



Meeting Date: June 28, 2021
 Agenda Item No: _____

Kitsap County Board of Commissioners

Office/Department: Human Services – Division of Aging & Long Term Care

Staff Contact & Phone Number:

Stacey Smith, ALTC Administrator, 337-5624
 Doug Washburn, Human Services, Director, 337-4526

Agenda Item Title: Revenue Contract KC-072-21, Amendment B, between Kitsap County and Washington State Department of Social and Health Services, Division of Aging and Long Term Support Administration, to increase funding.

Recommended Action: Move that the Board execute revenue Contract KC-072-21, Amendment B, with Washington State Department of Social and Health Services, Division of Aging and Long Term Support Administration.

Summary:

This revenue contract with Washington State Department of Social and Health Services, Division of Aging and Long Term Support Administration is effective as January 1, 2021. The contract amount is increased by \$32,951, increasing the contract total from \$918,045 for a new contract total of \$950,996 of Older American funding. The contract time period remains unchanged at January 1, 2021- September 30, 2022.

This allocation represents additional funding to support vaccine assistance and re-appropriations of federal funds.

This contract amendment includes the following:

- Exhibit B-1 replaced with Exhibit B-2, revised Budget
- Revised Special Terms & Conditions, Exhibit A, Statement of Work:
 To explain the allocation of Consolidated Appropriations Act Funds, vaccine assistance expenses, administration and matching funds requirements.

This contract will fund the following services for 18 months:

- legal services for 225 clients;
- 7,000 hours of Information and Assistance services to 1,600 individuals;
- 650 hours of counseling to 150 older adults and caregivers;
- 35,000 congregate meals to 950 older adults and caregivers;
- 50,500 home delivered meals to 500 homebound seniors and caregivers;
- 320 hours of Nutrition Education to congregate and home delivered meal participants;
- 95 assessments to 95 unpaid family caregivers;
- 600 hours for client investigations of Elder Abuse and concerns;
- Vaccine assistance- education and appointments to 100 older adults, up to 1,000 clients served through case management programs, and up to 600 Individual Providers that provide in home personal care services.

This revenue contract corresponds with the 2021 Area Plan Update for Aging Services. Programs funded under this revenue contract in whole or in part include Non-Medicaid Case Management, Family Caregiver Support Services, Information and Assistance, Legal Services, Long Term Care Ombudsman, Mental Health, Nutrition Services (Congregate and Home Delivered Meals) and Medication Management Services.

Attachments:

1. Contract Review Sheet
2. KC-072-21-B [DSHS Contract Number 2169-97606-02]
3. Debarment

Fiscal Impact for this Specific Action

Expenditure required for this specific action:

\$32,951

Related Revenue for this specific action:	\$32,951		
Cost Savings for this specific action:	NA		
Net Fiscal Impact:	100% Grant Funded		
Source of Funds:	Department of Social and Health Services, Aging and Disability Services Administration		
Fiscal Impact for Total Project – N/A			
<u>Fiscal Impact (DAS) Review</u>			
Departmental/Office Review & Coordination			
Department/Office	Elected Official/Department Director		
Human Services	Doug Washburn		Doug Washburn
Contract Information			
Contract Number	Date Original Contract or Amendment Approved	Amount of Original Contract Amendment	Total Amount of Amended Contract
KC-072-21	1/26/2021	\$776,548	
KC-072-21-A	3/24/2021	\$141,497	\$918,045
KC-072-21-B	Pending	\$32,951	\$950,996



Kitsap County
eCONTRACT REVIEW SHEET
 (Chapter 3.56 KCC)

A. GENERAL INFORMATION	
1. Contractor	Washington State Department of Social and Health Services, Division of Aging and Long Term Support Administration
2. Purpose	To increase funding.
3. Contract Amount	\$32,951 Disburse <input type="checkbox"/> Receive <input checked="" type="checkbox"/>
4. Contract Term	January 1, 2021 to September 30, 2022
5. Contract Administrator	Stacey Smith Phone 337-5624
Approved:	<u>Doug Washburn</u> Date <u>05/28/2021</u> <i>Department Director</i>
B. AUDITOR – ACCOUNTING INFORMATION	
1. Contract Control Number	KC-072-21-B
2. Fund Name	Aging
3. Payment from-Revenue to CC/Account Nbr	1901.3330.93044; 1901.3330.93045 1901.3330.93043; 1901.3330.93041; 1901.3330.93052; 1901.3330.93053
4. Encumbered By	<u>Dave Schureman</u> Date <u>6/1/2021</u>
C. AUDITOR'S ACCOUNTING – GRANTS REVIEW <i>Signature required only if contract is grant funded</i>	
1. <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Reviewer	<u>Dave Schureman amendment</u> Date <u>6/1/2021</u>
D. ADMINISTRATIVE SERVICES DEPARTMENT – RISK MANAGER REVIEW	
1. <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Reviewer	<u>Anastasia Johnson</u> Date <u>6/07/21</u>
2. Comments:	Amendment Only
E. ADMINISTRATIVE SERVICES DEPARTMENT – BUDGET MANAGER REVIEW <i>Signature required only if contract is for \$50,000 or more, OR it will be signed by board of commissioners (regardless of dollar amount)</i>	
1. <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Reviewer	<u>Aimée Campbell</u> Date <u>06/01/2021</u>
2. Comments:	
G. PROSECUTING ATTORNEY REVIEW	
1. <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved as to Form	
Reviewer	<u>Alan L. Miles</u> Date <u>2021-06-02</u>
2. Comments:	
H. CERTIFICATION BY CONTRACT ADMINISTRATOR: THIS CONTRACT IS READY FOR CONSIDERATION BY THE AUTHORIZED CONTRACT SIGNER. (For contract signing authority, see KCC 3.56.075)	

