

MARIELLA FREIRE-REYES
INTERIM GENERAL MANAGER

CITY OF LOS ANGELES
CALIFORNIA



ERIC GARCETTI
MAYOR

DEPARTMENT OF AGING
AN AREA AGENCY ON AGING
221 N. FIGUEROA ST., STE. 500
LOS ANGELES, CA 90012
(213) 482-7252

C.F. No.: 21-0553
Council District: Citywide
Contact Persons:
Mariella Freire-Reyes: (213)
482-7242

May 17, 2022

Honorable Eric Garcetti
Mayor, City of Los Angeles
200 N. Spring St., Room 303
Los Angeles, CA 90012

Los Angeles City Council
c/o City Clerk's Office
200 N. Spring St., Room 395
Los Angeles, CA 90012

Attention: Heleen Ramirez, Legislative Coordinator

**ARTS, PARKS, HEALTH, EDUCATION, AND NEIGHBORHOODS COMMITTEE
TRANSMITTAL: FISCAL YEAR 2021-2022 BUDGET AND STANDARD AGREEMENT
TV-2122-25-AMENDMENT #1 FOR SENIOR COMMUNITY SERVICE EMPLOYMENT
PROGRAM**

The Los Angeles, Department of Aging (LADOA) respectfully requests approval of Fiscal Year 2021-2022 Senior Community Service Employment Program (SCSEP) Budget and Standard Agreement TV-2122-25 Amendment #1. The grant award total of \$4,995,350 reflects a net increase of \$3,482,657 from the FY 2021-2022 original SCSEP grant award of \$1,512,693 approved by City Council on June 28, 2021 (C.F. # 21-0553). General breakdown of expenses is as follows:

Expense Category	FY 2021-22 Original Award	FY 2021-22 Amendment #1	Difference
Departmental Salaries	\$317,666	\$961,199	\$643,533
SCSEP Participant Salaries	\$1,195,027	\$3,153,364	\$1,958,337
Infrastructure Expenditures	\$0	\$880,787	\$880,787
	\$1,512,693	\$4,995,350	\$3,482,657

RECOMMENDATIONS

That the City Council, subject to the approval of the Mayor:

1. Approve the FY 2021-2022 Amendment #1 SCSEP Budget included as an attachment to this report and the Standard Agreement No. TV-2122-25 Amendment #1 with the State of California, Department of Aging;

2. Authorize the General Manager, Los Angeles Department of Aging (LADOA) or designee to:
 - a. Execute the FY 2021-2022 Amendment #1 SCSEP Budget (attached) and the Standard Agreement No. TV-2122-25 Amendment #1, subject to the review and approval of the City Attorney as to form and legality;
 - b. Implement revised funding levels from the State of California, Department of Aging \$4,995,350 in SCSEP Program funds;

3. Authorize the Controller to:

- a. Adjust the appropriation within the Other Programs for Aging Fund Number 410 for FY 2021-22 Title V OARR as follows:

ACCOUNT NO	ACCOUNT TITLE	AMOUNT
02V102	Aging	978,652

- b. Establish and appropriate a new account, Furniture, Office & Tech Equipment, 02/100/007300 for FY 2021-22 Title V OARR. Increase the appropriations within Fund 100 Department 02 and transfer funds on an as needed basis as follows:

	Fund No.	Account No.	Account Title	Amount
From:	410	02V102	Aging	\$978,652
To	100	001010	Salaries General	97,865
	100	003040	Contractual Services	452,607
	100	006010	Office & Adm. Exp.	60,780
	100	007300	Furn. Office & Tech Equip	367,400

- c. Expend funds upon proper demand of the General Manager, Aging, or designee.
- d. Establish a new account and appropriate \$1,195,027 within the Other Programs for the Aging Fund Number 410 for FY 2022-23 Title V Budget as follows:

ACCOUNT NO	ACCOUNT TITLE	AMOUNT
021021	Enrollee Wages	1,195,027
	TOTAL	\$ 1,195,027

- e. Decrease the appropriation within the Other Programs for the Aging Fund Number 410 for FY 2022-23 Title V as follows:

Account No.	Account Title	Amount
02W102	Aging	\$(174,102)
	TOTAL	\$(174,102)

f. Decrease the appropriation within Fund Number 100 Department 02 as follows:

Account No.	Account Title	Amount
001010	Salaries – General	\$(174,102)
	TOTAL	\$(174,102)

g. Establish new accounts and appropriate \$991,312 for Older Adults’ Recovery and Resilience program within the Other Programs for the Aging Fund Number 410 for FY 2022-23 Title V OARR as follows:

ACCOUNT NO	ACCOUNT TITLE	AMOUNT
021021	Enrollee Wages	763,310
02W102	Aging	228,002
	TOTAL	\$ 991,312

h. Increase the appropriation within Fund Number 100 Department 02 and transfer funds on an as needed basis as follows:

	FUND	ACCOUNT NO.	ACCOUNT TITLE	AMOUNT
From:	410	02W102	Aging	\$228,002
To:	100	001010	Salaries-General	228,002

4. Authorize the General Manager of the Department of Aging, or designee, to prepare Controller’s instructions for any technical adjustments, subject to the approval of the City Administrative Officer, and authorize the Controller to implement the instructions.

SUMMARY

The SCSEP provides classroom training and part-time work experience in non-profit community service agencies to City residents who are at least 55 years old, unemployed and have annual incomes that are no more than 125% of Federal Poverty Guidelines.

Program participants, who are technically trainees, are paid under the City classification of Community Administrative Support Workers. The participants perform a variety of training duties that include clerical and office functions, food service, and other community support work.

