

**TO:** VCAAA Advisory Council Members

**FROM:** Victoria Jump, VCAAA Director

**DATE:** May 13, 2015

**SUBJECT:** **Recommendation to Renew FY 2015-2016 Grantee Funding and Related Service Categories Including Service Category Deviations Greater or Less than 10%; Approval of the Award of Sole Source Contracts for the Provision of Legal Services and Ombudsman/Preplacement Counseling Services for a Period of Up to Four Years Commencing FY 2015-2016; Approval of Conversion of Grantee Contract with the Conejo Recreation and Park District to a Vendor Contract.**

A. **Recommendation to Renew FY 2015-2016 Grantee Funding and Related Service Categories.** The following grants are being recommended for renewal based on the applications received from the grantees and compliance with the terms and conditions of their FY 2014-2015 contracts:

Grantee	Funding Source	Project	Grant Amount
Catholic Charities of Los Angeles	Title IIIB	Case Management-Social Model	\$35,000
City of Port Hueneme	Title IIIC2	Senior Nutrition Program	\$15,962
City of Oxnard	Title IIIC1/IIIC2	Senior Nutrition Program	\$85,906
City of Moorpark	Title IIIC1/IIIC2	Senior Nutrition Program	\$21,282
Camarillo Health Care District	Title IIIC1/IIIC2	Senior Nutrition Program	\$55,942
City of Fillmore	Title IIIC1/IIIC2	Senior Nutrition Program	\$29,419
Help of Ojai	Title IIIC1/IIIC2	Senior Nutrition Program	\$73,060
City of Santa Paula	Title IIIC1	Senior Nutrition Program	\$21,282
City of Simi Valley	Title IIIC1/IIIC2	Senior Nutrition Program	\$110,394
SER – Jobs for Progress, Inc.	Title V	Senior Community Services Employment Program	\$118,478

Grantee applications with asterisks below have contingencies:

Grantee	Funding Source	Project	Amount
San Salvador Mission*	Title IIIC1/IIIC2	Senior Nutrition Program	\$21,282
City of Ventura*	Title IIIC1/IIIC2	Senior Nutrition Program	\$58,568

- B. Approval of FY 2015-2016 Grantee Funding and Related Service Categories Including Service Category Deviations Greater or Less than 10%.** Advisory Council Policy and Procedure III-G – Contractual Procedures requires full Advisory Council approval for any proposed deviations from the original contracted service units of more than 10%. Staff has reviewed the deviations and made adjustments when needed to ensure that grantees total contracted units are not less than what they are originally contracted to perform. Staff is recommending that the Advisory Council approve the following grants for FY 2015-2016:

Grantee	Funding Source	Project	Amount
Camarillo Health Care District	Title IIIE	Family Caregiver Support Center	\$20,000
Conejo Valley Senior Concerns	Title IIIE	Family Caregiver Resource Center	\$80,000

- C. Approval of the Award of Sole Source Contracts for the Provision of Legal Services and Ombudsman/Preplacement Counseling Services for a Period of Up to Four Years Commencing FY 2015-2016.** Staff is recommending that the Advisory Council approves the award of a sole source contract to Grey Law and Long Term Care Services of Ventura County Inc. A request for letters of intent and notice of intent to contract was issued on March 19, 2015. Both Grey Law and Long Term Care Services of Ventura County, Inc. responded. The Advisory Council approved the release of the request for letters of intent at the March 11, 2015, meeting.

Grantee	Funding Source	Project	Amount
Grey Law of Ventura County, Inc.	Title IIIB, VIIb, HICAP	Legal Services	\$59,000
Long Term Care Services of Ventura County, Inc.	Title IIIB, VIIa, State: (SDF/SNF Q&A)/Title IIIE	Long Term Care Ombudsman/Pre-Placement Counseling	\$157,849

- D. **Approval of Conversion of Grantee Contract with the Conejo Recreation and Park District (CRPD) to a Vendor Contract.** After months of discussion with Conejo Recreation and Park District staff, we are recommending that the current grantee contract be converted to a vendor contract, effective July 1, 2015. This will substantially change the nature of the relationship with CRPD but will provide more flexibility in the provision of meals at the Goebel Senior Center. This change is a result of CRPD requesting a change in its program, as it explores a Café-style program. Rather than receiving grant funding and VCAA supplying the food through Jordano's, eligible meals will be reimbursed on a per-meal basis. This amount is in the process of being negotiated. The total cost to the Senior Nutrition Program will not change. The amount available for a vendor contract for this community will be \$71,000 which includes the cost food. Donations collected at this meal site will be available to provide additional meals.

Ventura County Area Agency on Aging Grantee Renewal Review

<b>Grantee:</b>	CATHOLIC CHARITIES OF LOS ANGELES INC.	<b>Contract Amount:</b>	\$35,000
<b>Project:</b>	CASE MANAGEMENT-SOCIAL MODEL	<b>Contract Year:</b>	FY 2015 - 2016
<b>Funding Source (check all the apply)</b>	<input checked="" type="checkbox"/> Title IIIB <input type="checkbox"/> Title IIIC1 <input type="checkbox"/> Title IIIC2 <input type="checkbox"/> Title IIID <input type="checkbox"/> Title IIIE <input type="checkbox"/> Title VII <input type="checkbox"/> Ombudsman	<b>Renewal Recommended:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Yes With Contingencies (see H) <input type="checkbox"/> Advisory Council Approval Required for Renewal <input type="checkbox"/> No

**A. Current Fiscal Year Contracted Service:**

Service Category	Unit of Measure	Units Contracted Through 3 <sup>rd</sup> Quarter	Units Delivered Through 3 <sup>rd</sup> Quarter	% To Goal Through 3 <sup>rd</sup> Quarter
Counseling	Hour	1,171	1,248	107%

**B. Proposed Next Fiscal Year Contracted Service:**

Service Category	Unit of Measure	Current Fiscal Year Contracted Amount	Next Fiscal Year Contracted Amount	% Change
Counseling	Hour	1,587	1,587	0%

**C. Is the percentage change more than 10%<sup>i</sup>?**

- Yes  
 No

**D. Grantee Service Targeting<sup>ii</sup> - Extent to which Grantee Understands and meets the requirement to serve targeted populations.**

Targeting Category	% of population Served
% low income (at or below the federal poverty level)	49%
% served with one of more disability	99%
% that live alone (at risk for social isolation)	45.4%
% minority	58.1%
% at high nutritional risk	30.1%

**E. Other Evaluation Factors**

<b>Service Delivery, Staffing and Organizational Capacity</b> – Grantee demonstrates a strong effort to deliver contracted service (includes outreach, PR, etc.) and has the staff and organizational capacity to continue to do so.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies – see F <input type="checkbox"/> Has major deficiencies – see F
<b>Budget and Fiscal</b> – Grantee manages and monitors expenditures well throughout the grant cycle and stays within budget and works with VCAAA staff if there's a problem.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies – see F <input type="checkbox"/> Has major deficiencies – see F
<b>Reporting</b> - Grantee submits accurate and timely fiscal and program reports, year-end closeout reports and all other reports required by the VCAAA.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies – see F <input type="checkbox"/> Has major deficiencies – see F

# Ventura County Area Agency on Aging Grantee Renewal Review

**Q Data Entry - if applicable** - Grantee accurately enters all required information to the Q system in a timely manner.

- Meets most or all requirements  
 Has some deficiencies – see F  
 Has major deficiencies – see F

**F. Has Grantee had a corrective action plan for underperformance in the past year?**

- Yes – Fill in Box G as to why.  
 No

## **G. Concerns or Issues Regarding Grant:**

Corrective Action Plan was submitted by Grantee and accepted by VCAAA. Two Corrective Action Plans (Q1 & Q2) were submitted by Grantee and accepted by VCAAA. Grantee was 27% above contracted level as of December 31, 2014. Regarding Q1, above contracted levels were due to counting as “new” any regular clients serving for the first time in the new fiscal year. In Q2, the grantee’s staff and volunteers put extra time into Holiday Assistance Programs, causing November and December service hour numbers to increase. Grantee is currently performing as contracted. This grantee is exemplary and provides excellent service with the grant funds awarded.

## **H. Contract Contingency Requirements**

<sup>i</sup> Advisory Council Policy and Procedure III-G Contractual Procedures requires full Advisory Council approval for any deviations of from the original contracted service units of more than 10%.

<sup>ii</sup> The Older Americans Act (OAA), the Older Californians Act (OCA) and the California Code of Regulations, Article 3, Section 7310 (CCR.3§7310) require that specific segments of the population be “targeted” as having priority for services funded or provided by the VCAAA. The targeted populations are as follows:

- Older individuals with the greatest economic need (i.e., an income level at or below the federal poverty line), with particular attention to low-income minority individuals
- Older individuals with the greatest social need with particular attention to low-income minority individuals. Social need is caused by non-economic factors, including:
  - Physical and mental disabilities, especially severe disabilities;
  - Language barriers, which include limited English-speaking ability among older adults; and,
  - Cultural, social or geographical isolation including isolation caused by (1) racial or ethnic status that: (a) restricts the ability of an individual to perform normal daily tasks, or (b) threatens the capacity of the individual to live independently; and (2) isolated, abused, neglected and/or exploited older individuals
- Older Native Americans
- Older individuals who reside in rural areas
- Older individuals at risk for institutional placement
- Family or informal caregivers<sup>ii</sup>
- Older individuals with Alzheimer’s disease.

Ventura County Area Agency on Aging Grantee Renewal Review

<b>Grantee:</b>	CITY OF PORT HUENEME	<b>Contract Amount:</b>	\$15,962
	<b>Project:</b>		SENIOR NUTRITION PROGRAM
<b>Funding Source</b> (check all the apply)	<input type="checkbox"/> Title IIIB	<b>Renewal Recommended:</b>	<input checked="" type="checkbox"/> Yes
	<input type="checkbox"/> Title IIIC1		<input type="checkbox"/> Yes With Contingencies (see H)
	<input checked="" type="checkbox"/> Title IIIC2		<input type="checkbox"/> Advisory Council Approval Required for Renewal
	<input type="checkbox"/> Title IIID		<input type="checkbox"/> No
	<input type="checkbox"/> Title IIIE		
	<input type="checkbox"/> Title VII		
	<input type="checkbox"/> Ombudsman		

**A. Current Fiscal Year Contracted Service:**

Service Category	Unit of Measure	Units Contracted Through 3 <sup>rd</sup> Quarter	Units Delivered Through 3 <sup>rd</sup> Quarter	% To Goal Through 3 <sup>rd</sup> Quarter
Congregate Meals (C1)	1 meal	0	0	-
Home-Delivered Meals (C2)	1 meal	4,875	4,668	95.8%
Total (C1 + C2)	1 meal	4,875	4,668	95.8%

**B. Proposed Next Fiscal Year Contracted Service:**

Service Category	Unit of Measure	Current Fiscal Year Contracted Amount	Next Fiscal Year Contracted Amount	% Change
Congregate Meals (C1)	1 meal	0	0	0
Home-Delivered Meals (C2)	1 meal	6,500	6,500	0
Total (C1 + C2)	1 meal	6,500	6,500	0

**C. Is the percentage change more than 10%<sup>i</sup>?**

- Yes  
 No

**D. Grantee Service Targeting<sup>ii</sup> - Extent to which Grantee Understands and meets the requirement to serve targeted populations.**

Targeting Category	% of Population Served
% low income (at or below the federal poverty level)	54.8% (9.7% declined to state)
% served with one of more disability	93.5%
% that live alone (at risk for social isolation)	58.1%
% minority	16.1%
% at high nutritional risk	96.8%

**E. Other Evaluation Factors**

<b>Service Delivery, Staffing and Organizational Capacity</b> – Grantee demonstrates a strong effort to deliver contracted service (includes outreach, PR, etc.) and has the staff and organizational capacity to continue to do so.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies – see F <input type="checkbox"/> Has major deficiencies – see F
<b>Budget and Fiscal</b> – Grantee manages and monitors expenditures well throughout the grant cycle and stays within budget and works with VCAAA staff if there’s a problem.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies – see F <input type="checkbox"/> Has major deficiencies – see F

## Ventura County Area Agency on Aging Grantee Renewal Review

<b>Reporting</b> - Grantee submits accurate and timely fiscal and program reports, year-end closeout reports and all other reports required by the VCAAAA.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies – see F <input type="checkbox"/> Has major deficiencies – see F
<b>Q Data Entry - if applicable</b> - Grantee accurately enters all required information to the Q system in a timely manner.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies – see F <input type="checkbox"/> Has major deficiencies – see F

F. Has Grantee had a corrective action plan for underperformance in the past year?

- Yes – Fill in Box G as to why.  
 No

G. Concerns or Issues Regarding Grant:

None.