Contract Administrator Stacey Smith **Date** 5/28/2021
Date Approved by Authorized Contract Signer: **Date** _____
RETURN SIGNED ORIGINALS TO: Hannah Shockley, MS-23 / x3530



Washington State
Department of Social
& Health Services

Transforming lives

CONTRACT AMENDMENT AAA Older Americans Act

DSHS CONTRACT NUMBER:
2169-97606

Amendment No. 02

This Contract Amendment is between the State of Washington Department of Social and Health Services (DSHS) and the Contractor identified below.

Program Contract Number

Contractor Contract Number
KC-072-21-B

CONTRACTOR NAME Kitsap County		CONTRACTOR doing business as (DBA) Kitsap County Division of Aging & Long Term Care	
CONTRACTOR ADDRESS 614 Division St MS23 Pt. Orchard, WA 98366-4676		WASHINGTON UNIFORM BUSINESS IDENTIFIER (UBI) 182-002-345	DSHS INDEX NUMBER 1076
CONTRACTOR CONTACT Stacey Smith	CONTRACTOR TELEPHONE (360) 337-5624	CONTRACTOR FAX (360) 337-5746	CONTRACTOR E-MAIL ADDRESS sasmith@co.kitsap.wa.us

DSHS ADMINISTRATION Aging & Long Term Support Admin	DSHS DIVISION Management Services Division	DSHS CONTRACT CODE 1015LS-69
DSHS CONTACT NAME AND TITLE Tammy Layton Contracts Specialist	DSHS CONTACT ADDRESS PO Box 45600 Olympia, WA 98504-_____	

DSHS CONTACT TELEPHONE (360)725-2419	DSHS CONTACT FAX (360)407-0369	DSHS CONTACT E-MAIL ADDRESS tammy.layton@dshs.wa.gov
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IS THE CONTRACTOR A SUBRECIPIENT FOR PURPOSES OF THIS CONTRACT? Yes	CFDA NUMBERS 93.043 93.041 93.044 93.045 93.052 93.053
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AMENDMENT START DATE 01/01/2021	CONTRACT END DATE 09/30/2022	
PRIOR MAXIMUM CONTRACT AMOUNT \$918,045.00	AMOUNT OF INCREASE OR DECREASE \$32,951.00	TOTAL MAXIMUM CONTRACT AMOUNT \$950,996.00

REASON FOR AMENDMENT;
CHANGE OR CORRECT OTHER: SEE PAGE TWO

ATTACHMENTS. When the box below is marked with an X, the following Exhibits are attached and are incorporated into this Contract Amendment by reference:
 Additional Exhibits (specify): Exhibit B-2, Budget

This Contract Amendment, including all Exhibits and other documents incorporated by reference, contains all of the terms and conditions agreed upon by the parties as changes to the original Contract. No other understandings or representations, oral or otherwise, regarding the subject matter of this Contract Amendment shall be deemed to exist or bind the parties. All other terms and conditions of the original Contract remain in full force and effect. The parties signing below warrant that they have read and understand this Contract Amendment, and have authority to enter into this Contract Amendment.

