted to persons 60 years and older as follows:
  - 31 % aged 75 and older
  - 20 % in Greatest Economic Need
  - 36 % Functionally Impaired
  - 48 % Minorities
2. Twenty (20) new caregiver contacts will receive Family Caregiver Support services during the contract period.
3. Three (3) activities of Public Information on Caregiving will be provided during the contract period. The participant attendance count will be reported monthly.
4. Three (3) activities of Community Education on Caregiving will be provided during the contract period. The participant attendance count will be reported monthly.
5. Two hundred twenty (220) contacts will receive Caregiver Information & Assistance services during the contract period.
6. One hundred forty (140) contacts will receive Caregiver Interpretation / Translation services during the contract period.
7. **One-Time-Only Objective:** A one-time-only allocation of \$632 will be used to fund Program Staffing, Services, and Supplies during the period July 1, 2014 through June 30, 2015.
8. **Baseline Operations Objective:** A baseline operations allocation of \$1,956 will be used to support baseline services during the period July 1, 2014 through June 30, 2015.

NUMBER UNDUPLICATED INDIVIDUALS TO BE SERVED ANNUALLY	SUPPORT SERVICE CATEGORY	SERVICE UNIT NAME	CARS ID #	NUMBER OF UNITS TO BE PROVIDED	
				ANNUALLY (12 months)	MONTHLY (approx)
20					
	<b>Information Services</b>	Public Information	111	3 activities	.5 activity
		Community Education	112	3 activities	1 activity
	<b>Access Assistance</b>	Caregiver Information & Assistance	122	220 contacts	63 contacts
		Caregiver Interpretation / Translation	123	140 contacts	63 contacts

### C. Definitions

1. **Program Requirements** means requirements found in the Older Americans Act (OAA), Title III, Part E, Sections 371 through 374.
2. **Eligible Service Population** for Title III E means:
  - a. A Family Caregiver
  - b. A Grandparent or Older Individual Who is a Relative Caregiver
3. **A Family Caregiver** is defined in Title III, Part A, Sections 302(3) of the OAA as an adult family member or another individual who is an informal provider of in-home and community care to an older individual or to an individual (of any age) with Alzheimer's disease or a related disorder with neurological and organic brain dysfunction. "Family Caregiver" is used interchangeably with "informal caregiver". "Informal" means that the care is not provided as part of a public or private formal service program.

A Family Caregiver provides care without pay. FCSP funds cannot be used to pay the Family Caregiver a stipend or salary for providing care. FCSP funds may be used to pay another family member or friend to provide respite care or supplemental services to the Family Caregiver.

Older parents providing care to their adult child with disabilities can be served in FCSP if the adult child is 60 years of age or older.

The broader term "Caregiver" as defined in Title I, Section 102(18)(B) of the OAA is not applicable to Title III of the OAA since it also means an individual who—voluntarily or because of compensation—has responsibility for the care of an older

**EXHIBIT B****ALAMEDA COUNTY AREA AGENCY ON AGING CONTRACT BUDGET**

Budget Effective Date: 07/01/2014

Revision No.: 1

Date Prepared:

02/10/2015

Contractor: Ethiopian Community &amp; Cultural Center

Contract Term:

07/01/2014-06/30/2015

MIS Program: Family Caregiver Support Program

Vendor No.:

85662

**SECTION 1 SALARIES AND EMPLOYEE BENEFITS**

1.1 PAID STAFF (FTE = ____ hrs/wk) List # pos., %FTE, wages	TOTAL PROJECT BUDGET (1)	AAA FUNDED BUDGET (2)	OTHER	
			CASH (3)	IN-KIND (4)
	0			
FCSP Program Coordinator 75% FTE @ \$45,000	38,954	10,318	28,636	
Communication/Translation Personnel \$9,600 @ 50%	2,206		2,206	
Workshop Coordinator	2,594		2,594	
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>43,754</b>	<b>10,318</b>	<b>33,436</b>	<b>0</b>

**1.2 TAXES AND BENEFITS**

FICA	2,582		2,582	
SUI	439		439	
SDI	1,266		1,266	
Health Insurance	2,531			2,531
Workers' Comp.	740		740	
Retirement	0			
Life Insurance	0			
	0			
<b>Subtotal:</b>	<b>7,558</b>	<b>0</b>	<b>5,027</b>	<b>2,531</b>

**1.3 IN-KIND STAFF/VOLUNTEERS (List # pos., % FTE, Pay equivalent)**

	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SALARY/BENEFIT BUDGET (Sections 1.1, 1.2, 1.3)</b>	<b>51,312</b>	<b>10,318</b>	<b>38,463</b>	<b>2,531</b>

## SECTION 2 SERVICES AND SUPPLIES

2.1 TRAVEL AND TRAINING	TOTAL PROJECT BUDGET (1)	AAA FUNDED BUDGET (2)	OTHER	
			CASH (3)	IN-KIND (4)
Staff Travel: <u>    </u> Miles x Rate <u>.445</u>	0			
Conferences/Conventions	0			
Staff Training	1,000	0		1,000
Vol. Travel: <u>    </u> Miles x Rate <u>    </u>	0			
<b>Subtotal:</b>	<b>1,000</b>	<b>0</b>	<b>0</b>	<b>1,000</b>
<b>2.2 OCCUPANCY</b>				
Rent or Mortgage	9,900		7,700	2,200
Telephone	1,800		1,400	400
Utilities	1,200		300	900
Janitorial/Maintenance	1,250			1,250
General Liability Ins.	1,400		900	500
<b>Subtotal:</b>	<b>15,550</b>	<b>0</b>	<b>10,300</b>	<b>5,250</b>
<b>2.3 OTHER BUDGET COSTS</b>				
Supplies/Postage	1,100		380	720
Minor Equipment <b>OTO \$632</b>	<b>3,520</b>	<b>2,588</b>	182	750
Printing/Copying	3,500		2,000	1,500
Equipment Maintenance	500			500
Bookkeeping Services/Audit Costs	0			
Membership/Dues/Subscrip.	0			
Indirect ( %)	0			
Other: SAMS Reporting Software	396		396	
	0			
<b>Subtotal:</b>	<b>9,016</b>	<b>2,588</b>	<b>2,958</b>	<b>3,470</b>
<b>2.4 VEHICLE BUDGET</b>				
Gas/Oil <u>    </u> Miles x Rate <u>    </u>	0			
Maintenance/Repairs	0			
Vehicle Insurance	0			
Other:	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SERVICES/SUPPLIES BUDGET</b>	<b>25,566</b>	<b>2,588</b>	<b>13,258</b>	<b>9,720</b>

## SECTION 3 CAPITAL EQUIPMENT

3.1 Capital Equipment <i>List Items Costing \$500+ (Include Funding Source)</i>	TOTAL PROJECT		CASH COSTS (2)	IN-KIND COSTS (3)
	COSTS (1)			
	0			
	0			
	0			
<b>TOTAL CAPITAL EQUIPMENT BUDGET</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>GRAND TOTAL BUDGET (Sections 1.1 - 3.1)</b>	<b>76,878</b>	<b>12,906</b>	<b>51,721</b>	<b>12,251</b>

## SECTION 4 REVENUES

4.1 REVENUE SOURCES:	TOTAL	AAA	CASH	IN-KIND	Committed Funds
Non-Match:					
	0				
	0				
	0				
	0				
Fundraising	45,055		45,055		
	0				
	0				
	0				
	0				
	0				
	0				
	0				
<b>Subtotal:</b>	<b>45,055</b>	<b>0</b>	<b>45,055</b>	<b>0</b>	<b>0</b>
Match:					
	0				
Christensen Fund	6,666		6,666		6,666
ECCC General Funds	12,251			12,251	12,251
	0				2,974
	0				
	0				
	0				
<b>Subtotal:</b>	<b>18,917</b>	<b>0</b>	<b>6,666</b>	<b>12,251</b>	<b>21,891</b>
Title III Client Donations:	0				
Title III Funds: <b>OTO \$632</b>	<b>10,950</b>	<b>10,950</b>			49,445
County General Funds:	1,956	1,956			
CBSP Funds:	0				
<b>TOTAL FUNDS:</b>	<b>76,878</b>	<b>12,906</b>	<b>51,721</b>	<b>12,251</b>	<b>71,336</b>

## SECTION 5 DEDUCTIVE FORMULA (Title III Funded Programs Only)

	TOTAL
1.) TOTAL PROJECT BUDGET:	76,878
2.) {LESS} COUNTY GENERAL FUNDS:	1,956
3.) {LESS} OTHER NON-MATCH FUNDS:	45,055
4.) {EQUALS} TITLE III BUDGET COSTS TO BE MATCHED:	29,867
5.) {LESS} TITLE III MATCH FUNDS: [25% OF LINE 4]	18,917
6.) {LESS} TITLE III CLIENT DONATIONS:	0
7.) {EQUALS} EARNED TITLE III FUNDS:	10,950
<b>TOTAL CONTRACT FUNDING (LINE 2 + LINE 7)</b>	<b>12,906</b>



## **Exhibit D**

### **Audit Requirements**

The County contracts with various organizations to carry out programs mandated by the Federal and State governments or sponsored by the Board of Supervisors. Under the Single Audit Act Amendments of 1996 (31 U.S.C.A. §§ 7501-7507) and Board policy, the County has the responsibility to determine whether organizations receiving funds through the County have spent them in accordance with applicable laws, regulations, contract terms, and grant agreements. To this end, effective with the first fiscal year beginning on and after December 26, 2014, the following are required.

#### **I. AUDIT REQUIREMENTS**

##### **A. Funds from Federal Sources:**

1. Non-Federal entities which are determined to be subrecipients by the supervising department according to 2 CFR § 200.330 and which expend annual Federal awards in the amount specified in 2 CFR § 200.501 are required to have a single audit performed in accordance with 2 CFR § 200.514.
2. When a non-Federal entity expends annual Federal awards in the amount specified in 2 CFR § 200.501(a) under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or terms and conditions of the Federal award do not require a financial statement audit of the auditee, the non-Federal entity may elect to have a program-specific audit conducted in accordance with 2 CFR § 200.507 (Program Specific Audits).
3. Non-Federal entities which expend annual Federal awards less than the amount specified in 2 CFR § 200.501(d) are exempt from the single audit requirements for that year except that the County may require a limited-scope audit in accordance with 2 CFR § 200.503(c).

##### **B. Funds from All Sources:**

Non-Federal entities which expend annual funds from any source (Federal, State, County, etc.) through the County in an amount of:

1. \$100,000 or more must have a financial audit in accordance with the U.S. Comptroller General's Generally Accepted Government Auditing Standards (GAGAS) covering all County programs.
2. Less than \$100,000 are exempt from these audit requirements except as otherwise noted in the contract.

Non-Federal entities that are required to have or choose to do a single audit in accordance with 2 CFR Subpart F, Audit Requirements are not required to have a financial audit in the same year. However, Non-Federal entities that are required to have a financial audit may also be required to have a limited-scope audit in the same year.

C. General Requirements for All Audits:

1. All audits must be conducted in accordance with Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States (GAGAS).
2. All audits must be conducted annually, except for biennial audits authorized by 2 CFR § 200.504 and where specifically allowed otherwise by laws, regulations, or County policy.
3. The audit report must contain a separate schedule that identifies all funds received from or passed through the County that is covered by the audit. County programs must be identified by contract number, contract amount, contract period, and amount expended during the fiscal year by funding source. An exhibit number must be included when applicable.
4. If a funding source has more stringent and specific audit requirements, these requirements must prevail over those described above.

II. **AUDIT REPORTS**

A. For Single Audits

1. Within the earlier of 30 calendar days after receipt of the auditor's report or nine months after the end of the audit period, the auditee must electronically submit to the Federal Audit Clearinghouse (FAC) the data collection form described in 2 CFR § 200.512(b) and the reporting package described in 2 CFR § 200.512(c). The auditee and auditors must ensure that the reporting package does not include protected personally identifiable information. The FAC will make the reporting package and the data collection form available on a web site and all Federal agencies, pass-through entities and others interested in a reporting package and data collection form must obtain it by accessing the FAC. As required by 2 CFR § 200.512(a)(2), unless restricted by Federal statutes or regulations, the auditee must make copies available for public inspection.
2. A notice of the audit report issuance along with two copies of the management letter with its corresponding response should be sent to the County supervising department within ten calendar days after it is submitted to the FAC. The County supervising department is responsible for forwarding a copy of the audit report, management letter, and corresponding responses to the County Auditor within one week of receipt.

B. For Audits other than Single Audits

At least two copies of the audit report package, including all attachments and any management letter with its corresponding response, should be sent to the County supervising department within six months after the end of the audit year, or other time frame as specified by the department. The County supervising department is responsible for forwarding a copy of the audit report package to the County Auditor within one week of receipt.

### **III. AUDIT RESOLUTION**

Within 30 days of issuance of the audit report, the entity must submit to its County supervising department a corrective action plan consistent with 2 CFR § 200.511(c) to address each audit finding included in the current year auditor's report. Questioned costs and disallowed costs must be resolved according to procedures established by the County in the Contract Administration Manual. The County supervising department will follow up on the implementation of the corrective action plan as it pertains to County programs.

### **IV. ADDITIONAL AUDIT WORK**

The County, the State, or Federal agencies may conduct additional audits or reviews to carry out their regulatory responsibilities. To the extent possible, these audits and reviews will rely on the audit work already performed under the audit requirements listed above.

# ALAMEDA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

The following action was taken by the Alameda County Board of Supervisors on 12/16/2014

Approved as Recommended ☒

Other ☐

Unanimous ☐ Chan: ☐ Haggerty: ☐ Miley: ☐ Valle: ☒ Carson: ☐ - 4

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Contract: C-2014-209  
Resolution: R-2014-410F

Documents to be signed by Agency/Purchasing Agent:

File No. 29484

Item No. 4

Copies sent to:

J. Villaflor & Auditor

**Special Notes:**

FY 2014-2015 Older  
Americans Act and Older  
Californians Act Grant  
Agreement No. AP-1415-09,  
A01



I certify that the foregoing is a correct  
copy of a Minute Order adopted by the  
Board of Supervisors, Alameda County,  
State of California.

ATTEST:  
Clerk of the Board  
Board of Supervisors

By: [Signature]

Deputy



Lori A. Cox  
Agency Director

Thomas L. Berkley Square  
2000 San Pablo Avenue, Fourth Floor  
Oakland, California 94612  
510-271-9100 / Fax: 510-271-9108  
[ssadirector@acgov.org](mailto:ssadirector@acgov.org)  
<http://alamedasocialservices.org>

November 6, 2014

Honorable Board of Supervisors  
Administration Building  
Oakland, California 94612

Dear Board Members:

**SUBJECT:** Approval of Area Plan Grant Agreement Amendment and Contract Amendments for services administered by the Area Agency on Aging.

**RECOMMENDATIONS:**

- A. Approve the FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1, between the California Department of Aging and County of Alameda, Area Agency on Aging and authorize the President to sign seven (7) Grant Agreements on behalf of Alameda County, each with an original signature, with a Minute Order authorizing execution of the contract.
- B. Approve the attached Financial Recommendation increasing revenue and appropriations by \$1,362,121.
- C. Approve contract increases totaling \$1,359,648 as detailed in attachment A, and delegate authority to the Social Services Director to sign the contract amendments, under the master contracting process.
- D. Approve a one-time allocation of Measure A Funds in the amount of \$15,000 to provide emergency senior support services.

**SUMMARY/DISCUSSION:**

This letter requests action by your Board to approve and execute Amendment 1 to the Older Americans Act (OAA) and Older Californians Act Grant Agreement issued by the California Department of Aging (CDA) for FY 2014/15.



This grant agreement, which provides an increase of \$408,288 in Special Nutrition (SN) and One-Time-Only (OTO) funds, allocates a total of \$5,879,694.00 to the Alameda County Area Agency on Aging (AAA). Your Board approved the original agreement, AP-1415-09, in the amount of \$5,471,406, on October 7, 2014 (File: 29356; Item: 4). The AAA will retain \$2,473 of the SN & OTO funds for its direct service Ombudsman program and allocate the remaining \$405,815 to its subcontractors as outlined in Attachment A.

Your Board directed that the Social Services Agency (SSA) and Health Care Services Agency (HCSA) collaborate to develop a Countywide plan for seniors. SSA is implementing a strategy that includes three key items: 1) provide one-time emergency funding to support the infrastructure of senior service providers; 2) develop a plan for delivery of technical assistance & capacity building for senior services providers; and 3) develop a Countywide plan for seniors. Attachment A includes emergency funding of \$953,833, which includes a 15% (\$884,012) increase in senior service contracts and \$69,821 to backfill a gap caused by federal sequestration cuts. Please note that the HCSA is providing \$15,000 of the funding from Measure A so that Senior Injury Prevention Program contracts managed by the AAA will also receive emergency funding.

County Counsel has approved this amended grant agreement as to form.

#### **SELECTION CRITERIA/PROCESS:**

*The subcontractors receiving funds under this grant agreement were selected based on recommendations resulting from the 2014-2018 requests for proposals completed by the Alameda County Area Agency on Aging and the Advisory Commission on Aging. The Commission's recommendations for funding from the RFP were approved by your Board on June 24, 2014 (File #29358, Item 5).*

#### **FUNDING**

Financing will come from the SSA budget and federal OTO funds awarded to Alameda County by the CDA through this grant agreement amendment for FY 2014-2015. An additional \$15,000 in funding comes from the Measure A reserve. Approval of these recommendations will bring the total amount of Measure A one-time expenditures that exceed the Fiscal Year 2014-2015 Budget to \$3,879,000. The Measure A expenses will be transferred to the Public Health Department at year end. The subcontractors receiving OAA and OCA funds will meet all match requirements.

Sincerely,



Lori A. Cox  
Agency Director

- Att: 1) Seven Original FY 2014-20145 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1 documents for Board President signature.  
2) Attachment A  
3) Financial Recommendation

CONTRACTOR	PC #	PO #	Initial Contract Amount	15% Increase & Sequestration	OTO & Special Nutrition	Amended Contract Amount	Fund Source
Health Services	10911	12402	45,318.00	9,066	1,474	55,858.00	Title III B
Case Management	11010	12453	31,466.00	5,794	698	37,958.00	Title III B
Visiting	10907	12400	20,236.00	4,048	658	24,942.00	Title III B
Injury Prevention	10881	12379	17,000.00	2,550		19,550.00	SIPP
SER-Jobs for Progress, Inc						0.00	
SCSEP	10813	12264	145,819.00	28,888		174,707.00	Title V
S O S Meats on Wheels						0.00	
Nutrition C-2	10756	12201	1,314,905.00	197,238	88,652	1,600,793.00	Title III C-2
Spanish Speaking Unity Council						0.00	
Senior Center Activities	10945	12413	21,599.86	3,770	345	25,714.86	Title III B
Spectrum Community Services						0.00	
Nutrition C-1	10921	12367	607,504.00	91,126	113,759	812,389.00	Title III C-1
Nutrition C-2	10922	12368	9,617.00	1,443	648	11,708.00	Title III C-2
Injury Prevention	10827	12276	10,630.00	1,595		12,225.00	SIPP
St. Mary's Center						0.00	
Visiting	10759	12180	21,057.00	4,213	685	25,955.00	Title III B
Injury Prevention	10859	12302	20,000.00	3,000		23,000.00	SIPP
Hospital Committee/ValleyCare Health Sys						0.00	
Nutrition C-2	11008	12452	440,083.00	66,009	29,670	535,742.00	Title III C-2
Vietnamese American Community Ctr						0.00	
Information & Assistance	10764	12185	14,378.00	2,877	468	17,723.00	Title III B
Senior Center Activities	10765	12186	16,169.00	3,234	526	19,929.00	Title III B
Nutrition C-1	10804	12258	53,964.00	8,095	10,105	72,164.00	Title III C-1
<b>Total</b>			<b>5,893,368.48</b>	<b>953,833.00</b>	<b>405,815.00</b>	<b>7,253,016.46</b>	

**COMMUNITY BASED ORGANIZATION  
MASTER CONTRACT EXHIBIT A & B COVERSHEET**

Dept Name: SSA- Adult, Aging and Medi-Cal Services Vendor ID #: 0000023730 Board PO #: SOCSA-12180Bus Unit: SOCSA Master Contract #: 900101 Procurement Contract #: 10759 Budget Year: 2015

Acct #	Fund #	Dept #	Program #	Subclass #	Project / Grant #	Amount to be Encumbered	Total Contract Amount
610341	10000	320200	33605			\$685	\$21,742
610341	10000	320200	34700			\$4,213	\$4,213

Justification if partial encumbrance or liquidation requested: \_\_\_\_\_

Federal Funds Waiver #: F604

Contract Maximum: \_\_\_\_\_

\$25,955Procurement Contract Begin Date: 7/01/2014 Expire Date: 6/30/2015 Period of Funding From: 7/01/2014 To: 6/30/2015Department Contact: Tracy Murray Telephone #: 577-1966 QIC Code: 24550Contractor Name: St. Mary's Center

Project Name: \_\_\_\_\_

Contractor Address: 925 Brockhurst Street, Oakland, CA 94608Remittance Address: Same as AboveALCOLINK Vendor Address #: 2BOS Dist. #: 5Contractor Telephone #: 510-923-9600 Fax #: 510-923-9606 E-mail (Signatory): cjohnson@stmarycenter.orgContractor Contact Person: Carol Johnson E-mail (Contact): \_\_\_\_\_Contract Service Category: Visiting Program, Title IIIB Estimated Units of Service: See Exhibit AMethod of Reimbursement (Invoicing Procedures): Actual Cost in arrears

History of Funding:	Original	Amendment #1	Amendment #2	Amendment #3	Amendment #4
Funding Level	\$21,057	25,955			
Amount of Encumbrance	\$21,057	\$4,898			
File Date	June 24, 2014	December 16, 2014			
File / Item #	29358-5	29484-4			
Reason	Board Action	Board Action			

Funding Source Allocation:

Federal - CFDA #: 93.044

State

County

\$21,742

\$

\$4,213

The signatures below signify that the attached Exhibits A and B have been received, negotiated and finalized. The Contractor also signifies agreement with all provisions of the Master Contract.

**DEPARTMENT**

By \_\_\_\_\_

Signature

Lori A. Cox

Print or Type Name

Title Social Services Agency Director

Date

02/26/15**CONTRACTOR**

By \_\_\_\_\_

Signature

Carol Johnson

Print or Type Name

Title Executive Director

Date

1-21-2015

By \_\_\_\_\_

Signature

Print or Type Name

Title \_\_\_\_\_

Date \_\_\_\_\_

## CONTRACT AMENDMENT

Reference is made to that Contract made and entered into on the 1<sup>st</sup> day of July 2014, by and between St. Mary's Center, herein called and referred to as "Contractor", and the COUNTY OF ALAMEDA, a body corporate and politic of the State of California, hereinafter called and referred to as "County".

Said contract is hereby amended in the following manner:

### **Contract for Visiting Program**

#### **Exhibit A**

**Section B.4. One-Time Only Objective:** A one time only allocation of \$685 will be used to purchase chairs during the period July 1, 2014 through June 30, 2015.

**Section B.5. Baseline Adjustment:** A one time only allocation of \$4,213 will be used to support baseline operations during the period July 1, 2014 through June 30, 2015.

#### **Exhibit B**

The amended budgets are attached which increases the allocation by **\$4,898** for a total allocation of **\$25,955**.

Except as herein amended, said Contract is continued in full force and effect

**The Contract Amendment is effective as of 16<sup>th</sup> day of December 2014.**

#### **COUNTY OF ALAMEDA**

#### **CONTRACTOR**

By  \_\_\_\_\_

St. Mary's Center  
925 Brockhurst Street  
Oakland, CA. 94608  
By  \_\_\_\_\_  
Authorized Signature of Contractor

Title: Agency Director

Title: Executive Director

Date 02/26/15

Date Feb 23, 2015

1. Services shall be targeted to persons 60 years and older as follows:
  - 31 % aged 75 and older
  - 30 % in greatest economic need
  - 36 % functionally impaired
  - 52 % minorities
2. One thousand three hundred and seventy- six (1,376) hours of Visiting shall be performed.
3. **One Time Only Objective:** A One Time Only increase of \$685 will be used to purchase chairs during the period of July 1, 2014 through June 30, 2015.
4. **One Time Only Baseline Adjustment:** A baseline adjustment which includes a fifteen percent allotment in the amount of \$3,159 and a sequestration backfill in the amount of \$1,054 will be used to support baseline operations during the period of July 1, 2014 through June 30, 2015.

# OF NEW SENIORS TO BE SERVED ANNUALLY	SERVICE UNIT NAME	NUMBER OF UNITS TO BE PROVIDED	
		ANNUALLY	MONTHLY (approximately)
55	Visiting	1,376 hours	115 hours

### C. Definitions

**New Senior:** An individual 60 years of age and older who receives service through the terms of this contract as of July 1 of the contract year, including those previously served as well as those never before served by the agency. For reporting purposes, each senior receiving services related to this grant is counted only once during the contract year.

**Visiting:** Visiting a client to provide contact and safety checks to reassure and support older individuals.

**Unit of Measurement: one hour**

**Aged 75 and older:** A senior whose 75<sup>th</sup> birthday falls on or before **June 30, 2015**

**Greatest Economic Need:** Having monthly income at or below the Department of Health and Human Services (DHHS) Federal Poverty Guidelines.



## EXHIBIT B

Exhibit #:

## ALAMEDA COUNTY AREA AGENCY ON AGING CONTRACT BUDGET

Budget Effective Date: 7/1/14

Revision No.: 2

Date Prepared:

2/6/2015

Contractor: St. Mary's Center

7/1/14 - 6/30/15

MIS Program: Homemaker (In-Home Services)

Provider No.:

208

## SECTION 1 SALARIES AND EMPLOYEE BENEFITS

1.1 PAID STAFF (FTE = <u>35</u> hrs/wk) List # pos., %FTE, wages	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
(1) Administrator, 5.0000% FTE (C. Johnson) (80,007)	4,000	490	3,510	
(1) Senior Advocate, 21.0000% FTE (R. Hufana)(27,300)	5,733	702	5,031	
(1) Senior Advocate 40.0000% FTE (G. Redick)(27,300)	10,920	1,338	9,582	
(1) Senior Advocate 28.0000% FTE (H. Tang)(27,300)	7,644	937	6,707	
(1) Senior Advocate 40.0000% FTE (K. Salazar-Macedo)(44,590)	17,836	2,186	15,650	
(1) Data Entry Clerk 30.0000% FTE (M. Gaskell)(38,220)	11,466	1,405	10,061	
(1) Program Director, 25.0000% FTE (S. Werner)(57,330)	14,333	1,756	12,577	
(1) Administrative Asst., 20.0000% FTE, (A. Vaughan)(37,492)	7,498	919	6,579	
(1) Receptionist, 50.0000% FTE, (S. O'Melveny)(22,204)	11,102	1,360	9,742	
(1) Maintenance Worker, 25.0000% FTE, (M. Dunn)(32,214)	8,054	987	7,067	
	0	0	0	
<b>15% increase and sequestration backfill funds:</b>				
(1) Administrator, 5.0000% FTE (C. Johnson) (80,007)	(included above)	98	-98	
(1) Senior Advocate, 21.0000% FTE (R. Hufana)(27,300)	(included above)	141	-141	
(1) Senior Advocate 40.0000% FTE (G. Redick)(27,300)	(included above)	268	-268	
(1) Senior Advocate 28.0000% FTE (H. Tang)(27,300)	(included above)	187	-187	
(1) Senior Advocate 40.0000% FTE (K. Salazar-Macedo)(44,590)	(included above)	437	-437	
(1) Data Entry Clerk 30.0000% FTE (M. Gaskell)(38,220)	(included above)	281	-281	
(1) Program Director, 25.0000% FTE (S. Werner)(57,330)	(included above)	351	-351	
(1) Administrative Asst., 20.0000% FTE, (A. Vaughan)(37,492)	(included above)	184	-184	
(1) Receptionist, 50.0000% FTE, (S. O'Melveny)(22,204)	(included above)	272	-272	
(1) Maintenance Worker, 25.0000% FTE, (M. Dunn)(32,214)	(included above)	197	-197	
	0		0	
<b>Subtotal:</b>	<b>98,586</b>	<b>14,496</b>	<b>84,090</b>	<b>0</b>

## 1.2 TAXES AND BENEFITS

FICA	7,542	924	6,618	
SUI/SDI	4,340	532	3,808	
	0			
Health Insurance	15,622	1,914	13,708	
Workers' Comp.	1,292	158	1,134	
Retirement	0	0	0	
Life Insurance	0	0		
<b>15% increase and sequestration backfill funds:</b>				
FICA	(included above)	185	-185	
SUI/SDI	(included above)	106	-106	
Health Insurance	(included above)	383	-383	
Workers' Comp.	(included above)	32	-32	
	0			
<b>Subtotal:</b>	<b>28,796</b>	<b>4,234</b>	<b>24,562</b>	<b>0</b>

## 1.3 IN-KIND STAFF/VOLUNTEERS (List # pos., % FTE, Pay equivalent)

	0			
	0			
	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SALARY/BENEFIT BUDGET</b> <b>(Sections 1.1, 1.2, 1.3)</b>	<b>127,382</b>	<b>18,730</b>	<b>108,652</b>	<b>0</b>

## SECTION 2 SERVICES AND SUPPLIES

2.1 TRAVEL AND TRAINING	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
Staff Travel: <u>    </u> Miles x Rate <u>    </u>	0			
Conferences/Conventions	0			
Staff Training -	0	0	0	
Vol. Travel: <u>    </u> Miles x Rate <u>    </u>	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 2.2 OCCUPANCY

Property Tax	289	35	254	
Telephone	2,040	250	1,790	
Utilities	3,047	373	2,674	
Janitorial/Maintenance	3,187	391	2,796	
General Liability Ins.	6,270	768	5,502	
<b>15% increase and sequestration backfill funds:</b>				
Property Tax	(included above)	7	-7	
Telephone	(included above)	50	-50	
Utilities	(included above)	75	-75	
Janitorial/Maintenance	(included above)	78	-78	
General Liability Ins.	(included above)	154	-154	
<b>Subtotal:</b>	<b>14,833</b>	<b>2,181</b>	<b>12,652</b>	<b>0</b>

### 2.3 OTHER BUDGET COSTS

Supplies/Postage	2,519	309	2,210	
Printing/Copying/Graphics	707	87	620	
Bookkeeping Services	25,182	3,086	22,096	
Membership/Dues/Subscrip.	864	106	758	
Retirement Plan Fees	360	44	316	
	0	0	0	
<b>15% increase and sequestration backfill funds:</b>				
Supplies/Postage	(included above)	62	-62	
Printing/Copying/Graphics	(included above)	17	-17	
Bookkeeping Services	(included above)	618	-618	
Membership/Dues/Subscrip.	(included above)	21	-21	
Retirement Plan Fees	(included above)	9	-9	
Purchase Chairs - OTO funds	685	685	0	
	0			
<b>Subtotal:</b>	<b>30,317</b>	<b>5,044</b>	<b>25,273</b>	<b>0</b>

### 2.4 VEHICLE BUDGET

Gas/Oil <u>    </u> Miles x Rate <u>    </u>	0			
Maintenance	0			
Vehicle Insurance	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SERVICES/SUPPLIES BUDGET</b>	<b>45,150</b>	<b>7,225</b>	<b>37,925</b>	<b>0</b>

## SECTION 3 CAPITAL EQUIPMENT

3.1 Capital Equipment <i>List Items Costing \$5,000+ (Include Funding Source)</i>	TOTAL PROJECT COSTS (1)	AAA FUNDED PROJECT COSTS (2)	OTHER	
			CASH	IN-KIND
	0			
<b>TOTAL CAPITAL EQUIPMENT BUDGET</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>GRAND TOTAL BUDGET (Sections 1.1 - 3.1)</b>	<b>172,532</b>	<b>25,955</b>	<b>146,577</b>	<b>0</b>

## SECTION 4 REVENUES

4.1 REVENUE SOURCES:	Total Project Funds	AAA Project Funding	Other		Committed Funds
			CASH	IN-KIND	
<b>Non-Match:</b>					
	0				
St. Mary's Center general fund	138,577		138,577		138,577
	0				
	0				
	0				
	0				
	0				
	0				
	0				
<b>Subtotal:</b>	<b>138,577</b>	<b>0</b>	<b>138,577</b>	<b>0</b>	<b>138,577</b>
<b>Match:</b>					
	0				
	0				
	0				
St. Mary's Center general fund	8,000		8,000		8,000
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
<b>Subtotal:</b>	<b>8,000</b>	<b>0</b>	<b>8,000</b>	<b>0</b>	<b>8,000</b>
Title III Client Donations (if applicable):	0				0
Title III Funds (if applicable):	21,742	21,742			0
County General Funds (if applicable):	4,213	4,213			
CBSP Funds (if applicable):					
<b>TOTAL FUNDS:</b>	<b>172,532</b>	<b>25,955</b>	<b>146,577</b>	<b>0</b>	<b>146,577</b>

## SECTION 5 DEDUCTIVE FORMULA (Title III Funded Programs Only)

	TOTAL
1.) TOTAL PROJECT BUDGET:	172,532
2.) {LESS} COUNTY GENERAL FUNDS:	4,213
3.) {LESS} OTHER NON-MATCH FUNDS:	138,577
4.) {EQUALS} TITLE III BUDGET COSTS TO BE MATCHED:	29,742
5.) {LESS} TITLE III MATCH FUNDS: [minimum of 25% OF LINE 4]	8,000
6.) {LESS} TITLE III CLIENT DONATIONS:	0
7.) {EQUALS} EARNED TITLE III FUNDS:	21,742

## Exhibit D

### Audit Requirements

The County contracts with various organizations to carry out programs mandated by the Federal and State governments or sponsored by the Board of Supervisors. Under the Single Audit Act Amendments of 1996 (31 U.S.C.A. §§ 7501-7507) and Board policy, the County has the responsibility to determine whether organizations receiving funds through the County have spent them in accordance with applicable laws, regulations, contract terms, and grant agreements. To this end, effective with the first fiscal year beginning on and after December 26, 2014, the following are required.

#### I. AUDIT REQUIREMENTS

##### A. Funds from Federal Sources:

1. Non-Federal entities which are determined to be subrecipients by the supervising department according to 2 CFR § 200.330 and which expend annual Federal awards in the amount specified in 2 CFR § 200.501 are required to have a single audit performed in accordance with 2 CFR § 200.514.
2. When a non-Federal entity expends annual Federal awards in the amount specified in 2 CFR § 200.501(a) under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or terms and conditions of the Federal award do not require a financial statement audit of the auditee, the non-Federal entity may elect to have a program-specific audit conducted in accordance with 2 CFR § 200.507 (Program Specific Audits).
3. Non-Federal entities which expend annual Federal awards less than the amount specified in 2 CFR § 200.501(d) are exempt from the single audit requirements for that year except that the County may require a limited-scope audit in accordance with 2 CFR § 200.503(c).

##### B. Funds from All Sources:

Non-Federal entities which expend annual funds from any source (Federal, State, County, etc.) through the County in an amount of:

1. \$100,000 or more must have a financial audit in accordance with the U.S. Comptroller General's Generally Accepted Government Auditing Standards (GAGAS) covering all County programs.
2. Less than \$100,000 are exempt from these audit requirements except as otherwise noted in the contract.

Non-Federal entities that are required to have or choose to do a single audit in accordance with 2 CFR Subpart F, Audit Requirements are not required to have a financial audit in the same year. However, Non-Federal entities that are required to have a financial audit may also be required to have a limited-scope audit in the same year.



C. General Requirements for All Audits:

1. All audits must be conducted in accordance with Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States (GAGAS).
2. All audits must be conducted annually, except for biennial audits authorized by 2 CFR § 200.504 and where specifically allowed otherwise by laws, regulations, or County policy.
3. The audit report must contain a separate schedule that identifies all funds received from or passed through the County that is covered by the audit. County programs must be identified by contract number, contract amount, contract period, and amount expended during the fiscal year by funding source. An exhibit number must be included when applicable.
4. If a funding source has more stringent and specific audit requirements, these requirements must prevail over those described above.

II. **AUDIT REPORTS**

A. For Single Audits

1. Within the earlier of 30 calendar days after receipt of the auditor's report or nine months after the end of the audit period, the auditee must electronically submit to the Federal Audit Clearinghouse (FAC) the data collection form described in 2 CFR § 200.512(b) and the reporting package described in 2 CFR § 200.512(c). The auditee and auditors must ensure that the reporting package does not include protected personally identifiable information. The FAC will make the reporting package and the data collection form available on a web site and all Federal agencies, pass-through entities and others interested in a reporting package and data collection form must obtain it by accessing the FAC. As required by 2 CFR § 200.512(a)(2), unless restricted by Federal statutes or regulations, the auditee must make copies available for public inspection.
2. A notice of the audit report issuance along with two copies of the management letter with its corresponding response should be sent to the County supervising department within ten calendar days after it is submitted to the FAC. The County supervising department is responsible for forwarding a copy of the audit report, management letter, and corresponding responses to the County Auditor within one week of receipt.

B. For Audits other than Single Audits

At least two copies of the audit report package, including all attachments and any management letter with its corresponding response, should be sent to the County supervising department within six months after the end of the audit year, or other time frame as specified by the department. The County supervising department is responsible for forwarding a copy of the audit report package to the County Auditor within one week of receipt.



### **III. AUDIT RESOLUTION**

Within 30 days of issuance of the audit report, the entity must submit to its County supervising department a corrective action plan consistent with 2 CFR § 200.511(c) to address each audit finding included in the current year auditor's report. Questioned costs and disallowed costs must be resolved according to procedures established by the County in the Contract Administration Manual. The County supervising department will follow up on the implementation of the corrective action plan as it pertains to County programs.

### **IV. ADDITIONAL AUDIT WORK**

The County, the State, or Federal agencies may conduct additional audits or reviews to carry out their regulatory responsibilities. To the extent possible, these audits and reviews will rely on the audit work already performed under the audit requirements listed above.

ALAMEDA COUNTY BOARD OF SUPERVISORS  
MINUTE ORDER

The following action was taken by the Alameda County Board of Supervisors on 12/16/2014

Approved as Recommended ☒

Other ☐

Unanimous ☐ Chan: ☐ Haggerty: ☐ Miley: ☐ Valle: ☒ Carson: ☐ -4

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Contract: C-2014-209

Resolution: R-2014-410F

Documents to be signed by Agency/Purchasing Agent:

File No. 29484

Item No. 4

Copies sent to:

J. Villaflor & Auditor

Special Notes:

FY 2014-2015 Older  
Americans Act and Older  
Californians Act Grant  
Agreement No. AP-1415-09,  
A01



I certify that the foregoing is a correct  
copy of a Minute Order adopted by the  
Board of Supervisors, Alameda County,  
State of California.

ATTEST:

Clerk of the Board  
Board of Supervisors

By: 

Deputy



Lori A. Cox  
Agency Director

Thomas L. Berkley Square  
2000 San Pablo Avenue, Fourth Floor  
Oakland, California 94612  
510-271-9100 / Fax: 510-271-9108  
[ssadirector@acgov.org](mailto:ssadirector@acgov.org)  
<http://alamedasocialservices.org>

November 6, 2014

Honorable Board of Supervisors  
Administration Building  
Oakland, California 94612

Dear Board Members:

**SUBJECT:** Approval of Area Plan Grant Agreement Amendment and Contract Amendments for services administered by the Area Agency on Aging.

**RECOMMENDATIONS:**

- A. Approve the FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1, between the California Department of Aging and County of Alameda, Area Agency on Aging and authorize the President to sign seven (7) Grant Agreements on behalf of Alameda County, each with an original signature, with a Minute Order authorizing execution of the contract.
- B. Approve the attached Financial Recommendation increasing revenue and appropriations by \$1,362,121.
- C. Approve contract increases totaling \$1,359,648 as detailed in attachment A, and delegate authority to the Social Services Director to sign the contract amendments, under the master contracting process.
- D. Approve a one-time allocation of Measure A Funds in the amount of \$15,000 to provide emergency senior support services.

**SUMMARY/DISCUSSION:**

This letter requests action by your Board to approve and execute Amendment 1 to the Older Americans Act (OAA) and Older Californians Act Grant Agreement issued by the California Department of Aging (CDA) for FY 2014/15.

This grant agreement, which provides an increase of \$408,288 in Special Nutrition (SN) and One-Time-Only (OTO) funds, allocates a total of \$5,879,694.00 to the Alameda County Area Agency on Aging (AAA). Your Board approved the original agreement, AP-1415-09, in the amount of \$5,471,406, on October 7, 2014 (File: 29356; Item: 4). The AAA will retain \$2,473 of the SN & OTO funds for its direct service Ombudsman program and allocate the remaining \$405,815 to its subcontractors as outlined in Attachment A.

Your Board directed that the Social Services Agency (SSA) and Health Care Services Agency (HCSA) collaborate to develop a Countywide plan for seniors. SSA is implementing a strategy that includes three key items: 1) provide one-time emergency funding to support the infrastructure of senior service providers; 2) develop a plan for delivery of technical assistance & capacity building for senior services providers; and 3) develop a Countywide plan for seniors. Attachment A includes emergency funding of \$953,833, which includes a 15% (\$884,012) increase in senior service contracts and \$69,821 to backfill a gap caused by federal sequestration cuts. Please note that the HCSA is providing \$15,000 of the funding from Measure A so that Senior Injury Prevention Program contracts managed by the AAA will also receive emergency funding.

County Counsel has approved this amended grant agreement as to form.

#### SELECTION CRITERIA/PROCESS:

*The subcontractors receiving funds under this grant agreement were selected based on recommendations resulting from the 2014-2018 requests for proposals completed by the Alameda County Area Agency on Aging and the Advisory Commission on Aging. The Commission's recommendations for funding from the RFP were approved by your Board on June 24, 2014 (File #29358, Item 5).*

#### FUNDING

Financing will come from the SSA budget and federal OTO funds awarded to Alameda County by the CDA through this grant agreement amendment for FY 2014-2015. An additional \$15,000 in funding comes from the Measure A reserve. Approval of these recommendations will bring the total amount of Measure A one-time expenditures that exceed the Fiscal Year 2014-2015 Budget to \$3,879,000. The Measure A expenses will be transferred to the Public Health Department at year end. The subcontractors receiving OAA and OCA funds will meet all match requirements.

Sincerely,



Lori A. Cox  
Agency Director

- Att: 1) Seven Original FY 2014-20145 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1 documents for Board President signature.  
2) Attachment A  
3) Financial Recommendation

## TITLE III/IV, HICAP, MIPPA, FA, TV and SIPP

320200

Period 07/01/14-06/30/15

CONTRACTOR	PC #	PO #	Initial Contract Amount	15% Increase & Sequestration	OTO & Special Nutrition	Amended Contract Amount	Fund Source
Algham Elderly Association	10855	12300	34,521.00	5,178	6,465	48,164.00	Title III C-1
Disease Prevention	10856	12301	27,471.00	5,762	1,181	34,384.00	Title III D
Alzheimer's Association of Northern CA	10874	12339	30,459.00	5,772	1,865	36,096.00	Title III E
Alzheimer's Services of the East Bay	10820	12268	81,407.00	18,286	2,975	112,668.00	Title III B
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Caregiver Support	11006	12449	110,432.70	20,939	2,844	134,215.70	Title III B
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Case Management	10918	12365	18,808.80	2,821		21,629.80	CGF
City of Alameda	10826	12275	28,957.00	5,488	1,773	36,218.00	Title III E
Senior Center Activities	10801	12202	41,868.98	6,280		48,148.98	CGF
City of Berkeley	10786	12190	27,233.00	4,085	5,100	36,418.00	Title III C-1
Caregiver Support	10787	12191	30,786.00	4,615	2,073	37,456.00	Title III C-2
Information & Assistance	10824	12274	22,572.00	4,518	734	27,822.00	Title III B
City of Emeryville	10829	12280	23,770.08	3,586		27,356.08	CGF
Senior Center Activities	10935	12389	67,980.00	12,879	4,161	85,000.00	Title III E
City of Fremont	10934	12382	55,287.06	8,293		63,580.06	CGF
Caregiver Support	10880	12303	45,082.00	8,268	979	54,329.00	Title III B
MSSP	10933	12381	10,591.00	2,119	345	13,055.00	Title III B
Case Management	10831	12337	42,859.38	6,429		49,288.38	CGF
Information & Assistance	10767	12179	10,028.00	2,008	326	12,358.00	Title III B
City of Oakland	10829	12376	123,817.00	23,465	7,581	154,863.00	Title III E
Senior Center Activities	10930	12377	17,079.00	2,562		19,641.00	SIPP
Crisis Support Services	11034	12494	10,326.00	2,066	336	12,728.00	Title III B
Day Break Adult Center/ADSNAC							
Caregiver Support							
Injury Prevention							
East Bay Korean American Sr. Svc Ctr							
Senior Center Activities							



**COMMUNITY BASED ORGANIZATION  
MASTER CONTRACT EXHIBIT A & B COVERSHEET**

Dept Name: SSA-Adult, Aging, & Medi-Cal Services Vendor ID #: 0000032626 Board PO #: 12280  
 Bus Unit: SOCA Master Contract #: 900162 Procurement Contract #: 10829 Budget Year 2015

Acct #	Fund #	Dept #	Program #	Subclass #	Project / Grant #	Amount to be Encumbered	Total Contract Amount
610341	10000	320100	34700			\$3,566	\$27,336.08

Justification if partial encumbrance or liquidation requested: \_\_\_\_\_

Federal Funds Waiver #: N/A Contract Maximum: \$27,336.08

Procurement Contract Begin Date: 07/01/14 Expire Date: 06/30/15 Period of Funding From: 07/01/14 To: 06/30/15

Department Contact: Tracy Murray Telephone #: 510-577-1966 QIC Code: 24551

Contractor Name: City of Emeryville

Project Name: Senior Center Activities

Contractor Address: 4321 Salem Street, Emeryville, CA 94608

Remittance Address: 4321 Salem Street, Emeryville, CA 94608 ALCOLINK Vendor Address #: 22

BOS Dist. #: 5

Contractor Telephone #: 510-596-3779 Fax #: 510-652-0933 E-mail (Signatory): bhelfenberger@ci.emeryville.ca.us

Contractor Contact Person: Brad Helfenberger E-mail (Contact): Brad Helfenberger

Contract Service Category: Senior Center Activities Estimated Units of Service: See Exhibit A

Method of Reimbursement (Invoicing Procedures): Actual costs in arrears

History of Funding:	Original	Amendment #1	Amendment #2	Amendment #3	Amendment #4
Funding Level	\$23,770.08	\$27,336.08			
Amount of Encumbrance	\$23,770.08	\$3,566			
File Date	5-27-14	12-16-14			
File / Item #	29286-6	29484-4			
Reason	Board Action	Board Action			

Funding Source Allocation:	Federal - CFDA #:	State	County	State Special Fund
			\$27,336.08	

The signatures below signify that the attached Exhibits A and B have been received, negotiated and finalized. The Contractor also signifies agreement with all provisions of the Master Contract.

**DEPARTMENT**

By \_\_\_\_\_

Signature

Lori A. Cox

Print or Type Name

Title Social Services Agency Director Date 02/26/15

**CONTRACTOR**

By \_\_\_\_\_

Signature

Sabrina Landreth

Print or Type Name

Title City Manager Date 2/11/15

Approved As To Form

Michael Lima  
City Attorney's Office

**Alameda County Department of Social Services**

Reference: Master Contract #: 900162  
Procurement #: 10829

**CONTRACT AMENDMENT**

Reference is made to that Contract made and entered into on the 1st day of July, 2014, by and between City of Emeryville (Senior Center), herein called and referred to as "Contractor" and the COUNTY OF ALAMEDA, a body corporate and politic of the State of California, hereinafter called and referred to as "County".

Said contract is hereby amended in the following manner:

**SENIOR CENTER ACTIVITIES**

**EXHIBIT A:**

**Section II. B. 4. Baseline Operations Objective:** A one-time-only allocation of **\$3,566** will be used to support baseline operations during the period July 1, 2014 through June 30, 2015.

**EXHIBIT B:**

The amended budget is attached, which increases the allocation by **\$3,566** for a total allocation of **\$27,336.08** for the contract period July 1, 2014 through June 30, 2015.

Except as herein amended, said Contract is continued in full force and effect.

The Contract Amendment is effective as of the 16 day of December 2014.

**COUNTY OF ALAMEDA**

By 

Title: **Social Services Agency Director**

Date: 02/26/15

**CONTRACTOR**

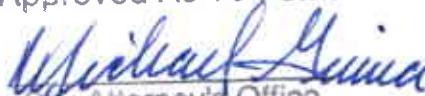
City of Emeryville  
4321 Salem Street  
Emeryville, CA 94608

By   
Authorized Signature of Contractor

Title: **City Manager**

Date: 2/11/15

Approved As To Form

  
City Attorney's Office

**EXHIBIT A****B. MIS Units of Service**

Contractor shall perform the following units of service during this contract period in a manner that distributes them reasonably and evenly over the months of the contract.

1. Services shall be targeted to persons 60 years and older as follows:

North County

Age 75+	31%
Low-Income	30%
Functionally Impaired	36%
Minorities	52%

2. A minimum of two-hundred fifty (250) New Seniors (unduplicated) will be served during the contract year.
3. One thousand five hundred and eighty-five (1,585) units (hours) of Senior Center Activities shall be provided during the contract year.

# OF NEW SENIORS TO BE SERVED ANNUALLY	SERVICE UNIT NAME	NUMBER OF UNITS TO BE PROVIDED	
		ANNUALLY	MONTHLY (approx.)
250	Senior Center Activities	1,585 hours	132

4. **Baseline Operations Objective:** A one-time-only allocation of \$3,566 will be used to support baseline operations during the period of July 1, 2014 through June 30, 2015.

**C. Definitions**

**New Senior:** An individual 60 years of age and older, on or before June 30, 2015, who receives service through the terms of this contract as of July 1 of the contract year, including those previously served as well as those never before served by the agency. For reporting purposes, each senior receiving services related to this grant is counted only once during the contract year.

**EXHIBIT B****ALAMEDA COUNTY AREA AGENCY ON AGING CONTRACT BUDGET**

Budget Effective Date: 7/1/14

Revision No.

1

Date Prepared: 2/15/2015

Contractor: City of Emeryville Senior Center

Contract Term: 7/01/14 - 6/30/15

**MIS Program: Senior Center Activities**

Provider No.: 1507

**SECTION 1 SALARIES AND EMPLOYEE BENEFITS**

1.1 PAID STAFF		TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
List # pos., %FTE, wages				CASH	IN-KIND
(1) Supervisor	100% FTE @ 65,606	65,606	23,770		41,836
(1) Program Coordinator	100% FTE @ 47,942	47,942			47,942
(1) Recreation Assistant	100% FTE@ 50,084	50,084			50,084
(1) Manager	50% FTE @ 85,860	42,930			42,930
		0			
		0			
		0			
		0			
		0			
		0			
		0			
		0			
Subtotal:		206,562	23,770	0	182,792

**1.2 TAXES AND BENEFITS**

FICA	3,600			3,600
	0			
	0			
	0			
	0			
Medical Insurance	37,000			37,000
Workers' Comp.	1,800			1,800
Retirement	25,600			25,600
Life Insurance	600			600
Other	9,239			9,239
<b>Subtotal:</b>	<b>77,839</b>	<b>0</b>	<b>0</b>	<b>77,839</b>

**1.3 IN-KIND STAFF/VOLUNTEERS (List # pos., % FTE, Pay equivalent)**

	0			
Planning Volunteers 200 hours @\$15.00 per hour	3,000			3,000
Program Volunteers 4,000 hours @ \$8.00 per hour	32,000			32,000
	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>35,000</b>	<b>0</b>	<b>0</b>	<b>35,000</b>
<b>TOTAL SALARY/BENEFIT BUDGET</b>				
(Sections 1.1, 1.2, 1.3)	<b>319,401</b>	<b>23,770</b>	<b>0</b>	<b>295,631</b>

## SECTION 4 REVENUES

4.1 REVENUE SOURCES:	Total Project Funds	AAA Project Funding	Other		Committed Funds
			CASH	IN-KIND	
<b>Non-Match:</b>					
City of Emeryville	527,031			527,031	527,031
	0				
	0				
	0				
	0				
	0				
	0				
<b>Subtotal:</b>	<b>527,031</b>	<b>0</b>	<b>0</b>	<b>527,031</b>	<b>527,031</b>
<b>Match:</b>					
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Title III Client Donations (if applicable):					
Title III Funds (if applicable):					
County General Funds (if applicable):	27,336.08	27,336.08			
CBSP Funds (if applicable):					
<b>TOTAL FUNDS:</b>	<b>554,367.08</b>	<b>27,336.08</b>	<b>0</b>	<b>527,031</b>	<b>527,031</b>

## SECTION 5 DEDUCTIVE FORMULA (Title III Funded Programs Only)

	TOTAL
1.) TOTAL PROJECT BUDGET:	554,367.08
2.) {LESS} MEASURE A:	27,336.08
3.) {LESS} OTHER NON-MATCH FUNDS:	527,031
4.) (Equals) Measure A Budget Cost	
5.) {LESS} MATCH FUNDS: (not required)	0
6.) {LESS} TITLE III CLIENT DONATIONS:	0
7.) {EQUALS} EARNED TITLE III FUNDS:	0



## SECTION 2 SERVICES AND SUPPLIES

2.1 TRAVEL AND TRAINING	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
Staff Travel: <u>  </u> Miles x Rate <u>  </u>	0			
Conferences/Conventions	700			700
Staff Training -	2,000			2,000
Vol.Travel: <u>  </u> Miles x Rate <u>  </u>	0			0
<b>Subtotal:</b>	<b>2,700</b>	<b>0</b>	<b>0</b>	<b>2,700</b>

### 2.2 OCCUPANCY

Rent or Mortgage	0			0
Telephone	2,700			2,700
Utilities	8,000			8,000
Janitorial/Maintenance	99,000			99,000
General Liability Ins.	0			0
<b>Subtotal:</b>	<b>109,700</b>	<b>0</b>	<b>0</b>	<b>109,700</b>

### 2.3 OTHER BUDGET COSTS

Supplies/Postage	26,000			26,000
Minor Equip. (Each Item Under \$5,000)	4,500			4,500
Printing/Copying/Graphics	1,000			1,000
Website Maintenance	2,000			2,000
Fiscal Agent Fee @ 8%	0			0
Membership/Dues/Subscrip.	0			0
Health Fair Fees	0			0
Directory and Advertising	14,000			14,000
Regional Center Project Management	0			0
Member Grant Awards	0			0
Respite Scholarships	0			0
Counseling	0			0
Support Groups	0			0
Temp & Pro Services Fees	70,566	3,566.08		67,000
<b>Subtotal:</b>	<b>118,066</b>	<b>3,566.08</b>	<b>0</b>	<b>114,500</b>

### 2.4 VEHICLE BUDGET

Gas/Oil <u>  </u> Miles x Rate <u>  </u>	0			0
Maintenance	4,500			4,500
Vehicle Insurance	0			0
<b>Subtotal:</b>	<b>4,500</b>	<b>0</b>	<b>0</b>	<b>4,500</b>
<b>TOTAL SERVICES/SUPPLIES BUDGET</b>	<b>234,966.08</b>	<b>3,566.08</b>	<b>0</b>	<b>231,400</b>

## SECTION 3 CAPITAL EQUIPMENT

3.1 Capital Equipment <i>List Items Costing \$5,000+ (Include Funding Source)</i>	TOTAL PROJECT COSTS (1)	AAA FUNDED PROJECT COSTS (2)	OTHER	
			CASH	IN-KIND
	0			
	0			
<b>TOTAL CAPITAL EQUIPMENT BUDGET</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>GRAND TOTAL BUDGET</b>				
(Sections 1.1 - 3.1)	554,367.08	27,336.08	0	527,031

## Exhibit D

### Audit Requirements

The County contracts with various organizations to carry out programs mandated by the Federal and State governments or sponsored by the Board of Supervisors. Under the Single Audit Act Amendments of 1996 (31 U.S.C.A. §§ 7501-7507) and Board policy, the County has the responsibility to determine whether organizations receiving funds through the County have spent them in accordance with applicable laws, regulations, contract terms, and grant agreements. To this end, effective with the first fiscal year beginning on and after December 26, 2014, the following are required.

#### **L. AUDIT REQUIREMENTS**

##### **A. Funds from Federal Sources:**

1. Non-Federal entities which are determined to be subrecipients by the supervising department according to 2 CFR § 200.330 and which expend annual Federal awards in the amount specified in 2 CFR § 200.501 are required to have a single audit performed in accordance with 2 CFR § 200.514.
2. When a non-Federal entity expends annual Federal awards in the amount specified in 2 CFR § 200.501(a) under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or terms and conditions of the Federal award do not require a financial statement audit of the auditee, the non-Federal entity may elect to have a program-specific audit conducted in accordance with 2 CFR § 200.507 (Program Specific Audits).
3. Non-Federal entities which expend annual Federal awards less than the amount specified in 2 CFR § 200.501(d) are exempt from the single audit requirements for that year except that the County may require a limited-scope audit in accordance with 2 CFR § 200.503(c).

##### **B. Funds from All Sources:**

Non-Federal entities which expend annual funds from any source (Federal, State, County, etc.) through the County in an amount of:

1. \$100,000 or more must have a financial audit in accordance with the U.S. Comptroller General's Generally Accepted Government Auditing Standards (GAGAS) covering all County programs.
2. Less than \$100,000 are exempt from these audit requirements except as otherwise noted in the contract.

Non-Federal entities that are required to have or choose to do a single audit in accordance with 2 CFR Subpart F, Audit Requirements are not required to have a financial audit in the same year. However, Non-Federal entities that are required to have a financial audit may also be required to have a limited-scope audit in the same year.

C. General Requirements for All Audits:

1. All audits must be conducted in accordance with Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States (GAGAS).
2. All audits must be conducted annually, except for biennial audits authorized by 2 CFR § 200.504 and where specifically allowed otherwise by laws, regulations, or County policy.
3. The audit report must contain a separate schedule that identifies all funds received from or passed through the County that is covered by the audit. County programs must be identified by contract number, contract amount, contract period, and amount expended during the fiscal year by funding source. An exhibit number must be included when applicable.
4. If a funding source has more stringent and specific audit requirements, these requirements must prevail over those described above.

II. **AUDIT REPORTS**

A. For Single Audits

1. Within the earlier of 30 calendar days after receipt of the auditor's report or nine months after the end of the audit period, the auditee must electronically submit to the Federal Audit Clearinghouse (FAC) the data collection form described in 2 CFR § 200.512(b) and the reporting package described in 2 CFR § 200.512(c). The auditee and auditors must ensure that the reporting package does not include protected personally identifiable information. The FAC will make the reporting package and the data collection form available on a web site and all Federal agencies, pass-through entities and others interested in a reporting package and data collection form must obtain it by accessing the FAC. As required by 2 CFR § 200.512(a)(2), unless restricted by Federal statutes or regulations, the auditee must make copies available for public inspection.
2. A notice of the audit report issuance along with two copies of the management letter with its corresponding response should be sent to the County supervising department within ten calendar days after it is submitted to the FAC. The County supervising department is responsible for forwarding a copy of the audit report, management letter, and corresponding responses to the County Auditor within one week of receipt.

B. For Audits other than Single Audits

At least two copies of the audit report package, including all attachments and any management letter with its corresponding response, should be sent to the County supervising department within six months after the end of the audit year, or other time frame as specified by the department. The County supervising department is responsible for forwarding a copy of the audit report package to the County Auditor within one week of receipt.

### **III. AUDIT RESOLUTION**

Within 30 days of issuance of the audit report, the entity must submit to its County supervising department a corrective action plan consistent with 2 CFR § 200.511(c) to address each audit finding included in the current year auditor's report. Questioned costs and disallowed costs must be resolved according to procedures established by the County in the Contract Administration Manual. The County supervising department will follow up on the implementation of the corrective action plan as it pertains to County programs.

### **IV. ADDITIONAL AUDIT WORK**

The County, the State, or Federal agencies may conduct additional audits or reviews to carry out their regulatory responsibilities. To the extent possible, these audits and reviews will rely on the audit work already performed under the audit requirements listed above.

COB

# ALAMEDA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

The following action was taken by the Alameda County Board of Supervisors on 12/16/2014

Approved as Recommended ☒ Other ☐

Unanimous ☐ Chan: ☐ Haggerty: ☐ Miley: ☐ Valle: ☒ Carson: ☐ - 4  
Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Contract: C-2014-209  
Resolution: R-2014-410F

Documents to be signed by Agency/Purchasing Agent:

File No. 29484  
Item No. 4

Copies sent to:  
J. Villaflor & Auditor

Special Notes:  
FY 2014-2015 Older  
Americans Act and Older  
Californians Act Grant  
Agreement No. AP-1415-09,  
A01



I certify that the foregoing is a correct  
copy of a Minute Order adopted by the  
Board of Supervisors, Alameda County,  
State of California.

ATTEST:  
Clerk of the Board  
Board of Supervisors

By: [Signature]  
Deputy





Lori A. Cox  
Agency Director

Thomas L. Berkley Square  
2000 San Pablo Avenue, Fourth Floor  
Oakland, California 94612  
510-271-9100 / Fax: 510-271-9108  
[ssadirector@acgov.org](mailto:ssadirector@acgov.org)  
<http://alamedasocialservices.org>

November 6, 2014

Honorable Board of Supervisors  
Administration Building  
Oakland, California 94612

Dear Board Members:

**SUBJECT:** Approval of Area Plan Grant Agreement Amendment and Contract Amendments for services administered by the Area Agency on Aging

**RECOMMENDATIONS:**

- A. Approve the FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1, between the California Department of Aging and County of Alameda, Area Agency on Aging and authorize the President to sign seven (7) Grant Agreements on behalf of Alameda County, each with an original signature, with a Minute Order authorizing execution of the contract.
- B. Approve the attached Financial Recommendation increasing revenue and appropriations by \$1,362,121.
- C. Approve contract increases totaling \$1,359,648 as detailed in attachment A, and delegate authority to the Social Services Director to sign the contract amendments, under the master contracting process.
- D. Approve a one-time allocation of Measure A Funds in the amount of \$15,000 to provide emergency senior support services.

**SUMMARY/DISCUSSION:**

This letter requests action by your Board to approve and execute Amendment 1 to the Older Americans Act (OAA) and Older Californians Act Grant Agreement issued by the California Department of Aging (CDA) for FY 2014/15.

This grant agreement, which provides an increase of \$408,288 in Special Nutrition (SN) and One-Time-Only (OTO) funds, allocates a total of \$5,879,694.00 to the Alameda County Area Agency on Aging (AAA). Your Board approved the original agreement, AP-1415-09, in the amount of \$5,471,406, on October 7, 2014 (File: 29356; Item: 4). The AAA will retain \$2,473 of the SN & OTO funds for its direct service Ombudsman program and allocate the remaining \$405,815 to its subcontractors as outlined in Attachment A.

Your Board directed that the Social Services Agency (SSA) and Health Care Services Agency (HCSA) collaborate to develop a Countywide plan for seniors. SSA is implementing a strategy that includes three key items: 1) provide one-time emergency funding to support the infrastructure of senior service providers; 2) develop a plan for delivery of technical assistance & capacity building for senior services providers; and 3) develop a Countywide plan for seniors. Attachment A includes emergency funding of \$953,833, which includes a 15% (\$884,012) increase in senior service contracts and \$69,821 to backfill a gap caused by federal sequestration cuts. Please note that the HCSA is providing \$15,000 of the funding from Measure A so that Senior Injury Prevention Program contracts managed by the AAA will also receive emergency funding.