When the Covid-19 pandemic started, the first order of business was for everyone to shelter in place especially older adults as they are the most vulnerable population. At that time, the California Department of Aging (CDA) approved that all sub grantees continue training stipends via the Emergency Paid Sick Leave program. Since March 2020, the pandemic continued to devastate the older adult community and most specifically, four (4) older adults enrolled in our SCSEP training program who lost their battle against Covid-19.

To ensure the health and safety of SCSEP participants and to provide additional resources as participants prepare to return to in-person training, the CDA approved the Older Adult's Recovery and Resilience (OARR) Senior Employment Opportunities investment fund. OARR will serve to fund unfilled federally authorized SCSEP slots at the City of Los Angeles minimum wage which is set to increase to \$16.04 per hour effective July 1, 2022 and to make these slots available to eligible older adults seeking employment. A portion of the OARR funding is also designated for expenditure on activities designed to strengthen and improve programmatic infrastructure and delivery of services to SCSEP participants.

The original funding amount of \$1,512,693 supports 165 training slots for program expenditure. The additional funding of \$3,482,657 will support additional unfilled slots along with the following programmatic expenditures: To fund programmatic expenditures for FY 2022-2023, to fund unfilled federally authorized slots at the newly increased City of Los Angeles minimum wage, and to expand programmatic infrastructure as detailed below:

Expense Category	Award
TV-2122-25 Amendment 1 [OARR]	\$978,652
TV-2223-25	\$1,512,693
TV-2223-25 Amendment 1 [OARR]	\$991,312
	\$3,482,657

FISCAL IMPACT STATEMENT

The LADOA's proposed action authorizes the receipt of \$4,995,350 in Federal grant dollars for the SCSEP program.

Adoption of the report recommendations result in no material impact on the General Fund, and the report's recommendations materially comply with the City's Financial Policies.

Page 5
Honorable Eric Garcetti
May 17, 2022

A copy of this transmittal with attachments is being forwarded to the City Attorney for review and approval.

Sincerely,

Mariella Freire-Reyes

Mariella Freire-Reyes (May 17, 2022 17:30 PDT)

MARIELLA FREIRE-REYES, MPA
Interim General Manager

MFR::mn:gds/T5 Transmittal CF21-0553

Attachments

cc: City Attorney
City Administrative Officer
Chief Legislative Analyst
President, Council on Aging

STATE OF CALIFORNIA – DEPARTMENT OF GENERAL SERVICES

SCO ID: 4170-TV212225-A1

STANDARD AGREEMENT - AMENDMENT

STD 213A (Rev. 4/2020)

☒ **CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED 46 PAGES**

AGREEMENT NUMBER	AMENDMENT NUMBER	Purchasing Authority Number
TV-2122-25	1	

1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME

California Department of Aging

CONTRACTOR NAME

City of Los Angeles Department of Aging

2. The term of this Agreement is:

START DATE

07/01/2021

THROUGH END DATE

06/30/2023

3. The maximum amount of this Agreement after this Amendment is:

\$ 4,995,350 Four million nine hundred ninety-five thousand three hundred fifty and 00/100 dollars

4. The parties mutually agree to this amendment as follows. All actions noted below are by this reference made a part of the Agreement and incorporated herein:

- A. This amendment increases the total amount of the Agreement by \$3,482,657. The new total of the Agreement shall not exceed \$4,995,350.
- B. This amendment extends the contract term for an additional year, to June 30, 2023.
- C. Exhibit B, Attachment 1 – Budget Display (1 page), identified as Amendment 1, is hereby replaced and attached hereto.
- D. Exhibit B, Attachment 2 – Budget Display (1 page), identified as Amendment 1, is hereby added to the Agreement and attached hereto.
- E. The Budget, Amendment 1, is hereby incorporated by reference and replaces the original referenced Budget.
- F. Exhibit B (10 pages) and Exhibit D (34 pages) are hereby replaced and attached hereto.

*All other terms and conditions shall remain the same.***IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.****CONTRACTOR**

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)

City of Los Angeles Department of Aging

CONTRACTOR BUSINESS ADDRESS

221 N. Figueroa Street, Suite 500

CITY

Los Angeles

STATE

CA

ZIP

90012-4390

PRINTED NAME OF PERSON SIGNING

Mariella Freire-Reyes

TITLE

General Manager

CONTRACTOR AUTHORIZED SIGNATURE

DATE SIGNED

STATE OF CALIFORNIA

CONTRACTING AGENCY NAME

California Department of Aging

CONTRACTING AGENCY ADDRESS

2880 Gateway Oaks Drive, Suite 200

CITY

Sacramento

STATE

CA

ZIP

95833

PRINTED NAME OF PERSON SIGNING

Nate Gillen

TITLE

Chief, Business Management Bureau

CONTRACTING AGENCY AUTHORIZED SIGNATURE

DATE SIGNED

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL

EXEMPTION (If Applicable)

AG OP 80-111

SCSEP - FY2122 - BUDGET SUMMARY

BUDGET PERIOD: 7/1/2021 - 6/30/2022	[X] DIRECT [] SUBCONTRACTED	[] ORIGINAL [X] REVISION NO.: 1 [] RFP	CONTRACT NO.: TV 2122-25	AUTHORIZED SLOTS: 165	DATE: 5/3/22
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SECTION A