H. Contract Contingency Requirements

<sup>i</sup> Advisory Council Policy and Procedure III-G Contractual Procedures requires full Advisory Council approval for any deviations of from the original contracted service units of more than 10%.

<sup>ii</sup> The Older Americans Act (OAA), the Older Californians Act (OCA) and the California Code of Regulations, Article 3, Section 7310 (CCR.3§7310) require that specific segments of the population be “targeted” as having priority for services funded or provided by the VCAAAA. The targeted populations are as follows:

- Older individuals with the greatest economic need (i.e., an income level at or below the federal poverty line), with particular attention to low-income minority individuals
- Older individuals with the greatest social need with particular attention to low-income minority individuals. Social need is caused by non-economic factors, including:
  - Physical and mental disabilities, especially severe disabilities;
  - Language barriers, which include limited English-speaking ability among older adults; and,
  - Cultural, social or geographical isolation including isolation caused by (1) racial or ethnic status that: (a) restricts the ability of an individual to perform normal daily tasks, or (b) threatens the capacity of the individual to live independently; and (2) isolated, abused, neglected and/or exploited older individuals
- Older Native Americans
- Older individuals who reside in rural areas
- Older individuals at risk for institutional placement
- Family or informal caregivers<sup>ii</sup>
- Older individuals with Alzheimer's disease.

Ventura County Area Agency on Aging Grantee Renewal Review

<b>Grantee:</b>	CITY OF OXNARD	<b>Contract Amount:</b>	\$85,906
	<b>Project:</b>	SENIOR NUTRITION PROGRAM	<b>Contract Year:</b>
<b>Funding Source (check all the apply)</b>	<input type="checkbox"/> Title IIIB	<b>Renewal Recommended:</b>	<input checked="" type="checkbox"/> Yes
	<input checked="" type="checkbox"/> Title IIIC1		<input type="checkbox"/> Yes With Contingencies (see H)
	<input checked="" type="checkbox"/> Title IIIC2		<input type="checkbox"/> Advisory Council Approval Required for Renewal
	<input type="checkbox"/> Title IIID		<input type="checkbox"/> No
	<input type="checkbox"/> Title IIIE		
	<input type="checkbox"/> Title VII		
<input type="checkbox"/> Ombudsman			

**A. Current Fiscal Year Contracted Service:**

Service Category	Unit of Measure	Units Contracted Through 3 <sup>rd</sup> Quarter	Units Delivered Through 3 <sup>rd</sup> Quarter	% To Goal Through 3 <sup>rd</sup> Quarter
Congregate Meals (C1)	1 meal	7,500	7,346	97.9%
Home-Delivered Meals (C2)	1 meal	17,550	17,945	102.3%
Total (C1 + C2)	1 meal	25,050	25,291	101%

**B. Proposed Next Fiscal Year Contracted Service:**

Service Category	Unit of Measure	Current Fiscal Year Contracted Amount	Next Fiscal Year Contracted Amount	% Change
Congregate Meals (C1)	1 meal	10,000	10,000	0
Home-Delivered Meals (C2)	1 meal	23,400	23,400	0
Total (C1 + C2)	1 meal	33,400	33,400	0

**C. Is the percentage change more than 10%<sup>i</sup>?**

- Yes  
 No

**D. Grantee Service Targeting<sup>ii</sup> - Extent to which Grantee Understands and meets the requirement to serve targeted populations.**

Targeting Category	% of Population Served
% low income (at or below the federal poverty level)	56.1% (21.9% declined to state)
% served with one of more disability	38.2%
% that live alone (at risk for social isolation)	50.1%
% minority	71.5%
% at high nutritional risk	60.8% (10.2% refused)

**E. Other Evaluation Factors**

<b>Service Delivery, Staffing and Organizational Capacity</b> – Grantee demonstrates a strong effort to deliver contracted service (includes outreach, PR, etc.) and has the staff and organizational capacity to continue to do so.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies – see F <input type="checkbox"/> Has major deficiencies – see F
<b>Budget and Fiscal</b> – Grantee manages and monitors expenditures well throughout the grant cycle and stays within budget and works with VCAAA staff if there's a problem.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies – see F <input type="checkbox"/> Has major deficiencies – see F



## Ventura County Area Agency on Aging Grantee Renewal Review

<b>Reporting</b> - Grantee submits accurate and timely fiscal and program reports, year-end closeout reports and all other reports required by the VCAAA.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies – see F <input type="checkbox"/> Has major deficiencies – see F
<b>Q Data Entry - if applicable</b> - Grantee accurately enters all required information to the Q system in a timely manner.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies – see F <input type="checkbox"/> Has major deficiencies – see F

F. Has Grantee had a corrective action plan for underperformance in the past year?

- Yes – Fill in Box G as to why.  
 No

G. Concerns or Issues Regarding Grant:

None.

H. Contract Contingency Requirements

<sup>i</sup> Advisory Council Policy and Procedure III-G Contractual Procedures requires full Advisory Council approval for any deviations of from the original contracted service units of more than 10%.

<sup>ii</sup> The Older Americans Act (OAA), the Older Californians Act (OCA) and the California Code of Regulations, Article 3, Section 7310 (CCR.3§7310) require that specific segments of the population be “targeted” as having priority for services funded or provided by the VCAAA. The targeted populations are as follows:

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- Older individuals with the greatest social need with particular attention to low-income minority individuals. Social need is caused by non-economic factors, including:
  - Physical and mental disabilities, especially severe disabilities;
  - Language barriers, which include limited English-speaking ability among older adults; and,
  - Cultural, social or geographical isolation including isolation caused by (1) racial or ethnic status that: (a) restricts the ability of an individual to perform normal daily tasks, or (b) threatens the capacity of the individual to live independently; and (2) isolated, abused, neglected and/or exploited older individuals
- Older Native Americans
- Older individuals who reside in rural areas
- Older individuals at risk for institutional placement
- Family or informal caregivers<sup>ii</sup>
- Older individuals with Alzheimer’s disease.

Ventura County Area Agency on Aging Grantee Renewal Review

<b>Grantee:</b>	CITY OF MOORPARK	<b>Contract Amount:</b>	\$21,282
	<b>Project:</b>		SENIOR NUTRITION PROGRAM
<b>Funding Source (check all the apply)</b>	<input type="checkbox"/> Title IIIB	<b>Renewal Recommended:</b>	<input checked="" type="checkbox"/> Yes
	<input checked="" type="checkbox"/> Title IIIC1		<input type="checkbox"/> Yes With Contingencies (see H)
	<input checked="" type="checkbox"/> Title IIIC2		<input type="checkbox"/> Advisory Council Approval Required for Renewal
	<input type="checkbox"/> Title IIID		<input type="checkbox"/> No
	<input type="checkbox"/> Title IIIE		
	<input type="checkbox"/> Title VII		
<input type="checkbox"/> Ombudsman			

**A. Current Fiscal Year Contracted Service:**

Service Category	Unit of Measure	Units Contracted Through 3 <sup>rd</sup> Quarter	Units Delivered Through 3 <sup>rd</sup> Quarter	% To Goal Through 3 <sup>rd</sup> Quarter
Congregate Meals (C1)	1 meal	2,447	2,417	98.8%
Home-Delivered Meals (C2)	1 meal	2,991	3,405	113.8%
Total (C1 + C2)	1 meal	5,438	5,822	107.1%

**B. Proposed Next Fiscal Year Contracted Service:**

Service Category	Unit of Measure	Current Fiscal Year Contracted Amount	Next Fiscal Year Contracted Amount	% Change
Congregate Meals (C1)	1 meal	3,262	3,262	0
Home-Delivered Meals (C2)	1 meal	3,988	3,988	0
Total (C1 + C2)	1 meal	7,250	7,250	0

**C. Is the percentage change more than 10%<sup>i</sup>?**

- Yes  
 No

**D. Grantee Service Targeting<sup>ii</sup> - Extent to which Grantee Understands and meets the requirement to serve targeted populations.**

Targeting Category	% of Population Served
% low income (at or below the federal poverty level)	24.2% (42.3% declined to state)
% served with one of more disability	30.2%
% that live alone (at risk for social isolation)	34.9%
% minority	24.2%
% at high nutritional risk	22.8% (30.2% refused)

**E. Other Evaluation Factors**

<b>Service Delivery, Staffing and Organizational Capacity</b> – Grantee demonstrates a strong effort to deliver contracted service (includes outreach, PR, etc.) and has the staff and organizational capacity to continue to do so.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies – see F <input type="checkbox"/> Has major deficiencies – see F
<b>Budget and Fiscal</b> – Grantee manages and monitors expenditures well throughout the grant cycle and stays within budget and works with VCAAA staff if there’s a problem.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies – see F <input type="checkbox"/> Has major deficiencies – see F

## Ventura County Area Agency on Aging Grantee Renewal Review

<b>Reporting</b> - Grantee submits accurate and timely fiscal and program reports, year-end closeout reports and all other reports required by the VCAAAA.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies – see F <input type="checkbox"/> Has major deficiencies – see F
<b>Q Data Entry - if applicable</b> - Grantee accurately enters all required information to the Q system in a timely manner.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies – see F <input type="checkbox"/> Has major deficiencies – see F

F. Has Grantee had a corrective action plan for underperformance in the past year?

Yes – Fill in Box G as to why.

No

G. Concerns or Issues Regarding Grant:

H. Contract Contingency Requirements

<sup>i</sup> Advisory Council Policy and Procedure III-G Contractual Procedures requires full Advisory Council approval for any deviations of from the original contracted service units of more than 10%.

<sup>ii</sup> The Older Americans Act (OAA), the Older Californians Act (OCA) and the California Code of Regulations, Article 3, Section 7310 (CCR.3§7310) require that specific segments of the population be “targeted” as having priority for services funded or provided by the VCAAAA. The targeted populations are as follows:

- Older individuals with the greatest economic need (i.e., an income level at or below the federal poverty line), with particular attention to low-income minority individuals
- Older individuals with the greatest social need with particular attention to low-income minority individuals. Social need is caused by non-economic factors, including:
  - Physical and mental disabilities, especially severe disabilities;
  - Language barriers, which include limited English-speaking ability among older adults; and,
  - Cultural, social or geographical isolation including isolation caused by (1) racial or ethnic status that: (a) restricts the ability of an individual to perform normal daily tasks, or (b) threatens the capacity of the individual to live independently; and (2) isolated, abused, neglected and/or exploited older individuals
- Older Native Americans
- Older individuals who reside in rural areas
- Older individuals at risk for institutional placement
- Family or informal caregivers<sup>ii</sup>
- Older individuals with Alzheimer’s disease.