County Counsel has approved this amended grant agreement as to form.

#### **SELECTION CRITERIA/PROCESS:**

*The subcontractors receiving funds under this grant agreement were selected based on recommendations resulting from the 2014-2018 requests for proposals completed by the Alameda County Area Agency on Aging and the Advisory Commission on Aging. The Commission's recommendations for funding from the RFP were approved by your Board on June 24, 2014 (File #29358, Item 5).*

#### **FUNDING**

Financing will come from the SSA budget and federal OTO funds awarded to Alameda County by the CDA through this grant agreement amendment for FY 2014-2015. An additional \$15,000 in funding comes from the Measure A reserve. Approval of these recommendations will bring the total amount of Measure A one-time expenditures that exceed the Fiscal Year 2014-2015 Budget to \$3,879,000. The Measure A expenses will be transferred to the Public Health Department at year end. The subcontractors receiving OAA and OCA funds will meet all match requirements.

Sincerely,



Lori A. Cox  
Agency Director

- Att: 1) Seven Original FY 2014-20145 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1 documents for Board President signature.  
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3) Financial Recommendation

## TITLE III/IV, HICAP, MIPPA, FA, TV and SIPP

320200

Period 07/01/14-06/30/15

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Case Management	10918	12365	18,808.80	2,821		21,629.80	CGF
City of Alameda	10826	12275	28,957.00	5,488	1,773	36,218.00	Title III E
Senior Center Activities	10801	12202	41,868.96	6,280		48,148.96	CGF
City of Berkeley	10786	12190	27,233.00	4,085	5,100	36,418.00	Title III C-1
Caregiver Support	10787	12191	30,768.00	4,615	2,073	37,456.00	Title III C-2
Information & Assistance	10824	12274	22,572.00	4,516	734	27,822.00	Title III B
Nutrition C-1	10829	12280	23,770.08	3,566		27,336.08	CGF
Nutrition C-2	10935	12389	67,960.00	12,879	4,161	85,000.00	Title III E
Senior Center Activities	10934	12382	55,287.06	8,293		63,580.06	CGF
City of Emeryville	10860	12303	45,082.00	8,268	979	54,329.00	Title III B
Senior Center Activities	10933	12361	10,591.00	2,119	345	13,055.00	Title III B
City of Fremont	10831	12337	42,859.38	6,429		49,288.38	CGF
Caregiver Support	10757	12179	10,026.00	2,006	326	12,358.00	Title III B
MSSP	10929	12376	123,817.00	23,465	7,581	154,863.00	Title III E
Case Management	10930	12377	17,079.00	2,562		19,641.00	SIPP
Information & Assistance	11034	12494	10,326.00	2,066	336	12,728.00	Title III B
City of Oakland							
Senior Center Activities							
Crisis Support Services							
Visiting							
Day Break Adult Center/ADSNA							
Caregiver Support							
Injury Prevention							
East Bay Korean American Sr. Svc Ctr							
Senior Center Activities							

**COMMUNITY BASED ORGANIZATION  
MASTER CONTRACT EXHIBIT A & B COVERSHEET**

Dept Name: SSA Adult, Aging and Medi-Cal Services Vendor ID #: 0000030524 Board PO #: 12184  
 Bus Unit: SOCSA Master Contract #: 900150 Procurement Contract #: 10762 Budget Year: 2015

Acct #	Fund #	Dept #	Program #	Subclass #	Project / Grant #	Amount to be Encumbered	Total Contract Amount
610341	10000	320200	33950			\$2,573	\$44,590
610341	10000	320200	34700			\$7,963	\$7,963

Justification if partial encumbrance or liquidation requested: \_\_\_\_\_

Federal Funds Waiver #: F606 Contract Maximum: \$52,553

Procurement Contract Begin Date: 7/01/2014 Expire Date: 6/30/2015 Period of Funding From: 7/01/2014 To: 6/30/2015

Department Contact: Tracy Murray Telephone #: 577-1966 QIC Code: 24551

Contractor Name: Alzheimer's Association of the East Bay

Project Name: \_\_\_\_\_

Contractor Address: 2320 Channing Way Berkeley, CA 94104

Remittance Address: Same as Above ALCOLINK Vendor Address #: 1

BOS Dist. #: 5

Contractor Telephone #: 510-644-8292 Fax #: 510-540-6771 E-mail (Signatory): micheal@aseb.org

Contractor Contact Person: Micheal Pope E-mail (Contact): \_\_\_\_\_

Contract Service Category: Family Caregiver Support Program Title IIIE, Information Services/Support Services

Estimated Units of Service: See Exhibit A

Method of Reimbursement (Invoicing Procedures): Actual cost in arrears

History of Funding:	Original	Amendment #1	Amendment #2	Amendment #3	Amendment #4
Funding Level	\$42,017	\$52,553			
Amount of Encumbrance	\$42,017	\$10,536			
File Date	June 24, 2014	December 16, 2014			
File / Item #	29358-5	29484-4			
Reason	Board Action	Board Action			

Funding Source Allocation:	Federal - CFDA #: <u>93.052</u>	State	County
	\$44,590	\$	\$7,963

The signatures below signify that the attached Exhibits A and B have been received, negotiated and finalized. The Contractor also signifies agreement with all provisions of the Master Contract.

**DEPARTMENT**

By \_\_\_\_\_

Signature

Lori A. Cox

Print or Type Name

Title Social Services Agency Director Date 02/20/15

**CONTRACTOR**

By \_\_\_\_\_

Signature

Micheal Pope

Print or Type Name

Title CEO/Executive Director Date \_\_\_\_\_

By \_\_\_\_\_

Signature

Print or Type Name

Title \_\_\_\_\_ Date \_\_\_\_\_



Alameda County Department of Social Services

Reference Master Contract #:900150  
Procurement #: 10762

**CONTRACT AMENDMENT**

Reference is made to that Contract made and entered into on the 1<sup>st</sup> day of July, 2014, by and between Alzheimer's Association of the East Bay, herein called and referred to as "Contractor", and the COUNTY OF ALAMEDA, a body corporate and politic of the State of California, hereinafter called and referred to as "County".

Said contract is hereby amended in the following manner:

**Contract for Family Caregiver Support Program Services**

**Exhibit A:**

**Section B. 7. One Time Only Objective:** A one- time only allocation of \$2,573 will be used to purchase licenses, fees and emergency supplies during the period July 1, 2014 through June 30, 2015.

**Section B. 8. Baseline Adjustment:** A one time only allocation of \$7,963 will be used to support baseline operations during the period July 1, 2014 through June 30, 2015.

**Exhibit B**

The amended Family Caregiver Support Program budget is attached which increases the allocation by **\$10,536** for a total allocation of **\$52,553**.

Except as herein amended, said Contract is continued in full force and effect

**The Contract Amendment is effective as of the 16<sup>th</sup> day of December 2014.**

**COUNTY OF ALAMEDA**

By  \_\_\_\_\_

Title: Agency Director

Date 02/26/15

**CONTRACTOR**

Alzheimer's Services of the East Bay  
2320 Channing Way  
Berkeley, CA. 94104

By  \_\_\_\_\_  
Authorized Signature of Contractor

Title: Executive Director

Date 2/11/15



6. Two hundred and seventy nine (279) hours of Caregiver Case Management
7. **One Time Only Objective:** A One Time Only increase of \$2,573 will be used to purchase licenses, fees and emergency supplies during the period of July 1, 2014 through June 30, 2015.
8. **One Time Only Baseline Adjustment:** A one time only allocation of \$7,963 which includes a fifteen percent increase in the amount of \$6,303 and a sequestration backfill in the amount of \$1,660 will be used to support baseline operations during the period of July 1, 2014 through June 30, 2015.

NUMBER UNDULICATED INDIVIDUALS TO BE SERVED ANNUALLY	SUPPORT SERVICE CATEGORY	SERVICE UNIT NAME	NUMBER OF UNITS TO BE PROVIDED	
			ANNUALLY (12 months)	MONTHLY (approx)
100				
	<b>Information Services</b>	Public Information	12 activities	1 activity
		Community Education	10 activities	1 activity
	<b>Support Services</b>	Caregiver Assessment	279 hours	23 hours
		CG Case Management	279 hours	23 hours

### C. Definitions

1. **Program Requirements** means requirements found in the Older Americans Act (OAA), Title III, Part E, Sections 371 through 374.
2. **Eligible Service Population** for Title III E means:
  - a. A Family Caregiver
  - b. A Grandparent or Older Individual Who is a Relative Caregiver
3. **A Family Caregiver** is defined in Title III, Part A, Sections 302(3) of the OAA as an adult family member or another individual who is an informal provider of in-home and community care to an older individual or to an individual (of any age) with Alzheimer's disease or a related disorder with neurological and organic brain dysfunction. "Family Caregiver" is used interchangeably with "informal caregiver". "Informal" means that the care is not provided as part of a public or private formal service program.

Master Contract #:

900,150

Exhibit #:

## ALAMEDA COUNTY AREA AGENCY ON AGING CONTRACT BUDGET

Budget Effective Date: 01/14/2015

Revision No.: 2

Date Prepared:

January 14, 2015

Contractor: Alzheimer's Services of the East Bay

Contract Term:

07/01/2014 - 06/30/2015

MIS Program: Title III FCSP

Provider No.:

## SECTION 1 SALARIES AND EMPLOYEE BENEFITS

1.1 PAID STAFF (FTE = __ hrs/wk)		TOTAL PROJECT		AAA FUNDED		OTHER	
List #	pos., %FTE, wages	BUDGET (1)		PROJECT BUDGET (2)		CASH	IN-KIND
(1)	Executive Director 100% \$59.30	123344		2000		121344	
(1)	Financial Director 100% \$32.04	66650				66650	
(1)	Acctg. Assist. 100% \$13.91	28922				28922	
(1)	Bookkeeping Assist. 100% \$21.86	45462				45462	
(1)	Development Director 100% \$20.99	43653				43653	
(1)	Executive Assistant 60% \$14.42	29994				29994	
(3)	Program Director 100% \$26.40 AVG	164736		10000		154736	
(3)	Admin. Asst. Program 93.75% \$15.17 AVG	88745				88745	
(3)	Activity Coordinator 93.75% \$15.51 AVG	90734				90734	
(3)	Social Worker 100% \$23.98 AVG	149635		10000		139635	
(5)	Registered Nurse 43.75% \$33.39 AVG	151925				151925	
(9)	Program Specialists 68.75% \$11.56 AVG	148777				148777	
(1)	Physical Therapist 52.5% \$51.50	56238				56238	
(3)	OT Aide 81.25% \$11.95 AVG	60587				60587	
(3)	PT Aide 81.25% \$11.95 AVG	60587				60587	
(3)	Dietary Aide 81.25% \$13.57 AVG	68800				68800	
(7)	Drivers 100% \$15.34 AVG	223350				223350	
(1)	Occupational Therapist 52.5% \$51.50	56,238				56,238	
consultants/interns		5,230				5,230	
(2)	International Marketing Interns 80% \$15.00 AVG	49,920		8,000		41,920	
Independent Contractors:							
Family Support Program		10,000		5,000		5,000	
Other Clinical (Family Support Program)		11386		5,000		6386	
Computer/IT		749				749	
Web Design		3,168				3,168	
Payroll							
Other Admin		5230				5230	
		0					
<b>Subtotal:</b>		<b>1,744,060</b>		<b>40,000</b>		<b>1,704,060</b>	<b>0</b>

## 1.2 TAXES AND BENEFITS

Payroll Taxes	112,121		112,121	
Miscellaneous Personnel				
Health Insurance	114,454		114,454	
Workers' Comp.	85,858		85,858	
	0			
	0			
	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>312,433</b>	<b>0</b>	<b>312,433</b>	<b>0</b>

## 1.3 IN-KIND STAFF/VOLUNTEERS (List # pos., % FTE, Pay equivalent)

	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SALARY/BENEFIT BUDGET</b>				
(Sections 1.1, 1.2, 1.3)	2,056,493	40,000	2,016,493	0

## SECTION 2 SERVICES AND SUPPLIES

2.1 TRAVEL AND TRAINING	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
Staff Travel	8,812		8,812	
Conferences/Conventions	3,123		3,123	
Staff Training	6,354		6,354	
Staff recruitment/appreciation	2,100		2,100	
<b>Subtotal:</b>	<b>20,389</b>	<b>0</b>	<b>20,389</b>	<b>0</b>
2.2 OCCUPANCY				
Rent: Hayward	38,400		38,400	
Berkeley (interest & depreciation)	38,638		38,638	
Insurance	10,312		10,312	
Telephone	14,708		14,708	
Utilities	24,254		24,254	
Janitorial/Maintenance	59,794		59,794	
General Liability Ins.	21,054		21,054	
Property Taxes	5,603		5,603	
<b>Subtotal:</b>	<b>212,763</b>	<b>0</b>	<b>212,763</b>	<b>0</b>

### 2.3 OTHER BUDGET COSTS

Supplies/Postage	8,242		8,242	
Minor Equip. (Each Item Under \$5,000)	2,600		2,600	
Printing/Copying/Graphics (County \$745)	7,656		7,656	
Copier Lease	16,654		16,654	
Audit/Payroll Services	32,300		32,300	
Membership/Dues/Subscrip.	6,336		6,336	
Equipment Maintenance	2,000		2,000	
Directory and Advertising	13,742		13,742	
Other: Participant Meals - Prepared	73,401		73,401	
Client Van Vouchers	240		240	
Depreciation Expense	70,000		70,000	
Interest Expense	4,902		4,902	
Fees & Licenses OTO \$2573 15% \$2373	33,139	6,163	26,976	
Uncollectable Fees	5,250		5,250	
Participant Food and Supplies	8,941		8,941	
Medical Supplies	7,266		7,266	
Program Supplies	2,896		2,896	
Therapy Equipment	300		300	
Miscellaneous	500		500	
Tables & Chairs for Hayward Site 15% Increase	11,825		11,825	
Emergency supplies 15% Increase	6,390	6,390		
Annual Event	21,895		21,895	
<b>Subtotal:</b>	<b>336,475</b>	<b>12,553</b>	<b>323,922</b>	<b>0</b>

### 2.4 VEHICLE BUDGET

Gas/Oil MilesxRate	100,152		100,152	
Maintenance	59,790		59,790	
Vehicle Insurance	23,540		23,540	
Other: Transportation - General	3,093		3,093	
<b>Subtotal:</b>	<b>186,575</b>	<b>0</b>	<b>186,575</b>	<b>0</b>
<b>TOTAL SERVICES/SUPPLIES BUDGET</b>	<b>756,202</b>	<b>12,553</b>	<b>743,649</b>	<b>0</b>

## SECTION 3 CAPITAL EQUIPMENT

3.1 Capital Equipment <i>List Items Costing \$5,000+ (Include Funding Source)</i>	TOTAL PROJECT COSTS (1)	AAA FUNDED PROJECT COSTS (2)	OTHER	
			CASH	IN-KIND
	0		0	
	0			
	0			
<b>TOTAL CAPITAL EQUIPMENT BUDGET</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>GRAND TOTAL BUDGET (Sections 1.1 - 3.1)</b>	<b>2,812,695</b>	<b>52,553</b>	<b>2,760,142</b>	<b>0</b>

## SECTION 4 REVENUES

4.1 REVENUE SOURCES:	Total	AAA	Other		Committed Funds
	Project Funds	Project Funding	CASH	IN-KIND	
<b>Non-Match:</b>					
Participant Contributions	739,818		739,818		
Medi-Cal/CBAS/Managed Care	1,145,256		1,145,256		
California Food Program	73,449		73,449		
Early Stage/ Training	5,320		5,320		
City of Oakland	25,200		25,200		25,200
City of Berkeley	45,924		45,924		
City of Hayward	75,000		75,000		75,000
ACTC	100,000		100,000		100,000
Network/Misc.	21,980		21,980		21,980
Foundation Grants	162,000		162,000		
General Revenue	3,250		3,250		
Reserve Acc't Draw	50,654		50,654		
Title III B Supportive Services	112,668		112,668		42017
Family Support Program	13,097		13,097		
Medi-Cal	57892		57892		
	0				
	0				
	0				
<b>Subtotal:</b>	<b>2,631,508</b>	<b>0</b>	<b>2,631,508</b>	<b>0</b>	<b>264,197</b>
<b>Match:</b>					
Older American Act (25%)					
Fund Raising	128,634		128,634		
	0			0	
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
<b>Subtotal:</b>	<b>128,634</b>	<b>0</b>	<b>128,634</b>	<b>0</b>	<b>0</b>
Title III Client Donations (if applicable):					0
Title III Funds (if applicable):	49,980	49,980			49,980
County General Funds (if appl): OTO \$2573	2,573	2,573			2,573
CBSP Funds (if applicable):					
<b>TOTAL FUNDS:</b>	<b>2,812,695</b>	<b>52,553</b>	<b>2,760,142</b>	<b>0</b>	<b>316,750</b>

2,812,695

2,760,142

## SECTION 5 DEDUCTIVE FORMULA (Title III Funded Programs Only)

	TOTAL
1.) TOTAL PROJECT BUDGET:	2,812,695
2.) {LESS} COUNTY GENERAL FUNDS:	2,573
3.) {LESS} OTHER NON-MATCH FUNDS:	2,631,508
4.) {EQUALS} TITLE III BUDGET COSTS TO BE MATCHED:	178,614
5.) {LESS} TITLE III MATCH FUNDS: [minimum of 0% OF LINE 4]	128,634
6.) {LESS} TITLE III CLIENT DONATIONS:	0
7.) {EQUALS} EARNED TITLE III FUNDS:	49,980

Ex-B-Bgt.WB2 (E102.J145)

Page 3 of 3



## **Exhibit D**

### **Audit Requirements**

The County contracts with various organizations to carry out programs mandated by the Federal and State governments or sponsored by the Board of Supervisors. Under the Single Audit Act Amendments of 1996 (31 U.S.C.A. §§ 7501-7507) and Board policy, the County has the responsibility to determine whether organizations receiving funds through the County have spent them in accordance with applicable laws, regulations, contract terms, and grant agreements. To this end, effective with the first fiscal year beginning on and after December 26, 2014, the following are required.

#### **I. AUDIT REQUIREMENTS**

##### **A. Funds from Federal Sources:**

1. Non-Federal entities which are determined to be subrecipients by the supervising department according to 2 CFR § 200.330 and which expend annual Federal awards in the amount specified in 2 CFR § 200.501 are required to have a single audit performed in accordance with 2 CFR § 200.514.
2. When a non-Federal entity expends annual Federal awards in the amount specified in 2 CFR § 200.501(a) under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or terms and conditions of the Federal award do not require a financial statement audit of the auditee, the non-Federal entity may elect to have a program-specific audit conducted in accordance with 2 CFR § 200.507 (Program Specific Audits).
3. Non-Federal entities which expend annual Federal awards less than the amount specified in 2 CFR § 200.501(d) are exempt from the single audit requirements for that year except that the County may require a limited-scope audit in accordance with 2 CFR § 200.503(c).

##### **B. Funds from All Sources:**

Non-Federal entities which expend annual funds from any source (Federal, State, County, etc.) through the County in an amount of:

1. \$100,000 or more must have a financial audit in accordance with the U.S. Comptroller General's Generally Accepted Government Auditing Standards (GAGAS) covering all County programs.
2. Less than \$100,000 are exempt from these audit requirements except as otherwise noted in the contract.

Non-Federal entities that are required to have or choose to do a single audit in accordance with 2 CFR Subpart F, Audit Requirements are not required to have a financial audit in the same year. However, Non-Federal entities that are required to have a financial audit may also be required to have a limited-scope audit in the same year.



### **III. AUDIT RESOLUTION**

Within 30 days of issuance of the audit report, the entity must submit to its County supervising department a corrective action plan consistent with 2 CFR § 200.511(c) to address each audit finding included in the current year auditor's report. Questioned costs and disallowed costs must be resolved according to procedures established by the County in the Contract Administration Manual. The County supervising department will follow up on the implementation of the corrective action plan as it pertains to County programs.

### **IV. ADDITIONAL AUDIT WORK**

The County, the State, or Federal agencies may conduct additional audits or reviews to carry out their regulatory responsibilities. To the extent possible, these audits and reviews will rely on the audit work already performed under the audit requirements listed above.

(Contract's office)  
CAB

## ALAMEDA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

The following action was taken by the Alameda County Board of Supervisors on 12/16/2014

Approved as Recommended ☒

Other ☐

Unanimous ☐ Chan: ☐ Haggerty: ☐ Miley: ☐ Valle: ☒ Carson: ☐ - 4

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Contract: C-2014-209

Resolution: R-2014-410F

Documents to be signed by Agency/Purchasing Agent:

File No. 29484

Item No. 4

Copies sent to:

J. Villaflor & Auditor

### Special Notes:

FY 2014-2015 Older  
Americans Act and Older  
Californians Act Grant  
Agreement No. AP-1415-09,  
A01



I certify that the foregoing is a correct  
copy of a Minute Order adopted by the  
Board of Supervisors, Alameda County,  
State of California.

ATTEST:

Clerk of the Board  
Board of Supervisors

By: [Signature]

Deputy



Lori A. Cox  
Agency Director

Thomas L. Berkley Square  
2000 San Pablo Avenue, Fourth Floor  
Oakland, California 94612  
510-271-9100 / Fax: 510-271-9108  
[ssadirector@acgov.org](mailto:ssadirector@acgov.org)  
<http://alamedasocialservices.org>

November 6, 2014

Honorable Board of Supervisors  
Administration Building  
Oakland, California 94612

Dear Board Members:

**SUBJECT:** Approval of Area Plan Grant Agreement Amendment and Contract Amendments for services administered by the Area Agency on Aging.

**RECOMMENDATIONS:**

- A. Approve the FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1, between the California Department of Aging and County of Alameda, Area Agency on Aging and authorize the President to sign seven (7) Grant Agreements on behalf of Alameda County, each with an original signature, with a Minute Order authorizing execution of the contract.
- B. Approve the attached Financial Recommendation increasing revenue and appropriations by \$1,362,121.
- C. Approve contract increases totaling \$1,359,648 as detailed in attachment A, and delegate authority to the Social Services Director to sign the contract amendments, under the master contracting process.
- D. Approve a one-time allocation of Measure A Funds in the amount of \$15,000 to provide emergency senior support services.

**SUMMARY/DISCUSSION:**

This letter requests action by your Board to approve and execute Amendment 1 to the Older Americans Act (OAA) and Older Californians Act Grant Agreement issued by the California Department of Aging (CDA) for FY 2014/15.

This grant agreement, which provides an increase of \$408,288 in Special Nutrition (SN) and One-Time-Only (OTO) funds, allocates a total of \$5,879,694.00 to the Alameda County Area Agency on Aging (AAA). Your Board approved the original agreement, AP-1415-09, in the amount of \$5,471,406, on October 7, 2014 (File: 29356; Item: 4). The AAA will retain \$2,473 of the SN & OTO funds for its direct service Ombudsman program and allocate the remaining \$405,815 to its subcontractors as outlined in Attachment A.

Your Board directed that the Social Services Agency (SSA) and Health Care Services Agency (HCSA) collaborate to develop a Countywide plan for seniors. SSA is implementing a strategy that includes three key items: 1) provide one-time emergency funding to support the infrastructure of senior service providers; 2) develop a plan for delivery of technical assistance & capacity building for senior services providers; and 3) develop a Countywide plan for seniors. Attachment A includes emergency funding of \$953,833, which includes a 15% (\$884,012) increase in senior service contracts and \$69,821 to backfill a gap caused by federal sequestration cuts. Please note that the HCSA is providing \$15,000 of the funding from Measure A so that Senior Injury Prevention Program contracts managed by the AAA will also receive emergency funding.

County Counsel has approved this amended grant agreement as to form.

#### SELECTION CRITERIA/PROCESS:

*The subcontractors receiving funds under this grant agreement were selected based on recommendations resulting from the 2014-2018 requests for proposals completed by the Alameda County Area Agency on Aging and the Advisory Commission on Aging. The Commission's recommendations for funding from the RFP were approved by your Board on June 24, 2014 (File #29358, Item 5).*

#### FUNDING

Financing will come from the SSA budget and federal OTO funds awarded to Alameda County by the CDA through this grant agreement amendment for FY 2014-2015. An additional \$15,000 in funding comes from the Measure A reserve. Approval of these recommendations will bring the total amount of Measure A one-time expenditures that exceed the Fiscal Year 2014-2015 Budget to \$3,879,000. The Measure A expenses will be transferred to the Public Health Department at year end. The subcontractors receiving OAA and OCA funds will meet all match requirements.

Sincerely,



Lori A. Cox  
Agency Director

- Att: 1) Seven Original FY 2014-20145 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1 documents for Board President signature.  
2) Attachment A  
3) Financial Recommendation

CONTRACTOR	PC #	PO #	Initial Contract Amount	15% Increase & Sequestration	OTO & Special Nutrition	Amended Contract Amount	Fund Source
Nutrition C-1	11033	12493	64,757.00	9,714	12,126	86,597.00	Title III C-1
Ethiopian Community Family Caregiver Support	11008	12451	10,318.00	1,956	632	12,906.00	Title III E
Family Bridges Information & Assistance	10875	12340	15,897.00	3,181	517	18,595.00	Title III B
Senior Center Activities	10979	12427	26,246.00	5,251	854	32,351.00	Title III B
Visiting	10802	12255	13,036.00	2,607	424	16,067.00	Title III B
Family Caregiver Alliance Caregiver Support	10760	12181	95,553.00	18,108	5,850	119,511.00	Title III E
Family Support Services of the BA Caregiver Support	10761	12183	51,260.00	9,714	3,138	64,112.00	Title III E
Hayward Area Recreation & Park District Senior Center Activities	10812	12358	24,100.56	3,615		27,715.56	CGF
J-Sei Case Management	10819	12287	10,432.00	2,087	339	12,858.00	Title III B
Visiting	10818	12286	8,021.00	1,604	261	9,886.00	Title III B
Nutrition C-2	10807	12260	28,322.00	4,248	1,910	34,480.00	Title III C-2
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Nutrition C-2	10837	12380	49,211.00	7,382	3,318	59,911.00	Title III C-2
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Legal Assistance for Seniors	10876	12324	19,356.00	3,847	201	23,204.00	Title VIIb
Elder Abuse Prevention	10877	12325	11,908.00	1,786		13,694.00	MIPPA
MIPPA	10928	12386	36,942.00	5,541		42,483.00	FA
Financial alignment	10871	12321	346,274.00	57,263	3,460	406,997.00	Title III B
Legal Services	10872	12322	393,995.00	59,098		453,094.00	HICAP
Lifelong Medical Care	10813	12359	36,699.00	7,342	1,194	45,235.00	Title III B
Health Services	10813	12359	27,471.00	5,752	1,162	34,385.00	Title III D
Disease Prevention	10331	12327	182,248.00	27,337	34,127	243,712.00	Title III C-1
Jan Spear dba Nutrition Solutions	10331	12327	205,831.00	30,875	13,878	250,584.00	Title III C-2
Nutrition C-1	10334	12350	25,795.00	4,888	1,579	32,262.00	Title III E
Nutrition C-2	10822	12273	132,303.00	19,845	24,774	176,922.00	Title III C-1
On Lok Senior Health Services	10828	12278	10,000.00	1,500		11,500.00	SIPP
Family Caregiver Support	10911	12402	27,471.00	5,762	1,162	34,385.00	Title III D
Open Heart Kitchen	10910	12401	40,375.00	7,651	2,472	50,498.00	Title III E
Nutrition C-1							
Rebuilding Together Oakland							
Injury Prevention							
Senior Support Services of the Tri Valley							
Disease Prevention							
Caregiver Support							



**COMMUNITY BASED ORGANIZATION  
MASTER CONTRACT EXHIBIT A & B COVERSHEET**

Dept Name: SSA-Adult, Aging, & Medi-Cal Services Vendor ID #: 0000027452 Board PO #: 12255  
 Bus Unit: SOCA Master Contract #: 900174 Procurement Contract # 10802 Budget Year 2015

Acct #	Fund #	Dept #	Program #	Subclass #	Project / Grant #	Amount to be Encumbered	Total Contract Amount
610341	10000	320200	33605			\$424	\$13,460
610341	10000	320200	34700			\$2,607	\$2,607

Justification if partial encumbrance or liquidation requested: \_\_\_\_\_

Federal Funds Waiver #: F-604 Contract Maximum: \$16,067  
 Procurement Contract Begin Date: 07/01/14 Expire Date: 06/30/15 Period of Funding From: 07/01/14 To: 06/30/15

Department Contact: Tracy Murray Telephone #: 510-577-1966 QIC Code: 24551

Contractor Name: Family Bridges, Inc.

Project Name: Visiting Program (Title IIIB)

Contractor Address: 168 11<sup>th</sup> Street, Oakland, CA 94607

Remittance Address: 168 11<sup>th</sup> Street, Oakland, CA 94607

ALCOLINK Vendor Address #: 1

BOS Dist. #: 3

Contractor Telephone #: 510-839-2022 Ext. 201 Fax #: 510-839-2435 E-mail (Signatory): corinnej@fambridges.org

Contractor Contact Person: Corinne Jan/Helen Lim E-mail (Contact): Corinne Jan

Contract Service Category: Visiting Program (Title IIIB) Estimated Units of Service: See Exhibit A

Method of Reimbursement (Invoicing Procedures): Actual costs in arrears

History of Funding:	Original	Amendment #1	Amendment #2	Amendment #3	Amendment #4
Funding Level	\$13,036	\$16,067			
Amount of Encumbrance	\$13,036	\$3,031			
File Date	6-24-14	12-16-14			
File / Item #	29358-5	29484-4			
Reason	Board Action	Board Action			

Funding Source Allocation:

Federal - CFDA #: 93.044	State	County	State Special Fund
\$13,460		\$2,607	

The signatures below signify that the attached Exhibits A and B have been received, negotiated and finalized. The Contractor also signifies agreement with all provisions of the Master Contract.

**DEPARTMENT**

By \_\_\_\_\_

Signature

Lori A. Cox

Print or Type Name

**CONTRACTOR**

By \_\_\_\_\_

Signature

for Corinne Jan

Print or Type Name

Title Social Services Agency Director Date 02/24/15 Title Chief Executive Officer Date 2/6/2015

Alameda County Department of Social Services

Reference: Master Contract #: 900174  
Procurement #: 10802

**CONTRACT AMENDMENT**

Reference is made to that Contract made and entered into on the 1st day of July, 2014, by and between Family Bridges, Inc. herein called and referred to as "Contractor" and the COUNTY OF ALAMEDA, a body corporate and politic of the State of California, hereinafter called and referred to as "County".

Said contract is hereby amended in the following manner:

**Visiting Program (Title IIIB)**

**EXHIBIT A:**

**Section II. B. 4. One-Time Only Objective:** A one-time-only allocation of \$424 will be used to purchase supplies for clients and volunteers during the period July 1, 2014 through June 30, 2015.

**Section II. B. 5. Baseline Operations Objective:** A one-time-only allocation of \$2,607 will be used to support baseline operations during the period July 1, 2014 through June 30, 2015.

**EXHIBIT B:**

The amended budget is attached, which increases the allocation by **\$3,031** for a total allocation of **\$16,067** for the contract period July 1, 2014 through June 30, 2015.

Except as herein amended, said Contract is continued in full force and effect.

**The Contract Amendment is effective as of the 16 day of December 2014.**

**COUNTY OF ALAMEDA**

**CONTRACTOR**

Family Bridges, Inc.  
168 11<sup>th</sup> Street  
Oakland, CA 94607

By  \_\_\_\_\_

By  \_\_\_\_\_  
Authorized Signature of Contractor

Title: Social Services Agency Director

Title: Chief Executive Officer

Date: 02/26/15

Date: 2/6/2015

**EXHIBIT A****B. MIS Units of Service**

Contractor shall perform the following units of service during this contract period in a manner that distributes them reasonably and evenly over the months of the contract.

1. Services shall be targeted to persons 60 years and older as follows:

31% Aged 75 and older  
 30% Low income (in greatest economic need)  
 36% Functionally impaired  
 52% Minorities

2. A minimum of thirty-nine (39) New Unduplicated Seniors shall be provided Visiting Services annually.
3. A minimum of eight hundred fifty (850) service units (visiting hours) will be provided annually.
4. **One-Time Only Objective:** A one-time-only allocation of \$424 will be used to purchase supplies for clients and volunteers during the period of July 1, 2014 through June 30, 2015.
5. **Baseline Operations Objective:** A one-time-only allocation of \$2,607 will be used to support baseline operations during the period of July 1, 2014 through June 30, 2015.

# OF NEW SENIORS TO BE SERVED ANNUALLY (39)	SERVICE UNIT NAME	NUMBER OF UNITS TO BE PROVIDED	
		ANNUALLY	MONTHLY (approx)
	Visiting	850 hours	71

Master Contract #: 900174

Exhibit #:

## ALAMEDA COUNTY AREA AGENCY ON AGING CONTRACT BUDGET

Budget Effective Date: 02/01/2015

Revision No.: 1

Date Prepared:

2/2/2015

Contractor: Family Bridges, Inc.

Contract Term:

07/01/2014-06/30/2015

MIS Program: Visiting

Provider No.: 0207

## SECTION 1 SALARIES AND EMPLOYEE BENEFITS

1.1 PAID STAFF (FTE = 40_hrs/wk) List # pos., %FTE, wages	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
Chief Operating Officer 2% FTE x \$8,800 x 8 months & 2% FTE x \$9,065 x 4 months	2,133	544	1,589	
Program Manager 20% FTE x \$4,554 x 8 months & 20% FTE x \$4,735 x 4 months	11,074 0 0 0 0 0 0	11,074		
Subtotal:	13,207	11,618	1,589	0

## 1.2 TAXES AND BENEFITS

FICA	1,011	889	122	
SUI/SDI (\$350/1 FTE)	77	70	7	
Workers' Comp.	574	540	34	
Health Insurance	182	27	155	
Dental, Life & Vision	200	85	115	
Retirement 403(b) Employer Match	528	465	63	
	0			
	0			
	0			
Subtotal:	2,572	2,076	496	0

## 1.3 IN-KIND STAFF/VOLUNTEERS (List # pos., % FTE, Pay equivalent)

Volunteers 12 x \$65/wk x 46 wks	35,880 0 0 0 0 0 0 0 0 0 0 0			35,880
Subtotal:	35,880	0	0	35,880
<b>TOTAL SALARY/BENEFIT BUDGET (Sections 1.1, 1.2, 1.3)</b>	<b>51,659</b>	<b>13,694</b>	<b>2,085</b>	<b>35,880</b>

Ex-B-Bgt.WB2 {A1.D49}

Page 1 of 3

## SECTION 2 SERVICES AND SUPPLIES

2.1 TRAVEL AND TRAINING	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
Staff Travel: 22 miles x 0.55/mile	12		12	
Conferences/Conventions	0			
Staff Training	12		12	
Vol.Travel: _____ Miles x Rate _____	0			
<b>Subtotal:</b>	<b>24</b>	<b>0</b>	<b>24</b>	<b>0</b>

2.2 OCCUPANCY				
Rent or Mortgage	1,200		1,200	
Telephone	262		262	
Utilities	528		528	
Janitorial/Maintenance	865	625	240	
General Liability Ins.	0			
	0			
	0			
<b>Subtotal:</b>	<b>2,855</b>	<b>625</b>	<b>2,230</b>	<b>0</b>

2.3 OTHER BUDGET COSTS				
Supplies/Postage	125	49	76	
OTO - Supplies for clients & volunteers	424	424		
Printing/Copying	24		24	
Equipment Maintenance/Rental	24		24	
Bookkeeping Services	0			
Membership/Dues/Subscrip.	0			
Indirect Costs at 8%	0			
Other: Outreach (steel tumbler, ID holder drawstring backpack)	1,275	1,275		
License	15		15	
	0			
	0			
	0			
<b>Subtotal:</b>	<b>1,887</b>	<b>1,748</b>	<b>139</b>	<b>0</b>

2.4 VEHICLE BUDGET				
	0			
	0			
	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SERVICES/SUPPLIES BUDGET</b>	<b>4,766</b>	<b>2,373</b>	<b>2,393</b>	<b>0</b>

## SECTION 3 CAPITAL EQUIPMENT

3.1 Capital Equipment <i>List Items Costing \$5,000+ (Include Funding Source)</i>	TOTAL PROJECT COSTS (1)	AAA FUNDED PROJECT COSTS (2)	OTHER	
			CASH	IN-KIND
	0			
	0			
	0			
<b>TOTAL CAPITAL EQUIPMENT BUDGET</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>GRAND TOTAL BUDGET (Sections 1.1 - 3.1)</b>	<b>56,425</b>	<b>16,067</b>	<b>4,478</b>	<b>35,880</b>
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## SECTION 4 REVENUES

4.1 REVENUE SOURCES:	Total Project Funds	AAA Project Funding	Other		Committed Funds
			CASH	IN-KIND	
<b>Non-Match:</b>					
Volunteers	35,880			35,880	35,880
Contributions/Agency Reserves	2,916		2,916		2,916
	0				
	0				
	0				
	0				
	0				
<b>Subtotal:</b>	<b>38,796</b>	<b>0</b>	<b>2,916</b>	<b>35,880</b>	<b>38,796</b>
<b>Match:</b>					
Contributions	1,502		1,502		1,502
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
<b>Subtotal:</b>	<b>1,502</b>	<b>0</b>	<b>1,502</b>	<b>0</b>	<b>1,502</b>
Title III Client Donations (if applicable):	60		60		
Title III Funds (if applicable):	13,460	13,460			13,460
County General Funds (if applicable):	2,607	2,607			2,607
CBSP Funds (if applicable):	0				0
<b>TOTAL FUNDS:</b>	<b>56,425</b>	<b>16,067</b>	<b>4,478</b>	<b>35,880</b>	<b>56,365</b>

## SECTION 5 DEDUCTIVE FORMULA (Title III Funded Programs Only)

	TOTAL
1.) TOTAL PROJECT BUDGET:	56,425
2.) {LESS} COUNTY GENERAL FUNDS:	2,607
3.) {LESS} OTHER NON-MATCH FUNDS:	38,796
4.) {EQUALS} TITLE III BUDGET COSTS TO BE MATCHED:	15,022
5.) {LESS} TITLE III MATCH FUNDS: [minimum of 0% OF LINE 4]	1,502
6.) {LESS} TITLE III CLIENT DONATIONS:	60
7.) {EQUALS} EARNED TITLE III FUNDS:	13,460

Ex-B-Bgt.WB2 (E102.J145)

Page 3 of 3

## **Exhibit D**

### **Audit Requirements**

The County contracts with various organizations to carry out programs mandated by the Federal and State governments or sponsored by the Board of Supervisors. Under the Single Audit Act Amendments of 1996 (31 U.S.C.A. §§ 7501-7507) and Board policy, the County has the responsibility to determine whether organizations receiving funds through the County have spent them in accordance with applicable laws, regulations, contract terms, and grant agreements. To this end, effective with the first fiscal year beginning on and after December 26, 2014, the following are required.

#### **I. AUDIT REQUIREMENTS**

##### **A. Funds from Federal Sources:**

1. Non-Federal entities which are determined to be subrecipients by the supervising department according to 2 CFR § 200.330 and which expend annual Federal awards in the amount specified in 2 CFR § 200.501 are required to have a single audit performed in accordance with 2 CFR § 200.514.
2. When a non-Federal entity expends annual Federal awards in the amount specified in 2 CFR § 200.501(a) under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or terms and conditions of the Federal award do not require a financial statement audit of the auditee, the non-Federal entity may elect to have a program-specific audit conducted in accordance with 2 CFR § 200.507 (Program Specific Audits).
3. Non-Federal entities which expend annual Federal awards less than the amount specified in 2 CFR § 200.501(d) are exempt from the single audit requirements for that year except that the County may require a limited-scope audit in accordance with 2 CFR § 200.503(c).

##### **B. Funds from All Sources:**

Non-Federal entities which expend annual funds from any source (Federal, State, County, etc.) through the County in an amount of:

1. \$100,000 or more must have a financial audit in accordance with the U.S. Comptroller General's Generally Accepted Government Auditing Standards (GAGAS) covering all County programs.
2. Less than \$100,000 are exempt from these audit requirements except as otherwise noted in the contract.

Non-Federal entities that are required to have or choose to do a single audit in accordance with 2 CFR Subpart F, Audit Requirements are not required to have a financial audit in the same year. However, Non-Federal entities that are required to have a financial audit may also be required to have a limited-scope audit in the same year.

C. General Requirements for All Audits:

1. All audits must be conducted in accordance with Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States (GAGAS).
2. All audits must be conducted annually, except for biennial audits authorized by 2 CFR § 200.504 and where specifically allowed otherwise by laws, regulations, or County policy.
3. The audit report must contain a separate schedule that identifies all funds received from or passed through the County that is covered by the audit. County programs must be identified by contract number, contract amount, contract period, and amount expended during the fiscal year by funding source. An exhibit number must be included when applicable.
4. If a funding source has more stringent and specific audit requirements, these requirements must prevail over those described above.

II. **AUDIT REPORTS**

A. For Single Audits

1. Within the earlier of 30 calendar days after receipt of the auditor's report or nine months after the end of the audit period, the auditee must electronically submit to the Federal Audit Clearinghouse (FAC) the data collection form described in 2 CFR § 200.512(b) and the reporting package described in 2 CFR § 200.512(c). The auditee and auditors must ensure that the reporting package does not include protected personally identifiable information. The FAC will make the reporting package and the data collection form available on a web site and all Federal agencies, pass-through entities and others interested in a reporting package and data collection form must obtain it by accessing the FAC. As required by 2 CFR § 200.512(a)(2), unless restricted by Federal statutes or regulations, the auditee must make copies available for public inspection.
2. A notice of the audit report issuance along with two copies of the management letter with its corresponding response should be sent to the County supervising department within ten calendar days after it is submitted to the FAC. The County supervising department is responsible for forwarding a copy of the audit report, management letter, and corresponding responses to the County Auditor within one week of receipt.

B. For Audits other than Single Audits

At least two copies of the audit report package, including all attachments and any management letter with its corresponding response, should be sent to the County supervising department within six months after the end of the audit year, or other time frame as specified by the department. The County supervising department is responsible for forwarding a copy of the audit report package to the County Auditor within one week of receipt.

### **III. AUDIT RESOLUTION**

Within 30 days of issuance of the audit report, the entity must submit to its County supervising department a corrective action plan consistent with 2 CFR § 200.511(c) to address each audit finding included in the current year auditor's report. Questioned costs and disallowed costs must be resolved according to procedures established by the County in the Contract Administration Manual. The County supervising department will follow up on the implementation of the corrective action plan as it pertains to County programs.

### **IV. ADDITIONAL AUDIT WORK**

The County, the State, or Federal agencies may conduct additional audits or reviews to carry out their regulatory responsibilities. To the extent possible, these audits and reviews will rely on the audit work already performed under the audit requirements listed above.

(Contract's Office)  
COB

## ALAMEDA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

The following action was taken by the Alameda County Board of Supervisors on 12/16/2014

Approved as Recommended ☒

Other ☐

Unanimous ☐ Chan: ☐ Haggerty: ☐ Miley: ☐ Valle: ☒ Carson: ☐ - 4

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Contract: C-2014-209

Resolution: R-2014-410F

Documents to be signed by Agency/Purchasing Agent:

File No. 29484

Item No. 4

Copies sent to:

J. Villaflor & Auditor

### Special Notes:

FY 2014-2015 Older  
Americans Act and Older  
Californians Act Grant  
Agreement No. AP-1415-09,  
A01



I certify that the foregoing is a correct  
copy of a Minute Order adopted by the  
Board of Supervisors, Alameda County,  
State of California.

ATTEST:

Clerk of the Board  
Board of Supervisors

By: [Signature]

Deputy





Lori A. Cox  
Agency Director

Thomas L. Berkley Square  
2000 San Pablo Avenue, Fourth Floor  
Oakland, California 94612  
510-271-9100 / Fax: 510-271-9108  
[ssadirector@acgov.org](mailto:ssadirector@acgov.org)  
<http://alamedasocialservices.org>

November 6, 2014

Honorable Board of Supervisors  
Administration Building  
Oakland, California 94612

Dear Board Members:

**SUBJECT:** Approval of Area Plan Grant Agreement Amendment and Contract Amendments for services administered by the Area Agency on Aging.

**RECOMMENDATIONS:**

- A. Approve the FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1, between the California Department of Aging and County of Alameda, Area Agency on Aging and authorize the President to sign seven (7) Grant Agreements on behalf of Alameda County, each with an original signature, with a Minute Order authorizing execution of the contract.
- B. Approve the attached Financial Recommendation increasing revenue and appropriations by \$1,362,121.
- C. Approve contract increases totaling \$1,359,648 as detailed in attachment A, and delegate authority to the Social Services Director to sign the contract amendments, under the master contracting process.
- D. Approve a one-time allocation of Measure A Funds in the amount of \$15,000 to provide emergency senior support services.

**SUMMARY/DISCUSSION:**

This letter requests action by your Board to approve and execute Amendment 1 to the Older Americans Act (OAA) and Older Californians Act Grant Agreement issued by the California Department of Aging (CDA) for FY 2014/15.

This grant agreement, which provides an increase of \$408,288 in Special Nutrition (SN) and One-Time-Only (OTO) funds, allocates a total of \$5,879,694.00 to the Alameda County Area Agency on Aging (AAA). Your Board approved the original agreement, AP-1415-09, in the amount of \$5,471,406, on October 7, 2014 (File: 29356; Item: 4). The AAA will retain \$2,473 of the SN & OTO funds for its direct service Ombudsman program and allocate the remaining \$405,815 to its subcontractors as outlined in Attachment A.

Your Board directed that the Social Services Agency (SSA) and Health Care Services Agency (HCSA) collaborate to develop a Countywide plan for seniors. SSA is implementing a strategy that includes three key items: 1) provide one-time emergency funding to support the infrastructure of senior service providers; 2) develop a plan for delivery of technical assistance & capacity building for senior services providers; and 3) develop a Countywide plan for seniors. Attachment A includes emergency funding of \$953,833, which includes a 15% (\$884,012) increase in senior service contracts and \$69,821 to backfill a gap caused by federal sequestration cuts. Please note that the HCSA is providing \$15,000 of the funding from Measure A so that Senior Injury Prevention Program contracts managed by the AAA will also receive emergency funding.

County Counsel has approved this amended grant agreement as to form.

#### **SELECTION CRITERIA/PROCESS:**

*The subcontractors receiving funds under this grant agreement were selected based on recommendations resulting from the 2014-2018 requests for proposals completed by the Alameda County Area Agency on Aging and the Advisory Commission on Aging. The Commission's recommendations for funding from the RFP were approved by your Board on June 24, 2014 (File #29358, Item 5).*

#### **FUNDING**

Financing will come from the SSA budget and federal OTO funds awarded to Alameda County by the CDA through this grant agreement amendment for FY 2014-2015. An additional \$15,000 in funding comes from the Measure A reserve. Approval of these recommendations will bring the total amount of Measure A one-time expenditures that exceed the Fiscal Year 2014-2015 Budget to \$3,879,000. The Measure A expenses will be transferred to the Public Health Department at year end. The subcontractors receiving OAA and OCA funds will meet all match requirements.

Sincerely,



Lori A. Cox  
Agency Director

- Att: 1) Seven Original FY 2014-20145 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1 documents for Board President signature.  
2) Attachment A  
3) Financial Recommendation

CONTRACTOR	PC #	PO #	Initial Contract Amount	15% Increase & Sequestration	OTO & Special Nutrition	Amended Contract Amount	Fund Source
Nutrition C-1	11033	12493	64,757.00	9,714	12,126	86,597.00	Title III C-1
Ethiopian Community Family Caregiver Support	11008	12451	10,318.00	1,956	632	12,906.00	Title III E
Family Bridges	10875	12340	15,897.00	3,181	517	19,595.00	Title III B
Information & Assistance	10979	12427	26,246.00	5,251	854	32,351.00	Title III B
Senior Center Activities	10802	12255	13,036.00	2,607	424	16,067.00	Title III B
Visiting							
Family Caregiver Alliance	10760	12181	95,553.00	18,108	5,850	119,511.00	Title III E
Caregiver Support							
Family Support Services of the BA	10761	12183	51,280.00	9,714	3,138	64,112.00	Title III E
Caregiver Support							
Hayward Area Recreation & Park District	10912	12358	24,100.56	3,615		27,715.56	CGF
Senior Center Activities							
J-Sei	10819	12267	10,432.00	2,087	339	12,858.00	Title III B
Case Management	10818	12268	8,021.00	1,604	261	9,886.00	Title III B
Visiting	10807	12260	28,322.00	4,248	1,910	34,480.00	Title III C-2
Nutrition C-2							
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Nutrition C-2	10978	12426	25,281.00	3,794		29,085.00	SIPP
Injury Prevention							
Legal Assistance for Seniors	10876	12324	19,356.00	3,847	201	23,204.00	Title VIIb
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Legal Services	10872	12322	393,995.00	59,098		453,094.00	HICAP
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Open Heart Kitchen	10822	12273	132,303.00	19,845	24,774	176,922.00	Title III C-1
Nutrition C-1							
Rebuilding Together Oakland	10828	12279	10,000.00	1,500		11,500.00	SIPP
Injury Prevention							
Senior Support Services of the Tri Valley	10911	12402	27,471.00	5,752	1,162	34,385.00	Title III D
Disease Prevention	10910	12401	40,375.00	7,651	2,472	50,498.00	Title III E
Caregiver Support							

**COMMUNITY BASED ORGANIZATION  
MASTER CONTRACT EXHIBIT A & B COVERSHEET**

Dept Name: SSA-Adult, Aging, & Medi-Cal Services Vendor ID #: 0000027452 Board PO #: 12427  
 Bus Unit: SOCA Master Contract #: 900174 Procurement Contract #: 10979 Budget Year 2015

Acct #	Fund #	Dept #	Program #	Subclass #	Project / Grant #	Amount to be Encumbered	Total Contract Amount
610341	10000	320200	33640			\$854	\$27,100
610341	10000	320200	34700			\$5,251	\$5,251

Justification if partial encumbrance or liquidation requested: \_\_\_\_\_

Federal Funds Waiver #: F-604 Contract Maximum: \$32,351  
Procurement Contract Begin Date: 07/01/14 Expire Date: 06/30/15 Period of Funding From: 07/01/14 To: 06/30/15

Department Contact: Tracy Murray Telephone #: 510-577-1966 QIC Code: 24551

Contractor Name: Family Bridges, Inc.

Project Name: Senior Center Activities Program (Title IIIB)

Contractor Address: 168 11<sup>th</sup> Street, Oakland, CA 94607

Remittance Address: 168 11<sup>th</sup> Street, Oakland, CA 94607 ALCOLINK Vendor Address #: 1

BOS Dist. #: 3

Contractor Telephone #: 510-839-2022 Ext. 201 Fax #: 510-839-2435 E-mail (Signatory): corinnej@fambridges.org

Contractor Contact Person: Corinne Jan/Helen Lim E-mail (Contact): Corinne Jan

Contract Service Category: Senior Center Activities Program (Title IIIB) Estimated Units of Service: See Exhibit A

Method of Reimbursement (Invoicing Procedures): Actual costs in arrears

History of Funding:	Original	Amendment #1	Amendment #2	Amendment #3	Amendment #4
Funding Level	\$26,246	\$32,351			
Amount of Encumbrance	\$26,246	\$6,105			
File Date	6-24-24	12-16-14			
File / Item #	29358-5	29484-4			
Reason	Board Action	Board Action			

Funding Source Allocation:	Federal - CFDA #: 93.044	State	County	State Special Fund
	\$27,100		\$5,251	

The signatures below signify that the attached Exhibits A and B have been received, negotiated and finalized. The Contractor also signifies agreement with all provisions of the Master Contract.

**DEPARTMENT**

By \_\_\_\_\_

Signature

Lori A. Cox

Print or Type Name

**CONTRACTOR**

By \_\_\_\_\_

Signature

for Corinne Jan

Print or Type Name

Title Social Services Agency Director Date 02/26/15

Title Chief Executive Officer Date 2/6/2015

Alameda County Department of Social Services

Reference: Master Contract #: 900174  
Procurement #: 10979

**CONTRACT AMENDMENT**

Reference is made to that Contract made and entered into on the 1st day of July, 2014, by and between Family Bridges, Inc. herein called and referred to as "Contractor" and the COUNTY OF ALAMEDA, a body corporate and politic of the State of California, hereinafter called and referred to as "County".

Said contract is hereby amended in the following manner:

**Senior Center Activities (Title IIIB)**

**EXHIBIT A:**

**Section II. B. 4. One-Time-Only Objective:** A one-time-only allocation of \$854 will be used to purchase program and office supplies during the period July 1, 2014 through June 30, 2015.

**Section II. B. 5. Baseline Operations Objective:** A one-time-only allocation of \$5,251 will be used to support baseline operations during the period July 1, 2014 through June 30, 2015.

**EXHIBIT B:**

The amended budget is attached, which increases the allocation by **\$6,105** for a total allocation of **\$32,351** for the contract period July 1, 2014 through June 30, 2015.

Except as herein amended, said Contract is continued in full force and effect.


The Contract Amendment is effective as of the 16 day of December 2014.

**COUNTY OF ALAMEDA**


**CONTRACTOR**

Family Bridges, Inc.  
168 11<sup>th</sup> Street  
Oakland, CA 94607

By



By

  
Authorized Signature of Contractor

Title: **Social Services Agency Director**

Title: **Chief Executive Officer**

Date:

02/26/15

Date:

2/6/2015



**EXHIBIT A****B. MIS Units of Service**

Contractor shall perform the following units of service during this contract period in a manner that distributes them reasonably and evenly over the months of the contract.

1. Services shall be targeted to persons 60 years and older as follows:

North County

Age 75+	31%
Low-Income	30%
Functionally Impaired	36%
Minorities	52%

2. A minimum of two hundred forty (240) New Seniors (unduplicated) will be served during the contract year.
3. A minimum of one thousand seven hundred thirteen (1,713) hours of Senior Center Activities shall be provided during the contract year.
4. **One Time Only Objective:** A one-time-only allocation of \$854 will be used to purchase program and office supplies during the period July 1, 2014 through June 30, 2015.
5. **Baseline Operations Objective:** A one-time-only allocation of \$5,251 will be used to support baseline operations during the period July 1, 2014 through June 30, 2015.

# OF NEW SENIORS TO BE SERVED ANNUALLY (240)	SERVICE UNIT NAME	NUMBER OF UNITS TO BE PROVIDED	
		ANNUALLY	MONTHLY (approx.)
	Senior Center Activities	1,713 hours	143 hours

Master Contract #: 900174

Exhibit #:

**ALAMEDA COUNTY AREA AGENCY ON AGING CONTRACT BUDGET**

Budget Effective Date: 02/01/20145 Revision No.: 1

Date Prepared: 2/2/2015

Contractor: Family Bridges, Inc.

Contract Term: 07/01/2014-06/30/2015

**MIS Program: Senior Center Activities**

Provider No.: 1513

**SECTION 1 SALARIES AND EMPLOYEE BENEFITS**

1.1 PAID STAFF (FTE = 40_hrs/wk) List # pos., %FTE, wages	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
Chief Operating Officer 5% FTE x \$8,800 x 8 mos. & 5% FTE x \$9,065 x 4 mos	5,333		5,333	
Program Manager 60% FTE x \$4,554 x 8 mos. & 60% FTE x \$4,735 x 4 mos	33,223		33,223	
Program Coordinator 35% FTE x \$3,325 x 1 month	1,164		1,164	
Program Specialist 90 hour x \$14/hr & (50% FTE) 20 hrs/wk x 17 wk x \$14/hr	6,020	6,020		
Program Aide/Specialist 23 hrs/wk x 20 wk x \$9.17/hr & (58% FTE) 23 hrs/wk x 16 wk x \$12.25/hr	8,726 0 0 0	8,726		
<b>Subtotal:</b>	<b>54,466</b>	<b>14,746</b>	<b>39,720</b>	<b>0</b>

**1.2 TAXES AND BENEFITS**

FICA	4,167	1,128	3,039	
SUI/SDI	965	650	315	
Workers' Comp.	2,466	720	1,746	
Health Insurance	500		500	
Dental, Life & Vision	600		600	
Retirement 403(b) Employer Match	1,569		1,569	
	0			
	0			
	0			
<b>Subtotal:</b>	<b>10,267</b>	<b>2,498</b>	<b>7,769</b>	<b>0</b>

**1.3 IN-KIND STAFF/VOLUNTEERS (List # pos., % FTE, Pay equivalent)**

Senior Aides 750 hrs x \$9/hr & 225 hrs/wk x \$12.25/hr	9,506			9,506
Volunteers 750 hrs x \$9/hr & 750 hrs x \$10/hr & 400 hrs x \$12.25/hr	19,150 0 0 0 0 0 0 0 0 0 0			19,150
<b>Subtotal:</b>	<b>28,656</b>	<b>0</b>	<b>0</b>	<b>28,656</b>
<b>TOTAL SALARY/BENEFIT BUDGET (Sections 1.1, 1.2, 1.3)</b>	<b>93,389</b>	<b>17,244</b>	<b>47,489</b>	<b>28,656</b>

Ex-B-Bgt.WB2 (Al.D49)

Page 1 of 3

## SECTION 2 SERVICES AND SUPPLIES

2.1 TRAVEL AND TRAINING	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
Staff Travel: 109 Miles x 0.55/mile	60		60	
Conferences/Conventions	0		0	
Staff Training	120		120	
Vol.Travel: Miles x Rate	0			
<b>Subtotal:</b>	<b>180</b>	<b>0</b>	<b>180</b>	<b>0</b>

### 2.2 OCCUPANCY

Rent or Mortgage	11,110	2,738	8,372	
Telephone/ Internet	2,310		2,310	
Utilities	3,690		3,690	
Janitorial/Maintenance	18,750	5,319	13,431	
General Liability Ins.	0			
	0			
	0			
<b>Subtotal:</b>	<b>35,860</b>	<b>8,057</b>	<b>27,803</b>	<b>0</b>

### 2.3 OTHER BUDGET COSTS

Supplies/Postage	2,936	536	2,400	
<b>OTO - Office/Program Supplies</b>	<b>854</b>	<b>854</b>		
Minor Equip/Furniture (=>\$500/item)	2,660	2,660		
Printing/Copying	360		360	
Equipment Maintenance/Rental	60		60	
Membership/Dues/Subscrip.	360		360	
Other: Staff/Volunteer Recognition	120		120	
Outreach/Recruitment	3,150	3,000	150	
License	135		135	
Field Trips	1,500		1,500	
Program Events	6,000		6,000	
Moving	550		550	
	0			
<b>Subtotal:</b>	<b>18,685</b>	<b>7,050</b>	<b>11,635</b>	<b>0</b>

### 2.4 VEHICLE BUDGET

	0			
	0			
	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SERVICES/SUPPLIES BUDGET</b>	<b>54,725</b>	<b>15,107</b>	<b>39,618</b>	<b>0</b>

## SECTION 3 CAPITAL EQUIPMENT

3.1 Capital Equipment <i>List Items Costing \$5,000+ (Include Funding Source)</i>	TOTAL PROJECT COSTS (1)	AAA FUNDED PROJECT COSTS (2)	OTHER	
			CASH	IN-KIND
	0			
	0			
	0			
<b>TOTAL CAPITAL EQUIPMENT BUDGET</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>GRAND TOTAL BUDGET (Sections 1.1 - 3.1)</b>	<b>148,114</b>	<b>32,351</b>	<b>87,107</b>	<b>28,656</b>
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## SECTION 4 REVENUES

4.1 REVENUE SOURCES:	Total Project Funds	AAA Project Funding	Other		Committed Funds
			CASH	IN-KIND	
<b>Non-Match:</b>					
City of Oakland Assets Program	9,506			9,506	9,506
Volunteers	19,150			19,150	19,150
City of Oakland General Purpose Fund	76,642		76,642		76,642
Contributions/Agency Reserves	7,187		7,187		7,187
	0				
	0				
	0				
	0				
<b>Subtotal:</b>	<b>112,485</b>	<b>0</b>	<b>83,829</b>	<b>28,656</b>	<b>112,485</b>
<b>Match:</b>					
City of Oakland General Purpose Fund	3,038		3,038		3,038
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
<b>Subtotal:</b>	<b>3,038</b>	<b>0</b>	<b>3,038</b>	<b>0</b>	<b>3,038</b>
Title III Client Donations (if applicable):	240		240		
Title III Funds (if applicable):	27,100	27,100			27,100
County General Funds (if applicable):	5,251	5,251			5,251
CBSP Funds (if applicable):	0				0
<b>TOTAL FUNDS:</b>	<b>148,114</b>	<b>32,351</b>	<b>87,107</b>	<b>28,656</b>	<b>147,874</b>

## SECTION 5 DEDUCTIVE FORMULA (Title III Funded Programs Only)

	TOTAL
1.) TOTAL PROJECT BUDGET:	148,114
2.) {LESS} COUNTY GENERAL FUNDS:	5,251
3.) {LESS} OTHER NON-MATCH FUNDS:	112,485
4.) {EQUALS} TITLE III BUDGET COSTS TO BE MATCHED:	30,378
5.) {LESS} TITLE III MATCH FUNDS: [minimum of 0% OF LINE 4]	3,038
6.) {LESS} TITLE III CLIENT DONATIONS:	240
7.) {EQUALS} EARNED TITLE III FUNDS:	27,100

## **Exhibit D**

### **Audit Requirements**

The County contracts with various organizations to carry out programs mandated by the Federal and State governments or sponsored by the Board of Supervisors. Under the Single Audit Act Amendments of 1996 (31 U.S.C.A. §§ 7501-7507) and Board policy, the County has the responsibility to determine whether organizations receiving funds through the County have spent them in accordance with applicable laws, regulations, contract terms, and grant agreements. To this end, effective with the first fiscal year beginning on and after December 26, 2014, the following are required.

#### **I. AUDIT REQUIREMENTS**

##### **A. Funds from Federal Sources:**

1. Non-Federal entities which are determined to be subrecipients by the supervising department according to 2 CFR § 200.330 and which expend annual Federal awards in the amount specified in 2 CFR § 200.501 are required to have a single audit performed in accordance with 2 CFR § 200.514.
2. When a non-Federal entity expends annual Federal awards in the amount specified in 2 CFR § 200.501(a) under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or terms and conditions of the Federal award do not require a financial statement audit of the auditee, the non-Federal entity may elect to have a program-specific audit conducted in accordance with 2 CFR § 200.507 (Program Specific Audits).
3. Non-Federal entities which expend annual Federal awards less than the amount specified in 2 CFR § 200.501(d) are exempt from the single audit requirements for that year except that the County may require a limited-scope audit in accordance with 2 CFR § 200.503(c).

##### **B. Funds from All Sources:**

Non-Federal entities which expend annual funds from any source (Federal, State, County, etc.) through the County in an amount of:

1. \$100,000 or more must have a financial audit in accordance with the U.S. Comptroller General's Generally Accepted Government Auditing Standards (GAGAS) covering all County programs.
2. Less than \$100,000 are exempt from these audit requirements except as otherwise noted in the contract.

Non-Federal entities that are required to have or choose to do a single audit in accordance with 2 CFR Subpart F, Audit Requirements are not required to have a financial audit in the same year. However, Non-Federal entities that are required to have a financial audit may also be required to have a limited-scope audit in the same year.



