

# Attachment 1

STATE OF CALIFORNIA  
CALIFORNIA DEPARTMENT OF AGING  
**LOCAL ASSISTANCE CONTRACT CHECKLIST**  
CDA 9007 (REV 04/2018)



**All documents listed in Sections A and B are required to execute your contract unless otherwise noted.**

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## SECTION A

- All documents must identify the Contractor's legal name exactly as shown on the Standard Agreement or Amendment (STD. 213 or 213a)
  - Each contract package must stand on its own (e.g., if you have more than one contract with the California Department of Aging (CDA) you may have one Insurance Certificate to cover all contracts, but must include a copy of the Certificate in each contract package you return to CDA)
  - Return Section A documents to:
    - California Department of Aging
    - Attn: Contract Analyst
    - 1300 National Drive, Suite 200
    - Sacramento, CA 95834
- Four Standard Agreements or Amendments (STD. 213 or 213a)** – Print and sign four copies of the Standard Agreement or Amendment (STD. 213 or 213a) with **original signatures**. Signature stamps will not be accepted.
- Resolution or Meeting Minutes** authorizing execution of this Contract – The contract number(s) must be referenced in the Resolution or Meeting Minutes. If the Resolution or Meeting Minutes do not also authorize the signing of Amendments, another Resolution or Meeting Minutes will be needed to amend this Contract. If Meeting Minutes are submitted they must be signed off as approved or the following month's Meeting Minutes must be submitted indicating the previous Meeting Minutes were approved.
- Public Entity – Resolution from the Board of Supervisors or equivalent governing body is required
  - Nonprofit – Resolution from the Board of Directors is required
- Information Integrity and Security Statement (CDA 1024)** – A signed copy must be returned for each different contract number. Resubmission of this document is not required for amendments.
- California Civil Rights Law Certification (CDA 9026)** – A signed copy must be returned for each different contract number. Resubmission of this document is not required for amendments.

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The following documents must reference the contract number(s) or Letter of Self-Insurance. The coverage shall be for the *entire term* of the Contract and must meet the conditions in Exhibit D, Article XI of the Contract.

**General Liability Certificate of Insurance\***

**Automobile Liability Certificate of Insurance\***

**Professional Liability Certificate of Insurance** (*does not apply to Title V contracts*)

***\*Requires the additional insured statement to name the California Department of Aging and/or the State of California as the additional insured***

**SECTION B**

**Budget form**

- The following budget forms are found on the [CDA website](#):
  - Area Plan Budget (CDA 122)
  - Financial Alignment (FA) Contract Budget (CDA 229FA)
  - Health Insurance Counseling and Advocacy Program (HICAP) Budget (CDA 229)
  - Medicare Improvements for Patients and Providers Act (MIPPA) Budget (CDA 229M)
  - Senior Community Services Employment Program (Title V) Budget (CDA 35)
  - Supplemental Nutrition Assistance Program-Education (SNAP-Ed) Budget is submitted through the California Department of Social Services SharePoint Site
- Submit budget forms to [FiscalTeam@aging.ca.gov](mailto:FiscalTeam@aging.ca.gov).  
Use the following email subject line and file naming convention for each budget you prepare and submit: Identify your PSA\_## (first), Program, Period, and process. If applicable, specify the original or revision number (e.g., PSA 24 AP FY1617 Original Budget). Incorporate the amounts shown in the Budget Display into the original budget form. Ensure allocation Transfer Requests correspond to the Budget Display requirements.

**Work plan**

- The FA and MIPPA work plans are found on the [CDA website](#)
- Submit FA and MIPPA work plans to [HICAPTeam2@aging.ca.gov](mailto:HICAPTeam2@aging.ca.gov)
- SNAP-Ed CDA-approved contract work plans are completed prior to the SNAP-Ed contract release and do not need to be resubmitted
- Work plans are not required to execute Area Plan, HICAP, or Title V contracts

**STANDARD AGREEMENT AMENDMENT**

STD. 213 A (Rev. 6/03)

CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED  2  Pages

AGREEMENT NUMBER <b>AP-1819-25</b>	AMENDMENT NUMBER <b>1</b>
REGISTRATION NUMBER	

- This Agreement is entered into between the State Agency and Contractor named below:  
STATE AGENCY'S NAME  
 California Department of Aging  
CONTRACTOR'S NAME  
 City of Los Angeles Department of Aging
- The term of this Agreement is  July 1, 2018  through  June 30, 2019
- The maximum amount of this Agreement after this amendment is:  **\$ 17,354,272**   
Agreement after this amendment is: Seventeen million three hundred fifty-four thousand two hundred seventy-two and 00/100 dollars
- The parties mutually agree to this amendment as follows. All actions noted below are by this reference made a part of the Agreement and incorporated herein:

This amendment increases funds provided to the Contractor by \$2,970,837.

The attached Area Plan Budget Display Amendment 1, pages 13 & 14, hereby replaces the original Area Plan Budget Display, pages 13 & 14, in Exhibit B. The Budget, Amendment 1 is hereby incorporated by reference and replaces the original Budget.

All other terms and conditions shall remain the same.

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

<b>CONTRACTOR</b>		CALIFORNIA Department of General Services Use Only
<small>CONTRACTOR'S NAME (If other than an individual, state whether a corporation, partnership, etc.)</small> City of Los Angeles Department of Aging		
<small>BY (Authorized Signature)</small> 	<small>DATE SIGNED (Do not type)</small>	
<small>PRINTED NAME AND TITLE OF PERSON SIGNING</small>		
<small>ADDRESS</small> 221 N. Figueroa Street, Suite 500 Los Angeles CA 90012-4390		
<b>STATE OF CALIFORNIA</b>		
<small>AGENCY NAME</small> California Department of Aging		
<small>BY (Authorized Signature)</small> 	<small>DATE SIGNED (Do not type)</small>	
<small>PRINTED NAME AND TITLE OF PERSON SIGNING</small> Karissa Kanenaga, Manager, Contracts and Business Services Section		<input checked="" type="checkbox"/> Exempt per: AG OP 80-111
<small>ADDRESS</small> 1300 National Drive, Ste. 200, Sacramento, CA 95834		

**AREA PLAN  
Budget Display  
Fiscal Year 2018-19 (Federal Funding Years 2018 & 2019)  
City of Los Angeles Department of Aging**

12 months (July 1, 2018 - June 30, 2019)