Ventura County Area Agency on Aging Grantee Renewal Review

<b>Grantee:</b>	CAMARILLO HEALTH CARE DISTRICT	<b>Contract Amount:</b>	\$55,942
<b>Project:</b>	SENIOR NUTRITION PROGRAM	<b>Contract Year:</b>	FY 2015 - 2016
<b>Funding Source (check all the apply)</b>	<input type="checkbox"/> Title IIIB <input checked="" type="checkbox"/> Title IIIC1 <input checked="" type="checkbox"/> Title IIIC2 <input type="checkbox"/> Title IIID <input type="checkbox"/> Title IIIE <input type="checkbox"/> Title VII <input type="checkbox"/> Ombudsman	<b>Renewal Recommended:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Yes With Contingencies (see H) <input type="checkbox"/> Advisory Council Approval Required for Renewal <input type="checkbox"/> No

**A. Current Fiscal Year Contracted Service:**

Service Category	Unit of Measure	Units contracted through 3 <sup>rd</sup> Quarter	Units Delivered Through 3 <sup>rd</sup> Quarter	% To Goal Through 3 <sup>rd</sup> Quarter
Congregate Meals (C1)	1 meal	495	650	131.3%
Home-Delivered Meals (C2)	1 meal	14850	14261	96%
Total (C1 + C2)	1 meal	15,345	14,911	97.2%

**B. Proposed Next Fiscal Year Contracted Service:**

Service Category	Unit of Measure	Current Fiscal Year Contracted Amount	Next Fiscal Year Contracted Amount	% change
Congregate Meals (C1)	1 meal	660	660	0
Home-Delivered Meals (C2)	1 meal	19,800	19,800	0
Total (C1 + C2)	1 meal	20,460	20,460	0

**C. Is the percentage change more than 10%<sup>i</sup>?**

- Yes  
 No

**D. Grantee Service Targeting<sup>ii</sup> - Extent to which Grantee Understands and meets the requirement to serve targeted populations.**

Targeting Category	% of Population Served
% low income (at or below the federal poverty level)	26.7% (28.8% declined to state)
% served with one of more disability	57.6%
% that live alone (at risk for social isolation)	42.1%
% minority	20.9%
% at high nutritional risk	38.5% (40.6% refused)

**E. Other Evaluation Factors**

<b>Service Delivery, Staffing and Organizational Capacity</b> – Grantee demonstrates a strong effort to deliver contracted service (includes outreach, PR, etc.) and has the staff and organizational capacity to continue to do so.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies – see F <input type="checkbox"/> Has major deficiencies – see F
<b>Budget and Fiscal</b> – Grantee manages and monitors expenditures well throughout the grant cycle and stays within budget and works with VCAAA staff if there's a problem.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies – see F <input type="checkbox"/> Has major deficiencies – see F

## Ventura County Area Agency on Aging Grantee Renewal Review

<b>Reporting</b> - Grantee submits accurate and timely fiscal and program reports, year-end closeout reports and all other reports required by the VCAAA.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies – see F <input type="checkbox"/> Has major deficiencies – see F
<b>Q Data Entry - if applicable</b> - Grantee accurately enters all required information to the Q system in a timely manner.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies – see F <input type="checkbox"/> Has major deficiencies – see F

F. Has Grantee had a corrective action plan for underperformance in the past year?

Yes – Fill in Box G as to why.

No

G. Concerns or Issues Regarding Grant:

None.

H. Contract Contingency Requirements

<sup>i</sup> Advisory Council Policy and Procedure III-G Contractual Procedures requires full Advisory Council approval for any deviations of from the original contracted service units of more than 10%.

<sup>ii</sup> The Older Americans Act (OAA), the Older Californians Act (OCA) and the California Code of Regulations, Article 3, Section 7310 (CCR.3§7310) require that specific segments of the population be “targeted” as having priority for services funded or provided by the VCAAA. The targeted populations are as follows:

- Older individuals with the greatest economic need (i.e., an income level at or below the federal poverty line), with particular attention to low-income minority individuals
- Older individuals with the greatest social need with particular attention to low-income minority individuals. Social need is caused by non-economic factors, including:
  - Physical and mental disabilities, especially severe disabilities;
  - Language barriers, which include limited English-speaking ability among older adults; and,
  - Cultural, social or geographical isolation including isolation caused by (1) racial or ethnic status that: (a) restricts the ability of an individual to perform normal daily tasks, or (b) threatens the capacity of the individual to live independently; and (2) isolated, abused, neglected and/or exploited older individuals
- Older Native Americans
- Older individuals who reside in rural areas
- Older individuals at risk for institutional placement
- Family or informal caregivers<sup>ii</sup>
- Older individuals with Alzheimer's disease.

Ventura County Area Agency on Aging Grantee Renewal Review

<b>Grantee:</b>	CITY OF FILLMORE	<b>Contract Amount:</b>	\$29,419
<b>Project:</b>	SENIOR NUTRITION PROGRAM	<b>Contract Year:</b>	FY 2015 – 2016
<b>Funding Source (check all the apply)</b>	<input type="checkbox"/> Title IIIB <input checked="" type="checkbox"/> Title IIIC1 <input checked="" type="checkbox"/> Title IIIC2 <input type="checkbox"/> Title IIID <input type="checkbox"/> Title IIIE <input type="checkbox"/> Title VII <input type="checkbox"/> Ombudsman	<b>Renewal Recommended:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Yes With Contingencies (see H) <input type="checkbox"/> Advisory Council Approval Required for Renewal <input type="checkbox"/> No

**A. Current Fiscal Year Contracted Service:**

Service Category	Unit of Measure	Units Contracted Through 3 <sup>rd</sup> Quarter	Units Delivered Through 3 <sup>rd</sup> Quarter	% To Goal Through 3 <sup>rd</sup> Quarter
Congregate Meals (C1)	1 meal	4,328	5,335	123.2%
Home-Delivered Meals (C2)	1 meal	3,837	3,159	82.3%
Total (C1 + C2)	1 meal	8,165	8,494	96.1%

**B. Proposed Next Fiscal Year Contracted Service:**

Service Category	Unit of Measure	Current Fiscal Year Contracted Amount	Next Fiscal Year Contracted Amount	% Change
Congregate Meals (C1)	1 meal	5,771	5,771	0
Home-Delivered Meals (C2)	1 meal	5,116	5,116	0
Total (C1 + C2)	1 meal	10,887	10,887	0

**C. Is the percentage change more than 10%<sup>i</sup>?**

- Yes  
 No

**D. Grantee Service Targeting<sup>ii</sup> - Extent to which Grantee Understands and meets the requirement to serve targeted populations.**

Targeting Category	% of Population Served
% low income (at or below the federal poverty level)	71.2% (16.1% declined to state)
% served with one of more disability	34.7%
% that live alone (at risk for social isolation)	33.1%
% minority	52.5%
% at high nutritional risk	24.6% (47.5% refused)

**E. Other Evaluation Factors**

<b>Service Delivery, Staffing and Organizational Capacity</b> – Grantee demonstrates a strong effort to deliver contracted service (includes outreach, PR, etc.) and has the staff and organizational capacity to continue to do so.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies – see F <input type="checkbox"/> Has major deficiencies – see F
<b>Budget and Fiscal</b> – Grantee manages and monitors expenditures well throughout the grant cycle and stays within budget and works with VCAAA staff if there’s a problem.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies – see F <input type="checkbox"/> Has major deficiencies – see F

# Ventura County Area Agency on Aging Grantee Renewal Review

<b>Reporting</b> - Grantee submits accurate and timely fiscal and program reports, year-end closeout reports and all other reports required by the VCAAA.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies – see F <input type="checkbox"/> Has major deficiencies – see F
<b>Q Data Entry - if applicable</b> - Grantee accurately enters all required information to the Q system in a timely manner.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies – see F <input type="checkbox"/> Has major deficiencies – see F

F. Has Grantee had a corrective action plan for underperformance in the past year?

Yes – Fill in Box G as to why.

No

G. Concerns or Issues Regarding Grant:

None.

H. Contract Contingency Requirements

<sup>i</sup> Advisory Council Policy and Procedure III-G Contractual Procedures requires full Advisory Council approval for any deviations of from the original contracted service units of more than 10%.

<sup>ii</sup> The Older Americans Act (OAA), the Older Californians Act (OCA) and the California Code of Regulations, Article 3, Section 7310 (CCR.3§7310) require that specific segments of the population be “targeted” as having priority for services funded or provided by the VCAAA. The targeted populations are as follows:

- Older individuals with the greatest economic need (i.e., an income level at or below the federal poverty line), with particular attention to low-income minority individuals
- Older individuals with the greatest social need with particular attention to low-income minority individuals. Social need is caused by non-economic factors, including:
  - Physical and mental disabilities, especially severe disabilities;
  - Language barriers, which include limited English-speaking ability among older adults; and,
  - Cultural, social or geographical isolation including isolation caused by (1) racial or ethnic status that: (a) restricts the ability of an individual to perform normal daily tasks, or (b) threatens the capacity of the individual to live independently; and (2) isolated, abused, neglected and/or exploited older individuals
- Older Native Americans
- Older individuals who reside in rural areas
- Older individuals at risk for institutional placement
- Family or informal caregivers<sup>ii</sup>
- Older individuals with Alzheimer’s disease.

Ventura County Area Agency on Aging Grantee Renewal Review

<b>Grantee:</b>	HELP OF OJAI	<b>Contract Amount:</b>	\$73,060
<b>Project:</b>	SENIOR NUTRITION PROGRAM	<b>Contract Year:</b>	FY 2015 - 2016
<b>Funding Source (check all the apply)</b>	<input type="checkbox"/> Title IIIB <input checked="" type="checkbox"/> Title IIIC1 <input checked="" type="checkbox"/> Title IIIC2 <input type="checkbox"/> Title IIID <input type="checkbox"/> Title IIIE <input type="checkbox"/> Title VII <input type="checkbox"/> Ombudsman	<b>Renewal Recommended:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Yes With Contingencies (see H) <input type="checkbox"/> Advisory Council Approval Required for Renewal <input type="checkbox"/> No

**A. Current Fiscal Year Contracted Service:**

Service Category	Unit of Measure	Units Contracted Through 3 <sup>rd</sup> Quarter	Units Delivered Through 3 <sup>rd</sup> Quarter	% To Goal Through 3 <sup>rd</sup> Quarter
Congregate Meals (C1)	1 meal	3,000	3,521	117.4%
Home-Delivered Meals (C2)	1 meal	9,375	9,544	101.8%
Total (C1 + C2)	1 meal	12,375	13,065	105.6%

**B. Proposed Next Fiscal Year Contracted Service:**

Service Category	Unit of Measure	Current Fiscal Year Contracted Amount	Next Fiscal Year Contracted Amount	% Change
Congregate Meals (C1)	1 meal	4,000	4,275	6.9%
Home-Delivered Meals (C2)	1 meal	12,500	12,750	2%
Total (C1 + C2)	1 meal	16,500	17,025	3.2%

**C. Is the percentage change more than 10%<sup>i</sup>?**

- Yes  
 No

**D. Grantee Service Targeting<sup>ii</sup> - Extent to which Grantee Understands and meets the requirement to serve targeted populations.**

Targeting Category	% of Population Served
% low income (at or below the federal poverty level)	31.8% (55.4% declined to state)
% served with one of more disability	50%
% that live alone (at risk for social isolation)	50%
% minority	10.8%
% at high nutritional risk	33.3% (17.2% refused)

**E. Other Evaluation Factors**

<b>Service Delivery, Staffing and Organizational Capacity</b> – Grantee demonstrates a strong effort to deliver contracted service (includes outreach, PR, etc.) and has the staff and organizational capacity to continue to do so.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies – see F <input type="checkbox"/> Has major deficiencies – see F
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## Ventura County Area Agency on Aging Grantee Renewal Review

<b>Budget and Fiscal</b> – Grantee manages and monitors expenditures well throughout the grant cycle and stays within budget and works with VCAAA staff if there's a problem.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies – see F <input type="checkbox"/> Has major deficiencies – see F
<b>Reporting</b> - Grantee submits accurate and timely fiscal and program reports, year-end closeout reports and all other reports required by the VCAAA.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies – see F <input type="checkbox"/> Has major deficiencies – see F
<b>Q Data Entry - if applicable</b> - Grantee accurately enters all required information to the Q system in a timely manner.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies – see F <input type="checkbox"/> Has major deficiencies – see F

F. Has Grantee had a corrective action plan for underperformance in the past year?

- Yes – Fill in Box G as to why.  
 No

G. Concerns or Issues Regarding Grant:

None.