CONTRACTOR SIGNATURE	PRINTED NAME AND TITLE	DATE SIGNED
DSHS SIGNATURE	PRINTED NAME AND TITLE	DATE SIGNED

This Contract between the State of Washington Department of Social and Health Services (DSHS) and the Contractor is hereby amended as follows:

- A. Exhibit B-1, Budget, is revised and replaced with Exhibit B-2, Budget, which is attached hereto and incorporated herein.
- B. The total maximum consideration is increased by \$32,951, for a new total maximum consideration of \$950,996.
- C. The following is added to the end of Special Terms and Conditions, Exhibit A: Statement of Work:
 - 4. Consolidated Appropriations Act Funds (CAA). The CAA Title III-C2 Home Delivered Meals funding start date is 01/01/2021. The CAA Expanding Access to COVID-19 Vaccines via the Aging Network start date for funds is 04/01/2021. The current end date for both is 09/30/22.
 - a. While the Major Disaster Declaration (MDD) is in effect for Washington State, AAAs can use the CAA Title III-C2 to pay for any emergent need. Once the MDD ends, these funds can only be used for expenses related to home delivered meals. CAA Expanding Access to COVID-19 Vaccines funds do not fall under the Major Disaster Declaration flexibilities.
 - b. The CAA Administration funds for expanding access to COVID-19 Vaccines via the Aging Network may be used for expenses related to the following:
 - (1) Disseminating credible information about COVID-19 vaccines and help direct those with questions to additional sources of information,
 - (2) Identifying people who may need help getting a COVID-19 vaccination, including those who are unable to independently travel to a vaccination site,
 - (3) Helping with scheduling a COVID-19 vaccination appointment for those who need help,
 - (4) Arranging or providing accessible transportation to COVID-19 vaccination sites,
 - (5) Providing technical assistance to local health departments and other entities on vaccine accessibility,
 - (6) Providing personal support if needed (e.g., peer support), and
 - (7) Reminding the person of their second vaccination appointment if needed.
 - c. Administration and Matching Funds Requirements.
 - (1) Up to 10% of Title III-C2, and up to 10% of the CAA Expanding Access to COVID-19 Vaccines, can be spent on administration.
 - (2) 25% match is required for administration expenditures for the CAA Title III-C2 funds.
 - (3) No match is required for service expenditures of the CAA Title III-C2 or on any expenditures of the CAA Expanding Access to COVID-19 Vaccines.
 - (4) If any 2021 T3B is charged to Coordination, administration charges must be exactly 10% of all 2021 OAA funding. The 10% admin will be calculated based on funding from the regular 2021

Title 3, the Consolidated Appropriations Act Supplemental Nutrition, and the Consolidated Appropriations Act Expanding Access to COVID-19 Vaccines grants.

d. Reporting Requirements. Refer to MB H21-025 and amendment thereof for reporting requirements.

All other terms and conditions of this Contract remain in full force and effect.

AREA AGENCIES ON AGING
 OLDER AMERICANS ACT BUDGET
 EXPENDITURE/REVENUE DETAIL BY FUNDING SOURCE
 AAA: Kitsap
 BUDGET PERIOD: 1/1/21 - 9/30/22

BARS CODE	CFDA #	Older Americans Act						
		93.044	93.045	93.045	93.043	93.052	93.041	
		Title 3B	Title 3C1	Title 3C2	Title 3D	Title 3E	Elder Abuse	OAA Total
555 .10	ADMINISTRATION	0	0	0		0		0
.11	Area Agency Planning/Administration	0	0	0		0		0
.12	Interfund Payments for Services	0	0	0		0		0
.13	Core Services Contract Management							
555 .21	COORDINATION	0						0
555 .31	LEGAL ASSISTANCE	0					0	0
555 .40	ACCESS SERVICES	0						0
.41	Transportation	0						0
.42	Information & Assistance	0						0
.43.1	Case Management/Nursing Services (Core Services)							
.43.2	Case Management - Aging Network	0						0
.44.2	Nursing Services - DDD							
.45	Nursing Services - Aging Network	0						0
.46	Nursing Services - Contracted with HCS							
.49	Contracted Front Door Functions (King only)							
555 .50	IN-HOME SERVICES	0			0			0
.51	Chore Services - Aging Network	0						0
.52	Personal Care Services - Aging Network	0						0
.53	Home Health	0						0
.54	Health Maintenance	0			0			0
.55	Bath Assistance	0						0
.56	Visiting and Telephone Reassurance	0						0
.57	Minor Home Repair and Maintenance	0						0
.58	Adult Day Care	0						0
.59	Volunteer Services	0						0
.50	Other In-Home Services (Enter Title)	0						0
.50	Other In-Home Services (Enter Title)	0						0
555 .60	NUTRITION SERVICES	0	0	0	0			0
.61	Congregate Meals		0					0
.63	Nutrition Education and Outreach	0		0	0			0
.64	Home Delivered Meals			0				0
.65	Shopping Assistance		0	0				0
.66	Registered Dietician		0	0	0			0
.67	Senior Farmers Mkt (SFMNP) Food/Checks							
555 .70-.80	SOCIAL & HEALTH SERVICES	0	0	0	0	0	0	0
.71	Adult Day Health Services	0						0
.72	Geriatric Health Screening	0			0			0
.73	Medication Management	0			0			0
.74	Senior Drug Education							
.75	Disease Prevention/Health Promotion	0			0			0
.76	Elder Abuse Prevention	0					0	0
.77	Mental Health	0			0			0
.78	Kinship Care							
.78.1	Kinship Caregivers Support Program							
.78.1a	Service Delivery							
.78.1b	Goods and Services							
.78.2	Kinship Navigator Services	0						0
.79	Family Caregiver Support Program							
.79.1	Information Services					0		0
.79.2a	Access Assistance	0				0		0
.79.2b	Support Services	0				0		0
.79.3	Respite care Services	0				0		0
.79.4	Supplemental Services	0				0		0
.79.5	Services to Grandparents							
.79.5a	Information Services					0		0
.79.5b	Access Assistance					0		0
.79.5c	Support Services					0		0
.79.5d	Respite Care Services					0		0
.79.5e	Supplemental Services					0		0
.83	Senior Community Service Employment (SCSEP)							
.83.1	Program/EWFB	0						0
.83.2	Program/Other	0						0
.84	Health Appliance/Limited Health Care	0			0			0
.88	Long Term Care Ombudsman	0					0	0
.89	Newsletters	0			0		0	0
555 .90	OTHER ACTIVITIES	0			0			0
	Disaster Relief	0						0
	Foot Care	0			0			0
	Peer Counseling	0						0
	Outreach	0						0
	Consolidated Approp. Act Home Delivered Meals	0						0
	Consolidated Approp. Act Expand Access to Vaccines	0						0
	Other (Enter Title)	0						0
	Other (Enter Title)	0						0
	Other (Enter Title)	0						0
	Total Services	0	0	0	0	0	0	0
	GRAND TOTAL	208,202	280,129	145,236	12,969	88,285	1,618	736,439
	Revenue Total	208,202	280,129	145,236	12,969	88,285	1,618	736,439