COST CATEGORIES	CONTRACTOR ADMIN		SUBCONTRACTOR ADMIN		PROGRAM/PWFB			TOTAL		
	(a) Federal	(b) Local Share Match	(c) Federal	(d) Local Share Match	(e) Federal	(g) Local Share Match	(h) Program Income	(i) Federal	(k) Local Share Match	(m) Total
PERSONNEL COSTS										
Personnel	121,015				1,195,027			1,316,042	0	1,316,042
Fringe Benefits		59,357				116,451		0	175,808	175,808
Total Personnel Costs	121,015	59,357	0	0	1,195,027	116,451	0	1,316,042	175,808	1,491,850
OPERATING COSTS										
Travel								0	0	0
Property/Equipment*								0	0	0
Supplies								0	0	0
Consultant								0	0	0
One-Stop Shared Infrastructure								0	0	0
Orientation					35,237	17,284		35,237	17,284	52,521
Assessment					53,805	26,391		53,805	26,391	80,196
Training					53,805	26,391		53,805	26,391	80,196
Supportive Service								0	0	0
Job Development					53,805	26,391		53,805	26,391	80,196
Transportation								0	0	0
Other Operating Costs								0	0	0
Total Operating Costs	0	0	0	0	196,651	96,457	0	196,651	96,457	293,108
Indirect Costs								0	0	0
Total Operating and Indirect Costs	0	0	0	0	196,651	96,457	0	196,651	96,457	293,108
TOTAL COSTS	121,015	59,357	0	0	1,391,678	212,908	0	1,512,693	272,265	1,784,959

SECTION B

	(a) Federal	(c) Local Share Match	(d) Program Income	(e) Total
TOTAL ADMINISTRATION	121,015	59,357		180,372
TOTAL SUBCONTRACTOR ADMIN	0	0		0
TOTAL PROGRAM/PWFB	1,195,027	116,451	0	1,311,478
TOTAL PROGRAM/OTHER	196,651	96,457	0	293,108
TOTAL COSTS	1,512,693	272,265	0	1,784,959

SECTION C - Compliance Checks

Indirect Costs (10% maximum)	0.00%
Program Other (13% maximum)	13.00%
Contractor Administration (8% maximum)	8.00%
Subcontractor Administration (10% maximum)	0.00%
PWFB (79% minimum)	79.00%
Local Share Match (from budget display)	\$ -

SECTION D

Payment Method: Reimbursement [] Advance [X]

Federally Approved Indirect Cost Rate(s): N/A

FOR STATE USE ONLY

Local Finance Bureau Analyst: <i>NSL Vile</i>	Date: <i>5/5/22</i>	Local Finance Bureau Manager: <i>Patricia Crosby</i>	Date: <i>5/9/22</i>
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*All SCSEP Equipment with a per unit price of \$5,000 or more as well as items specified in Exhibit D, Article VII must receive prior approval by Department of Labor.
For questions or accessibility assistance with this financial document, please contact Finance@aging.ca.gov

SCSEP - FY2122 - CONTRACTOR ADMINISTRATION*

BUDGET PERIOD: 7/1/2021 - 6/30/2022 ☒ DIRECT ☐ SUBCONTRACTED ☐ ORIGINAL ☒ REVISION NO.: 1 ☐ RFP CONTRACT NO.: TV 2122-25 AUTHORIZED SLOTS: 165 DATE: 5/3/22

SECTION A: PERSONNEL COSTS

	(a) Annual Wage Rate	(b) % of Time Devoted	(c) Total
Position Classification:			
Senior Management Analyst I	\$129,821	93.22%	121,015
			0
			0
			0
			0
			0
TOTAL PERSONNEL			121,015
FRINGE BENEFITS			59,357
TOTAL PERSONNEL COSTS			180,372

SECTION B: OPERATING COSTS

Categories	Description (as appropriate)	Total
Travel:		
Property / Equipment **)		0
Supplies:		
Consultant:		
One-Stop Shared Infrastructure Costs		
Other Operating Costs (List):		
TOTAL OPERATING COSTS		0
INDIRECT COSTS		
TOTAL COSTS - ADMINISTRATION		180,372

* Complete this page if contractor retains federal funds for administrative costs.

** Must complete the Equipment Page.

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SCSEP - FY2122 - SUBCONTRACTOR ADMINISTRATION*

BUDGET PERIOD: 7/1/2021 - 6/30/2022 ☒ DIRECT ☐ SUBCONTRACTED ☐ ORIGINAL ☒ REVISION NO.: 1 ☐ RFP CONTRACT NO.: TV 2122-25 DATE: 5/3/22

SECTION A: PERSONNEL COSTS

Position Classification:	(a) Annual Wage Rate	(b) % of Time Devoted	(c) Total
			0
			0
			0
			0
			0
			0
TOTAL PERSONNEL			0
FRINGE BENEFITS			
TOTAL PERSONNEL COSTS			0

SECTION B: OPERATING COSTS

Categories	Description (as appropriate)	Total
Travel:		
Property / Equipment:**		0
Supplies:		
Consultant:		
One-Stop Shared Infrastructure Costs		
Other Operating Costs (List):		
Subcontractor Name:	TOTAL OPERATING COSTS	0
Subcontractor Address:	INDIRECT COSTS	
Telephone Number:	SUBCONTRACTOR ADMINISTRATION TOTAL	0

* Do not include contractor's administrative costs.