H. Contract Contingency Requirements

<sup>i</sup> Advisory Council Policy and Procedure III-G Contractual Procedures requires full Advisory Council approval for any deviations of from the original contracted service units of more than 10%.

<sup>ii</sup> The Older Americans Act (OAA), the Older Californians Act (OCA) and the California Code of Regulations, Article 3, Section 7310 (CCR.3§7310) require that specific segments of the population be "targeted" as having priority for services funded or provided by the VCAAA. The targeted populations are as follows:

- Older individuals with the greatest economic need (i.e., an income level at or below the federal poverty line), with particular attention to low-income minority individuals
- Older individuals with the greatest social need with particular attention to low-income minority individuals. Social need is caused by non-economic factors, including:
  - Physical and mental disabilities, especially severe disabilities;
  - Language barriers, which include limited English-speaking ability among older adults; and,
  - Cultural, social or geographical isolation including isolation caused by (1) racial or ethnic status that: (a) restricts the ability of an individual to perform normal daily tasks, or (b) threatens the capacity of the individual to live independently; and (2) isolated, abused, neglected and/or exploited older individuals
- Older Native Americans
- Older individuals who reside in rural areas
- Older individuals at risk for institutional placement
- Family or informal caregivers<sup>ii</sup>
- Older individuals with Alzheimer's disease.

Ventura County Area Agency on Aging Grantee Renewal Review

<b>Grantee:</b>	CITY OF SANTA PAULA	<b>Contract Amount:</b>	\$21,282
	<b>Project:</b>		SENIOR NUTRITION PROGRAM
<b>Funding Source (check all the apply)</b>	<input type="checkbox"/> Title IIIB	<b>Renewal Recommended:</b>	<input checked="" type="checkbox"/> Yes
	<input checked="" type="checkbox"/> Title IIIC1		<input type="checkbox"/> Yes With Contingencies (see H)
	<input type="checkbox"/> Title IIIC2		<input type="checkbox"/> Advisory Council Approval Required for Renewal
	<input type="checkbox"/> Title IIID		<input type="checkbox"/> No
	<input type="checkbox"/> Title IIIE		
	<input type="checkbox"/> Title VII		
	<input type="checkbox"/> Ombudsman		

**A. Current Fiscal Year Contracted Service:**

Service Category	Unit of Measure	Units Contracted Through 3 <sup>rd</sup> Quarter	Units Delivered Through 3 <sup>rd</sup> Quarter	% To Goal Through 3 <sup>rd</sup> Quarter
Congregate Meals (C1)	1 meal	3,675	3,759	102.3%
Home-Delivered Meals (C2)	1 meal	0	0	-
Total (C1 + C2)	1 meal	3,675	3,759	102.3%

**B. Proposed Next Fiscal Year Contracted Service:**

Service Category	Unit of Measure	Current Fiscal Year Contracted Amount	Next Fiscal Year Contracted Amount	% Change
Congregate Meals (C1)	1 meal	4,900	4,900	0
Home-Delivered Meals (C2)	1 meal	0	0	0
Total (C1 + C2)	1 meal	4,900	4,900	0

**C. Is the percentage change more than 10%<sup>i</sup>?**

- Yes  
 No

**D. Grantee Service Targeting<sup>ii</sup> - Extent to which Grantee Understands and meets the requirement to serve targeted populations.**

Targeting Category	% of Population Served
% low income (at or below the federal poverty level)	34.6% (26.1% declined to state)
% served with one of more disability	5.1%
% that live alone (at risk for social isolation)	31.1%
% minority	47.1%
% at high nutritional risk	16.7% (6.6% refused)

**E. Other Evaluation Factors**

<b>Service Delivery, Staffing and Organizational Capacity</b> – Grantee demonstrates a strong effort to deliver contracted service (includes outreach, PR, etc.) and has the staff and organizational capacity to continue to do so.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies – see F <input type="checkbox"/> Has major deficiencies – see F
<b>Budget and Fiscal</b> – Grantee manages and monitors expenditures well throughout the grant cycle and stays within budget and works with VCAAA staff if there's a problem.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies – see F <input type="checkbox"/> Has major deficiencies – see F

## Ventura County Area Agency on Aging Grantee Renewal Review

<b>Reporting</b> - Grantee submits accurate and timely fiscal and program reports, year-end closeout reports and all other reports required by the VCAAA.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies – see F <input type="checkbox"/> Has major deficiencies – see F
<b>Q Data Entry - if applicable</b> - Grantee accurately enters all required information to the Q system in a timely manner.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies – see F <input type="checkbox"/> Has major deficiencies – see F

**F. Has Grantee had a corrective action plan for underperformance in the past year?**

- Yes – Fill in Box G as to why.  
 No

**G. Concerns or Issues Regarding Grant:**

A Corrective Action Plan was required in Q2, because this grantee’s number of congregate meals served was 88.53% of the contracted meal count. This is because their permanent Senior Nutrition Coordinator was temporarily out, which halted the monthly Special Event Luncheons that attract 100-150+ seniors. At this time their numbers are increasing once again.

Corrective Action Plan for Q2 was submitted by grantee and accepted by VCAAA.

**H. Contract Contingency Requirements**

<sup>i</sup> Advisory Council Policy and Procedure III-G Contractual Procedures requires full Advisory Council approval for any deviations of from the original contracted service units of more than 10%.

<sup>ii</sup> The Older Americans Act (OAA), the Older Californians Act (OCA) and the California Code of Regulations, Article 3, Section 7310 (CCR.3§7310) require that specific segments of the population be “targeted” as having priority for services funded or provided by the VCAAA. The targeted populations are as follows:

- Older individuals with the greatest economic need (i.e., an income level at or below the federal poverty line), with particular attention to low-income minority individuals
- Older individuals with the greatest social need with particular attention to low-income minority individuals. Social need is caused by non-economic factors, including:
  - Physical and mental disabilities, especially severe disabilities;
  - Language barriers, which include limited English-speaking ability among older adults; and,
  - Cultural, social or geographical isolation including isolation caused by (1) racial or ethnic status that: (a) restricts the ability of an individual to perform normal daily tasks, or (b) threatens the capacity of the individual to live independently; and (2) isolated, abused, neglected and/or exploited older individuals
- Older Native Americans
- Older individuals who reside in rural areas
- Older individuals at risk for institutional placement
- Family or informal caregivers<sup>ii</sup>
- Older individuals with Alzheimer’s disease.

Ventura County Area Agency on Aging Grantee Renewal Review

<b>Grantee:</b>	CITY OF SIMI VALLEY	<b>Contract Amount:</b>	\$110,394
	<b>Project:</b>		SENIOR NUTRITION PROGRAM
<b>Funding Source (check all the apply)</b>	<input type="checkbox"/> Title IIIB	<b>Renewal Recommended:</b>	<input checked="" type="checkbox"/> Yes
	<input checked="" type="checkbox"/> Title IIIC1		<input type="checkbox"/> Yes With Contingencies (see H)
	<input checked="" type="checkbox"/> Title IIIC2		<input type="checkbox"/> Advisory Council Approval Required for Renewal
	<input type="checkbox"/> Title IIID		<input type="checkbox"/> No
	<input type="checkbox"/> Title IIIE		
	<input type="checkbox"/> Title VII		
	<input type="checkbox"/> Ombudsman		

**A. Current Fiscal Year Contracted Service:**

Service Category	Unit of Measure	Units Contracted Through 3 <sup>rd</sup> Quarter	Units Delivered Through 3 <sup>rd</sup> Quarter	% To Goal Through 3 <sup>rd</sup> Quarter
Congregate Meals (C1)	1 meal	7,433	8,181	110.1%
Home-Delivered Meals (C2)	1 meal	22,296	25,255	113.3%
Total (C1 + C2)	1 meal	29,729	33,436	112.5%

**B. Proposed Next Fiscal Year Contracted Service:**

Service Category	Unit of Measure	Current Fiscal Year Contracted Amount	Next Fiscal Year Contracted Amount	% Change
Congregate Meals (C1)	1 meal	9,910	9,910	0
Home-Delivered Meals (C2)	1 meal	29,728	29,728	0
Total (C1 + C2)	1 meal	39,638	39,638	0

**Requested Next Fiscal Year Contracted Service with Request for Increase:**

**C. Is the percentage change more than 10%<sup>i</sup>?**

- Yes  
 No

**D. Grantee Service Targeting<sup>ii</sup> - Extent to which Grantee Understands and meets the requirement to serve targeted populations.**

Targeting Category	% of Population Served
% low income (at or below the federal poverty level)	47.4% (22% declined to state)
% served with one of more disability	35.5%
% that live alone (at risk for social isolation)	36.2%
% minority	23.6%
% at high nutritional risk	32.5% (5% refused)

**E. Other Evaluation Factors**

<b>Service Delivery, Staffing and Organizational Capacity</b> – Grantee demonstrates a strong effort to deliver contracted service (includes outreach, PR, etc.) and has the staff and organizational capacity to continue to do so.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies – see F <input type="checkbox"/> Has major deficiencies – see F
<b>Budget and Fiscal</b> – Grantee manages and monitors expenditures well throughout the grant cycle and stays within budget and works with VCAAA staff if there’s a problem.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies – see F <input type="checkbox"/> Has major deficiencies – see F

## Ventura County Area Agency on Aging Grantee Renewal Review

<b>Reporting</b> - Grantee submits accurate and timely fiscal and program reports, year-end closeout reports and all other reports required by the VCAAA.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies – see F <input type="checkbox"/> Has major deficiencies – see F
<b>Q Data Entry - if applicable</b> - Grantee accurately enters all required information to the Q system in a timely manner.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies – see F <input type="checkbox"/> Has major deficiencies – see F

**F. Has Grantee had a corrective action plan for underperformance in the past year?**

- Yes – Fill in Box G as to why.  
 No

**G. Concerns or Issues Regarding Grant:**

<ul style="list-style-type: none"> <li>➤ In Q1, a Corrective Action Plan was required, because the number of meals was at 116%. The City of Simi Valley expected to maintain that level of meal count with existing contracted grant funding, and has continued to run a well-managed program with an enthusiastic staff.</li> <li>➤ Corrective Action Plan for Q1 was submitted by grantee and accepted by VCAAA.</li> <li>➤ Grantee has applied to serve 7,000 additional meals in FY2015-16. However, existing SNP funding is not available to support these additional meals.</li> </ul>
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**H. Contract Contingency Requirements**

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<sup>i</sup> Advisory Council Policy and Procedure III-G Contractual Procedures requires full Advisory Council approval for any deviations of from the original contracted service units of more than 10%.

