

File No. 110235

Committee Item No. 1

Board Item No. 2

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee CITY OPERATIONS AND
NEIGHBORHOOD SERVICES

Date 3/14/11

Board of Supervisors Meeting

Date 3/22/11

Cmte Board

| | | |
|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Motion |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Resolution |
| <input type="checkbox"/> | <input type="checkbox"/> | Ordinance |
| <input type="checkbox"/> | <input type="checkbox"/> | Legislative Digest |
| <input type="checkbox"/> | <input type="checkbox"/> | Budget Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Legislative Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Introduction Form (for hearings) |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/> | <input type="checkbox"/> | MOU |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Grant Information Form |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Grant Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Subcontract Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Contract/Agreement |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Award Letter |
| <input type="checkbox"/> | <input type="checkbox"/> | Application |
| <input type="checkbox"/> | <input type="checkbox"/> | Public Correspondence |

OTHER

(Use back side if additional space is needed)

| | | |
|-------------------------------------|-------------------------------------|-----------------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <u>Form 126</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | <input type="checkbox"/> | |
| <input type="checkbox"/> | <input type="checkbox"/> | |

Completed by: Gail Johnson
Completed by: [Signature]

Date 3/10/11
Date 3/17/11

An asterisked item represents the cover sheet to a document that exceeds 25 pages.
The complete document is in the file.

1 [Accept and Expend Grant - Medicare Improvements for Patients and Providers Act -
2 \$143,128]

3 **Resolution authorizing the Department of Aging and Adult Services to accept and**
4 **expend a grant in the amount of \$143,128 from the Centers for Medicare and Medicaid**
5 **Services and the Administration on Aging, passed through the California Department**
6 **on Aging, to assist in expanding Medicare beneficiary enrollment and outreach**
7 **activities aimed at preventing disease and promoting health.**
8

9 WHEREAS, the Medicare Improvements for Patients and Providers Act (MIPPA) of
10 2008 provided funding to expand Medicare beneficiary enrollments in the Prescription Drug
11 Benefit Low Income Subsidy Program (LIS), the Medicare Savings Program (MSP) and
12 enrollment efforts for Medicare Part D for which the Department of Aging and Adult Services
13 has been involved with since fiscal year 2009/10; and
14

15 WHEREAS, the Department of Aging and Adult Services has recently been informed of
16 the extension and expansion of the existing MIPPA grant; and

17 WHEREAS, this new MIPPA 2 grant includes funding for community based agencies to
18 assist with informing individuals of the new wellness and preventative health care services
19 now covered by Medicare; and

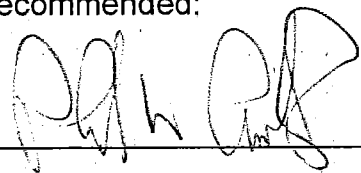
20 WHEREAS, the Department is proposing to continue working with two community
21 based organizations with the extension and expansion of the MIPPA 2 grant; and

22 WHEREAS, the Department proposes to maximize use of available grant funds on
23 program expenditures by not including indirect costs in the grant budget; now, therefore, be

24 **RESOLVED, That the Board of Supervisors waives inclusion of indirect costs in the**
25 **grant budget; and be it**

1 FURTHER RESOLVED, That the Board of Supervisors approves this accept and
2 expend on behalf of the Department of Aging and Adult Services.

3
4 Recommended:

5 
6 _____

7 Department Head

8 Approved: 
9 _____

10 Mayor

11 Approved: 
12 _____

13 Controller

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: E. Anne Hinton, Executive Director, Department of Aging and Adult Services
DATE: February 11, 2011
SUBJECT: Accept and Expend Resolution for Subject Grant
GRANT TITLE: Medicare Improvements for Patients and Providers Act (MIPPA) - 2

Attached please find the original and 4 copies of each of the following:

- ☒ Proposed grant resolution; original signed by Department, Mayor, Controller
- ☒ Grant information form, including disability checklist
- ☒ Grant budget
- ☐ Grant application
- ☒ Grant award letter from funding agency
- ☒ Other (Explain): State Program Memo

Special Timeline Requirements:

Departmental representative to receive a copy of the adopted resolution:

Name: Martha Peterson

Phone: 557-5105

Interoffice Mail Address: Human Services Agency, Worker D340, 170 Otis Street
– 8th Floor

Certified copy required Yes ☐

No ☒

(Note: certified copies have the seal of the City/County affixed and are occasionally required by funding agencies. In most cases ordinary copies without the seal are sufficient).