** Must complete the Equipment Page.

For questions or accessibility assistance with this financial document, please contact Finance@aging.ca.gov

SCSEP - FY2122 - PROGRAM COSTS

BUDGET PERIOD: 7/1/2021 - 6/30/2022	<input checked="" type="checkbox"/> DIRECT <input type="checkbox"/> SUBCONTRACTED <input type="checkbox"/> ORIGINAL <input checked="" type="checkbox"/> REVISION NO.: 1 <input type="checkbox"/> RFP	CONTRACT NO.: TV 2122-25	DATE: 5/3/22
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PROGRAM PARTICIPANT WAGES AND FRINGE BENEFITS (PWFB)

SECTION A: PERSONNEL

Modified Slots Budgeted:	79	(a) Number of Participants (based on Modified Slots)	(b) Average Wage Per Hour	(c) Average Work Week Hours	(d) Average Number of Weeks	(e) Total
Participant Classification						
Community Administration Support Worker I	79		\$15.00	19	52	1,195,027
						0
						0
						0
						0
TOTAL PERSONNEL						1,195,027

SECTION B: FRINGE BENEFITS

Categories	Number of Participants	Total
Physical Exams (Required)	79	2,923
FICA		74,331
Workers Compensation		39,197
Other: (List below)		
TOTAL FRINGE BENEFITS		116,451
TOTAL PERSONNEL COSTS - PROGRAM/PWFB		1,311,478

PROGRAM/OTHER

SECTION C: OPERATING COSTS

Categories	Description (as appropriate)	Staffing Costs	Other Costs	Total
Travel				0
Property / Equipment**)				0
Supplies				0
Consultant				0
Orientation		35,237		35,237
Assessment		53,805		53,805
Training		53,805		53,805
Supportive Services				0
Job Development		53,805		53,805
Transportation				0
One-Stop Shared Infrastructure costs				0
Other Operating Costs (List):				0
				0
				0
TOTAL OPERATING COSTS				196,652
INDIRECT COSTS				96,458
TOTAL OPERATING AND INDIRECT COSTS - PROGRAM/OTHER				293,110

** Must complete the Equipment Page.

SCSEP - FY2122 - PROPERTY/EQUIPMENT*

BUDGET PERIOD: 7/1/2021 - 6/30/2022	<input checked="" type="checkbox"/> DIRECT <input type="checkbox"/> SUBCONTRACTED	<input type="checkbox"/> ORIGINAL <input checked="" type="checkbox"/> REVISION NO.: 1 <input type="checkbox"/> RFP	CONTRACT NO.: TV 2122-25	DATE: 5/3/22
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LIST ALL PROPERTY/EQUIPMENT WITH A PER UNIT PRICE OF \$5000 OR MORE *

ITEM DESCRIPTION	CONTRACTOR NAME	PURPOSE / JUSTIFICATION / ALLOCATION	UNIT PRICE	QTY	TOTAL COST	TITLE V SCSEP %	TITLE V SCSEP COST
CONTRACTOR ADMINISTRATION EQUIPMENT							
							0
							0
							0
							0
							0
CONTRACTOR ADMINISTRATION EQUIPMENT PURCHASES TOTAL							0
SUBCONTRACTOR ADMINISTRATION EQUIPMENT							
							0
							0
							0
							0
							0
SUBCONTRACTOR ADMINISTRATION EQUIPMENT PURCHASES TOTAL							0
PROGRAM EQUIPMENT							
							0
							0
							0
							0
							0
							0
							0
							0
PROGRAM EQUIPMENT PURCHASES TOTAL							0

*All SCSEP Equipment with a per unit price of \$5,000 or more as well as items specified in Exhibit D, Article VII must receive prior approval by Department of Labor.

For questions or accessibility assistance with this financial document, please contact Finance@aging.ca.gov

OARR - FY2122 - BUDGET SUMMARY

BUDGET PERIOD: 7/1/2021 - 6/30/2022	<input checked="" type="checkbox"/> DIRECT <input type="checkbox"/> SUBCONTRACTED	<input type="checkbox"/> ORIGINAL <input type="checkbox"/> REVISION NO.: <input checked="" type="checkbox"/> RFP	CONTRACT NO.: TV 2122-25	DATE: 5/3/22
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SECTION A

COST CATEGORIES	CONTRACTOR ADMIN	SUBCONTRACTOR ADMIN	PROGRAM/PWFB	TOTAL	
	(a) Federal	(c) Federal	(e) Federal (h) Program Income	(i) Federal	(m) Total
PERSONNEL COSTS					
Personnel	97,865			97,865	97,865
Fringe Benefits				0	0
Total Personnel Costs	97,865	0		97,865	97,865
OPERATING COSTS			PROGRAM/OTHER		
Travel				0	0
Property/Equipment \$5,000 and over *			367,400	367,400	367,400
Supplies				0	0
Consultant				0	0
One-Stop Shared Infrastructure				0	0
Orientation				0	0
Assessment				0	0
Training			452,607	452,607	452,607
Supportive Service			50,000	50,000	50,000
Job Development			10,780	10,780	10,780
Transportation				0	0
Other Operating Costs			0	0	0
Total Operating Costs	0	0	880,787	880,787	880,787
Indirect Costs				0	0
Total Operating and Indirect Costs	0	0	880,787	880,787	880,787
TOTAL COSTS	97,865	0	880,787	978,652	978,652

SECTION B

	(a) Federal	(d) Program Income	(e) Total	SECTION C - Compliance Checks	
TOTAL ADMINISTRATION	97,865		97,865	Indirect Costs (10% max)	0.00%
TOTAL SUBCONTRACTOR ADMIN	0		0	Infrastructure (90% min)	90.00%
TOTAL PROGRAM/OTHER	880,787		880,787	Contractor Admin (10% max)	10.00%
TOTAL COSTS	978,652		978,652	Subcontractor Admin (10% max)	0.00%

Federally Approved Indirect Cost Rate(s): N/A

*All SCSEP Equipment with a per unit price of \$5,000 or more as well as items specified in Exhibit D, Article VII must receive prior approval by Department of Labor.
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OARR - FY2122 - CONTRACTOR ADMINISTRATION*

BUDGET PERIOD: 7/1/2021 - 6/30/2022 ☒ DIRECT ☐ SUBCONTRACTED ☐ ORIGINAL ☐ REVISION NO.: ☒ RFP CONTRACT NO.: TV 2122-25 DATE: 5/3/22