To be completed by ALTSA

This amendment change:							
Current award this amendment	208,202	280,129	145,236	12,969	88,285	1,618	736,439
Prior amendment awarded	208,202	280,129	145,236	12,969	88,285	1,618	736,439
Net Change	0	0	0	0	0	0	0

AREA AGENCIES ON AGING
 OLDER AMERICANS ACT BUDGET
 EXPENDITURE/REVENUE DETAIL BY FUNDING SOURCE
 AAA: Kitsap
 BUDGET PERIOD: 1/1/21 - 9/30/22

BARS CODE	CFDA #	93.053	MATCH				Total	
			Other	Total	SCSA	Other		Non
		NSIP	AL TSA	AL TSA	Match	State	AL TSA	
			Funding	Funding		Match	Match	
555 .10	ADMINISTRATION		17,444	17,444	0	0	0	17,444
.11	Area Agency Planning/Administration		17,444	17,444	0	0	0	17,444
.12	Interfund Payments for Services			0	0	0	0	0
.13	Core Services Contract Management							
555 .21	COORDINATION			0			0	0
555 .31	LEGAL ASSISTANCE			0	0		0	0
555 .40	ACCESS SERVICES			0	0		0	0
.41	Transportation			0	0		0	0
.42	Information & Assistance			0	0		0	0
.43.1	Case Management/Nursing Services (Core Services)							
.43.2	Case Management - Aging Network			0	0		0	0
.44.2	Nursing Services - DDD							
.45	Nursing Services - Aging Network			0	0		0	0
.46	Nursing Services - Contracted with HCS							
.49	Contracted Front Door Functions (King only)							
555 .50	IN-HOME SERVICES			0	0		0	0
.51	Chore Services - Aging Network			0	0		0	0
.52	Personal Care Services - Aging Network			0	0		0	0
.53	Home Health			0	0		0	0
.54	Health Maintenance			0	0		0	0
.55	Bath Assistance			0	0		0	0
.56	Visiting and Telephone Reassurance			0	0		0	0
.57	Minor Home Repair and Maintenance			0	0		0	0
.58	Adult Day Care			0	0		0	0
.59	Volunteer Services			0	0		0	0
.50	Other In-Home Services (Enter Title)			0	0		0	0
.50	Other In-Home Services (Enter Title)			0	0		0	0
555 .60	NUTRITION SERVICES	0		0	0		0	0
.61	Congregate Meals	0		0	0		0	0
.63	Nutrition Education and Outreach			0	0		0	0
.64	Home Delivered Meals	0		0	0		0	0
.65	Shopping Assistance			0	0		0	0
.66	Registered Dietician			0	0		0	0
.67	Senior Farmers Mkt (SFMNP) Food/Checks							
555 .70-.80	SOCIAL & HEALTH SERVICES			0	0	0	0	0
.71	Adult Day Health Services			0	0		0	0
.72	Geriatric Health Screening			0	0		0	0
.73	Medication Management			0	0		0	0
.74	Senior Drug Education					0	0	0
.75	Disease Prevention/Health Promotion			0	0		0	0
.76	Elder Abuse Prevention			0	0		0	0
.77	Mental Health			0	0		0	0
.78	Kinship Care							
.78.1	Kinship Caregivers Support Program							
.78.1a	Service Delivery							
.78.1b	Goods and Services							
.78.2	Kinship Navigator Services			0		0	0	0
.79	Family Caregiver Support Program							
.79.1	Information Services			0	0	0	0	0
.79.2a	Access Assistance			0	0	0	0	0
.79.2b	Support Services			0	0	0	0	0
.79.3	Respite care Services			0	0	0	0	0
.79.4	Supplemental Services			0	0	0	0	0
.79.5	Services to Grandparents							
.79.5a	Information Services			0	0	0	0	0
.79.5b	Access Assistance			0	0	0	0	0
.79.5c	Support Services			0	0	0	0	0
.79.5d	Respite Care Services			0	0	0	0	0
.79.5e	Supplemental Services			0	0	0	0	0
.83	Senior Community Service Employment (SCSEP)							
.83.1	Program/EWFB			0	0		0	0
.83.2	Program/Other			0	0		0	0
.84	Health Appliance/Limited Health Care			0	0		0	0
.88	Long Term Care Ombudsman			0	0		0	0
.89	Newsletters			0	0		0	0
555 .90	OTHER ACTIVITIES		157,004	157,004	0		0	157,004
	Disaster Relief			0	0		0	0
	Foot Care			0	0		0	0
	Peer Counseling			0	0		0	0
	Outreach			0	0		0	0
	Consolidated Approp. Act Home Delivered Meals		127,348	127,348	0		0	127,348
	Consolidated Approp. Act Expand Access to Vaccines		29,656	29,656	0		0	29,656
	Other (Enter Title)		0	0	0		0	0
	Other (Enter Title)		0	0	0		0	0
	Other (Enter Title)		0	0	0		0	0
	Total Services	0	157,004	157,004	0	0	0	157,004
	GRAND TOTAL	40,109	174,448	950,996	0	0	0	950,996
	Revenue Total	40,109	174,448	950,996	0	0	0	950,996