C. General Requirements for All Audits:

1. All audits must be conducted in accordance with Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States (GAGAS).
2. All audits must be conducted annually, except for biennial audits authorized by 2 CFR § 200.504 and where specifically allowed otherwise by laws, regulations, or County policy.
3. The audit report must contain a separate schedule that identifies all funds received from or passed through the County that is covered by the audit. County programs must be identified by contract number, contract amount, contract period, and amount expended during the fiscal year by funding source. An exhibit number must be included when applicable.
4. If a funding source has more stringent and specific audit requirements, these requirements must prevail over those described above.

II. **AUDIT REPORTS**

A. For Single Audits

1. Within the earlier of 30 calendar days after receipt of the auditor's report or nine months after the end of the audit period, the auditee must electronically submit to the Federal Audit Clearinghouse (FAC) the data collection form described in 2 CFR § 200.512(b) and the reporting package described in 2 CFR § 200.512(c). The auditee and auditors must ensure that the reporting package does not include protected personally identifiable information. The FAC will make the reporting package and the data collection form available on a web site and all Federal agencies, pass-through entities and others interested in a reporting package and data collection form must obtain it by accessing the FAC. As required by 2 CFR § 200.512(a)(2), unless restricted by Federal statutes or regulations, the auditee must make copies available for public inspection.
2. A notice of the audit report issuance along with two copies of the management letter with its corresponding response should be sent to the County supervising department within ten calendar days after it is submitted to the FAC. The County supervising department is responsible for forwarding a copy of the audit report, management letter, and corresponding responses to the County Auditor within one week of receipt.

B. For Audits other than Single Audits

At least two copies of the audit report package, including all attachments and any management letter with its corresponding response, should be sent to the County supervising department within six months after the end of the audit year, or other time frame as specified by the department. The County supervising department is responsible for forwarding a copy of the audit report package to the County Auditor within one week of receipt.

### **III. AUDIT RESOLUTION**

Within 30 days of issuance of the audit report, the entity must submit to its County supervising department a corrective action plan consistent with 2 CFR § 200.511(c) to address each audit finding included in the current year auditor's report. Questioned costs and disallowed costs must be resolved according to procedures established by the County in the Contract Administration Manual. The County supervising department will follow up on the implementation of the corrective action plan as it pertains to County programs.

### **IV. ADDITIONAL AUDIT WORK**

The County, the State, or Federal agencies may conduct additional audits or reviews to carry out their regulatory responsibilities. To the extent possible, these audits and reviews will rely on the audit work already performed under the audit requirements listed above.

C03

# ALAMEDA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

*The following action was taken by the Alameda County Board of Supervisors on 12/16/2014*

Approved as Recommended ☒

Other ☐

Unanimous ☐ Chan: ☐ Haggerty: ☐ Miley: ☐ Valle: ☒ Carson: ☐ - 4

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Contract: C-2014-209  
Resolution: R-2014-410F

Documents to be signed by Agency/Purchasing Agent:

File No. 29484 \_\_\_\_\_

Item No. 4 \_\_\_\_\_

Copies sent to:

J. Villafior & Auditor

**Special Notes:**

FY 2014-2015 Older  
Americans Act and Older  
Californians Act Grant  
Agreement No. AP-1415-09,  
A01



I certify that the foregoing is a correct  
copy of a Minute Order adopted by the  
Board of Supervisors, Alameda County,  
State of California.

ATTEST:

Clerk of the Board  
Board of Supervisors

By: \_\_\_\_\_

Deputy



Lori A. Cox  
Agency Director

Thomas L. Berkley Square  
2000 San Pablo Avenue, Fourth Floor  
Oakland, California 94612  
510-271-9100 / Fax: 510-271-9108  
[ssadirector@acgov.org](mailto:ssadirector@acgov.org)  
<http://alamedasocialservices.org>

November 6, 2014

Honorable Board of Supervisors  
Administration Building  
Oakland, California 94612

Dear Board Members:

**SUBJECT:** Approval of Area Plan Grant Agreement Amendment and Contract Amendments for services administered by the Area Agency on Aging

**RECOMMENDATIONS:**

- A. Approve the FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1, between the California Department of Aging and County of Alameda, Area Agency on Aging and authorize the President to sign seven (7) Grant Agreements on behalf of Alameda County, each with an original signature, with a Minute Order authorizing execution of the contract.
- B. Approve the attached Financial Recommendation increasing revenue and appropriations by \$1,362,121.
- C. Approve contract increases totaling \$1,359,648 as detailed in attachment A, and delegate authority to the Social Services Director to sign the contract amendments, under the master contracting process.
- D. Approve a one-time allocation of Measure A Funds in the amount of \$15,000 to provide emergency senior support services.

**SUMMARY/DISCUSSION:**

This letter requests action by your Board to approve and execute Amendment 1 to the Older Americans Act (OAA) and Older Californians Act Grant Agreement issued by the California Department of Aging (CDA) for FY 2014/15.

This grant agreement, which provides an increase of \$408,288 in Special Nutrition (SN) and One-Time-Only (OTO) funds, allocates a total of \$5,879,694.00 to the Alameda County Area Agency on Aging (AAA). Your Board approved the original agreement, AP-1415-09, in the amount of \$5,471,406, on October 7, 2014 (File: 29356; Item: 4). The AAA will retain \$2,473 of the SN & OTO funds for its direct service Ombudsman program and allocate the remaining \$405,815 to its subcontractors as outlined in Attachment A.

Your Board directed that the Social Services Agency (SSA) and Health Care Services Agency (HCSA) collaborate to develop a Countywide plan for seniors. SSA is implementing a strategy that includes three key items: 1) provide one-time emergency funding to support the infrastructure of senior service providers; 2) develop a plan for delivery of technical assistance & capacity building for senior services providers; and 3) develop a Countywide plan for seniors. Attachment A includes emergency funding of \$953,833, which includes a 15% (\$884,012) increase in senior service contracts and \$69,821 to backfill a gap caused by federal sequestration cuts. Please note that the HCSA is providing \$15,000 of the funding from Measure A so that Senior Injury Prevention Program contracts managed by the AAA will also receive emergency funding.

County Counsel has approved this amended grant agreement as to form.

#### **SELECTION CRITERIA/PROCESS:**

*The subcontractors receiving funds under this grant agreement were selected based on recommendations resulting from the 2014-2018 requests for proposals completed by the Alameda County Area Agency on Aging and the Advisory Commission on Aging. The Commission's recommendations for funding from the RFP were approved by your Board on June 24, 2014 (File #29358, Item 5).*

#### **FUNDING**

Financing will come from the SSA budget and federal OTO funds awarded to Alameda County by the CDA through this grant agreement amendment for FY 2014-2015. An additional \$15,000 in funding comes from the Measure A reserve. Approval of these recommendations will bring the total amount of Measure A one-time expenditures that exceed the Fiscal Year 2014-2015 Budget to \$3,879,000. The Measure A expenses will be transferred to the Public Health Department at year end. The subcontractors receiving OAA and OCA funds will meet all match requirements.

Sincerely,



Lori A. Cox  
Agency Director

- Att: 1) Seven Original FY 2014-20145 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1 documents for Board President signature.  
2) Attachment A  
3) Financial Recommendation



CONTRACTOR	PC #	PO #	Initial Contract Amount	15% Increase & Sequestration	OTO & Special Nutrition	Amended Contract Amount	Fund Source
Nutrition C-1	11033	12493	64,757.00	9,714	12,126	86,597.00	Title III C-1
Ethiopian Community Family Caregiver Support	11008	12451	10,318.00	1,956	632	12,906.00	Title III E
Family Bridges Information & Assistance	10875	12340	15,897.00	3,181	517	19,595.00	Title III B
Senior Center Activities	10979	12427	26,246.00	5,251	854	32,351.00	Title III B
Visiting	10802	12255	13,036.00	2,607	424	16,067.00	Title III B
Family Caregiver Alliance Caregiver Support	10760	12181	95,553.00	18,108	5,850	119,511.00	Title III E
Family Support Services of the BA Caregiver Support	10761	12183	51,260.00	9,714	3,138	64,112.00	Title III E
Hayward Area Recreation & Park District Senior Center Activities	10812	12358	24,100.56	3,615		27,715.56	CGF
J-Sol Case Management	10819	12267	10,432.00	2,087	339	12,858.00	Title III B
Visiting	10818	12266	8,021.00	1,604	261	9,886.00	Title III B
Nutrition C-2	10807	12280	28,322.00	4,248	1,910	34,480.00	Title III C-2
Korean Community Center of the East Bay Information & Assistance	11017	12474	16,751.00	3,351	545	20,647.00	Title III B
Life ElderCare Visiting	10771	12188	29,078.00	5,817	946	35,841.00	Title III B
Visiting - Lavender	10769	12187	10,326.00	2,066	336	12,728.00	Title III B
Nutrition C-2	10837	12390	49,211.00	7,382	3,318	59,911.00	Title III C-2
Injury Prevention	10978	12426	25,291.00	3,794		29,085.00	SIPP
Legal Assistance for Seniors Elder Abuse Prevention	10876	12324	19,356.00	3,647	201	23,204.00	Title VIIb
MIPPA	10877	12325	11,908.00	1,786		13,694.00	MIPPA
Financial alignment	10928	12396	36,942.00	5,541		42,483.00	FA
Legal Services	10871	12321	346,274.00	57,263	3,460	406,997.00	Title III B
HICAP	10872	12322	393,995.00	59,098		453,094.00	HICAP
Lifelong Medical Care Health Services	10813	12359	36,699.00	7,342	1,194	45,235.00	Title III B
Disease Prevention	10913	12359	27,471.00	5,752	1,162	34,385.00	Title III D
Jan Speer dba Nutrition Solutions Nutrition C-1	10331	12327	182,248.00	27,337	34,127	243,712.00	Title III C-1
Nutrition C-2	10331	12327	205,831.00	30,875	13,878	250,584.00	Title III C-2
On Lok Senior Health Services Family Caregiver Support	10334	12350	25,795.00	4,888	1,579	32,262.00	Title III E
Open Heart Kitchen Nutrition C-1	10822	12273	132,303.00	19,845	24,774	176,922.00	Title III C-1
Rebuilding Together Oakland Injury Prevention	10828	12279	10,000.00	1,500		11,500.00	SIPP
Senior Support Services of the Tri Valley Disease Prevention	10911	12402	27,471.00	5,752	1,162	34,385.00	Title III D
Caregiver Support	10910	12401	40,375.00	7,651	2,472	50,498.00	Title III E

CONTRACTOR	PC #	PO #	Initial Contract Amount	15% Increase & Sequestration	OTO & Special Nutrition	Amended Contract Amount	Fund Source
Health Services	10911	12402	45,318.00	9,066	1,474	55,858.00	Title III B
Case Management	11010	12453	31,466.00	5,794	698	37,958.00	Title III B
Visiting	10907	12400	20,236.00	4,048	658	24,942.00	Title III B
Injury Prevention	10861	12379	17,000.00	2,550		19,550.00	SIPP
SER-Jobs for Progress, Inc							
SCSEP	10813	12264	145,819.00	28,888		174,707.00	Title V
S O S Meals on Wheels							
Nutrition C-2	10756	12201	1,314,905.00	197,236	88,652	1,600,793.00	Title III C-2
Spanish Speaking Unity Council							
Senior Center Activities	10945	12413	21,599.86	3,770	345	25,714.86	Title III B
Spectrum Community Services							
Nutrition C-1	10921	12367	607,504.00	91,126	113,759	812,389.00	Title III C-1
Nutrition C-2	10922	12368	9,617.00	1,443	648	11,708.00	Title III C-2
Injury Prevention	10827	12276	10,630.00	1,595		12,225.00	SIPP
St. Mary's Center							
Visiting	10759	12180	21,057.00	4,213	685	25,955.00	Title III B
Injury Prevention	10859	12302	20,000.00	3,000		23,000.00	SIPP
Hospital Committee/ValleyCare Health Sys							
Nutrition C-2	11009	12452	440,063.00	66,009	29,670	535,742.00	Title III C-2
Vietnamese American Community Ctr							
Information & Assistance	10764	12185	14,378.00	2,877	468	17,723.00	Title III B
Senior Center Activities	10765	12186	16,169.00	3,234	526	19,929.00	Title III B
Nutrition C-1	10804	12258	53,964.00	8,095	10,105	72,164.00	Title III C-1
<b>Total</b>			<b>5,893,368.46</b>	<b>953,833.00</b>	<b>405,815.00</b>	<b>7,253,016.46</b>	

**COMMUNITY BASED ORGANIZATION  
MASTER CONTRACT EXHIBIT A & B COVERSHEET**

Dept Name: SSA – Adult, Aging & Medi-Cal Vendor ID #: 68092 Board PO #: 12453  
 Bus Unit: SOCSA Master Contract #: 900045 Procurement Contract #: 11010 Budget Year: 2015

Acct #	Fund #	Dept #	Program #	Subclass #	Project / Grant #	Amount to be Encumbered	Total Contract Amount
610341	10000	320200	33615			\$ 698	\$ 32,164
610341	10000	320200	34700			\$ 5,794	\$ 5,794

Justification if partial encumbrance or liquidation requested: \_\_\_\_\_

Federal Funds Waiver #: F604 Contract Maximum: \$ 37,958

Procurement Contract Begin Date: 07/01/14 Expire Date: 06/30/15 Period of Funding From: 07/01/14 To: 06/30/15

Department Contact: Tracy Murray Telephone #: 510-577-1966 QIC Code: 24551

Contractor Name: Senior Support Program of the Tri-Valley

Project Name: \_\_\_\_\_

Contractor Address: 5353 Sunol Blvd Pleasanton, CA 94566

Remittance Address: Same as above ALCOLINK Vendor Address #: 4

BOS Dist. #: 1

Contractor Telephone #: 925-931-5378 Fax #: 925-931-5391 E-mail (Signatory): mpetersen@ssptv.org

Contractor Contact Person: Marlene Petersen E-mail (Contact): mpetersen@ssptv.org

Contract Service Category: Case Management Estimated Units of Service: See Exhibit A

Method of Reimbursement (Invoicing Procedures): Actual costs in arrears

History of Funding:	Original	Amendment #1	Amendment #2	Amendment #3	Amendment #4
Funding Level	\$ 31,466	\$ 37,958			
Amount of Encumbrance	\$ 31,466	\$ 6,492			
File Date	06/24/14	12/16/14			
File / Item #	39258 / 5	29484 / 4			
Reason	Board Action	Board Action			

Funding Source Allocation:	Federal - CFDA #: <u>(93.043)</u>	State	County
	\$ 32,164		\$ 5,794

The signatures below signify that the attached Exhibits A and B have been received, negotiated and finalized. The Contractor also signifies agreement with all provisions of the Master Contract.

**DEPARTMENT**

By \_\_\_\_\_

Signature

Lori A. Cox

Print or Type Name

Title Social Services Agency Director

Date 02/26/15

**CONTRACTOR**

By \_\_\_\_\_

Signature

Marlene Petersen

Print or Type Name

Title Executive Director

Date 2-6-2015

By \_\_\_\_\_

Signature

Print or Type Name

Title \_\_\_\_\_

Date \_\_\_\_\_

Reference: Master Contract #: 900045  
Procurement #: 11010

**CONTRACT AMENDMENT**

Reference is made to that Contract made and entered into on the 1st day of July 2014, by and between Senior Support Services of the Tri-Valley, herein called and referred to as "Contractor" and the COUNTY OF ALAMEDA, a body corporate and politic of the State of California, hereinafter called and referred to as "County".

Said contract is hereby amended in the following manner:

**CONTRACT FOR CASE MANAGEMENT SERVICES**

**EXHIBIT A:**

**Title III-B**

**Section II. B. 5. One-Time-Only Objective:** A one-time-only allocation of \$698 will be used to purchase a Computer Program and Supplies during the period July 1, 2014 through June 30, 2015.

**Section II. B. 6. Baseline Operations Objective:** A one-time-only allocation of \$5,644 will be used to support baseline operations during the period July 1, 2014 through June 30, 2015.

**APS**

**Section II. B. 5. Baseline Operations Objective:** A one-time-only allocation of \$150 will be used to support baseline operations during the period July 1, 2014 through June 30, 2015.

**EXHIBIT B:**

The amended budget is attached, which increases the allocation by **\$6,492** for a total allocation of **\$37,958**.

Except as herein amended, said Contract is continued in full force and effect.

The Contract Amendment is effective as of the 16th day of December 2014.

**COUNTY OF ALAMEDA**

**CONTRACTOR**

Senior Support Services of the Tri-Valley  
5353 Sunol Blvd  
Pleasanton, CA 94588

By   
Lori A. Cox

By   
Authorized Signature of Contractor

Title: Social Services Agency Director

Title: Executive Director

Date: 02/26/15

Date: 2-6-2015



12. **Duplication of Services:** If SSP determines that a client referred by APS is already receiving SSP Case Management via the AAA or other funding source, the Program Manager or designee will so inform the APS worker via e-mail. Such referrals will be withdrawn.
13. **Collaboration with APS:** In situations where the APS case has been closed and Contractor's case remains open, the SSP APS Case Manager will report to APS if a situation occurs in the client's circumstances that could require APS to re-open the case.
14. **Case Closure Process:** As each case is closed, the SSP APS Case Manager will telephone or e-mail the referring APS Worker to report the circumstances that led to case closure and enter the information into SAMS. A hardcopy of the client's SAMS file will be maintained by APS after the Contractor's case has been closed.

## **B. MIS Units of Service**

Contractor shall perform the following units of service during this contract period in a manner that distributes them reasonably and evenly over the months of the contract.

### **Title III-B**

1. Contractor shall target services to persons 60 years and older as follows:
  - 28% aged 75 and older
  - 4% in greatest economic need
  - 32% functionally impaired
  - 25% minorities
2. Services shall be provided to a minimum of fifteen (15) Clients (Unduplicated Seniors) during the annual contract period.
3. Contractor shall provide a minimum of sixty (60) hours of Comprehensive Assessment services during the annual contract period.
4. Contractor shall provide a minimum of five hundred forty-one (541) hours of Case Management services during the annual contract period
5. **One-Time-Only Objective:** A one-time-only allocation of \$698 will be used to purchase a Computer Program and Supplies during the period July 1, 2014 through June 30, 2015.
6. **Baseline Operations Objective:** A one-time-only allocation of \$5,644 will be used to support baseline operations during the period July 1, 2014 through June 30, 2015.



**APS**

1. Contractor shall provide services to a minimum of seven (7) APS Elder and Dependent Adult Clients who have been referred by APS after being determined by an APS Worker to be at risk of recurring incidents of abuse/neglect or self-neglect without the help of a Case Manager.
2. Contractor shall provide a minimum of twenty-eight (28) hours of APS Comprehensive Assessment services during the annual contract period.
3. Contractor shall provide a minimum of two hundred fifty-two (252) hours of APS Case Management services during the annual contract period.
4. Contractor shall use a guideline of service duration not exceeding six (6) months per case. Exceptions will be brought to the attention of an Adult Protective Services Supervisor or Program Manager for consultation.
5. **Baseline Operations Objective:** A one-time-only allocation of \$150 will be used to support baseline operations during the period July 1, 2014 through June 30, 2015.

# OF NEW UNDUPLICATED CLIENTS TO BE SERVED ANNUALLY	SERVICE UNIT NAME	NUMBER OF UNITS TO BE PROVIDED	
		ANNUALLY	MONTHLY
<b>IIIB:</b> 15	Comprehensive Assessment	60	5
	Case Management	541	45
<b>APS:</b> 7	APS Comprehensive Assessment	28	2
	APS Case Management	252	20

**EXHIBIT B****ALAMEDA COUNTY AREA AGENCY ON AGING CONTRACT BUDGET**

Budget Effective Date: 7/1/2014

Revision No.: 1

Date Prepared:

02/06/2015

Contractor: Senior Support Program of The Tri Valley

Contract Term:

7/1/2014 - 6/30/2015

**MIS Program: Case Management**

Provider No.:

**SECTION 1 SALARIES AND EMPLOYEE BENEFITS**

1.1 PAID STAFF (FTE = __ hrs/wk) List # pos., %FTE, wages	TOTAL PROJECT BUDGET (1)	AAA FUNDED BUDGET (2)	OTHER	
			CASH	In-Kind
Case Manager 1 13%FTE@45,337	5,743	5,743		
Case Manager.12%FTE@\$46,800	5,616	5,616		
Staff Assistant	2,910	2,910		
Binlinqual Case Manager .25%FTE@47,775	10,136	10,136		
Director .03%FTE@74,100	1,976	1,976		
BK .03%FTE@33,150	884	884		
Director/casemanager .08FTE@74,100	2,508	2,508		
	0			
	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>29,773</b>	<b>29,773</b>	<b>0</b>	<b>0</b>
<b>1.2 TAXES AND BENEFITS</b>				
FICA	2,278	2,278		
SUI/SDI	685	685		
	0			
	0			
	0			
Health Insurance	0			
Workers' Comp.	323	323		
Retirement	0			
Life Insurance	0			
	0			
<b>Subtotal:</b>	<b>3,285</b>	<b>3,285</b>	<b>0</b>	<b>0</b>
<b>1.3 IN-KIND STAFF/VOLUNTEERS (List # pos., % FTE, Pay equivalent)</b>				
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SALARY/BENEFIT BUDGET</b> <b>(Sections 1.1, 1.2, 1.3)</b>	<b>33,058</b>	<b>33,058</b>	<b>0</b>	<b>0</b>

2.1 TRAVEL AND TRAINING	TOTAL PROJECT BUDGET (1)	AAA FUNDED BUDGET (2)	OTHER	
			CASH	In-Kind
Staff Travel: 900@.50_Miles x Rate	450	450		
Conferences/Conventions	0			
Staff Training	0	0		
Vol.Travel:        Miles x Rate	0			
<b>Subtotal:</b>	<b>450</b>	<b>450</b>	<b>0</b>	
2.2 OCCUPANCY				
Rent or Mortgage	8,000			8,000
Telephone	1,000			1,000
Cell Phones (500)	302	302		
Utilities	1,800			1,800
Accounting Services (800)	1,100	1,100		
General Liability Ins.	150	150		
<b>Subtotal:</b>	<b>12,352</b>	<b>1,552</b>	<b>0</b>	<b>10,800</b>
2.3 OTHER BUDGET COSTS				
Printing (500)	700	700		
Payroll Processing	100	100		
Computer Program / Supplies - OTO \$698	698	698		
Audit	500	500		
Tec assistance (900)	900	900		
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>2,898</b>	<b>2,898</b>	<b>0</b>	
2.4 VEHICLE BUDGET				
Gas/Oil       Miles x Rate	0			
Maintenance	0			
Vehicle Insurance	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL SERVICES/SUPPLIES BUDGET</b>	<b>15,700</b>	<b>4,900</b>	<b>0</b>	<b>10,800</b>

### SECTION 3 CAPITAL EQUIPMENT

3.1 Capital Equipment <i>List Items Costing \$500+ (Include Funding Source)</i>	TOTAL PROJECT BUDGET (1)	AAA FUNDED BUDGET (2)	OTHER	
			CASH	IN-KIND
	0			
	0			
	0			
<b>TOTAL CAPITAL EQUIPMENT BUDGET</b>	<b>0</b>	<b>0</b>	<b>0</b>	

<b>GRAND TOTAL BUDGET (Sections 1.1 - 3.1)</b>	<b>48,758</b>	<b>37,958</b>	<b>0</b>	<b>10,800</b>
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## SECTION 4 REVENUES

4.1 REVENUE SOURCES:	Total	AAA	Other		Committed Funds
	Project Funds	Project Funding	CASH	IN-KIND	
<b>Non-Match:</b>					
Donations	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Match:</b>					
	0				
	0				
	0				
City of Pleasanton	10,800			10,800	
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
<b>Subtotal:</b>	<b>10,800</b>	<b>0</b>	<b>0</b>	<b>10,800</b>	<b>0</b>
Title III Client Donations (if applicable):					
Title III Funds (if applicable):	32,164	32,164			
County General Funds (if applicable):	5,794	5,794			
CBSP Funds (if applicable):					
<b>TOTAL FUNDS:</b>	<b>48,758</b>	<b>37,958</b>	<b>0</b>	<b>10,800</b>	<b>0</b>

## SECTION 5 DEDUCTIVE FORMULA (Title III Funded Programs Only)

	TOTAL
1.) TOTAL PROJECT BUDGET:	48,758
2.) {LESS} COUNTY GENERAL FUNDS:	5,794
3.) {LESS} OTHER NON-MATCH FUNDS:	0
4.) {EQUALS} TITLE III BUDGET COSTS TO BE MATCHED:	42,964
5.) {LESS} TITLE III MATCH FUNDS: [minimum of 10% OF LINE 4]	10,800
6.) {LESS} TITLE III CLIENT DONATIONS:	0
7.) {EQUALS} EARNED TITLE III FUNDS:	32,164
<b>TOTAL CONTRACT FUNDING (LINE 2 + LINE 7):</b>	<b>37,958</b>

## **Exhibit D**

### **Audit Requirements**

The County contracts with various organizations to carry out programs mandated by the Federal and State governments or sponsored by the Board of Supervisors. Under the Single Audit Act Amendments of 1996 (31 U.S.C.A. §§ 7501-7507) and Board policy, the County has the responsibility to determine whether organizations receiving funds through the County have spent them in accordance with applicable laws, regulations, contract terms, and grant agreements. To this end, effective with the first fiscal year beginning on and after December 26, 2014, the following are required.

#### **I. AUDIT REQUIREMENTS**

##### **A. Funds from Federal Sources:**

1. Non-Federal entities which are determined to be subrecipients by the supervising department according to 2 CFR § 200.330 and which expend annual Federal awards in the amount specified in 2 CFR § 200.501 are required to have a single audit performed in accordance with 2 CFR § 200.514.
2. When a non-Federal entity expends annual Federal awards in the amount specified in 2 CFR § 200.501(a) under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or terms and conditions of the Federal award do not require a financial statement audit of the auditee, the non-Federal entity may elect to have a program-specific audit conducted in accordance with 2 CFR § 200.507 (Program Specific Audits).
3. Non-Federal entities which expend annual Federal awards less than the amount specified in 2 CFR § 200.501(d) are exempt from the single audit requirements for that year except that the County may require a limited-scope audit in accordance with 2 CFR § 200.503(c).

##### **B. Funds from All Sources:**

Non-Federal entities which expend annual funds from any source (Federal, State, County, etc.) through the County in an amount of:

1. \$100,000 or more must have a financial audit in accordance with the U.S. Comptroller General's Generally Accepted Government Auditing Standards (GAGAS) covering all County programs.
2. Less than \$100,000 are exempt from these audit requirements except as otherwise noted in the contract.

Non-Federal entities that are required to have or choose to do a single audit in accordance with 2 CFR Subpart F, Audit Requirements are not required to have a financial audit in the same year. However, Non-Federal entities that are required to have a financial audit may also be required to have a limited-scope audit in the same year.



C. General Requirements for All Audits:

1. All audits must be conducted in accordance with Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States (GAGAS).
2. All audits must be conducted annually, except for biennial audits authorized by 2 CFR § 200.504 and where specifically allowed otherwise by laws, regulations, or County policy.
3. The audit report must contain a separate schedule that identifies all funds received from or passed through the County that is covered by the audit. County programs must be identified by contract number, contract amount, contract period, and amount expended during the fiscal year by funding source. An exhibit number must be included when applicable.
4. If a funding source has more stringent and specific audit requirements, these requirements must prevail over those described above.

**II. AUDIT REPORTS**

A. For Single Audits

1. Within the earlier of 30 calendar days after receipt of the auditor's report or nine months after the end of the audit period, the auditee must electronically submit to the Federal Audit Clearinghouse (FAC) the data collection form described in 2 CFR § 200.512(b) and the reporting package described in 2 CFR § 200.512(c). The auditee and auditors must ensure that the reporting package does not include protected personally identifiable information. The FAC will make the reporting package and the data collection form available on a web site and all Federal agencies, pass-through entities and others interested in a reporting package and data collection form must obtain it by accessing the FAC. As required by 2 CFR § 200.512(a)(2), unless restricted by Federal statutes or regulations, the auditee must make copies available for public inspection.
2. A notice of the audit report issuance along with two copies of the management letter with its corresponding response should be sent to the County supervising department within ten calendar days after it is submitted to the FAC. The County supervising department is responsible for forwarding a copy of the audit report, management letter, and corresponding responses to the County Auditor within one week of receipt.

B. For Audits other than Single Audits

At least two copies of the audit report package, including all attachments and any management letter with its corresponding response, should be sent to the County supervising department within six months after the end of the audit year, or other time frame as specified by the department. The County supervising department is responsible for forwarding a copy of the audit report package to the County Auditor within one week of receipt.

### **III. AUDIT RESOLUTION**

Within 30 days of issuance of the audit report, the entity must submit to its County supervising department a corrective action plan consistent with 2 CFR § 200.511(c) to address each audit finding included in the current year auditor's report. Questioned costs and disallowed costs must be resolved according to procedures established by the County in the Contract Administration Manual. The County supervising department will follow up on the implementation of the corrective action plan as it pertains to County programs.

### **IV. ADDITIONAL AUDIT WORK**

The County, the State, or Federal agencies may conduct additional audits or reviews to carry out their regulatory responsibilities. To the extent possible, these audits and reviews will rely on the audit work already performed under the audit requirements listed above.

# ALAMEDA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

*The following action was taken by the Alameda County Board of Supervisors on 12/16/2014*

Approved as Recommended ☒

Other ☐

Unanimous ☐ Chan: ☐ Haggerty: ☐ Miley: ☐ Valle: ☒ Carson: ☐ - ☐ 4

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Contract: C-2014-209  
Resolution: R-2014-410F

Documents to be signed by Agency/Purchasing Agent:

File No. 29484

Item No. 4

Copies sent to:

J. Villaflor & Auditor

Special Notes:

FY 2014-2015 Older  
Americans Act and Older  
Californians Act Grant  
Agreement No. AP-1415-09,  
A01



I certify that the foregoing is a correct  
copy of a Minute Order adopted by the  
Board of Supervisors, Alameda County,  
State of California.

ATTEST:

Clerk of the Board  
Board of Supervisors

By: [Signature]

Deputy



Lori A. Cox  
Agency Director

Thomas L. Berkley Square  
2000 San Pablo Avenue, Fourth Floor  
Oakland, California 94612  
510-271-9100 / Fax: 510-271-9108  
[ssadirector@acgov.org](mailto:ssadirector@acgov.org)  
<http://alamedasocialservices.org>

November 6, 2014

Honorable Board of Supervisors  
Administration Building  
Oakland, California 94612

Dear Board Members:

**SUBJECT:** Approval of Area Plan Grant Agreement Amendment and Contract Amendments for services administered by the Area Agency on Aging

**RECOMMENDATIONS:**

- A. Approve the FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1, between the California Department of Aging and County of Alameda, Area Agency on Aging and authorize the President to sign seven (7) Grant Agreements on behalf of Alameda County, each with an original signature, with a Minute Order authorizing execution of the contract.
- B. Approve the attached Financial Recommendation increasing revenue and appropriations by \$1,362,121.
- C. Approve contract increases totaling \$1,359,648 as detailed in attachment A, and delegate authority to the Social Services Director to sign the contract amendments, under the master contracting process.
- D. Approve a one-time allocation of Measure A Funds in the amount of \$15,000 to provide emergency senior support services.

**SUMMARY/DISCUSSION:**

This letter requests action by your Board to approve and execute Amendment 1 to the Older Americans Act (OAA) and Older Californians Act Grant Agreement issued by the California Department of Aging (CDA) for FY 2014/15.

This grant agreement, which provides an increase of \$408,288 in Special Nutrition (SN) and One-Time-Only (OTO) funds, allocates a total of \$5,879,694.00 to the Alameda County Area Agency on Aging (AAA). Your Board approved the original agreement, AP-1415-09, in the amount of \$5,471,406, on October 7, 2014 (File: 29356; Item: 4). The AAA will retain \$2,473 of the SN & OTO funds for its direct service Ombudsman program and allocate the remaining \$405,815 to its subcontractors as outlined in Attachment A.

Your Board directed that the Social Services Agency (SSA) and Health Care Services Agency (HCSA) collaborate to develop a Countywide plan for seniors. SSA is implementing a strategy that includes three key items: 1) provide one-time emergency funding to support the infrastructure of senior service providers; 2) develop a plan for delivery of technical assistance & capacity building for senior services providers; and 3) develop a Countywide plan for seniors. Attachment A includes emergency funding of \$953,833, which includes a 15% (\$884,012) increase in senior service contracts and \$69,821 to backfill a gap caused by federal sequestration cuts. Please note that the HCSA is providing \$15,000 of the funding from Measure A so that Senior Injury Prevention Program contracts managed by the AAA will also receive emergency funding.

County Counsel has approved this amended grant agreement as to form.

#### **SELECTION CRITERIA/PROCESS:**

*The subcontractors receiving funds under this grant agreement were selected based on recommendations resulting from the 2014-2018 requests for proposals completed by the Alameda County Area Agency on Aging and the Advisory Commission on Aging. The Commission's recommendations for funding from the RFP were approved by your Board on June 24, 2014 (File #29358, Item 5).*

#### **FUNDING**

Financing will come from the SSA budget and federal OTO funds awarded to Alameda County by the CDA through this grant agreement amendment for FY 2014-2015. An additional \$15,000 in funding comes from the Measure A reserve. Approval of these recommendations will bring the total amount of Measure A one-time expenditures that exceed the Fiscal Year 2014-2015 Budget to \$3,879,000. The Measure A expenses will be transferred to the Public Health Department at year end. The subcontractors receiving OAA and OCA funds will meet all match requirements.

Sincerely,



Lori A. Cox  
Agency Director

- Att: 1) Seven Original FY 2014-20145 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1 documents for Board President signature.  
2) Attachment A  
3) Financial Recommendation



CONTRACTOR	PC #	PO #	Initial Contract Amount	15% Increase & Sequestration	OTO & Special Nutrition	Amended Contract Amount	Fund Source
Nutrition C-1	11033	12493	64,757.00	9,714	12,126	86,597.00	Title III C-1
Ethiopian Community Family Caregiver Support	11008	12451	10,318.00	1,956	632	12,906.00	Title III E
Family Bridges Information & Assistance	10875	12340	15,897.00	3,181	517	19,595.00	Title III B
Senior Center Activities	10979	12427	26,246.00	5,251	854	32,351.00	Title III B
Visiting	10802	12255	13,036.00	2,607	424	16,067.00	Title III B
Family Caregiver Alliance Caregiver Support	10760	12181	95,553.00	18,108	5,850	119,511.00	Title III E
Family Support Services of the BA Caregiver Support	10761	12183	51,260.00	9,714	3,138	64,112.00	Title III E
Hayward Area Recreation & Park District Senior Center Activities	10912	12358	24,100.56	3,615		27,715.56	CGF
J-Sei Case Management	10819	12267	10,432.00	2,087	339	12,858.00	Title III B
Visiting	10818	12266	8,021.00	1,604	261	9,886.00	Title III B
Nutrition C-2	10807	12260	28,322.00	4,248	1,910	34,480.00	Title III C-2
Korean Community Center of the East Bay Information & Assistance	11017	12474	16,751.00	3,351	545	20,647.00	Title III B
Life ElderCare	10771	12188	29,078.00	5,817	946	35,841.00	Title III B
Visiting	10769	12187	10,326.00	2,066	336	12,728.00	Title III B
Visiting - Lavender	10937	12390	49,211.00	7,382	3,318	59,911.00	Title III C-2
Nutrition C-2	10978	12426	25,291.00	3,794		29,085.00	SIPP
Injury Prevention							
Legal Assistance for Seniors	10876	12324	19,356.00	3,647	201	23,204.00	Title VIIb
Elder Abuse Prevention	10877	12325	11,908.00	1,786		13,694.00	MIPPA
MIPPA	10928	12396	35,942.00	5,541		42,483.00	FA
Financial alignment	10871	12321	346,274.00	57,263	3,460	406,997.00	Title III B
Legal Services	10872	12322	393,995.00	59,099		453,094.00	HICAP
HICAP							
Lifelong Medical Care	10913	12359	36,699.00	7,342	1,194	45,235.00	Title III B
Health Services	10813	12359	27,471.00	5,752	1,162	34,385.00	Title III D
Disease Prevention							
Jan Speer dba Nutrition Solutions	10331	12327	182,248.00	27,337	34,127	243,712.00	Title III C-1
Nutrition C-1	10331	12327	205,831.00	30,875	13,878	250,584.00	Title III C-2
Nutrition C-2							
On Lok Senior Health Services	10334	12350	25,795.00	4,888	1,579	32,262.00	Title III E
Family Caregiver Support							
Open Heart Kitchen	10822	12273	132,303.00	19,845	24,774	176,922.00	Title III C-1
Nutrition C-1							
Rebuilding Together Oakland	10828	12279	10,000.00	1,500		11,500.00	SIPP
Injury Prevention							
Senior Support Services of the Tri Valley	10911	12402	27,471.00	5,752	1,162	34,385.00	Title III D
Disease Prevention	10910	12401	40,375.00	7,651	2,472	50,498.00	Title III E
Caregiver Support							

**COMMUNITY BASED ORGANIZATION  
MASTER CONTRACT EXHIBIT A & B COVERSHEET**

Dept Name: SSA – Adult, Aging & Medi-Cal Vendor ID #: 28398 Board PO #: 12359  
 Bus Unit: SOCSA Master Contract #: 900131 Procurement Contract #: 10913 Budget Year: 2015

Acct #	Fund #	Dept #	Program #	Subclass #	Project / Grant #	Amount to be Encumbered	Total Contract Amount
610341	10000	320200	33630			\$ 1,194	\$ 37,893
610341	10000	320200	34000			\$ 1,162	\$ 28,633
610341	10000	320200	34700			\$ 13,094	\$ 13,094

Justification if partial encumbrance or liquidation requested: \_\_\_\_\_

Federal Funds Waiver #: F604 Contract Maximum: \$ 79,620

Procurement Contract Begin Date: 07/01/14 Expire Date: 06/30/15 Period of Funding From: 07/01/14 To: 06/30/15

Department Contact: Tracy Murray Telephone #: 510-577-1966 QIC Code: 24551

Contractor Name: Lifelong Medical Care

Project Name: \_\_\_\_\_

Contractor Address: P O Box 11247 Berkeley, CA 94702

Remittance Address: Same as above ALCOLINK Vendor Address #: 1

BOS Dist. #: 5

Contractor Telephone #: 510-981-4123 Fax #: 510-981-4191 E-mail (Signatory): mlynch@lifelongmedical.org

Contractor Contact Person: Martin A. Lynch E-mail (Contact): dworkman@lifelongmedical.org

Contract Service Category: Disease Prevention Health Promotion/Health Services Estimated Units of Service: See Exhibit A

Method of Reimbursement (Invoicing Procedures): Actual costs in arrears

History of Funding:	Original	Amendment #1	Amendment #2	Amendment #3	Amendment #4
Funding Level	\$ 64,170	\$ 79,620			
Amount of Encumbrance	\$ 64,170	\$ 15,450			
File Date	06/24/14	12/16/14			
File / Item #	39258 / 5	29484 / 4			
Reason	Board Action	Board Action			

Funding Source Allocation:	Federal - CFDA #: <u>(93.043, 93.044)</u>	State	County
	\$ 66,526		\$ 13,094

The signatures below signify that the attached Exhibits A and B have been received, negotiated and finalized. The Contractor also signifies agreement with all provisions of the Master Contract.

**DEPARTMENT**

By \_\_\_\_\_

Signature

Lori A. Cox

Print or Type Name

Title Social Services Agency Director

Date

03/06/15

**CONTRACTOR**

By \_\_\_\_\_

Signature

Martin A. Lynch

Print or Type Name

Title Executive Director

Date

2/18/15

By \_\_\_\_\_

Signature

wa3

**CONTRACT AMENDMENT**

Reference is made to that Contract made and entered into on the 1st day of July 2014, by and between Lifelong Medical Care, herein called and referred to as "Contractor" and the COUNTY OF ALAMEDA, a body corporate and politic of the State of California, hereinafter called and referred to as "County".

Said contract is hereby amended in the following manner:

**CONTRACT FOR DISEASE PREVENTION HEALTH PROMOTION SERVICES**

**EXHIBIT A:**

**Section II. A. 6. One-Time-Only Objective:** A one-time-only allocation of \$1,162 will be used to fund Equipment and Supplies during the period July 1, 2014 through June 30, 2015.

**Section II. A. 7. Baseline Operations Objective:** A baseline operations allocation of \$5,752 will be used to support baseline services during the period July 1, 2014 through June 30, 2015.

**EXHIBIT B:**

The amended budget is attached, which increases the allocation by **\$6,914** for a total allocation of **\$34,385**.

Except as herein amended, said Contract is continued in full force and effect.

The Contract Amendment is effective as of the 16th day of December 2014.

**COUNTY OF ALAMEDA**

By  \_\_\_\_\_  
Lori A. Cox

Title: Social Services Agency Director

Date: 03/06/15

**CONTRACTOR**

Lifelong Medical Care  
P.O. Box 11247  
Berkeley, CA 94712-2247

By  \_\_\_\_\_  
Authorized Signature of Contractor

Title: Executive Director

Date: 2/18/15

- d. What documentation does the Provider maintain to verify Title IIID Service Practitioners are appropriately credentialed?

**B. MIS Units of Service**

Contractor shall perform the following units of service during this contract period in a manner that distributes them reasonably and evenly over the months of the contract.

1. Services will be targeted to persons 60 years and older as follows:  
31% aged 75 and older  
20% in greatest economic need  
36% functionally impaired  
48% minorities
2. A minimum of three hundred fifty-nine (359) Clients (Unduplicated Seniors) will be served during the contract period.
3. A minimum of three hundred fifty-five (355) Group Exercise contacts will be provided during the contract period.
4. A minimum of one hundred eighty-three (183) Health Risk Assessment contacts will be provided during the contract period.
5. A minimum of three hundred fifty-nine (359) Medication Management contacts will be provided during the contract period.
6. **One-Time-Only Objective:** A one-time-only allocation of \$1,162 will be used to fund Equipment and Supplies during the period July 1, 2014 through June 30, 2015.
7. **Baseline Operations Objective:** A baseline operations allocation of \$5,752 will be used to support baseline services during the period July 1, 2014 through June 30, 2015.

CLIENTS TO BE SERVED ANNUALLY	SERVICE UNIT NAME	MIS UNIT #	Units to be Provided	
			Annual Units	Monthly Approx.
359	Group Exercise		355	30
	Health Risk Assessment		183	15
	Medication Management		359	30

**EXHIBIT B****ALAMEDA COUNTY AREA AGENCY ON AGING CONTRACT BUDGET**

Budget Effective Date: 07/01/14

Revision No.: 1

Date Prepared:

02/17/2015

Contractor: Over 60 Health Center (Lifelong Medical Care)

Contract Term:

07/01/2014 - 06/30/2015

MIS Program: Disease Prevention Health Promotion (DPHP)

Vendor No.:

28398

**SECTION 1 SALARIES AND EMPLOYEE BENEFITS**

1.1 PAID STAFF (FTE = ___ hrs/wk) List # pos., %FTE, wages	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
	0			
Registered Nurse @ 27% FTE	26,884	26,884		
Program Assistant @ 7% FTE	2,912		2,912	
Registered Dietitian @ 3%FTE	2,100		2,100	
Clinic Director @ 3%FTE	3,146		3,146	
	0			
	0			
	0			
	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>35,042</b>	<b>26,884</b>	<b>8,158</b>	<b>0</b>

**1.2 TAXES AND BENEFITS**

FICA @ 7.65%	2,534	1,828	706	
SUI/SDI @ 1.30%	381	274	107	
Health Insurance @ 10.54%	3,380	2,439	941	
Workers' Comp. @ 4.00%	1,465	1,057	408	
Retirement @ 1.01%	295	213	82	
Other: Dental @ 2.5%	732	528	204	
	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>8,787</b>	<b>6,339</b>	<b>2,448</b>	<b>0</b>

**1.3 IN-KIND STAFF/VOLUNTEERS (List # pos., % FTE, Pay equivalent)**

	0			
Program Assistant @ 20% FTE	0			
Case Manager (MSW) @ 10% FTE	0			
Benefits @ 27%	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SALARY/BENEFIT BUDGET</b> (Sections 1.1, 1.2, 1.3)	<b>43,829</b>	<b>33,223</b>	<b>10,606</b>	<b>0</b>



## SECTION 2 SERVICES AND SUPPLIES

2.1 TRAVEL AND TRAINING	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
Staff Travel: ___ Miles x Rate _____	0			
Conferences/Conventions	0			
Staff Training -	0			
Vol.Travel: ___ Miles x Rate _____	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 2.2 OCCUPANCY

Rent or Mortgage	0			
Telephone	0			
Utilities	0			
Janitorial/Maintenance	0			
General Liability Ins.	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 2.3 OTHER BUDGET COSTS

<b>Equipment/Supplies OTO \$1,162</b>	<b>1,162</b>	<b>1,162</b>		
Minor Equip. (Each Item Under \$500)	0			
Printing/Copying	0			
Equipment Maintenance	0			
Bookkeeping Services/Audit Costs	0			
Membership/Dues/Subscrip.	0			
Other:	0			
Medical Supplies	0			
	0			
	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>1,162</b>	<b>1,162</b>	<b>0</b>	<b>0</b>

### 2.4 VEHICLE BUDGET

Gas/Oil ___ Miles x Rate _____	0			
Maintenance	0			
Vehicle Insurance	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SERVICES/SUPPLIES BUDGET</b>	<b>1,162</b>	<b>1,162</b>	<b>0</b>	<b>0</b>

## SECTION 3 CAPITAL EQUIPMENT

3.1 Capital Equipment <i>List Items Costing \$500+ (Include Funding Source)</i>	TOTAL PROJECT COSTS (1)	AAA FUNDED PROJECT COSTS (2)	OTHER	
			CASH	IN-KIND
	0			
	0			
	0			
<b>TOTAL CAPITAL EQUIPMENT BUDGET</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>GRAND TOTAL BUDGET (Sections 1.1 - 3.1)</b>	<b>44,991</b>	<b>34,385</b>	<b>10,606</b>	<b>0</b>
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# SECTION 4 REVENUES

4.1 REVENUE SOURCES:	Total Project Funds	AAA Project Funding	Other		Committed Funds
			CASH	IN-KIND	
<b>Non-Match:</b>					
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Match:</b>					
	0				
	10,606		10,606		
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
<b>Subtotal:</b>	<b>10,606</b>	<b>0</b>	<b>10,606</b>	<b>0</b>	<b>0</b>
Title III Client Donations (if applicable):	0				
Title III Funds (if applicable): <b>OTO \$1,162</b>	<b>28,633</b>	<b>28,633</b>			
County General Funds (if applicable):	5,752	5,752			
CBSP Funds (if applicable):	0				
<b>TOTAL FUNDS:</b>	<b>44,991</b>	<b>34,385</b>	<b>10,606</b>	<b>0</b>	<b>0</b>

# SECTION 5 DEDUCTIVE FORMULA (Title III Funded Programs Only)

	TOTAL
1.) TOTAL PROJECT BUDGET:	44,991
2.) {LESS} COUNTY GENERAL FUNDS:	
3.) {LESS} OTHER NON-MATCH FUNDS:	0
4.) {EQUALS} TITLE III BUDGET COSTS TO BE MATCHED:	44,991
5.) {LESS} TITLE III MATCH FUNDS: [minimum of 10% OF LINE 4]	10,606
6.) {LESS} TITLE III CLIENT DONATIONS:	0
7.) {EQUALS} EARNED TITLE III FUNDS:	34,385
<b>TOTAL CONTRACT FUNDING (LINE 2 + LINE 7 + \$45,235 IIIB Funding)</b>	<b>79,620</b>

Reference: Master Contract #: 900131  
Procurement #: 10913

## CONTRACT AMENDMENT

Reference is made to that Contract made and entered into on the 1st day of July 2014, by and between Lifelong Medical Care, herein called and referred to as "Contractor" and the COUNTY OF ALAMEDA, a body corporate and politic of the State of California, hereinafter called and referred to as "County".

Said contract is hereby amended in the following manner:

### CONTRACT FOR HEALTH SERVICES

#### EXHIBIT A:

**Section II. A. 4. One-Time-Only Objective:** A one-time-only allocation of \$1,194 will be used to fund Equipment and Supplies during the period July 1, 2014 through June 30, 2015.

**Section II. A. 5. Baseline Operations Objective:** A baseline operations allocation of \$7,342 will be used to support baseline services during the period July 1, 2014 through June 30, 2015.

#### EXHIBIT B:

The amended budget is attached, which increases the allocation by **\$8,536** for a total allocation of **\$45,235**.

Except as herein amended, said Contract is continued in full force and effect.

The Contract Amendment is effective as of the 16th day of December 2014.

#### **COUNTY OF ALAMEDA**

By  \_\_\_\_\_  
Lori A. Cox

Title: Social Services Agency Director

Date: 03/06/15

#### **CONTRACTOR**

Lifelong Medical Care  
P.O. Box 11247  
Berkeley, CA 94712-2247

By  \_\_\_\_\_  
Authorized Signature of Contractor

Title: Executive Director

Date: 2/18/15

**A. Service Objectives**

1. Health screening may consist of the following: hypertension; glaucoma; cancer; vision; hearing; diabetes; nutrition screening; incontinence.
2. Persons receiving health services with Title III funds must have been determined to be ineligible for third-party reimbursement for these services from programs such as Medicare, Medical, or other private health insurance companies (including HMO's).
3. Health Services providers shall complete the Nutrition Screening Initiative (NSI) Risk Assessment form (to be supplied by the AAA) or an AAA approved substitute for each consumer who receives services under this program.
4. Health screening, therapy, and hospice services must be provided by a licensed health professional or by a paraprofessional supervised by a licensed health professional.
5. The number of seniors receiving services shall be reported monthly on AAA 186.

**B. MIS Units of Service**

Contractor shall perform the following units of service during this contract period in a manner that distributes them reasonably and evenly over the months of the contract.

1. Services will be targeted to persons 60 years and older as follows:
  - 31% aged 75 and older
  - 20% in greatest economic need
  - 36% functionally impaired
  - 48% minorities
2. A minimum of seven hundred nineteen (719) Clients (Unduplicated Seniors) will be served during the contract period.
3. A minimum of nine hundred fifty-nine (959) hours of Health Screening will be provided during the contract period.
4. **One-Time-Only Objective:** A one-time-only allocation of \$1,194 will be used to fund Equipment and Supplies during the period July 1, 2014 through June 30, 2015.

5. **Baseline Operations Objective:** A baseline operations allocation of \$7,342 will be used to support baseline services during the period July 1, 2014 through June 30, 2015.

# OF CLIENTS TO BE SERVED ANNUALLY	SERVICE UNIT NAME	MIS UNIT #	Units to be Provided	
			Annual Units	Monthly Approx.
719	Health Screening	13	959	80

### C. Definitions

**Client:** An individual 60 years of age and older who receives service through the terms of this contract as of July 1 of the contract year, including those previously served as well as those never before served by the agency. For reporting purposes, each senior receiving services related to this grant is counted only once during the contract year.

**Health Screening:** To provide a brief examination to determine need for more in-depth medical evaluation and referral when appropriate. **UNIT: one hour**

**Aged 75 and older:** A senior who is 75 years of age and older.

**Greatest Economic Need:** Having monthly income at or below the Department of Health and Human Services (DHHS) Federal Poverty Guidelines.

**Functionally Impaired:** Appears (on the basis of initial observation or reports) to be unable to independently and safely perform activities of daily living (ADLs)- bathing, dressing, toileting, eating, getting in/out of bed and walking - and/or instrumental activities of daily living (IADLs)- doing heavy housework, doing light housework, shopping, preparing meals, managing medications, using the telephone, managing money and transportation ability.

**Minority:** A member of any race other than Caucasian. Minority races include American Indian/Alaska Native, African American/Black, Asian, Asian Indian, Cambodian, Chinese, Filipino, Japanese, Korean, Laotian, Vietnamese, Other Asian, Native Hawaiian/Pacific Islander, Guamanian, Hawaiian, Samoan, Other Pacific Islander, Any Other Race.

### III. PROVISIONS AND REMEDIES FOR FAILURE TO MEET PERFORMANCE STANDARD



## EXHIBIT B

## ALAMEDA COUNTY AREA AGENCY ON AGING CONTRACT BUDGET

Budget Effective Date: 07/01/2014

Revision No.: 1

Date Prepared: 02/18/2015

Contractor: Over 60 Health Center (Lifelong Medical Care)

Contract Term:

07/01/2014 - 06/30/2015

MIS Program: Health Services

Vendor No.:

28398

## SECTION 1 SALARIES AND EMPLOYEE BENEFITS

1.1 PAID STAFF (FTE = __ hrs/wk) List # pos., %FTE, wages	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
	0			
Registered Nurse @ 33% FTE	24,730	24,730		
Medical Assistant @ 10% FTE	10,842	10,842		
Program Assistant @ 17% FTE	7,072		7,072	
Clinic Director @ 3%FTE	3,146		3146	
	0			
	0			
	0			
	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>45,790</b>	<b>35,572</b>	<b>10,218</b>	<b>0</b>

## 1.2 TAXES AND BENEFITS

FICA @ 7.65%	3,326	2,442	884	
SUI/SDI @ 1.30%	500	367	133	
Health Insurance @ 10.54%	4,437	3,258	1,179	
Workers' Comp. @ 4.00%	1,922	1,411	511	
Retirement @ 1.01%	388	285	103	
Other: Dental @ 2.5%	961	706	255	
	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>11,534</b>	<b>8,469</b>	<b>3,065</b>	<b>0</b>

## 1.3 IN-KIND STAFF/VOLUNTEERS (List # pos., % FTE, Pay equivalent)

	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SALARY/BENEFIT BUDGET (Sections 1.1, 1.2, 1.3)</b>	<b>57,324</b>	<b>44,041</b>	<b>13,283</b>	<b>0</b>

## SECTION 2 SERVICES AND SUPPLIES

2.1 TRAVEL AND TRAINING	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
Staff Travel: 1454 Miles x Rate .55	0			
Conferences/Conventions	0			
Staff Training -	0			
Vol.Travel: _____ Miles x Rate _____	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 2.2 OCCUPANCY

Rent or Mortgage	0			
Telephone	0			
Utilities	0			
Janitorial/Maintenance	0			
General Liability Ins.	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 2.3 OTHER BUDGET COSTS

<b>Equipment/Supplies OTO \$1,194</b>	<b>1,194</b>	<b>1,194</b>		
Minor Equip. (Each Item Under \$500)	0			
Printing/Copying	0			
Equipment Maintenance	0			
Bookkeeping Services/Audit Costs	0			
Membership/Dues/Subscrip.	0			
Other:	0			
Medical Supplies	0			
	0			
	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>1,194</b>	<b>1,194</b>	<b>0</b>	<b>0</b>

### 2.4 VEHICLE BUDGET

Gas/Oil _____ Miles x Rate _____	0			
Maintenance	0			
Vehicle Insurance	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SERVICES/SUPPLIES BUDGET</b>	<b>1,194</b>	<b>1,194</b>	<b>0</b>	<b>0</b>

## SECTION 3 CAPITAL EQUIPMENT

3.1 Capital Equipment <i>List Items Costing \$500+ (Include Funding Source)</i>	TOTAL PROJECT COSTS (1)	AAA FUNDED PROJECT COSTS (2)	OTHER	
			CASH	IN-KIND
	0			
	0			
	0			
<b>TOTAL CAPITAL EQUIPMENT BUDGET</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>GRAND TOTAL BUDGET (Sections 1.1 - 3.1)</b>	<b>58,518</b>	<b>45,235</b>	<b>13,283</b>	<b>0</b>
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#### SECTION 4 REVENUES

4.1 REVENUE SOURCES:	Total Project Funds	AAA Project Fundin	Other		Committed Funds
			CASH	IN-KIND	
Non-Match:	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Match:	0				
Lifelong Medical Care	13,283		13,283		
In-Kind Staff	0			0	
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
<b>Subtotal:</b>	<b>13,283</b>	<b>0</b>	<b>13,283</b>	<b>0</b>	<b>0</b>
Title III Client Donations (if applicable):	0				
Title III Funds (if applicable): <b>OTO \$1,194</b>	<b>37,893</b>	<b>37,893</b>			
County General Funds (if applicable):	7,342	7,342			
CBSP Funds (if applicable):	0				
<b>TOTAL FUNDS:</b>	<b>58,518</b>	<b>45,235</b>	<b>13,283</b>	<b>0</b>	<b>0</b>

#### SECTION 5 DEDUCTIVE FORMULA (Title III Funded Programs Only)

	TOTAL
1.) TOTAL PROJECT BUDGET:	58,518
2.) {LESS} COUNTY GENERAL FUNDS:	7,342
3.) {LESS} OTHER NON-MATCH FUNDS:	0
4.) {EQUALS} TITLE III BUDGET COSTS TO BE MATCHED:	51,176
5.) {LESS} TITLE III MATCH FUNDS: [minimum of 10% OF LINE 4]	13,283
6.) {LESS} TITLE III CLIENT DONATIONS:	0
7.) {EQUALS} EARNED TITLE III FUNDS:	37,893
<b>TOTAL CONTRACT FUNDING (LINE 2 + LINE + 7 + \$34,385 IIID Funding)</b>	<b>79,620</b>

## **Exhibit D**

### **Audit Requirements**

The County contracts with various organizations to carry out programs mandated by the Federal and State governments or sponsored by the Board of Supervisors. Under the Single Audit Act Amendments of 1996 (31 U.S.C.A. §§ 7501-7507) and Board policy, the County has the responsibility to determine whether organizations receiving funds through the County have spent them in accordance with applicable laws, regulations, contract terms, and grant agreements. To this end, effective with the first fiscal year beginning on and after December 26, 2014, the following are required.

#### **I. AUDIT REQUIREMENTS**

##### **A. Funds from Federal Sources:**

1. Non-Federal entities which are determined to be subrecipients by the supervising department according to 2 CFR § 200.330 and which expend annual Federal awards in the amount specified in 2 CFR § 200.501 are required to have a single audit performed in accordance with 2 CFR § 200.514.
2. When a non-Federal entity expends annual Federal awards in the amount specified in 2 CFR § 200.501(a) under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or terms and conditions of the Federal award do not require a financial statement audit of the auditee, the non-Federal entity may elect to have a program-specific audit conducted in accordance with 2 CFR § 200.507 (Program Specific Audits).
3. Non-Federal entities which expend annual Federal awards less than the amount specified in 2 CFR § 200.501(d) are exempt from the single audit requirements for that year except that the County may require a limited-scope audit in accordance with 2 CFR § 200.503(c).

##### **B. Funds from All Sources:**

Non-Federal entities which expend annual funds from any source (Federal, State, County, etc.) through the County in an amount of:

1. \$100,000 or more must have a financial audit in accordance with the U.S. Comptroller General's Generally Accepted Government Auditing Standards (GAGAS) covering all County programs.
2. Less than \$100,000 are exempt from these audit requirements except as otherwise noted in the contract.

Non-Federal entities that are required to have or choose to do a single audit in accordance with 2 CFR Subpart F, Audit Requirements are not required to have a financial audit in the same year. However, Non-Federal entities that are required to have a financial audit may also be required to have a limited-scope audit in the same year.

C. General Requirements for All Audits:

1. All audits must be conducted in accordance with Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States (GAGAS).
2. All audits must be conducted annually, except for biennial audits authorized by 2 CFR § 200.504 and where specifically allowed otherwise by laws, regulations, or County policy.
3. The audit report must contain a separate schedule that identifies all funds received from or passed through the County that is covered by the audit. County programs must be identified by contract number, contract amount, contract period, and amount expended during the fiscal year by funding source. An exhibit number must be included when applicable.
4. If a funding source has more stringent and specific audit requirements, these requirements must prevail over those described above.

**II. AUDIT REPORTS**

A. For Single Audits

1. Within the earlier of 30 calendar days after receipt of the auditor's report or nine months after the end of the audit period, the auditee must electronically submit to the Federal Audit Clearinghouse (FAC) the data collection form described in 2 CFR § 200.512(b) and the reporting package described in 2 CFR § 200.512(c). The auditee and auditors must ensure that the reporting package does not include protected personally identifiable information. The FAC will make the reporting package and the data collection form available on a web site and all Federal agencies, pass-through entities and others interested in a reporting package and data collection form must obtain it by accessing the FAC. As required by 2 CFR § 200.512(a)(2), unless restricted by Federal statutes or regulations, the auditee must make copies available for public inspection.
2. A notice of the audit report issuance along with two copies of the management letter with its corresponding response should be sent to the County supervising department within ten calendar days after it is submitted to the FAC. The County supervising department is responsible for forwarding a copy of the audit report, management letter, and corresponding responses to the County Auditor within one week of receipt.

B. For Audits other than Single Audits

At least two copies of the audit report package, including all attachments and any management letter with its corresponding response, should be sent to the County supervising department within six months after the end of the audit year, or other time frame as specified by the department. The County supervising department is responsible for forwarding a copy of the audit report package to the County Auditor within one week of receipt.



### **III. AUDIT RESOLUTION**

Within 30 days of issuance of the audit report, the entity must submit to its County supervising department a corrective action plan consistent with 2 CFR § 200.511(c) to address each audit finding included in the current year auditor's report. Questioned costs and disallowed costs must be resolved according to procedures established by the County in the Contract Administration Manual. The County supervising department will follow up on the implementation of the corrective action plan as it pertains to County programs.

### **IV. ADDITIONAL AUDIT WORK**

The County, the State, or Federal agencies may conduct additional audits or reviews to carry out their regulatory responsibilities. To the extent possible, these audits and reviews will rely on the audit work already performed under the audit requirements listed above.

C03  
Contracts  
Office

**ALAMEDA COUNTY BOARD OF SUPERVISORS  
MINUTE ORDER**

*The following action was taken by the Alameda County Board of Supervisors on 12/16/2014*

Approved as Recommended ☒

Other ☐

Unanimous ☐ Chan: ☐ Haggerty: ☐ Miley: ☐ Valle: ☒ Carson: ☐ - 4

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Contract: C-2014-209

Resolution: R-2014-410F

Documents to be signed by Agency/Purchasing Agent:

File No. 29484

Item No. 4

Copies sent to:

J. Villaflor & Auditor

**Special Notes:**

FY 2014-2015 Older  
Americans Act and Older  
Californians Act Grant  
Agreement No. AP-1415-09,  
A01



I certify that the foregoing is a correct  
copy of a Minute Order adopted by the  
Board of Supervisors, Alameda County,  
State of California.

ATTEST:

Clerk of the Board  
Board of Supervisors

By: *Camila S. Lopez*

Deputy



Lori A. Cox  
Agency Director

Thomas L. Berkley Square  
2000 San Pablo Avenue, Fourth Floor  
Oakland, California 94612  
510-271-9100 / Fax: 510-271-9108  
[ssadirector@acgov.org](mailto:ssadirector@acgov.org)  
<http://alamedasocialservices.org>

November 6, 2014

Honorable Board of Supervisors  
Administration Building  
Oakland, California 94612

Dear Board Members:

**SUBJECT:** Approval of Area Plan Grant Agreement Amendment and Contract Amendments for services administered by the Area Agency on Aging.

**RECOMMENDATIONS:**

- A. Approve the FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1, between the California Department of Aging and County of Alameda, Area Agency on Aging and authorize the President to sign seven (7) Grant Agreements on behalf of Alameda County, each with an original signature, with a Minute Order authorizing execution of the contract.
- B. Approve the attached Financial Recommendation increasing revenue and appropriations by \$1,362,121.
- C. Approve contract increases totaling \$1,359,648 as detailed in attachment A, and delegate authority to the Social Services Director to sign the contract amendments, under the master contracting process.
- D. Approve a one-time allocation of Measure A Funds in the amount of \$15,000 to provide emergency senior support services.