File Number: _____
(Provided by Clerk of Board of Supervisors)

Grant Information Form
(Effective March 2005)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: Affordable Care Act – Medicare Improvements for Patients and Providers Act (2MIPPA) Grant

2. Department: Human Services Agency – Department of Aging and Adult Services

3. Contact Person: Martha Peterson Telephone: 557-5105

4. Grant Approval Status (check one):

☒ [X] Approved by funding agency

☐ [] Not yet approved

5. Amount of Grant Funding Approved or Applied for: \$143,128

6a. Matching Funds Required: \$ 0

b. Source(s) of matching funds (if applicable):

7a. Grant Source Agency: Centers for Medicare and Medicaid Services and the Administration on Aging

b. Grant Pass-Through Agency (if applicable): California Department of Aging

8. Proposed Grant Project Summary: The 2MIPPA Grant is designed to assist in expanding Medicare beneficiary enrollment in the Prescription Drug Benefit Low Income Subsidy (LIS) Program, the Medicare Savings Program (MSP), enrollment efforts for Medicare Part D and outreach activities aimed at preventing disease and promoting wellness.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: 1/1/2011

End-Date: 6/30/2012

10a. Amount budgeted for contractual services: \$143,128

b. Will contractual services be put out to bid? No

c. If so, will contract services help to further the goals of the department's MBE/WBE requirements?

d. Is this likely to be a one-time or ongoing request for contracting out?

11a. Does the budget include indirect costs?

☐ [] Yes

☒ [X] No

b1. If yes, how much? \$

b2. How was the amount calculated?

c. If no, why are indirect costs not included?

☐ [] Not allowed by granting agency

☒ [X] To maximize use of grant funds on direct services

☐ [] Other (please explain):

c2. If no indirect costs are included, what would have been the indirect costs? Administrative costs

12. Any other significant grant requirements or comments:

****Disability Access Checklist****

13. This Grant is intended for activities at (check all that apply):

| | | |
|--|---|---|
| <input checked="" type="checkbox"/> Existing Site(s) | <input checked="" type="checkbox"/> Existing Structure(s) | <input checked="" type="checkbox"/> Existing Program(s) or Service(s) |
| <input type="checkbox"/> Rehabilitated Site(s) | <input type="checkbox"/> Rehabilitated Structure(s) | <input type="checkbox"/> New Program(s) or Service(s) |
| <input type="checkbox"/> New Site(s) | <input type="checkbox"/> New Structure(s) | |

14. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:

Departmental or Mayor's Office of Disability Reviewer: 

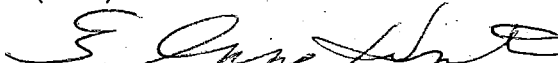
(Name)

Date Reviewed: 2/11/2011

Department Approval:

E. Anne Ninton
(Name)

Ex. Director
(Title)


(Signature)

MIPPA 2 Grant

Expenditure Budget

| Subfund | Character | Subject | Index Code | Grant Code | Grant Detail | Program | FY 10-11 Direct Costs | FY 11-12 Direct Costs |
|------------|-----------|---------|------------|------------|--------------|--|-----------------------|-----------------------|
| 2S SCP GNC | 038 | 03801 | 45ASMIPPA2 | AGMIP2 | 11AA | Medicare Improvements for Patients and Providers Act Grant Phase 2 | \$ 13,535 | \$ 13,535 |
| 2S SCP GNC | 038 | 03801 | 45ASMIPPA2 | AGMIP2 | 11CM | Medicare Improvements for Patients and Providers Act Grant Phase 3 | \$ 57,362 | \$ 58,696 |

Revenue Budget

| Subfund | Character | Revenue Subject | Index Code | Grant Code | Grant Detail | Program | FY 10-11 Revenue | FY 11-12 Revenue |
|------------|-----------|-----------------|------------|------------|--------------|--|------------------|------------------|
| 2S SCP GNC | 400 | 44931 | 45ASMIPPA2 | AGMIP2 | 12AA | Medicare Improvements for Patients and Providers Act Grant Phase 2 | \$ 13,535 | \$ 13,535 |
| 2S SCP GNC | 400 | 44931 | 45ASMIPPA2 | AGMIP2 | 12CM | Medicare Improvements for Patients and Providers Act Grant Phase 3 | \$ 57,362 | \$ 58,696 |