To be completed by AL TSA

This amendment change:							
Current award this amendment	40,109	174,448	950,996	0	0	0	950,996
Prior amendment awarded	40,109	141,497	918,045	0	0	0	918,045
Net Change	0	32,951	32,951	0	0	0	32,951

AREA AGENCIES ON AGING
 OLDER AMERICANS ACT BUDGET
 EXPENDITURE/REVENUE DETAIL BY FUNDING SOURCE
 AAA: [Kitsap](#)
 BUDGET PERIOD: 1/1/21 - 9/30/22

BARS CODE	CFDA #	Description
555 .10	ADMINISTRATION	
.11	Area Agency Planning/Administration	Other AL TSA Funding: Con. App. Act HDM CFDA 93.045 - \$14,149; C.
.12	Interfund Payments for Services	
.13	Core Services Contract Management	
555 .21	COORDINATION	
555 .31	LEGAL ASSISTANCE	
555 .40	ACCESS SERVICES	
.41	Transportation	
.42	Information & Assistance	
.43.1	Case Management/Nursing Services (Core Services)	
.43.2	Case Management - Aging Network	
.44.2	Nursing Services - DDD	
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555 .50	IN-HOME SERVICES	
.51	Chore Services - Aging Network	
.52	Personal Care Services - Aging Network	
.53	Home Health	
.54	Health Maintenance	
.55	Bath Assistance	
.56	Visiting and Telephone Reassurance	
.57	Minor Home Repair and Maintenance	
.58	Adult Day Care	
.59	Volunteer Services	
.50	Other In-Home Services (Enter Title)	
.50	Other In-Home Services (Enter Title)	
555 .60	NUTRITION SERVICES	
.61	Congregate Meals	
.63	Nutrition Education and Outreach	
.64	Home Delivered Meals	
.65	Shopping Assistance	
.66	Registered Dietician	
.67	Senior Farmers Mrkt (SFMNP) Food/Checks	
555 .70-.80	SOCIAL & HEALTH SERVICES	
.71	Adult Day Health Services	
.72	Geriatric Health Screening	
.73	Medication Management	
.74	Senior Drug Education	
.75	Disease Prevention/Health Promotion	
.76	Elder Abuse Prevention	
.77	Mental Health	
.78	Kinship Care	
.78.1	Kinship Caregivers Support Program	
.78.1a	Service Delivery	
.78.1b	Goods and Services	
.78.2	Kinship Navigator Services	
.79	Family Caregiver Support Program	
.79.1	Information Services	
.79.2a	Access Assistance	
.79.2b	Support Services	
.79.3	Respite care Services	
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.79.5c	Support Services	
.79.5d	Respite Care Services	
.79.5e	Supplemental Services	
.83	Senior Community Service Employment (SCSEP)	
.83.1	Program/EWFB	
.83.2	Program/Other	
.84	Health Appliance/Limited Health Care	
.88	Long Term Care Ombudsman	
.89	Newsletters	
555 .90	OTHER ACTIVITIES	
	Disaster Relief	
	Foot Care	
	Peer Counseling	
	Outreach	
	Consolidated Approp. Act Home Delivered Meals	CFDA 93.045
	Consolidated Approp. Act Expand Access to Vaccines	CFDA 93.044
	Other (Enter Title)	
	Other (Enter Title)	
	Other (Enter Title)	
	Total Services	
	GRAND TOTAL	
	Revenue Total	