**SUMMARY/DISCUSSION:**

This letter requests action by your Board to approve and execute Amendment 1 to the Older Americans Act (OAA) and Older Californians Act Grant Agreement issued by the California Department of Aging (CDA) for FY 2014/15.

This grant agreement, which provides an increase of \$408,288 in Special Nutrition (SN) and One-Time-Only (OTO) funds, allocates a total of \$5,879,694.00 to the Alameda County Area Agency on Aging (AAA). Your Board approved the original agreement, AP-1415-09, in the amount of \$5,471,406, on October 7, 2014 (File: 29356; Item: 4). The AAA will retain \$2,473 of the SN & OTO funds for its direct service Ombudsman program and allocate the remaining \$405,815 to its subcontractors as outlined in Attachment A.

Your Board directed that the Social Services Agency (SSA) and Health Care Services Agency (HCSA) collaborate to develop a Countywide plan for seniors. SSA is implementing a strategy that includes three key items: 1) provide one-time emergency funding to support the infrastructure of senior service providers; 2) develop a plan for delivery of technical assistance & capacity building for senior services providers; and 3) develop a Countywide plan for seniors. Attachment A includes emergency funding of \$953,833, which includes a 15% (\$884,012) increase in senior service contracts and \$69,821 to backfill a gap caused by federal sequestration cuts. Please note that the HCSA is providing \$15,000 of the funding from Measure A so that Senior Injury Prevention Program contracts managed by the AAA will also receive emergency funding.

County Counsel has approved this amended grant agreement as to form.

#### SELECTION CRITERIA/PROCESS:

*The subcontractors receiving funds under this grant agreement were selected based on recommendations resulting from the 2014-2018 requests for proposals completed by the Alameda County Area Agency on Aging and the Advisory Commission on Aging. The Commission's recommendations for funding from the RFP were approved by your Board on June 24, 2014 (File #29358, Item 5).*

#### FUNDING

Financing will come from the SSA budget and federal OTO funds awarded to Alameda County by the CDA through this grant agreement amendment for FY 2014-2015. An additional \$15,000 in funding comes from the Measure A reserve. Approval of these recommendations will bring the total amount of Measure A one-time expenditures that exceed the Fiscal Year 2014-2015 Budget to \$3,879,000. The Measure A expenses will be transferred to the Public Health Department at year end. The subcontractors receiving OAA and OCA funds will meet all match requirements.

Sincerely,



Lori A. Cox  
Agency Director

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Att: 1) Seven Original FY 2014-20145 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1 documents for Board President signature.  
2) Attachment A  
3) Financial Recommendation

CONTRACTOR	PC #	PO #	Initial Contract Amount	15% Increase & Sequestration	OTO & Special Nutrition	Amended Contract Amount	Fund Source
Health Services	10911	12402	45,318.00	9,066	1,474	55,858.00	Title III B
Care Management	11010	12453	31,466.00	5,794	698	37,958.00	Title III B
Visiting	10807	12400	20,236.00	4,048	658	24,942.00	Title III B
Injury Prevention	10861	12379	17,000.00	2,550		19,550.00	SIPP
SER-Jobs for Progress, Inc						0.00	
SCSEP	10813	12264	145,819.00	28,888		174,707.00	Title V
S O S Meals on Wheels						0.00	
Nutrition C-2	10756	12201	1,314,905.00	197,238	88,652	1,600,793.00	Title III C-2
Spanish Speaking Unity Council						0.00	
Senior Center Activities	10945	12413	21,599.86	3,770	345	25,714.86	Title III B
Spectrum Community Services						0.00	
Nutrition C-1	10921	12367	607,504.00	91,126	113,759	812,389.00	Title III C-1
Nutrition C-2	10922	12368	9,617.00	1,443	648	11,708.00	Title III C-2
Injury Prevention	10827	12276	10,630.00	1,595		12,225.00	SIPP
St. Mary's Center						0.00	
Visiting	10759	12180	21,057.00	4,213	685	25,955.00	Title III B
Injury Prevention	10859	12302	20,000.00	3,000		23,000.00	SIPP
Hospital Committee/ValleyCare Health Sys						0.00	
Nutrition C-2	11009	12452	440,063.00	66,009	29,670	535,742.00	Title III C-2
Vietnamese American Community Ctr						0.00	
Information & Assistance	10764	12185	14,378.00	2,877	468	17,723.00	Title III B
Senior Center Activities	10765	12186	16,169.00	3,234	526	19,929.00	Title III B
Nutrition C-1	10804	12258	53,964.00	8,095	10,105	72,164.00	Title III C-1
<b>Total</b>			<b>5,893,368.46</b>	<b>953,833.00</b>	<b>405,815.00</b>	<b>7,253,016.46</b>	



**COMMUNITY BASED ORGANIZATION  
MASTER CONTRACT EXHIBIT A & B COVERSHEET**

Dept Name: SSA-Adult, Aging, & Medi-Cal Services Vendor ID #: 0000027541 Board PO #: Socsa-12368  
 Bus Unit: SOCA Master Contract #: 900211 Procurement Contract #: 10922 Budget Year 2015

Acct #	Fund #	Dept #	Program #	Subclass #	Project / Grant #	Amount to be Encumbered	Total Contract Amount
610341	10000	320200	33800			\$ 648	\$ 9817
610341	10000	320200	34700			\$1443	\$1891

Justification if partial encumbrance or liquidation requested: \_\_\_\_\_

Federal Funds Waiver #: F-607 Contract Maximum: \$11,708.00  
 Procurement Contract Begin Date: 07/01/14 Expire Date: 06/30/15 Period of Funding From: 07/01/14 To: 06/30/15  
 Department Contact: Tracy Murray Telephone #: 510-577-1966 QIC Code: 24551  
 Contractor Name: Spectrum Community Services  
 Project Name: Home Delivered Meals (C2) - Title III C2  
 Contractor Address: 2621 Barrington Court, Hayward, CA 94537


Remittance Address: 2621 Barrington Court, Hayward, CA 94537 ALCOLINK Vendor Address #: 2  
 BOS Dist. #: 4  
 Contractor Telephone #: 510-881-0300 Fax #: 510-537-3340 E-mail (Signatory): lcalvert@spectrumcs.org  
 Contractor Contact Person: Lara Calvert-York, Executive Director E-mail (Contact): Lara Calvert-York  
 Contract Service Category: Home Delivered Meals & Nutrition Education (C2) Estimated Units of Service: See Exhibit A  
 Method of Reimbursement (Invoicing Procedures): Actual costs in arrears

History of Funding:	Original	Amendment #1	Amendment #2	Amendment #3	Amendment #4
Funding Level	\$9,617	\$11,708.00			
Amount of Encumbrance	\$9,617	\$2091			
File Date	6/24/14	12/16/14			
File / Item #	29358-5	29484-4			
Reason	Board Action	Board Action			

Funding Source Allocation:	Federal - CFDA #: 93.045	State	County	
	\$ 9817		\$1891	


The signatures below signify that the attached Exhibits A and B have been received, negotiated and finalized. The Contractor also signifies agreement with all provisions of the Master Contract.

**DEPARTMENT**

By   
 Signature  
 Lori A. Cox  
 Print or Type Name

Title Social Services Agency Director Date 03/06/15

**CONTRACTOR**

By   
 Signature  
 Lara Calvert-York  
 Print or Type Name

Title Executive Director Date 18 Feb 2015

Alameda County Department of Social Services

Reference: Master Contract #: 900211  
Procurement #: 10922

**CONTRACT AMENDMENT**

Reference is made to that Contract made and entered into on the 1st day of July, 2014, by and between Spectrum Community Services, Inc., herein called and referred to as "Contractor" and the COUNTY OF ALAMEDA, a body corporate and politic of the State of California, hereinafter called and referred to as "County".

Said contract is hereby amended in the following manner:

**SPECTRUM COMMUNITY SERVICES  
CONTRACT FOR NUTRITION HOME DELIVERD (C2) SERVICES**

**EXHIBIT A:**

No Change.

**EXHIBIT B:**

**One Time Only Funds:** The One Time Only allocation of \$648 will be used to support over served meals during the period July 1, 2014 to June 30, 2015. Spectrum Community Services Inc., shall pay the amount of \$648 to Hospital Committee/ValleyCare Health System, the meal producer, for the 3546 over served meals by end of December 2014.

**County General Funds:** The County funded dollar amount of \$1,443 will be used to fund baseline operations during the period of July 1, 2014 through June 30, 2015.

The amended budgets are attached which increases the allocation by \$2091 for a total allocation of \$11,708.00.

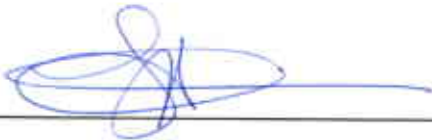
Except as herein amended, said Contract is continued in full force and effect.

The Contract Amendment is effective as of the 16th day of December 2014.

**COUNTY OF ALAMEDA**

**CONTRACTOR**

By \_\_\_\_\_



Title: Social Services Agency Director

Date: 03/06/15

Spectrum Community Services, Inc.  
2621 Barrington Court  
Hayward, CA 94546

By \_\_\_\_\_

  
Lara Calvert-York Authorized Signature of Contractor

Title: Executive Director

Date: 18 Feb 2015

**EXHIBIT B**  
**ALAMEDA COUNTY AREA AGENCY ON AGING CONTRACT BUDGET**

Budget Effective Date: 07/01/14      Rev. No.: 1

Date Prepared: February 19, 2015

Contractor: Spectrum Community Services, Inc

Contract Term: 07/1/14 - 6/30/15

MIS Program: Home Delivered Nutrition - C2

Provider No.:

**HOME DELIVERED MEALS (C-2) NUTRITION BUDGET SUMMARY**

		TOTAL C-2 BUDGET	AAA FUNDED	CASH BUDGET	IN-KIND BUDGET
<b>SALARY AND EMPLOYMENT BENEFITS</b>	FOOD PRODUCTION	0	0	0	0
	PACK-OUT	0	0	0	
	MEAL DELIVERY / PROG.ADMIN	157,933	8,659	135,755	13,520
	<b>SUBTOTAL</b>	157,933	8,659	135,755	13,520
<b>NUTRITION EDUCATION</b>	PROGRAM ADMIN/DELIVERY	9,728		0	9,728
<b>NUTRITION CONSULTING</b>	PROGRAM ADMIN/DELIVERY				
<b>CONSULTANTS</b>	FOOD PRODUCTION	0		0	
	PACK-OUT	0		0	
	MEAL DELIVERY / PROG.ADMIN	0		0	0
	<b>SUBTOTAL</b>	0		0	0
<b>TRAVEL &amp; TRAINING</b>	FOOD PRODUCTION	0		0	
	PACK-OUT	0		0	
	MEAL DELIVERY / PROG.ADMIN	20,500	1,738	18,763	
	<b>SUBTOTAL</b>	20,500	1,738	18,763	0
<b>EQUIPMENT</b>	FOOD PRODUCTION	0		0	
	PACK-OUT	0	0	0	
	MEAL DELIVERY / PROG.ADMIN	500	500	0	
	<b>SUBTOTAL</b>	500	500	0	0
<b>CATERED FOOD</b>	FOOD PRODUCTION		0		
<b>RAW FOOD</b>	FOOD PRODUCTION	0		0	0
<b>ALL OTHER COSTS</b>	FOOD PRODUCTION	2,563	0	0	2,563
	PACK-OUT	16	0	16	
	MEAL DELIVERY / PROG.ADMIN	23,394	812	13,404	9,178
	<b>SUBTOTAL</b>	25,973	812	13,420	11,741
<b>TOTAL COSTS</b>	FOOD PRODUCTION	2,563	0	0	2,563
	PACK-OUT	16	0	16	0
	MEAL DELIVERY / PROG.ADMIN	212,055	11,708.00	167,921.00	32,426.00
<b>GRAND TOTAL (C-2):</b>		214,634	11,708.00	167,937	34,989

**SECTION 1: SALARY AND EMPLOYMENT BENEFITS**

<b>TOTAL NUTRITION PROJECT</b>		<b>C-2 PROGRAM</b>		<b>F U N C T I O N S</b>			<b>FUNDING SOURCE</b>		
<b>1.1 PAID STAFF (FTE= 40 hrs/wk)</b>		<b>%</b>		<b>Food</b>	<b>Meal</b>	<b>Meal Delivery</b>	<b>5.000%</b>	<b>95.000%</b>	
<b>List # pos., wages, % FTE</b>		<b>Time</b>	<b>Salary</b>	<b>Production</b>	<b>Packout</b>	<b>Program Admin</b>	<b>AAA</b>	<b>Cash</b>	<b>In-Kind</b>
Project Director, 63,000, 100%	63,000	30.00%	18,900			18,900	945	17,955	
Admin Asst, 24,960, 60%	14,976	45.00%	6,739			6,739	337	6,402	
Driver Supervisor, 24,960, 82%	20,467	15.00%	3,070			3,070	154	2,917	
6 Van Drivers, 19,282, 140% (CGF \$508)	26,995	90.00%	24,295			24,295	1,723	22,573	
Pleasanton H. D, Coordinator, 24,960, 50% (CGF \$235)	12,480	90.00%	11,232			11,232	797	10,435	
Livermore H.D. Coordinator, 24,960, 50% (CGF \$235)	12,480	90.00%	11,232			11,232	797	10,435	
HD Coordinator Relief, 24,960*25%	6,240	90.00%	5,616			5,616	281	5,335	
Home Delivery Driver Relief	800	90.00%	720			720	36	684	
Exec Director, 70,000, 100%	70,000	18.40%	12,880			12,880	644	12,236	
Admin Asst, 24,960, 100%	24,960	5.93%	1,480			1,480	74	1,406	
Controller, 68,250, 100%	68,250	14.80%	10,101			10,101	505	9,596	
Asst Controller, 59,623, 100%	59,623	4.12%	2,456			2,456	123	2,333	
Payroll/HR Clerk, 38,563, 72%	27,765	6.30%	1,749			1,749	87	1,662	
Accounting Asst, 27,851, 50%	13,926	62.00%	8,634			8,634	432	8,202	
<b>SUBTOTAL:</b>			119,105			119,105	6,934	112,171	

**1.2 TAXES AND BENEFITS**

FICA/MEDFICA (CGF \$169)	7.65%	9,112			9,112	619	8,493	
SUI (CGF \$54)	6.20%	2,976			2,976	203	2,773	
Workers' Comp. (CGF \$80)		4,358			4,358	298	4,060	
Retirement (CGF \$16)		954			954	64	890	
Medical & Dental (CGF \$146)		7,802			7,802	536	7,266	
Vision		106			106	5	101	
<b>SUBTOTAL:</b>		25,308			25,308	1,725	23,583	



**SECTION 1 (Continued)**

TOTAL NUTRITION PROJECT	C-2 PROGRAM		F U N C T I O N S			FUNDING SOURCE		
1.3 IN-KIND STAFF/VOLUNTEERS	%		Food	Meal	Meal Delivery	5.000%	95.000%	
List # pos., % FTE, pay equivalent	Time	Salary	Production	Packout	Program Admin	AAA	Cash	In-Kind
(16) Volunteer H.D Driver, \$16,640, 62.50%	100.00%	10,400			10,400			10,400
(15) Volunteer H D Driver, \$16,640, 18.75%	100.00%	3,120			3,120			3,120
<b>SUBTOTAL:</b>		13,520			13,520			13,520
<b>TOTAL:</b>								
(Sec. 1.1, 1.2, 1.3)		157,933			157,933	8,659	135,755	13,520

**SECTION 2: NUTRITION EDUCATION**

XX Presentaitons x Cost/presentation								
approx 1274 units X approx \$8		9,728	9,728					9,728
<b>SUBTOTAL:</b>		9,728	9,728					9,728

**SECTION 3: NUTRITION CONSULTING**

<b>SUBTOTAL:</b>								

**SECTION 4: CONSULTANTS**

<b>SUBTOTAL:</b>								

**SECTION 5: TRAVEL & TRAINING**

Travel: miles 35,267 X rate 0.56		19,750			19,750	988	18,763	
Conferences/Conventions								
Staff Training		750			750	750		
<b>SUBTOTAL:</b>		20,500			20,500	1,738	18,763	

**SECTION 6: EQUIPMENT COSTS**

<b>6.1 CAPITAL EQUIPMENT</b>								
(List each item worth \$5,000 or more)								
Copier Machine	100.00%							
<b>6.2 MINOR EQUIPMENT</b>								
(List each item below \$5000)								
Misc Equipment	100.00%							
Accounting Software (OTO \$500)	100.00%	500			500	500		
<b>SUBTOTAL:</b>		500			500	500		



**SECTION 7: FOOD COSTS****7.1 CATERED FOOD COSTS**

Meals Per Day	Serving Days Per Year	Total Meals Per Year	Cost Per Meal	Total Cost		FUNDING SOURCE		
						AAA	Cash	In-kind
Dublin	248	5,543	3.83					
Livermore	248	16,386	3.83					
Pleasanton	248	9,927	3.83					
Total		31,856						
Total Senior		31,856						
Non-Senior		164	3.83					
SUBTOTAL:		32,020						

**7.2 RAW FOOD COSTS**

Meals Per Day	Serving Days Per Year	Total Meals Per Year	Cost Per Meal	Total Cost		FUNDING SOURCE		
						AAA	Cash	In-kind
SUBTOTAL:								

**SECTION 8: ALL OTHER COSTS**

8.1 FOOD SERVICE SUPPLIES	C2 PROGRAM			FUNCTIONS			FUNDING SOURCE		
	TOTAL COST	% Cost	Cost	Food Production	Meal Packout	Meal Delivery Program Admin	AAA	Cash	In-kind
Food containers, pkgng, etc									
SUBTOTAL:									

**8.2 VEHICLE**

Operating Expenses									
Operating Expenses	6,879	4.14%	285			285	15	270	
Repair/Maintenance	18,356	50.00%	9,178			9,178			9,178
Insurance/Licenses	5,722	20.68%	1,183			1,183	79	1,104	
SUBTOTAL:		30,957	10,646			10,646	94	1,374	9,178

**8.3 BUILDING SPACE**

Office Rent-Barrington C	4,213	1.35%	57			57	2	55	
Pleasanton Senior Ctr	1,200	100.00%	1,200			1,200		1,200	
SUBTOTAL:		5,413	1,257			1,257	2	1,255	

**SECTION 8: ALL OTHER COSTS (Continued)****8.4 OTHER BUDGET COSTS**

TOTAL NUT PROJ Description of Cost Category	TOTAL COST	C-2 PROGRAM		F U N C T I O N S			FUNDING SOURCE		
		% Cost	Cost	Food Production	Meal Packout	Meal Delivery Program Admin	5.000% AAA	95.000% Cash	In-kind
Audit	17,000	18.00%	3,060			3,060	153	2,907	
Outside Service	63,407	6.13%	3,887			3,887	194	3,693	
Laundry	7,768	33.00%	2,563.44	2,563.44					2,563
Office Supplies	35,211	4.52%	1,590			1,590	80	1,511	
Printing & Copying supplies	2,437	4.55%	111			111	6	105	
Postage	11,030	0.58%	64			64	3	61	
Telephone	5,871	10.20%	599			599	30	569	
Utilities:									
J. Lum lodge	19,200								
Barrington Ct	28,746	5.96%	1,713			1,713	86	1,627	
Janitorial Maintenance	11,900	1.19%	141			141	7	134	
Miscellaneous Occupancy	2,744	0.56%	15			15	1	14	
Equipment Rental	271	1.88%	5			5	0	5	
Equipment Maintenance	4,551	0.35%	16		16			16	
Printing	5,439	0.63%	34			34	2	32	
Insurance	16,243	0.28%	46			46	2	44	
Representation	1,127	1.88%	21			21	1	20	
Miscellaneous Expense	12,510	0.46%	57			57	3	54	
Safety Equipment (OTO \$148)	148	100.00%	148			148	148		
<b>SUBTOTAL:</b>	<b>245,603</b>		<b>14,070</b>	<b>2,563</b>	<b>16</b>	<b>11,491</b>	<b>715</b>	<b>10,792</b>	<b>2,563</b>
<b>TOTAL:</b> <b>(8.1 - 8.4)</b>	<b>281,973</b>		<b>25,973</b>	<b>2,563</b>	<b>16</b>	<b>23,394</b>	<b>812</b>	<b>13,420</b>	<b>11,741</b>

**SECTION 7: INDIRECT COSTS**

<b>SUBTOTAL:</b>									

8.1 REVENUE SOURCES	BUDGET	AAA FUNDS	CASH	IN-KIND	TOTAL
Non-Match:					
City of Pleasanton	5,000		5,000		5,000
City of Livermore	10,000		10,000		10,000
City of Dublin	7,902		7,902		7,902
Alameda County Meals on Wheels	40,000		40,000		40,000
Grand Aerie Fraternal Order of Eagle	2,000		2,000		2,000
Steve Palph Foundation	2,000		2,000		2,000
Edward Joseph Foundation	2,000		2,000		2,000
Community Support	890		890		890
Fund Raising	35,674		35,674		35,674
<b>SUBTOTAL:</b>	<b>105,466</b>		<b>105,466</b>		<b>105,466</b>
Match:					
In-kind Volunteer	23,248			23,248	23,248
In-kind Services	11,741			11,741	11,741
<b>SUBTOTAL:</b>	<b>34,989</b>			<b>34,989</b>	<b>34,989</b>
N.S.I.P.					
Title III Client Donations:	62,471		62,471		62,471
Title III Funds: (OTO \$648)	9,817	9,817			9,817
County General Funds: (CGF \$1443)	1,891	1,891			1,891
<b>TOTAL FUNDS:</b>	<b>214,634</b>	<b>11,708</b>	<b>167,937</b>	<b>34,989</b>	<b>214,634</b>

## SECTION 9: DEDUCTIVE FORMULA

	TOTAL
1.) TOTAL PROJECT BUDGET:	214,634
2.) {LESS} COUNTY GENERAL FUNDS:	1,891
3.) {LESS} N.S.I.P.	
4.) {LESS} OTHER NON-MATCH FUNDS:	105,466
5.) {EQUALS} T-3 BUDGET COSTS TO BE MATCHED:	107,277
6.) {LESS} T-3 MATCH FUNDS: [10% OF LINE 5]	34,989
7.) {LESS} TITLE III CLIENT DONATIONS:	62,471
8.) {EQUALS} EARNED TITLE III FUNDS:	9,817

TOTAL CONTRACT FUNDING ( LINE 2+3+8)	11,708
--------------------------------------	--------

TOTAL NSIP ELIGIBLE MEALS CONTRACTED 31,856

## **Exhibit D**

### **Audit Requirements**

The County contracts with various organizations to carry out programs mandated by the Federal and State governments or sponsored by the Board of Supervisors. Under the Single Audit Act Amendments of 1996 (31 U.S.C.A. §§ 7501-7507) and Board policy, the County has the responsibility to determine whether organizations receiving funds through the County have spent them in accordance with applicable laws, regulations, contract terms, and grant agreements. To this end, effective with the first fiscal year beginning on and after December 26, 2014, the following are required.

#### **I. AUDIT REQUIREMENTS**

##### **A. Funds from Federal Sources:**

1. Non-Federal entities which are determined to be subrecipients by the supervising department according to 2 CFR § 200.330 and which expend annual Federal awards in the amount specified in 2 CFR § 200.501 are required to have a single audit performed in accordance with 2 CFR § 200.514.
2. When a non-Federal entity expends annual Federal awards in the amount specified in 2 CFR § 200.501(a) under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or terms and conditions of the Federal award do not require a financial statement audit of the auditee, the non-Federal entity may elect to have a program-specific audit conducted in accordance with 2 CFR § 200.507 (Program Specific Audits).
3. Non-Federal entities which expend annual Federal awards less than the amount specified in 2 CFR § 200.501(d) are exempt from the single audit requirements for that year except that the County may require a limited-scope audit in accordance with 2 CFR § 200.503(c).

##### **B. Funds from All Sources:**

Non-Federal entities which expend annual funds from any source (Federal, State, County, etc.) through the County in an amount of:

1. \$100,000 or more must have a financial audit in accordance with the U.S. Comptroller General's Generally Accepted Government Auditing Standards (GAGAS) covering all County programs.
2. Less than \$100,000 are exempt from these audit requirements except as otherwise noted in the contract.

Non-Federal entities that are required to have or choose to do a single audit in accordance with 2 CFR Subpart F, Audit Requirements are not required to have a financial audit in the same year. However, Non-Federal entities that are required to have a financial audit may also be required to have a limited-scope audit in the same year.

C. General Requirements for All Audits:

1. All audits must be conducted in accordance with Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States (GAGAS).
2. All audits must be conducted annually, except for biennial audits authorized by 2 CFR § 200.504 and where specifically allowed otherwise by laws, regulations, or County policy.
3. The audit report must contain a separate schedule that identifies all funds received from or passed through the County that is covered by the audit. County programs must be identified by contract number, contract amount, contract period, and amount expended during the fiscal year by funding source. An exhibit number must be included when applicable.
4. If a funding source has more stringent and specific audit requirements, these requirements must prevail over those described above.

II. **AUDIT REPORTS**

A. For Single Audits

1. Within the earlier of 30 calendar days after receipt of the auditor's report or nine months after the end of the audit period, the auditee must electronically submit to the Federal Audit Clearinghouse (FAC) the data collection form described in 2 CFR § 200.512(b) and the reporting package described in 2 CFR § 200.512(c). The auditee and auditors must ensure that the reporting package does not include protected personally identifiable information. The FAC will make the reporting package and the data collection form available on a web site and all Federal agencies, pass-through entities and others interested in a reporting package and data collection form must obtain it by accessing the FAC. As required by 2 CFR § 200.512(a)(2), unless restricted by Federal statutes or regulations, the auditee must make copies available for public inspection.
2. A notice of the audit report issuance along with two copies of the management letter with its corresponding response should be sent to the County supervising department within ten calendar days after it is submitted to the FAC. The County supervising department is responsible for forwarding a copy of the audit report, management letter, and corresponding responses to the County Auditor within one week of receipt.

B. For Audits other than Single Audits

At least two copies of the audit report package, including all attachments and any management letter with its corresponding response, should be sent to the County supervising department within six months after the end of the audit year, or other time frame as specified by the department. The County supervising department is responsible for forwarding a copy of the audit report package to the County Auditor within one week of receipt.



### **III. AUDIT RESOLUTION**

Within 30 days of issuance of the audit report, the entity must submit to its County supervising department a corrective action plan consistent with 2 CFR § 200.511(c) to address each audit finding included in the current year auditor's report. Questioned costs and disallowed costs must be resolved according to procedures established by the County in the Contract Administration Manual. The County supervising department will follow up on the implementation of the corrective action plan as it pertains to County programs.

### **IV. ADDITIONAL AUDIT WORK**

The County, the State, or Federal agencies may conduct additional audits or reviews to carry out their regulatory responsibilities. To the extent possible, these audits and reviews will rely on the audit work already performed under the audit requirements listed above.

COB  
(Contracts Office)

ALAMEDA COUNTY BOARD OF SUPERVISORS  
MINUTE ORDER

The following action was taken by the Alameda County Board of Supervisors on 12/16/2014

Approved as Recommended ☒

Other ☐

Unanimous ☐ Chan: ☐ Haggerty: ☐ Miley: ☐ Valle: ☒ Carson: ☐ - 4

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Contract: C-2014-209  
Resolution: R-2014-410F

Documents to be signed by Agency/Purchasing Agent:

File No. 29484  
Item No. 4

Copies sent to:  
J. Villafior & Auditor

Special Notes:  
FY 2014-2015 Older  
Americans Act and Older  
Californians Act Grant  
Agreement No. AP-1415-09,  
A01



I certify that the foregoing is a correct  
copy of a Minute Order adopted by the  
Board of Supervisors, Alameda County,  
State of California.

ATTEST:  
Clerk of the Board  
Board of Supervisors

By: [Signature]  
Deputy



Lori A. Cox  
Agency Director

Thomas L. Berkley Square  
2000 San Pablo Avenue, Fourth Floor  
Oakland, California 94612  
510-271-9100 / Fax: 510-271-9108  
[ssadirector@acgov.org](mailto:ssadirector@acgov.org)  
<http://alamedasocialservices.org>

November 6, 2014

Honorable Board of Supervisors  
Administration Building  
Oakland, California 94612

Dear Board Members:

**SUBJECT:** Approval of Area Plan Grant Agreement Amendment and Contract Amendments for services administered by the Area Agency on Aging.

**RECOMMENDATIONS:**

- A. Approve the FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1, between the California Department of Aging and County of Alameda, Area Agency on Aging and authorize the President to sign seven (7) Grant Agreements on behalf of Alameda County, each with an original signature, with a Minute Order authorizing execution of the contract.
- B. Approve the attached Financial Recommendation increasing revenue and appropriations by \$1,362,121.
- C. Approve contract increases totaling \$1,359,648 as detailed in attachment A, and delegate authority to the Social Services Director to sign the contract amendments, under the master contracting process.
- D. Approve a one-time allocation of Measure A Funds in the amount of \$15,000 to provide emergency senior support services.

**SUMMARY/DISCUSSION:**

This letter requests action by your Board to approve and execute Amendment 1 to the Older Americans Act (OAA) and Older Californians Act Grant Agreement issued by the California Department of Aging (CDA) for FY 2014/15.

This grant agreement, which provides an increase of \$408,288 in Special Nutrition (SN) and One-Time-Only (OTO) funds, allocates a total of \$5,879,694.00 to the Alameda County Area Agency on Aging (AAA). Your Board approved the original agreement, AP-1415-09, in the amount of \$5,471,406, on October 7, 2014 (File: 29356; Item: 4). The AAA will retain \$2,473 of the SN & OTO funds for its direct service Ombudsman program and allocate the remaining \$405,815 to its subcontractors as outlined in Attachment A.

Your Board directed that the Social Services Agency (SSA) and Health Care Services Agency (HCSA) collaborate to develop a Countywide plan for seniors. SSA is implementing a strategy that includes three key items: 1) provide one-time emergency funding to support the infrastructure of senior service providers; 2) develop a plan for delivery of technical assistance & capacity building for senior services providers; and 3) develop a Countywide plan for seniors. Attachment A includes emergency funding of \$953,833, which includes a 15% (\$884,012) increase in senior service contracts and \$69,821 to backfill a gap caused by federal sequestration cuts. Please note that the HCSA is providing \$15,000 of the funding from Measure A so that Senior Injury Prevention Program contracts managed by the AAA will also receive emergency funding.

County Counsel has approved this amended grant agreement as to form.

#### SELECTION CRITERIA/PROCESS:

*The subcontractors receiving funds under this grant agreement were selected based on recommendations resulting from the 2014-2018 requests for proposals completed by the Alameda County Area Agency on Aging and the Advisory Commission on Aging. The Commission's recommendations for funding from the RFP were approved by your Board on June 24, 2014 (File #29358, Item 5).*

#### FUNDING

Financing will come from the SSA budget and federal OTO funds awarded to Alameda County by the CDA through this grant agreement amendment for FY 2014-2015. An additional \$15,000 in funding comes from the Measure A reserve. Approval of these recommendations will bring the total amount of Measure A one-time expenditures that exceed the Fiscal Year 2014-2015 Budget to \$3,879,000. The Measure A expenses will be transferred to the Public Health Department at year end. The subcontractors receiving OAA and OCA funds will meet all match requirements.

Sincerely,



Lori A. Cox  
Agency Director

- Att: 1) Seven Original FY 2014-20145 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1 documents for Board President signature.  
2) Attachment A  
3) Financial Recommendation

## TITLE III/VII, HICAP, MIPPA, FA, TV and SIPP

320200

Period 07/01/14-06/30/15

CONTRACTOR	PC #	PO #	Initial Contract Amount	15% Increase & Sequestration	OTO & Special Nutrition	Amended Contract Amount	Fund Source
Alghan Elderly Association							
Nutrition C-1	10855	12300	34,521.00	5,178	6,465	46,164.00	Title III C-1
Disease Prevention	10856	12301	27,471.00	5,752	1,181	34,384.00	Title III D
Alzheimer's Association of North CA							
Caregiver Support	10874	12339	30,469.00	5,772	1,865	38,096.00	Title III E
Alzheimer's Services of the East Bay							
Adult Day Care	10820	12288	91,407.00	18,286	2,975	112,668.00	Title III B
Caregiver Support	10762	12184	42,017.00	7,963	2,673	52,553.00	Title III E
Bay Area Community Services (BACS)							
Adult Day Care - North & South	11006	12448	110,432.70	20,939	2,844	134,216.70	Title III B
Case Management	11019	12475	189,967.00	31,004	1,631	222,602.00	Title III B
City of Alameda							
Senior Center Activities	10854	12209	25,096.08	3,764		28,859.08	CGF
City of Albany							
Senior Center Activities	10918	12355	18,808.80	2,821		21,629.80	CGF
City of Berkeley							
Caregiver Support	10826	12275	28,957.00	5,488	1,773	36,218.00	Title III E
Information & Assistance	10801	12202	41,888.98	6,280		48,148.98	CGF
Nutrition C-1	10786	12190	27,233.00	4,085	5,100	36,418.00	Title III C-1
Nutrition C-2	10787	12181	30,768.00	4,615	2,073	37,466.00	Title III C-2
Senior Center Activities	10824	12274	22,572.00	4,518	734	27,822.00	Title III B
City of Emeryville							
Senior Center Activities	10829	12280	23,770.08	3,586		27,356.08	CGF
City of Fremont							
Caregiver Support	10835	12389	67,980.00	12,879	4,181	85,000.00	Title III E
MSSP	10834	12382	55,287.06	8,293		63,580.06	CGF
Case Management	10880	12303	45,082.00	8,268	979	54,329.00	Title III B
Information & Assistance	10833	12381	10,591.00	2,119	345	13,055.00	Title III B
City of Oakland							
Senior Center Activities	10831	12337	42,859.38	6,428		49,288.38	CGF
Gratia Support Services							
Visiting	10757	12179	10,028.00	2,008	328	12,356.00	Title III B
Day Break Adult Center/ADSNAC							
Caregiver Support	10829	12376	123,817.00	23,465	7,581	154,863.00	Title III E
Injury Prevention	10930	12377	17,078.00	2,562		19,641.00	SIPP
East Bay Korean American Sr. Svc Ctr							
Senior Center Activities	11034	12494	10,326.00	2,066	336	12,728.00	Title III B



**COMMUNITY BASED ORGANIZATION  
MASTER CONTRACT EXHIBIT A & B COVERSHEET**

Dept Name: SSA-Adult, Aging, & Medi-Cal Services Vendor ID #: 0000068000 Board PO #: 12376  
 Bus Unit: SOCA Master Contract #: 900043 Procurement Contract #: 10929 Budget Year 2015

Acct #	Fund #	Dept #	Program #	Subclass #	Project / Grant #	Amount to be Encumbered	Total Contract Amount
610341	10000	320200	33950			\$7,581	\$131,398
610341	10000	320200	34700			\$23,465	\$23,465

Justification if partial encumbrance or liquidation requested: \_\_\_\_\_

Federal Funds Waiver #: F606 Contract Maximum: \$154,863  
 Procurement Contract Begin Date: 07/01/14 Expire Date: 06/30/15 Period of Funding From: 07/01/14 To: 06/30/15

Department Contact: Tracy Murray Telephone #: 510-577-1966 QIC Code: 24551

Contractor Name: DayBreak Adult Care Centers (formerly ADSNAC)

Project Name: Family Caregiver Support Program

Contractor Address: 510 17<sup>th</sup> Street, Suite 200, Oakland, CA 94612

Remittance Address: 510 17<sup>th</sup> Street, Suite 200, Oakland, CA 94612

ALCOLINK Vendor Address #: 2

BOS Dist. #: 5

Contractor Telephone #: 510-834-4423 Fax #: 510-344-6356

E-mail (Signatory): anne@adsnac.org

Contractor Contact Person: Anne Warner-Reitz

E-mail (Contact): Anne Warner-Reitz

Contract Service Category: Family Caregiver Support Program

Estimated Units of Service: See Exhibit A

Method of Reimbursement (Invoicing Procedures): Actual costs in arrears

History of Funding:	Original	Amendment #1	Amendment #2	Amendment #3	Amendment #4
Funding Level	\$123,817	\$154,863			
Amount of Encumbrance	\$123,817	\$31,046			
File Date	6-24-14	12-16-14			
File / Item #	29358-5	29484-4			
Reason	Board Action	Board Action			

Funding Source Allocation:

Federal - CFDA #: 93.052

State

County

State Special Fund

\$131,398

\$23,465

The signatures below signify that the attached Exhibits A and B have been received, negotiated and finalized. The Contractor also signifies agreement with all provisions of the Master Contract.

**DEPARTMENT**

By \_\_\_\_\_

Signature

Lori A. Cox

Print or Type Name

**CONTRACTOR**

By \_\_\_\_\_

Signature

Anne Warner-Reitz

Print or Type Name

Title Social Services Agency Director

Date

03/06/15

Title

Executive Director

Date

2/17/15

**Alameda County Department of Social Services**

Reference: Master Contract #: 900043

Procurement #: 10929

**CONTRACT AMENDMENT**

Reference is made to that Contract made and entered into on the 1st day of July, 2014, by and between Daybreak Adult Care Centers (formerly ADSNAC) herein called and referred to as "Contractor" and the COUNTY OF ALAMEDA, a body corporate and politic of the State of California, hereinafter called and referred to as "County".

Said contract is hereby amended in the following manner:

**Family Caregiver Support Program (Title III E)**

**EXHIBIT A:**

**Section II. B. 12. One-Time-Only Objective:** A one-time-only allocation of \$7,581 will be used to increase service units and purchase printing supplies during the period July 1, 2014 through June 30, 2015.

**Section II. B. 13. Baseline Operations Objective:** A baseline operations allocation of **\$23,465** will be used to support baseline operations during the period July 1, 2014 through June 30, 2015.

**EXHIBIT B:**

The amended budget is attached, which increases the allocation by **\$31,046** for a total allocation of **\$154,863** for the contract period July 1, 2014 through June 30, 2015.

Except as herein amended, said Contract is continued in full force and effect.

**The Contract Amendment is effective as of the 16 day of December 2014.**

**COUNTY OF ALAMEDA**

**CONTRACTOR**

Daybreak Adult Care Centers  
(formerly ADSNAC)  
510 17<sup>TH</sup> Street, Suite 200  
Oakland, CA 94612

By  \_\_\_\_\_

By  \_\_\_\_\_  
Authorized Signature of Contractor

Title: **Social Services Agency Director**

Title: **Executive Director**

Date: 03/06/15

Date: 2/17/2015

**EXHIBIT A**

12. **One-Time-Only Objective:** A one-time-only allocation of \$7,581 will be used to increase service units and purchase printing supplies during the period July 1, 2014 through June 30, 2015.
13. **Baseline Operations Objective:** A baseline operations allocation of \$23,465 will be used to support baseline operations during the period July 1, 2014 through June 30, 2015.

NUMBER UNDUPLICATED <b>REGISTERED</b> INDIVIDUALS TO BE SERVED ANNUALLY	SUPPORT SERVICE CATEGORY	SERVICE UNIT NAME	NUMBER OF UNITS TO BE PROVIDED	
			ANNUALLY (12 months)	MONTHLY (approx)
(250)				
	<b>Information Services</b> (non-registered)	Community Education on Caregiving	24 activities	2 activities
	<b>Information Services</b> (non-registered)	Public Information on Caregiving	13 activities	1 activity
	<b>Access Assistance</b> (non-registered)	Caregiver Information and Assistance	540 contacts	45 contacts
	<b>Access Assistance</b> (non-registered)	Caregiver Interpretation/ Translation	180 contacts	15 contacts
	<b>Support Services</b> (registered service)	Caregiver Training	436 hours	36 hours
	<b>Support Services</b> (registered service)	Caregiver Counseling	300 hours	25 hours
	<b>Support Services</b> (registered service)	Caregiver Support Group	180 hours	15 hours
	<b>Respite Care In-Home</b> (registered service)	In-Home Supervision, Homemaker Assistance, and Personal Care	200 hours	17 hours
	<b>Respite</b> (registered service)	Respite Out of Home- Day	2,400 hours	200 hours

Master Contract #:

Exhibit #:

**ALAMEDA COUNTY AREA AGENCY ON AGING CONTRACT BUDGET**

Budget Effective Date: Revision No.: \_\_\_\_

Date Prepared: February 19, 2015

Contractor: DayBreak Adult Care Centers

Contract Term: 07/01/2014-06/30/2015

MIS Program: Family Caregiver Support Program

Provider No.: 1800

**SECTION 1 SALARIES AND EMPLOYEE BENEFITS**

1.1 PAID STAFF (FTE = __ hrs/wk) List # pos., %FTE, wages	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
Executive Director .33FTE @ 78010	31,001	20,748	10,253	
Program Director .6FTE @28656	17,600	17,600		
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>48,601</b>	<b>38,348</b>	<b>10,253</b>	<b>0</b>

**1.2 TAXES AND BENEFITS**

Payroll Tax	3,621	3,621	0	
Workers' Comp.	400	400	0	
Medical and Dental Insurance	5,260	5,260	0	
Life Insurance	0			
Vision	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>9,281</b>	<b>9,281</b>	<b>0</b>	<b>0</b>

**1.3 IN-KIND STAFF/VOLUNTEERS (List # pos., % FTE, Pay equivalent)**

	0			
	0			
Board Chair consultation and Board mtgs.	16,200			16,200
	0			
	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>16,200</b>	<b>0</b>	<b>0</b>	<b>16,200</b>
<b>TOTAL SALARY/BENEFIT BUDGET</b>				
(Sections 1.1, 1.2, 1.3)	<b>74,082</b>	<b>47,629</b>	<b>10,253</b>	<b>16,200</b>

Ex-B-Bgt.WB2 {A1.D49}

Page 1 of 3

## SECTION 2 SERVICES AND SUPPLIES

2.1 TRAVEL AND TRAINING	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
Staff Travel: 1000 Miles x Rate .45	1,400	1,400	0	
Conferences/Conventions	0			
Staff Training	0		0	
Vol.Travel: Miles x Rate	0			
<b>Subtotal:</b>	<b>1,400</b>	<b>1,400</b>	<b>0</b>	<b>0</b>

### 2.2 OCCUPANCY

Rent or Mortgage	1,992	900		1,092
Telephone	2,000	2,000		
Utilities	0			
Janitorial/Maintenance	0			
General Liability Ins.	350	350		
	0			
<b>Subtotal:</b>	<b>4,342</b>	<b>3,250</b>	<b>0</b>	<b>1,092</b>

### 2.3 OTHER BUDGET COSTS

Communications Contractors	23,419	17,564	5,281	574
Communication Contractors OTO	4,900	3,900		1,000
Supplies/Postage/Printing	1,502	1,502		
Supplies/Postage/Printing OTO	1,181	1,181		
Minor Equip. (Each Item Under \$5,000)				
Outreach - Health Fairs, Directory, Ads, P	5,000	5,000		
Strategic Planning/Org. Dev.				
Equipment & Software	523	523		
SAMS	635	635		
Accounting & Audit	1,460	1,460		
Indirect Costs	133	133		
Other: Member Awards and Sub-Contract	0			
Respite Sub-Contracts	33,315	27,060		6,255
Respite OTO	1,895	1,250		645
Caregiver Support Sub-Contracts	35,176	33,926		1,250
CG Support OTO	1,500	1,250		250
Info & Assist./Translation Sub-co	6,950	5,700		1,250
Community Educ. Sub-Contracts	1,500	1,500		
<b>Subtotal:</b>	<b>119,089</b>	<b>102,584</b>	<b>5,281</b>	<b>11,224</b>

### 2.4 VEHICLE BUDGET

	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SERVICES/SUPPLIES BUDGET</b>	<b>124,831</b>	<b>107,234</b>	<b>5,281</b>	<b>12,316</b>

## SECTION 3 CAPITAL EQUIPMENT

3.1 Capital Equipment <i>List Items Costing \$5,000+ (Include Funding Source)</i>	TOTAL PROJECT COSTS (1)	AAA FUNDED PROJECT COSTS (2)	OTHER	
			CASH	IN-KIND
	0			
	0			
<b>TOTAL CAPITAL EQUIPMENT BUDGET</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>GRAND TOTAL BUDGET (Sections 1.1 - 3.1)</b>	<b>198,913</b>	<b>154,863</b>	<b>15,534</b>	<b>28,516</b>
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## SECTION 4 REVENUES

4.1 REVENUE SOURCES:	Total Project Funds	AAA Project Funding	Other		Committed Funds
			CASH	IN-KIND	
Non-Match:	0				
	0				
	0				
	0				
	0				
	0				
Subtotal:	0	0	0	0	0
Match:	0				
Network Foundation Grants	15,534		15,534		15,533
In-Kind Mktg Contractor	574			574	
In-Kind Graphics	1,000			1,000	1,000
Board Volunteers	16,200			16,200	3,000
In-Kind Rent and Utilities	1,092			1,092	1,000
InKind Access	1,250			1,250	1,000
In Kind CG Support	1,500			1,500	1,000
In-Kind Respite	6,900			6,900	5,000
	0				
Subtotal:	44,050	0	15,534	28,516	27,533
Title III Client Donations (if applicable):					
Title III Funds (if applicable):	131,398	131,398			
County General Funds (if applicable):	23,465	23,465			23,465
CBSP Funds (if applicable):	0				0
<b>TOTAL FUNDS:</b>	<b>198,913</b>	<b>154,863</b>	<b>15,534</b>	<b>28,516</b>	<b>50,998</b>

## SECTION 5 DEDUCTIVE FORMULA (Title III Funded Programs Only)

	TOTAL
1.) TOTAL PROJECT BUDGET:	198,913
2.) {LESS} COUNTY GENERAL FUNDS:	23,465
3.) {LESS} OTHER NON-MATCH FUNDS:	0
4.) {EQUALS} TITLE III BUDGET COSTS TO BE MATCHED:	175,448
5.) {LESS} TITLE III MATCH FUNDS: [minimum of 25% OF LINE 4]	44,050
6.) {LESS} TITLE III CLIENT DONATIONS:	0
7.) {EQUALS} EARNED TITLE III FUNDS:	131,398

Ex-B-Bgt.WB2 (E102.J145)

Page 3 of 3

## Exhibit D

### Audit Requirements

The County contracts with various organizations to carry out programs mandated by the Federal and State governments or sponsored by the Board of Supervisors. Under the Single Audit Act Amendments of 1996 (31 U.S.C.A. §§ 7501-7507) and Board policy, the County has the responsibility to determine whether organizations receiving funds through the County have spent them in accordance with applicable laws, regulations, contract terms, and grant agreements. To this end, effective with the first fiscal year beginning on and after December 26, 2014, the following are required.

#### I. AUDIT REQUIREMENTS

##### A. Funds from Federal Sources:

1. Non-Federal entities which are determined to be subrecipients by the supervising department according to 2 CFR § 200.330 and which expend annual Federal awards in the amount specified in 2 CFR § 200.501 are required to have a single audit performed in accordance with 2 CFR § 200.514.
2. When a non-Federal entity expends annual Federal awards in the amount specified in 2 CFR § 200.501(a) under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or terms and conditions of the Federal award do not require a financial statement audit of the auditee, the non-Federal entity may elect to have a program-specific audit conducted in accordance with 2 CFR § 200.507 (Program Specific Audits).
3. Non-Federal entities which expend annual Federal awards less than the amount specified in 2 CFR § 200.501(d) are exempt from the single audit requirements for that year except that the County may require a limited-scope audit in accordance with 2 CFR § 200.503(c).

##### B. Funds from All Sources:

Non-Federal entities which expend annual funds from any source (Federal, State, County, etc.) through the County in an amount of:

1. \$100,000 or more must have a financial audit in accordance with the U.S. Comptroller General's Generally Accepted Government Auditing Standards (GAGAS) covering all County programs.
2. Less than \$100,000 are exempt from these audit requirements except as otherwise noted in the contract.

Non-Federal entities that are required to have or choose to do a single audit in accordance with 2 CFR Subpart F, Audit Requirements are not required to have a financial audit in the same year. However, Non-Federal entities that are required to have a financial audit may also be required to have a limited-scope audit in the same year.

C. General Requirements for All Audits:

1. All audits must be conducted in accordance with Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States (GAGAS).
2. All audits must be conducted annually, except for biennial audits authorized by 2 CFR § 200.504 and where specifically allowed otherwise by laws, regulations, or County policy.
3. The audit report must contain a separate schedule that identifies all funds received from or passed through the County that is covered by the audit. County programs must be identified by contract number, contract amount, contract period, and amount expended during the fiscal year by funding source. An exhibit number must be included when applicable.
4. If a funding source has more stringent and specific audit requirements, these requirements must prevail over those described above.

II. **AUDIT REPORTS**

A. For Single Audits

1. Within the earlier of 30 calendar days after receipt of the auditor's report or nine months after the end of the audit period, the auditee must electronically submit to the Federal Audit Clearinghouse (FAC) the data collection form described in 2 CFR § 200.512(b) and the reporting package described in 2 CFR § 200.512(c). The auditee and auditors must ensure that the reporting package does not include protected personally identifiable information. The FAC will make the reporting package and the data collection form available on a web site and all Federal agencies, pass-through entities and others interested in a reporting package and data collection form must obtain it by accessing the FAC. As required by 2 CFR § 200.512(a)(2), unless restricted by Federal statutes or regulations, the auditee must make copies available for public inspection.
2. A notice of the audit report issuance along with two copies of the management letter with its corresponding response should be sent to the County supervising department within ten calendar days after it is submitted to the FAC. The County supervising department is responsible for forwarding a copy of the audit report, management letter, and corresponding responses to the County Auditor within one week of receipt.

B. For Audits other than Single Audits

At least two copies of the audit report package, including all attachments and any management letter with its corresponding response, should be sent to the County supervising department within six months after the end of the audit year, or other time frame as specified by the department. The County supervising department is responsible for forwarding a copy of the audit report package to the County Auditor within one week of receipt.

### **III. AUDIT RESOLUTION**

Within 30 days of issuance of the audit report, the entity must submit to its County supervising department a corrective action plan consistent with 2 CFR § 200.511(c) to address each audit finding included in the current year auditor's report. Questioned costs and disallowed costs must be resolved according to procedures established by the County in the Contract Administration Manual. The County supervising department will follow up on the implementation of the corrective action plan as it pertains to County programs.

### **IV. ADDITIONAL AUDIT WORK**

The County, the State, or Federal agencies may conduct additional audits or reviews to carry out their regulatory responsibilities. To the extent possible, these audits and reviews will rely on the audit work already performed under the audit requirements listed above.

# ALAMEDA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

The following action was taken by the Alameda County Board of Supervisors on 12/16/2014

Approved as Recommended ☒

Other ☐

Unanimous ☐ Chan: ☐ Haggerty: ☐ Miley: ☐ Valle: ☒ Carson: ☐ - 4

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Contract: C-2014-209

Resolution: R-2014-410F

Documents to be signed by Agency/Purchasing Agent:

File No. 29484

Item No. 4

Copies sent to:

J. Villaflor & Auditor

**Special Notes:**

FY 2014-2015 Older  
Americans Act and Older  
Californians Act Grant  
Agreement No. AP-1415-09,  
A01



I certify that the foregoing is a correct  
copy of a Minute Order adopted by the  
Board of Supervisors, Alameda County,  
State of California.

ATTEST:

Clerk of the Board  
Board of Supervisors

By: [Signature]

Députy





Lori A. Cox  
Agency Director

Thomas L. Berkley Square  
2000 San Pablo Avenue, Fourth Floor  
Oakland, California 94612  
510-271-9100 / Fax: 510-271-9108  
[ssadirector@acgov.org](mailto:ssadirector@acgov.org)  
<http://alamedasocialservices.org>

November 6, 2014

Honorable Board of Supervisors  
Administration Building  
Oakland, California 94612

Dear Board Members:

**SUBJECT:** Approval of Area Plan Grant Agreement Amendment and Contract Amendments for services administered by the Area Agency on Aging.

**RECOMMENDATIONS:**

- A. Approve the FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1, between the California Department of Aging and County of Alameda, Area Agency on Aging and authorize the President to sign seven (7) Grant Agreements on behalf of Alameda County, each with an original signature, with a Minute Order authorizing execution of the contract.
- B. Approve the attached Financial Recommendation increasing revenue and appropriations by \$1,362,121.
- C. Approve contract increases totaling \$1,359,648 as detailed in attachment A, and delegate authority to the Social Services Director to sign the contract amendments, under the master contracting process.
- D. Approve a one-time allocation of Measure A Funds in the amount of \$15,000 to provide emergency senior support services.

**SUMMARY/DISCUSSION:**

This letter requests action by your Board to approve and execute Amendment 1 to the Older Americans Act (OAA) and Older Californians Act Grant Agreement issued by the California Department of Aging (CDA) for FY 2014/15.

This grant agreement, which provides an increase of \$408,288 in Special Nutrition (SN) and One-Time-Only (OTO) funds, allocates a total of \$5,879,694.00 to the Alameda County Area Agency on Aging (AAA). Your Board approved the original agreement, AP-1415-09, in the amount of \$5,471,406, on October 7, 2014 (File: 29356; Item: 4). The AAA will retain \$2,473 of the SN & OTO funds for its direct service Ombudsman program and allocate the remaining \$405,815 to its subcontractors as outlined in Attachment A.

Your Board directed that the Social Services Agency (SSA) and Health Care Services Agency (HCSA) collaborate to develop a Countywide plan for seniors. SSA is implementing a strategy that includes three key items: 1) provide one-time emergency funding to support the infrastructure of senior service providers; 2) develop a plan for delivery of technical assistance & capacity building for senior services providers; and 3) develop a Countywide plan for seniors. Attachment A includes emergency funding of \$953,833, which includes a 15% (\$884,012) increase in senior service contracts and \$69,821 to backfill a gap caused by federal sequestration cuts. Please note that the HCSA is providing \$15,000 of the funding from Measure A so that Senior Injury Prevention Program contracts managed by the AAA will also receive emergency funding.

County Counsel has approved this amended grant agreement as to form.

#### **SELECTION CRITERIA/PROCESS:**

*The subcontractors receiving funds under this grant agreement were selected based on recommendations resulting from the 2014-2018 requests for proposals completed by the Alameda County Area Agency on Aging and the Advisory Commission on Aging. The Commission's recommendations for funding from the RFP were approved by your Board on June 24, 2014 (File #29358, Item 5).*

#### **FUNDING**

Financing will come from the SSA budget and federal OTO funds awarded to Alameda County by the CDA through this grant agreement amendment for FY 2014-2015. An additional \$15,000 in funding comes from the Measure A reserve. Approval of these recommendations will bring the total amount of Measure A one-time expenditures that exceed the Fiscal Year 2014-2015 Budget to \$3,879,000. The Measure A expenses will be transferred to the Public Health Department at year end. The subcontractors receiving OAA and OCA funds will meet all match requirements.

Sincerely,



Lori A. Cox  
Agency Director

- Att: 1) Seven Original FY 2014-20145 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1 documents for Board President signature.  
2) Attachment A  
3) Financial Recommendation

## TITLE III/IV, HICAP, MIPPA, FA, TV and SIPP

320200

Period 07/01/14-06/30/15

CONTRACTOR	PC #	PO #	Initial Contract Amount	15% Increase & Sequestration	OTO & Special Nutrition	Amended Contract Amount	Fund Source
Afghan Elderly Association	10855	12300	34,521.00	5,178	6,465	46,164.00	Title III C-1
Nutrition C-1	10856	12301	27,471.00	5,752	1,161	34,384.00	Title III D
Disease Prevention							
Alzheimer's Association of Northern CA	10874	12339	30,459.00	5,772	1,865	38,096.00	Title III E
Caregiver Support							
Alzheimer's Services of the East Bay	10820	12268	91,407.00	18,286	2,975	112,668.00	Title III B
Adult Day Care	10762	12184	42,017.00	7,963	2,573	52,553.00	Title III E
Caregiver Support							
Bay Area Community Services (BACS)	11006	12449	110,432.70	20,939	2,844	134,215.70	Title III B
Adult Day Care - North & South	11019	12475	188,967.00	31,004	1,631	222,602.00	Title III B
Case Management							
City of Alameda	10854	12299	25,095.06	3,764		28,859.06	CGF
Senior Center Activities							
City of Albany	10918	12365	18,808.80	2,821	-	21,629.80	CGF
Senior Center Activities							
City of Berkeley	10826	12275	28,957.00	5,488	1,773	36,218.00	Title III E
Caregiver Support	10801	12202	41,888.96	6,280	-	48,148.96	CGF
Information & Assistance	10786	12190	27,233.00	4,085	5,100	36,418.00	Title III C-1
Nutrition C-1	10787	12191	30,768.00	4,615	2,073	37,456.00	Title III C-2
Nutrition C-2	10824	12274	22,572.00	4,516	734	27,822.00	Title III B
Senior Center Activities							
City of Emeryville	10829	12280	23,770.08	3,566		27,336.08	CGF
Senior Center Activities							
City of Fremont	10935	12389	67,960.00	12,879	4,161	85,000.00	Title III E
Caregiver Support	10934	12382	55,287.06	8,293	-	63,580.06	CGF
MSSP	10860	12303	45,082.00	8,268	979	54,329.00	Title III B
Case Management	10933	12381	10,591.00	2,119	345	13,055.00	Title III B
Information & Assistance							
City of Oakland	10831	12337	42,859.38	6,429		49,288.38	CGF
Senior Center Activities							
Crisis Support Services	10757	12179	10,026.00	2,006	326	12,358.00	Title III B
Visiting							
Day Break Adult Center/ADSNAC	10929	12376	123,817.00	23,465	7,581	154,863.00	Title III E
Caregiver Support	10930	12377	17,078.00	2,562		19,641.00	SIPP
Injury Prevention							
East Bay Korean American Sr. Svc Ctr	11034	12494	10,326.00	2,066	336	12,728.00	Title III B
Senior Center Activities							

**COMMUNITY BASED ORGANIZATION  
MASTER CONTRACT EXHIBIT A & B COVERSHEET**

Dept Name: SSA – Adult, Aging & Medi-Cal Vendor ID #: 27392 Board PO #: 12475  
 Bus Unit: SOCSA Master Contract #: 900107 Procurement Contract #: 11019 Budget Year: 2015

Acct #	Fund #	Dept #	Program #	Subclass #	Project / Grant #	Amount to be Encumbered	Total Contract Amount
610341	10000	320200	33615			\$ 1,631	\$ 51,766
610341	10000	320200	33100				\$ 139,832
610341	10000	320200	34700			\$ 31,004	\$ 31,004

Justification if partial encumbrance or liquidation requested: \_\_\_\_\_

Federal Funds Waiver #: F604 Contract Maximum: \$ 222,602

Procurement Contract Begin Date: 07/01/14 Expire Date: 06/30/15 Period of Funding From: 07/01/14 To: 06/30/15

Department Contact: Tracy Murray Telephone #: 510-577-1966 QIC Code: 24551

Contractor Name: Bay Area Community Services

Project Name: \_\_\_\_\_

Contractor Address: 1814 Franklin St. 4th Floor Oakland, CA 94612

Remittance Address: Same as above ALCOLINK Vendor Address #: 4

BOS Dist. #: 5

Contractor Telephone #: 510-630-0330x303 Fax #: 510-569-4589 E-mail (Signatory): jalmanza@bayareacs.org

Contractor Contact Person: Cal Bennett E-mail (Contact): cbennett@bayareacs.org

Contract Service Category: Case Management-IIIB & APS Elder/Dependent Adult Estimated Units of Service: See Exhibit A

Method of Reimbursement (Invoicing Procedures): Actual costs in arrears

History of Funding:	Original	Amendment #1	Amendment #2	Amendment #3	Amendment #4
Funding Level	\$ 189,967	\$ 222,602			
Amount of Encumbrance	\$ 189,967	\$ 32,635			
File Date	06/24/14	12/16/14			
File / Item #	29358 / 5	29484 / 4			
Reason	Board Action	Board Action			

Funding Source Allocation:	Federal - CFDA #: <u>93.044</u>	State	County/APS
	\$ 51,766		\$ 170,836

The signatures below signify that the attached Exhibits A and B have been received, negotiated and finalized. The Contractor also signifies agreement with all provisions of the Master Contract.

**DEPARTMENT**

By   
Signature

Lori A. Cox  
Print or Type Name

Title Social Services Agency Director

Date 03/06/15

**CONTRACTOR**

By   
Signature

Jamie Almanza  
Print or Type Name

Title Executive Director

Date 2/2/15

By \_\_\_\_\_  
Signature

Print or Type Name

Title \_\_\_\_\_ Date \_\_\_\_\_



Reference: Master Contract #: 900107

Procurement #: 11019

## CONTRACT AMENDMENT

Reference is made to that Contract made and entered into on the 1st day of July, 2014, by and between Bay Area Community Services, herein called and referred to as "Contractor" and the COUNTY OF ALAMEDA, a body corporate and politic of the State of California, hereinafter called and referred to as "County".

Said contract is hereby amended in the following manner:

### CONTRACT FOR CASE MANAGEMENT SERVICES

#### EXHIBIT A:

##### Title III-B

**Section II. B. 5. One-Time-Only Objective:** A one-time-only allocation of \$1,631 will be used to fund Program Staff, Services, and Supplies during the period July 1, 2014 through June 30, 2015.

**Section II. B. 6. Baseline Operations Objective:** A baseline operations allocation of \$10,029 will be used to support baseline services during the period July 1, 2014 through June 30, 2015.

##### APS

**Section II. B. 5. Baseline Operations Objective:** A baseline operations allocation of \$20,975 will be used to support baseline services during the period July 1, 2014 through June 30, 2015.

#### EXHIBIT B:

The amended budgets are attached, which increases the allocation by **\$32,635** for a total allocation of **\$222,602**.

Except as herein amended, said Contract is continued in full force and effect.

The Contract Amendment is effective as of the 16th day of December 2014.

#### COUNTY OF ALAMEDA

#### CONTRACTOR

Bay Area Community Services  
1814 Franklin St. 4<sup>th</sup> Floor  
Oakland, CA 94612

By   
Lori A. Cox

By   
Authorized Signature of Contractor

Title: Social Services Agency Director

Title: Executive Director

Date: 03/06/15

Date: 2/2/15



2. Services shall be provided to a minimum of thirty-six (36) new unduplicated clients (seniors) during the annual contract period.
3. Contractor shall provide a minimum of three hundred nine (309) hours of Comprehensive Assessment during the annual contract period.
4. Contractor shall provide a minimum of one thousand one hundred forty (1,140) hours of Case Management services during the annual contract period.
5. **One-Time-Only Objective:** A one-time-only allocation of \$1,631 will be used to fund Program Staff, Services, and Supplies during the period July 1, 2014 through June 30, 2015.
6. **Baseline Operations Objective:** A baseline operations allocation of \$10,029 will be used to support baseline services during the period July 1, 2014 through June 30, 2015.

#### APS

1. Contractor shall provide services to a minimum of ninety-eight (98) APS Elder and Dependent Adult Clients who have been referred by APS after being determined by an APS Worker to be at risk of recurring incidents of abuse/neglect or self-neglect without the help of a case manager.
2. Contractor shall provide a minimum of six hundred sixty (660) hours of APS Comprehensive Assessment during the annual contract period.
3. Contractor shall provide a minimum of two thousand four hundred forty (2,440) hours of APS Case Management services during the annual contract period.
4. Contractor shall use a guideline of service duration not exceeding six (6) months per case. Exceptions will be brought to the attention of an Adult Protective Services Supervisor or Program Manager for consultation.
5. **Baseline Operations Objective:** A baseline operations allocation of \$20,975 will be used to support baseline services during the period July 1, 2014 through June 30, 2015.