<sup>ii</sup> The Older Americans Act (OAA), the Older Californians Act (OCA) and the California Code of Regulations, Article 3, Section 7310 (CCR.3§7310) require that specific segments of the population be "targeted" as having priority for services funded or provided by the VCAAA. The targeted populations are as follows:

- Older individuals with the greatest economic need (i.e., an income level at or below the federal poverty line), with particular attention to low-income minority individuals
- Older individuals with the greatest social need with particular attention to low-income minority individuals. Social need is caused by non-economic factors, including:
  - Physical and mental disabilities, especially severe disabilities;
  - Language barriers, which include limited English-speaking ability among older adults; and,
  - Cultural, social or geographical isolation including isolation caused by (1) racial or ethnic status that: (a) restricts the ability of an individual to perform normal daily tasks, or (b) threatens the capacity of the individual to live independently; and (2) isolated, abused, neglected and/or exploited older individuals
- Older Native Americans
- Older individuals who reside in rural areas
- Older individuals at risk for institutional placement
- Family or informal caregivers<sup>ii</sup>
- Older individuals with Alzheimer's disease.

Ventura County Area Agency on Aging Grantee Renewal Review

<b>Grantee:</b>	SER – JOBS FOR PROGRESS	<b>Contract Amount:</b>	\$118,478
<b>Project:</b>	SENIOR COMMUNITY SERVICES EMPLOYMENT PROGRAM	<b>Contract Year:</b>	FY 2015 - 2016
<b>Funding Source (check all the apply)</b>	<input type="checkbox"/> Title IIIB <input type="checkbox"/> Title IIIC1 <input type="checkbox"/> Title IIIC2 <input type="checkbox"/> Title IIID <input type="checkbox"/> Title IIIE <input checked="" type="checkbox"/> Title V <input type="checkbox"/> Title VII <input type="checkbox"/> Ombudsman	<b>Renewal Recommended:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Yes With Contingencies (see H) <input type="checkbox"/> Advisory Council Approval Required for Renewal <input type="checkbox"/> No

**A. Current Fiscal Year Contracted Service:**

Service Category	Unit of Measure	Units Contracted Through 3rd Quarter <sup>1</sup>	Units Delivered Through 3rd Quarter	% To Goal Through 3rd Quarter
Participants:				
• Contracted to serve	1 Participant	10	12	120%
• Carried over from prior year	1 Participant	8	11	137.5%
• New participants this year	1 Participant	2	5	250%
Retention <sup>2</sup>	1 Participant	75%	N/A	N/A
Service Level <sup>3</sup>	1 Participant	121.9%	145.5%	119.4%
Community Service <sup>4</sup>	1 Hour	54.4%	72.7%	133.6%
Most in need <sup>5</sup>	1 Barrier	1.6%	1.75%	91.4%

**B. Proposed Next Fiscal Year Contracted Service:**

Service Category	Unit of Measure	Current Fiscal Year Contracted Amount	Next Fiscal Year Contracted Amount	% Change
Participants:				
• Contracted to serve	1 Participant	13	13	0
• Carried over from prior year	1 Participant	10	10	0
• New participants this year	1 Participant	3	3	0
Retention	1 Participant	100%	100%	0
Service Level	1 Participant	162.5%	162.5%	0
Community Service	1 Hour	72.6%	72.6%	0
Most in need	1 Barrier	2.15%	2.15%	0

**C. Is the percentage change more than 10%<sup>6</sup>?**

- Yes  
 No

**D. Grantee Service Targeting<sup>7</sup> - Extent to which Grantee Understands and meets the requirement to serve targeted populations. Refer to Most in Need in Section A.**

**E. Other Evaluation Factors**

<b>Service Delivery, Staffing and Organizational Capacity</b> – Grantee demonstrates a strong effort to deliver contracted service (includes outreach, PR, etc.) and has the staff and organizational capacity to continue to do so.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies – see F <input type="checkbox"/> Has major deficiencies – see F
<b>Budget and Fiscal</b> – Grantee manages and monitors expenditures well throughout the grant cycle and stays within budget and works with VCAAA staff if there’s a problem.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies – see F <input type="checkbox"/> Has major deficiencies – see F

## Ventura County Area Agency on Aging Grantee Renewal Review

<b>Reporting</b> - Grantee submits accurate and timely fiscal and program reports, year-end closeout reports and all other reports required by the VCAAA.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies – see F <input type="checkbox"/> Has major deficiencies – see F
<b>Q Data Entry - if applicable</b> - Grantee accurately enters all required information to the Q system in a timely manner.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies – see F <input type="checkbox"/> Has major deficiencies – see F

**F. Has Grantee had a corrective action plan for underperformance in the past year?**

- Yes – Fill in Box G as to why.  
 No

**G. Concerns or Issues Regarding Grant:**

This is one of the more complex OAA grants. SER Jobs provides excellent service. The inability for Participants finding unsubsidized employment is not a reflection of the grantee.

**H. Contract Contingency Requirements**

None.

<sup>1</sup> Minimum Requirement to Provide Services: California Dept. of Aging establishes these requirements based on directives from the US Dept. of Labor. Minimum requirements will be included in VCAAA's contract renewal, SCOPE OF WORK section for FY 2014-15.

<sup>2</sup> Retention: This measure reports the job retention of those exiters who had wages in the first quarter after the quarter of exit, i.e., who entered employment.

<sup>3</sup> Service Level: This is the number of participants active at any time during the reporting period divided by the number of modified positions.

<sup>4</sup> Community Service: This measure reports the amount of community service provided compared to the amount of community service funded by the grant. The number of hours of community service in the reporting period divided by the number of hours of community service funded by the grant minus the number of paid training hours in the reporting period

<sup>5</sup> Most in Need: This measure reports the average number of specified barriers to employment per participant. Average number of barriers per participant. The total number of the following characteristics: severe disability, frail; age 75 or older, old enough for but not receiving SS Title II, severely limited employment prospects and living in an area of persistent unemployment, limited English proficiency, low literacy skills, disability, rural, veterans, low employment prospects, failed to find employment after using WIA Title I, and homeless or at risk of homelessness divided the number of participants who are active on the last day of the reporting period or who exited during the reporting period

<sup>6</sup> Advisory Council Policy and Procedure III-G Contractual Procedures requires full Advisory Council approval for any deviations of from the original contracted service units of more than 10%.

<sup>7</sup> The Older Americans Act (OAA), the Older Californians Act (OCA) and the California Code of Regulations, Article 3, Section 7310 (CCR.3§7310) require that specific segments of the population be "targeted" as having priority for services funded or provided by the VCAAA. The targeted populations are as follows:

- Older individuals with the greatest economic need (i.e., an income level at or below the federal poverty line), with particular attention to low-income minority individuals
- Older individuals with the greatest social need with particular attention to low-income minority individuals. Social need is caused by non-economic factors, including:
  - Physical and mental disabilities, especially severe disabilities;
  - Language barriers, which include limited English-speaking ability among older adults; and,
  - Cultural, social or geographical isolation including isolation caused by (1) racial or ethnic status that: (a) restricts the ability of an individual to perform normal daily tasks, or (b) threatens the capacity of the individual to live independently; and (2) isolated, abused, neglected and/or exploited older individuals
- Older Native Americans
- Older individuals who reside in rural areas
- Older individuals at risk for institutional placement
- Family or informal caregivers<sup>7</sup>
- Older individuals with Alzheimer's disease.

Ventura County Area Agency on Aging Grantee Renewal Review

<b>Grantee:</b> <b>Project:</b>	SAN SALVADOR MISSION	<b>Contract Amount:</b> <b>Contract Year:</b>	\$21,282 FY 2015 - 2016
	SENIOR NUTRITION PROGRAM		
<b>Funding Source</b> (check all the apply)	<input type="checkbox"/> Title IIIB	<b>Renewal Recommended:</b>	<input type="checkbox"/> Yes
	<input checked="" type="checkbox"/> Title IIIC1		<input checked="" type="checkbox"/> Yes With Contingencies (see H)
	<input checked="" type="checkbox"/> Title IIIC2		<input type="checkbox"/> Advisory Council Approval Required for Renewal
	<input type="checkbox"/> Title IIID		<input type="checkbox"/> No
	<input type="checkbox"/> Title IIIE		
	<input type="checkbox"/> Title VII		
<input type="checkbox"/> Ombudsman			

**A. Current Fiscal Year Contracted Service:**

Service Category	Unit of Measure	Units Contracted Through 3 <sup>rd</sup> Quarter	Units Delivered Through 3 <sup>rd</sup> Quarter	% To Goal Through 3 <sup>rd</sup> Quarter
Congregate Meals (C1)	1 meal	1,967	1,859	94.5%
Home-Delivered Meals (C2)	1 meal	1,020	1,061	104%
Total (C1 + C2)	1 meal	2,987	2,920	97.8

**B. Proposed Next Fiscal Year Contracted Service:**

Service Category	Unit of Measure	Current Fiscal Year Contracted Amount	Next Fiscal Year Contracted Amount	% Change
Congregate Meals (C1)	1 meal	2,622	2,622	0
Home-Delivered Meals (C2)	1 meal	1,360	1,360	0
Total (C1 + C2)	1 meal	3,982	3,982	0

**C. Is the percentage change more than 10%<sup>i</sup>?**

- Yes  
 No

**D. Grantee Service Targeting<sup>ii</sup> - Extent to which Grantee Understands and meets the requirement to serve targeted populations.**

Targeting Category	% of Population Served
% low income (at or below the federal poverty level)	72.3%
% served with one of more disability	29.8
% that live alone (at risk for social isolation)	23.4%
% minority	66%
% at high nutritional risk	12.8% (44.7% refused)

**E. Other Evaluation Factors**

<b>Service Delivery, Staffing and Organizational Capacity</b> – Grantee demonstrates a strong effort to deliver contracted service (includes outreach, PR, etc.) and has the staff and organizational capacity to continue to do so.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies – see F <input type="checkbox"/> Has major deficiencies – see F
<b>Budget and Fiscal</b> – Grantee manages and monitors expenditures well throughout the grant cycle and stays within budget and works with VCAA staff if there's a problem.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies – see F <input type="checkbox"/> Has major deficiencies – see F



# Ventura County Area Agency on Aging Grantee Renewal Review

<b>Reporting</b> - Grantee submits accurate and timely fiscal and program reports, year-end closeout reports and all other reports required by the VCAAA.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies – see F <input type="checkbox"/> Has major deficiencies – see F
<b>Q Data Entry - if applicable</b> - Grantee accurately enters all required information to the Q system in a timely manner.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies – see F <input type="checkbox"/> Has major deficiencies – see F

F. Has Grantee had a corrective action plan for underperformance in the past year?

- Yes – Fill in Box G as to why.  
 No

**G. Concerns or Issues Regarding Grant:**

**H. Contract Contingency Requirements**

Contingency: A current Environmental Health Certificate is required to complete the application.

<sup>i</sup> Advisory Council Policy and Procedure III-G Contractual Procedures requires full Advisory Council approval for any deviations of from the original contracted service units of more than 10%.