To be completed by AL TSA
 This amendment change:
 Current award this amendment
 Prior amendment awarded
Net Change



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Aging and Long-Term Support Administration
Home and Community Services Division
PO Box 45600, Olympia, WA 98504-5600

HCS MANAGEMENT BULLETIN

H21-025 – Policy & Procedure
April 02, 2021

TO: Area Agency on Aging Directors

FROM: Bea Rector, Director, Home and Community Services Division
Chanh Ly, Director, Management Services Division

SUBJECT: **Consolidated Appropriations Act, Supplemental Funding Title III-C2**

PURPOSE: To notify Area Agencies on Aging (AAAs) of their Consolidated Appropriations Act funding and provide information on funding details, billing and reporting requirements.

BACKGROUND: On February 29th, 2020, Governor Jay Inslee declared a state of emergency in response to the COVID-19 outbreak, directing state agencies to use all resources necessary to prepare for and respond to the outbreak. Washington's Major Disaster declaration was recognized by the federal government on March 22, 2020, backdated to January 20, 2020, unlocking flexibility within the Older Americans Act (OAA) and future funding to provide disaster relief in support of the health or safety of older adults.

Congress provided previous COVID relief funding through Families First Corona Relief Act (FFCRA) and Coronavirus Aid, Relief, and Economic Security (CARES) Act. Administration for Community Living (ACL) distributed funds to states through OAA titles. AL TSA state allocated the full amount to AAAs using the Intrastate Funding Formula.

The Consolidated Appropriations Act provided funding for OAA Title III-C2 programs to support Aging Network emergent needs during the Major Disaster Declaration (MDD) and to support home delivered meals expenses once the MDD is lifted.

WHAT'S NEW, CHANGED, OR CLARIFIED: **Funding Allocations**

The attached file “**Consolidated Appropriations Act Funding**” includes the full allocation of the Consolidated Appropriations Act Title III-C2 funding.

COVID-Related Funding

Consolidated Appropriations Act full allocation of funding will be amended into the AAAs 2021 OAA Contracts. The amended language for the OAA contract is attached to this management bulletin. Funding was provided for Title III-C2, however, due to the MDD, funding may be spent for any emergency need. Once the MDD is lifted, remaining funding can only support expenses for home delivered meals.

Guidelines on When to Use a Particular OAA Title III Category

All OAA Title III authorities assume services are provided to individuals sixty (60) or older except TIIIE, which can be provided to unpaid caregivers and Kinship caregivers fifty-five (55) years and older. The same exceptions documented in the Senior Nutrition Standards to serve people under sixty (60) with meals apply to these funds. Service dollars (vs. administrative dollars) may be used for infrastructure support purposes to meet emergency needs in all OAA Title III categories.

For all services offered under the Consolidated Appropriations Act fund source, provide a brief narrative description, estimated persons served and estimated units to your AAA Specialist. An Area Plan Amendment is NOT required. Include the likely fund source(s) and budget line item typically used for this type of service. This is to assist with reporting and mapping services and expenditures to NAPIS if needed. No approval from ALTSA is needed to proceed when offering a new service to address emergency response needs. An optional template is provided.

AAAs should keep in mind that their cost allocation may be impacted by the addition of these funds.

Reporting Programmatic Data

ALTSA is required to submit detailed quarterly spending reports to ACL.

Programmatic client level data will be tracked in CLC GetCare. Whenever possible, standard data elements will be used per published National Aging Program Information Systems (NAPIS) requirements unless an exception exists (for e.g., no functional assessment required for home delivered meals). When an AAA is offering a service not currently identified in CLC GetCare to respond to the COVID-19 pandemic, add a new Service Set in CLC GetCare using issue manager with the “COVID-19 Response” program code—this program code is that part of the service set that identifies the funding source and will encapsulate the Consolidated Appropriations Act. COVID-19 Response is also a call outcome in the I&A Module of CLC GetCare.