# OF NEW UNDUPLICATED CLIENTS TO BE SERVED ANNUALLY	SERVICE UNIT NAME	NUMBER OF UNITS TO BE PROVIDED	
		ANNUALLY	MONTHLY
IIIB: 36	Comprehensive Assessment	309	33
	Case Management	1,140	92
APS: 98	APS Comprehensive Assessment	660	70
	APS Case Management	2,400	257

**C. Definitions**

**Title III-B**

**Client:** An individual 60 years of age and older who receives service through the terms of this contract as of July 1 of the contract year, including those previously served as well as those never before served by the agency. For reporting purposes, each senior receiving services related to this grant is counted only once during the contract year.

**Comprehensive Assessment:** To collect information about a client with multiple needs (social, environmental, physical, or mental) and determine the necessary supportive or other appropriate services to meet those needs. (May require a home visit.)

**UNIT: one hour**

**Case Management:** Assistance either in the form of access coordination in circumstances where the older person is experiencing diminished functioning capacities, personal conditions or other characteristics which require the provision of services by formal service providers or family caregivers. Activities of case management include such practices as assessing needs, developing care plans, authorizing and coordinating services among providers, and providing follow-up and reassessment, as required. **UNIT: one hour**

**Care Planning:** To write an individualized plan of care and services under a Case Management system based on a comprehensive assessment of the client's condition and/or resources.

**Service Authorization/Arrangement:** To obtain services according to an

# **EXHIBIT B** **ALAMEDA COUNTY AREA AGENCY ON AGING CONTRACT BUDGET**

Budget Effective Date: 07/01/14

Revision No.: 1

Date Prepared:

02/19/2015

Contractor: Bay Area Community Services, Inc.

Contract Term:

07/01/2014 - 6/30/2015

**MIS Program: Case Management - OAA III-B and APS**

Vendor No.:

27392

## **SECTION 1 SALARIES AND EMPLOYEE BENEFITS**

1.1 PAID STAFF (FTE = _____ hrs/wk) List # pos., %FTE, wages	TOTAL PROJECT BUDGET (1)	AAA FUNDED BUDGET (2)	OTHER	
			CASH (3)	IN-KIND (4)
Director/Case Manager 100% FTE @\$46,000	46,000	46,000		
Case Manager 100% FTE @\$40,385	40,385	40,385		
Case Manager 100% FTE @\$40,385	40,385	40,385		
PERSONAL SERVICES COORD. 74% FTE @\$43,875 OTO \$1,631	32,635	32,635		
	0			
	0			
	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>159,405</b>	<b>159,405</b>	<b>0</b>	<b>0</b>

### 1.2 TAXES AND BENEFITS

FICA .0765	9,698	9,698		
SUI/SDI .035	4,437	4,437		
Workers' Comp. .0083	1,052	1,052		
Health Insurance	28,050	28,050		
Dental	2,100	2,100		
Life Insurance .00168	213	213		
Vision	253	253		
Retirement 2%	2,535	2,535		
	0			
	0			
<b>Subtotal:</b>	<b>48,338</b>	<b>48,338</b>	<b>0</b>	<b>0</b>

### 1.3 IN-KIND STAFF/VOLUNTEERS (List # pos., % FTE, Pay equivalent)

	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SALARY/BENEFIT BUDGET</b> (Sections 1.1, 1.2, 1.3)	<b>207,743</b>	<b>207,743</b>	<b>0</b>	<b>0</b>

## SECTION 2 SERVICES AND SUPPLIES

2.1 TRAVEL AND TRAINING	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
	0			
Staff Travel: 10,000_Miles x Rate .55	5,500	5,500		
	0			
Outside Conferences	0			
<b>Subtotal:</b>	<b>5,500</b>	<b>5,500</b>	<b>0</b>	<b>0</b>

### 2.2 OCCUPANCY

Rent or Mortgage	0			
Telephone	1,500	1,500		
Utilities	0			
Janitorial/Maintenance	0			
General Liability Ins.	341	341		
<b>Subtotal:</b>	<b>1,841</b>	<b>1,841</b>	<b>0</b>	<b>0</b>

### 2.3 OTHER BUDGET COSTS

Supplies/Postage	700	700		
Printing/Copying	300	300		
Equipment Maintenance	375	375		
Agency Indirect Costs	20,716	5,493	15,223	
Other: ADP Fees	500	500		
Advertising	150	150		
	0			
	0			
	0			
	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>22,741</b>	<b>7,518</b>	<b>15,223</b>	<b>0</b>

### 2.4 VEHICLE BUDGET

	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SERVICES/SUPPLIES BUDGET</b>	<b>30,082</b>	<b>14,859</b>	<b>15,223</b>	<b>0</b>

## SECTION 3 CAPITAL EQUIPMENT

3.1 Capital Equipment <i>List Items Costing \$500+ (Include Funding Source)</i>	TOTAL PROJECT COSTS (1)	AAA FUNDED PROJECT COSTS (2)	OTHER	
			CASH	IN-KIND
	0			
	0			
	0			
<b>TOTAL CAPITAL EQUIPMENT BUDGET</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>GRAND TOTAL BUDGET (Sections 1.1 - 3.1)</b>	<b>237,825</b>	<b>222,602</b>	<b>15,223</b>	<b>0</b>
----------------------------------------------------	----------------	----------------	---------------	----------

## SECTION 4 REVENUES

4.1 REVENUE SOURCES:	Total Project Funds	AAA Project Funding	Other		Committed Funds
			CASH	IN-KIND	
<b>Non-Match:</b>					
	0				
Other fund Raising	9,223		9,223		9,223
	0				0
	0				0
	0				0
	0				0
	0		0		0
	0				0
<b>Subtotal:</b>	<b>9,223</b>	<b>0</b>	<b>9,223</b>	<b>0</b>	<b>9,223</b>
<b>Match:</b>					
	0				
	0				
	0				
Other fund Raising	6,000		6,000		6,000
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
<b>Subtotal:</b>	<b>6,000</b>	<b>0</b>	<b>6,000</b>	<b>0</b>	<b>6,000</b>
Title III Client Donations:	0		0		0
<b>Title III Funds: OTO \$1,631</b>	<b>51,766</b>	<b>51,766</b>			<b>51,766</b>
APS County General Funds:	170,836	170,836			170,836
CBSP Funds:	0				
<b>TOTAL FUNDS:</b>	<b>237,825</b>	<b>222,602</b>	<b>15,223</b>	<b>0</b>	<b>237,825</b>

## SECTION 5 DEDUCTIVE FORMULA (Title III Funded Programs Only)

	TOTAL
1.) TOTAL PROJECT BUDGET:	237,825
2.) {LESS} COUNTY GENERAL FUNDS:	170,836
3.) {LESS} OTHER NON-MATCH FUNDS:	9,223
4.) {EQUALS} TITLE III BUDGET COSTS TO BE MATCHED:	57,766
5.) {LESS} TITLE III MATCH FUNDS: [minimum of 10% OF LINE 4]	6,000
6.) {LESS} TITLE III CLIENT DONATIONS:	0
7.) {EQUALS} EARNED TITLE III FUNDS:	51,766

TOTAL CONTRACT FUNDING (LINE 2 + LINE 7)	222,602
------------------------------------------	---------



## **Exhibit D**

### **Audit Requirements**

The County contracts with various organizations to carry out programs mandated by the Federal and State governments or sponsored by the Board of Supervisors. Under the Single Audit Act Amendments of 1996 (31 U.S.C.A. §§ 7501-7507) and Board policy, the County has the responsibility to determine whether organizations receiving funds through the County have spent them in accordance with applicable laws, regulations, contract terms, and grant agreements. To this end, effective with the first fiscal year beginning on and after December 26, 2014, the following are required.

#### **I. AUDIT REQUIREMENTS**

##### **A. Funds from Federal Sources:**

1. Non-Federal entities which are determined to be subrecipients by the supervising department according to 2 CFR § 200.330 and which expend annual Federal awards in the amount specified in 2 CFR § 200.501 are required to have a single audit performed in accordance with 2 CFR § 200.514.
2. When a non-Federal entity expends annual Federal awards in the amount specified in 2 CFR § 200.501(a) under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or terms and conditions of the Federal award do not require a financial statement audit of the auditee, the non-Federal entity may elect to have a program-specific audit conducted in accordance with 2 CFR § 200.507 (Program Specific Audits).
3. Non-Federal entities which expend annual Federal awards less than the amount specified in 2 CFR § 200.501(d) are exempt from the single audit requirements for that year except that the County may require a limited-scope audit in accordance with 2 CFR § 200.503(c).

##### **B. Funds from All Sources:**

Non-Federal entities which expend annual funds from any source (Federal, State, County, etc.) through the County in an amount of:

1. \$100,000 or more must have a financial audit in accordance with the U.S. Comptroller General's Generally Accepted Government Auditing Standards (GAGAS) covering all County programs.
2. Less than \$100,000 are exempt from these audit requirements except as otherwise noted in the contract.

Non-Federal entities that are required to have or choose to do a single audit in accordance with 2 CFR Subpart F, Audit Requirements are not required to have a financial audit in the same year. However, Non-Federal entities that are required to have a financial audit may also be required to have a limited-scope audit in the same year.

C. General Requirements for All Audits:

1. All audits must be conducted in accordance with Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States (GAGAS).
2. All audits must be conducted annually, except for biennial audits authorized by 2 CFR § 200.504 and where specifically allowed otherwise by laws, regulations, or County policy.
3. The audit report must contain a separate schedule that identifies all funds received from or passed through the County that is covered by the audit. County programs must be identified by contract number, contract amount, contract period, and amount expended during the fiscal year by funding source. An exhibit number must be included when applicable.
4. If a funding source has more stringent and specific audit requirements, these requirements must prevail over those described above.

**II. AUDIT REPORTS**

A. For Single Audits

1. Within the earlier of 30 calendar days after receipt of the auditor's report or nine months after the end of the audit period, the auditee must electronically submit to the Federal Audit Clearinghouse (FAC) the data collection form described in 2 CFR § 200.512(b) and the reporting package described in 2 CFR § 200.512(c). The auditee and auditors must ensure that the reporting package does not include protected personally identifiable information. The FAC will make the reporting package and the data collection form available on a web site and all Federal agencies, pass-through entities and others interested in a reporting package and data collection form must obtain it by accessing the FAC. As required by 2 CFR § 200.512(a)(2), unless restricted by Federal statutes or regulations, the auditee must make copies available for public inspection.
2. A notice of the audit report issuance along with two copies of the management letter with its corresponding response should be sent to the County supervising department within ten calendar days after it is submitted to the FAC. The County supervising department is responsible for forwarding a copy of the audit report, management letter, and corresponding responses to the County Auditor within one week of receipt.

B. For Audits other than Single Audits

At least two copies of the audit report package, including all attachments and any management letter with its corresponding response, should be sent to the County supervising department within six months after the end of the audit year, or other time frame as specified by the department. The County supervising department is responsible for forwarding a copy of the audit report package to the County Auditor within one week of receipt.

### **III. AUDIT RESOLUTION**

Within 30 days of issuance of the audit report, the entity must submit to its County supervising department a corrective action plan consistent with 2 CFR § 200.511(c) to address each audit finding included in the current year auditor's report. Questioned costs and disallowed costs must be resolved according to procedures established by the County in the Contract Administration Manual. The County supervising department will follow up on the implementation of the corrective action plan as it pertains to County programs.

### **IV. ADDITIONAL AUDIT WORK**

The County, the State, or Federal agencies may conduct additional audits or reviews to carry out their regulatory responsibilities. To the extent possible, these audits and reviews will rely on the audit work already performed under the audit requirements listed above.

COB

# ALAMEDA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

*The following action was taken by the Alameda County Board of Supervisors on 12/16/2014*

Approved as Recommended ☒

Other ☐

Unanimous ☐ Chan: ☐ Haggerty: ☐ Miley: ☐ Valle: ☒ Carson: ☐ - ☐ 4

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Contract: C-2014-209

Resolution: R-2014-410F

Documents to be signed by Agency/Purchasing Agent:

File No. 29484

Item No. 4

Copies sent to:

J. Villaflor & Auditor

Special Notes:

FY 2014-2015 Older  
Americans Act and Older  
Californians Act Grant  
Agreement No. AP-1415-09,  
A01



I certify that the foregoing is a correct  
copy of a Minute Order adopted by the  
Board of Supervisors, Alameda County,  
State of California.

ATTEST:

Clerk of the Board  
Board of Supervisors

By: [Signature]

Deputy



Lori A. Cox  
Agency Director

Thomas L. Berkley Square  
2000 San Pablo Avenue, Fourth Floor  
Oakland, California 94612  
510-271-9100 / Fax: 510-271-9108  
[ssadirector@acgov.org](mailto:ssadirector@acgov.org)  
<http://alamedasocialservices.org>

November 6, 2014

Honorable Board of Supervisors  
Administration Building  
Oakland, California 94612

Dear Board Members:

**SUBJECT:** Approval of Area Plan Grant Agreement Amendment and Contract Amendments for services administered by the Area Agency on Aging.

**RECOMMENDATIONS:**

- A. Approve the FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1, between the California Department of Aging and County of Alameda, Area Agency on Aging and authorize the President to sign seven (7) Grant Agreements on behalf of Alameda County, each with an original signature, with a Minute Order authorizing execution of the contract.
- B. Approve the attached Financial Recommendation increasing revenue and appropriations by \$1,362,121.
- C. Approve contract increases totaling \$1,359,648 as detailed in attachment A, and delegate authority to the Social Services Director to sign the contract amendments, under the master contracting process.
- D. Approve a one-time allocation of Measure A Funds in the amount of \$15,000 to provide emergency senior support services.

**SUMMARY/DISCUSSION:**

This letter requests action by your Board to approve and execute Amendment 1 to the Older Americans Act (OAA) and Older Californians Act Grant Agreement issued by the California Department of Aging (CDA) for FY 2014/15.



This grant agreement, which provides an increase of \$408,288 in Special Nutrition (SN) and One-Time-Only (OTO) funds, allocates a total of \$5,879,694.00 to the Alameda County Area Agency on Aging (AAA). Your Board approved the original agreement, AP-1415-09, in the amount of \$5,471,406, on October 7, 2014 (File: 29356; Item: 4). The AAA will retain \$2,473 of the SN & OTO funds for its direct service Ombudsman program and allocate the remaining \$405,815 to its subcontractors as outlined in Attachment A.

Your Board directed that the Social Services Agency (SSA) and Health Care Services Agency (HCSA) collaborate to develop a Countywide plan for seniors. SSA is implementing a strategy that includes three key items: 1) provide one-time emergency funding to support the infrastructure of senior service providers; 2) develop a plan for delivery of technical assistance & capacity building for senior services providers; and 3) develop a Countywide plan for seniors. Attachment A includes emergency funding of \$953,833, which includes a 15% (\$884,012) increase in senior service contracts and \$69,821 to backfill a gap caused by federal sequestration cuts. Please note that the HCSA is providing \$15,000 of the funding from Measure A so that Senior Injury Prevention Program contracts managed by the AAA will also receive emergency funding.

County Counsel has approved this amended grant agreement as to form.

**SELECTION CRITERIA/PROCESS:**

*The subcontractors receiving funds under this grant agreement were selected based on recommendations resulting from the 2014-2018 requests for proposals completed by the Alameda County Area Agency on Aging and the Advisory Commission on Aging. The Commission's recommendations for funding from the RFP were approved by your Board on June 24, 2014 (File #29358, Item 5).*

**FUNDING**

Financing will come from the SSA budget and federal OTO funds awarded to Alameda County by the CDA through this grant agreement amendment for FY 2014-2015. An additional \$15,000 in funding comes from the Measure A reserve. Approval of these recommendations will bring the total amount of Measure A one-time expenditures that exceed the Fiscal Year 2014-2015 Budget to \$3,879,000. The Measure A expenses will be transferred to the Public Health Department at year end. The subcontractors receiving OAA and OCA funds will meet all match requirements.

Sincerely,



Lori A. Cox  
Agency Director

- Att: 1) Seven Original FY 2014-20145 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1 documents for Board President signature.  
2) Attachment A  
3) Financial Recommendation

## TITLE III/IV, HICAP, MIPPA, FA, TV and SIPP

320200

Period 07/01/14-06/30/15

CONTRACTOR	PC #	PO #	Initial Contract Amount	15% Increase & Sequestration	OTO & Special Nutrition	Amended Contract Amount	Fund Source
Alghan Elderly Association	10855	12300	34,521.00	5,178	6,465	46,164.00	Title III C-1
Nutrition C-1	10856	12301	27,471.00	5,752	1,161	34,384.00	Title III D
Disease Prevention							
Alzheimer's Association of Norther CA	10874	12339	30,459.00	5,772	1,865	38,096.00	Title III E
Caregiver Support							
Alzheimer's Services of the East Bay	10820	12268	91,407.00	18,286	2,975	112,668.00	Title III B
Adult Day Care	10762	12184	42,017.00	7,963	2,573	52,553.00	Title III E
Caregiver Support							
Bay Area Community Services (BACS)	11006	12448	110,432.70	20,939	2,844	134,215.70	Title III B
Adult Day Care - North & South	11019	12475	189,967.00	31,004	1,631	222,602.00	Title III B
Case Management							
City of Alameda	10854	12289	25,095.06	3,764		28,859.06	CGF
Senior Center Activities							
City of Albany	10918	12365	18,808.80	2,821		21,629.80	CGF
Senior Center Activities							
City of Berkeley	10826	12275	28,957.00	5,488	1,773	36,218.00	Title III E
Caregiver Support	10801	12202	41,888.96	6,280		48,148.96	CGF
Information & Assistance	10786	12190	27,233.00	4,085	5,100	36,418.00	Title III C-1
Nutrition C-1	10787	12191	30,768.00	4,615	2,073	37,456.00	Title III C-2
Nutrition C-2	10824	12274	22,572.00	4,516	734	27,822.00	Title III B
Senior Center Activities							
City of Emeryville	10829	12280	23,770.08	3,566		27,336.08	CGF
Senior Center Activities							
City of Fremont	10935	12389	67,960.00	12,879	4,161	85,000.00	Title III E
Caregiver Support	10934	12382	55,287.06	8,293		63,580.06	CGF
MSSP	10860	12303	45,082.00	8,268	979	54,329.00	Title III B
Case Management	10933	12381	10,591.00	2,119	345	13,055.00	Title III B
Information & Assistance							
City of Oakland	10831	12337	42,859.38	6,429		49,288.38	CGF
Senior Center Activities							
Crisis Support Services	10757	12179	10,028.00	2,006	326	12,358.00	Title III B
Visiting							
Day Break Adult Center/ADSNAC	10929	12376	123,817.00	23,465	7,581	154,863.00	Title III E
Caregiver Support	10930	12377	17,078.00	2,562		19,641.00	SIPP
Injury Prevention							
East Bay Korean American Sr. Svc Ctr	11034	12494	10,326.00	2,066	336	12,728.00	Title III B
Senior Center Activities							

**COMMUNITY BASED ORGANIZATION  
MASTER CONTRACT EXHIBIT A & B COVERSHEET**

Dept Name: SSA – Adult, Aging & Medi-Cal Vendor ID #: 48001 Board PO #: 12300  
 Bus Unit: SOCSA Master Contract #: 900146 Procurement Contract #: 10855 Budget Year: 2015

Acct #	Fund #	Dept #	Program #	Subclass #	Project / Grant #	Amount to be Encumbered	Total Contract Amount
610341	10000	320200	33700			\$ 6,465	\$36,560
610341	10000	320200	33000				\$ 4,426
610341	10000	320200	34700			\$ 5,178	\$ 5,178

Justification if partial encumbrance or liquidation requested: \_\_\_\_\_

Federal Funds Waiver #: F607 Contract Maximum: \$46,164

Procurement Contract Begin Date: 07/01/14 Expire Date: 06/30/15 Period of Funding From: 07/01/14 To: 06/30/15

Department Contact: Tracy Murray Telephone #: 510-577-1966 QIC Code: 24551

Contractor Name: Afghan Elderly Association

Project Name: \_\_\_\_\_

Contractor Address: 33532 Third Street Union City, CA 94587

Remittance Address: Same as above ALCOLINK Vendor Address #: 2

BOS Dist. #: 2

Contractor Telephone #: 510-441-9761 Fax #: 510-441-9761 E-mail (Signatory): nhamid@fremont.gov

Contractor Contact Person: Najia Hamid E-mail (Contact): nhamid@fremont.gov

Contract Service Category: Congregate Nutrition & NSIP Estimated Units of Service: See Exhibit A

Method of Reimbursement (Invoicing Procedures): Actual costs in arrears

History of Funding:	Original	Amendment #1	Amendment #2	Amendment #3	Amendment #4
Funding Level	\$34,521	\$46,164			
Amount of Encumbrance	\$34,521	\$11,643			
File Date	06/24/14	12/16/14			
File / Item #	29538 / 5	29484 / 4			
Reason	Board Action	Board Action			

Funding Source Allocation:	Federal - CFDA #: <u>(93.045, 93.053)</u>	State	County
	\$ 40,986		\$ 5,178

The signatures below signify that the attached Exhibits A and B have been received, negotiated and finalized. The Contractor also signifies agreement with all provisions of the Master Contract.

**DEPARTMENT**

By  \_\_\_\_\_  
 Signature

Lori A. Cox  
 Print or Type Name

Title Social Services Agency Director Date 03/06/15

**CONTRACTOR**

By  \_\_\_\_\_  
 Signature

Najia Hamid  
 Print or Type Name

Title Executive Director Date 02/11/2015

By \_\_\_\_\_  
 Signature

Print or Type Name

Title \_\_\_\_\_ Date \_\_\_\_\_

Reference: Master Contract #: 900146

Procurement #: 10855

## CONTRACT AMENDMENT

Reference is made to that Contract made and entered into on the 1st day of July 2014, by and between Afghan Elderly Association, 33532 Third Street, Union City, CA 94587, herein called and referred to as "Contractor" and the COUNTY OF ALAMEDA, a body corporate and politic of the State of California, hereinafter called and referred to as "County".

Said contract is hereby amended in the following manner:

### CONTRACT FOR CONGREGATE NUTRITION AND NSIP SERVICES

#### EXHIBIT A:

**Section II. B. 5. One-Time-Only Objective:** A one-time-only allocation of \$4,403 will be used purchase a Computer, Printer, Software and Food Service Supplies during the period of July 1, 2014 through June 30, 2015.

**Section II. B. 6. Special Nutrition Objective:** A special nutrition allocation of \$2,062 will be used to purchase Food Supplies during the period of July 1, 2014 through June 30, 2015.

**Section II. B. 7. Baseline Operations Objective:** A one-time-only allocation of \$5,178 will be used to support baseline operations during the period July 1, 2014 through June 30, 2015.


#### EXHIBIT B:

The amended budgets are attached, which increases the allocation by **\$11,643** for a total allocation of **\$46,164**.

Except as herein amended, said Contract is continued in full force and effect.

The Contract Amendment is effective as of the 16th day of December 2014.

#### COUNTY OF ALAMEDA

By   
\_\_\_\_\_  
**Lori A. Cox**

Title: Social Services Agency Director

Date: 03/06/15

#### CONTRACTOR

Afghan Elderly Association  
33532 Third Street  
Union City, CA 94587

By   
\_\_\_\_\_  
Authorized Signature of Contractor

Title: Executive Director

Date: 02/19/2015

## B. MIS Units of Service

Contractor shall perform the following units of service during this contract period in a manner that distributes them reasonably and evenly over the months of the contract.

1. Services shall be targeted to persons 60 years and older as follows:

### SOUTH

30% aged 75 and older  
11% in greatest economic need  
35% functionally impaired  
65% minorities

### CENTRAL

35% aged 75 and older  
14% in greatest economic need  
25% functionally impaired  
53% minorities

2. Two hundred twenty-six (226) Clients (Unduplicated Seniors) shall be served during the contract period.
3. Eight thousand two hundred nineteen (8,219) Meals shall be served during the contract period.
4. A minimum of four (4) sessions (one (1) session per quarter) of Nutrition Safety and Sanitation Education shall be provided to one hundred thirty-two (132) duplicated seniors during this contract period. The number of sessions held and participant attendance count will be reported monthly.
5. **One-Time-Only Objective:** A one-time-only allocation of \$4,403 will be used to purchase a Computer, Printer, Software, and Food Service Supplies during the period of July 1, 2014 through June 30, 2015.
6. **Special Nutrition Objective:** A special nutrition allocation of \$2,062 will be used to purchase Food Supplies during the period of July 1, 2014 through June 30, 2015.
7. **Baseline Operations Objective:** A one-time-only allocation of \$5,178 will be used to support baseline operations during the period July 1, 2014 through June 30, 2015.

MIS PROGRAM NUMBER	# OF CLIENTS TO BE SERVED ANNUALLY	SERVICE UNIT NAME	MIS UNIT #	NUMBER OF UNITS TO BE PROVIDED	
				ANNUALLY	MONTHLY (approx.)
04	226	Meals C-1	51	8,219	685
12		Nutrition Education	52	132	11



**EXHIBIT B**  
**ALAMEDA COUNTY AREA AGENCY ON AGING CONTRACT BUDGET**

Budget Effective Date: 7/1/2014 Rev. 1

Date Prepared: February 19, 2015

Contractor: Afghan Elderly Association

Contract Term: 7/1/2014 - 6/30/2015

MIS Program: Congregate Nutrition

**CONGREGATE NUTRITION (C1) BUDGET SUMMARY**

		TOTAL C-1 BUDGET	AAA FUNDED	CASH BUDGET	IN-KIND BUDGET
<b>SALARY AND EMPLOYMENT BENEFITS</b>	FOOD PRODUCTION	99,848	23,488		76,360
	PACK-OUT	0			
	MEAL DELIVERY/ PROG.ADMIN	2,798		2,798	0
	SUBTOTAL	102,646	23,488	2,798	76,360
<b>NUTRITION EDUCATION</b>	PROGRAM ADMIN/DELIVERY	3,000	0	0	3,000
<b>NUTRITION CONSULTING</b>	PROGRAM ADMIN/DELIVERY	0	0	0	0
<b>CONSULTANTS</b>	FOOD PRODUCTION	4,000	0	4,000	
	PACK-OUT	0			
	MEAL DELIVERY/ PROG.ADMIN	1,560		1,560	
	SUBTOTAL	5,560	0	5,560	0
<b>TRAVEL&amp;TRAINING</b>	FOOD PRODUCTION	0			
	PACK-OUT	0			
	MEAL DELIVERY/ PROG.ADMIN	0			
	SUBTOTAL	0	0	0	0
<b>EQUIPMENT</b>	FOOD PRODUCTION	0			
	PACK-OUT	0			
	MEAL DELIVERY/ PROG.ADMIN	0			
	SUBTOTAL	0	0	0	0
<b>CATERED FOOD</b>	FOOD PRODUCTION	0	0		0
<b>RAW FOOD</b>	FOOD PRODUCTION	18,273	18,273	0	0
<b>ALL OTHER COSTS</b>	FOOD PRODUCTION	0			
	PACK-OUT	0			
	MEAL DELIVERY/ PROG.ADMIN	25,233	4,403	11,165	9,665
	SUBTOTAL	25,233	4,403	11,165	9,665
<b>TOTAL COSTS</b>	FOOD PRODUCTION	122,121	41,761	4,000	76,360
	PACK-OUT	0	0	0	0
	MEAL DELIVERY/ PROG.ADMIN	32,591	4,403	15,523	12,665
<b>GRAND TOTAL (C-1):</b>		154,712	46,164	19,523	89,025

FICA		1628	1092	0	536	1628	0	
SUI		0	0		0			
Vision								
Health Insurance		1992			1992	154	1,838	
Workers Comp		426	286	0	140	426	0	
Dental								
Other		960	0		960	0	960	
SUBTOTAL		5006	1378	0	3628	2208	2798	0

**SECTION 1 (Continued)**

TOTAL NUTRITION PROJECT 1.3 IN-KIND STAFF/VOLUNTEERS List # pos., % FTE, pay equivalent	C-1 PROGRAM		FUNCTIONS			FUNDING SOURCE		
	% Time	Salary	Food Production	Meal Packout	Meal Delivery Program Admin.	AAA	Cash	In-Kind
Volunteers: Approx 360 hrs. x 11 mths @ \$ 12.00/hr	100	45,280	22,640	22,640				45,280
ESL Teachers: Approx 45 hrs. x 11 mths @ \$ 60/hr	100	31,080			31,080			31,080
<b>SUBTOTAL:</b>		76,360	22,640	22,640	31,080	0	0	76,360
<b>TOTAL:</b> (Sec. 1.1, 1.2, 1.3)		102,646	38,298	22,640	41,708	23,488	2,798	76,360

**SECTION 2: NUTRITION EDUCATION**

Speaker-Nutritionist: Approx 4 hrs. x 11 mths @ \$ 70/hr	100	3,000 0			3,000			3,000
<b>SUBTOTAL:</b>		3,000	0	0	3,000	0	0	3,000

**SECTION 3 : NUTRITION CONSULTING**

<b>SUBTOTAL:</b>		0	0	0	0	0	0	0

**SECTION 4: CONSULTANTS**

Registered Dietitian 60 hrs @ \$60/hr	80	4,000	4,000			0	4,000	
Consultant/Technical Assistance	20	1,560			1,560		1,560	
<b>SUBTOTAL:</b>		5,560	4,000	0	1,560	0	5,560	0

**SECTION 5: TRAVEL AND TRAINING**

Conferences	100	0			0	0	0	
<b>SUBTOTAL:</b>		0	0	0	0	0	0	0

**SECTION 6: EQUIPMENT COSTS****6.1 CAPITAL EQUIPMENT**

(List each item \$500 or more)

<b>SUBTOTAL</b>			0	0	0	0	0	0

**6.2 MINOR EQUIPMENT**

<b>SUBTOTAL</b>			0	0	0	0	0	0

**SECTION 6 SUBTOTAL**

			0	0	0	0	0	0
--	--	--	---	---	---	---	---	---

**SECTION 7: FOOD COSTS****7.1 CATERED FOOD COSTS**

Meals Per Day	Serving Days Per Year	Total Meals Per Year	Cost Per Meal	Total Cost		FUNDING SOURCE		
						AAA	Cash	In-Kind
				0				
<b>SUBTOTAL:</b>		0		0		0	0	0

**7.2 RAW FOOD COSTS**

Meals Per Day	Serving Days Per Year	Total Meals Per Year	Cost Per Meal	Total Cost		FUNDING SOURCE		
						AAA	Cash	In-Kind
Yogurt	Approx 116/w	48	5,590	0.70	5,975	5,975	0	
Raw Food	Approx 116/w	48	5,590	2.20	12,298	12,298	0	
<b>SUBTOTAL:</b>		5,590		18,273		18,273	0	0

**SECTION 8: ALL OTHER COSTS**

8.1 FOOD SERVICE SUPPLIES	TOTAL COST	C-1 PROGRAM		FUNCTIONS			FUNDING SOURCE		
		% Cost	Cost	Food Production	Meal Packout	Meal Delivery Program Admin	AAA	Cash	In-Kind
Food Service Supplies OTO \$1,903	1,903			1,903			1,903		
<b>SUBTOTAL:</b>			0	1,903	0	0	1,903	0	0

**8.2 VEHICLE**

<b>SUBTOTAL</b>			0	0	0	0	0	0	0

**8.3 BUILDING SPACE**

Rent/Equipment	16,145		16,145	9,665		6,480		6,480	9,665
<b>SUBTOTAL:</b>		16,145	16,145	9,665	0	6,480	0	6,480	9,665

**SECTION 8: ALL OTHER COSTS (cont.)****8.4 OTHER BUDGET COSTS**

TOTAL NUT PROJECT Description of Cost Category	TOTAL COST	C-1 PROGRAM		F U N C T I O N S			FUNDING SOURCE		
		% Cost	Cost	Food Production	Meal Packout	Meal Delivery Program Admin	AAA	Cash	In-Kind
Supplies	4,500	25	1,125			1,125		1,125	
Membership	500	100	500			500		500	
Repair/Maint/Space	0	0	0			0			
Property Taxes	0	0	0			0			
Bldg, Grnds, Maint., Supplies	0	0	0			0			
Bookkeeping/PR Service	7,800	20	1,560			1,560		1,560	
Garbage	0	0	0			0			
Taxes & License	0	0	0			0			
Banking Fees	0	0	0			0			
Insurance	4,000	20	800			800		800	
Audit	3,500	20	700			700		700	
Comuputer,Printer, Software OTO \$2,500						2,500	2,500		
<b>SUBTOTAL:</b>	<b>20,300</b>		<b>4,685</b>	<b>0</b>	<b>0</b>	<b>7,185</b>	<b>2,500</b>	<b>4,685</b>	<b>0</b>
<b>TOTAL:</b> (8.1 - 8.4)	<b>36,445</b>		<b>20,830</b>	<b>11,568</b>	<b>0</b>	<b>13,665</b>	<b>4,403</b>	<b>11,165</b>	<b>9,665</b>



**SECTION 8 REVENUES C-1**

8.1 REVENUE SOURCES	BUDGET	AAA FUNDS	CASH	IN-KIND
Non-Match:				
AEA/Foundation Revenues	10,823		10,823	
Special event revenues	2,000		2,000	
Food Sales/Lunch Donations	6,000		6,000	
Subtotal:	18,823	0	18,823	0
Match:				
ESL Teachers	31,080			31,080
Volunteers-Speaker-Nutritionist	48,280			48,280
Kitchen/Occupancy	9,165			9,165
Equipment	500			500
	0			
	0			
	0			
	0			
	0			
Subtotal:	89,025	0	0	89,025
N.S.I.P.	4,426	4,426		
Title III Client Donations:	700		700	
Title III Funds: <b>OTO \$4,403</b>	<b>34,498</b>	<b>34,498</b>		
County General Funds:	5,178	5,178		
State Special Nutrition Funds:	2,062	2,062		
<b>TOTAL FUNDS:</b>	<b>154,712</b>	<b>46,164</b>	<b>19,523</b>	<b>89,025</b>

**SECTION 9: DEDUCTIVE FORMULA**

	TOTAL
1.) TOTAL PROJECT BUDGET:	154,712
2.) {LESS} COUNTY GENERAL FUNDS:	5,178
3.) {LESS} N.S.I.P.	4,426
4.) {LESS} OTHER NON-MATCH FUNDS:	18,823
5.) {EQUALS} T-3 BUDGET COSTS TO BE MATCHED:	126,285
6.) {LESS} T-3 MATCH FUNDS: [at least 10% OF LINE 5]	89,025
7.) {LESS} TITLE III CLIENT DONATIONS:	700
8.) {LESS} STATE SPECIAL NUTRITION FUNDS:	2,062
9.) {EQUALS} EARNED TITLE III FUNDS:	34,498
<b>TOTAL CONTRACT FUNDING ( LINE 2 + LINE 3 + LINE 8)</b>	<b>46,164</b>
<b>TOTAL NSIP ELIGIBLE MEALS CONTRACTED</b>	<b>8,219</b>

## **Exhibit D**

### **Audit Requirements**

The County contracts with various organizations to carry out programs mandated by the Federal and State governments or sponsored by the Board of Supervisors. Under the Single Audit Act Amendments of 1996 (31 U.S.C.A. §§ 7501-7507) and Board policy, the County has the responsibility to determine whether organizations receiving funds through the County have spent them in accordance with applicable laws, regulations, contract terms, and grant agreements. To this end, effective with the first fiscal year beginning on and after December 26, 2014, the following are required.

#### **I. AUDIT REQUIREMENTS**

##### **A. Funds from Federal Sources:**

1. Non-Federal entities which are determined to be subrecipients by the supervising department according to 2 CFR § 200.330 and which expend annual Federal awards in the amount specified in 2 CFR § 200.501 are required to have a single audit performed in accordance with 2 CFR § 200.514.
2. When a non-Federal entity expends annual Federal awards in the amount specified in 2 CFR § 200.501(a) under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or terms and conditions of the Federal award do not require a financial statement audit of the auditee, the non-Federal entity may elect to have a program-specific audit conducted in accordance with 2 CFR § 200.507 (Program Specific Audits).
3. Non-Federal entities which expend annual Federal awards less than the amount specified in 2 CFR § 200.501(d) are exempt from the single audit requirements for that year except that the County may require a limited-scope audit in accordance with 2 CFR § 200.503(c).

##### **B. Funds from All Sources:**

Non-Federal entities which expend annual funds from any source (Federal, State, County, etc.) through the County in an amount of:

1. \$100,000 or more must have a financial audit in accordance with the U.S. Comptroller General's Generally Accepted Government Auditing Standards (GAGAS) covering all County programs.
2. Less than \$100,000 are exempt from these audit requirements except as otherwise noted in the contract.

Non-Federal entities that are required to have or choose to do a single audit in accordance with 2 CFR Subpart F, Audit Requirements are not required to have a financial audit in the same year. However, Non-Federal entities that are required to have a financial audit may also be required to have a limited-scope audit in the same year.

C. General Requirements for All Audits:

1. All audits must be conducted in accordance with Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States (GAGAS).
2. All audits must be conducted annually, except for biennial audits authorized by 2 CFR § 200.504 and where specifically allowed otherwise by laws, regulations, or County policy.
3. The audit report must contain a separate schedule that identifies all funds received from or passed through the County that is covered by the audit. County programs must be identified by contract number, contract amount, contract period, and amount expended during the fiscal year by funding source. An exhibit number must be included when applicable.
4. If a funding source has more stringent and specific audit requirements, these requirements must prevail over those described above.

II. **AUDIT REPORTS**

A. For Single Audits

1. Within the earlier of 30 calendar days after receipt of the auditor's report or nine months after the end of the audit period, the auditee must electronically submit to the Federal Audit Clearinghouse (FAC) the data collection form described in 2 CFR § 200.512(b) and the reporting package described in 2 CFR § 200.512(c). The auditee and auditors must ensure that the reporting package does not include protected personally identifiable information. The FAC will make the reporting package and the data collection form available on a web site and all Federal agencies, pass-through entities and others interested in a reporting package and data collection form must obtain it by accessing the FAC. As required by 2 CFR § 200.512(a)(2), unless restricted by Federal statutes or regulations, the auditee must make copies available for public inspection.
2. A notice of the audit report issuance along with two copies of the management letter with its corresponding response should be sent to the County supervising department within ten calendar days after it is submitted to the FAC. The County supervising department is responsible for forwarding a copy of the audit report, management letter, and corresponding responses to the County Auditor within one week of receipt.

B. For Audits other than Single Audits

At least two copies of the audit report package, including all attachments and any management letter with its corresponding response, should be sent to the County supervising department within six months after the end of the audit year, or other time frame as specified by the department. The County supervising department is responsible for forwarding a copy of the audit report package to the County Auditor within one week of receipt.

### **III. AUDIT RESOLUTION**

Within 30 days of issuance of the audit report, the entity must submit to its County supervising department a corrective action plan consistent with 2 CFR § 200.511(c) to address each audit finding included in the current year auditor's report. Questioned costs and disallowed costs must be resolved according to procedures established by the County in the Contract Administration Manual. The County supervising department will follow up on the implementation of the corrective action plan as it pertains to County programs.

### **IV. ADDITIONAL AUDIT WORK**

The County, the State, or Federal agencies may conduct additional audits or reviews to carry out their regulatory responsibilities. To the extent possible, these audits and reviews will rely on the audit work already performed under the audit requirements listed above.

# ALAMEDA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

The following action was taken by the Alameda County Board of Supervisors on 12/16/2014

Approved as Recommended ☒ Other ☐

Unanimous ☐ Chan: ☐ Haggerty: ☐ Miley: ☐ Valle: ☒ Carson: ☐ - 4

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Contract: C-2014-209  
Resolution: R-2014-410F

Documents to be signed by Agency/Purchasing Agent:

File No. 29484  
Item No. 4

Copies sent to:  
J. Villaflor & Auditor

Special Notes:  
FY 2014-2015 Older  
Americans Act and Older  
Californians Act Grant  
Agreement No. AP-1415-09,  
A01



I certify that the foregoing is a correct  
copy of a Minute Order adopted by the  
Board of Supervisors, Alameda County,  
State of California.

ATTEST:  
Clerk of the Board  
Board of Supervisors

By: [Signature]  
Deputy





Lori A. Cox  
Agency Director

Thomas L. Berkley Square  
2000 San Pablo Avenue, Fourth Floor  
Oakland, California 94612  
510-271-9100 / Fax: 510-271-9108  
[ssadirector@acgov.org](mailto:ssadirector@acgov.org)  
<http://alamedasocialservices.org>

November 6, 2014

Honorable Board of Supervisors  
Administration Building  
Oakland, California 94612

Dear Board Members:

**SUBJECT:** Approval of Area Plan Grant Agreement Amendment and Contract Amendments for services administered by the Area Agency on Aging

**RECOMMENDATIONS:**

- A. Approve the FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1, between the California Department of Aging and County of Alameda, Area Agency on Aging and authorize the President to sign seven (7) Grant Agreements on behalf of Alameda County, each with an original signature, with a Minute Order authorizing execution of the contract.
- B. Approve the attached Financial Recommendation increasing revenue and appropriations by \$1,362,121.
- C. Approve contract increases totaling \$1,359,648 as detailed in attachment A, and delegate authority to the Social Services Director to sign the contract amendments, under the master contracting process.
- D. Approve a one-time allocation of Measure A Funds in the amount of \$15,000 to provide emergency senior support services.

**SUMMARY/DISCUSSION:**

This letter requests action by your Board to approve and execute Amendment 1 to the Older Americans Act (OAA) and Older Californians Act Grant Agreement issued by the California Department of Aging (CDA) for FY 2014/15.

This grant agreement, which provides an increase of \$408,288 in Special Nutrition (SN) and One-Time-Only (OTO) funds, allocates a total of \$5,879,694.00 to the Alameda County Area Agency on Aging (AAA). Your Board approved the original agreement, AP-1415-09, in the amount of \$5,471,406, on October 7, 2014 (File: 29356; Item: 4). The AAA will retain \$2,473 of the SN & OTO funds for its direct service Ombudsman program and allocate the remaining \$405,815 to its subcontractors as outlined in Attachment A.

Your Board directed that the Social Services Agency (SSA) and Health Care Services Agency (HCSA) collaborate to develop a Countywide plan for seniors. SSA is implementing a strategy that includes three key items: 1) provide one-time emergency funding to support the infrastructure of senior service providers; 2) develop a plan for delivery of technical assistance & capacity building for senior services providers; and 3) develop a Countywide plan for seniors. Attachment A includes emergency funding of \$953,833, which includes a 15% (\$884,012) increase in senior service contracts and \$69,821 to backfill a gap caused by federal sequestration cuts. Please note that the HCSA is providing \$15,000 of the funding from Measure A so that Senior Injury Prevention Program contracts managed by the AAA will also receive emergency funding.

County Counsel has approved this amended grant agreement as to form.

#### **SELECTION CRITERIA/PROCESS:**

*The subcontractors receiving funds under this grant agreement were selected based on recommendations resulting from the 2014-2018 requests for proposals completed by the Alameda County Area Agency on Aging and the Advisory Commission on Aging. The Commission's recommendations for funding from the RFP were approved by your Board on June 24, 2014 (File #29358, Item 5).*

#### **FUNDING**

Financing will come from the SSA budget and federal OTO funds awarded to Alameda County by the CDA through this grant agreement amendment for FY 2014-2015. An additional \$15,000 in funding comes from the Measure A reserve. Approval of these recommendations will bring the total amount of Measure A one-time expenditures that exceed the Fiscal Year 2014-2015 Budget to \$3,879,000. The Measure A expenses will be transferred to the Public Health Department at year end. The subcontractors receiving OAA and OCA funds will meet all match requirements.

Sincerely,



Lori A. Cox  
Agency Director

- Att: 1) Seven Original FY 2014-20145 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1 documents for Board President signature.  
2) Attachment A  
3) Financial Recommendation

## TITLE III/VII, HICAP, MIPPA, FA, TV and SIPP

320200

Period 07/01/14-08/30/15

CONTRACTOR	PC #	PO #	Initial Contract Amount	15% Increase & Sequestration	OTO & Special Nutrition	Amended Contract Amount	Fund Source
Alzheimer's Association	10855	12300	34,521.00	5,178	6,465	48,164.00	Title III C-1
Disease Prevention	10856	12301	27,471.00	5,752	1,161	34,384.00	Title III D
Alzheimer's Association of Northern CA	10874	12339	30,459.00	5,772	1,865	38,096.00	Title III E
Alzheimer's Services of the East Bay	10820	12268	91,407.00	18,286	2,975	112,668.00	Title III B
Adult Day Care	10762	12184	42,017.00	7,963	2,573	52,553.00	Title III E
Caregiver Support							
Bay Area Community Services (BACS)	11006	12449	110,432.70	20,939	2,844	134,215.70	Title III B
Adult Day Care - North & South	11019	12475	189,967.00	31,004	1,631	222,602.00	Title III B
Case Management							
City of Alameda	10854	12299	25,095.08	3,764		28,859.08	CGF
Senior Center Activities							
City of Albany	10918	12365	18,808.80	2,821		21,629.80	CGF
Senior Center Activities							
City of Berkeley	10826	12275	28,957.00	5,488	1,773	36,218.00	Title III E
Caregiver Support	10801	12202	41,888.96	6,280		48,148.96	CGF
Information & Assistance	10786	12190	27,233.00	4,085	5,100	36,418.00	Title III C-1
Nutrition C-1	10787	12191	30,768.00	4,615	2,073	37,456.00	Title III C-2
Nutrition C-2	10824	12274	22,572.00	4,516	734	27,822.00	Title III B
Senior Center Activities							
City of Emeryville	10829	12280	23,770.08	3,566		27,336.08	CGF
Senior Center Activities							
City of Fremont	10935	12389	67,960.00	12,879	4,161	85,000.00	Title III E
Caregiver Support	10934	12382	55,287.06	8,293		63,580.06	CGF
MSSP	10860	12303	45,082.00	8,268	979	54,328.00	Title III B
Case Management	10933	12381	10,591.00	2,119	345	13,055.00	Title III B
Information & Assistance							
City of Oakland	10831	12337	42,859.38	6,429		49,288.38	CGF
Senior Center Activities							
Crisis Support Services	10757	12179	10,026.00	2,006	328	12,358.00	Title III B
Visiting							
Day Break Adult Center/ADSAC	10929	12376	123,817.00	23,465	7,581	154,863.00	Title III E
Caregiver Support	10930	12377	17,079.00	2,562		19,641.00	SIPP
Injury Prevention							
East Bay Korean American Sr. Svc Ctr	11034	12494	10,326.00	2,066	336	12,728.00	Title III B
Senior Center Activities							

**COMMUNITY BASED ORGANIZATION  
MASTER CONTRACT EXHIBIT A & B COVERSHEET**

Dept Name: SSA-Adult, Aging, & Medi-Cal Services Vendor ID #: 0000032624 Board PO #: 12274  
 Bus Unit: SOCA Master Contract #: 900161 Procurement Contract #: 10824 Budget Year 2015

Acct #	Fund #	Dept #	Program #	Subclass #	Project / Grant #	Amount to be Encumbered	Total Contract Amount
610341	10000	320200	33640			\$734	\$23,306
610341	1000	320200	34700			\$4,516	\$4,516

Justification if partial encumbrance or liquidation requested: \_\_\_\_\_

Federal Funds Waiver #: F-604 Contract Maximum: \$27,822  
 Procurement Contract Begin Date: 07/01/14 Expire Date: 06/30/15 Period of Funding From: 07/01/14 To: 6/30/15

Department Contact: Tracy Murray Telephone #: 510-577-1966 QIC Code: 24551

Contractor Name: City of Berkeley

Project Name: Senior Center Activities

Contractor Address: 1901 Hearst Street, Berkeley, CA 94709

Remittance Address: 2180 Milvia Street, Berkeley, CA 94704 ALCOLINK Vendor Address #: 93

BOS Dist. #: 5

Contractor Telephone #: 510-981-5178 Fax #: 510-981-5220 E-mail (Signatory): L.Talley@ci.berkeley.ca.us

Contractor Contact Person: Leah Talley E-mail (Contact): Leah Talley

Contract Service Category: Senior Center Activities Estimated Units of Service: See Exhibit A


Method of Reimbursement (Invoicing Procedures): Actual costs in arrears

History of Funding:	Original	Amendment #1	Amendment #2	Amendment #3	Amendment #4
Funding Level	\$22,572	\$27,822			
Amount of Encumbrance	\$22,572	\$5,250			
File Date	6-24-14	12-16-14			
File / Item #	29358-5	29484-4			
Reason	Board Action	Board Action			


Funding Source Allocation:	Federal - CFDA #: 93.044	State	County	State Special Fund
	\$23,306		\$4,516	

The signatures below signify that the attached Exhibits A and B have been received, negotiated and finalized. The Contractor also signifies agreement with all provisions of the Master Contract.

**DEPARTMENT**

By   
 Signature  
Lori A. Cox  
 Print or Type Name

**CONTRACTOR**

By   
 Signature  
Christine Daniel  
 Print or Type Name

Title Social Services Agency Director Date 03/06/15 Title City Manager Date 2/12/15



Alameda County Department of Social Services

Reference: Master Contract #: 900161

Procurement #: 10824

**CONTRACT AMENDMENT**

Reference is made to that Contract made and entered into on the 1st day of July, 2014, by and between City of Berkeley herein called and referred to as "Contractor" and the COUNTY OF ALAMEDA, a body corporate and politic of the State of California, hereinafter called and referred to as "County".

Said contract is hereby amended in the following manner:

**Senior Center Activities (Title IIIB)**

**EXHIBIT A:**

**Section II. B. 4. One-Time Only Objective:** A one-time-only allocation of \$734 will be used to purchase equipment and supplies during the period July 1, 2014 through June 30, 2015.

**Section II. B.5. Baseline Operations Objective:** A one-time-only allocation of \$4,516 will be used to support baseline operations during the period July 1, 2014 through June 30, 2015.

**EXHIBIT B:**

The amended budget is attached, which increases the allocation by **\$5,250** for a total allocation of **\$27,822** for the contract period July 1, 2014 through June 30, 2015.

Except as herein amended, said Contract is continued in full force and effect.

**The Contract Amendment is effective as of the 16 day of December 2014.**

**COUNTY OF ALAMEDA**

**CONTRACTOR**

City of Berkeley  
2180 Milvia Street  
Berkeley, CA 94704

By  \_\_\_\_\_

By  \_\_\_\_\_  
Authorized Signature of Contractor

Title: **Social Services Agency Director**

Title: **City Manager**

Date: 03/06/15

Date: 2/12/15



**EXHIBIT A**

2. A minimum of one hundred fifty six (156) New Seniors (unduplicated) will be served during the contract year.
3. A minimum of one thousand four hundred and seventy-five (1,475) units (hours) of Senior Center Activities shall be provided during the contract year.

# OF NEW SENIORS TO BE SERVED ANNUALLY	SERVICE UNIT NAME	NUMBER OF UNITS TO BE PROVIDED	
		ANNUALLY	MONTHLY (approx.)
156	Senior Center Activities	1,475 hours	123 hours

4. **One-Time Only Objective:** A one-time-only allocation of \$734 will be used to purchase equipment and supplies during the period July 1, 2014 through June 30, 2015.
5. **Baseline Operations Objective:** A one time-only allocation of \$4,516 will be used to support baseline operations during the period July 1, 2014 through June 30, 2015.

**C. Definitions**

**New Senior:** An individual 60 years of age and older, on or before June 30, 2015, who receives service through the terms of this contract as of July 1 of the contract year, including those previously served as well as those never before served by the agency. For reporting purposes, each senior receiving services related to this grant is counted only once during the contract year.

**Senior Center Activities:** Services are designed to enable older individuals to attain and/or maintain physical and mental well-being through the provision of necessary services in the community and the support senior centers offer. Services include activities such as recreation, music, creative arts, physical activity, education, leadership development and other supportive services not covered under other service categories. Development and provision of new volunteer opportunities and services, and creation of additional services and programs to remedy gaps and deficiencies in existing services are provided. Entertainment costs such as tickets to shows or sporting events, meals,

Master Contract #:  
Exhibit #:

900161

## EXHIBIT B

## ALAMEDA COUNTY AREA AGENCY ON AGING CONTRACT BUDGET

Budget Effective Date: 7/1/14 Revision No.: 1st Amend Date Prepared: January 29, 2015  
 Contractor: City of Berkeley Contract Term: 07/01/2014- 06/30/2015

MIS Program: Senior Center Activities

Provider No.: 1301

## SECTION 1 SALARIES AND EMPLOYEE BENEFITS

1.1 PAID STAFF (FTE = __ hrs/wk) List # pos., %FTE, wages	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
Senior Citizen Center Director 18% FTE @ \$85,680	19,362	16,610	2,752	
			0	
	0		0	
	0			
	0			
	0			
	0			
	0			
	0			
	0			
Subtotal:	19,362	16,610	2,752	0

## 1.2 TAXES AND BENEFITS

	0			
	0			
Retirement	7,879	6,778	1,101	
Medical	2,561	2,203	358	
Dental	788	678	110	
Life Insurance	591	508	83	
Medicare	49	42	7	
SRIP Disability	12	10	2	
Workers Comp & other	301	259	42	
	0			
Subtotal:	12,181	10,478	1,703	0

## 1.3 IN-KIND STAFF/VOLUNTEERS (List # pos., % FTE, Pay equivalent)

Subtotal:	0	0	0	0
TOTAL SALARY/BENEFIT BUDGET (Sections 1.1, 1.2, 1.3)	31,543	27,088	4,455	0

Ex-B-Bgt.WB2 (A1.D49)

Page 1 of 3

## SECTION 2 SERVICES AND SUPPLIES

2.1 TRAVEL AND TRAINING	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
Staff Travel: _Miles x Rate	0			
Conferences/Conventions	0			
Staff Training	0			
Vol. Travel: Miles x Rate	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 2.2 OCCUPANCY

Rent or Mortgage	0			
Telephone	0			
Utilities	0			
Janitorial/Maintenance	0			
General Liability Ins.	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 2.3 OTHER BUDGET COSTS

Supplies/Postage	0			
Minor Equip. (Each Item Under \$5,000)	0			
Printing/Copying	0			
Equipment Maintenance	0			
Bookkeeping Services	0			
Membership/Dues/Subscrip.	0			
Indirect Costs	0			
Other: ADP Fees	0			
Advertising	0			
Volunteer Recognition	0			
Misc - Pull Prog, Fingerprints	0			
One Time Equipment and Supplies	734	734		
<b>Subtotal:</b>	<b>734</b>	<b>734</b>	<b>0</b>	<b>0</b>

### 2.4 VEHICLE BUDGET

	0			
	0			
	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SERVICES/SUPPLIES BUDGET</b>	<b>734</b>	<b>734</b>	<b>0</b>	<b>0</b>

## SECTION 3 CAPITAL EQUIPMENT

3.1 Capital Equipment <i>List Items Costing \$5,000+ (Include Funding Source)</i>	TOTAL PROJECT COSTS (1)	AAA FUNDED PROJECT COSTS (2)	OTHER	
			CASH	IN-KIND
	0			
	0			
	0			
<b>TOTAL CAPITAL EQUIPMENT BUDGET</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>GRAND TOTAL BUDGET (Sections 1.1 - 3.1)</b>	<b>32,277</b>	<b>27,822</b>	<b>4,455</b>	<b>0</b>

## SECTION 4 REVENUES

4.1 REVENUE SOURCES:	Total Project Funds	AAA Project Funding	Other		Committed Funds
			CASH	IN-KIND	
Non-Match:	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Match:	0				
	0				
City of Berkeley General Fund	4,455		4,455		
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
<b>Subtotal:</b>	<b>4,455</b>	<b>0</b>	<b>4,455</b>	<b>0</b>	<b>0</b>
Title III Client Donations (if applicable):	0				0
Title III Funds (if applicable): OTO	23,306	23,306			
County General Funds: (Meas A- 15% Incr	4,516	4,516			4,516
CBSP Funds (if applicable):	0				0
<b>TOTAL FUNDS:</b>	<b>32,277</b>	<b>27,822</b>	<b>4,455</b>	<b>0</b>	<b>4,516</b>

## SECTION 5 DEDUCTIVE FORMULA (Title III Funded Programs Only)

	TOTAL
1.) TOTAL PROJECT BUDGET:	32,277
2.) {LESS} COUNTY GENERAL FUNDS:	4,516
3.) {LESS} OTHER NON-MATCH FUNDS:	0
4.) {EQUALS} TITLE III BUDGET COSTS TO BE MATCHED:	27,761
5.) {LESS} TITLE III MATCH FUNDS: [minimum of 10% OF LINE 4]	4,455
6.) {LESS} TITLE III CLIENT DONATIONS:	0
7.) {EQUALS} EARNED TITLE III FUNDS:	23,306

Ex-B-Bgt.WB2 (E102.J145)

Page 3 of 3

## **Exhibit D**

### **Audit Requirements**

The County contracts with various organizations to carry out programs mandated by the Federal and State governments or sponsored by the Board of Supervisors. Under the Single Audit Act Amendments of 1996 (31 U.S.C.A. §§ 7501-7507) and Board policy, the County has the responsibility to determine whether organizations receiving funds through the County have spent them in accordance with applicable laws, regulations, contract terms, and grant agreements. To this end, effective with the first fiscal year beginning on and after December 26, 2014, the following are required.

#### **I. AUDIT REQUIREMENTS**

##### **A. Funds from Federal Sources:**

1. Non-Federal entities which are determined to be subrecipients by the supervising department according to 2 CFR § 200.330 and which expend annual Federal awards in the amount specified in 2 CFR § 200.501 are required to have a single audit performed in accordance with 2 CFR § 200.514.
2. When a non-Federal entity expends annual Federal awards in the amount specified in 2 CFR § 200.501(a) under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or terms and conditions of the Federal award do not require a financial statement audit of the auditee, the non-Federal entity may elect to have a program-specific audit conducted in accordance with 2 CFR § 200.507 (Program Specific Audits).
3. Non-Federal entities which expend annual Federal awards less than the amount specified in 2 CFR § 200.501(d) are exempt from the single audit requirements for that year except that the County may require a limited-scope audit in accordance with 2 CFR § 200.503(c).

##### **B. Funds from All Sources:**

Non-Federal entities which expend annual funds from any source (Federal, State, County, etc.) through the County in an amount of:

1. \$100,000 or more must have a financial audit in accordance with the U.S. Comptroller General's Generally Accepted Government Auditing Standards (GAGAS) covering all County programs.
2. Less than \$100,000 are exempt from these audit requirements except as otherwise noted in the contract.

Non-Federal entities that are required to have or choose to do a single audit in accordance with 2 CFR Subpart F, Audit Requirements are not required to have a financial audit in the same year. However, Non-Federal entities that are required to have a financial audit may also be required to have a limited-scope audit in the same year.



C. General Requirements for All Audits:

1. All audits must be conducted in accordance with Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States (GAGAS).
2. All audits must be conducted annually, except for biennial audits authorized by 2 CFR § 200.504 and where specifically allowed otherwise by laws, regulations, or County policy.
3. The audit report must contain a separate schedule that identifies all funds received from or passed through the County that is covered by the audit. County programs must be identified by contract number, contract amount, contract period, and amount expended during the fiscal year by funding source. An exhibit number must be included when applicable.
4. If a funding source has more stringent and specific audit requirements, these requirements must prevail over those described above.

II. **AUDIT REPORTS**

A. For Single Audits

1. Within the earlier of 30 calendar days after receipt of the auditor's report or nine months after the end of the audit period, the auditee must electronically submit to the Federal Audit Clearinghouse (FAC) the data collection form described in 2 CFR § 200.512(b) and the reporting package described in 2 CFR § 200.512(c). The auditee and auditors must ensure that the reporting package does not include protected personally identifiable information. The FAC will make the reporting package and the data collection form available on a web site and all Federal agencies, pass-through entities and others interested in a reporting package and data collection form must obtain it by accessing the FAC. As required by 2 CFR § 200.512(a)(2), unless restricted by Federal statutes or regulations, the auditee must make copies available for public inspection.
2. A notice of the audit report issuance along with two copies of the management letter with its corresponding response should be sent to the County supervising department within ten calendar days after it is submitted to the FAC. The County supervising department is responsible for forwarding a copy of the audit report, management letter, and corresponding responses to the County Auditor within one week of receipt.

B. For Audits other than Single Audits

At least two copies of the audit report package, including all attachments and any management letter with its corresponding response, should be sent to the County supervising department within six months after the end of the audit year, or other time frame as specified by the department. The County supervising department is responsible for forwarding a copy of the audit report package to the County Auditor within one week of receipt.

### **III. AUDIT RESOLUTION**

Within 30 days of issuance of the audit report, the entity must submit to its County supervising department a corrective action plan consistent with 2 CFR § 200.511(c) to address each audit finding included in the current year auditor's report. Questioned costs and disallowed costs must be resolved according to procedures established by the County in the Contract Administration Manual. The County supervising department will follow up on the implementation of the corrective action plan as it pertains to County programs.

### **IV. ADDITIONAL AUDIT WORK**

The County, the State, or Federal agencies may conduct additional audits or reviews to carry out their regulatory responsibilities. To the extent possible, these audits and reviews will rely on the audit work already performed under the audit requirements listed above.

# ALAMEDA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

*The following action was taken by the Alameda County Board of Supervisors on 12/16/2014*

Approved as Recommended ☒

Other ☐

Unanimous ☐ Chan: ☐ Haggerty: ☐ Miley: ☐ Valle: ☒ Carson: ☐ - 4

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Contract: C-2014-209

Resolution: R-2014-410F

Documents to be signed by Agency/Purchasing Agent:

File No. 29484

Item No. 4

Copies sent to:

J. Villaflor & Auditor

Special Notes:

FY 2014-2015 Older  
Americans Act and Older  
Californians Act Grant  
Agreement No. AP-1415-09,  
A01



I certify that the foregoing is a correct  
copy of a Minute Order adopted by the  
Board of Supervisors, Alameda County,  
State of California.

ATTEST:

Clerk of the Board  
Board of Supervisors

By: 

Deputy



Lori A. Cox  
Agency Director

Thomas L. Berkley Square  
2000 San Pablo Avenue, Fourth Floor  
Oakland, California 94612  
510-271-9100 / Fax: 510-271-9108  
[ssadirector@acgov.org](mailto:ssadirector@acgov.org)  
<http://alamedasocialservices.org>

November 6, 2014

Honorable Board of Supervisors  
Administration Building  
Oakland, California 94612

Dear Board Members:

**SUBJECT:** Approval of Area Plan Grant Agreement Amendment and Contract Amendments for services administered by the Area Agency on Aging.

**RECOMMENDATIONS:**

- A. Approve the FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1, between the California Department of Aging and County of Alameda, Area Agency on Aging and authorize the President to sign seven (7) Grant Agreements on behalf of Alameda County, each with an original signature, with a Minute Order authorizing execution of the contract.
- B. Approve the attached Financial Recommendation increasing revenue and appropriations by \$1,362,121.
- C. Approve contract increases totaling \$1,359,648 as detailed in attachment A, and delegate authority to the Social Services Director to sign the contract amendments, under the master contracting process.
- D. Approve a one-time allocation of Measure A Funds in the amount of \$15,000 to provide emergency senior support services.

**SUMMARY/DISCUSSION:**

This letter requests action by your Board to approve and execute Amendment 1 to the Older Americans Act (OAA) and Older Californians Act Grant Agreement issued by the California Department of Aging (CDA) for FY 2014/15.