<sup>ii</sup> The Older Americans Act (OAA), the Older Californians Act (OCA) and the California Code of Regulations, Article 3, Section 7310 (CCR.3§7310) require that specific segments of the population be "targeted" as having priority for services funded or provided by the VCAAA. The targeted populations are as follows:

- Older individuals with the greatest economic need (i.e., an income level at or below the federal poverty line), with particular attention to low-income minority individuals
- Older individuals with the greatest social need with particular attention to low-income minority individuals. Social need is caused by non-economic factors, including:
  - Physical and mental disabilities, especially severe disabilities;
  - Language barriers, which include limited English-speaking ability among older adults; and,
  - Cultural, social or geographical isolation including isolation caused by (1) racial or ethnic status that: (a) restricts the ability of an individual to perform normal daily tasks, or (b) threatens the capacity of the individual to live independently; and (2) isolated, abused, neglected and/or exploited older individuals
- Older Native Americans
- Older individuals who reside in rural areas
- Older individuals at risk for institutional placement
- Family or informal caregivers<sup>ii</sup>
- Older individuals with Alzheimer's disease.

Ventura County Area Agency on Aging Grantee Renewal Review

<b>Grantee:</b>	CITY OF VENTURA	<b>Contract Amount:</b>	\$58,568
<b>Project:</b>	SENIOR NUTRITION PROGRAM	<b>Contract Year:</b>	FY 2015 - 2016
<b>Funding Source (check all the apply)</b>	<input type="checkbox"/> Title IIIB	<b>Renewal Recommended:</b>	<input type="checkbox"/> Yes
	<input checked="" type="checkbox"/> Title IIIC1		<input checked="" type="checkbox"/> Yes With Contingencies (see H)
	<input checked="" type="checkbox"/> Title IIIC2		<input type="checkbox"/> Advisory Council Approval Required for Renewal
	<input type="checkbox"/> Title IIID		<input type="checkbox"/> No
	<input type="checkbox"/> Title IIIE		
	<input type="checkbox"/> Title VII		
	<input type="checkbox"/> Ombudsman		

**A. Current Fiscal Year Contracted Service:**

Service Category	Unit of Measure	Units Contracted Through 3 <sup>rd</sup> Quarter	Units Delivered Through 3 <sup>rd</sup> Quarter	% To Goal Through 3 <sup>rd</sup> Quarter
Congregate Meals (C1)	1 meal	4,070	4,020	98.8%
Home-Delivered Meals (C2)	1 meal	10,500	11,485	109.4%
<b>Total (C1 + C2)</b>	1 meal	<b>14,570</b>	<b>15,505</b>	<b>106.4%</b>

**B. Proposed Next Fiscal Year Contracted Service:**

Service Category	Unit of Measure	Current Fiscal Year Contracted Amount	Next Fiscal Year Contracted Amount	% Change
Congregate Meals (C1)	1 meal	5,426	5,426	0%
Home-Delivered Meals (C2)	1 meal	14,000	14,000	0%
<b>Total (C1 + C2)</b>	1 meal	<b>19,426</b>	<b>19,426</b>	<b>0%</b>

**C. Is the percentage change more than 10%<sup>i</sup>?**

- Yes  
 No

**D. Grantee Service Targeting<sup>ii</sup> - Extent to which Grantee Understands and meets the requirement to serve targeted populations.**

Targeting Category	% of Population Served
% low income (at or below the federal poverty level)	67% (18.8% declined to state)
% served with one of more disability	41.6%
% that live alone (at risk for social isolation)	45.2%
% minority	26.1%
% at high nutritional risk	41.9% (3.6% refused)

**E. Other Evaluation Factors**

<b>Service Delivery, Staffing and Organizational Capacity</b> – Grantee demonstrates a strong effort to deliver contracted service (includes outreach, PR, etc.) and has the staff and organizational capacity to continue to do so.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies – see F <input type="checkbox"/> Has major deficiencies – see F
<b>Budget and Fiscal</b> – Grantee manages and monitors expenditures well throughout the grant cycle and stays within budget and works with VCAAA staff if there's a problem.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies – see F <input type="checkbox"/> Has major deficiencies – see F

## Ventura County Area Agency on Aging Grantee Renewal Review

<b>Reporting</b> - Grantee submits accurate and timely fiscal and program reports, year-end closeout reports and all other reports required by the VCAAAA.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies – see F <input type="checkbox"/> Has major deficiencies – see F
<b>Q Data Entry - if applicable</b> - Grantee accurately enters all required information to the Q system in a timely manner.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies – see F <input type="checkbox"/> Has major deficiencies – see F

F. Has Grantee had a corrective action plan for underperformance in the past year?

- Yes – Fill in Box G as to why.  
 No

G. Concerns or Issues Regarding Grant:

H. Contract Contingency Requirements

Contingency: Current Fire Inspection certificate is required to complete this application.

<sup>i</sup> Advisory Council Policy and Procedure III-G Contractual Procedures requires full Advisory Council approval for any deviations of from the original contracted service units of more than 10%.

<sup>ii</sup> The Older Americans Act (OAA), the Older Californians Act (OCA) and the California Code of Regulations, Article 3, Section 7310 (CCR.3§7310) require that specific segments of the population be “targeted” as having priority for services funded or provided by the VCAAAA. The targeted populations are as follows:

- Older individuals with the greatest economic need (i.e., an income level at or below the federal poverty line), with particular attention to low-income minority individuals
- Older individuals with the greatest social need with particular attention to low-income minority individuals. Social need is caused by non-economic factors, including:
  - Physical and mental disabilities, especially severe disabilities;
  - Language barriers, which include limited English-speaking ability among older adults; and,
  - Cultural, social or geographical isolation including isolation caused by (1) racial or ethnic status that: (a) restricts the ability of an individual to perform normal daily tasks, or (b) threatens the capacity of the individual to live independently; and (2) isolated, abused, neglected and/or exploited older individuals
- Older Native Americans
- Older individuals who reside in rural areas
- Older individuals at risk for institutional placement
- Family or informal caregivers<sup>ii</sup>
- Older individuals with Alzheimer’s disease.

Ventura County Area Agency on Aging Grantee Contract Application Review

<b>Grantee:</b>	CAMARILLO HEALTH CARE DISTRICT	<b>Contract Amount:</b>	\$20,000
<b>Project:</b>	FAMILY CAREGIVER CENTER	<b>Contract Year:</b>	FY 2015 - 2016
<b>Funding Source (check all the apply)</b>	<input type="checkbox"/> Title IIIB <input type="checkbox"/> Title IIIC1 <input type="checkbox"/> Title IIIC2 <input type="checkbox"/> Title IIID <input checked="" type="checkbox"/> Title IIIE <input type="checkbox"/> Title VII <input type="checkbox"/> Ombudsman	<b>Recommended:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> Yes With Contingencies (see H) <input checked="" type="checkbox"/> Advisory Council Approval Required <input type="checkbox"/> No

**A. Current Fiscal Year Contracted Service:**

Service Category	Unit of Measure	Units Contracted Through 3 <sup>rd</sup> Quarter	Units Delivered Through 3 <sup>rd</sup> Quarter	% To Goal Through 3 <sup>rd</sup> Quarter
Supplemental – CG Adaptations	1 Occurrence	45	57	126.7%
Supplemental – CG Asst. Devices	1 Occurrence	27	26	96.3%
<b>SUPPLEMENTAL TOTAL:</b>	1 Occurrence	72	83	115.2%
Respite – In-Home Supervision	1 Hour	536	605	112.9%
Respite – Adult Day Care	1 Hour	525	716	136.4%
<b>RESPITE TOTAL:</b>	1 Hour	1,061	1,324	124.8%

**B. Proposed Next Fiscal Year Contracted Service:**

Service Category	Unit of Measure	Current Fiscal Year Contracted Amount	Next Fiscal Year Contracted Amount	% Change
Supplemental – CG Adaptations	1 Occurrence	52	12	-76.9%
Supplemental – CG Asst. Devices	1 Occurrence	36	12	-66.7%
Respite – In-Home Supervision	1 Hour	588	500	-15%
Respite – Adult Day Care	1 Hour	900	500	-44.4

**C. Is the percentage change more than 10%<sup>i</sup>?**

- Yes  
 No

**D. Grantee Service Targeting<sup>ii</sup> - Extent to which Grantee Understands and meets the requirement to serve targeted populations.**

Targeting Category	% of Population Served
% low income (at or below the federal poverty level)	N/A
% served with one of more disability	N/A
% that live alone (at risk for social isolation)	N/A
% minority	N/A

**E. Other Evaluation Factors**

<b>Service Delivery, Staffing and Organizational Capacity</b> – Grantee demonstrates a strong effort to deliver contracted service (includes outreach, PR, etc.) and has the staff and organizational capacity to continue to do so.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies – see F <input type="checkbox"/> Has major deficiencies – see F
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# Ventura County Area Agency on Aging Grantee Contract Application Review

<b>Budget and Fiscal</b> – Grantee manages and monitors expenditures well throughout the grant cycle and stays within budget and works with VCAAA staff if there’s a problem.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies – see F <input type="checkbox"/> Has major deficiencies – see F
<b>Reporting</b> - Grantee submits accurate and timely fiscal and program reports, year-end closeout reports and all other reports required by the VCAAA.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies – see F <input type="checkbox"/> Has major deficiencies – see F
<b>Q Data Entry - if applicable</b> - Grantee accurately enters all required information to the Q system in a timely manner.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies – see F <input type="checkbox"/> Has major deficiencies – see F

**F. Has Grantee had a corrective action plan for underperformance in the past year?**

- Yes – Fill in Box G as to why.  
 No

**G. Concerns or Issues Regarding Grant:**

- In Q1, Caregiver Adaptations exceeded the contracted amount at 138% of the expected service level; Respite-In Home Service units were at 68%; and Respite-Out of Home Service units were at 30%.
- In Q2, Respite Service units were at 116%.

Grantee submitted Corrective Action Plans, which VCAAA approved and accepted.

- In Q3, Caregiver Adaptations exceeded the contracted amount at 127%; and Respite-Out of Home Service units were at 136% of contract count through the nine months ending on March 31, 2015. A Corrective Action Plan will be requested – however, this grantee is performing well.

Available funding for this program was reduced to 50% of FY2014-15, since a new FCRC is being established in the Santa Clara Valley.

**H. Contract Contingency Requirements**

None.

<sup>i</sup> Advisory Council Policy and Procedure III-G Contractual Procedures requires full Advisory Council approval for any deviations of from the original contracted service units of more than 10%.

<sup>ii</sup> The Older Americans Act (OAA), the Older Californians Act (OCA) and the California Code of Regulations, Article 3, Section 7310 (CCR.3§7310) require that specific segments of the population be “targeted” as having priority for services funded or provided by the VCAAA. The targeted populations are as follows:

- Older individuals with the greatest economic need (i.e., an income level at or below the federal poverty line), with particular attention to low-income minority individuals
- Older individuals with the greatest social need with particular attention to low-income minority individuals. Social need is caused by non-economic factors, including:
  - Physical and mental disabilities, especially severe disabilities;
  - Language barriers, which include limited English-speaking ability among older adults; and,
  - Cultural, social or geographical isolation including isolation caused by (1) racial or ethnic status that: (a) restricts the ability of an individual to perform normal daily tasks, or (b) threatens the capacity of the individual to live independently; and (2) isolated, abused, neglected and/or exploited older individuals
- Older Native Americans
- Older individuals who reside in rural areas
- Older individuals at risk for institutional placement
- Family or informal caregivers<sup>ii</sup>
- Older individuals with Alzheimer’s disease.