	Project Number	Baseline	Baseline Adjustments	Cumulative Transfers	Updated Baseline	Total OTO	Updated Total	Net Change
<b>Supportive Services</b>								
Federal Title IIIB	3BSL18-18	774,399 (b)	422,297	-	1,196,696	100,813	1,297,509	523,110
Federal Title IIIB	3BSL19-18	2,323,197 (c)	198,642	-	2,521,839	-	2,521,839	198,642
<b>Total Supportive Services</b>		<b>3,097,596</b>	<b>620,939</b>	<b>-</b>	<b>3,718,535</b>	<b>100,813</b>	<b>3,819,348</b>	<b>721,752</b>
<b>Ombudsman</b>								
Federal Title IIIB	3BOL18-18	16,843 (b)	(8,003)	-	8,840	33	8,873	(7,970)
Federal Title IIIB	3BOL19-18	50,528 (c)	393	-	50,921	-	50,921	393
Federal Title VIIa	7OFL18-18	21,533 (b)	(4,348)	-	17,185	4,382	21,567	34
Federal Title VIIa	7OFL19-18	64,598 (c)	4,098	-	68,696	-	68,696	4,098
General Fund IIIB Public Health L & C Program Fund	B1GL	79,338 (a)	87,450	-	166,788	-	166,788	87,450
State Health Facilities Citation Penalties Account	LCPF	31,736 (a)	-	-	31,736	-	31,736	-
SNF Quality & Accountability	SDFL	137,029 (a)	-	-	137,029	-	137,029	-
	SNFL	150,744 (a)	-	-	150,744	-	150,744	-
<b>Total Ombudsman</b>		<b>552,349</b>	<b>79,590</b>	<b>-</b>	<b>631,939</b>	<b>4,415</b>	<b>636,354</b>	<b>84,005</b>
<b>Congregate Nutrition</b>								
Federal Title IIIC1	3C1L18-18	861,798 (b)	391,108	-	1,252,906	25,855	1,278,761	416,963
Federal Title IIIC1	3C1L19-18	2,585,393 (c)	228,356	-	2,813,749	-	2,813,749	228,356
General Fund C1	C1GL	349,841 (a)	18,760	-	368,601	-	368,601	18,760
NSIP C1	NC1L18-18	124,164 (b)	19,305	-	143,469	-	143,469	19,305
NSIP C1	NC1L19-18	372,491 (c)	11,626	-	384,117	-	384,117	11,626
<b>Total Congregate Nutrition</b>		<b>4,293,687</b>	<b>669,155</b>	<b>-</b>	<b>4,962,842</b>	<b>25,855</b>	<b>4,988,697</b>	<b>695,010</b>
<b>Home-Delivered Meals</b>								
Federal Title IIIC2	3C2L18-18	676,376 (b)	403,565	-	1,079,941	27,739	1,107,680	431,304
Federal Title IIIC2	3C2L19-18	2,029,129 (c)	110,743	-	2,139,872	-	2,139,872	110,743
General Fund C2	C2GL	412,962 (a)	29,822	-	442,784	-	442,784	29,822
NSIP C2	NC2L18-18	132,101 (b)	20,540	-	152,641	-	152,641	20,540
NSIP C2	NC2L19-18	396,302 (c)	12,370	-	408,672	-	408,672	12,370
<b>Total Home Delivered Meals</b>		<b>3,646,870</b>	<b>577,040</b>	<b>-</b>	<b>4,223,910</b>	<b>27,739</b>	<b>4,251,649</b>	<b>604,779</b>
<b>Disease Prevention</b>								
Federal Title IIID	3DFL18-18	58,713 (b)	55,135	-	113,848	17,197	131,045	72,332
Federal Title IIID	3DFL19-18	176,137 (c)	27,910	-	204,047	-	204,047	27,910
<b>Total Disease Prevention</b>		<b>234,850</b>	<b>83,045</b>	<b>-</b>	<b>317,895</b>	<b>17,197</b>	<b>335,092</b>	<b>100,242</b>
<b>Family Caregiver</b>								
Federal Title IIIE	3EFL18-18	373,608 (b)	287,451	-	661,059	145,719	806,778	433,170
Federal Title IIIE	3EFL19-18	1,120,822 (c)	104,805	-	1,225,627	-	1,225,627	104,805
<b>Total Title IIIE</b>		<b>1,494,430</b>	<b>392,256</b>	<b>-</b>	<b>1,886,686</b>	<b>145,719</b>	<b>2,032,405</b>	<b>537,975</b>
<b>Elder Abuse</b>								
Federal Title VII	7EFL18-18	12,109 (b)	-	-	12,109	3,540	15,649	3,540
Federal Title VII	7EFL19-18	36,327 (c)	-	-	36,327	-	36,327	-
<b>Total Elder Abuse</b>		<b>48,436</b>	<b>-</b>	<b>-</b>	<b>48,436</b>	<b>3,540</b>	<b>51,976</b>	<b>3,540</b>

**AREA PLAN  
 Budget Display  
 Fiscal Year 2018-19 (Federal Funding Years 2018 & 2019)  
 City of Los Angeles Department of Aging**

12 months (July 1, 2018 - June 30, 2019)