SECTION A: PERSONNEL COSTS

Position Classification:	(a) Annual Wage Rate	(b) % of Time Devoted	(c) Total
Senior Management Analyst I	\$126,387	6.50%	8,215
Principal Accountant II	\$129,832	50.00%	64,916
Accounting Clerk	\$54,685	45.23%	24,734
			0
			0
			0
TOTAL PERSONNEL			97,865
FRINGE BENEFITS			48,003
TOTAL PERSONNEL COSTS			145,868

SECTION B: OPERATING COSTS

Categories	Description (as appropriate)	Total
Travel:		
Property / Equipment (with per unit cost of \$5,000 or more, as well as items specified in Exhibit D, Article VII. Property **)		0
Supplies:		
Consultant:		
One-Stop Shared Infrastructure Costs		
Other Operating Costs (List):		
TOTAL OPERATING COSTS		0
INDIRECT COSTS		
TOTAL COSTS - ADMINISTRATION		145,868

* Complete this page if contractor retains federal funds for administrative costs.

** Must complete the Equipment Page.

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OARR - FY2122 - SUBCONTRACTOR ADMINISTRATION*

BUDGET PERIOD: 7/1/2021 - 6/30/2022	<input checked="" type="checkbox"/> DIRECT <input type="checkbox"/> SUBCONTRACTED	<input type="checkbox"/> ORIGINAL <input type="checkbox"/> REVISION NO.: [X] RFP	CONTRACT NO.: TV 2122-25	DATE: 5/3/22
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SECTION A: PERSONNEL COSTS

Position Classification:	(a) Annual Wage Rate	(b) % of Time Devoted	(c) Total
			0
			0
			0
			0
			0
			0
TOTAL PERSONNEL			0
FRINGE BENEFITS			
TOTAL PERSONNEL COSTS			0

SECTION B: OPERATING COSTS

Categories	Description (as appropriate)	Total
Travel:		
Property / Equipment (with per unit cost of \$5,000 or more, as well as items specified in Exhibit D, Article VII. Property **)		0
Supplies:		
Consultant:		
One-Stop Shared Infrastructure Costs		
Other Operating Costs (List):		
Subcontractor Name:	TOTAL OPERATING COSTS	0
Subcontractor Address:	INDIRECT COSTS	
Telephone Number:	SUBCONTRACTOR ADMINISTRATION TOTAL	0

* Do not include contractor's administrative costs.

** Must complete the Equipment Page.

For questions or accessibility assistance with this financial document, please contact Finance@aging.ca.gov

OARR - FY2122 - PROGRAM COSTS

BUDGET PERIOD: 7/1/2021 - 6/30/2022	<input checked="" type="checkbox"/> DIRECT <input type="checkbox"/> SUBCONTRACTED	<input type="checkbox"/> ORIGINAL <input type="checkbox"/> REVISION NO.: <input checked="" type="checkbox"/> RFP	CONTRACT NO.: TV 2122-25	DATE: 5/3/22
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PROGRAM/OTHER

SECTION C: OPERATING COSTS

Categories	Description (as appropriate)	Staffing Costs	Other Costs	Total
Travel				0
Property / Equipment (with per unit cost of \$5,000 or more, as well as items specified in Exhibit D, Article VII. Property *				367,400
Supplies				0
Consultant				0
Orientation				0
Assessment				0
Training	Online Virtual Classes & Workshops		452,607	452,607
Supportive Services	Shoes, Badges, Uniforms, Eyeglasses, tools and payments for TV activities		50,000	50,000
Job Development	Educational Books & Materials; Educational Registration Fees		10,780	10,780
Transportation				0
One-Stop Shared Infrastructure costs				0
Other Operating Costs (List):				0
				0
				0
TOTAL OPERATING COSTS				880,787
INDIRECT COSTS				
TOTAL OPERATING AND INDIRECT COSTS - PROGRAM/OTHER				880,787

** Must complete the Equipment Page.

OARR - FY2122 - PROPERTY/EQUIPMENT*

BUDGET PERIOD: 7/1/2021 - 6/30/2022	<input checked="" type="checkbox"/> DIRECT <input type="checkbox"/> SUBCONTRACTED	<input type="checkbox"/> ORIGINAL <input type="checkbox"/> REVISION NO.: <input checked="" type="checkbox"/> RFP	CONTRACT NO.: TV 2122-25	DATE: 5/3/22
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LIST ALL PROPERTY/EQUIPMENT WITH A PER UNIT PRICE OF \$5000 OR MORE *

ITEM DESCRIPTION	CONTRACTOR NAME	PURPOSE / JUSTIFICATION / ALLOCATION	UNIT PRICE	QTY	TOTAL COST	TITLE V OARR %	TITLE V OARR COST
CONTRACTOR ADMINISTRATION EQUIPMENT							
							0
							0
							0
							0
							0
CONTRACTOR ADMINISTRATION EQUIPMENT PURCHASES TOTAL							0
SUBCONTRACTOR ADMINISTRATION EQUIPMENT							
							0
							0
							0
							0
							0
SUBCONTRACTOR ADMINISTRATION EQUIPMENT PURCHASES TOTAL							0
PROGRAM EQUIPMENT							
Dell Latitude 5520	Dell	Laptops	2469	100	246900	100%	246,900
Cell Phones	Verizon/T-Mobile	Cell Phones	1205.00	100	120500	100%	120,500
							0
							0
							0
							0
							0
							0
PROGRAM EQUIPMENT PURCHASES TOTAL							367,400

*All OARR Equipment with a per unit price of \$5,000 or more as well as items specified in Exhibit D, Article VII must receive prior approval by CDA.