This grant agreement, which provides an increase of \$408,288 in Special Nutrition (SN) and One-Time-Only (OTO) funds, allocates a total of \$5,879,694.00 to the Alameda County Area Agency on Aging (AAA). Your Board approved the original agreement, AP-1415-09, in the amount of \$5,471,406, on October 7, 2014 (File: 29356; Item: 4). The AAA will retain \$2,473 of the SN & OTO funds for its direct service Ombudsman program and allocate the remaining \$405,815 to its subcontractors as outlined in Attachment A.

Your Board directed that the Social Services Agency (SSA) and Health Care Services Agency (HCSA) collaborate to develop a Countywide plan for seniors. SSA is implementing a strategy that includes three key items: 1) provide one-time emergency funding to support the infrastructure of senior service providers; 2) develop a plan for delivery of technical assistance & capacity building for senior services providers; and 3) develop a Countywide plan for seniors. Attachment A includes emergency funding of \$953,833, which includes a 15% (\$884,012) increase in senior service contracts and \$69,821 to backfill a gap caused by federal sequestration cuts. Please note that the HCSA is providing \$15,000 of the funding from Measure A so that Senior Injury Prevention Program contracts managed by the AAA will also receive emergency funding.

County Counsel has approved this amended grant agreement as to form.

**SELECTION CRITERIA/PROCESS:**

*The subcontractors receiving funds under this grant agreement were selected based on recommendations resulting from the 2014-2018 requests for proposals completed by the Alameda County Area Agency on Aging and the Advisory Commission on Aging. The Commission's recommendations for funding from the RFP were approved by your Board on June 24, 2014 (File #29358, Item 5).*

**FUNDING**

Financing will come from the SSA budget and federal OTO funds awarded to Alameda County by the CDA through this grant agreement amendment for FY 2014-2015. An additional \$15,000 in funding comes from the Measure A reserve. Approval of these recommendations will bring the total amount of Measure A one-time expenditures that exceed the Fiscal Year 2014-2015 Budget to \$3,879,000. The Measure A expenses will be transferred to the Public Health Department at year end. The subcontractors receiving OAA and OCA funds will meet all match requirements.

Sincerely,



Lori A. Cox  
Agency Director

- Att: 1) Seven Original FY 2014-20145 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1 documents for Board President signature.  
2) Attachment A  
3) Financial Recommendation



## TITLE III/IV, HICAP, MIPPA, FA, TV and SIPP

320200

Period 07/01/14-06/30/15

CONTRACTOR	PC #	PO #	Initial Contract Amount	15% Increase & Sequestration	OTO & Special Nutrition	Amended Contract Amount	Fund Source
Alghan Elderly Association	10855	12300	34,521.00	5,178	6,465	46,164.00	Title III C-1
Nutrition C-1	10856	12301	27,471.00	5,752	1,161	34,384.00	Title III D
Disease Prevention	10874	12339	30,459.00	5,772	1,865	38,096.00	Title III E
Alzheimer's Association of Norther CA	10820	12268	91,407.00	18,286	2,975	112,668.00	Title III B
Caregiver Support	10762	12184	42,017.00	7,963	2,573	52,553.00	Title III E
Alzheimer's Services of the East Bay	11006	12449	110,432.70	20,939	2,844	134,215.70	Title III B
Adult Day Care	11019	12475	188,967.00	31,004	1,631	222,602.00	Title III B
Caregiver Support	10854	12289	25,095.06	3,764		28,859.06	CGF
Bay Area Community Services (BACS)	10918	12365	18,808.80	2,821		21,629.80	CGF
Adult Day Care - North & South	10826	12275	28,957.00	5,488	1,773	36,218.00	Title III E
Case Management	10801	12202	41,868.96	6,280		48,148.96	CGF
City of Alameda	10786	12190	27,233.00	4,085	5,100	36,418.00	Title III C-1
Senior Center Activities	10787	12191	30,768.00	4,615	2,073	37,456.00	Title III C-2
City of Albany	10824	12274	22,572.00	4,516	734	27,822.00	Title III B
Senior Center Activities	10829	12280	23,770.08	3,566		27,336.08	CGF
City of Berkeley	10935	12389	67,960.00	12,879	4,161	85,000.00	Title III E
Caregiver Support	10934	12382	55,287.06	8,293		63,580.06	CGF
Information & Assistance	10860	12303	45,082.00	8,268	979	54,329.00	Title III B
Nutrition C-1	10933	12381	10,591.00	2,119	345	13,055.00	Title III B
City of Emeryville	10831	12337	42,859.38	6,429		49,288.38	CGF
Senior Center Activities	10757	12179	10,026.00	2,006	326	12,358.00	Title III B
City of Fremont	10929	12376	123,817.00	23,485	7,581	154,863.00	Title III E
Caregiver Support	10930	12377	17,078.00	2,562		19,641.00	SIPP
MSSP	11034	12494	10,326.00	2,066	336	12,728.00	Title III B
Case Management							
Information & Assistance							
City of Oakland							
Senior Center Activities							
Crisis Support Services							
Visiting							
Day Break Adult Center/ADSNAC							
Caregiver Support							
Injury Prevention							
East Bay Korean American Sr. Svc Ctr							
Senior Center Activities							

**COMMUNITY BASED ORGANIZATION  
MASTER CONTRACT EXHIBIT A & B COVERSHEET**

Dept Name: SSA – Adult, Aging & Medi-Cal Vendor ID #: 48001 Board PO #: 12301

Bus Unit: SOCSA Master Contract #: 900146 Procurement Contract #: 10856 Budget Year: 2015

Acct #	Fund #	Dept #	Program #	Subclass #	Project / Grant #	Amount to be Encumbered	Total Contract Amount
610341	10000	320200	34000			\$ 1,161	\$28,632
610341	10000	320200	34700			\$ 5,752	\$ 5,752

Justification if partial encumbrance or liquidation requested: \_\_\_\_\_

Federal Funds Waiver #: F604 Contract Maximum: \$34,384

Procurement Contract Begin Date: 07/01/14 Expire Date: 06/30/15 Period of Funding From: 07/01/14 To: 06/30/15

Department Contact: Tracy Murray Telephone #: 510-577-1966 QIC Code: 24551

Contractor Name: Afghan Elderly Association

Project Name: \_\_\_\_\_

Contractor Address: 33532 Third Street Union City, CA 94587

Remittance Address: Same as above ALCOLINK Vendor Address #: 2

BOS Dist. #: 2

Contractor Telephone #: 510-441-9761 Fax #: 510-441-9761 E-mail (Signatory): nhamid@fremont.gov

Contractor Contact Person: Najia Hamid E-mail (Contact): nhamid@fremont.gov

Contract Service Category: Disease Prevention Health Promotion Estimated Units of Service: See Exhibit A

Method of Reimbursement (Invoicing Procedures): Actual costs in arrears

History of Funding:	Original	Amendment #1	Amendment #2	Amendment #3	Amendment #4
Funding Level	\$27,471	\$34,384			
Amount of Encumbrance	\$27,471	\$ 6,913			
File Date	06/24/14	12/16/14			
File / Item #	29538 / 5	29484 / 4			
Reason	Board Action	Board Action			

Funding Source Allocation:	Federal - CFDA #: <u>93.043</u>	State	County
	\$ 28,632		\$ 5,752

The signatures below signify that the attached Exhibits A and B have been received, negotiated and finalized. The Contractor also signifies agreement with all provisions of the Master Contract.

**DEPARTMENT**

By  \_\_\_\_\_  
Signature

Lori A. Cox  
Print or Type Name

Title Social Services Agency Director Date 03/06/15

**CONTRACTOR**

By  \_\_\_\_\_  
Signature

Najia Hamid  
Print or Type Name

Title Executive Director Date 02/11/2015

By \_\_\_\_\_  
Signature

Print or Type Name

Title \_\_\_\_\_ Date \_\_\_\_\_

Reference: Master Contract #: 900146  
Procurement #: 10856

## CONTRACT AMENDMENT

Reference is made to that Contract made and entered into on the 1st day of July 2014, by and between Afghan Elderly Association, 33532 Third Street, Union City, CA 94587, herein called and referred to as "Contractor" and the COUNTY OF ALAMEDA, a body corporate and politic of the State of California, hereinafter called and referred to as "County".

Said contract is hereby amended in the following manner:

### CONTRACT FOR DISEASE PREVENTION HEALTH PROMOTION SERVICES

#### EXHIBIT A:

**Section II. B. 6. One-Time-Only Objective:** A one-time-only allocation of \$1,161 will be used to purchase a computer, printer, and software during the period of July 1, 2014 through June 30, 2015.

**Section II. B. 7. Baseline Operations Objective:** A one-time-only allocation of \$5,752 will be used to support baseline operations during the period July 1, 2014 through June 30, 2015.

#### EXHIBIT B:

The amended budgets are attached, which increases the allocation by **\$6,913** for a total allocation of **\$34,384**.

Except as herein amended, said Contract is continued in full force and effect.

The Contract Amendment is effective as of the 16th day of December 2014.

**COUNTY OF ALAMEDA**

**CONTRACTOR**

Afghan Elderly Association  
33532 Third Street  
Union City, CA 94587

By   
**Lori A. Cox**

By   
Authorized Signature of Contractor

Title: Social Services Agency Director

Title: Executive Director

Date: 03/06/15

Date: 02/19/2015

- c. What credentials do the Provider's Title IIID Service Practitioners hold?
- d. What documentation does the Provider maintain to verify Title IIID Service Practitioners are appropriately credentialed?

**B. MIS Units of Service**

Contractor shall perform the following units of service during this contract period in a manner that distributes them reasonably and evenly over the months of the contract.

- 1. Services will be targeted to persons 60 years and older as follows:

SOUTH

30% aged 75 and older  
 11% in greatest economic need  
 35% functionally impaired  
 65% minorities

CENTRAL

35% aged 75 and older  
 14% in greatest economic need  
 25% functionally impaired  
 53% minorities

- 2. A minimum of three hundred fifty-nine (359) Clients (Unduplicated Seniors) will be served during the contract period.
- 3. A minimum of three hundred ninety-two (392) Group Exercise contacts will be provided during the contract period.
- 4. A minimum of three hundred fifty-nine (359) Health Risk Assessment contacts will be provided during the contract period.
- 5. A minimum of one hundred forty-six (146) Medication Management contacts will be provided during the contract period.
- 6. **One-Time-Only Objective:** A one-time-only allocation of \$1,161 will be used to purchase a computer, printer, and software during the period of July 1, 2014 through June 30, 2015.
- 7. **Baseline Operations Objective:** A one-time-only allocation of \$5,752 will be used to support baseline operations during the period July 1, 2014 through June 30, 2015.

**EXHIBIT B**  
**ALAMEDA COUNTY AREA AGENCY ON AGING CONTRACT BUDGET**

Budget Effective Date: 07/01/14

Revision No.: 1

Date Prepared: February 19, 2015

Contractor: Afghan Elderly Association

Contract Term: 7/1/2014 - 6/30/2015

**MIS Program: Health Promotion / Medication Management**

**SECTION 1 SALARIES AND EMPLOYEE BENEFITS**

1.1 PAID STAFF (FTE = __ hrs/wk) List # pos., %FTE, wages	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
	0			
Executive Director 20% FTE	7,000	7,000	0	
Health Promoters PTE	9,000	9,000	0	
Head Cook 20% PTE	2,560	2,560	0	
Kitchen/Cook Assistant 20% PTE	2,200	2,200		
	0			
	0			
	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>20,760</b>	<b>20,760</b>	<b>0</b>	<b>0</b>

**1.2 TAXES AND BENEFITS**

FICA	1,589	1,589	0	
SUI/SDI	0			
	0			
	0			
	0			
Health Insurance	1,992	1,992	0	
Workers' Comp.	415	415	0	
Retirement	960	960	0	
Life Insurance	0			
	0			
<b>Subtotal:</b>	<b>4,956</b>	<b>4,956</b>	<b>0</b>	<b>0</b>

**1.3 IN-KIND STAFF/VOLUNTEERS (List # pos., % FTE, Pay equivalent)**

	0			
Volunteers-Annually 718 Vol Hrs @ \$12.00/hr:	8,610			8,610
Nurse Approx 65 hrs./mo for 11 months @ \$60/hr.	43,200			43,200
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>51,810</b>	<b>0</b>	<b>0</b>	<b>51,810</b>
<b>TOTAL SALARY/BENEFIT BUDGET</b> (Sections 1.1, 1.2, 1.3)	<b>77,526</b>	<b>25,716</b>	<b>0</b>	<b>51,810</b>



## SECTION 2 SERVICES AND SUPPLIES

2.1 TRAVEL AND TRAINING	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
Staff Travel: _____ Miles x Rate _____	0			
Conferences/Conventions	0			
Staff Training -	0			
Vol. Travel: _____ Miles x Rate _____	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>2.2 OCCUPANCY</b>				
Rent or Mortgage	6,207			6,207
Telephone	0			
Utilities	0			
Janitorial/Maintenance	0			
General Liability Ins.	800	728	72	
<b>Subtotal:</b>	<b>7,007</b>	<b>728</b>	<b>72</b>	<b>6,207</b>
<b>2.3 OTHER BUDGET COSTS</b>				
Consultant-Dietician	1,000	1,000		
Consultant-Nutrician Counseling	600	600		
Consultant-Physical Therapist	1,800	1,800		
Consultant/Technical Assistance	1,560	560	1,000	
Bookkeeping Services/Audit Costs	2,260	1,260	1,000	
Supplies/Postage	1,175	1,093	82	
Mileage Reimbursement	1,440	466	974	
Computer/Software OTO \$1,161	1,161	1,161		
	0			
	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>10,996</b>	<b>7,940</b>	<b>3,056</b>	<b>0</b>
<b>2.4 VEHICLE BUDGET</b>				
Gas/Oil _____ Miles x Rate _____	0			
Maintenance	0			
Vehicle Insurance	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SERVICES/SUPPLIES BUDGET</b>	<b>18,003</b>	<b>8,668</b>	<b>3,128</b>	<b>6,207</b>

## SECTION 3 CAPITAL EQUIPMENT

3.1 Capital Equipment <i>List Items Costing \$5,000+ (Include Funding Source)</i>	TOTAL PROJECT COSTS (1)	AAA FUNDED PROJECT COSTS (2)	OTHER	
			CASH	IN-KIND
	0			
	0			
	0			
<b>TOTAL CAPITAL EQUIPMENT BUDGET</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>GRAND TOTAL BUDGET (Sections 1.1 - 3.1)</b>	<b>95,529</b>	<b>34,384</b>	<b>3,128</b>	<b>58,017</b>

## SECTION 4 REVENUES

4.1 REVENUE SOURCES:	Total Project Funds	AAA Project Funding	Other		Committed Funds
			CASH	IN-KIND	
<b>Non-Match:</b>					
	0				
	0				
Foundations/Grants	3,128		3,128		
	0				
	0				
	0				
	0				
	0				
	0				
<b>Subtotal:</b>	<b>3,128</b>	<b>0</b>	<b>3,128</b>	<b>0</b>	<b>0</b>
<b>Match:</b>					
	0				
Volunteers	8,610			8,610	
Nurse	43,200			43,200	
Kitchen/Occupancy	6,207			6,207	
	0				
	0				
	0				
	0				
	0				
	0				
	0				
<b>Subtotal:</b>	<b>58,017</b>	<b>0</b>	<b>0</b>	<b>58,017</b>	<b>0</b>
Title III Client Donations (if applicable):					
Title III Funds: <b>OTO \$1,161</b>	<b>28,632</b>	<b>28,632</b>			
County General Funds (if applicable):	5,752	5,752			
CBSP Funds (if applicable):	0				
<b>TOTAL FUNDS:</b>	<b>95,529</b>	<b>34,384</b>	<b>3,128</b>	<b>58,017</b>	<b>0</b>

## SECTION 5 DEDUCTIVE FORMULA (Title III Funded Programs Only)

	TOTAL
1.) TOTAL PROJECT BUDGET:	95,529
2.) {LESS} COUNTY GENERAL FUNDS:	5,752
3.) {LESS} OTHER NON-MATCH FUNDS:	3,128
4.) {EQUALS} TITLE III BUDGET COSTS TO BE MATCHED:	86,649
5.) {LESS} TITLE III MATCH FUNDS: [minimum of 10% OF LINE 4]	58,017
6.) {LESS} TITLE III CLIENT DONATIONS:	0
7.) {EQUALS} EARNED TITLE III FUNDS:	28,632
<b>TOTAL CONTRACT FUNDING (LINE 2 + LINE 7)</b>	<b>34,384</b>

## **Exhibit D**

### **Audit Requirements**

The County contracts with various organizations to carry out programs mandated by the Federal and State governments or sponsored by the Board of Supervisors. Under the Single Audit Act Amendments of 1996 (31 U.S.C.A. §§ 7501-7507) and Board policy, the County has the responsibility to determine whether organizations receiving funds through the County have spent them in accordance with applicable laws, regulations, contract terms, and grant agreements. To this end, effective with the first fiscal year beginning on and after December 26, 2014, the following are required.

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2. All audits must be conducted annually, except for biennial audits authorized by 2 CFR § 200.504 and where specifically allowed otherwise by laws, regulations, or County policy.
3. The audit report must contain a separate schedule that identifies all funds received from or passed through the County that is covered by the audit. County programs must be identified by contract number, contract amount, contract period, and amount expended during the fiscal year by funding source. An exhibit number must be included when applicable.
4. If a funding source has more stringent and specific audit requirements, these requirements must prevail over those described above.

II. **AUDIT REPORTS**

A. For Single Audits

1. Within the earlier of 30 calendar days after receipt of the auditor's report or nine months after the end of the audit period, the auditee must electronically submit to the Federal Audit Clearinghouse (FAC) the data collection form described in 2 CFR § 200.512(b) and the reporting package described in 2 CFR § 200.512(c). The auditee and auditors must ensure that the reporting package does not include protected personally identifiable information. The FAC will make the reporting package and the data collection form available on a web site and all Federal agencies, pass-through entities and others interested in a reporting package and data collection form must obtain it by accessing the FAC. As required by 2 CFR § 200.512(a)(2), unless restricted by Federal statutes or regulations, the auditee must make copies available for public inspection.
2. A notice of the audit report issuance along with two copies of the management letter with its corresponding response should be sent to the County supervising department within ten calendar days after it is submitted to the FAC. The County supervising department is responsible for forwarding a copy of the audit report, management letter, and corresponding responses to the County Auditor within one week of receipt.

B. For Audits other than Single Audits

At least two copies of the audit report package, including all attachments and any management letter with its corresponding response, should be sent to the County supervising department within six months after the end of the audit year, or other time frame as specified by the department. The County supervising department is responsible for forwarding a copy of the audit report package to the County Auditor within one week of receipt.

### **III. AUDIT RESOLUTION**

Within 30 days of issuance of the audit report, the entity must submit to its County supervising department a corrective action plan consistent with 2 CFR § 200.511(c) to address each audit finding included in the current year auditor's report. Questioned costs and disallowed costs must be resolved according to procedures established by the County in the Contract Administration Manual. The County supervising department will follow up on the implementation of the corrective action plan as it pertains to County programs.

### **IV. ADDITIONAL AUDIT WORK**

The County, the State, or Federal agencies may conduct additional audits or reviews to carry out their regulatory responsibilities. To the extent possible, these audits and reviews will rely on the audit work already performed under the audit requirements listed above.



COB

Contract's  
Office

ALAMEDA COUNTY BOARD OF SUPERVISORS  
MINUTE ORDER

The following action was taken by the Alameda County Board of Supervisors on 12/16/2014

Approved as Recommended ☒

Other ☐

Unanimous ☐ Chan: ☐ Haggerty: ☐ Miley: ☐ Valle: ☒ Carson: ☐ - 4

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Contract: C-2014-209

Resolution: R-2014-410F

Documents to be signed by Agency/Purchasing Agent:

File No. 29484

Item No. 4

Copies sent to:

J. Villafior & Auditor

Special Notes:

FY 2014-2015 Older  
Americans Act and Older  
Californians Act Grant  
Agreement No. AP-1415-09,  
A01



I certify that the foregoing is a correct  
copy of a Minute Order adopted by the  
Board of Supervisors, Alameda County,  
State of California.

ATTEST:

Clerk of the Board.  
Board of Supervisors

By: [Signature]

Deputy



Lori A. Cox  
Agency Director

Thomas L. Berkley Square  
2000 San Pablo Avenue, Fourth Floor  
Oakland, California 94612  
510-271-9100 / Fax: 510-271-9108  
[ssadirector@acgov.org](mailto:ssadirector@acgov.org)  
<http://alamedasocialservices.org>

November 6, 2014

Honorable Board of Supervisors  
Administration Building  
Oakland, California 94612

Dear Board Members:

**SUBJECT:** Approval of Area Plan Grant Agreement Amendment and Contract Amendments for services administered by the Area Agency on Aging.

**RECOMMENDATIONS:**

- A. Approve the FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1, between the California Department of Aging and County of Alameda, Area Agency on Aging and authorize the President to sign seven (7) Grant Agreements on behalf of Alameda County, each with an original signature, with a Minute Order authorizing execution of the contract.
- B. Approve the attached Financial Recommendation increasing revenue and appropriations by \$1,362,121.
- C. Approve contract increases totaling \$1,359,648 as detailed in attachment A, and delegate authority to the Social Services Director to sign the contract amendments, under the master contracting process.
- D. Approve a one-time allocation of Measure A Funds in the amount of \$15,000 to provide emergency senior support services.

**SUMMARY/DISCUSSION:**

This letter requests action by your Board to approve and execute Amendment 1 to the Older Americans Act (OAA) and Older Californians Act Grant Agreement issued by the California Department of Aging (CDA) for FY 2014/15.

This grant agreement, which provides an increase of \$408,288 in Special Nutrition (SN) and One-Time-Only (OTO) funds, allocates a total of \$5,879,694.00 to the Alameda County Area Agency on Aging (AAA). Your Board approved the original agreement, AP-1415-09, in the amount of \$5,471,406, on October 7, 2014 (File: 29356; Item: 4). The AAA will retain \$2,473 of the SN & OTO funds for its direct service Ombudsman program and allocate the remaining \$405,815 to its subcontractors as outlined in Attachment A.

Your Board directed that the Social Services Agency (SSA) and Health Care Services Agency (HCSA) collaborate to develop a Countywide plan for seniors. SSA is implementing a strategy that includes three key items: 1) provide one-time emergency funding to support the infrastructure of senior service providers; 2) develop a plan for delivery of technical assistance & capacity building for senior services providers; and 3) develop a Countywide plan for seniors. Attachment A includes emergency funding of \$953,833, which includes a 15% (\$884,012) increase in senior service contracts and \$69,821 to backfill a gap caused by federal sequestration cuts. Please note that the HCSA is providing \$15,000 of the funding from Measure A so that Senior Injury Prevention Program contracts managed by the AAA will also receive emergency funding.

County Counsel has approved this amended grant agreement as to form.

#### SELECTION CRITERIA/PROCESS:

*The subcontractors receiving funds under this grant agreement were selected based on recommendations resulting from the 2014-2018 requests for proposals completed by the Alameda County Area Agency on Aging and the Advisory Commission on Aging. The Commission's recommendations for funding from the RFP were approved by your Board on June 24, 2014 (File #29358, Item 5).*

#### FUNDING

Financing will come from the SSA budget and federal OTO funds awarded to Alameda County by the CDA through this grant agreement amendment for FY 2014-2015. An additional \$15,000 in funding comes from the Measure A reserve. Approval of these recommendations will bring the total amount of Measure A one-time expenditures that exceed the Fiscal Year 2014-2015 Budget to \$3,879,000. The Measure A expenses will be transferred to the Public Health Department at year end. The subcontractors receiving OAA and OCA funds will meet all match requirements.

Sincerely,



Lori A. Cox  
Agency Director

- 
- Att: 1) Seven Original FY 2014-20145 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1 documents for Board President signature.  
2) Attachment A  
3) Financial Recommendation

CONTRACTOR	PC #	PO #	Initial Contract Amount	15% Increase & Sequestration	OTO & Special Nutrition	Amended Contract Amount	Fund Source
Health Services	10911	12402	45,318.00	9,066	1,474	55,858.00	Title III B
Care Management	11010	12453	31,466.00	5,794	698	37,958.00	Title III B
Visiting	10907	12400	20,236.00	4,048	658	24,942.00	Title III B
Injury Prevention	10861	12379	17,000.00	2,550		19,550.00	SIPP
SER-Jobs for Progress, Inc	10813	12264	145,819.00	28,888		174,707.00	Title V
SCSEP						0.00	
S O S Meals on Wheels	10756	12201	1,314,905.00	197,238	88,652	1,600,793.00	Title III C-2
Nutrition C-2						0.00	
Spanish Speaking Unity Council	10945	12413	21,599.86	3,770	345	25,714.86	Title III B
Senior Center Activities						0.00	
Spectrum Community Services	10921	12367	607,504.00	91,126	113,759	812,389.00	Title III C-1
Nutrition C-1	10922	12368	9,617.00	1,443	648	11,708.00	Title III C-2
Nutrition C-2	10827	12276	10,630.00	1,595		12,225.00	SIPP
Injury Prevention						0.00	
St. Mary's Center	10759	12180	21,057.00	4,213	685	25,955.00	Title III B
Visiting	10859	12302	20,000.00	3,000		23,000.00	SIPP
Injury Prevention						0.00	
Hospital Committee/ValleyCare Health Sys	11009	12452	440,063.00	86,009	29,670	535,742.00	Title III C-2
Nutrition C-2						0.00	
Vietnamese American Community Ctr	10764	12185	14,378.00	2,877	468	17,723.00	Title III B
Information & Assistance	10765	12186	16,169.00	3,234	526	19,929.00	Title III B
Senior Center Activities	10804	12258	53,964.00	8,095	10,105	72,164.00	Title III C-1
Nutrition C-1							
Total			5,893,368.46	953,833.00	405,815.00	7,253,016.46	



**COMMUNITY BASED ORGANIZATION**  
**Master Contract Exhibit A and B Coversheet**

Dept Name: SSA-Adult, Aging & Medi-Cal Services Vendor ID #: 91475 Board PO #: SOCSA-12264

Bus Unit: SOCSA Master Contract #: 901003 Procurement Contract #: 10813 Budget Year: 2015

Acct #	Fund #	Dept #	Program #	Subclass #	Project /Grant #	Amount to be Encumbered	Total Contract Amount
610341	10000	320200	34400			\$0	\$145819
610341	10000	320200	34700			\$28,888	\$28,888

Justification if partial encumbrance or liquidation requested:

Federal Funds Waiver #: F608 Contract Maximum: \$174,707.00  
 Procurement Contract Begin Date: 7/1/2014 Expire Date: 6/30/15  
 Period of Funding: From: 7/1/2014 To: 6/30/15  
 Department Contact: Tracy Murray Telephone: 510-577-1966 QIC Code: 24551  
 Contractor Name: SER-Jobs For Progress, Inc.--San Joaquin Valley  
 Project Name:  
 Contractor Address: 24100 Amador St., 3rd Floor,  
Hayward, CA 94544 ALCOLINK Vendor Address#: 2  
 Remittance Address: 255 N. Fulton St. #106 BOS Dist. # 0  
Fresno, CA 93701

Contractor Telephone: 559-452-0881 Fax #: 559-803-6154 E-mail(Signatory): Becki.m@sbcglobal.net  
 Contractor Contact Person: Rebecca Mendibles E-mail(Contact): Becki.m@sbcglobal.net  
 Contract Service Category: Title V (Senior Employment) Estimated Units of Service: See Exhibit A  
 Method of Reimbursement (Invoicing Procedures):

History of Funding:	Original	Amendment #1	Amendment #2	Amendment #3	Amendment #4
Funding Level	\$145819	\$174,707.00			
Amount of Encumbrance	\$145819	\$28,888			
File Date	5/24/14	12/16/2014			
File / Item #	29358-5	29484-4			
Reason	Board Approval	Board Approval			

Funding Source Allocation:	Federal / CFDA # ( 17.235 )	State	County
	\$145819		\$28,888

The signatures below signify that the attached Exhibits A and B have been reviewed, negotiated and finalized. The Contractor also signifies agreement with all provisions of the Master Contract.

**DEPARTMENT**

By

Signature

Lori A. Cox

Title Social Service Agency Director

Date

03/06/15

**CONTRACTOR**

By

Signature

Rebecca Mendibles

Title: President/ CEO

Date

2-5-15

By



**CONTRACT AMENDMENT**

Reference is made to that Contract made and entered into on the 1st day of July, 2014, by and between SER-Jobs For Progress, Inc.—San Joaquin Valley, herein called and referred to as "Contractor" and the COUNTY OF ALAMEDA, a body corporate and politic of the State of California, hereinafter called and referred to as "County".

Said contract is hereby amended in the following manner:

**CONTRACT FOR TITLE V (SENIOR EMPLOYMENT )**

**EXHIBIT A:**

**No changes to exhibit A.**

**EXHIBIT B:**

**County General Funds:** The County funded dollar amount of \$28,888 will be used to support baseline operations during the period July 1, 2014 to June 30, 2015. No additional service units have been added.

The amended budgets are attached which increases the allocation by \$28,888 for a total allocation of \$174,707.00.


Except as herein amended, said Contract is continued in full force and effect.

The Contract Amendment is effective as of the 16<sup>th</sup> day of December 2014.

**COUNTY OF ALAMEDA**

**CONTRACTOR**

SER- Jobs For Progress, Inc.—San Joaquin Valley  
255 N. Fulton Street, #106  
Fresno, CA 93701

By   
Lori A. Cox

By   
Rebecca Mendibles

Title: Social Services Agency Director

Title: President/ CEO

Date: 03/06/15

Date: 2-5-15

**Alameda County Area Agency on Aging**  
**CONTRACT BUDGET - TITLE V**  
**REVISED**

**Agency Name: SER-Jobs For Progress**

**Date Prepared: 1/23/15**

**Contract Term: 07/01/2014-06/30/2015**

**BUDGET CATEGORIES:**

ADMINISTRATION	Annual Rate	% FTE and % PTE	Title V % Time	8% Max. FEDERAL	NON-FEDERAL		Project TOTAL
					STATE	Other/ In-Kind	
<b>PERSONNEL:</b>							
President/CEO	100,425	100.00%	1.00%	1,004			1,004
(CGF President/CEO)				2,048			2,048
Sr. Account Clerk	41,646	100.00%	2.00%	833			833
(CGF Sr. Acct Clerk)				1,061			1,061
Jr. Account Clerk	19,500	100.00%	2.00%	390			390
(CGF Jr. Acct Clerk)				293			293
Project Coordinator	57,823	100.00%	4.00%	2,313			2,313
Case Manager (PTE)	15,862	100.00%	3.00%	476			476
<b>Sub-Total:</b>				<b>8,418</b>	<b>0</b>	<b>0</b>	<b>8,418</b>
<b>FRINGE BENEFITS:</b>							
Fringe at 27.61				1,385			1,385
(CGF Fringe Benefits)				1,456			1,456
<b>Sub-Total:</b>				<b>2,841</b>	<b>0</b>	<b>0</b>	<b>2,841</b>
<b>Other Admin Costs:</b>							
Office Supplies/ Postage				479			479
(CGF Office Supplies)				959			959
Telephone				528			528
Rent				768			768
Travel/ transportation				2,062			2,062
Accounting Srvc				900			900
Utilities				528			528
Liability Insurance				0			0
<b>Sub-Total:</b>				<b>6,224</b>	<b>0</b>	<b>0</b>	<b>6,224</b>
<b>ADMINISTRATION TOTAL:</b>				<b>17,483</b>	<b>0</b>	<b>0</b>	<b>17,483</b>

# BUDGET CATEGORIES:

	Annual		Title V		NON-FEDERAL		Project
ENROLLEE WAGES & BEN	Rate	%FTE and % PTE	% Time	FEDERAL	STATE*	Other/ In-Kind	TOTAL
<b>PERSONNEL: (from 7/1/14 - 6/30/15)</b>							
Paid Hours, 15 Enrollees							
Wage/Hour = \$9.00	9.00			94,500			94,500
Average Annual Hours = 700							
Average hours/week=14							
Paid Hours, 1 Enrollees							
Wage/Hour = \$10.00	10.00			7,000			7,000
Average Annual Hours = 700							
Average hours/week=14							
<b>FRINGE BENEFITS:</b>							
FICA 7.65%				7,765			7,765
SUI 0.062%				0			0
Workers Compensation .0267%				2,710			2,710
Physical Exam/ Other (such as computer training)				1,600			1,600
Supportive Services				1,622			1,622
<b>Sub-Total:</b>				<b>115,197</b>	<b>0</b>	<b>0</b>	<b>115,197</b>
<b>OTHER ENROLLEE COSTS:</b>							
*Orientation	17,395	100.0%	25%	4,349			4,349
(CGF *Orientation)				4,778			4,778
*Assessment	17,395	100.0%	25%	4,349			4,349
(CGF *Assessment)				4,778			4,778
*Recruitment/ Training	17,395	100.0%	25%	4,349		17,235	21,584
(CGF *Recruitment/Training)				4,779			4,779
*Job Development/ Outreach	17,395	100.0%	25%	4,348			4,348
(CGF *Job Development)				4,778			4,778
Rent				192			192
Transportation				814			814
(CGF Transportation)				3,000			3,000
Supplies/ Postage				141			141
(CGF Office Supplies)				959			959
Workshop/ Conferences				0			0
Printing/ Materials				0			0
Utilities/ Phones/ Internet				264			264
Liability Insurance				150			150
<b>Sub-Total Other Costs:</b>				<b>42,028</b>	<b>0</b>	<b>17,235</b>	<b>59,263</b>
<b>GRAND TOTAL - ALL COSTS:</b>							
				<b>174,707</b>	<b>0</b>	<b>17,235</b>	<b>191,942</b>

## **Exhibit D**

### **Audit Requirements**

The County contracts with various organizations to carry out programs mandated by the Federal and State governments or sponsored by the Board of Supervisors. Under the Single Audit Act Amendments of 1996 (31 U.S.C.A. §§ 7501-7507) and Board policy, the County has the responsibility to determine whether organizations receiving funds through the County have spent them in accordance with applicable laws, regulations, contract terms, and grant agreements. To this end, effective with the first fiscal year beginning on and after December 26, 2014, the following are required.

#### **I. AUDIT REQUIREMENTS**

##### **A. Funds from Federal Sources:**

1. Non-Federal entities which are determined to be subrecipients by the supervising department according to 2 CFR § 200.330 and which expend annual Federal awards in the amount specified in 2 CFR § 200.501 are required to have a single audit performed in accordance with 2 CFR § 200.514.
2. When a non-Federal entity expends annual Federal awards in the amount specified in 2 CFR § 200.501(a) under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or terms and conditions of the Federal award do not require a financial statement audit of the auditee, the non-Federal entity may elect to have a program-specific audit conducted in accordance with 2 CFR § 200.507 (Program Specific Audits).
3. Non-Federal entities which expend annual Federal awards less than the amount specified in 2 CFR § 200.501(d) are exempt from the single audit requirements for that year except that the County may require a limited-scope audit in accordance with 2 CFR § 200.503(c).

##### **B. Funds from All Sources:**

Non-Federal entities which expend annual funds from any source (Federal, State, County, etc.) through the County in an amount of:

1. \$100,000 or more must have a financial audit in accordance with the U.S. Comptroller General's Generally Accepted Government Auditing Standards (GAGAS) covering all County programs.
2. Less than \$100,000 are exempt from these audit requirements except as otherwise noted in the contract.

Non-Federal entities that are required to have or choose to do a single audit in accordance with 2 CFR Subpart F, Audit Requirements are not required to have a financial audit in the same year. However, Non-Federal entities that are required to have a financial audit may also be required to have a limited-scope audit in the same year.



C. General Requirements for All Audits:

1. All audits must be conducted in accordance with Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States (GAGAS).
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1. Within the earlier of 30 calendar days after receipt of the auditor's report or nine months after the end of the audit period, the auditee must electronically submit to the Federal Audit Clearinghouse (FAC) the data collection form described in 2 CFR § 200.512(b) and the reporting package described in 2 CFR § 200.512(c). The auditee and auditors must ensure that the reporting package does not include protected personally identifiable information. The FAC will make the reporting package and the data collection form available on a web site and all Federal agencies, pass-through entities and others interested in a reporting package and data collection form must obtain it by accessing the FAC. As required by 2 CFR § 200.512(a)(2), unless restricted by Federal statutes or regulations, the auditee must make copies available for public inspection.
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# ALAMEDA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

*The following action was taken by the Alameda County Board of Supervisors on 12/16/2014*

Approved as Recommended ☒

Other ☐

Unanimous ☐ Chan: ☐ Haggerty: ☐ Miley: ☐ Valle: ☒ Carson: ☐ - 4

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Contract: C-2014-209  
Resolution: R-2014-410F

Documents to be signed by Agency/Purchasing Agent:

File No. 29484

Item No. 4

Copies sent to:

J. Villafior & Auditor

## Special Notes:

FY 2014-2015 Older  
Americans Act and Older  
Californians Act Grant  
Agreement No. AP-1415-09,  
A01



I certify that the foregoing is a correct  
copy of a Minute Order adopted by the  
Board of Supervisors, Alameda County,  
State of California.

ATTEST:

Clerk of the Board  
Board of Supervisors

By: [Signature]

Deputy



Lori A. Cox  
Agency Director

Thomas L. Berkley Square  
2000 San Pablo Avenue, Fourth Floor  
Oakland, California 94612  
510-271-9100 / Fax: 510-271-9108  
[ssadirector@acgov.org](mailto:ssadirector@acgov.org)  
<http://alamedasocialservices.org>

November 6, 2014

Honorable Board of Supervisors  
Administration Building  
Oakland, California 94612

Dear Board Members:

**SUBJECT:** Approval of Area Plan Grant Agreement Amendment and Contract Amendments for services administered by the Area Agency on Aging

**RECOMMENDATIONS:**

- A. Approve the FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1, between the California Department of Aging and County of Alameda, Area Agency on Aging and authorize the President to sign seven (7) Grant Agreements on behalf of Alameda County, each with an original signature, with a Minute Order authorizing execution of the contract.
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- C. Approve contract increases totaling \$1,359,648 as detailed in attachment A, and delegate authority to the Social Services Director to sign the contract amendments, under the master contracting process.
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#### **FUNDING**

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Sincerely,



Lori A. Cox  
Agency Director

- Att: 1) Seven Original FY 2014-20145 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1 documents for Board President signature.  
2) Attachment A  
3) Financial Recommendation

## TITLE III/VII, HICAP, MIPPA, FA, TV and SIPP

320200

Period 07/01/14-06/30/15

CONTRACTOR	PC #	PO #	Initial Contract Amount	15% Increase & Sequestration	OTO & Special Nutrition	Amended Contract Amount	Fund Source
Afghan Elderly Association							
Nutrition C-1	10855	12300	34,521.00	5,178	6,465	46,164.00	Title III C-1
Disease Prevention	10856	12301	27,471.00	5,752	1,161	34,384.00	Title III D
Alzheimer's Association of Northern CA							
Caregiver Support	10874	12339	30,459.00	5,772	1,865	38,096.00	Title III E
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Adult Day Care - North & South	11006	12449	110,432.70	20,939	2,844	134,215.70	Title III B
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City of Berkeley							
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East Bay Korean American Sr. Svc Ctr							
Senior Center Activities	11034	12494	10,326.00	2,066	336	12,728.00	Title III B



**COMMUNITY BASED ORGANIZATION  
MASTER CONTRACT EXHIBIT A & B COVERSHEET**

Dept Name: SSA-Adult, Aging and Medi-Cal Services Vendor ID #: 0000032624 Board PO #: SOCSA- 12202Bus Unit: SOCSA Master Contract #: 900161 Procurement Contract #: 10801 Budget Year: 2015

Acct #	Fund #	Dept #	Program #	Subclass #	Project / Grant #	Amount to be Encumbered	Total Contract Amount
610341	10000	320200	34700			\$6,280	\$48,148.96

Justification if partial encumbrance or liquidation requested: \_\_\_\_\_

Federal Funds Waiver #: F604 Contract Maximum: \$48,148.96Procurement Contract Begin Date: 7/01/2014 Expire Date: 6/30/2015 Period of Funding From: 7/01/2014 To: 6/30/2015Department Contact: Tracy Murray Telephone #: 577-1966 QIC Code: 24550Contractor Name: City of Berkeley

Project Name: \_\_\_\_\_

Contractor Address: 1901 Hearst Avenue Berkeley, CA 94709 Attn: Aging Services ManagerRemittance Address: Same As Above ALCOLINK Vendor Address #: 93BOS Dist. #: 5Contractor Telephone #: 510-981-5178 Fax #: 510-981-5220 E-mail (Signatory): CDaniel@cityofberkeley.infoContractor Contact Person: Leah Talley E-mail (Contact): Ltalley@cityofberkeley.infoContract Service Category: Supportive Services: Information and Assistance Title IIIBEstimated Units of Service: See Exhibit A Method of Reimbursement (Invoicing Procedures): Actual cost in arrears

History of Funding:	Original	Amendment #1	Amendment #2	Amendment #3	Amendment #4
Funding Level	\$41,868.96	\$48,148.96			
Amount of Encumbrance	\$41,868.96	\$6,280			
File Date	May 27, 2014	December 16, 2014			
File / Item #	29286-9	29484-4			
Reason	Board Action	Board Action			

Funding Source Allocation:

Federal - CFDA #: 93.044

State

County

\$

\$

\$48,148.96

The signatures below signify that the attached Exhibits A and B have been received, negotiated and finalized. The Contractor also signifies agreement with all provisions of the Master Contract.

**DEPARTMENT**

By \_\_\_\_\_

Signature

Lori Cox

Print or Type Name

Title

03/06/15

Date

**CONTRACTOR**

By \_\_\_\_\_

Signature

Christine Daniel

Print or Type Name

Title City Manager

Date 2/4/15

By \_\_\_\_\_

Signature

Print or Type Name

Title

Date

Alameda County Department of Social Services

Reference Master Contract #:900161

Procurement #: 10801

**CONTRACT AMENDMENT**

Reference is made to that Contract made and entered into on the 1<sup>st</sup> day of July, 2014, by and between City of Berkeley, herein called and referred to as "Contractor", and the COUNTY OF ALAMEDA, a body corporate and politic of the State of California, hereinafter called and referred to as "County".

Said contract is hereby amended in the following manner:

**Contract for Information and Assistance**

**Exhibit A:**

**Section B. 5. Baseline adjustment** A one time only allocation of \$6,280 will be used to support baseline operations during the period July 1, 2014 through June 30, 2015.

**Exhibit B**

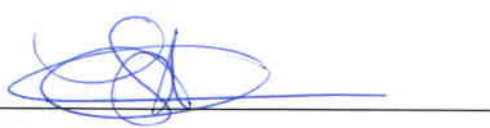
The amended Information and Assistance budget is attached which increases the allocation by **\$6,280** for a total allocation of **\$48,148.96**

Except as herein amended, said Contract is continued in full force and effect.

**The Contract Amendment is effective as of the 16<sup>th</sup> day of December 2014.**

**COUNTY OF ALAMEDA**

By \_\_\_\_\_



Title: Agency Director

Date 03/06/15

**CONTRACTOR**

City of Berkeley  
2180 Milvia Street  
Berkeley, CA. 94703

By \_\_\_\_\_

  
Authorized Signature of Contractor

Title: City Manager

Date 2/12/15

South Berkeley Senior Center  
2939 Ellis Street  
Berkeley, Ca 94703

West Berkeley Senior Center  
1900 Sixth Street  
Berkeley, Ca. 94710

**B. MIS Units of Service**

Contractor shall perform the following units of service during this contract period in a manner that distributes them reasonably and evenly over the months of the contract.

1. One thousand two hundred and twenty-nine (1,129) unduplicated New Seniors shall receive Information and Assistance services.
2. One thousand one hundred and twenty- nine (1,129) units of Information Services shall be provided.
3. Five hundred and sixty-five (565) contacts of Referral Services shall be provided.
4. Five hundred and sixty-five (565) contacts of Follow-up Services shall be provided.
5. A one time only allocation of **\$6,280** will be used to support baseline operations during the period of July 1, 2014 through June 30,2015.

MIS PROGRAM NUMBER	# OF NEW SENIORS TO BE SERVED ANNUALLY	SERVICE UNIT NAME	MIS UNIT #	NUMBER OF UNITS TO BE PROVIDED	
				ANNUALLY	MONTHLY (approx)
13	1,129	Information	16	1,129	94
		Referral	23	565	47
		Follow-up	11	565	47

**C. Definitions**

**New Senior:** An individual 60 years of age and older who receives service through the terms

Master Contract #:  
Exhibit #:

**EXHIBIT B**  
**ALAMEDA COUNTY AREA AGENCY ON AGING CONTRACT BUDGET**

Budget Effective Date: 7/01/14

Revision No.: \_\_\_\_\_

Date Prepared: 7/18/14

Contractor: City of Berkeley

Contract Term: 7/1/14 - 6/30/15

**MIS Program: Information & Assistance**

Provider No.: 32624

**SECTION 1 SALARIES AND EMPLOYEE BENEFITS**

1.1 PAID STAFF (FTE = ___ hrs/wk) List # pos., %FTE, wages	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
(1) Senior Citizen Center Director 34% FTE at \$75,264 salary	33,421	29,658	3,763	
	0			
	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>33,421</b>	<b>29,658</b>	<b>3,763</b>	<b>0</b>

**1.2 TAXES AND BENEFITS**

Retirement	13,373	11,868	1,505	
Medical	4,346	3,857	489	
Dental	1,338	1,187	151	
Life Insurance	1,003	890	113	
Medicare	105	93	12	
SRIP Disability	26	23	3	
Worker's Comp. & Other	645	573	72	
<b>Subtotal:</b>	<b>20,836</b>	<b>18,491</b>	<b>2,345</b>	<b>0</b>

**1.3 IN-KIND STAFF/VOLUNTEERS (List # pos., % FTE, Pay equivalent)**

	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SALARY/BENEFIT BUDGET (Sections 1.1, 1.2, 1.3)</b>	<b>54,257</b>	<b>48,149</b>	<b>6,108</b>	<b>0</b>

Ex-B-Bgt.WB2 (A1.D49)

## SECTION 2 SERVICES AND SUPPLIES

2.1 TRAVEL AND TRAINING	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
Staff Travel: <u>    </u> Miles x Rate <u>    </u>				
Conferences/Conventions				
Staff Training -				
Vol. Travel: <u>    </u> Miles x Rate <u>    </u>				
<b>Subtotal:</b>	0	0	0	0
2.2 OCCUPANCY				
Rent or Mortgage				
Telephone				
Utilities				
Janitorial/Maintenance				
General Liability Ins.				
<b>Subtotal:</b>	0	0	0	0
2.3 OTHER BUDGET COSTS				
Supplies/Postage				
Minor Equip. (Each Item Under \$5,000)				
Printing/Copying/Graphics				
Website Maintenance				
Fiscal Agent Fee @ 8%				
Membership/Dues/Subscrip.				
Health Fair Fees				
Directory and Advertising				
Regional Center Project Management				
Member Grant Awards				
Respite Scholarships				
Counseling				
Support Groups				
<b>Subtotal:</b>	0	0	0	0
2.4 VEHICLE BUDGET				
Gas/Oil <u>    </u> Miles x Rate <u>    </u>	0			
Maintenance	0			
Vehicle Insurance	0			
<b>Subtotal:</b>	0	0	0	0
<b>TOTAL SERVICES/SUPPLIES BUDGET</b>	0	0	0	0

## SECTION 3 CAPITAL EQUIPMENT

3.1 Capital Equipment <i>List Items Costing \$5,000+ (Include Funding Source)</i>	TOTAL PROJECT COSTS (1)	AAA FUNDED PROJECT COSTS (2)	OTHER	
			CASH	IN-KIND
	0			
	0			
	0			
<b>TOTAL CAPITAL EQUIPMENT BUDGET</b>	0	0	0	0
<b>GRAND TOTAL BUDGET (Sections 1.1 - 3.1)</b>	54,257	48,149	6,108	0



## SECTION 4 REVENUES

4.1 REVENUE SOURCES:	Total Project Funds	AAA Project Funding	Other		Committed Funds
			CASH	IN-KIND	
Non-Match:	0 0 0 0 0 0 0 0 0				
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Match:	0 0 0				
Salary and Benefits	6,108 0 0 0 0 0 0 0 0 0 0		6,108		
<b>Subtotal:</b>	<b>6,108</b>	<b>0</b>	<b>6,108</b>	<b>0</b>	<b>0</b>
Title III Client Donations (if applicable):					
Title III Funds (if applicable):					
County General Funds (if applicable):	48,149	48,149			
CBSP Funds (if applicable):					
<b>TOTAL FUNDS:</b>	<b>54,257</b>	<b>48,149</b>	<b>6,108</b>	<b>0</b>	<b>0</b>

## SECTION 5 DEDUCTIVE FORMULA (Title III Funded Programs Only)

	TOTAL
1.) TOTAL PROJECT BUDGET:	54,257
2.) {LESS} COUNTY GENERAL FUNDS:	
3.) {LESS} OTHER NON-MATCH FUNDS:	
4.) {EQUALS} TITLE III BUDGET COSTS TO BE MATCHED:	54,257
5.) {LESS} TITLE III MATCH FUNDS: [minimum of 10% OF LINE 4]	6,108
6.) {LESS} TITLE III CLIENT DONATIONS:	0
7.) {EQUALS} EARNED TITLE III FUNDS:	48,149

## Exhibit D

### Audit Requirements

The County contracts with various organizations to carry out programs mandated by the Federal and State governments or sponsored by the Board of Supervisors. Under the Single Audit Act Amendments of 1996 (31 U.S.C.A. §§ 7501-7507) and Board policy, the County has the responsibility to determine whether organizations receiving funds through the County have spent them in accordance with applicable laws, regulations, contract terms, and grant agreements. To this end, effective with the first fiscal year beginning on and after December 26, 2014, the following are required.

#### I. AUDIT REQUIREMENTS

##### A. Funds from Federal Sources:

1. Non-Federal entities which are determined to be subrecipients by the supervising department according to 2 CFR § 200.330 and which expend annual Federal awards in the amount specified in 2 CFR § 200.501 are required to have a single audit performed in accordance with 2 CFR § 200.514.
2. When a non-Federal entity expends annual Federal awards in the amount specified in 2 CFR § 200.501(a) under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or terms and conditions of the Federal award do not require a financial statement audit of the auditee, the non-Federal entity may elect to have a program-specific audit conducted in accordance with 2 CFR § 200.507 (Program Specific Audits).
3. Non-Federal entities which expend annual Federal awards less than the amount specified in 2 CFR § 200.501(d) are exempt from the single audit requirements for that year except that the County may require a limited-scope audit in accordance with 2 CFR § 200.503(c).

##### B. Funds from All Sources:

Non-Federal entities which expend annual funds from any source (Federal, State, County, etc.) through the County in an amount of:

1. \$100,000 or more must have a financial audit in accordance with the U.S. Comptroller General's Generally Accepted Government Auditing Standards (GAGAS) covering all County programs.
2. Less than \$100,000 are exempt from these audit requirements except as otherwise noted in the contract.

Non-Federal entities that are required to have or choose to do a single audit in accordance with 2 CFR Subpart F, Audit Requirements are not required to have a financial audit in the same year. However, Non-Federal entities that are required to have a financial audit may also be required to have a limited-scope audit in the same year.

C. General Requirements for All Audits:

1. All audits must be conducted in accordance with Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States (GAGAS).
2. All audits must be conducted annually, except for biennial audits authorized by 2 CFR § 200.504 and where specifically allowed otherwise by laws, regulations, or County policy.
3. The audit report must contain a separate schedule that identifies all funds received from or passed through the County that is covered by the audit. County programs must be identified by contract number, contract amount, contract period, and amount expended during the fiscal year by funding source. An exhibit number must be included when applicable.
4. If a funding source has more stringent and specific audit requirements, these requirements must prevail over those described above.

II. **AUDIT REPORTS**

A. For Single Audits

1. Within the earlier of 30 calendar days after receipt of the auditor's report or nine months after the end of the audit period, the auditee must electronically submit to the Federal Audit Clearinghouse (FAC) the data collection form described in 2 CFR § 200.512(b) and the reporting package described in 2 CFR § 200.512(c). The auditee and auditors must ensure that the reporting package does not include protected personally identifiable information. The FAC will make the reporting package and the data collection form available on a web site and all Federal agencies, pass-through entities and others interested in a reporting package and data collection form must obtain it by accessing the FAC. As required by 2 CFR § 200.512(a)(2), unless restricted by Federal statutes or regulations, the auditee must make copies available for public inspection.
2. A notice of the audit report issuance along with two copies of the management letter with its corresponding response should be sent to the County supervising department within ten calendar days after it is submitted to the FAC. The County supervising department is responsible for forwarding a copy of the audit report, management letter, and corresponding responses to the County Auditor within one week of receipt.

B. For Audits other than Single Audits

At least two copies of the audit report package, including all attachments and any management letter with its corresponding response, should be sent to the County supervising department within six months after the end of the audit year, or other time frame as specified by the department. The County supervising department is responsible for forwarding a copy of the audit report package to the County Auditor within one week of receipt.

### **III. AUDIT RESOLUTION**

Within 30 days of issuance of the audit report, the entity must submit to its County supervising department a corrective action plan consistent with 2 CFR § 200.511(c) to address each audit finding included in the current year auditor's report. Questioned costs and disallowed costs must be resolved according to procedures established by the County in the Contract Administration Manual. The County supervising department will follow up on the implementation of the corrective action plan as it pertains to County programs.

### **IV. ADDITIONAL AUDIT WORK**

The County, the State, or Federal agencies may conduct additional audits or reviews to carry out their regulatory responsibilities. To the extent possible, these audits and reviews will rely on the audit work already performed under the audit requirements listed above.

COB

# ALAMEDA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

*The following action was taken by the Alameda County Board of Supervisors on 12/16/2014*

Approved as Recommended ☒

Other ☐

Unanimous ☐ Chan: ☐ Haggerty: ☐ Miley: ☐ Valle: ☒ Carson: ☐ - ☐ 4

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Contract: C-2014-209  
Resolution: R-2014-410F

Documents to be signed by Agency/Purchasing Agent:

File No. 29484

Item No. 4

Copies sent to:

J. Villaflor & Auditor

Special Notes:

FY 2014-2015 Older  
Americans Act and Older  
Californians Act Grant  
Agreement No. AP-1415-09,  
A01



I certify that the foregoing is a correct  
copy of a Minute Order adopted by the  
Board of Supervisors, Alameda County,  
State of California.

ATTEST:

Clerk of the Board  
Board of Supervisors

By: [Signature]

Deputy





Lori A. Cox  
Agency Director

Thomas L. Berkley Square  
2000 San Pablo Avenue, Fourth Floor  
Oakland, California 94612  
510-271-9100 / Fax: 510-271-9108  
[ssadirector@acgov.org](mailto:ssadirector@acgov.org)  
<http://alamedasocialservices.org>

November 6, 2014

Honorable Board of Supervisors  
Administration Building  
Oakland, California 94612

Dear Board Members:

**SUBJECT:** Approval of Area Plan Grant Agreement Amendment and Contract Amendments for services administered by the Area Agency on Aging.

**RECOMMENDATIONS:**

- A. Approve the FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1, between the California Department of Aging and County of Alameda, Area Agency on Aging and authorize the President to sign seven (7) Grant Agreements on behalf of Alameda County, each with an original signature, with a Minute Order authorizing execution of the contract.
- B. Approve the attached Financial Recommendation increasing revenue and appropriations by \$1,362,121.
- C. Approve contract increases totaling \$1,359,648 as detailed in attachment A, and delegate authority to the Social Services Director to sign the contract amendments, under the master contracting process.
- D. Approve a one-time allocation of Measure A Funds in the amount of \$15,000 to provide emergency senior support services.

**SUMMARY/DISCUSSION:**

This letter requests action by your Board to approve and execute Amendment 1 to the Older Americans Act (OAA) and Older Californians Act Grant Agreement issued by the California Department of Aging (CDA) for FY 2014/15.

This grant agreement, which provides an increase of \$408,288 in Special Nutrition (SN) and One-Time-Only (OTO) funds, allocates a total of \$5,879,694.00 to the Alameda County Area Agency on Aging (AAA). Your Board approved the original agreement, AP-1415-09, in the amount of \$5,471,406, on October 7, 2014 (File: 29356; Item: 4). The AAA will retain \$2,473 of the SN & OTO funds for its direct service Ombudsman program and allocate the remaining \$405,815 to its subcontractors as outlined in Attachment A.

Your Board directed that the Social Services Agency (SSA) and Health Care Services Agency (HCSA) collaborate to develop a Countywide plan for seniors. SSA is implementing a strategy that includes three key items: 1) provide one-time emergency funding to support the infrastructure of senior service providers; 2) develop a plan for delivery of technical assistance & capacity building for senior services providers; and 3) develop a Countywide plan for seniors. Attachment A includes emergency funding of \$953,833, which includes a 15% (\$884,012) increase in senior service contracts and \$69,821 to backfill a gap caused by federal sequestration cuts. Please note that the HCSA is providing \$15,000 of the funding from Measure A so that Senior Injury Prevention Program contracts managed by the AAA will also receive emergency funding.

County Counsel has approved this amended grant agreement as to form.

#### SELECTION CRITERIA/PROCESS:

*The subcontractors receiving funds under this grant agreement were selected based on recommendations resulting from the 2014-2018 requests for proposals completed by the Alameda County Area Agency on Aging and the Advisory Commission on Aging. The Commission's recommendations for funding from the RFP were approved by your Board on June 24, 2014 (File #29358, Item 5).*

#### FUNDING

Financing will come from the SSA budget and federal OTO funds awarded to Alameda County by the CDA through this grant agreement amendment for FY 2014-2015. An additional \$15,000 in funding comes from the Measure A reserve. Approval of these recommendations will bring the total amount of Measure A one-time expenditures that exceed the Fiscal Year 2014-2015 Budget to \$3,879,000. The Measure A expenses will be transferred to the Public Health Department at year end. The subcontractors receiving OAA and OCA funds will meet all match requirements.

Sincerely,



Lori A. Cox  
Agency Director

- Att: 1) Seven Original FY 2014-20145 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1 documents for Board President signature.  
2) Attachment A  
3) Financial Recommendation

## TITLE III/IV, HICAP, MIPPA, FA, TV and SIPP

320200

Period 07/01/14-06/30/15

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East Bay Korean American Sr. Svc Ctr						0.00	
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**COMMUNITY BASED ORGANIZATION  
MASTER CONTRACT EXHIBIT A & B COVERSHEET**

Dept Name: SSA-Adult, Aging and Medi-Cal Services Vendor ID #: 0000032624 Board PO #: SOCSA- 12190Bus Unit: SOCSA Master Contract #: 900161 Procurement Contract #: 10786 Budget Year: 2015

Acct #	Fund #	Dept #	Program #	Subclass #	Project / Grant #	Amount to be Encumbered	Total Contract Amount
610341	10000	320200	33700			\$5,100	\$32,333
610341	10000	320200	34700			\$4,085	\$4,085

Justification if partial encumbrance or liquidation requested: \_\_\_\_\_

Federal Funds Waiver #: F607 Contract Maximum: \$36,418Procurement Contract Begin Date: 7/01/2014 Expire Date: 6/30/2015 Period of Funding From: 7/01/2014 To: 6/30/2015Department Contact: Tracy Murray Telephone #: 577-1966 QIC Code: 24550Contractor Name: City of Berkeley

Project Name: \_\_\_\_\_

Contractor Address: 1901 Hearst Avenue Berkeley, CA 94709 Attn: Aging Services ManagerRemittance Address: Same As Above ALCOLINK Vendor Address #: 93BOS Dist. #: 5Contractor Telephone #: 510-981-5178 Fax #: 510-981-5220 E-mail (Signatory): CDaniel@cityofberkeley.infoContractor Contact Person: Leah Talley E-mail (Contact): Ltalley@cityofberkeley.infoContract Service Category: Nutrition Services: Congregate Meals/Congregate Nutrition Education Title IIIEstimated Units of Service: See Exhibit A Method of Reimbursement (Invoicing Procedures): Actual cost in arrears

History of Funding:	Original	Amendment #1	Amendment #2	Amendment #3	Amendment #4
Funding Level	\$27,233	\$36,418			
Amount of Encumbrance	\$27,233	\$9,185			
File Date	May 27, 2014	December 16, 2014			
File / Item #	29286-6	29484-4			
Reason	Board Action	Board Action			

Funding Source Allocation:

Federal - CFDA #: 93.045

State

County

\$32,333

\$

\$4,085

The signatures below signify that the attached Exhibits A and B have been received, negotiated and finalized. The Contractor also signifies agreement with all provisions of the Master Contract.

**DEPARTMENT**

By \_\_\_\_\_

Signature

Lori Cox

Print or Type Name

Title

Date

03/06/15**CONTRACTOR**

By \_\_\_\_\_

Signature

Christine Daniel

Print or Type Name

Title

City Manager

Date

2/4/15

By \_\_\_\_\_

Signature

Print or Type Name

Title

Date

Alameda County Department of Social Services

Reference Master Contract #:900161

Procurement #: 10787

**CONTRACT AMENDMENT**

Reference is made to that Contract made and entered into on the 1<sup>st</sup> day of July, 2014, by and between City of Berkeley, herein called and referred to as "Contractor", and the COUNTY OF ALAMEDA, a body corporate and politic of the State of California, hereinafter called and referred to as "County".

Said contract is hereby amended in the following manner:

**Contract for Nutrition Services, Title III Congregate Meals C-1.**

**Exhibit A:**

**Congregate Meals (C1) Section B. 5. One –Time Only Objective:** A one-time only allocation of \$5,100 will be used for equipment and supplies during the period July 1, 2014 through June 30, 2015.

**Congregate Meals (C1) Section B. 6. Baseline adjustment:** A one time only allocation of \$4,085 will be used to support baseline operations during the period July 1, 2014 through June 30, 2015.

**Exhibit B**

The amended Congregate Nutrition budget is attached which increases the allocation by **\$9,185** for a total allocation of **\$36,418**.

Except as herein amended, said Contract is continued in full force and effect.

**The Contract Amendment is effective as of the 16<sup>th</sup> day of December 2014.**

**COUNTY OF ALAMEDA**

By  \_\_\_\_\_

Title: Agency Director

Date 03/06/15

**CONTRACTOR**

City of Berkeley  
2180 Milvia Street  
Berkeley, CA. 94703

By  \_\_\_\_\_  
Authorized Signature of Contractor

Title: City Manager

Date 2/12/15



totals.

## B. MIS Units of Service

Contractor shall perform the following units of service during this contract period in a manner that distributes them reasonably and evenly over the months of the contract.

1. Services shall be targeted to persons 60 years and older as follows:
  - 31 % aged 75 and older
  - 20 % in greatest economic need
  - 36 % functionally impaired
  - 48 % minorities
2. Three hundred and twenty (320) New (unduplicated) Seniors shall be served
3. Forty-four thousand eight hundred and fifty- seven (44,857) Congregate Meals shall be served.
4. Seven hundred and eighteen (718) units of Nutrition/Safety and Sanitation Education shall be provided.
5. **One Time Only Objective:** A One Time Only increase of \$5,100 will be used for equipment and supplies during the period of July 1, 2014 through June 30, 2015.
6. **One Time Only Baseline Adjustment:** A one time only allocation of \$4,085 will be used to support baseline operations during the period July 1, 2014 through June 30, 2015.

# OF NEW SENIORS TO BE SERVED ANNUALLY	SERVICE UNIT NAME	NUMBER OF UNITS TO BE PROVIDED	
		ANNUALLY	MONTHLY (approximately)
320	Congregate Meals C-1	44,857	3,738
	Nutrition/Safety and Sanitation Education	718	60

## C. Definitions

**New Senior:** An individual 60 years of age and older, on or before **June 30, 2015**, who receives service through the terms of this contract as of July 1 of the contract year, including those previously served as well as those never before served by the agency. For reporting purposes, each senior receiving services related to this grant is counted only once during the contract year.