	Project Number	Baseline	Baseline Adjustments	Cumulative Transfers	Updated Baseline	Total OTO	Updated Total	Net Change
<b>Administration</b>								
Federal Title IIIB	3BAL18-18	78,722 (b)	47,836	-	126,558	-	126,558	47,836
Federal Title IIIB	3BAL19-18	236,164 (c)	22,518	-	258,682	-	258,682	22,518
Federal Title IIIC1	C1AL18-18	78,719 (b)	39,964	-	118,683	-	118,683	39,964
Federal Title IIIC1	C1AL19-18	236,157 (c)	22,715	-	258,872	-	258,872	22,715
Federal Title IIIC2	C2AL18-18	61,782 (b)	40,298	-	102,080	-	102,080	40,298
Federal Title IIIC2	C2AL19-18	185,346 (c)	11,509	-	196,855	-	196,855	11,509
Federal Title IIIE	3EAL18-18	34,049 (b)	28,221	-	62,270	-	62,270	28,221
Federal Title IIIE	3EAL19-18	102,148 (c)	10,438	-	112,586	-	112,586	10,438
General Fund C1	1GAL	1,683 (a)	28	-	1,711	-	1,711	28
General Fund C2	2GAL	447 (a)	7	-	454	-	454	7
<b>Total Administration</b>		<b>1,015,217</b>	<b>223,534</b>	<b>-</b>	<b>1,238,751</b>	<b>-</b>	<b>1,238,751</b>	<b>223,534</b>
<b>Funding Summary</b>								
Federal Funds		13,219,655	2,509,492	-	15,729,147	325,278	16,054,425	2,834,770
General Fund		844,271	136,067	-	980,338	-	980,338	136,067
Public Health L & C								
Program Fund		31,736	-	-	31,736	-	31,736	-
SNF Quality & Accountability		150,744	-	-	150,744	-	150,744	-
State Health Facilities								
Citizen Penalties								
Account		137,029	-	-	137,029	-	137,029	-
<b>Grand Total - All Funds</b>		<b>14,383,435</b>	<b>2,645,559</b>	<b>-</b>	<b>17,028,994</b>	<b>325,278</b>	<b>17,354,272</b>	<b>2,970,837</b>

Comments:

The maximum amount of Title IIIE expenditures allowable for supplemental services is: 434,834  
 The maximum amount of Title IIIE expenditures allowable for Grandparents is: 217,417  
 The minimum General Fund to be expended for State Match in Title III is: 557,950

CFDA NUMBER	Year	Award #	Award Name
93.041	2018	18AACAT7EA	Older Americans Act Title VII-Allotments for Vulnerable Elder Rights Protection Activities
93.041	2019	19AACAT7EA	Older Americans Act Title VII-Allotments For Vulnerable Elder Rights Protection Activities
93.042	2018	18AACAT7OM	Older Americans Act Title VII-Allotments for Vulnerable Elder Rights Protection Activities
93.042	2019	19AACAT7OM	Older Americans Act Title VII-Allotments For Vulnerable Elder Rights Protection Activities
93.043	2018	18AACAT3PH	Older Americans Act Title III-Grants for State & Community Programs on Aging
93.043	2019	19AACAT3PH	Older Americans Act Title III-Grants for State & Community Programs on Aging
93.044	2018	18AACAT3SS	Older Americans Act Title III-Grants for State & Community Programs on Aging
93.044	2019	19AACAT3SS	Older Americans Act Title III-Grants for State & Community Programs on Aging
93.045	2018	18AACAT3CM	Older Americans Act Title III-Grants for State & Community Programs on Aging
93.045	2019	19AACAT3CM	Older Americans Act Title III-Grants for State & Community Programs on Aging
93.045	2018	18AACAT3HD	Older Americans Act Title III-Grants for State & Community Programs on Aging
93.045	2019	19AACAT3HD	Older Americans Act Title III-Grants for State & Community Programs on Aging
93.052	2018	18AACAT3FC	Older Americans Act Title III-Grants for State & Community Programs on Aging
93.052	2019	19AACAT3FC	Older Americans Act Title III-Grants for State & Community Programs on Aging
93.053	2018	18AACANSIP	Older Americans Act Section 311-Nutrition Services Incentive Program
93.053	2019	19AACANSIP	Older Americans Act Section 311-Nutrition Services Incentive Program

(a) Funds must be expended by 6/30/19 and final expenditures reported in closeout by 7/31/19.

(b) Funds must be obligated by 9/30/18 and final expenditures reported in closeout by 7/31/19. The baseline request to be transferred for the project (7/1/18-9/30/18) is due 5/1/18. These funds may not be carried over into a following year contract.

(c) Funds must be reported in closeout by 7/31/19 and may be carried over into the following year contract. The baseline request to be transferred for the project (10/1/18-6/30/19) is due 1/15/19.