When MDD relief spending includes the purchasing of equipment, emergency supplies, or other infrastructure or disaster response items for TII-C2 services, include a brief description with the invoice (for e.g., additional freezers for home delivered meals storage).

Flexibility of Funding Sources

While the MDD is in effect in Washington State, AAAs can use Consolidated Appropriations Act funds to pay for any emergent need. The MDD provides flexibility to spend these funds without the need for prior approval or waivers. **This flexibility ends once the MDD for Washington State ends.**

Billing for Consolidated Appropriations Act Title III-C2

A billing form for the Consolidated Appropriations Act funding is included in this MB.

The first tab of the billing form contains financial information. All services will be billed as Emergency Response. As stated in the section above, while MDD is in effect for Washington State, any emergent need can be billed using the Consolidated Appropriations Act funding. Once the MDD for Washington State ends, this flexibility will end and only those activities associated with the Title III-C2 may be charged. Program income and match must be reported when applicable.

The second tab of the billing form needs to be completed if equipment, emergency supplies, or other infrastructure or disaster response items are purchased.

A maximum of 10% can be spent on administrative costs. Match of 25% is required for administrative expenditures. No match is required for service expenditures.

Consolidated Appropriates Act funding will be included when determining whether AAAs who spend regular T3B funding on Coordination, have spent 10% of total 2021 Title III funding on administration.

CAA funding must be spent by 9/30/2022.

ACTION:

Direct emergency response funding to meet local needs of older adults and unpaid caregivers.

Submit Emergency Response service summaries to your AAA Specialist as new services are implemented or retroactively as needed to support billing.

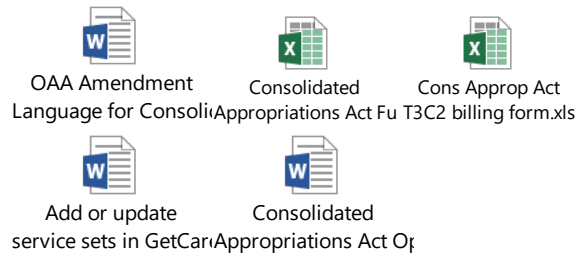
Add service sets and/or providers into CLC GetCare to record units per the attached instructions.

Include a brief summary of purchases made on billing invoices. Report client-level data in CLC GetCare using the “COVID-19 Response” program code.

**RELATED
REFERENCES:**

[ACL COVID-19 Response--Older Americans Act Disaster Relief](#)

ATTACHMENT(S):



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STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Aging and Long-Term Support Administration
Home and Community Services Division
PO Box 45600, Olympia, WA 98504-5600

HCS MANAGEMENT BULLETIN

**H21-036 – Policy & Procedure
May 7, 2021**

TO: Area Agency on Aging Directors

FROM: Bea Rector, Director, Home and Community Services Division
Chanh Ly, Director, Management Services Division

SUBJECT: **2021 Older Americans Act (OAA) Funding, Budget Forms, and Instructions**

PURPOSE: To notify Area Agencies on Aging (AAAs) of their 2021 OAA initial allotments and NSIP funding, flexibilities granted due to COVID-19 response, and to provide budget forms and instructions.

BACKGROUND: At the beginning of 2021, each AAA received their 2021 OAA maximum consideration funding and an initial contract was processed. Now that full Title 3, Title 7 and NSIP funding have been received, AAAs are required to submit a line item budget.

On February 29th, 2020, Governor Jay Inslee declared [a state of emergency](#) in response to the COVID-19 outbreak, directing state agencies to use all resources necessary to prepare for and respond to the outbreak. Washington's Major Disaster declaration was recognized by the federal government on March 22, 2020, backdated to January 20, 2020, which unlocked flexibility within the Older Americans Act (OAA) and future funding to provide disaster relief in support of the health or safety of older adults.

WHAT'S NEW, CHANGED, OR CLARIFIED:

Funding Allocations

The attached file "**2021 OAA Funding**" includes the full OAA allocation for Title 3, Title 7 and NSIP. Also listed on this worksheet are the minimum expenditure requirements for Ombudsman. Additional tabs show allocations for Consolidated Appropriations Act funding for Home Delivered Meals and for Expanded Access to Covid-19 Vaccines.