DEPARTMENT OF AGING

1300 NATIONAL DRIVE, SUITE 200
SACRAMENTO, CA 95834-1992Internet Home Page: www.aging.ca.gov

TDD Only 1-800-735-2929

FAX Only (916) 928-2267

Main Office (916) 419-7500

AH → DC/CCA

Joseph Huang
orig filed

November 10, 2010

INTENT TO AWARD GRANT NOTICE

Grant Numbers: 10AACAMAAA (AAA), 10AACAMADR (ADRC), IX0CMS330755-01-00 (SHIP)

Anne Hinton
Executive Director
San Francisco Department of Aging and Adult Services
1650 Mission Street, 5th Floor
San Francisco, CA 94103

Dear Ms. *Anne* Hinton:

On September 29, 2010, the California Department of Aging (CDA) was awarded an Affordable Care Act - Medicare Improvements for Patients and Providers Act (2MIPPA) grant. The San Francisco Department of Aging and Adult Services was an identified sub-recipient in our grant application. Because CDA must obtain state budget authority before disbursing these funds, contracts are projected to be mailed to participating organizations during December 2010. The term of the grant is from the date of the contract through September 29, 2012.

There are three separate grant awards: for the AAAs, the SHIPs (HICAPs) and the ADRCs (where applicable). The grant award will be evenly distributed over both grant years. Your estimated total MIPPA Grant allocations are as follows:

| | |
|--------|----------|
| AAA: | \$27,070 |
| HICAP: | \$23,398 |
| ADRC: | \$92,660 |

The MIPPA Grant Award terms and conditions require that grant participants attain specific target goals for the number of submitted Medicare Low-Income Subsidy (LIS) and Medicare Savings Plan (MSP) applications. The new Grant also requires outreach to make beneficiaries aware of the expanded Medicare wellness and disease prevention benefits. Due to the complexity of the grant requirements, CDA encourages you to consider allocating (or sub-contracting) these funds to your local HICAP, since it has the most experience providing services to Medicare beneficiaries.

We appreciate your involvement and collaboration in meeting the goals of this 2MIPPA Grant, which will carry on the tradition of the first MIPPA Grant, providing extra help for low-income Medicare beneficiaries in paying for their prescription medication costs.

Sincerely,

Lora Connolly
Lora Connolly
Chief Deputy Director

FORM SFEC-126:
NOTIFICATION OF CONTRACT APPROVAL
(S.F. Campaign and Governmental Conduct Code § 1.126)

| | |
|---|--|
| City Elective Officer Information <i>(Please print clearly.)</i> | |
| Name of City elective officer(s): Members, Board of Supervisors | City elective office(s) held: Members, Board of Supervisors |

| |
|--|
| Contractor Information <i>(Please print clearly.)</i> |
| Name of contractor: Self Help for the Elderly |
| <i>Please list the names of (1) members of the contractor's board of directors; (2) the contractor's chief executive officer, chief financial officer and chief operating officer; (3) any person who has an ownership of 20 percent or more in the contractor; (4) any subcontractor listed in the bid or contract; and (5) any political committee sponsored or controlled by the contractor. Use additional pages as necessary.</i> |
| (1) Please see attached sheet (2) CEO – Anni Chung; CFO – Vicki Ho (interim CFO); there is no COO (3) None (4) None (5) None |
| Contractor address: 407 Sansome Street, San Francisco, CA 94111 |
| Date that contract was approved: <i>(By the SF Board of Supervisors)</i> |
| Amount of contract: \$50,468 |
| Describe the nature of the contract that was approved: Provide expansion to Medicare beneficiary enrollment in the in the Prescription Drug Benefit Low Income subsidy (LIS) Program, the Medicare Savings Program (MSP), enrollment efforts for Medicare Part D and outreach activities aimed at preventing disease and promoting wellness. |
| Comments: None. |

This contract was approved by (check applicable):

☐ the City elective officer(s) identified on this form

☒ a board on which the City elective officer(s) serves: San Francisco Board of Supervisors
Print Name of Board

☐ the board of a state agency (Health Authority, Housing Authority Commission, Industrial Development Authority Board, Parking Authority, Redevelopment Agency Commission, Relocation Appeals Board, Treasure Island Development Authority) on which an appointee of the City elective officer(s) identified on this form sits