**EXHIBIT B**  
**ALAMEDA COUNTY AREA AGENCY ON AGING CONTRACT BUDGET**

Budget Effective Date: 7/1/2014

Date Prepared: 7/11/2014 0:00

Contractor: City of Berkeley

Contract Term: 7/1/2014-6/30/2015

MIS Program: Congregate Nutrition

Provider No.: N/A

**CONGREGATE NUTRITION (C1) BUDGET SUMMARY**

		TOTAL C-1 BUDGET	AAA FUNDED	CASH BUDGET	IN-KIND BUDGET
<b>SALARY AND EMPLOYMENT BENEFITS</b>	FOOD PRODUCTION	0			
	PACK-OUT	0			
	MEAL DELIVERY/ PROG.ADMIN	171,364	31,318	140,046	
	<b>SUBTOTAL</b>	171,364	31,318	140,046	0
<b>NUTRITION EDUCATION</b>	PROGRAM ADMIN/DELIVERY	6,343	0	6,343	0
<b>NUTRITION CONSULTING</b>	PROGRAM ADMIN/DELIVERY	0	0	0	0
<b>CONSULTANTS</b>	FOOD PRODUCTION	0			
	PACK-OUT	0			
	MEAL DELIVERY/ PROG.ADMIN	0			
	<b>SUBTOTAL</b>		0	0	0
<b>TRAVEL&amp;TRAINING</b>	FOOD PRODUCTION	0			
	PACK-OUT	0			
	MEAL DELIVERY/ PROG.ADMIN	0			
	<b>SUBTOTAL</b>		0	0	0
<b>EQUIPMENT</b>	FOOD PRODUCTION	0			
	PACK-OUT	0			
	MEAL DELIVERY/ PROG.ADMIN	5,101	5,100		
	<b>SUBTOTAL</b>	5,101	5,100	0	0
<b>CATERED FOOD</b>	FOOD PRODUCTION	0	0	0	0
<b>RAW FOOD</b>	FOOD PRODUCTION	0	0	0	0
<b>ALL OTHER COSTS</b>	FOOD PRODUCTION	0			
	PACK-OUT				
	MEAL DELIVERY/ PROG.ADMIN				
	<b>SUBTOTAL</b>	0	0	0	0
<b>TOTAL COSTS</b>	FOOD PRODUCTION	0	0	0	0
	PACK-OUT	0	0	0	0
	MEAL DELIVERY/ PROG.ADMIN	182,808	36,418	146,390	0
<b>GRAND TOTAL (C-1):</b>		182,808	36,418	146,390	0

**SECTION 1: SALARY AND EMPLOYMENT BENEFITS**

TOTAL NUTRITION PROJECT 1.1 PAID STAFF List # pos., wages, % FTE	C-1 PROGRAM		F U N C T I O N S			FUNDING SOURCE		
	% Time	Salary	Food Production	Meal Packout	Meal Delivery Program Admin	AAA	Cash	In-Kind
Mealsite Coordinator - \$50,856 annualized salary	50%	25,428			25,352	19,247	6,105	
Senior Health Services Program Specialist \$100,008 annualized salary	17%	16,075			16,075		16,075	
Senior Service Aide \$47,412 annualized salary	47.5%	22,521			22,521		22,521	
	47.5%	22,521			22,521		22,521	
	47.5%	22,521			22,521		22,521	
	47.5%	22,521			22,521		22,521	
Nutritionist \$79,284 annualized salary	8%	6,343			6,343		6,343	
<b>SUBTOTAL:</b>		137,930	0	0	137,853	19,247	118,606	0

**1.2 TAXES AND BENEFITS**

Retirement	16,572			16,572	7,699	8,873	
Medical	5,386			5,386	2,502	2,884	
Dental	1,657			1,657	770	887	
Life Insurance	1,242			1,242	577	665	
Medicare	130			130	60	70	
SRIP Disability	108			108	91	17	
Workers Comp & other	8,416			8,416	372	8,044	
	0			0	0		
	0			0	0	0	
<b>SUBTOTAL</b>	33,511	0	0	33,511	12,071	21,440	0

171,364      31,318      140,046

**SECTION 1 (Continued)**

TOTAL NUTRITION PROJECT 1.3 IN-KIND STAFF/VOLUNTEERS List # pos., % FTE, pay equivalent	C-1 PROGRAM		F U N C T I O N S			FUNDING SOURCE		
	% Time	Salary	Food Production	Meal Packout	Meal Delivery Program Admin.	AAA	Cash	In-Kind
<b>SUBTOTAL:</b>		0	0	0	0	0	0	0
<b>TOTAL:</b> (Sec. 1.1, 1.2, 1.3)		171,441	0	0	171,364	31,318	140,046	0

**SECTION 2: NUTRITION EDUCATION**

10% of Nutritionist salary		0					6,343	
		0						
<b>SUBTOTAL:</b>		0	0	0	0	0	6,343	0

**SECTION 3 : NUTRITION CONSULTING**

		0						
<b>SUBTOTAL:</b>		0	0	0	0	0	0	0

**SECTION 4: CONSULTANTS**

<b>SUBTOTAL:</b>			0	0	0	0	0	0

**SECTION 5: TRAVEL AND TRAINING**

<b>SUBTOTAL:</b>			0	0	0	0	0	0

**SECTION 6: EQUIPMENT COSTS****6.1 CAPITAL EQUIPMENT**

(List each item \$5,000 or more)

<b>SUBTOTAL</b>			0	0	0	0	0	0

**6.2 MINOR EQUIPMENT**

Equipment and Supplies - One Time Only					5101	5101		
<b>SUBTOTAL</b>			0	0	5101	5101	0	0

**SECTION 6 SUBTOTAL**

0	0	5,101	5,101	0	0
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**SECTION 7: FOOD COSTS****7.1 CATERED FOOD COSTS**

Meals Per Day	Serving Days Per Year	Total Meals Per Year	Cost Per Meal	Total Cost		FUNDING SOURCE		
						AAA	Cash	In-Kind
				0				
SUBTOTAL:		0	0	0		0	0	0

**7.2 RAW FOOD COSTS**

Meals Per Day	Serving Days Per Year	Total Meals Per Year	Cost Per Meal	Total Cost		FUNDING SOURCE		
						AAA	Cash	In-Kind
				0				
SUBTOTAL:		0	0	0		0	0	0

**SECTION 8: ALL OTHER COSTS****8.1 FOOD SERVICE SUPPLIES**

TOTAL COST	C-1 PROGRAM		FUNCTIONS			FUNDING SOURCE		
	% Cost	Cost	Food Production	Meal Packout	Meal Delivery Program Admin	AAA	Cash	In-Kind
SUBTOTAL:		0	0	0	0	0	0	0

**8.2 VEHICLE**

SUBTOTAL		0	0	0	0	0	0	0

**8.3 BUILDING SPACE**

SUBTOTAL:		0	0	0	0	0	0	0



**SECTION 8: ALL OTHER COSTS (cont.)****8.4 OTHER BUDGET COSTS**

TOTAL NUT PROJECT Description of Cost Category	TOTAL COST	C-I PROGRAM		F U N C T I O N S			FUNDING SOURCE		
		% Cost	Cost	Food Production	Meal Packout	Meal Delivery Program Admin	AAA	Cash	In-Kind
Telephone									
Utilities									
Office Supplies									
Copy Machine Rental									
Fundraising Expenses									
Liability Insurance									
Dues, Membership									
Accounting/Audit									
Advertising									
Other									
One Time Costs:									
Equipment and Supplies									
<b>SUBTOTAL:</b>			0	0	0	0	0	0	0
<b>TOTAL:</b>									
<b>(8.1 - 8.4)</b>			0	0	0	0	0	0	0

**SECTION 8 REVENUES C-1**

8.1 REVENUE SOURCES	BUDGET	AAA FUNDS	CASH	IN-KIND
Non-Match:				
	0			
Subtotal:	0	0	0	0
Match:				
City of Berkeley General Funds	103,390		103,390	
Subtotal:	103,390	0	103,390	0
N.S.I.P.	0			
Title III Client Donations:	43,000		43,000	
Title III Funds:	32,333	32,333		
County General Funds:	4,085	4,085		
Other	0			
TOTAL FUNDS:	182,808	36,418	146,390	0

**SECTION 9: DEDUCTIVE FORMULA**

	TOTAL
1.) TOTAL PROJECT BUDGET:	182,808
2.) {LESS} COUNTY GENERAL FUNDS:	4,085
3.) {LESS} N.S.I.P.	0
4.) {LESS} OTHER NON-MATCH FUNDS:	0
5.) {EQUALS} TITLE III BUDGET COSTS TO BE MATCHED:	178,723
6.) {LESS} TITLE III MATCH FUNDS: [at least 10% OF LINE 5]	103,390
7.) {LESS} TITLE III CLIENT DONATIONS:	43,000
8.) {EQUALS} EARNED TITLE III NUTRITION FUNDS:	32,333
TOTAL CONTRACT FUNDING ( LINE 2+3+8)	36,418
TOTAL NSIP ELIGIBLE MEALS CONTRACTED	

## **Exhibit D**

### Audit Requirements

The County contracts with various organizations to carry out programs mandated by the Federal and State governments or sponsored by the Board of Supervisors. Under the Single Audit Act Amendments of 1996 (31 U.S.C.A. §§ 7501-7507) and Board policy, the County has the responsibility to determine whether organizations receiving funds through the County have spent them in accordance with applicable laws, regulations, contract terms, and grant agreements. To this end, effective with the first fiscal year beginning on and after December 26, 2014, the following are required.

#### **I. AUDIT REQUIREMENTS**

##### **A. Funds from Federal Sources:**

1. Non-Federal entities which are determined to be subrecipients by the supervising department according to 2 CFR § 200.330 and which expend annual Federal awards in the amount specified in 2 CFR § 200.501 are required to have a single audit performed in accordance with 2 CFR § 200.514.
2. When a non-Federal entity expends annual Federal awards in the amount specified in 2 CFR § 200.501(a) under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or terms and conditions of the Federal award do not require a financial statement audit of the auditee, the non-Federal entity may elect to have a program-specific audit conducted in accordance with 2 CFR § 200.507 (Program Specific Audits).
3. Non-Federal entities which expend annual Federal awards less than the amount specified in 2 CFR § 200.501(d) are exempt from the single audit requirements for that year except that the County may require a limited-scope audit in accordance with 2 CFR § 200.503(c).

##### **B. Funds from All Sources:**

Non-Federal entities which expend annual funds from any source (Federal, State, County, etc.) through the County in an amount of:

1. \$100,000 or more must have a financial audit in accordance with the U.S. Comptroller General's Generally Accepted Government Auditing Standards (GAGAS) covering all County programs.
2. Less than \$100,000 are exempt from these audit requirements except as otherwise noted in the contract.

Non-Federal entities that are required to have or choose to do a single audit in accordance with 2 CFR Subpart F, Audit Requirements are not required to have a financial audit in the same year. However, Non-Federal entities that are required to have a financial audit may also be required to have a limited-scope audit in the same year.

C. General Requirements for All Audits:

1. All audits must be conducted in accordance with Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States (GAGAS).
2. All audits must be conducted annually, except for biennial audits authorized by 2 CFR § 200.504 and where specifically allowed otherwise by laws, regulations, or County policy.
3. The audit report must contain a separate schedule that identifies all funds received from or passed through the County that is covered by the audit. County programs must be identified by contract number, contract amount, contract period, and amount expended during the fiscal year by funding source. An exhibit number must be included when applicable.
4. If a funding source has more stringent and specific audit requirements, these requirements must prevail over those described above.

II. **AUDIT REPORTS**

A. For Single Audits

1. Within the earlier of 30 calendar days after receipt of the auditor's report or nine months after the end of the audit period, the auditee must electronically submit to the Federal Audit Clearinghouse (FAC) the data collection form described in 2 CFR § 200.512(b) and the reporting package described in 2 CFR § 200.512(c). The auditee and auditors must ensure that the reporting package does not include protected personally identifiable information. The FAC will make the reporting package and the data collection form available on a web site and all Federal agencies, pass-through entities and others interested in a reporting package and data collection form must obtain it by accessing the FAC. As required by 2 CFR § 200.512(a)(2), unless restricted by Federal statutes or regulations, the auditee must make copies available for public inspection.
2. A notice of the audit report issuance along with two copies of the management letter with its corresponding response should be sent to the County supervising department within ten calendar days after it is submitted to the FAC. The County supervising department is responsible for forwarding a copy of the audit report, management letter, and corresponding responses to the County Auditor within one week of receipt.

B. For Audits other than Single Audits

At least two copies of the audit report package, including all attachments and any management letter with its corresponding response, should be sent to the County supervising department within six months after the end of the audit year, or other time frame as specified by the department. The County supervising department is responsible for forwarding a copy of the audit report package to the County Auditor within one week of receipt.

### **III. AUDIT RESOLUTION**

Within 30 days of issuance of the audit report, the entity must submit to its County supervising department a corrective action plan consistent with 2 CFR § 200.511(c) to address each audit finding included in the current year auditor's report. Questioned costs and disallowed costs must be resolved according to procedures established by the County in the Contract Administration Manual. The County supervising department will follow up on the implementation of the corrective action plan as it pertains to County programs.

### **IV. ADDITIONAL AUDIT WORK**

The County, the State, or Federal agencies may conduct additional audits or reviews to carry out their regulatory responsibilities. To the extent possible, these audits and reviews will rely on the audit work already performed under the audit requirements listed above.



COB

## ALAMEDA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

*The following action was taken by the Alameda County Board of Supervisors on 12/16/2014*

Approved as Recommended ☒

Other ☐

Unanimous ☐ Chan: ☐ Haggerty: ☐ Miley: ☐ Valle: ☒ Carson: ☐ - ☐ 4

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Contract: C-2014-209

Resolution: R-2014-410F

Documents to be signed by Agency/Purchasing Agent:

File No. 29484

Item No. 4

Copies sent to:

J. Villaflor & Auditor

### Special Notes:

FY 2014-2015 Older  
Americans Act and Older  
Californians Act Grant  
Agreement No. AP-1415-09,  
A01



I certify that the foregoing is a correct  
copy of a Minute Order adopted by the  
Board of Supervisors, Alameda County,  
State of California.

ATTEST:

Clerk of the Board  
Board of Supervisors

By: [Signature]

Deputy



Lori A. Cox  
Agency Director

Thomas L. Berkley Square  
2000 San Pablo Avenue, Fourth Floor  
Oakland, California 94612  
510-271-9100 / Fax: 510-271-9108  
[ssadirector@acgov.org](mailto:ssadirector@acgov.org)  
<http://alamedasocialservices.org>

November 6, 2014

Honorable Board of Supervisors  
Administration Building  
Oakland, California 94612

Dear Board Members:

**SUBJECT:** Approval of Area Plan Grant Agreement Amendment and Contract Amendments for services administered by the Area Agency on Aging.

**RECOMMENDATIONS:**

- A. Approve the FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1, between the California Department of Aging and County of Alameda, Area Agency on Aging and authorize the President to sign seven (7) Grant Agreements on behalf of Alameda County, each with an original signature, with a Minute Order authorizing execution of the contract.
- B. Approve the attached Financial Recommendation increasing revenue and appropriations by \$1,362,121.
- C. Approve contract increases totaling \$1,359,648 as detailed in attachment A, and delegate authority to the Social Services Director to sign the contract amendments, under the master contracting process.
- D. Approve a one-time allocation of Measure A Funds in the amount of \$15,000 to provide emergency senior support services.

**SUMMARY/DISCUSSION:**

This letter requests action by your Board to approve and execute Amendment 1 to the Older Americans Act (OAA) and Older Californians Act Grant Agreement issued by the California Department of Aging (CDA) for FY 2014/15.

This grant agreement, which provides an increase of \$408,288 in Special Nutrition (SN) and One-Time-Only (OTO) funds, allocates a total of \$5,879,694.00 to the Alameda County Area Agency on Aging (AAA). Your Board approved the original agreement, AP-1415-09, in the amount of \$5,471,406, on October 7, 2014 (File: 29356; Item: 4). The AAA will retain \$2,473 of the SN & OTO funds for its direct service Ombudsman program and allocate the remaining \$405,815 to its subcontractors as outlined in Attachment A.

Your Board directed that the Social Services Agency (SSA) and Health Care Services Agency (HCSA) collaborate to develop a Countywide plan for seniors. SSA is implementing a strategy that includes three key items: 1) provide one-time emergency funding to support the infrastructure of senior service providers; 2) develop a plan for delivery of technical assistance & capacity building for senior services providers; and 3) develop a Countywide plan for seniors. Attachment A includes emergency funding of \$953,833, which includes a 15% (\$884,012) increase in senior service contracts and \$69,821 to backfill a gap caused by federal sequestration cuts. Please note that the HCSA is providing \$15,000 of the funding from Measure A so that Senior Injury Prevention Program contracts managed by the AAA will also receive emergency funding.

County Counsel has approved this amended grant agreement as to form.

#### SELECTION CRITERIA/PROCESS:

*The subcontractors receiving funds under this grant agreement were selected based on recommendations resulting from the 2014-2018 requests for proposals completed by the Alameda County Area Agency on Aging and the Advisory Commission on Aging. The Commission's recommendations for funding from the RFP were approved by your Board on June 24, 2014 (File #29358, Item 5).*

#### FUNDING

Financing will come from the SSA budget and federal OTO funds awarded to Alameda County by the CDA through this grant agreement amendment for FY 2014-2015. An additional \$15,000 in funding comes from the Measure A reserve. Approval of these recommendations will bring the total amount of Measure A one-time expenditures that exceed the Fiscal Year 2014-2015 Budget to \$3,879,000. The Measure A expenses will be transferred to the Public Health Department at year end. The subcontractors receiving OAA and OCA funds will meet all match requirements.

Sincerely,



Lori A. Cox  
Agency Director

- Att: 1) Seven Original FY 2014-20145 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1 documents for Board President signature.  
2) Attachment A  
3) Financial Recommendation

## TITLE III/IV, HICAP, MIPPA, FA, TV and SIPP

320200

Period 07/01/14-06/30/15

CONTRACTOR	PC #	PO #	Initial Contract Amount	15% Increase & Sequestration	OTO & Special Nutrition	Amended Contract Amount	Fund Source
Afghan Elderly Association	10855	12300	34,521.00	5,178	6,465	46,164.00	Title III C-1
Disease Prevention	10856	12301	27,471.00	5,752	1,161	34,384.00	Title III D
Alzheimer's Association of Norther CA	10874	12339	30,459.00	5,772	1,865	38,096.00	Title III E
Alzheimer's Services of the East Bay	10820	12268	91,407.00	18,286	2,975	112,668.00	Title III B
Adult Day Care	10762	12184	42,017.00	7,963	2,573	52,553.00	Title III E
Caregiver Support							
Bay Area Community Services (BACS)	11006	12449	110,432.70	20,939	2,844	134,215.70	Title III B
Adult Day Care - North & South	11019	12475	189,967.00	31,004	1,631	222,602.00	Title III B
Case Management							
City of Alameda	10854	12299	25,095.06	3,764		28,859.06	CGF
Senior Center Activities							
City of Albany	10918	12365	18,808.80	2,821	-	21,629.80	CGF
Senior Center Activities							
City of Berkeley	10826	12275	28,957.00	5,488	1,773	36,218.00	Title III E
Caregiver Support	10801	12202	41,868.96	6,290	-	48,148.96	CGF
Information & Assistance	10786	12190	27,233.00	4,085	5,100	36,418.00	Title III C-1
Nutrition C-1	10787	12191	30,768.00	4,615	2,073	37,456.00	Title III C-2
Nutrition C-2	10824	12274	22,572.00	4,516	734	27,822.00	Title III B
Senior Center Activities							
City of Emeryville	10829	12280	23,770.08	3,566		27,336.08	CGF
Senior Center Activities							
City of Fremont	10935	12389	67,960.00	12,879	4,161	85,000.00	Title III E
Caregiver Support	10934	12382	55,287.06	8,293	-	63,580.06	CGF
MSSP	10860	12303	45,082.00	8,268	979	54,329.00	Title III B
Case Management	10933	12381	10,591.00	2,119	345	13,055.00	Title III B
Information & Assistance							
City of Oakland	10831	12337	42,859.38	6,429		49,288.38	CGF
Senior Center Activities							
Crisis Support Services	10757	12179	10,026.00	2,006	326	12,358.00	Title III B
Visiting							
Day Break Adult Center/ADSNAC	10929	12376	123,817.00	23,465	7,581	154,863.00	Title III E
Caregiver Support	10930	12377	17,078.00	2,562		19,641.00	SIPP
Injury Prevention							
East Bay Korean American Sr. Svc Ctr	11034	12494	10,326.00	2,066	336	12,728.00	Title III B
Senior Center Activities							

**COMMUNITY BASED ORGANIZATION  
MASTER CONTRACT EXHIBIT A & B COVERSHEET**

Dept Name: SSA-Adult, Aging and Medi-Cal Services Vendor ID #: 0000032624 Board PO #: SOCSA-12191  
 Bus Unit: SOCSA Master Contract #: 900161 Procurement Contract #: 10787 Budget Year: 2015

Acct #	Fund #	Dept #	Program #	Subclass #	Project / Grant #	Amount to be Encumbered	Total Contract Amount
610341	10000	320200	33800			\$2,073	\$31,406
610341	10000	320200	34700			\$4,615	\$6,050

Justification if partial encumbrance or liquidation requested: \_\_\_\_\_

Federal Funds Waiver #: F607 Contract Maximum: \$37,456

Procurement Contract Begin Date: 7/01/2014 Expire Date: 6/30/2015 Period of Funding From: 7/01/2014 To: 6/30/2015

Department Contact: Tracy Murray Telephone #: 577-1966 QIC Code: 24550

Contractor Name: City of Berkeley

Project Name: \_\_\_\_\_

Contractor Address: 1901 Hearst Avenue Berkeley, CA 94709 Attn: Aging Services Manager

Remittance Address: Same As Above ALCOLINK Vendor Address #: 93

BOS Dist. #: 5

Contractor Telephone #: 510-981-5178 Fax #: 510-981-5220 E-mail (Signatory): CDaniel@cityofberkeley.info

Contractor Contact Person: Leah Talley E-mail (Contact): LTalley@cityofberkeley.info

Contract Service Category: Nutrition Services: Home Delivered Meals/Home Delivered Nutrition Education Title III

Estimated Units of Service: See Exhibit A Method of Reimbursement (Invoicing Procedures): Actual cost in arrears

History of Funding:	Original	Amendment #1	Amendment #2	Amendment #3	Amendment #4
Funding Level	\$30,768	\$37,456			
Amount of Encumbrance	\$30,768	\$6,688			
File Date	June 24, 2014	December 16, 2014			
File / Item #	29358-5	29484-4			
Reason	Board Action	Board Action			

Funding Source Allocation:	Federal - CFDA #: <u>93.045</u>	State	County
	\$31,406	\$	\$6,050

The signatures below signify that the attached Exhibits A and B have been received, negotiated and finalized. The Contractor also signifies agreement with all provisions of the Master Contract.

**DEPARTMENT**

By \_\_\_\_\_

Signature

Lori Cox

Print or Type Name

Title

Date

03/06/15

**CONTRACTOR**

By \_\_\_\_\_

Signature

Christine Daniel

Print or Type Name

Title

City Manager

Date

2/2/15

By \_\_\_\_\_

Signature

Print or Type Name

Title

Date



Alameda County Department of Social Services

Reference Master Contract #:900161  
Procurement #: 10787

**CONTRACT AMENDMENT**

Reference is made to that Contract made and entered into on the 1<sup>st</sup> day of July, 2014, by and between City of Berkeley, herein called and referred to as "Contractor", and the COUNTY OF ALAMEDA, a body corporate and politic of the State of California, hereinafter called and referred to as "County".

Said contract is hereby amended in the following manner:

**Contract for Nutrition Services, Title III Home Delivered Meals C-2.**

**Exhibit A:**

**Home Delivered Meals (C2) Section C. 5. One –Time Only Objective:** A one-time only allocation of \$2,073 will be used for equipment and supplies during the period July 1, 2014 through June 30, 2015.

**Home Delivered Meals (C2) Section C. 6. Baseline adjustment:** A one time only allocation of \$4,615 will be used to support baseline operations during the period July 1, 2014 through June 30, 2015.

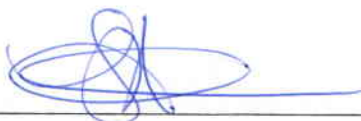
**Exhibit B**

The amended Home Delivered Nutrition budget is attached which increases the allocation by \$6,688 for a total allocation of \$37,456.

Except as herein amended, said Contract is continued in full force and effect.

**The Contract Amendment is effective as of the 16<sup>th</sup> day of December 2014.**

**COUNTY OF ALAMEDA**

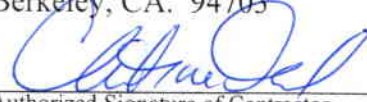
By  \_\_\_\_\_

Title: Agency Director

Date 03/06/15

**CONTRACTOR**

City of Berkeley  
2180 Milvia Street  
Berkeley, CA. 94703

By  \_\_\_\_\_  
Authorized Signature of Contractor

Title: City Manager

Date 2/18/15

In C-1, where there is a cost discrepancy of four percent (4%) or less between meals produced and meals served, the cost difference, including USDA, will be absorbed by the Area Agency on Aging.

The Area Agency will keep records regarding the aforementioned numbers, and will charge an agency the full price of the food produced for all meals that exceed the designated maximum differences allowed. Status reports will be forwarded quarterly; a single billing will be done at the end of the year.

This agreement does not affect payments between agencies collaborating together in which interagency payment is included in the agreement for Title III meal service.

Food production agencies may not over serve their contract without approval by the Area Agency on Aging. The Area Agency on Aging will carefully monitor contract totals.

### **C. MIS Units of Service**

Contractor shall perform the following units of service during this contract period in a manner that distributes them reasonably and evenly over the months of the contract.

1. Services shall be targeted to persons 60 years and older as follows:
  - 31 % aged 75 and older
  - 20 % in greatest economic need
  - 36 % functionally impaired
  - 48 % minorities
2. Two hundred and fifty (250) New (unduplicated) Seniors shall be served.
3. Forty-six thousand nine hundred and forty- four (46,944) Home Delivered Meals shall be served.
4. One thousand eight hundred and seventy (1,870) units of Nutrition/Safety and Sanitation Education shall be provided.
5. **One-Time Only Objective:** A One Time Only increase of \$2,073 will be used for equipment and supplies during the period of July 1, 2014 through June 30, 2015.
6. **One- Time Only Baseline Adjustment:** A one time only allocation of of \$4,615 will be used to support baseline operations during the period of July 1, 2014 through June 30, 2015.

## EXHIBIT B

Exhibit #:

## ALAMEDA COUNTY AREA AGENCY ON AGING CONTRACT BUDGET

Budget Effective Date: 07/01/2014

Date Prepared: 7/11/2014 0:00

Contractor: City of Berkeley

Contract Term: 7/1/2014-6/30/2015

MIS Program: Home Delivered Meals

Provider No.: N/A

## HOME DELIVERED MEALS (C-2) NUTRITION BUDGET SUMMARY

		TOTAL C-2 BUDGET	AAA FUNDED	CASH BUDGET	IN-KIND BUDGET
<b>SALARY AND EMPLOYMENT BENEFITS</b>	FOOD PRODUCTION				
	PACK-OUT				
	MEAL DELIVERY/ PROG.ADMIN	171,622	35,383	136,239	
	SUBTOTAL	171,622	35,383	136,239	0
<b>NUTRITION EDUCATION</b>	PROGRAM ADMIN/DELIVERY	9,514	0	9,514	0
<b>NUTRITION CONSULTING</b>	PROGRAM ADMIN/DELIVERY	0	0	0	0
<b>CONSULTANTS</b>	FOOD PRODUCTION	0			
	PACK-OUT	0			
	MEAL DELIVERY/ PROG.ADMIN	0			
	SUBTOTAL	0	0	0	0
<b>TRAVEL&amp;TRAINING</b>	FOOD PRODUCTION	0			
	PACK-OUT	0			
	MEAL DELIVERY/ PROG.ADMIN	0			
	SUBTOTAL	0	0	0	0
<b>EQUIPMENT</b>	FOOD PRODUCTION				
	PACK-OUT	0			
	MEAL DELIVERY/ PROG.ADMIN	0	0		
	SUBTOTAL	0	0	0	0
<b>CATERED FOOD</b>	FOOD PRODUCTION			0	0
<b>RAW FOOD</b>	FOOD PRODUCTION	0	0	0	0
<b>ALL OTHER COSTS</b>	FOOD PRODUCTION	0		0	
	PACK-OUT	0			
	MEAL DELIVERY/ PROG.ADMIN	2,073	2,073		
	SUBTOTAL	2,073	2,073		0
<b>TOTAL COSTS</b>	FOOD PRODUCTION			0	0
	PACK-OUT	0	0	0	0
	MEAL DELIVERY/ PROG.ADMIN	183,209	37,456	145,753	0
<b>GRAND TOTAL (C-2):</b>		183,209	37,456	145,753	0

**SECTION 1: SALARY AND EMPLOYMENT BENEFITS**

TOTAL NUTRITION PROJECT 1.1 PAID STAFF List # pos., wages, % FTE	C-2 PROGRAM		F U N C T I O N S			FUNDING SOURCE		
	% Time	Salary	Food Production	Meal Packout	Meal Delivery Program Admin	AAA	Cash	In-Kind
Senior Health Services Program Specialist \$100,008 annualized salary	64.0%	63,972			63,972	21,793	42,179	
Senior Service Aide \$47,412 annualized salary	47.5%	22,521					22,521	
	5.0%	2,371					2,371	
Senior Service Assistant \$59,028 annualized salary	47.5%	28,038					28,038	
Nutritionist \$79,284 annualized salary	12%	9,514					9,514	
<b>SUBTOTAL:</b>		126,416	0	0	63,972	21,793	104,623	0

**1.2 TAXES AND BENEFITS**

Retirement		25,594			25,594	8,723	16,871	
Medical		8,318			8,318	2,835	5,483	
Dental		2,559			2,559	872	1,687	
Life Insurance		1,919			1,919	654	1,265	
Medicare		200			200	68	132	
SRIP Disability		49			49	17	32	
Workers Comp & other		6,567			6,567	421	6,146	
		0			0	0		
		0			0	0		
<b>SUBTOTAL</b>		45,206	0	0	45,206	13,590	31,616	0

**SECTION 1 (Continued)**

TOTAL NUTRITION PROJECT 1.3 IN-KIND STAFF/VOLUNTEERS List # pos., % FTE, pay equivalent	C-2 PROGRAM		F U N C T I O N S			FUNDING SOURCE		
	% Time	Salary	Food Production	Meal Packout	Meal Delivery Program Admin.	AAA	Cash	In-Kind
<b>SUBTOTAL:</b>			0	0	0	0	0	0
<b>TOTAL:</b> (Sec. 1.1, 1.2, 1.3)		171,622	0	0	109,178	35,383	136,239	0

**SECTION 2: NUTRITION EDUCATION**

12% of Nutritionist		0					9,514	
<b>SUBTOTAL:</b>		0	0	0	0	0	9,514	0

**SECTION 3 : NUTRITION CONSULTING**

		0						
<b>SUBTOTAL:</b>		0	0	0	0	0	0	0

**SECTION 4: CONSULTANTS**

<b>SUBTOTAL:</b>		0	0	0	0	0	0	0

**SECTION 5: TRAVEL AND TRAINING**

<b>SUBTOTAL:</b>		0	0	0	0	0	0	0

**SECTION 6: EQUIPMENT COSTS****6.1 CAPITAL EQUIPMENT**

(List each item \$5,000 or more)

<b>SUBTOTAL</b>			0	0	0	0	0	0

**6.2 MINOR EQUIPMENT**

<b>SUBTOTAL</b>			0	0	0	0	0	0

<b>SECTION 6 SUBTOTAL</b>			0	0	0	0	0	0
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**SECTION 7: FOOD COSTS****7.1 CATERED FOOD COSTS**

Meals Per Day	Serving Days Per Year	Total Meals Per Year	Cost Per Meal	Total Cost		FUNDING SOURCE		
						AAA	Cash	In-Kind
				0				
<b>SUBTOTAL:</b>		0	0	0		0	0	0

**7.2 RAW FOOD COSTS**

Meals Per Day	Serving Days Per Year	Total Meals Per Year	Cost Per Meal	Total Cost		FUNDING SOURCE		
						AAA	Cash	In-Kind
				0				
<b>SUBTOTAL:</b>		0	0	0		0	0	0

**SECTION 8: ALL OTHER COSTS****8.1 FOOD SERVICE**

SUPPLIES	TOTAL COST	C-2 PROGRAM		FUNCTIONS			FUNDING SOURCE		
		% Cost	Cost	Food Production	Meal Packout	Meal Delivery Program Admin	AAA	Cash	In-Kind
<b>SUBTOTAL:</b>		0	0	0	0	0	0	0	0

**8.2 VEHICLE**

operating cost

<b>SUBTOTAL</b>		0	0	0	0	0	0	0	0

**8.3 BUILDING SPACE**

<b>SUBTOTAL:</b>		0	0	0	0	0	0	0	0

**SECTION 8: ALL OTHER COSTS (cont.)****8.4 OTHER BUDGET COSTS**

TOTAL NUT PROJECT Description of Cost Category	TOTAL COST	C-2 PROGRAM		F U N C T I O N S			FUNDING SOURCE		
		% Cost	Cost	Food Production	Meal Packout	Meal Delivery Program Admin	AAA	Cash	In-Kind
Telephone									
Utilities									
Office Supplies									
Copy Machine Rental									
Fundraising Expenses									
Liability Insurance									
Dues, Membership									
Accounting/Audit									
Advertising									
Other									
One-time Equipment and Supplies	2,072					2,072	2,073		
<b>SUBTOTAL:</b>			0	0	0	2,072	2,073	0	0
<b>TOTAL:</b>									
<b>(8.1 - 8.4)</b>			0	0	0	2,072	2,073	0	0

**SECTION 8 REVENUES C-2**

8.1 REVENUE SOURCES	BUDGET	AAA FUNDS	CASH	IN-KIND
Subtotal:	0	0	0	0
Match:				
City of Berkeley General Fund	99,753		99,753	
Subtotal:	99,753	0	99,753	0
N.S.I.P.	0			
Title III Client Donations:	46,000		46,000	
Title III Funds:	31,406	31,406		
County General Funds:	6,050	6,050		
Other	0			
TOTAL FUNDS:	183,209	37,456	145,753	0

**SECTION 9: DEDUCTIVE FORMULA**

	TOTAL
1.) TOTAL PROJECT BUDGET:	183,209
2.) {LESS} COUNTY GENERAL FUNDS:	6,050
3.) {LESS} N.S.I.P.	0
4.) {LESS} OTHER NON-MATCH FUNDS:	0
5.) {EQUALS} T-3 BUDGET COSTS TO BE MATCHED:	177,159
6.) {LESS} T-3 MATCH FUNDS: [at least 10% OF LINE 5]	99,753
7.) {LESS} TITLE III CLIENT DONATIONS:	46,000
8.) {EQUALS} EARNED TITLE III FUNDS:	31,406
TOTAL CONTRACT FUNDING ( LINE 2+3+8)	37,456

TOTAL NSIP ELIGIBLE MEALS CONTRACTED	
--------------------------------------	--

## Exhibit D

### Audit Requirements

The County contracts with various organizations to carry out programs mandated by the Federal and State governments or sponsored by the Board of Supervisors. Under the Single Audit Act Amendments of 1996 (31 U.S.C.A. §§ 7501-7507) and Board policy, the County has the responsibility to determine whether organizations receiving funds through the County have spent them in accordance with applicable laws, regulations, contract terms, and grant agreements. To this end, effective with the first fiscal year beginning on and after December 26, 2014, the following are required.

#### **I. AUDIT REQUIREMENTS**

##### **A. Funds from Federal Sources:**

1. Non-Federal entities which are determined to be subrecipients by the supervising department according to 2 CFR § 200.330 and which expend annual Federal awards in the amount specified in 2 CFR § 200.501 are required to have a single audit performed in accordance with 2 CFR § 200.514.
2. When a non-Federal entity expends annual Federal awards in the amount specified in 2 CFR § 200.501(a) under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or terms and conditions of the Federal award do not require a financial statement audit of the auditee, the non-Federal entity may elect to have a program-specific audit conducted in accordance with 2 CFR § 200.507 (Program Specific Audits).
3. Non-Federal entities which expend annual Federal awards less than the amount specified in 2 CFR § 200.501(d) are exempt from the single audit requirements for that year except that the County may require a limited-scope audit in accordance with 2 CFR § 200.503(c).

##### **B. Funds from All Sources:**

Non-Federal entities which expend annual funds from any source (Federal, State, County, etc.) through the County in an amount of:

1. \$100,000 or more must have a financial audit in accordance with the U.S. Comptroller General's Generally Accepted Government Auditing Standards (GAGAS) covering all County programs.
2. Less than \$100,000 are exempt from these audit requirements except as otherwise noted in the contract.

Non-Federal entities that are required to have or choose to do a single audit in accordance with 2 CFR Subpart F, Audit Requirements are not required to have a financial audit in the same year. However, Non-Federal entities that are required to have a financial audit may also be required to have a limited-scope audit in the same year.

C. General Requirements for All Audits:

1. All audits must be conducted in accordance with Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States (GAGAS).
2. All audits must be conducted annually, except for biennial audits authorized by 2 CFR § 200.504 and where specifically allowed otherwise by laws, regulations, or County policy.
3. The audit report must contain a separate schedule that identifies all funds received from or passed through the County that is covered by the audit. County programs must be identified by contract number, contract amount, contract period, and amount expended during the fiscal year by funding source. An exhibit number must be included when applicable.
4. If a funding source has more stringent and specific audit requirements, these requirements must prevail over those described above.

II. **AUDIT REPORTS**

A. For Single Audits

1. Within the earlier of 30 calendar days after receipt of the auditor's report or nine months after the end of the audit period, the auditee must electronically submit to the Federal Audit Clearinghouse (FAC) the data collection form described in 2 CFR § 200.512(b) and the reporting package described in 2 CFR § 200.512(c). The auditee and auditors must ensure that the reporting package does not include protected personally identifiable information. The FAC will make the reporting package and the data collection form available on a web site and all Federal agencies, pass-through entities and others interested in a reporting package and data collection form must obtain it by accessing the FAC. As required by 2 CFR § 200.512(a)(2), unless restricted by Federal statutes or regulations, the auditee must make copies available for public inspection.
2. A notice of the audit report issuance along with two copies of the management letter with its corresponding response should be sent to the County supervising department within ten calendar days after it is submitted to the FAC. The County supervising department is responsible for forwarding a copy of the audit report, management letter, and corresponding responses to the County Auditor within one week of receipt.

B. For Audits other than Single Audits

At least two copies of the audit report package, including all attachments and any management letter with its corresponding response, should be sent to the County supervising department within six months after the end of the audit year, or other time frame as specified by the department. The County supervising department is responsible for forwarding a copy of the audit report package to the County Auditor within one week of receipt.



### **III. AUDIT RESOLUTION**

Within 30 days of issuance of the audit report, the entity must submit to its County supervising department a corrective action plan consistent with 2 CFR § 200.511(c) to address each audit finding included in the current year auditor's report. Questioned costs and disallowed costs must be resolved according to procedures established by the County in the Contract Administration Manual. The County supervising department will follow up on the implementation of the corrective action plan as it pertains to County programs.

### **IV. ADDITIONAL AUDIT WORK**

The County, the State, or Federal agencies may conduct additional audits or reviews to carry out their regulatory responsibilities. To the extent possible, these audits and reviews will rely on the audit work already performed under the audit requirements listed above.

(Contract's Office)  
CoB

## ALAMEDA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

The following action was taken by the Alameda County Board of Supervisors on 12/16/2014

Approved as Recommended ☒

Other ☐

Unanimous ☐ Chan: ☐ Haggerty: ☐ Miley: ☐ Valle: ☒ Carson: ☐ - 4

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Contract: C-2014-209  
Resolution: R-2014-410F

Documents to be signed by Agency/Purchasing Agent:

File No. 29484

Item No. 4

Copies sent to:

J. Villafior & Auditor

### Special Notes:

FY 2014-2015 Older  
Americans Act and Older  
Californians Act Grant  
Agreement No. AP-1415-09,  
A01



I certify that the foregoing is a correct  
copy of a Minute Order adopted by the  
Board of Supervisors, Alameda County,  
State of California.

ATTEST:

Clerk of the Board  
Board of Supervisors

By: [Signature]

Deputy



Lori A. Cox  
Agency Director

Thomas L. Berkley Square  
2000 San Pablo Avenue, Fourth Floor  
Oakland, California 94612  
510-271-9100 / Fax: 510-271-9108  
[ssadirector@acgov.org](mailto:ssadirector@acgov.org)  
<http://alamedasocialservices.org>

November 6, 2014

Honorable Board of Supervisors  
Administration Building  
Oakland, California 94612

Dear Board Members:

**SUBJECT:** Approval of Area Plan Grant Agreement Amendment and Contract Amendments for services administered by the Area Agency on Aging

**RECOMMENDATIONS:**

- A. Approve the FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1, between the California Department of Aging and County of Alameda, Area Agency on Aging and authorize the President to sign seven (7) Grant Agreements on behalf of Alameda County, each with an original signature, with a Minute Order authorizing execution of the contract.
- B. Approve the attached Financial Recommendation increasing revenue and appropriations by \$1,362,121.
- C. Approve contract increases totaling \$1,359,648 as detailed in attachment A, and delegate authority to the Social Services Director to sign the contract amendments, under the master contracting process.
- D. Approve a one-time allocation of Measure A Funds in the amount of \$15,000 to provide emergency senior support services.

**SUMMARY/DISCUSSION:**

This letter requests action by your Board to approve and execute Amendment 1 to the Older Americans Act (OAA) and Older Californians Act Grant Agreement issued by the California Department of Aging (CDA) for FY 2014/15.

This grant agreement, which provides an increase of \$408,288 in Special Nutrition (SN) and One-Time-Only (OTO) funds, allocates a total of \$5,879,694.00 to the Alameda County Area Agency on Aging (AAA). Your Board approved the original agreement, AP-1415-09, in the amount of \$5,471,406, on October 7, 2014 (File: 29356; Item: 4). The AAA will retain \$2,473 of the SN & OTO funds for its direct service Ombudsman program and allocate the remaining \$405,815 to its subcontractors as outlined in Attachment A.

Your Board directed that the Social Services Agency (SSA) and Health Care Services Agency (HCSA) collaborate to develop a Countywide plan for seniors. SSA is implementing a strategy that includes three key items: 1) provide one-time emergency funding to support the infrastructure of senior service providers; 2) develop a plan for delivery of technical assistance & capacity building for senior services providers; and 3) develop a Countywide plan for seniors. Attachment A includes emergency funding of \$953,833, which includes a 15% (\$884,012) increase in senior service contracts and \$69,821 to backfill a gap caused by federal sequestration cuts. Please note that the HCSA is providing \$15,000 of the funding from Measure A so that Senior Injury Prevention Program contracts managed by the AAA will also receive emergency funding.

County Counsel has approved this amended grant agreement as to form.

#### SELECTION CRITERIA/PROCESS:

*The subcontractors receiving funds under this grant agreement were selected based on recommendations resulting from the 2014-2018 requests for proposals completed by the Alameda County Area Agency on Aging and the Advisory Commission on Aging. The Commission's recommendations for funding from the RFP were approved by your Board on June 24, 2014 (File #29358, Item 5).*

#### FUNDING

Financing will come from the SSA budget and federal OTO funds awarded to Alameda County by the CDA through this grant agreement amendment for FY 2014-2015. An additional \$15,000 in funding comes from the Measure A reserve. Approval of these recommendations will bring the total amount of Measure A one-time expenditures that exceed the Fiscal Year 2014-2015 Budget to \$3,879,000. The Measure A expenses will be transferred to the Public Health Department at year end. The subcontractors receiving OAA and OCA funds will meet all match requirements.

Sincerely,



Lori A. Cox  
Agency Director

- Att: 1) Seven Original FY 2014-20145 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1 documents for Board President signature.  
2) Attachment A  
3) Financial Recommendation

## TITLE III/VII, HICAP, MIPPA, FA, TV and SIPP

320200

Period 07/01/14-06/30/15

CONTRACTOR	PC #	PO #	Initial Contract Amount	15% Increase & Sequestration	OTO & Special Nutrition	Amended Contract Amount	Fund Source
Afghan Elderly Association							
Nutrition C-1	10855	12300	34,521.00	5,178	6,465	46,164.00	Title III C-1
Disease Prevention	10856	12301	27,471.00	5,752	1,161	34,384.00	Title III D
Alzheimer's Association of Northern CA							
Caregiver Support	10874	12339	30,459.00	5,772	1,865	38,096.00	Title III E
Alzheimer's Services of the East Bay							
Adult Day Care	10820	12268	91,407.00	18,286	2,975	112,668.00	Title III B
Caregiver Support	10762	12184	42,017.00	7,963	2,573	52,553.00	Title III E
Bay Area Community Services (BACS)							
Adult Day Care - North & South	11006	12448	110,432.70	20,939	2,844	134,215.70	Title III B
Case Management	11019	12475	189,967.00	31,004	1,631	222,602.00	Title III B
City of Alameda							
Senior Center Activities	10854	12296	25,095.06	3,764		28,859.06	CGF
City of Albany							
Senior Center Activities	10918	12365	18,808.80	2,821	-	21,629.80	CGF
City of Berkeley							
Caregiver Support	10826	12275	28,957.00	5,488	1,773	36,218.00	Title III E
Information & Assistance	10801	12202	41,888.96	6,280	-	48,148.96	CGF
Nutrition C-1	10786	12190	27,233.00	4,085	5,100	36,418.00	Title III C-1
Nutrition C-2	10787	12191	30,768.00	4,615	2,073	37,456.00	Title III C-2
Senior Center Activities	10824	12274	22,572.00	4,516	734	27,822.00	Title III B
City of Emeryville							
Senior Center Activities	10829	12280	23,770.08	3,566		27,336.08	CGF
City of Fremont							
Caregiver Support	10935	12389	67,960.00	12,879	4,161	85,000.00	Title III E
MSSP	10934	12382	55,287.06	8,293	-	63,580.06	CGF
Case Management	10860	12303	45,082.00	8,268	979	54,329.00	Title III B
Information & Assistance	10933	12381	10,591.00	2,119	345	13,055.00	Title III B
City of Oakland							
Senior Center Activities	10831	12337	42,859.38	6,429		49,288.38	CGF
Crisis Support Services							
Visiting	10757	12179	10,026.00	2,006	326	12,358.00	Title III B
Day Break Adult Center/ADSNA							
Caregiver Support	10929	12376	123,817.00	23,465	7,581	154,863.00	Title III E
Injury Prevention	10930	12377	17,078.00	2,562		19,641.00	SIPP
East Bay Korean American Sr. Svc Ctr							
Senior Center Activities	11034	12494	10,326.00	2,066	336	12,728.00	Title III B



**COMMUNITY BASED ORGANIZATION  
MASTER CONTRACT EXHIBIT A & B COVERSHEET**

Dept Name: SSA-Adult, Aging, & Medi-Cal Services Vendor ID #: 0000032624 Board PO #: 12275

Bus Unit: SOCA Master Contract #: 900161 Procurement Contract #: 10826 Budget Year 2015

Acct #	Fund #	Dept #	Program #	Subclass #	Project / Grant #	Amount to be Encumbered	Total Contract Amount
610341	10000	320200	33950			\$1,773	\$30,730
610341	10000	320200	34700			\$5,488	\$5,488

Justification if partial encumbrance or liquidation requested: \_\_\_\_\_

Federal Funds Waiver #: F-606

Contract Maximum: \$36,218

Procurement Contract Begin Date: 07/01/14 Expire Date: 06/30/15 Period of Funding From: 07/01/14 To: 06/30/15

Department Contact: Tracy Murray Telephone #: 510-577-1966 QIC Code: 24551

Contractor Name: City of Berkeley

Project Name: Family Caregiver Support Program

Contractor Address: 1901 Hearst Street, Berkeley, CA 94709

Remittance Address: 1901 Hearst Street, Berkeley, CA 94709 ALCOLINK Vendor Address #: 93

BOS Dist. #: 5

Contractor Telephone #: 510-981-5178 Fax #: 510-981-5220 E-mail (Signatory): LTalley@ci.berkeley.ca.us

Contractor Contact Person: Leah Talley E-mail (Contact): Leah Talley

Contract Service Category: Family Caregiver Support Program Estimated Units of Service: See Exhibit A

Method of Reimbursement (Invoicing Procedures): Actual costs in arrears

History of Funding:	Original	Amendment #1	Amendment #2	Amendment #3	Amendment #4
Funding Level	\$28,957	\$36,218			
Amount of Encumbrance	\$28,957	\$7,261			
File Date	6-24-14	12-16-14			
File / Item #	29358-5	29484-4			
Reason	Board Action	Board Action			

Funding Source Allocation:

Federal - CFDA #: 93.052	State	County	State Special Fund
\$30,730		\$5,488	

The signatures below signify that the attached Exhibits A and B have been received, negotiated and finalized. The Contractor also signifies agreement with all provisions of the Master Contract.

**DEPARTMENT**

By \_\_\_\_\_

Signature

Lori A. Cox

Print or Type Name

**CONTRACTOR**

By \_\_\_\_\_

Signature

Christine Daniel

Print or Type Name

Title Social Services Agency Director Date 03/06/15

Title City Manager Date 2/12/15

Alameda County Department of Social Services

Reference: Master Contract #: 900161  
Procurement #: 10826

**CONTRACT AMENDMENT**

Reference is made to that Contract made and entered into on the 1st day of July, 2014, by and between City of Berkeley herein called and referred to as "Contractor" and the COUNTY OF ALAMEDA, a body corporate and politic of the State of California, hereinafter called and referred to as "County".

Said contract is hereby amended in the following manner:

**Family Caregiver Support Program (FCSP)**

**EXHIBIT A:**

**Section II. B.10. One-Time Only Objective:** A one-time-only allocation of \$1,773 will be used to purchase equipment and supplies during the period July 1, 2014 through June 30, 2015.

**Section II. B.11. Baseline Operations Objective:** A one-time-only allocation of \$5,488 will be used to support baseline operations during the period July 1, 2014 through June 30, 2015.

**EXHIBIT B:**

The amended budget is attached, which increases the allocation by **\$7,261** for a total allocation of **\$36,218** for the contract period July 1, 2014 through June 30, 2015.

Except as herein amended, said Contract is continued in full force and effect.

The Contract Amendment is effective as of the 16 day of December 2014.

**COUNTY OF ALAMEDA**

**CONTRACTOR**

City of Berkeley  
2180 Milvia Street  
Berkeley, CA 94704

By  \_\_\_\_\_

By  \_\_\_\_\_  
Authorized Signature of Contractor

Title: **Social Services Agency Director**

Title: **City Manager**

Date: 03/06/15

Date: 2/12/15

**EXHIBIT A**

8. Respite Care: A minimum of four hundred eighty (480) service units (hours) of Respite Out-Of-Home Day will be provided annually
9. Information Services: A minimum of four (4) service units (activities) of Public Information on Caregiving will be provided annually.
10. **One Time Only Objective:** A one-time-only allocation of \$1,773 will be used to purchase equipment and supplies during the period July 1, 2014 through June 30, 2015.
11. **Baseline Operations Objective:** A one-time-only allocation of \$5,488 will be used to support baseline operations during the period July 1, 2014 through June 30, 2015.

NUMBER UNDUPLICATED INDIVIDUALS TO BE SERVED ANNUALLY (76)	SUPPORT SERVICE CATEGORY	SERVICE UNIT NAME	NUMBER OF UNITS TO BE PROVIDED	
			ANNUALLY (12 months)	MONTHLY (approx)
	Access Assistance	Caregiver Outreach	100 contacts	8
	Access Assistance	Caregiver Information and Assistance	200 contacts	16
	Access Assistance	Caregiver Interpretation/Translation	20 contacts	2
	Support Services	Caregiver Assessment	20 hours	1
	Support Services	Caregiver Support Group	120 hours	10
	Support Services	Caregiver Training	120 hours	10
	Respite Care	Respite Out-Of-Home Day	480 hours	40
	Information Services	Public Information on Caregiving	4 activities	

**C. Definitions**

## EXHIBIT B

### ALAMEDA COUNTY AREA AGENCY ON AGING CONTRACT BUDGET

Budget Effective Date: 7/1/14      Revision No.: \_\_1st Amend.\_\_

Date Prepared: 1/28/15

Contractor: City of Berkeley

Contract Term: 7/1/14 through 6/30/15

**MIS Program: Family Caregiver**

Provider No.: 1902

### SECTION 1 SALARIES AND EMPLOYEE BENEFITS

1.1 PAID STAFF (FTE = __ hrs/wk) List # pos., %FTE, wages	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
	0			
Senior Citizen Center Director 23% FTE @ \$85,680	28,965	21,237	7,728	
	0			
	0			
	0			
	0			
	0			
	0			
<b>Subtotal:</b>	<b>28,965</b>	<b>21,237</b>	<b>7,728</b>	<b>0</b>

#### 1.2 TAXES AND BENEFITS

Retirement	11,568	8,477	3,091	
Medical	3,760	2,755	1,005	
Dental	1,157	848	309	
Life Insurance	868	636	232	
Medicare	90	66	24	
SRIP Disability	22	16	6	
Worker's Comp. & Other	559	410	149	
<b>Subtotal:</b>	<b>18,024</b>	<b>13,208</b>	<b>4,816</b>	<b>0</b>

#### 1.3 IN-KIND STAFF/VOLUNTEERS (List # pos., % FTE, Pay equivalent)

<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL SALARY/BENEFIT BUDGET</b> (Sections 1.1, 1.2, 1.3)	<b>46,989</b>	<b>34,445</b>	<b>12,544</b>	<b>0</b>

## SECTION 2 SERVICES AND SUPPLIES

2.1 TRAVEL AND TRAINING	TOTAL PROJECT BUDGET (1)	AAA FUNDED PROJECT BUDGET (2)	OTHER	
			CASH	IN-KIND
Staff Travel: <u>  </u> Miles x Rate <u>  </u>	0			
<b>Subtotal:</b>	0	0	0	0

### 2.2 OCCUPANCY

Rent or Mortgage				
Telephone				
Utilities				
Janitorial/Maintenance				
General Liability Ins.				
<b>Subtotal:</b>	0	0	0	0

### 2.3 OTHER BUDGET COSTS

One-time Equipment and Supplies	1,773	1,773		
<b>Subtotal:</b>	1,773	1,773	0	0

### 2.4 VEHICLE BUDGET

Gas/Oil <u>  </u> Miles x Rate <u>  </u>	0			
Maintenance	0			
Vehicle Insurance	0			
<b>Subtotal:</b>	0	0	0	0
<b>TOTAL SERVICES/SUPPLIES BUDGET</b>	<b>1,773</b>	<b>1,773</b>	<b>0</b>	<b>0</b>

## SECTION 3 CAPITAL EQUIPMENT

3.1 Capital Equipment <i>List Items Costing \$5,000+ (Include Funding Source)</i>	TOTAL PROJECT COSTS (1)	AAA FUNDED PROJECT COSTS (2)	OTHER	
			CASH	IN-KIND
	0			
	0			
	0			
<b>TOTAL CAPITAL EQUIPMENT BUDGET</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>GRAND TOTAL BUDGET (Sections 1.1 - 3.1)</b>	<b>48,762</b>	<b>36,218</b>	<b>12,544</b>	<b>0</b>
----------------------------------------------------	---------------	---------------	---------------	----------



## SECTION 4 REVENUES

4.1 REVENUE SOURCES:	Total Project Funds	AAA Project Funding	Other		Committed Funds
			CASH	IN-KIND	
Non-Match:					
	0				
	0				
<b>Subtotal:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Match:					
	0				
City of Berkeley General Fund	12,544		12,544		
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
	0				
<b>Subtotal:</b>	<b>12,544</b>	<b>0</b>	<b>12,544</b>	<b>0</b>	<b>0</b>
Title III Client Donations (if applicable):					
Title III Funds (if applicable):	30,730	30,730			
County Funds (Measure A) 15% Increase	5,488	5,488			
CBSP Funds (if applicable):					
<b>TOTAL FUNDS:</b>	<b>48,762</b>	<b>36,218</b>	<b>12,544</b>	<b>0</b>	<b>0</b>

## SECTION 5 DEDUCTIVE FORMULA (Title III Funded Programs Only)

	TOTAL
1.) TOTAL PROJECT BUDGET:	48,762
2.) {LESS} COUNTY GENERAL FUNDS:	5,488
3.) {LESS} OTHER NON-MATCH FUNDS:	0
4.) {EQUALS} TITLE III BUDGET COSTS TO BE MATCHED:	43,274
5.) {LESS} TITLE III MATCH FUNDS: [minimum of 25% OF LINE 4]	12,544
6.) {LESS} TITLE III CLIENT DONATIONS:	0
7.) {EQUALS} EARNED TITLE III FUNDS:	30,730

## **Exhibit D**

### **Audit Requirements**

The County contracts with various organizations to carry out programs mandated by the Federal and State governments or sponsored by the Board of Supervisors. Under the Single Audit Act Amendments of 1996 (31 U.S.C.A. §§ 7501-7507) and Board policy, the County has the responsibility to determine whether organizations receiving funds through the County have spent them in accordance with applicable laws, regulations, contract terms, and grant agreements. To this end, effective with the first fiscal year beginning on and after December 26, 2014, the following are required.

#### **I. AUDIT REQUIREMENTS**

##### **A. Funds from Federal Sources:**

1. Non-Federal entities which are determined to be subrecipients by the supervising department according to 2 CFR § 200.330 and which expend annual Federal awards in the amount specified in 2 CFR § 200.501 are required to have a single audit performed in accordance with 2 CFR § 200.514.
2. When a non-Federal entity expends annual Federal awards in the amount specified in 2 CFR § 200.501(a) under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or terms and conditions of the Federal award do not require a financial statement audit of the auditee, the non-Federal entity may elect to have a program-specific audit conducted in accordance with 2 CFR § 200.507 (Program Specific Audits).
3. Non-Federal entities which expend annual Federal awards less than the amount specified in 2 CFR § 200.501(d) are exempt from the single audit requirements for that year except that the County may require a limited-scope audit in accordance with 2 CFR § 200.503(c).

##### **B. Funds from All Sources:**

Non-Federal entities which expend annual funds from any source (Federal, State, County, etc.) through the County in an amount of:

1. \$100,000 or more must have a financial audit in accordance with the U.S. Comptroller General's Generally Accepted Government Auditing Standards (GAGAS) covering all County programs.
2. Less than \$100,000 are exempt from these audit requirements except as otherwise noted in the contract.

Non-Federal entities that are required to have or choose to do a single audit in accordance with 2 CFR Subpart F, Audit Requirements are not required to have a financial audit in the same year. However, Non-Federal entities that are required to have a financial audit may also be required to have a limited-scope audit in the same year.

C. General Requirements for All Audits:

1. All audits must be conducted in accordance with Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States (GAGAS).
2. All audits must be conducted annually, except for biennial audits authorized by 2 CFR § 200.504 and where specifically allowed otherwise by laws, regulations, or County policy.
3. The audit report must contain a separate schedule that identifies all funds received from or passed through the County that is covered by the audit. County programs must be identified by contract number, contract amount, contract period, and amount expended during the fiscal year by funding source. An exhibit number must be included when applicable.
4. If a funding source has more stringent and specific audit requirements, these requirements must prevail over those described above.

II. **AUDIT REPORTS**

A. For Single Audits

1. Within the earlier of 30 calendar days after receipt of the auditor's report or nine months after the end of the audit period, the auditee must electronically submit to the Federal Audit Clearinghouse (FAC) the data collection form described in 2 CFR § 200.512(b) and the reporting package described in 2 CFR § 200.512(c). The auditee and auditors must ensure that the reporting package does not include protected personally identifiable information. The FAC will make the reporting package and the data collection form available on a web site and all Federal agencies, pass-through entities and others interested in a reporting package and data collection form must obtain it by accessing the FAC. As required by 2 CFR § 200.512(a)(2), unless restricted by Federal statutes or regulations, the auditee must make copies available for public inspection.
2. A notice of the audit report issuance along with two copies of the management letter with its corresponding response should be sent to the County supervising department within ten calendar days after it is submitted to the FAC. The County supervising department is responsible for forwarding a copy of the audit report, management letter, and corresponding responses to the County Auditor within one week of receipt.

B. For Audits other than Single Audits

At least two copies of the audit report package, including all attachments and any management letter with its corresponding response, should be sent to the County supervising department within six months after the end of the audit year, or other time frame as specified by the department. The County supervising department is responsible for forwarding a copy of the audit report package to the County Auditor within one week of receipt.

### **III. AUDIT RESOLUTION**

Within 30 days of issuance of the audit report, the entity must submit to its County supervising department a corrective action plan consistent with 2 CFR § 200.511(c) to address each audit finding included in the current year auditor's report. Questioned costs and disallowed costs must be resolved according to procedures established by the County in the Contract Administration Manual. The County supervising department will follow up on the implementation of the corrective action plan as it pertains to County programs.

### **IV. ADDITIONAL AUDIT WORK**

The County, the State, or Federal agencies may conduct additional audits or reviews to carry out their regulatory responsibilities. To the extent possible, these audits and reviews will rely on the audit work already performed under the audit requirements listed above.

## STANDARD AGREEMENT AMENDMENT

STD. 213 A (Rev 6/03)

12/16/14 #4  
F29484☐ CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED \_\_\_\_\_ Pages

AGREEMENT NUMBER

AP-1415-09

AMENDMENT NUMBER

1

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 ALAMEDA, Area Agency on Aging

2. The term of this

Agreement is July 1, 2014 through June 30, 2015

3. The maximum amount of this \$ 5,879,694.00

Agreement after this amendment is: Five million, eighty hundred seventy-nine thousand, six hundred ninety-four and no/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 increases funds provided to the contractor by \$ 408,288.00. This increase offsets unspent funds previously awarded to this contractor and will be used to enhance services.

Exhibit B, pages 12, 13, and 14, titled Budget Display, amendment 1, is attached and replaces the original Exhibit B, pages 12, 13, and 14, Budget Display.