Older Americans Act Disaster Relief

When Washington State was declared a Major Disaster area, Older Americans Act section 310(c) became effective. Section 310(c) permits states to spend any Part of Title 3 funds for disaster relief for older individuals. The Administration for Community Living (ACL) COVID-19 Response – Older Americans Act Disaster Relief dated

3/16/20, gives the flexibility to use any Title 3 funds for disaster relief. For example, Title 3C1 funds could be used to provide take-out meals, and Title 3D funds could be used to conduct daily phone well-being checks. A transfer request or waiver request would not be needed. **This flexibility ends once the Major Disaster Declaration (MDD) for Washington State ends.** Regular activities must still be charged to their regular funding sources. AAAs will need to track disaster-related expenditures, number of people, and number of units served. In addition, AAAs may be asked to report on services that were initially planned but not provided.

Programmatic data to address flexibility exercised in OAA Title 3 transfers will be tracked in CLC GetCare. Whenever possible, standard data elements will be used per published National Aging Program Information System (NAPIS) or Older Americans Act Performance System (OAAPS) requirements unless an exception exists (for example, no assessment required for HDM). When a AAA is offering a service not currently identified in CLC GetCare to respond to the COVID-19 pandemic, add a new Service Set in CLC GetCare using issue manager with the "COVID-19 Response" program code. Data should be entered to coincide with billings submitted to AL TSA. If GetCare data entry is not possible due to staff shortages or other emergent issues, send back-up data with the billing and the service set used. Include Scope of Work, and Service Units, # of clients and # of units. Enter the data into CLC GetCare before the end of the federal fiscal year. Instructions for entering data into GetCare are provided in the attachments at the end of this Management Bulletin.

Transfers Between Title 3 Funding Sources

The Consolidated Appropriations Act allows for transfers up to 100% between regular FFY21 T3C1 and T3C2. Transfers between FFY21 T3B and T3C are authorized up to 30%. AL TSA must submit all transfer requests to ACL by 8/16/21. In order to compile the information required by ACL in a timely manner, **line item budgets need to be sent to AL TSA no later than 6/30/21.**

Changes to Line Item Budgets and Billings

AAAs were informed during a combination of webinars and conference calls of a transition from reporting to ACL using National Aging Program Information System (NAPIS) standards to reporting using Older Americans Act Performance System (OAAPS) standards. ACL is requiring additional detail on both service units and related expenditures for some activities. The attached 2021 OAA Budget Form shows changes related to the transition to OAAPS reporting, in red font. Please note that, for Disease Prevention/Health Promotion and for Family Caregiver Support Program, budgets will continue to be submitted at the same activity level as was previously submitted. Billings for 2021 will need to be at the lower level required for OAAPS reporting, effective with the July 2021 billing. An updated Title 3E billing form for 2021 OAA billings is included in this MB.

Consolidated Appropriations Act Funding

Consolidated Appropriations Act funding has been included in 2021 OAA contracts for both Home Delivered Meals and for Expanded Access to Covid-19 Vaccines. While

both grants come from the same Act, they have some differing requirements and restrictions.

Administrative Costs: Administrative costs can be charged to either grant. The full 10% admin allowed for AAAs from 2021 OAA funding will be calculated based on funding from the regular 2021 Title 3, the Consolidated Appropriations Act Supplemental Nutrition, and the Consolidated Appropriations Act Expanding Access to COVID-19 Vaccines grants. If your AAA charges any Coordination to 2021 T3B, admin from all these funding sources must be exactly 10% of total funding from all these funding sources.

Match Requirements:

- Home Delivered Meals has a 25% match required for all administration charged to the grant, but no match is required for any services charged to the grant.
- Expanded Access to Covid-19 Vaccines has no match required for either administration or services charged to the grant.

Major Disaster Declaration (MDD) flexibility:

- Home Delivered Meals has MDD flexibility. This means that, while the MDD is in effect in Washington State, Home Delivered Meals funds can be used for any emergent need.
- Expanded Access to Covid-19 Vaccines does not have MDD flexibility. Use of these funds is restricted to activities related to expanding access to Covid-19 vaccines.

Transfers: Transfers are not allowed between Consolidated Appropriations Act Home Delivered Meals and Expanded Access to Covid-19 Vaccines, or between either of these grants and regular Title 3 or Title 7 grants.

ACTION:

By 6/30/21, submit 2021 OAA budget and all supporting forms to the ALTSA AAA Grants Manager, with a cc to your AAA Specialist and Fiscal Analyst.

Each AAA is required to submit a 2021 OAA line item budget using their 2021 allocations. This must be done according to the 2021 OAA budget instructions and using the 2021 budget forms attached to this MB.

RELATED REFERENCES:

None

ATTACHMENT(S): 1. 2021 OAA Funding



2021 OAA
Funding.xlsx

2. 2021 OAA Budget Forms



2021 OAA Budget
Form.xlsx

3. 2021 OAA Instructions



2021 OAA Budget
Instructions.doc

4. Title 3E Billing



Title 3E Billing
FFY21.xlsx

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Expiration Date
May 14, 2022Purpose of Registration
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