Print Name of Board

| | |
|---|---|
| Filer Information <i>(Please print clearly.)</i> | |
| Name of filer: Angela Calvillo, Clerk of the Board | Contact telephone number: (415) 554-5184 |
| Address: City Hall, Room 244, 1 Dr. Carlton B. Goodlett Pl., San Francisco, CA 94102 | E-mail: Board.of.Supervisors@sfgov.org |

Signature of City Elective Officer (if submitted by City elective officer)

Date Signed

Signature of Board Secretary or Clerk (if submitted by Board Secretary or Clerk)

Date Signed

2010-2011 SELF-HELP FOR THE ELDERLY BOARD OF DIRECTORS

Katrina Lee Bong, Esq.
1568 Jackson Street
San Francisco, CA 94109
Work: 415-438-7257
Home: 415-931-5644
Fax (w): 415-398-2438
Cellular: 415-215-5644
kabong23@gmail.com

Andy Bryant
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Hayward, CA 94544
Work: 510-441-5596
Cellular: 510-376-7938
Fax: 510-429-1029
abryant@allmarkgroup.com

Frank Chiu
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San Francisco, CA 94103
Home: 415-337-1263
Cellular: 415-699-6838
fchiu128@yahoo.com

Simon Chow
P.O. Box 1420
Millbrae, CA 94030
cselvestment@yahoo.com

Anni Chung
(President & CEO)
Self-Help for the Elderly
407 Sansome Street
San Francisco, CA 94111
Work: 415-982-9171
Fax: 415-296-0313
Cellular: 415-823-0331
anni@selfhelpelderly.org

Gladys Hu
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Fax: 415-751-1372

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80 Oak Hallow Way
Menlo Park, CA 94025
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Cellular: 650-353-6108
Fax: 650-854-5154
laiki@sboglobal.net

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Fax: 415-765-9987
anthonykan@gmail.com

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Janie.kaung@gmail.com

Rosalyn Koo
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Fax: 650-558-8052
RozKoo@hotmail.com

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2295 17th Avenue
San Francisco, CA 94116
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Home: 415-564-9871
Fax (w): 415-252-4531
Pager: 415-201-6717
Cellular: 415-269-6306
jerrylee@uys.com

Jerry Lee, Esq.
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Fax: 415-434-3748
jleeattv@aol.com

Billy Leung
2201 Walnut Ave, Suite 140
Fremont, CA 94538
Work: 510-789-2396
bleung@finsyes.com

Dominic Li
555 Montgomery Street, #1205,
San Francisco, CA 94111.
Office: 415-315-2728
Dominic.Li@eastwestbank.com

Joanne Lin
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Hillsborough, CA 94010
Cellular: 650-868-3300
jklm88@aol.com

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2207 Broderick St.
San Francisco, CA 94115
Home: 415-922-4735
Cell: 415-215-4735
patriciamar@sboglobal.net

Magdalen Mui
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120 Kearny St. 19th Floor
San Francisco, CA 94108
Work: 415-222-3300
Cellular: 650-302-8268
mmui@agaveinvestments.com

William Schulte
849 Vista Drive
Redwood City, CA 94062
Home: 650-346-5361
wrschulte@sboglobal.net

Linda Wang (Secretary)
2479 Post Street
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Fax (h): 415-885-3129
Pager: 415-280-2357
lindawangster@gmail.com

May Wong
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San Francisco, CA 94104
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Fax: 415-338-0741
maylwong@aol.com

Sebastian Wong (Chair)
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#525
San Francisco, CA 94134
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Cellular: 415-812-8393
sebwong@earthlink.net

Susan Woo
555 Laurel Avenue, #602
San Mateo, CA 94401
Home: 650-375-1991
Fax (h): 650-375-8667
SusanL.Woo@aol.com

(Last Updated 12/2010)

FORM SFEC-126:
NOTIFICATION OF CONTRACT APPROVAL
(S.F. Campaign and Governmental Conduct Code § 1.126)

| | |
|---|--|
| City Elective Officer Information <i>(Please print clearly.)</i> | |
| Name of City elective officer(s): Members, Board of Supervisors | City elective office(s) held: Members, Board of Supervisors |