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

Approved as to Form

DONNA R. ZIEGLER, County Counsel

By Victoria WuPrint Name VICTORIA WU

0-2014-209

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 ALAMEDA, Area Agency on Aging

BY (Authorized Signature)

DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

KEITH CARSON

PRESIDENT OF THE BOARD OF SUPERVISORS  
OF ALAMEDA COUNTY, CALIFORNIA

ADDRESS

6955 Foothill Blvd, Suite 300 Oakland CA 94605-2421

## STATE OF CALIFORNIA

AGENCY NAME

California Department of Aging

BY (Authorized Signature)

DATE SIGNED (Do not type)

1-12-15

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



CA DEPARTMENT OF AGING  
RECFIVED

JAN 09 2015

CONTRACTS & BUSINESS  
SERVICES

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

**AREA PLAN Budget Display  
Fiscal Year 2014-15 (Federal Funding Year 2014)  
County of Alameda, Area Agency on Aging**

**3 months (July 1, 2014 - September 30, 2014)**

	Project Number	Baseline	Other Baseline Adjustments	Cumulative Transfers	Updated Baseline	Cumulative OTO	Updated Total	Net Change	Expenditures	Remaining Balance
<b>Supportive Services</b>										
Federal Title IIIB	3BSL14-14	276,297	-	-	276,297	23,900	300,197	23,900	-	300,197
Total Supportive Services		276,297	-	-	276,297	23,900	300,197	23,900	-	300,197
<b>Ombudsman</b>										
Federal Title IIIB	3BOL14-14	10,698	-	-	10,698	685	11,383	685	-	11,383
Federal Title VIIa	7OFL14-14	13,385	-	-	13,385	1,788	15,173	1,788	-	15,173
Special Deposit (SDF)	SDFL14-14	12,932	-	-	12,932		12,932	-	-	12,932
SNF Quality & Accountability	SNFL14-14	20,080	-	-	20,080		20,080	-	-	20,080
Total Ombudsman		57,095	-	-	57,095	2,473	59,568	2,473	-	59,568
<b>Congregate Nutrition</b>										
Federal Title IIIC1	3C1L14-14	384,248	-	-	384,248	137,002	521,250	137,002	-	521,250
General Fund C1	C1GL14-14	34,284	-	-	34,284		34,284	-	-	34,284
C1 Special Nutrition	AC1L14-14	-	-	-	-		-	-	-	-
NSIP C1	NC1L14-14	34,468	-	-	34,468	3,600	38,068	3,600	-	38,068
Total Congregate Nutrition		453,000	-	-	453,000	140,602	593,602	140,602	-	593,602
<b>Home-Delivered Meals</b>										
Federal Title IIIC2	3C2L14-14	193,166	-	-	193,166	92,853	286,019	92,853	-	286,019
General Fund C2	C2GL14-14	35,217	-	-	35,217		35,217	-	-	35,217
C2 Special Nutrition	AC2L14-14	-	-	-	-		-	-	-	-
NSIP C2	NC2L14-14	89,696	-	-	89,696	8,558	98,254	8,558	-	98,254
Total Home Delivered Meals		318,079	-	-	318,079	101,411	419,490	101,411	-	419,490
<b>Disease Prevention</b>										
Federal Title IIID	3DFL14-14	20,604	-	-	20,604	3,485	24,089	3,485	-	24,089
Total Disease Prevention		20,604	-	-	20,604	3,485	24,089	3,485	-	24,089
<b>Family Caregiver</b>										
Federal Title IIIE	3EFL14-14	129,128	-	-	129,128	31,624	160,752	31,624	-	160,752
Total Title IIIE		129,128	-	-	129,128	31,624	160,752	31,624	-	160,752
<b>Elder Abuse</b>										
Federal Title VII	7EFL14-14	4,839	-	-	4,839	201	5,040	201	-	5,040
Total Elder Abuse		4,839	-	-	4,839	201	5,040	201	-	5,040
<b>Administration</b>										
Federal Title IIIB	3BAL14-14	32,993	-	-	32,993	-	32,993	-	-	32,993
Federal Title IIIC1	C1AL14-14	41,116	-	-	41,116	-	41,116	-	-	41,116
Federal Title IIIC2	C2AL14-14	20,670	-	-	20,670	-	20,670	-	-	20,670
Federal Title IIIE	3EAL14-14	13,783	-	-	13,783	-	13,783	-	-	13,783
General Fund C1	1GAL14-14	197	-	-	197		197	-	-	197
General Fund C2	2GAL14-14	53	-	-	53		53	-	-	53
Total Administration		108,812	-	-	108,812	-	108,812	-	-	108,812
<b>Funding Summary</b>										
Federal Funds		1,265,091	-	-	1,265,091	303,696	1,568,787	303,696	-	1,568,787
General Fund		69,751	-	-	69,751	-	69,751	-	-	69,751
Special Nutrition		-	-	-	-	-	-	-	-	-
SNF Quality & Accountability		20,080	-	-	20,080	-	20,080	-	-	20,080
Special Deposit		12,932	-	-	12,932	-	12,932	-	-	12,932
<b>Grand Total - All Funds</b>		<b>1,367,854</b>	<b>-</b>	<b>-</b>	<b>1,367,854</b>	<b>303,696</b>	<b>1,671,550</b>	<b>303,696</b>	<b>-</b>	<b>1,671,550</b>

**Comments:**

The maximum amount of Title IIIE expenditures allowable for supplemental services is: 38,110  
The maximum amount of Title IIIE expenditures allowable for Grandparents is: 19,055  
The minimum General Fund to be expended for State Match in Title III is: 51,430

CFDA NUMBER	Year	Award #	Award Name
93.041	2014	14AACAT7EA	Older Americans Act Title VII-Allotments for Vulnerable Elder Rights Protection Activities
93.042	2014	14AACAT7OM	Older Americans Act Title VII-Allotments for Vulnerable Elder Rights Protection Activities
93.043	2014	14AACAT3PH	Older Americans Act Title III-Grants for State & Community Programs on Aging
93.044	2014	14AACAT3SS	Older Americans Act Title III-Grants for State & Community Programs on Aging
93.045	2014	14AACAT3CM	Older Americans Act Title III-Grants for State & Community Programs on Aging
93.045	2014	14AACAT3HD	Older Americans Act Title III-Grants for State & Community Programs on Aging
93.052	2014	14AACAT3FC	Older Americans Act Title III-Grants for State & Community Programs on Aging
93.053	2014	14AACANSIP	Older Americans Act Section 311-Nutrition Services Incentive Program

**AREA PLAN  
Budget Display  
Fiscal Year 2014-15 (Federal Funding Year 2015)  
County of Alameda, Area Agency on Aging**

**9 months (October 1, 2014 - June 30, 2015)**

	Project Number	Baseline	Other Baseline Adjustments	Cumulative Transfers	Updated Baseline	Cumulative OTO	Updated Total	Net Change
<b>Supportive Services</b>								
Federal Title IIIB	3BSL15-14	828,890	-	(75,367)	753,523	-	753,523	-
Total Supportive Services		828,890	-	(75,367)	753,523	-	753,523	-
<b>Ombudsman</b>								
Federal Title IIIB	3BOL15-14	32,093	-	75,367	107,460	-	107,460	-
Federal Title VIIa	7OFL15-14	40,154	-		40,154	-	40,154	-
Special Deposit (SDF)	SDFL15-14	38,794	-		38,794	-	38,794	-
SNF Quality & Accountability	SNFL15-14	60,238	-		60,238	-	60,238	-
Total Ombudsman		171,279	-	75,367	246,646	-	246,646	-
<b>Congregate Nutrition</b>								
Federal Title IIIC1	3C1L15-14	1,152,745	-	(709,473)	443,272	-	443,272	-
General Fund C1	C1GL15-14	102,852	-	-	102,852	-	102,852	-
C1 Special Nutrition	AC1L 15-14	-	65,854	-	65,854	-	65,854	65,854
NSIP C1	NC1L15-14	103,405	-	-	103,405	-	103,405	-
Total Congregate Nutrition		1,359,002	65,854	(709,473)	715,383	-	715,383	65,854
<b>Home-Delivered Meals</b>								
Federal Title IIIC2	3C2L15-14	579,498	-	709,473	1,288,971	-	1,288,971	-
General Fund C2	C2GL15-14	105,650	-	-	105,650	-	105,650	-
C2 Special Nutrition	AC2L 15-14	-	38,738	-	38,738	-	38,738	38,738
NSIP C2	NC2L15-14	269,088	-	-	269,088	-	269,088	-
Total Home Delivered Meals		954,236	38,738	709,473	1,702,447	-	1,702,447	38,738
<b>Disease Prevention</b>								
Federal Title IIID	3DFL15-14	61,810	-		61,810	-	61,810	-
Total Disease Prevention		61,810	-		61,810	-	61,810	-
<b>Family Caregiver</b>								
Federal Title IIIE	3EFL15-14	387,385	-	-	387,385	-	387,385	-
Total Title IIIE		387,385	-	-	387,385	-	387,385	-
<b>Elder Abuse</b>								
Federal Title VII	7EFL15-14	14,517	-		14,517	-	14,517	-
Total Elder Abuse		14,517	-		14,517	-	14,517	-
<b>Administration</b>								
Federal Title IIIB	3BAL15-14	98,980	-	-	98,980	-	98,980	-
Federal Title IIIC1	C1AL15-14	123,348	-	-	123,348	-	123,348	-
Federal Title IIIC2	C2AL15-14	62,008	-	-	62,008	-	62,008	-
Federal Title IIIE	3EAL15-14	41,349	-	-	41,349	-	41,349	-
General Fund C1	1GAL15-14	591	-	-	591	-	591	-
General Fund C2	2GAL15-14	157	-	-	157	-	157	-
Total Administration		326,433	-	-	326,433	-	326,433	-
<b>Funding Summary</b>								
Federal Funds		3,795,270	-	-	3,795,270	-	3,795,270	-
General Fund		209,250	-	-	209,250	-	209,250	-
Special Nutrition		-	104,592	-	104,592	-	104,592	104,592
SNF Quality & Accountability		60,238	-		60,238	-	60,238	-
Special Deposit		38,794	-		38,794	-	38,794	-
<b>Grand Total - All Funds</b>		<b>4,103,552</b>	<b>104,592</b>	<b>-</b>	<b>4,208,144</b>	<b>-</b>	<b>4,208,144</b>	<b>104,592</b>

**Comments:**

The maximum amount of Title IIIE expenditures allowable for supplemental services is: 114,329

The maximum amount of Title IIIE expenditures allowable for Grandparents is: 57,165

The minimum General Fund to be expended for State Match in Title III is: 154,291

CFDA NUMBER	Year	Award #	Award Name
93.041	2015	15AACAT7EA	Older Americans Act Title VII-Allotments For Vulnerable Elder Rights Protection Activities
93.042	2015	15AACAT7OM	Older Americans Act Title VII-Allotments For Vulnerable Elder Rights Protection Activities
93.043	2015	15AACAT3PH	Older Americans Act Title III-Grants for State & Community Programs on Aging
93.044	2015	15AACAT3SS	Older Americans Act Title III-Grants for State & Community Programs on Aging
93.045	2015	15AACAT3CM	Older Americans Act Title III-Grants for State & Community Programs on Aging
93.045	2015	15AACAT3HD	Older Americans Act Title III-Grants for State & Community Programs on Aging
93.052	2015	15AACAT3FC	Older Americans Act Title III-Grants for State & Community Programs on Aging
93.053	2015	15AACANSIP	Older Americans Act Title III-Grants for State & Community Programs on Aging

**AREA PLAN  
Budget Display  
Fiscal Year 2014-15**

**County of Alameda, Area Agency on Aging**

**12 Month Total (July 1, 2014 - June 30, 2015)**

	Baseline	Other Baseline Adjustments	Cumulative Transfers	Updated Baseline	Cumulative OTO	Updated Total	Net Change
<b>Supportive Services</b>							
Federal Title IIIB	1,105,187	-	(75,367)	1,029,820	23,900	1,053,720	23,900
Total Supportive Services	1,105,187	-	(75,367)	1,029,820	23,900	1,053,720	23,900
<b>Ombudsman</b>							
Federal Title IIIB	42,791	-	75,367	118,158	685	118,843	685
Federal Title VIIa	53,539	-	-	53,539	1,788	55,327	1,788
Special Deposit (SDF)	51,726	-	-	51,726	-	51,726	-
SNF Quality & Accountability	80,318	-	-	80,318	-	80,318	-
Total Ombudsman	228,374	-	75,367	303,741	2,473	306,214	2,473
<b>Congregate Nutrition</b>							
Federal Title IIIC1	1,536,993	-	(709,473)	827,520	137,002	964,522	137,002
General Fund C1	137,136	-	-	137,136	-	137,136	-
C1 Special Nutrition	-	65,854	-	65,854	-	65,854	65,854
NSIP C1	137,873	-	-	137,873	3,600	141,473	3,600
Total Congregate Nutrition	1,812,002	65,854	(709,473)	1,168,383	140,602	1,308,985	206,456
<b>Home-Delivered Meals</b>							
Federal Title IIIC2	772,664	-	709,473	1,482,137	92,853	1,574,990	92,853
General Fund C2	140,867	-	-	140,867	-	140,867	-
C2 Special Nutrition	-	38,738	-	38,738	-	38,738	38,738
NSIP C2	358,784	-	-	358,784	8,558	367,342	8,558
Total Home Delivered Me:	1,272,315	38,738	709,473	2,020,526	101,411	2,121,937	140,149
<b>Disease Prevention</b>							
Federal Title IIID	82,414	-	-	82,414	3,485	85,899	3,485
Total Disease Prevention	82,414	-	-	82,414	3,485	85,899	3,485
<b>Family Caregiver</b>							
Federal Title IIIE	516,513	-	-	516,513	31,624	548,137	31,624
Total Title IIIE	516,513	-	-	516,513	31,624	548,137	31,624
<b>Elder Abuse</b>							
Federal Title VII	19,356	-	-	19,356	201	19,557	201
Total Elder Abuse	19,356	-	-	19,356	201	19,557	201
<b>Administration</b>							
Federal Title IIIB	131,973	-	-	131,973	-	131,973	-
Federal Title IIIC1	164,464	-	-	164,464	-	164,464	-
Federal Title IIIC2	82,678	-	-	82,678	-	82,678	-
Federal Title IIIE	55,132	-	-	55,132	-	55,132	-
General Fund C1	788	-	-	788	-	788	-
General Fund C2	210	-	-	210	-	210	-
Total Administration	435,245	-	-	435,245	-	435,245	-
<b>Funding Summary</b>							
Federal Funds	5,060,361	-	-	5,060,361	303,696	5,364,057	303,696
General Fund	279,001	-	-	279,001	-	279,001	-
Special Nutrition	-	104,592	-	104,592	-	104,592	104,592
SNF Quality & Accountability	80,318	-	-	80,318	-	80,318	-
Special Deposit	51,726	-	-	51,726	-	51,726	-
<b>Grand Total - All Funds</b>	<b>5,471,406</b>	<b>104,592</b>	<b>-</b>	<b>5,575,998</b>	<b>303,696</b>	<b>5,879,694</b>	<b>408,288</b>
<b>Comments:</b>							
The maximum amount of Title IIIE expenditures allowable for supplemental services is:						152,439	
The maximum amount of Title IIIE expenditures allowable for Grandparents is:						76,220	
The minimum General Fund to be expended for State Match in Title III is:						205,721	

COB  
contracts  
of the

## ALAMEDA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

*The following action was taken by the Alameda County Board of Supervisors on 12/16/2014*

Approved as Recommended ☒

Other ☐

Unanimous ☐ Chan: ☐ Haggerty: ☐ Miley: ☐ Valle: ☒ Carson: ☐ - 4

Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Contract: C-2014-209

Resolution: R-2014-410F

Documents to be signed by Agency/Purchasing Agent:

File No. 29484

Item No. 4

Copies sent to:

J. Villaflor & Auditor

**Special Notes:**

FY 2014-2015 Older  
Americans Act and Older  
Californians Act Grant  
Agreement No. AP-1415-09,  
A01



I certify that the foregoing is a correct  
copy of a Minute Order adopted by the  
Board of Supervisors, Alameda County,  
State of California.

ATTEST:

Clerk of the Board  
Board of Supervisors

By: *Janet S. Jones*

Deputy





Lori A. Cox  
Agency Director

Thomas L. Berkley Square  
2000 San Pablo Avenue, Fourth Floor  
Oakland, California 94612  
510-271-9100 / Fax: 510-271-9108  
[ssadirector@acgov.org](mailto:ssadirector@acgov.org)  
<http://alamedasocialservices.org>

November 6, 2014

Honorable Board of Supervisors  
Administration Building  
Oakland, California 94612

Dear Board Members:

**SUBJECT:** Approval of Area Plan Grant Agreement Amendment and Contract Amendments for services administered by the Area Agency on Aging.

**RECOMMENDATIONS:**

- A. Approve the FY 2014-2015 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1, between the California Department of Aging and County of Alameda, Area Agency on Aging and authorize the President to sign seven (7) Grant Agreements on behalf of Alameda County, each with an original signature, with a Minute Order authorizing execution of the contract.
- B. Approve the attached Financial Recommendation increasing revenue and appropriations by \$1,362,121.
- C. Approve contract increases totaling \$1,359,648 as detailed in attachment A, and delegate authority to the Social Services Director to sign the contract amendments, under the master contracting process.
- D. Approve a one-time allocation of Measure A Funds in the amount of \$15,000 to provide emergency senior support services.

**SUMMARY/DISCUSSION:**

This letter requests action by your Board to approve and execute Amendment 1 to the Older Americans Act (OAA) and Older Californians Act Grant Agreement issued by the California Department of Aging (CDA) for FY 2014/15.

This grant agreement, which provides an increase of \$408,288 in Special Nutrition (SN) and One-Time-Only (OTO) funds, allocates a total of \$5,879,694.00 to the Alameda County Area Agency on Aging (AAA). Your Board approved the original agreement, AP-1415-09, in the amount of \$5,471,406, on October 7, 2014 (File: 29356; Item: 4). The AAA will retain \$2,473 of the SN & OTO funds for its direct service Ombudsman program and allocate the remaining \$405,815 to its subcontractors as outlined in Attachment A.

Your Board directed that the Social Services Agency (SSA) and Health Care Services Agency (HCSA) collaborate to develop a Countywide plan for seniors. SSA is implementing a strategy that includes three key items: 1) provide one-time emergency funding to support the infrastructure of senior service providers; 2) develop a plan for delivery of technical assistance & capacity building for senior services providers; and 3) develop a Countywide plan for seniors. Attachment A includes emergency funding of \$953,833, which includes a 15% (\$884,012) increase in senior service contracts and \$69,821 to backfill a gap caused by federal sequestration cuts. Please note that the HCSA is providing \$15,000 of the funding from Measure A so that Senior Injury Prevention Program contracts managed by the AAA will also receive emergency funding.

County Counsel has approved this amended grant agreement as to form.

#### SELECTION CRITERIA/PROCESS:

*The subcontractors receiving funds under this grant agreement were selected based on recommendations resulting from the 2014-2018 requests for proposals completed by the Alameda County Area Agency on Aging and the Advisory Commission on Aging. The Commission's recommendations for funding from the RFP were approved by your Board on June 24, 2014 (File #29358, Item 5).*

#### FUNDING

Financing will come from the SSA budget and federal OTO funds awarded to Alameda County by the CDA through this grant agreement amendment for FY 2014-2015. An additional \$15,000 in funding comes from the Measure A reserve. Approval of these recommendations will bring the total amount of Measure A one-time expenditures that exceed the Fiscal Year 2014-2015 Budget to \$3,879,000. The Measure A expenses will be transferred to the Public Health Department at year end. The subcontractors receiving OAA and OCA funds will meet all match requirements.

Sincerely,



Lori A. Cox  
Agency Director

- Att: 1) Seven Original FY 2014-20145 Older Americans Act and Older Californians Act Grant Agreement, No. AP-1415-09, Amendment 1 documents for Board President signature.  
2) Attachment A  
3) Financial Recommendation

CONTRACTOR	PC #	PO #	Initial Contract Amount	15% Increase & Sequestration	OTO & Special Nutrition	Amended Contract Amount	Fund Source
Nutrition C-1	11033	12493	64,757.00	9,714	12,126	86,597.00	Title III C-1
Ethiopian Community Family Caregiver Support	11008	12451	10,318.00	1,958	632	12,906.00	Title III E
Family Bridges Information & Assistance	10875	12340	15,897.00	3,181	517	19,595.00	Title III B
Senior Center Activities	10979	12427	26,246.00	5,251	854	32,351.00	Title III B
Visiting	10802	12255	13,036.00	2,607	424	16,067.00	Title III B
Family Caregiver Alliance Caregiver Support	10760	12181	95,553.00	18,108	5,850	119,611.00	Title III E
Family Support Services of the BA Caregiver Support	10781	12183	51,260.00	9,714	3,138	64,112.00	Title III E
Hayward Area Recreation & Park District Senior Center Activities	10812	12358	24,100.56	3,615		27,715.56	CGF
J-Sai Case Management	10819	12267	10,432.00	2,087	339	12,858.00	Title III B
Visiting	10818	12268	8,021.00	1,604	261	9,886.00	Title III B
Nutrition C-2	10807	12260	28,322.00	4,248	1,910	34,480.00	Title III C-2
Korean Community Center of the East Bay Information & Assistance	11017	12474	16,751.00	3,351	545	20,647.00	Title III B
Life ElderCare	10771	12188	29,078.00	5,817	948	35,841.00	Title III B
Visiting - Lavender	10769	12187	10,326.00	2,066	336	12,728.00	Title III B
Nutrition C-2	10937	12390	49,211.00	7,382	3,318	59,911.00	Title III C-2
Injury Prevention	10978	12478	25,291.00	3,794		29,085.00	SIPP
Legal Assistance for Seniors	10876	12324	19,356.00	3,647	201	23,204.00	Title VIIb
Elder Abuse Prevention	10877	12325	11,908.00	1,786		13,694.00	MIPPA
MIPPA	10828	12396	36,942.00	5,541		42,483.00	FA
Financial alignment	10871	12321	348,274.00	57,263	3,460	406,997.00	Title III B
Legal Services	10872	12322	393,995.00	59,099		453,094.00	HICAP
Lifelong Medical Care	10813	12359	36,699.00	7,342	1,194	45,235.00	Title III B
Health Services	10813	12359	27,471.00	5,752	1,162	34,385.00	Title III D
Disease Prevention	10331	12327	182,248.00	27,337	34,127	243,712.00	Title III C-1
Jan Spear dba Nutrition Solutions	10331	12327	205,831.00	30,875	13,878	250,584.00	Title III C-2
Nutrition C-2	10334	12350	25,795.00	4,888	1,579	32,262.00	Title III E
On Lok Senior Health Services	10822	12273	132,303.00	19,845	24,774	176,922.00	Title III C-1
Family Caregiver Support	10828	12279	10,000.00	1,500		11,500.00	SIPP
Rebuilding Together Oakland	10911	12402	27,471.00	5,762	1,162	34,385.00	Title III D
Injury Prevention	10910	12401	40,375.00	7,651	2,472	50,498.00	Title III E
Senior Support Services of the Tri Valley Disease Prevention							
Caregiver Support							

**COMMUNITY BASED ORGANIZATION**  
**Master Contract Exhibit A and B Coversheet**

Dept Name: SSA - Adult, Aging & Medi-Cal Services Vendor ID #: 64005 Board PO #: Socsa-12273  
 Bus Unit: SOCSA Master Contract #: 900197 Procurement Contract 10822 Budget Year: 2015

Acct #	Fund #	Dept #	Program #	Subclass #	Project /Grant #	Amount to be Encumbered	Total Contract Amount
610341	10000	320200	33700			\$24,773	\$140,112
610341	10000	320200	33000			0	\$16,964
610341	10000	320200	34700			\$19,845	\$19,845

Justification if partial encumbrance or liquidation requested: Encumbrance of \$1 less than BOS approval reflects variance in State Funding.

Federal Waiver: F607

Contract Maximum: \$176,921.00

Procurement Contract Begin Date: 7/1/14

Expire Date: 6/30/15

Period of Funding: From: 7/1/14

To: 6/30/15

Department Contact: Tracy Murray

Telephone: 510-577-1966 QIC Code: 24551

Contractor Name: Open Heart Kitchen

Contractor Address: 1141 Catalina Dr. #137

ALCOLINK Vendor Address: #1

Livermore, CA 94550

Remittance Address: Same as above

Contractor Telephone: 925-580-1616 Fax# 925-294-92

Contractor Contact Person: Linda McKeever

Contract Service Category: Congregate Meals, Nutrition

Method of Reimbursement (Invoicing Procedures): Actual c

History of Funding:	Original	Amendme
Funding Level	\$132,303	\$176,922.0
Amount of	\$132,303	\$44618
File Date	6/24/14	12/16/14
File / Item #	29358-5	29484-4
Reason	Board Action	Board Act

*Open Heart Kitchen  
 Ant diff.  
 Bd Ltr \$176,922  
 Cr. Ltr \$176,921*

ee exhibit A

mendment #4

Funding Source Allocation:	Federal / CFDA # ( 93.045/93.053 )	State Special Funds	State	County
	\$132,210/ \$16,964		\$7902	\$19,845

The signatures below signify that the attached Exhibits A and B have been reviewed, negotiated and finalized. The Contractor also signifies agreement with all provisions of the Master Contract.

**DEPARTMENT**

By

Signature

Lori A. Cox

Print or Type Name

Title Social Services Agency Director

Date

03/09/15

**CONTRACTOR**

By

Signature

Linda McKeever

Print or Type Name

Title Executive Director Date

Bv

**CONTRACT AMENDMENT**

Reference is made to that Contract made and entered into on the 1st day of July, 2014, by and between Open Heart Kitchen, herein called and referred to as "Contractor" and the COUNTY OF ALAMEDA, a body corporate and politic of the State of California, hereinafter called and referred to as "County".

Said contract is hereby amended in the following manner:

**CONTRACT FOR CONGREGATE NUTRITION**

**EXHIBIT A:**

No changes to Exhibit A

**EXHIBIT B:**

**One Time Only Funds:** The total One Time Only allocation is in the amount of \$24773. The amount of \$16,871 will be used to purchase equipment and support kitchen repairs during the period July 1, 2014 to June 30, 2015. The remained One Time Only allocation of \$7902 will be used for foods to enhancement meals. Details of the purchases are attached in the budget.

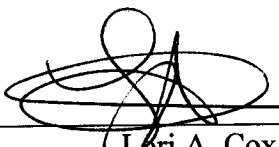
**County General Funds:** The County funded dollar amount of \$19,845 will be used to fund baseline operations during the period of July 1, 2014 through June 30, 2015.

The amended budgets are attached which increases the allocation by \$44,618 for a total allocation of \$176,921.00.

Except as herein amended, said Contract is continued in full force and effect.

The Contract Amendment is effective as of the 16th day of December 2014.

**COUNTY OF ALAMEDA**

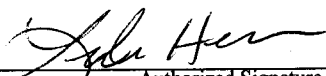
By   
Lori A. Cox

Title: Social Services Agency Director

Date: 03/09/15

**CONTRACTOR**

Open Heart Kitchen  
1141 Catalina Dr. #137  
Livermore, CA 94550

By   
Linda McKeever Authorized Signature of Contractor

Title: Executive Director

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



**EXHIBIT B****ALAMEDA COUNTY AREA AGENCY ON AGING CONTRACT BUDGET**

Budget Effective Date: 07/01/14

Rev. No.: 2

Date Prepared: 02/13/15

Contract Term: 7/1/14 to 6/30/15

Contractor: Open Heart Kitchen

Provider No.: 0707

MIS Program: Congregate Nutrition C-1

**CONGREGATE NUTRITION (C1) BUDGET SUMMARY**

		TOTAL C-1	AAA	CASH	IN-KIND
		BUDGET	FUNDED	BUDGET	BUDGET
SALARY AND EMPLOYMENT BENEFITS	FOOD PRODUCTION	258,247	52,837	36,066	169,344
	PROGRAM/SITE ADMIN	102,063	82,766	19,297	0
	MEAL DELIVERY				
	SUBTOTAL	360,310	135,603	55,363	169,344
NUTRITION EDUCATION					
	PROGRAM ADMIN/DELIVERY	10,600	0	0	10,600
NUTRITION CONSULTING					
	PROGRAM ADMIN/DELIVERY	0	0	0	0
CONSULTANTS					
	FOOD PRODUCTION	0			
	PROGRAM/SITE ADMIN	0			
	MEAL DELIVERY	0			
	SUBTOTAL	0	0	0	0
TRAVEL&TRAINING					
	FOOD PRODUCTION	0			
	PROGRAM/SITE ADMIN	0			
	MEAL DELIVERY/ PROG.ADMIN	0			
	SUBTOTAL	0	0	0	0
EQUIPMENT					
	FOOD PRODUCTION	11,871	11,871	0	
	PROGRAM/SITE ADMIN	0			
	MEAL DELIVERY	0			
	SUBTOTAL	11,871	11,871	0	0
CATERED FOOD					
	FOOD PRODUCTION	7,902	7,902	0	0
RAW FOOD					
	FOOD PRODUCTION	74,400	16,545	57,855	0
ALL OTHER COSTS					
	FOOD PRODUCTION / rent, insuranc	12,739	5,000	7,739	
	PROGRAM/SITE ADMIN	14,825		14,825	
	MEAL DELIVERY	0		0	
	SUBTOTAL	27,564	5,000	22,564	0
TOTAL COSTS					
	FOOD PRODUCTION	365,160	94,155	101,661	169,344
	PROGRAM/SITE ADMIN	127,488	82,766	34,122	10,600
	MEAL DELIVERY	0	0	0	0
GRAND TOTAL (C-1):		492,647	176,921	135,782	179,944

## SECTION 1: SALARY AND EMPLOYMENT BENEFITS

TOTAL NUTRITION PROJECT 1.1 PAID STAFF List # pos., wages, % FTE	C-1 PROGRAM		F U N C T I O N S			FUNDING SOURCE		
	% Time	Salary	Food Production	Program/ Site Admin	Meal Delivery	cash AAA	Cash	In-Kind
<b>Executive Director -</b> \$8,202.50 monthly	34%	33,801	0	33,801		33,801	0	33,801
<b>Volunteer Coordinator</b> 25/hr per week at \$13.20/hr	30%	6,863		6,863		6,863	0	6,863
<b>Operations Manager</b> 5,321.66 monthly salary	35%	22,519		22,519		22,519	0	22,519
<b>Bookkeeper</b> \$25/hr 25 hour per week	40%	15,329	0	15,329		15,329	0	15,329
<b>Site Supervisor</b> 20 hr/wk @ \$12.25/hr	50%	6,370	6,370	0		6,370	0	6,370
<b>Site Supervisor</b> 10 hr/wk @ \$13.19/hr	25%	1,715	1,715			1,715	0	1,715
<b>Lead Site Supervisor-(CGF \$19,845)</b> 40 hr/wk. \$19.31/hr	100%	39,975	39,975			39,975	0	39,975
<b>Site Supervisor</b> 15 hr/wk @ \$12.25/hr	50%	4,777	4,777			4,777	0	
<b>Dietician</b> 5 hr/wk @ \$25.75/hr	100%	6,679		6,679		4,254	0	
<b>Site Supervisor</b> 25 hr/wk @ \$12.25/hr	50%	7,800	7,800			0	0	
<b>Site Supervisor</b> 25 hr/wk @ \$12.25/hr	65%	10,140	10,140			0	0	
<b>8 hr/wk @ \$13.60/hr</b>	67%	3,753	3,753			0	0	
<b>SUBTOTAL</b>		159,721	74,530	85,191	0	135,603	0	0
<b>1.2 TAXES AND BENEFITS</b>								
		12,219	5,621	6,598		0	12,219	12,219
		9,903	4,555	5,348		0	9,903	9,903
Vision		0						0
Health Insurance		0						0
Workers Comp		9,122	4,196	4,926		0	9,122	9,122
Dental		0						0
Life Insurance		0						0
<b>SUBTOTAL</b>		31,244	14,372	16,872	0	0	31,244	31,244
		190,965	88,902	102,063	0	135,603	31,244	0

**SECTION 1 (Continued)**

TOTAL NUTRITION PROJECT 1.3 IN-KIND STAFF/VOLUNTEERS List # pos., % FTE, pay equivalent	C-1 PROGRAM		FUNCTIONS			FUNDING SOURCE		
	% Time	Salary	Food Production	Program/ Site Admin	Meal Delivery	AAA	Cash	In-Kind
Volunteers \$11.25/hr x 15,052 hours	100%	169,344	169,344		0			169,344
<b>SUBTOTAL</b>		169,344	169,344	0	0	0	0	169,344
<b>SECTION 1 SUBTOTAL:</b> (Sec. 1.1, 1.2, 1.3)		360,310	258,247	102,063	0	135,603	31,244	169,344

**SECTION 2: NUTRITION EDUCATION**

530 Sessions @ \$20/unit		10,600					0	10,600
		0						
		0						
		0						
<b>SUBTOTAL</b>		10,600	0	0	0	0	0	10,600

**SECTION 3 : NUTRITION CONSULTING**

		0						
		0						
<b>SUBTOTAL</b>		0	0	0	0	0	0	0

**SECTION 4: CONSULTANTS**

<b>SUBTOTAL</b>		0	0	0	0	0	0	0

**SECTION 5: TRAVEL AND TRAINING**

Nutritionist								
Staff & Volunteer Training serve safe training		0					0	
<b>SUBTOTAL</b>		0	0	0	0	0	0	0

**SECTION 6: EQUIPMENT COSTS**

<b>6.1 CAPITAL EQUIPMENT</b> (List each item \$500 or more)								
Convection Steamer -OTO						7,000		
Commercial Mixer - OTO						600		
Commercial Can Opener-OTO						600		
<b>SUBTOTAL</b>		0	0	0	0	8,200	0	0

**6.2 MINOR EQUIPMENT**

Misc. Kitchen Supplies-OTO						3,021		
Speed Racks (2) -OTO						650		
<b>SUBTOTAL</b>		0	0	0	0	3,671	0	0
<b>SECTION 6 SUBTOTAL:</b> Sec 6.1, 6.2		0	0	0	0	11,871	0	0

**SECTION 7: FOOD COSTS****7.1 CATERED FOOD COSTS**

Meals Per Day	Serving Days Per Year	Total Meals Per Year	COST			FUNDING SOURCE		
			Per Meal	Total Cost		AAA	Cash	In-Kind
OTO-NSIP	20 (approximation)			7,902		7,902		
Special Events								
<b>SUBTOTAL</b>		0	0	7,902		7,902	0	0

**7.2 RAW FOOD COSTS**

Meals Per Day	Serving Days Per Year	Total Meals Per Year	COST			FUNDING SOURCE		
			Per Meal	Total Cost		AAA	Cash	In-Kind
Ridgeview Commons	252	17,000	\$3.00	51,000			57,855	
Spectrum Sites	252	7,800	\$3.00	23,400		16,545		
<b>SUBTOTAL</b>		24,800	\$3.00	74,400		16,545	57,855	0
<b>SECTION 7 SUBTOTAL</b>		24,800	\$3.00	82,302		24,447	57,855	0

**SECTION 8: ALL OTHER COSTS**

8.1 FOOD SERVICE SUPPLIES	TOTAL COST	C-1 PROGRAM		FUNCTIONS			FUNDING SOURCE		
		% Cost	Cost	Food Production	Program/ Site Admin	Meal Delivery	AAA	Cash	In-Kind
Food Service Supplies	0		0	0				0	
<b>SUBTOTAL</b>	0		0	0	0	0	0	0	0

**8.2 VEHICLE**

Operating Cost									
Auto Expense	20,000	2.00%	598	598		0		598	
<b>SUBTOTAL</b>	20,000		598	598	0	0	0	598	0

**8.3 BUILDING SPACE**

Ridgeview Common	8,844	100%	8,844		8,844			8,844	
<b>SUBTOTAL</b>	8,844		8,844	0	8,844	0	0	8,844	0

**SECTION 8: ALL OTHER COSTS (Continued)****8.4 OTHER BUDGET COSTS**

TOTAL NUTRI PROJECT		C-1 PROGRAM		F U N C T I O N S			FUNDING SOURCE		
Description of Cost Category	TOTAL COST	% Cost	Cost	Food Production	Program/ Site Admin	Meal Delivery	AAA	Cash	In-Kind
Telephone	5,000	38%	1,939		1,939			1,939	
Kitchen Equipment Repairs	15,000	45%	6,715	6,715	0			6,715	
Kitchen Equipment Repairs-OTO	5,000	100%	5,000	5,000			5,000		
Office Supplies	2,600	6%	173		173			173	
Mileage Reimb.	2,600	8%	201		201			201	
D & O Insurance	5,500	7%	425		425			425	
Postage - mailbox	1,500	7%	108		108			108	0
Memberships & Subscriptions	2,000	3%	77		77			77	
Advertising & Marketing	500	8%	39		39			39	
Procedure Audit	2,000	8%	155		155			155	
Small Equipment	1,500	8%	116	116	0			116	
Paypal & Credit Card fees	2,500	7%	193	0	193			193	
Printing, Appeals & Reproduction	4,000	8%	302		302			302	
Pest Control	2,500	8%	193		193			193	
License & Permits	1,800	8%	139		139			139	
Website & Data Base Managemen	1,500	67%	998		998			998	
Office & Equipt. Repair	500	8%	39		39			39	
Training Kitchen Staff	4,000	8%	310	310	0		0	310	
SAMS annual fee	1,000	100%	1,000		1,000		0	1,000	
<b>SUBTOTAL</b>	<b>61,000</b>		<b>18,122</b>	<b>12,141</b>	<b>5,981</b>	<b>0</b>	<b>5,000</b>	<b>13,122</b>	<b>0</b>
<b>SECTION 8 SUBTOTAL:</b>									
<b>(Sec. 8.1 - 8.4)</b>	<b>89,844</b>		<b>27,564</b>	<b>12,739</b>	<b>14,825</b>	<b>0</b>	<b>5,000</b>	<b>22,564</b>	<b>0</b>

27,564



9.1 REVENUE SOURCES	BUDGET TOTAL	AAA FUNDS	CASH	IN-KIND
Non-Match:				
City of Pleasanton	34,000		34,000	
Individual Donations from Community	5,466		5,466	
Workplace Campaigns	3,071		3,071	
Corporate Giving Campaigns	5,478		5,478	
Church Organizations	3,403		3,403	
Grants/Foundations	7,249		7,249	
Fundraisers	12,476		12,476	
Interest Income	659		659	
	0		0	
<b>SUBTOTAL</b>	<b>71,802</b>	<b>0</b>	<b>71,802</b>	<b>0</b>
Match:				
Food Donations	21,260		21,260	0
In-Kind Personnel				
In-Kind Volunteers	169,344			169,344
In-Kind Nutrition Education	10,600			10,600
<b>SUBTOTAL</b>	<b>201,204</b>	<b>0</b>	<b>21,260</b>	<b>179,944</b>
N.S.I.P.	16,964	16,964		
Title III Client Donations:	42,720		42,720	
Title III Funds: (OTO \$24773)	140,112	140,112		
County General Funds	19,845	19,845	0	
<b>TOTAL FUNDS:</b>	<b>492,647</b>	<b>176,921</b>	<b>135,782</b>	<b>179,944</b>

## SECTION 10: DEDUCTIVE FORMULA

	TOTAL
1.) TOTAL PROJECT BUDGET:	492,647
2.) {LESS} COUNTY GENERAL FUNDS:	0
3.) {LESS} N.S.I.P.	16,964
4.) {LESS} OTHER NON-MATCH FUNDS:	71,802
5.) {EQUALS} T-3 BUDGET COSTS TO BE MATCHED:	403,881
6.) {LESS} T-3 MATCH FUNDS: [MINIMUM 10% OF LINE 5]	201,204
7.) {LESS} TITLE III CLIENT DONATIONS:	42,720
8.) {EQUALS} EARNED TITLE III FUNDS:	159,957

Total Contract Funding (2+3+8) 176,921

TOTAL NSIP ELIGIBLE MEALS CONTRACTED 33,075

## **Exhibit D**

### **Audit Requirements**

The County contracts with various organizations to carry out programs mandated by the Federal and State governments or sponsored by the Board of Supervisors. Under the Single Audit Act Amendments of 1996 (31 U.S.C.A. §§ 7501-7507) and Board policy, the County has the responsibility to determine whether organizations receiving funds through the County have spent them in accordance with applicable laws, regulations, contract terms, and grant agreements. To this end, effective with the first fiscal year beginning on and after December 26, 2014, the following are required.

#### **I. AUDIT REQUIREMENTS**

##### **A. Funds from Federal Sources:**

1. Non-Federal entities which are determined to be subrecipients by the supervising department according to 2 CFR § 200.330 and which expend annual Federal awards in the amount specified in 2 CFR § 200.501 are required to have a single audit performed in accordance with 2 CFR § 200.514.
2. When a non-Federal entity expends annual Federal awards in the amount specified in 2 CFR § 200.501(a) under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or terms and conditions of the Federal award do not require a financial statement audit of the auditee, the non-Federal entity may elect to have a program-specific audit conducted in accordance with 2 CFR § 200.507 (Program Specific Audits).
3. Non-Federal entities which expend annual Federal awards less than the amount specified in 2 CFR § 200.501(d) are exempt from the single audit requirements for that year except that the County may require a limited-scope audit in accordance with 2 CFR § 200.503(c).

##### **B. Funds from All Sources:**

Non-Federal entities which expend annual funds from any source (Federal, State, County, etc.) through the County in an amount of:

1. \$100,000 or more must have a financial audit in accordance with the U.S. Comptroller General's Generally Accepted Government Auditing Standards (GAGAS) covering all County programs.
2. Less than \$100,000 are exempt from these audit requirements except as otherwise noted in the contract.

Non-Federal entities that are required to have or choose to do a single audit in accordance with 2 CFR Subpart F, Audit Requirements are not required to have a financial audit in the same year. However, Non-Federal entities that are required to have a financial audit may also be required to have a limited-scope audit in the same year.

C. General Requirements for All Audits:

1. All audits must be conducted in accordance with Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States (GAGAS).
2. All audits must be conducted annually, except for biennial audits authorized by 2 CFR § 200.504 and where specifically allowed otherwise by laws, regulations, or County policy.
3. The audit report must contain a separate schedule that identifies all funds received from or passed through the County that is covered by the audit. County programs must be identified by contract number, contract amount, contract period, and amount expended during the fiscal year by funding source. An exhibit number must be included when applicable.
4. If a funding source has more stringent and specific audit requirements, these requirements must prevail over those described above.

II. **AUDIT REPORTS**

A. For Single Audits

1. Within the earlier of 30 calendar days after receipt of the auditor's report or nine months after the end of the audit period, the auditee must electronically submit to the Federal Audit Clearinghouse (FAC) the data collection form described in 2 CFR § 200.512(b) and the reporting package described in 2 CFR § 200.512(c). The auditee and auditors must ensure that the reporting package does not include protected personally identifiable information. The FAC will make the reporting package and the data collection form available on a web site and all Federal agencies, pass-through entities and others interested in a reporting package and data collection form must obtain it by accessing the FAC. As required by 2 CFR § 200.512(a)(2), unless restricted by Federal statutes or regulations, the auditee must make copies available for public inspection.
2. A notice of the audit report issuance along with two copies of the management letter with its corresponding response should be sent to the County supervising department within ten calendar days after it is submitted to the FAC. The County supervising department is responsible for forwarding a copy of the audit report, management letter, and corresponding responses to the County Auditor within one week of receipt.

B. For Audits other than Single Audits

At least two copies of the audit report package, including all attachments and any management letter with its corresponding response, should be sent to the County supervising department within six months after the end of the audit year, or other time frame as specified by the department. The County supervising department is responsible for forwarding a copy of the audit report package to the County Auditor within one week of receipt.

### **III. AUDIT RESOLUTION**

Within 30 days of issuance of the audit report, the entity must submit to its County supervising department a corrective action plan consistent with 2 CFR § 200.511(c) to address each audit finding included in the current year auditor's report. Questioned costs and disallowed costs must be resolved according to procedures established by the County in the Contract Administration Manual. The County supervising department will follow up on the implementation of the corrective action plan as it pertains to County programs.

### **IV. ADDITIONAL AUDIT WORK**

The County, the State, or Federal agencies may conduct additional audits or reviews to carry out their regulatory responsibilities. To the extent possible, these audits and reviews will rely on the audit work already performed under the audit requirements listed above.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/6/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Gene Morgan Insurance Agency 2020 4th Street  Livermore CA 94550		<b>CONTACT NAME:</b> Michelle Morgan <b>PHONE (A/C No. Ext):</b> (925) 447-2565 <b>FAX (A/C No.):</b> (925) 447-2463 <b>E-MAIL ADDRESS:</b> michelle@genemorganinsurance.com	
		<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
		INSURER A: America Fire and Casualty Co	24066
		INSURER B: State Compensation Fund	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

**COVERAGES**

CERTIFICATE NUMBER: CL153602260

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:					EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG \$
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		BAA56286393	12/28/2014	12/28/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) Business Auto Enhancement
	<b>UMBRELLA LIAB</b> <b>EXCESS LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE AGGREGATE \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/> N/A		9078417-2014	10/22/2014	10/22/2015	PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder is named as additional insured

**CERTIFICATE HOLDER****CANCELLATION**

lho@acgov.org  County of Alameda Adult & Aging Services 6955 Foothill Blvd., Suite 300 Oakland, CA 94605	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE Michelle Morgan/MICHE <i>Michelle Morgan</i>
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Client#: 1327020

305OPENHEAR

ACORD™

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/06/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> <b>BB&amp;T Insurance Services</b> <b>of Orange County</b> <b>2400 Katella Avenue Ste 1100</b> <b>Anaheim, CA 92806</b>		<b>CONTACT NAME:</b> Terri Amsbury <b>PHONE (A/C, No, Ext):</b> 714 941-2936 <b>FAX (A/C, No):</b> 877-297-9259 <b>E-MAIL ADDRESS:</b> tamsbury@bbandt.com	
<b>INSURED</b> <b>Open Heart Kitchen</b> <b>1141 Catalina Dr #137</b> <b>Livermore, CA 94550</b>		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Nonprofits' Insurance Alliance <b>NAIC #</b> XXNAIC <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WYD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY		201414886NPO	12/28/2014	12/28/2015	EACH OCCURRENCE \$1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					MED EXP (Any one person) \$20,000
						PERSONAL & ADV INJURY \$1,000,000
						GENERAL AGGREGATE \$1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:					PRODUCTS - COMP/OP AGG \$1,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					\$
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO					BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
						\$
	UMBRELLA LIAB					EACH OCCURRENCE \$
	EXCESS LIAB					AGGREGATE \$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	N/A			E.L. EACH ACCIDENT \$
						E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

County of Alameda, Department of Adult and Aging Services, is additional insured where required by agreement per attached CG 2026 0704

## CERTIFICATE HOLDER

## CANCELLATION

<b>County of Alameda Department of Adult and Aging Services</b> <b>6955 Foothill Blvd, Suite 300</b> <b>Oakland, CA 94605</b>	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  <b>AUTHORIZED REPRESENTATIVE</b> <i>Rogan Wilber</i>
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C0B

**REQUEST TO ENCUMBER, ADD, LIQUIDATE FUNDS OR PAY CONTRACTOR****PART I: REQUEST FROM CONTRACTING DEPARTMENT**Contractor's Name: Jan Speer DBA Nutrition SolutionsIf Pay Contract-Remittance Address: 559 16th Street Oakland, Ca. 94612Contractor's Vendor ID: 97998 Master Contract #: \_\_\_\_\_ Procurement Contract #: 10331Description of Contract: Nutrition Services- Congregate and Home Delivered MealsProcurement Contract Begin Date: 7/1/2014 Expire Date: 6/30/2015Elation Project Info: ☒ Sub-Contractor Compliance ☐ Labor ComplianceBoard Waiver #: \_\_\_\_\_ GSA Waiver #: \_\_\_\_\_ Federal Fund Waiver #: F124**A. ENCUMBER FUNDS IN A NEW PURCHASE ORDER**

Date of Board Minute Order: \_\_\_\_\_ File/Item/Contract Number: \_\_\_\_\_

Total Amount Authorized By Board: \_\_\_\_\_ Amount to be Encumbered: \_\_\_\_\_

Justification if partial encumbrance requested: \_\_\_\_\_

**B. ADD FUNDS TO AN EXISTING PURCHASE ORDER**PO Number: 12327Date of Board Minute Order: 12-16-2014 File/Item/Contract Number: 29484-4Total Amount Authorized By Board: \$494,296 Amount to be Encumbered: \$106,217

Justification if partial encumbrance requested: \_\_\_\_\_

**C. LIQUIDATE FUNDS FROM A PURCHASE ORDER**

Purchase Order Number: \_\_\_\_\_ Amount to be Liquidated: \_\_\_\_\_

Liquidation Justification: \_\_\_\_\_

**D. PAY CONTRACTOR - ATTACH INVOICE**

PO#: \_\_\_\_\_ PO Type: \_\_\_\_\_

Business Unit: \_\_\_\_\_ Voucher #: \_\_\_\_\_

Invoice #: \_\_\_\_\_ Amount Due \$: \_\_\_\_\_ Service Period: \_\_\_\_\_

Payment Handling: ☐ US Mail ☐ Return to Department ☐ CBAP Payment

Pay Comments: \_\_\_\_\_

Dept Claims Processor: \_\_\_\_\_ Dept. Claims Approver: \_\_\_\_\_

Authorized signatory below certifies that contractor has provided goods/services as invoiced and verifies the mathematical accuracy of the invoice; that all financial provisions of the contract have been met (including the rates charged); that all invoiced items are specifically authorized by the contract and no contract limits have been exceeded (in total, by month or by expense category).

**ACCOUNTING INFORMATION**

Business Unit	Account	Fund	Dept	Program	BY	Subclass	Proj/Grant	Amount
SOCSA	610341	10000	320200	33700	2015			\$34,127
SOCSA	610341	10000	320200	33800	2015			\$13,878
SOCSA	610341	10000	320200	34700	2015			\$58,212
Total								\$106,217

Send Response to: Karen Bridges QIC: 24551 Phone: 577-3536Authorized Signature: [Signature] Department: 320200 Date: 2-24-2015Print Name of Authorized Signatory: THAY L. LAM**PART II: RESPONSE FROM AUDITOR-CONTROLLER**☐ The Auditor-Controller encumbered \_\_\_\_\_ in a new PO. The PO Number is \_\_\_\_\_☐ The Auditor-Controller added \_\_\_\_\_ to PO Number \_\_\_\_\_☐ The Auditor-Controller liquidated \_\_\_\_\_ from PO Number \_\_\_\_\_☐ Contractor payment Approved ☐ Contractor payment Denied-Reason: \_\_\_\_\_☐ This form is being returned to you due to insufficient funds in the appropriation account.☐ The following information is needed before this request can be processed.

Signature of Contract Processor/Claims Approver \_\_\_\_\_ Date: \_\_\_\_\_

**FIRST AMENDMENT TO AGREEMENT**

This First Amendment to Agreement ("First Amendment") is made by the County of Alameda ("County") and Jan Speer DBA Nutrition Solutions, ("Contractor") with respect to that certain agreement entered by them on July 1, 2014 (referred to herein as the "Contract") pursuant to which Contractor provides production of Senior Nutrition Meals services to County.

County and Contractor agree as follows:

1. For valuable consideration, the receipt and sufficiency of which are hereby acknowledged, County and Contractor agree to amend the Agreement in the following respects:
2. Except as otherwise stated in this First Amendment, the terms and provisions of this Amendment will be effective as of the date this First Amendment is executed by the County December 16, 2014.
3. The term of the Agreement is currently scheduled to expire on July 31, 2015.
4. In consideration for Contractor's additional services, the County shall pay Contractor in an additional amount not to exceed One hundred and six thousand , two hundred and eighteen dollars (\$106,217). As a result of these additional services and equipment purchases the not to exceed amount has increased from three hundred and eighty-eight thousand and seventy- nine dollars (\$388,079) to four hundred and ninety-four thousand, two hundred and ninety- seven dollars (\$494,296) over the term of the Agreement and any amendments.

5. Item 20 of the Standard Services Agreement has been amended as follows:  
The County has and reserves the right to suspend, terminate or abandon the execution of any work by the Contractor without cause at any time upon giving to the Contractor prior written notice. In the event that the County should abandon, terminate or suspend the Contractor's work, the Contractor shall be entitled to payment for services provided hereunder prior to the effective date of said suspension, termination or abandonment. Said payment shall be computed in accordance with Exhibit B hereto, provided that the maximum amount payable to Contractor for its production of senior nutrition meal services shall not exceed \$494,296 payment for services provided hereunder prior to the effective date of said suspension, termination or abandonment.
6. A Revised Exhibit B, Payment Terms, is attached to this Amendment.
7. DEBARMENT AND SUSPENSION CERTIFICATION:
  - a. By signing this First Amendment and Exhibit F, Debarment and Suspension Certification, Contractor/Grantee agrees to comply with applicable federal suspension and debarment regulations, including but not limited to 7 Code of Federal Regulations (CFR) 3016.35, 28 CFR 66.35, 29 CFR 97.35, 34 CFR 80.35, 45 CFR 92.35 and Executive Order 12549.
  - b. By signing this agreement, Contractor certifies to the best of its knowledge and belief, that it and its principals:
    - (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency;
    - (2) Shall not knowingly enter into any covered transaction with a person

who is proposed for debarment under federal regulations, debarred, suspended, declared ineligible, or voluntarily excluded from participation in such transaction.


8. Except as expressly modified by this First Amendment, all of the terms and conditions of the Contract are and remain in full force and effect.



IN WITNESS WHEREOF, the parties hereto have executed this Amendment to the Agreement as of the day and year first above written.

COUNTY OF ALAMEDA

CONTRACTOR/COMPANY NAME

By:   
Signature

By:   
Signature

Name: Lori A. Cox  
(Printed)

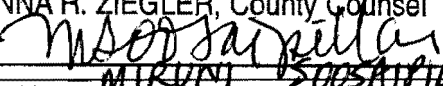
Name: Jan Speer DBA Nutrition Solutions  
(Printed)

Title: Social Services Agency Director

Title: Owner

Date: 3/5/15

Approved as to Form:

Approved as to Form  
DONNA R. ZIEGLER, County Counsel  
By:   
Print Name: MIRUMI SOOSATHILAKH  
County Counsel Signature

By signing above, signatory warrants and represents that he/she executed this Agreement in his/her authorized capacity and that by his/her signature on this Agreement, he/she or the entity upon behalf of which he/she acted, executed this Agreement

**REVISED EXHIBIT B  
PAYMENT TERMS**

1. County will pay Contractor upon successful completion and acceptance of the following services listed below, within thirty (30) days, upon receipt of invoice:

Production of Senior Nutrition Meals:

Congregate Meal: \$4.06 per meal

Home Delivered Meal: \$4.38 per meal

2. Invoices will be approved by Alameda County Area Agency on Aging.
3. Total payment under the terms of this Agreement will not exceed the total amount of \$494,296. This cost includes all taxes and all other charges.
4. Upon award of this Agreement by County, County and Contractor shall forthwith jointly create a schedule governing the timely performance of Contractor's services hereunder. The agreed upon schedule shall be incorporated into this Agreement upon its adoption by the parties and thereafter Contractor shall perform all services under this Agreement in conformance with the schedule.

1. Except as expressly modified by this Exhibit B, all of the terms and conditions of the original Exhibit B - Payment Terms are and remain in full force and effect.
2. County will pay Contractor upon successful completion and acceptance of the following services listed below, within thirty (30) days, upon receipt of invoice.

2,331 additional congregate meals  
761 additional home delivered meals, and  
Equipment and supplies.

3. Invoices will be approved by the County, Area Agency on Aging.
4. Total payment under the terms of this Agreement will not exceed the total amount of 494,296. This cost includes all taxes and all other charges.

## **Exhibit D**

### **Audit Requirements**

The County contracts with various organizations to carry out programs mandated by the Federal and State governments or sponsored by the Board of Supervisors. Under the Single Audit Act Amendments of 1996 (31 U.S.C.A. §§ 7501-7507) and Board policy, the County has the responsibility to determine whether organizations receiving funds through the County have spent them in accordance with applicable laws, regulations, contract terms, and grant agreements. To this end, effective with the first fiscal year beginning on and after December 26, 2014, the following are required.

#### **I. AUDIT REQUIREMENTS**

##### **A. Funds from Federal Sources:**

1. Non-Federal entities which are determined to be subrecipients by the supervising department according to 2 CFR § 200.330 and which expend annual Federal awards in the amount specified in 2 CFR § 200.501 are required to have a single audit performed in accordance with 2 CFR § 200.514.
2. When a non-Federal entity expends annual Federal awards in the amount specified in 2 CFR § 200.501(a) under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or terms and conditions of the Federal award do not require a financial statement audit of the auditee, the non-Federal entity may elect to have a program-specific audit conducted in accordance with 2 CFR § 200.507 (Program Specific Audits).
3. Non-Federal entities which expend annual Federal awards less than the amount specified in 2 CFR § 200.501(d) are exempt from the single audit requirements for that year except that the County may require a limited-scope audit in accordance with 2 CFR § 200.503(c).

##### **B. Funds from All Sources:**

Non-Federal entities which expend annual funds from any source (Federal, State, County, etc.) through the County in an amount of:

1. \$100,000 or more must have a financial audit in accordance with the U.S. Comptroller General's Generally Accepted Government Auditing Standards (GAGAS) covering all County programs.
2. Less than \$100,000 are exempt from these audit requirements except as otherwise noted in the contract.

Non-Federal entities that are required to have or choose to do a single audit in accordance with 2 CFR Subpart F, Audit Requirements are not required to have a financial audit in the same year. However, Non-Federal entities that are required to have a financial audit may also be required to have a limited-scope audit in the same year.

C. General Requirements for All Audits:

1. All audits must be conducted in accordance with Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States (GAGAS).
2. All audits must be conducted annually, except for biennial audits authorized by 2 CFR § 200.504 and where specifically allowed otherwise by laws, regulations, or County policy.
3. The audit report must contain a separate schedule that identifies all funds received from or passed through the County that is covered by the audit. County programs must be identified by contract number, contract amount, contract period, and amount expended during the fiscal year by funding source. An exhibit number must be included when applicable.
4. If a funding source has more stringent and specific audit requirements, these requirements must prevail over those described above.

II. **AUDIT REPORTS**

A. For Single Audits

1. Within the earlier of 30 calendar days after receipt of the auditor's report or nine months after the end of the audit period, the auditee must electronically submit to the Federal Audit Clearinghouse (FAC) the data collection form described in 2 CFR § 200.512(b) and the reporting package described in 2 CFR § 200.512(c). The auditee and auditors must ensure that the reporting package does not include protected personally identifiable information. The FAC will make the reporting package and the data collection form available on a web site and all Federal agencies, pass-through entities and others interested in a reporting package and data collection form must obtain it by accessing the FAC. As required by 2 CFR § 200.512(a)(2), unless restricted by Federal statutes or regulations, the auditee must make copies available for public inspection.
2. A notice of the audit report issuance along with two copies of the management letter with its corresponding response should be sent to the County supervising department within ten calendar days after it is submitted to the FAC. The County supervising department is responsible for forwarding a copy of the audit report, management letter, and corresponding responses to the County Auditor within one week of receipt.

B. For Audits other than Single Audits

At least two copies of the audit report package, including all attachments and any management letter with its corresponding response, should be sent to the County supervising department within six months after the end of the audit year, or other time frame as specified by the department. The County supervising department is responsible for forwarding a copy of the audit report package to the County Auditor within one week of receipt.

### **III. AUDIT RESOLUTION**

Within 30 days of issuance of the audit report, the entity must submit to its County supervising department a corrective action plan consistent with 2 CFR § 200.511(c) to address each audit finding included in the current year auditor's report. Questioned costs and disallowed costs must be resolved according to procedures established by the County in the Contract Administration Manual. The County supervising department will follow up on the implementation of the corrective action plan as it pertains to County programs.

### **IV. ADDITIONAL AUDIT WORK**

The County, the State, or Federal agencies may conduct additional audits or reviews to carry out their regulatory responsibilities. To the extent possible, these audits and reviews will rely on the audit work already performed under the audit requirements listed above.



**EXHIBIT E**

**COUNTY OF ALAMEDA  
CONTRACT COMPLIANCE REPORTING REQUIREMENTS**

Upon receipt of signed amendment, prime contractor shall, even if not required in the original contract and any subsequent amendments, immediately enter/assign subcontractors in the System, confirm payments received from the County within 5 business days in the System, immediately enter payments made to subcontractors and ensure that subcontractors confirm they received payments within 5 business days in the System. Subcontractors shall confirm their payments received from the prime contractor within 5 business days in the System.

Alameda County Contract Compliance System training and ongoing support are provided at no charge to contractors and participating sub-contractors awarded a County contract. Contractors having contracts with the County should schedule a representative from their office/company, along with each of their subcontractors, to attend training. The training schedule may be viewed online at [http://www.elationsys.com/elationsys/support\\_1.htm](http://www.elationsys.com/elationsys/support_1.htm) or call Elation Systems at (510) 764-1870. A special access code will be provided to contractors and subcontractors participating in this contract to allow use of the System free of charge.

It is the Contractor's responsibility to ensure that they and their subcontractors are registered and trained as required to utilize the Alameda County Contract Compliance System. Training sessions are approximately one hour and will be held periodically in a number of locations throughout Alameda County.

**EXHIBIT F**

**COUNTY OF ALAMEDA  
DEBARMENT AND SUSPENSION CERTIFICATION**

The contractor, under penalty of perjury, certifies that, except as noted below, contractor, its principals, and any named or unnamed subcontractor:

- Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency;
- Has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three years;
- Does not have a proposed debarment pending; and
- Has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three years.

If there are any exceptions to this certification, insert the exceptions in the following space.

Exceptions will not necessary result in denial of award, but will be considered in determining contractor responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.

Notes: Providing false information may result in criminal prosecution or administrative sanctions. The above certification is part of the Standard Services Agreement. Signing this Standard Services Agreement on the signature portion thereof shall also constitute signature of this Certification.

CONTRACTOR: Jan Speer DBA Nutrition Solutions

PRINCIPAL: Jan Speer TITLE: Owner

SIGNATURE: Jan Speer DATE: 2/24/15

**FINANCIAL RESOLUTION R-2014-410**

**PAGE:** 1 OF 2  
**FILE NUMBER:** 29484  
**MEETING DATE:** 12/16/2014  
**ITEM NUMBER:** 4

**BY:** 2015

**FUND:** 10000

The increase (decrease) in anticipated revenue, as follows:

Informational				
ORG	ACCT	PROG	PROJ/GR	AMOUNT
320200	456010	00000		\$408,288
	479990	00000		\$69,821
	660011	00000		\$884,012
ORG TOTAL				\$1,362,121

Informational				
ORG	ACCT	PROG	PROJ/GR	AMOUNT
ORG TOTAL				\$0

**GRAND TOTAL ANTICIPATED REVENUE** \$1,362,121

The increase (decrease) in appropriations, as follows:

Informational				
ORG	ACCT	PROG	PROJ/GR	AMOUNT
320200	610000	00000		\$1,362,121
ORG TOTAL				\$1,362,121

Informational				
ORG	ACCT	PROG	PROJ/GR	AMOUNT
ORG TOTAL				\$0

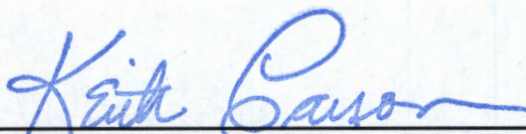
**GRAND TOTAL APPROPRIATION** \$1,362,121

**THE FOREGOING** was **PASSED** and **ADOPTED** by a majority vote of the Alameda County Board of Supervisors this 16<sup>th</sup> day of, December, 2014, to wit:

**AYES:** Supervisors Chan, Haggerty, Miley, & President Carson – 4

**NOES:** None

**EXCUSED:** Supervisor Valle - 1

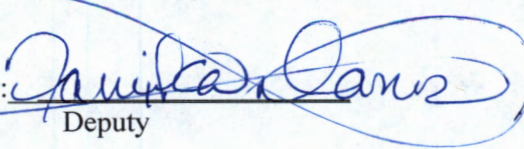
  
\_\_\_\_\_  
**PRESIDENT, BOARD OF SUPERVISORS**

File: 29484  
Agenda No: 4  
Document No: R-2014-410F



I certify that the foregoing is a correct copy of a Resolution adopted by the Board of Supervisors, Alameda County, State of California

**ATTEST:**  
Clerk, Board of Supervisors

By:   
Deputy