Ventura County Area Agency on Aging Grantee Renewal Review

<b>Grantee:</b>	CONEJO VALLEY SENIOR CONCERNS	<b>Contract Amount:</b>	\$80,000
<b>Project:</b>	FAMILY CAREGIVER RESOURCE CENTER	<b>Contract Year:</b>	FY 2015 - 2016
<b>Funding Source (check all the apply)</b>	<input type="checkbox"/> Title IIIB <input type="checkbox"/> Title IIIC1 <input type="checkbox"/> Title IIIC2 <input type="checkbox"/> Title IIID <input checked="" type="checkbox"/> Title IIIE <input type="checkbox"/> Title VII <input type="checkbox"/> Ombudsman	<b>Renewal Recommended:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> Yes With Contingencies (see H) <input checked="" type="checkbox"/> Advisory Council Approval Required for Renewal <input type="checkbox"/> No

**A. Current Fiscal Year Contracted Service:**

Service Category	Unit of Measure	Units Contracted Through 3 <sup>rd</sup> Quarter	Units Delivered Through 3 <sup>rd</sup> Quarter	% To Goal Through 3 <sup>rd</sup> Quarter
<b>Caregivers of Elderly:</b>				
Support Services	1 Hour	728	745	102.3%
Supplemental Services	1 Occurrence	28	39	139.3%
Respite Services	1 Hour	900	991	110.1%
Access Assistance	1 Contact	1,275	1,483	116.3%
Information Services	1 Activity	56	59	105.4%
<b>Caregivers of Child: (Grandparents Raising Grandchildren)</b>				
Support Services	1 Hour	117	261	223.1%
Access Assistance	1 Contact	126	16	12.7%
Information Services	1 Activity	14	13	92.9%

**B. Proposed Next Fiscal Year Contracted Service:**

Service Category	Unit of Measure	Current Fiscal Year Contracted Amount	Next Fiscal Year Contracted Amount	% Change
<b>Caregivers of Elderly:</b>				
Support Services	1 Hour	970	975	0.5%
Supplemental Services	1 Occurrence	37	37	0
Respite Services	1 Hour	1,200	1,200	0
Access Assistance	1 Contact	1,700	1,800	5.9%
Information Services	1 Activity	74	60	-18.9%
<b>Caregivers of Child: (Grandparents Raising Grandchildren)</b>				
Support Services	1 Hour	156	275	76.3%
Access Assistance	1 Contact	168	150	-10.7%
Information Services	1 Activity	18	16	-11.1%

**C. Is the percentage change more than 10%<sup>i</sup>?**

- Yes  
 No

**D. Grantee Service Targeting<sup>ii</sup> - Extent to which Grantee Understands and meets the requirement to serve targeted populations.**

Targeting Category	% of Population Served
% low income (at or below the federal poverty level)	N/A
% served with one of more disability	N/A
% that live alone (at risk for social isolation)	N/A
% minority	N/A

# Ventura County Area Agency on Aging Grantee Renewal Review

## E. Other Evaluation Factors

<b>Service Delivery, Staffing and Organizational Capacity</b> – Grantee demonstrates a strong effort to deliver contracted service (includes outreach, PR, etc.) and has the staff and organizational capacity to continue to do so.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies – see F <input type="checkbox"/> Has major deficiencies – see F
<b>Budget and Fiscal</b> – Grantee manages and monitors expenditures well throughout the grant cycle and stays within budget and works with VCAAA staff if there's a problem.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies – see F <input type="checkbox"/> Has major deficiencies – see F
<b>Reporting</b> - Grantee submits accurate and timely fiscal and program reports, year-end closeout reports and all other reports required by the VCAAA.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies – see F <input type="checkbox"/> Has major deficiencies – see F
<b>Q Data Entry - if applicable</b> - Grantee accurately enters all required information to the Q system in a timely manner.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies – see F <input type="checkbox"/> Has major deficiencies – see F

## F. Has Grantee had a corrective action plan for underperformance in the past year?

- Yes – Fill in Box G as to why.  
 No

## G. Concerns or Issues Regarding Grant:

Grantee was outside of the performance range on all service categories for both Elderly (performance exceeded contracted levels) and child (performance was below contracted levels) for the nine months ending on March 31, 2015. Grantee was transitioning with new staff, had a slow down during the holidays, and were exceeding units due to a new caregiver support group that was launched. Grantee is currently on track to meet target contract levels.

Grantee has submitted a Corrective Action Plan in Q2, which has been approved and accepted by VCAAA.

## H. Contract Contingency Requirements

None.

<sup>i</sup> Advisory Council Policy and Procedure III-G Contractual Procedures requires full Advisory Council approval for any deviations of from the original contracted service units of more than 10%.

<sup>ii</sup> The Older Americans Act (OAA), the Older Californians Act (OCA) and the California Code of Regulations, Article 3, Section 7310 (CCR.3§7310) require that specific segments of the population be “targeted” as having priority for services funded or provided by the VCAAA. The targeted populations are as follows:

- Older individuals with the greatest economic need (i.e., an income level at or below the federal poverty line), with particular attention to low-income minority individuals
- Older individuals with the greatest social need with particular attention to low-income minority individuals. Social need is caused by non-economic factors, including:
  - Physical and mental disabilities, especially severe disabilities;
  - Language barriers, which include limited English-speaking ability among older adults; and,
  - Cultural, social or geographical isolation including isolation caused by (1) racial or ethnic status that: (a) restricts the ability of an individual to perform normal daily tasks, or (b) threatens the capacity of the individual to live independently; and (2) isolated, abused, neglected and/or exploited older individuals
- Older Native Americans
- Older individuals who reside in rural areas
- Older individuals at risk for institutional placement
- Family or informal caregivers<sup>ii</sup>
- Older individuals with Alzheimer’s disease.

Ventura County Area Agency on Aging Sole Source Provider Grant Application Review

<b>Grantee:</b>	GREY LAW OF VENTURA COUNTY INC	<b>Contract Amount:</b>	\$59,000
	<b>Project:</b>		LEGAL ASSISTANCE, COMMUNITY EDUCATION, AND FAST
<b>Funding Source (check all the apply)</b>	<input checked="" type="checkbox"/> Title IIIB	<b>Recommended:</b>	<input type="checkbox"/> Yes
	<input type="checkbox"/> Title IIIC1		<input type="checkbox"/> Yes With Contingencies (see H)
	<input type="checkbox"/> Title IIIC2		<input checked="" type="checkbox"/> Advisory Council Approval Required
	<input type="checkbox"/> Title IIID		<input type="checkbox"/> No
	<input type="checkbox"/> Title IIIE		
	<input checked="" type="checkbox"/> Title VII		
<input type="checkbox"/> Ombudsman			
<input checked="" type="checkbox"/> HICAP			

**A. Current Fiscal Year Contracted Service:**

Service Category	Unit of Measure	Units contracted through 3 <sup>rd</sup> Quarter	Units Delivered Through 3 <sup>rd</sup> Quarter	% To Goal Through 3 <sup>rd</sup> Quarter
Legal Assistance (IIIB)	1 hour	1,097	1,074	97.9%
	Minimum # of Unduplicated Clients	627	844	134.6%
Community Education (IIIB)	1 activity	6	11	183.3%
	Minimum # of Unduplicated Clients	156	318	203.8%
Elder Abuse Prevention, Education & Training (Financial Abuse Specialist Team or "FAST")	1 session*	6	7	116.7%
	Minimum # of Unduplicated Clients	66	140	212.1%

**B. Proposed Next Fiscal Year Contracted Service:**

Service Category	Unit of Measure	Current Fiscal Year Contracted Amount	Next Fiscal Year Contracted Amount	% change
Legal Assistance (IIIB)	1 hour	1,467	1,400	-4.6%
	Minimum # of Unduplicated Clients	838	800	-4.5%
Community Education (IIIB)	1 activity	8	8	0
	Minimum # of Unduplicated Clients	208	208	0
Elder Abuse Prevention, Education & Training (Financial Abuse Specialist Team or "FAST")	1 session*	8	8	0
	Minimum # of Unduplicated Clients	88	88	0
HICAP Legal Representation	1 hour	9	9	0

**C. Is the percentage change more than 10%<sup>i</sup>?**

- Yes  
 No

**D. Grantee Service Targeting<sup>ii</sup> - Extent to which Grantee Understands and meets the requirement to serve targeted populations.**

Targeting Category	% of population Served
% low income (at or below the federal poverty level)	N/A
% served with one of more disability	N/A
% that live alone (at risk for social isolation)	N/A
% minority	N/A



**E. Other Evaluation Factors**

<p><b>Service Delivery, Staffing and Organizational Capacity</b> – Grantee demonstrates a strong effort to deliver contracted service (includes outreach, PR, etc.) and has the staff and organizational capacity to continue to do so.</p>	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies – see F <input type="checkbox"/> Has major deficiencies – see F
<p><b>Budget and Fiscal</b> – Grantee manages and monitors expenditures well throughout the grant cycle and stays within budget and works with VCAAA staff if there’s a problem.</p>	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies – see F <input type="checkbox"/> Has major deficiencies – see F
<p><b>Reporting</b> - Grantee submits accurate and timely fiscal and program reports, year-end closeout reports and all other reports required by the VCAAA.</p>	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies – see F <input type="checkbox"/> Has major deficiencies – see F
<p><b>Q Data Entry - if applicable</b> - Grantee accurately enters all required information to the Q system in a timely manner.</p>	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies – see F <input type="checkbox"/> Has major deficiencies – see F

**F. Has Grantee had a corrective action plan for underperformance in the past year?**

- Yes – Fill in Box G as to why.  
 No

**G. Concerns or Issues Regarding Grant:**

This grantee exceeded 115% level in the category of Community Education, due to an anticipated a drop off in the LIFE programs; however, they did not drop off completely. Also, this grantee takes every opportunity to go out to the public to tell about its services, and these services have been requested more often than anticipated.

Corrective Action Plan submitted by Grantee was approved and accepted by VCAAA.

**H. Contract Contingency Requirements**

<sup>i</sup> Advisory Council Policy and Procedure III-G Contractual Procedures requires full Advisory Council approval for any deviations of from the original contracted service units of more than 10%.

<sup>ii</sup> The Older Americans Act (OAA), the Older Californians Act (OCA) and the California Code of Regulations, Article 3, Section 7310 (CCR.3§7310) require that specific segments of the population be “targeted” as having priority for services funded or provided by the VCAAA. The targeted populations are as follows:

- Older individuals with the greatest economic need (i.e., an income level at or below the federal poverty line), with particular attention to low-income minority individuals
- Older individuals with the greatest social need with particular attention to low-income minority individuals. Social need is caused by non-economic factors, including:
  - Physical and mental disabilities, especially severe disabilities;
  - Language barriers, which include limited English-speaking ability among older adults; and,
  - Cultural, social or geographical isolation including isolation caused by (1) racial or ethnic status that: (a) restricts the ability of an individual to perform normal daily tasks, or (b) threatens the capacity of the individual to live independently; and (2) isolated, abused, neglected and/or exploited older individuals
- Older Native Americans
- Older individuals who reside in rural areas
- Older individuals at risk for institutional placement
- Family or informal caregivers<sup>ii</sup>
- Older individuals with Alzheimer's disease.