| |
|--|
| Contractor Information <i>(Please print clearly.)</i> |
| Name of contractor: EPISCOPAL COMMUNITY SERVICES OF SAN FRANCISCO |
| <i>Please list the names of (1) members of the contractor's board of directors; (2) the contractor's chief executive officer, chief financial officer and chief operating officer; (3) any person who has an ownership of 20 percent or more in the contractor; (4) any subcontractor listed in the bid or contract; and (5) any political committee sponsored or controlled by the contractor. Use additional pages as necessary.</i> |
| (1) Please see attached page |
| (2) (i.) Kenneth J. Reggio – Executive Director |
| (ii.) Karen Gruneisen – Associate Director |
| (iii.) Melanie D. Johnson – Chief Financial Officer |
| (3) none |
| (4) none |
| (5) none |
| Contractor address: 165 8TH STREET, 3RD FLOOR, SAN FRANCISCO, CA 94103 |
| Date that contract was approved: <i>(By the SF Board of Supervisors)</i> |
| Amount of contract: \$92,660 |
| Describe the nature of the contract that was approved: Provide expansion to Medicare beneficiary enrollment in the in the Prescription Drug Benefit Low Income subsidy (LIS) Program, the Medicare Savings Program (MSP), enrollment efforts for Medicare Part D and outreach activities aimed at preventing disease and promoting wellness. |
| Comments: None. |

This contract was approved by (check applicable):

☐ the City elective officer(s) identified on this form

☒ a board on which the City elective officer(s) serves: San Francisco Board of Supervisors
Print Name of Board

☐ the board of a state agency (Health Authority, Housing Authority Commission, Industrial Development Authority Board, Parking Authority, Redevelopment Agency Commission, Relocation Appeals Board, Treasure Island Development Authority) on which an appointee of the City elective officer(s) identified on this form sits

Print Name of Board

| | |
|---|---|
| Filer Information <i>(Please print clearly.)</i> | |
| Name of filer: Angela Calvillo, Clerk of the Board | Contact telephone number: (415) 554-5184 |
| Address: City Hall, Room 244, 1 Dr. Carlton B. Goodlett Pl., San Francisco, CA 94102 | E-mail: Board.of.Supervisors@sfgov.org |

Signature of City Elective Officer (if submitted by City elective officer)

Date Signed

Signature of Board Secretary or Clerk (if submitted by Board Secretary or Clerk)

Date Signed

**EPISCOPAL COMMUNITY SERVICES OF SAN FRANCISCO
BOARD OF DIRECTORS**

| | |
|----------------------------------|--------------------------|
| The Rt. Rev. Marc Handley Andrus | Chair |
| Sedge Dienst | President |
| Michael Coholan | Vice-President/Secretary |
| Yvonne L. Tatsuno | Vice-President/Treasurer |
| Kenneth J. Reggio | |
| The Rev. Paul Anthony Burrows | |
| Ted Chambers | |
| Andrea Clay | |
| Todd Clayter | |
| David D. Cooke | |
| Cort Cortez | |
| Alan Fox | |
| Richard Gill | |
| William M. Harris | |
| Chris Hoberg | |
| Dr. Martin Jones | |
| Jenisel Jordan | |
| Fernan E. Lopez | |
| Alexander C. Senchak | |
| Richard Springwater | |
| The Rev. Margaret Trezevant | |
| Eric E. Wheatley | |
| Pablo Wong | |

DEPARTMENT OF AGING

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 TDD Only 1-800-735-2929
 FAX Only (916) 928-2267
 Telephone: (916) 419-7500



PROGRAM MEMO

| | |
|---|--------------------------------|
| TO: Area Agency on Aging Directors | NO.: PM 10-28(P) |
| SUBJECT: Fiscal Year 2010-2011 & 2011-2012 "2" Medicare Improvements for Patients and Providers Act Contract | DATE ISSUED: December 20, 2010 |
| REVISED | EXPIRES: June 30, 2012 |
| REFERENCES: 2 MIPPA GRANT 2010-2011; 2011-2012 The Medicare Improvements for Patients and Providers Act of 2008 | SUPERSEDES: |
| PROGRAMS AFFECTED: <input type="checkbox"/> All <input type="checkbox"/> Title III-B <input checked="" type="checkbox"/> Title III-C1/C2 <input type="checkbox"/> Title III-D <input type="checkbox"/> Title III-E <input type="checkbox"/> Title V <input type="checkbox"/> CBSP <input type="checkbox"/> MSSP <input type="checkbox"/> Title VII <input type="checkbox"/> ADHC <input checked="" type="checkbox"/> Other: MIPPA | |
| REASON FOR PROGRAM MEMO: <input type="checkbox"/> Change in Law or Regulation <input type="checkbox"/> Response to Inquiry <input checked="" type="checkbox"/> Other Specify: <u>Transmit "2 MIPPA"</u> <u>contracts for FYS 2010-2011 & 2011-12</u> | |
| INQUIRIES SHOULD BE DIRECTED TO: Your Assigned AAA-Based Team Fiscal Specialist | |