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SCSEP - FY2223 - BUDGET SUMMARY

BUDGET PERIOD: 7/1/2022 - 6/30/2023	<input type="checkbox"/> DIRECT <input type="checkbox"/> SUBCONTRACTED	<input checked="" type="checkbox"/> ORIGINAL <input type="checkbox"/> REVISION NO.: <input type="checkbox"/> RFP	CONTRACT NO.: TV 2122-25	AUTHORIZED SLOTS: 165	DATE: 5/3/22
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SECTION A

COST CATEGORIES	CONTRACTOR ADMIN		SUBCONTRACTOR ADMIN		PROGRAM/PWFB			TOTAL		
	(a) Federal	(b) Local Share Match	(c) Federal	(d) Local Share Match	(e) Federal	(g) Local Share Match	(h) Program Income	(i) Federal	(k) Local Share Match	(m) Total
PERSONNEL COSTS										
Personnel	121,015				1,195,027			1,316,042	0	1,316,042
Fringe Benefits		59,358				116,266		0	175,623	175,623
Total Personnel Costs	121,015	59,358	0	0	1,195,027	116,266	0	1,316,042	175,623	1,491,666
OPERATING COSTS										
Travel								0	0	0
Property/Equipment*								0	0	0
Supplies								0	0	0
Consultant								0	0	0
One-Stop Shared Infrastructure								0	0	0
Orientation					29,104	14,276		29,104	14,276	43,380
Assessment					55,849	27,394		55,849	27,394	83,243
Training					55,849	27,394		55,849	27,394	83,243
Supportive Service								0	0	0
Job Development					55,849	27,394		55,849	27,394	83,243
Transportation								0	0	0
Other Operating Costs								0	0	0
Total Operating Costs	0	0	0	0	196,651	96,458	0	196,651	96,458	293,109
Indirect Costs								0	0	0
Total Operating and Indirect Costs	0	0	0	0	196,651	96,458	0	196,651	96,458	293,109
TOTAL COSTS	121,015	59,358	0	0	1,391,678	212,724	0	1,512,693	272,081	1,784,775

SECTION B

	(a) Federal	(c) Local Share Match	(d) Program Income	(e) Total
TOTAL ADMINISTRATION	121,015	59,358		180,373
TOTAL SUBCONTRACTOR ADMIN	0	0		0
TOTAL PROGRAM/PWFB	1,195,027	116,266	0	1,311,293
TOTAL PROGRAM/OTHER	196,651	96,458	0	293,109
TOTAL COSTS	1,512,693	272,081	0	1,784,775

SECTION C - Compliance Checks

Indirect Costs (10% maximum)	0.00%
Program Other (13% maximum)	13.00%
Contractor Administration (8% maximum)	8.00%
Subcontractor Administration (10% maximum)	0.00%
PWFB (79% minimum)	79.00%
Local Share Match (from budget display)	\$ -

SECTION D

Payment Method: Reimbursement ☐ Advance ☒

Federally Approved Indirect Cost Rate(s): N/A

FOR STATE USE ONLY

Local Finance Bureau Analyst:	Date:	Local Finance Bureau Manager:	Date:
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*All SCSEP Equipment with a per unit price of \$5,000 or more as well as items specified in Exhibit D, Article VII must receive prior approval by Department of Labor.
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SCSEP - FY2223 - CONTRACTOR ADMINISTRATION*

BUDGET PERIOD: 7/1/2022 - 6/30/2023 ☒ DIRECT ☐ SUBCONTRACTED ☒ ORIGINAL ☐ REVISION NO.: ☐ RFP CONTRACT NO.: TV 2122-25 AUTHORIZED SLOTS: 165 DATE: 5/3/22

SECTION A: PERSONNEL COSTS

	(a) Annual Wage Rate	(b) % of Time Devoted	(c) Total
Position Classification:			
Senior Management Analyst I	\$126,387	59.00%	74,568
Principal Accountant II	\$129,832	25.00%	32,458
Accounting Clerk	\$54,685	25.58%	13,989
			0
			0
			0
TOTAL PERSONNEL			121,015
FRINGE BENEFITS			59,358
TOTAL PERSONNEL COSTS			180,373

SECTION B: OPERATING COSTS

Categories	Description (as appropriate)	Total
Travel:		
Property / Equipment **		0
Supplies:		
Consultant:		
One-Stop Shared Infrastructure Costs		
Other Operating Costs (List):		
TOTAL OPERATING COSTS		0
INDIRECT COSTS		
TOTAL COSTS - ADMINISTRATION		180,373

* Complete this page if contractor retains federal funds for administrative costs.

** Must complete the Equipment Page.

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SCSEP - FY2223 - SUBCONTRACTOR ADMINISTRATION*

BUDGET PERIOD: 7/1/2022 - 6/30/2023 ☒ DIRECT ☐ SUBCONTRACTED ☒ ORIGINAL ☐ REVISION NO.: ☐ RFP CONTRACT NO.: TV 2122-25 AUTHORIZED SLOTS: 165 DATE: 5/3/22

SECTION A: PERSONNEL COSTS

Position Classification:	(a) Annual Wage Rate	(b) % of Time Devoted	(c) Total
			0
			0
			0
			0
			0
			0
TOTAL PERSONNEL			0
FRINGE BENEFITS			
TOTAL PERSONNEL COSTS			0

SECTION B: OPERATING COSTS

Categories	Description (as appropriate)	Total
Travel:		
Property / Equipment:**		0
Supplies:		
Consultant:		
One-Stop Shared Infrastructure Costs		
Other Operating Costs (List):		
Subcontractor Name:	TOTAL OPERATING COSTS	0
Subcontractor Address:	INDIRECT COSTS	
Telephone Number:	SUBCONTRACTOR ADMINISTRATION TOTAL	0

* Do not include contractor's administrative costs.