Ventura County Area Agency on Aging Sole Source Provider Grant Application Review

<b>Grantee:</b>	LONG TERM CARE SERVICES	<b>Contract Amount:</b>	\$27,624
<b>Project:</b>	PLACEMENT COUNSELING FOR FAMILY CAREGIVERS	<b>Contract Year:</b>	FY 2015 - 2016
<b>Funding Source</b> (check all the apply)	<input type="checkbox"/> Title IIIB <input type="checkbox"/> Title IIIC1 <input type="checkbox"/> Title IIIC2 <input type="checkbox"/> Title IIID <input checked="" type="checkbox"/> Title IIIE <input type="checkbox"/> Title VII <input type="checkbox"/> Ombudsman	<b>Recommended:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> Yes With Contingencies (see H) <input checked="" type="checkbox"/> Advisory Council Approval Required <input type="checkbox"/> No

**A. Current Fiscal Year Contracted Service:**

Service Category	Unit of Measure	Units contracted through 3 <sup>rd</sup> Quarter	Units Delivered Through 3 <sup>rd</sup> Quarter	% To Goal Through 3 <sup>rd</sup> Quarter
Caregiver Counseling	1 Hour	120	122	101.7%
Minimum # of Unduplicated Clients		112	122	108.9%

**B. Proposed Next Fiscal Year Contracted Service:**

Service Category	Unit of Measure	Current Fiscal Year Contracted Amount	Next Fiscal Year Contracted Amount	% change
Caregiver Counseling	1 Hour	160	160	0%
Minimum # of Unduplicated Clients		150	150	0%

**C. Is the percentage change more than 10%<sup>i</sup>?**

- Yes  
 No

**D. Grantee Service Targeting<sup>ii</sup> - Extent to which Grantee Understands and meets the requirement to serve targeted populations.**

Targeting Category	% of population Served
% low income (at or below the federal poverty level)	N/A
% served with one of more disability	N/A
% that live alone (at risk for social isolation)	N/A
% minority	N/A

**E. Other Evaluation Factors**

<b>Service Delivery, Staffing and Organizational Capacity</b> – Grantee demonstrates a strong effort to deliver contracted service (includes outreach, PR, etc.) and has the staff and organizational capacity to continue to do so.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies – see F <input type="checkbox"/> Has major deficiencies – see F
<b>Budget and Fiscal</b> – Grantee manages and monitors expenditures well throughout the grant cycle and stays within budget and works with VCAAA staff if there's a problem.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies – see F <input type="checkbox"/> Has major deficiencies – see F
<b>Reporting</b> - Grantee submits accurate and timely fiscal and program reports, year-end closeout reports and all other reports required by the VCAAA.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies – see F <input type="checkbox"/> Has major deficiencies – see F

# Ventura County Area Agency on Aging Sole Source Provider Grant Application Review

**Q Data Entry - if applicable** - Grantee accurately enters all required information to the Q system in a timely manner.

- Meets most or all requirements
- Has some deficiencies – see F
- Has major deficiencies – see F

F. Has Grantee had a corrective action plan for underperformance in the past year?

- Yes – Fill in Box G as to why.
- No

## G. Concerns or Issues Regarding Grant:

Contracted performance is outstanding.

## H. Contract Contingency Requirements

<sup>i</sup> Advisory Council Policy and Procedure III-G Contractual Procedures requires full Advisory Council approval for any deviations of from the original contracted service units of more than 10%.

<sup>ii</sup> The Older Americans Act (OAA), the Older Californians Act (OCA) and the California Code of Regulations, Article 3, Section 7310 (CCR.3§7310) require that specific segments of the population be “targeted” as having priority for services funded or provided by the VCAAA. The targeted populations are as follows:

- Older individuals with the greatest economic need (i.e., an income level at or below the federal poverty line), with particular attention to low-income minority individuals
- Older individuals with the greatest social need with particular attention to low-income minority individuals. Social need is caused by non-economic factors, including:
  - Physical and mental disabilities, especially severe disabilities;
  - Language barriers, which include limited English-speaking ability among older adults; and,
  - Cultural, social or geographical isolation including isolation caused by (1) racial or ethnic status that: (a) restricts the ability of an individual to perform normal daily tasks, or (b) threatens the capacity of the individual to live independently; and (2) isolated, abused, neglected and/or exploited older individuals
- Older Native Americans
- Older individuals who reside in rural areas
- Older individuals at risk for institutional placement
- Family or informal caregivers<sup>ii</sup>
- Older individuals with Alzheimer’s disease.

# Ventura County Area Agency on Aging Sole Source Provider Grant Application Review

<b>Grantee:</b>	LONG TERM CARE SERVICES	<b>Contract Amount:</b>	\$130,225
	<b>Project:</b>		OMBUDSMAN
<b>Funding Source (check all the apply)</b>	<input checked="" type="checkbox"/> Title IIIB	<b>Recommended:</b>	<input type="checkbox"/> Yes
	<input type="checkbox"/> Title IIIC1		<input type="checkbox"/> Yes With Contingencies (see H)
	<input type="checkbox"/> Title IIIC2		<input checked="" type="checkbox"/> Advisory Council Approval Required
	<input type="checkbox"/> Title IIID		<input type="checkbox"/> No
	<input type="checkbox"/> Title IIIE		
	<input checked="" type="checkbox"/> Title VII		
	<input checked="" type="checkbox"/> Ombudsman - State		

## A. Current Fiscal Year Contracted Service:

Service Category	Unit of Measure	Units contracted through 3 <sup>rd</sup> Quarter	Units Delivered Through 3 <sup>rd</sup> Quarter	% To Goal Through 3 <sup>rd</sup> Quarter
Complaint Resolution	% of open complaints resolved or partially resolved	56%	87%	155%
Work with Resident Councils	1 meeting attended	247	239	97%
Work with Family Councils	1 meeting attended	15	26	173%
Consultation to Facilities	1 interaction <sup>1</sup>	898	1,233	137%
Information & Consultations to Individuals	1 interaction <sup>2</sup>	2,244	3,420	152%
Community Education Sessions	1 session <sup>3</sup>	52	66	127%
Visits to SNF (skilled nursing facilities)	% of visits per quarter <sup>4</sup>	100%	100% (1,021)	100%
Visits RCFE (residential care facilities)	% of visits per quarter <sup>5</sup>	100%	100% (2,425)	100%
Number of Full-Time Equivalent (FTE) Staff	1 FTE staff member <sup>6</sup>	4	4	100%
Number of Certified LTC Ombudsman Volunteers	1 certified volunteer <sup>6</sup>	65 (average)	61	94%
NORS training	1 session	1	1	100%

<sup>1</sup> Count of instances of ombudsman representatives' interactions with facility staff for the purpose of providing general information and assistance unrelated to a complaint. Consultation may be accomplished by telephone, letter, email, fax, or in person.

<sup>2</sup> Count of instances of ombudsman representatives' interactions with residents, family members, friends, and others in the community for the purpose of providing general information and assistance unrelated to a complaint. Consultation may be accomplished by telephone, letter, email, fax, or in person.

<sup>3</sup> LTC Ombudsman Program participation in public events planned to provide information or instruction to community members about the LTC Ombudsman Program or LTC issues. The number of sessions refers to the number of events, not the number of participants.

<sup>4</sup> Percentage of nursing facilities within Ventura County that were visited by an ombudsman representative at least once each quarter. The percentage is determined by dividing the number of nursing facilities in the county that were visited at least once each quarter by the total number of nursing facilities in the PSA. As of 5/1/14, there are 22 SNFs in Ventura County.

<sup>5</sup> Percentage of RCFEs within Ventura County that were visited by an ombudsman representative at least once each quarter during the fiscal year. As of 5/1/14, there are 205 RCFEs in Ventura County.

<sup>6</sup> Per Administration on Aging Report Part III. B.2

Ventura County Area Agency on Aging Sole Source Provider Grant Application Review

**B. Proposed Next Fiscal Year Contracted Service:**

Service Category	Unit of Measure	Current Fiscal Year Contracted Amount	Next Fiscal Year Contracted Amount	% change
Complaint Resolution	% of open complaints resolved or partially resolved	75%	83%	10.6%
Work with Resident Councils	1 meeting attended	330	314	-4.8%
Work with Family Councils	1 meeting attended	20	23	15%
Consultation to Facilities	1 interaction	1,200	2,316	93%
Information & Consultations to Individuals	1 interaction	3,000	4,059	35.3%
Community Education Sessions	1 session	70	68	-2.9%
Visits to SNF (skilled nursing facilities)	% of visits per quarter	100%	100%	0
Visits RCFE (residential care facilities)	% of visits per quarter	100%	100%	0
Number of Full-Time Equivalent (FTE) Staff	1 FTE staff member	4	4	0
Number of Certified LTC Ombudsman Volunteers	1 certified volunteer	65 (average)	62 (average)	-4.6%
NORS training	1 session	1	1	0

**C. Is the percentage change more than 10%<sup>i</sup>?**

- Yes  
 No

**D. Grantee Service Targeting<sup>ii</sup> - Extent to which Grantee Understands and meets the requirement to serve targeted populations.**

Targeting Category	% of population Served
% low income (at or below the federal poverty level)	N/A
% served with one of more disability	N/A
% that live alone (at risk for social isolation)	N/A
% minority	N/A

**E. Other Evaluation Factors**

<p><b>Service Delivery, Staffing and Organizational Capacity</b>                      – Grantee demonstrates a strong effort to deliver contracted service (includes outreach, PR, etc.) and has the staff and organizational capacity to continue to do so.</p>	<p><input checked="" type="checkbox"/> Meets most or all requirements  <input type="checkbox"/> Has some deficiencies – see F  <input type="checkbox"/> Has major deficiencies – see F</p>
<p><b>Budget and Fiscal</b> – Grantee manages and monitors expenditures well throughout the grant cycle and stays within budget and works with VCAAA staff if there’s a problem.</p>	<p><input checked="" type="checkbox"/> Meets most or all requirements  <input type="checkbox"/> Has some deficiencies – see F  <input type="checkbox"/> Has major deficiencies – see F</p>

# Ventura County Area Agency on Aging Sole Source Provider Grant Application Review

<b>Reporting</b> - Grantee submits accurate and timely fiscal and program reports, year-end closeout reports and all other reports required by the VCAAA.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies – see F <input type="checkbox"/> Has major deficiencies – see F
<b>Q Data Entry - if applicable</b> - Grantee accurately enters all required information to the Q system in a timely manner.	<input checked="" type="checkbox"/> Meets most or all requirements <input type="checkbox"/> Has some deficiencies – see F <input type="checkbox"/> Has major deficiencies – see F

- F. Has Grantee had a corrective action plan for underperformance in the past year?
- Yes – Fill in Box G as to why.
- No

## G. Concerns or Issues Regarding Grant:

Ombudsman service categories exceeded the contracted units of service by 121% for the nine months, ending on March 31, 2015.

This grantee has a proven track record of exceeding the prescribed service levels and of consistently maintaining a high level of service throughout the contract year. Thus, it was not be asked to submit an explanation for exceeding contracted levels of service.

## H. Contract Contingency Requirements

<sup>i</sup> Advisory Council Policy and Procedure III-G Contractual Procedures requires full Advisory Council approval for any deviations from the original contracted service units of more than 10%.

<sup>ii</sup> The Older Americans Act (OAA), the Older Californians Act (OCA) and the California Code of Regulations, Article 3, Section 7310 (CCR.3§7310) require that specific segments of the population be "targeted" as having priority for services funded or provided by the VCAAA. The targeted populations are as follows:

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  - Cultural, social or geographical isolation including isolation caused by (1) racial or ethnic status that: (a) restricts the ability of an individual to perform normal daily tasks, or (b) threatens the capacity of the individual to live independently; and (2) isolated, abused, neglected and/or exploited older individuals
- Older Native Americans
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- Family or informal caregivers<sup>ii</sup>
- Older individuals with Alzheimer's disease.