This Program Memo (PM) transmits your Medicare Improvements for Patients and Providers Act (MIPPA) contracts for State Fiscal Year (SFY) 2010-11 and 2011-12. The California Department of Aging (CDA) has received a two-year non-competitive grant from the federal government to assist in expanding Medicare beneficiary enrollment in the Prescription Drug Benefit Low Income Subsidy (LIS) Program, the Medicare Savings Program (MSP), rural outreach and enrollment efforts for Medicare Part D and outreach activities aimed at preventing disease and promoting wellness. This contract is identified as "2 MIPPA" to distinguish it from the first MIPPA contract which began in FY 2009-10 and ends on May 30, 2011. The term of the "2 MIPPA" contract is for the 18 month period of January 1, 2011 – June 30, 2012.

CDA will distribute the total "2 MIPPA" grant of \$2,191,463 as follows: \$922,016 to Area Agencies on Aging (AAA); \$555,956 to the six Aging and Disability Resource Centers (ADRC); \$687,144 to Health Insurance Counseling and Advocacy Programs (HICAP); and \$26,347 in support of state operations. CDA will allocate the first half of the distributed grant award (approximately \$1,096,000) for expenditure in SFY 2010-11, and the second half in SFY 2011-12. Planning and Service Areas (PSA) 5, 16, 17, 24 and 29 have chosen to redirect their MIPPA funds and will not receive a contract. Please refer to the attached Budget Display for your contract funds allocated for expenditure in SFY 2010-11 and SFY 2011-12.

CDA encourages you to consider allocating (or subcontracting) these funds to your local HICAP, since it has the most experience providing services to Medicare beneficiaries.

"2 MIPPA" funds not spent in SFY 2010-11 will be available for use in SFY 2011-12. AAAs should note that the second year of "2 MIPPA" funding is contingent on meeting a minimum of 30 percent of the individual PSA's total performance benchmarks. CDA will evaluate achievement of performance benchmarks in July of 2011 for the reporting period ending June 30, 2011. (All LIS and MSP applications submitted after October 1, 2010 will apply toward the "2 MIPPA" performance benchmarks.) CDA may withhold and reallocate funds for SFY 2011-12 if these benchmarks are not met. Funding extended for the second year will expire at the end of the contract term and will not be extended beyond that time. CDA will return any remaining funds to the federal government.

All AAAs will receive their share of AAA funds based on the Intrastate Funding Formula. Each AAA with a HICAP will get an allocation based on HICAP factors. The six AAAs with ADRCs will each get one sixth of the total ADRC allocation.

Of the funds allocated, a maximum of eight percent of HICAP MIPPA and AAA MIPPA funding may be used for administration of the Program. For the ADRC Program, a maximum of three percent may be used for administration. The comments section of the attached budget display illustrates the maximum dollar amount that may be used for administration.

FY 2010-11 Contract and Budget Display

Please note that this memo conveys the "2 MIPPA" contract. No Planning Estimates were issued in advance of these documents.

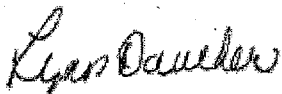
2 MIPPA Budget Due Date

An electronic copy of your original "2 MIPPA" Budget (CDA 229 2M) for the SFY 2010-11 period is due to your assigned AAA-Based Team Fiscal Specialist **as soon as possible, but no later than 30 days from the date of this PM.**

2 MIPPA Expenditures and Request for Funds

Funds from the first MIPPA contract must be expended before "2 MIPPA" funds may be requested. The "2 MIPPA" Monthly Report of Expenditures/Request for Funds (CDA 245 2M) will enable AAAs to request advance funds and report expenditures monthly. The CDA 245 2M will be due to your assigned AAA-Based Team Fiscal Specialist on the 30th of the month following the expenditure reporting period. Due to the contract beginning in January 2011, you may request advances up to one-sixth of the "2 MIPPA" SFY 2010-2011 funds in January, February, and March based on your analysis of cash needs.

You may download the CDA 229 2M and CDA 245 2M and instructions for their completion from the CDA website at <http://www.aging.ca.gov/aaa/fiscalFormDocument.asp>, under the "2 MIPPA" Documents header.



Lynn Daucher
Director

Attachments (Contract package will be mailed to the Agency Contract Representative.)