** Must complete the Equipment Page.

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SCSEP - FY2223 - PROGRAM COSTS

BUDGET PERIOD: 7/1/2022 - 6/30/2023	<input checked="" type="checkbox"/> DIRECT <input type="checkbox"/> SUBCONTRACTED	<input type="checkbox"/> ORIGINAL <input type="checkbox"/> REVISION NO.: <input type="checkbox"/> RFP	CONTRACT NO.: TV 2122-25	AUTHORIZED SLOTS: 165	DATE: 5/3/22
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PROGRAM PARTICIPANT WAGES AND FRINGE BENEFITS (PWFB)

SECTION A: PERSONNEL

Modified Slots Budgeted:	74	(a) Number of Participants (based on Modified Slots)	(b) Average Wage Per Hour	(c) Average Work Week Hours	(d) Average Number of Weeks	(e) Total
Participant Classification						
Community Administration Support Worker I		74	\$16.04	19	52	1,195,027
						0
						0
						0
						0
TOTAL PERSONNEL						1,195,027

SECTION B: FRINGE BENEFITS

Categories	Number of Participants	Total
Physical Exams (Required)	74	2,738
FICA		74,331
Workers Compensation		39,197
Other: (List below)		
TOTAL FRINGE BENEFITS		116,266
TOTAL PERSONNEL COSTS - PROGRAM/PWFB		1,311,293

PROGRAM/OTHER

SECTION C: OPERATING COSTS

Categories	Description (as appropriate)	Staffing Costs	Other Costs	Total
Travel				0
Property / Equipment**)				0
Supplies				0
Consultant				0
Orientation		29,104		29,104
Assessment		55,849		55,849
Training		55,849		55,849
Supportive Services				0
Job Development		55,849		55,849
Transportation				0
One-Stop Shared Infrastructure Costs				0
Other Operating Costs (List):				0
				0
				0
TOTAL OPERATING COSTS				196,651
INDIRECT COSTS				96,457
TOTAL OPERATING AND INDIRECT COSTS - PROGRAM/OTHER				293,108

** Must complete the Equipment Page.

SCSEP - FY2223 - PROPERTY/EQUIPMENT*

BUDGET PERIOD: 7/1/2022 - 6/30/2023	<input checked="" type="checkbox"/> DIRECT <input type="checkbox"/> SUBCONTRACTED	<input checked="" type="checkbox"/> ORIGINAL <input type="checkbox"/> REVISION NO.: <input type="checkbox"/> RFP	CONTRACT NO.: TV 2122-25	AUTHORIZED SLOTS: 165	DATE: 5/3/22
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LIST ALL PROPERTY/EQUIPMENT WITH A PER UNIT PRICE OF \$5000 OR MORE *

ITEM DESCRIPTION	CONTRACTOR NAME	PURPOSE / JUSTIFICATION / ALLOCATION	UNIT PRICE	QTY	TOTAL COST	TITLE V SCSEP %	TITLE V SCSEP COST
CONTRACTOR ADMINISTRATION EQUIPMENT							
							0
							0
							0
							0
							0
CONTRACTOR ADMINISTRATION EQUIPMENT PURCHASES TOTAL							0
SUBCONTRACTOR ADMINISTRATION EQUIPMENT							
							0
							0
							0
							0
							0
SUBCONTRACTOR ADMINISTRATION EQUIPMENT PURCHASES TOTAL							0
PROGRAM EQUIPMENT							
							0
							0
							0
							0
							0
							0
							0
							0
PROGRAM EQUIPMENT PURCHASES TOTAL							0

*All SCSEP Equipment with a per unit price of \$5,000 or more as well as items specified in Exhibit D, Article VII must receive prior approval by Department of Labor.

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OARR - FY2223 - BUDGET SUMMARY

BUDGET PERIOD: 7/1/2022 - 6/30/2023 [X] DIRECT [] SUBCONTRACTED [X] ORIGINAL [] REVISION NO.: [] RFP CONTRACT NO.: TV 2122-25 Authorized Slots: 52 DATE: 5/3/22

SECTION A

COST CATEGORIES	CONTRACTOR ADMIN	SUBCONTRACTOR ADMIN	PROGRAM/PWFB		TOTAL		
	(a) Federal	(c) Federal	(e) Federal	(h) Program Income	(i) Federal	(l) Program Income	(m) Total
PERSONNEL COSTS							
Personnel	99,131		763,310		862,441	0	862,441
Fringe Benefits					0	0	0
Total Personnel Costs	99,131	0	763,310	0	862,441	0	862,441
OPERATING COSTS			PROGRAM/OTHER				
Travel					0	0	0
Property/Equipment \$5,000 and over *					0	0	0
Supplies					0	0	0
Consultant					0	0	0
One-Stop Shared Infrastructure					0	0	0
Orientation			28,344		28,344	0	28,344
Assessment			33,509		33,509	0	33,509
Training			33,509		33,509	0	33,509
Supportive Service			0		0	0	0
Job Development			33,509		33,509	0	33,509
Transportation					0	0	0
Other Operating Costs					0	0	0
Total Operating Costs	0	0	128,871		128,871	0	128,871
Indirect Costs					0	0	0
Total Operating and Indirect Costs	0	0	128,871		128,871	0	128,871
TOTAL COSTS	99,131	0	892,181		991,312	0	991,312

SECTION B

	(a) Federal	(d) Program Income	(e) Total	SECTION C - Compliance Checks	
TOTAL ADMINISTRATION	99,131		99,131	Indirect Costs (10% maximum)	0.00%
TOTAL SUBCONTRACTOR ADMIN	0		0	Program/Other (13% maximum)	13.00%
TOTAL PROGRAM/OTHER	128,871		128,871	Contractor Admin (10% maximum)	10.00%
TOTAL COSTS	991,312		991,312	Subcontractor Admin (10% maximum)	0.00%
				PWFB (77% minimum)	77.00%

Federally Approved Indirect Cost Rate(s):

*All SCSEP Equipment with a per unit price of \$5,000 or more as well as items specified in Exhibit D, Article VII must receive prior approval by Department of Labor.

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OARR - FY2223 - CONTRACTOR ADMINISTRATION*

BUDGET PERIOD: 7/1/2022 - 6/30/2023	<input checked="" type="checkbox"/> DIRECT <input type="checkbox"/> SUBCONTRACTED	<input checked="" type="checkbox"/> ORIGINAL <input type="checkbox"/> REVISION NO.: <input type="checkbox"/> RFP	CONTRACT NO.: TV 2122-25	Authorized Slots: 52	DATE: 5/3/22
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SECTION A: PERSONNEL COSTS

Position Classification:	(a) Annual Wage Rate	(b) % of Time Devoted	(c) Total
Senior Management Analyst I	\$126,387	20.00%	25,277
Principal Accountant II	\$129,832	45.00%	58,424
Accounting Clerk	\$54,685	28.22%	15,430
			0
			0
			0
TOTAL PERSONNEL			99,131
FRINGE BENEFITS			48,624
TOTAL PERSONNEL COSTS			147,755

SECTION B: OPERATING COSTS

Categories	Description (as appropriate)	Total
Travel:		
Property / Equipment (with per unit cost of \$5,000 or more, as well as items specified in Exhibit D, Article VII. Property **)		0
Supplies:		
Consultant:		
One-Stop Shared Infrastructure Costs		
Other Operating Costs (List):		
TOTAL OPERATING COSTS		0
INDIRECT COSTS		
TOTAL COSTS - ADMINISTRATION		147,755

* Complete this page if contractor retains federal funds for administrative costs.

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SECTION A: PERSONNEL COSTS

SECTION B: OPERATING COSTS

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OARR - FY2223 - PROGRAM COSTS

BUDGET PERIOD: 7/1/2022 - 6/30/2023	<input checked="" type="checkbox"/> DIRECT <input type="checkbox"/> SUBCONTRACTED	<input checked="" type="checkbox"/> ORIGINAL <input type="checkbox"/> REVISION NO.: <input type="checkbox"/> RFP	CONTRACT NO.: TV 2122-25	Authorized Slots: 52	DATE: 5/3/22
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PROGRAM PARTICIPANT WAGES AND FRINGE BENEFITS (PWFB)

SECTION A: PERSONNEL

Slots Budgeted:	52	(a)	(b)	(c)	(d)	(e)
Participant Classification		Number of Participants	Average Wage Per Hour	Average Work Week Hours	Average Number of Weeks	Total
Community Administration Support Worker I		46	\$16.04	20	52	763,310
						0
						0
						0
						0
TOTAL PERSONNEL						763,310

SECTION B: FRINGE BENEFITS

Categories	Number of Participants		Total
Physical Exams (Required)	46		1,702
FICA			47,478
Workers Compensation			25,037
Other: (List below)			
TOTAL FRINGE BENEFITS			74,216
TOTAL PERSONNEL COSTS - PROGRAM/PWFB			837,526

PROGRAM/OTHER

SECTION C: OPERATING COSTS

Categories	Description (as appropriate)	Staffing Costs	Other Costs	Total
Travel				0
Property / Equipment (with per unit cost of \$5,000 or more, as well as items specified in Exhibit D, Article VII. Property *				0
Supplies				0
Consultant				0
Orientation		28,344		28,344
Assessment		33,509		33,509
Training		33,509		33,509
Supportive Services				0
Job Development		33,509		33,509
Transportation				0
One-Stop Shared Infrastructure costs				0
Other Operating Costs (List):				0
				0
				0
TOTAL OPERATING COSTS				128,871
INDIRECT COSTS				63,211
TOTAL OPERATING AND INDIRECT COSTS - PROGRAM/OTHER				192,082

** Must complete the Equipment Page.

OARR - FY2223 - PROPERTY/EQUIPMENT*

BUDGET PERIOD: 7/1/2022 - 6/30/23 ☒ DIRECT ☐ SUBCONTRACTED ☒ ORIGINAL ☐ REVISION NO.: ☐ RFP CONTRACT NO.: TV 2122-25 Authorized Slots: 52 DATE: 5/3/22

LIST ALL PROPERTY/EQUIPMENT WITH A PER UNIT PRICE OF \$5000 OR MORE *

ITEM DESCRIPTION	CONTRACTOR NAME	PURPOSE / JUSTIFICATION / ALLOCATION	UNIT PRICE	QTY	TOTAL COST	TITLE V OARR %	TITLE V OARR COST
CONTRACTOR ADMINISTRATION EQUIPMENT							
							0
							0
							0
							0
							0
CONTRACTOR ADMINISTRATION EQUIPMENT PURCHASES TOTAL							0
SUBCONTRACTOR ADMINISTRATION EQUIPMENT							
							0
							0
							0
							0
							0
SUBCONTRACTOR ADMINISTRATION EQUIPMENT PURCHASES TOTAL							0
PROGRAM EQUIPMENT							
							0
							0
							0
							0
							0
							0
							0
							0
PROGRAM EQUIPMENT PURCHASES TOTAL							0

*All OARR Equipment with a per unit price of \$5,000 or more as well as items specified in Exhibit D, Article VII must receive prior approval by CDA.

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