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**AAA Funding/Program Policies  
FY 2015-17**

**Eligible Service Populations**

*Older Americans Act Funding*

Eligible Service Population for Title III (except for Title III E) means individuals 60 years of age or older, with preference given to those in economic and social need with particular attention to low income minority older individuals and older individuals residing in rural areas. Eligible service population for Title III E means a family caregiver. (California Department of Aging (CDA) contract language)

*Other Funding Sources*

The Sonoma County Area Agency on Aging (SCAAA) also gives preference to providing services to individuals with disabilities.

**General Funding Policies**

1. The SCAAA is committed to assist in funding a continuum of care whenever possible. Given the increase in the 85+ population, services designed to assist the frail elderly, persons with disabilities, their caregivers and persons at risk of losing their independence will be the priority of the SCAAA.
2. Requests for proposal (RFPs) will include an estimate of the funds available including the source, amount and duration of the funding for each identified service area. (California Code of Regulations)
3. If major funding changes occur to any budget (federal, state or local) or significant changes are made to the Older Americans Act which affects service delivery, the SCAAA has the option to release additional RFPs in the intervening years. All contracts will be renewed each year of the funding cycle providing minimum standards are being met and funds are available. All RFP applicants will conform to SCAAA program standards.
4. A two year RFP will be released (FY 2015-17). By conducting a short RFP cycle, the subsequent RFP (FY 2017-21) will occur immediately following completion of the needs assessment and development of the area plan (FY16-20) allowing use of the newest information to inform development of RFP's moving forward.
5. Contract performance of all contractors will be reviewed mid-year and during the fourth quarter of each contract year to determine whether those contracts are

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meeting minimum performance standards and to determine units of service for the following fiscal year.

6. Performance status will be shared at the annual monitoring meeting of each contractor (bi-annual for non-nutrition programs). If a contractor does not meet minimum program and/or contract standards, the SCAAA will require a corrective action plan. If the corrective action plan is not accomplished by the contractor, the SCAAA may withhold funding until compliance is met and ultimately not renew the contract if warranted. Funds from any contract not renewed will be recommended for re-allocation by the Planning and Funding Committee and submitted the Advisory Council for approval.
7. If there is no response to an RFP or if a contract is terminated in a program area that has only one service provider, the SCAAA may release an RFP for a new provider within the existing program area or may use their discretion to utilize the funds, as allowable, for other needs. If a new service provider is not forthcoming as a result of the RFP, the funds will be re-allocated by the SCAAA.
8. As allowable, the SCAAA reserves the right to transfer the funding of proposals/programs from one funding source to another.
9. No contract for ongoing funds for a full fiscal year will be written for less than \$10,000 in any program area unless funding in the program area is less than \$10,000. This limit will be reviewed by staff and committee periodically.
10. One-Time-Only funding will be allocated only to an existing contract or to the SCAAA. Supportive Services (Title IIIB) and Nutrition Services (Title IIIC) programs will receive one-time-only funding proportionate to the current allocation (i.e., percentage of funds received by agencies) and performance at the time of allocation.

### **Funding Increases and Decreases**

1. In the event of budget adjustments due to changes in federal, state or local funding, the SCAAA will review contracts based on performance and funding priorities. Funding may be decreased or increased during the contract year.
2. Unless prohibited by CDA, the home-delivered meals program (Title III C-2) is the first priority and will be treated as such when considering funding allocations.
3. In the event that the funding for a contractor is reduced below the contracted funding level and additional funds then become available, funding will be restored to the provider's original contract level. Any remaining funds will be recommended for allocation by the Planning and Funding Committee to the Advisory Council.

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4. Census data using projections between decennial census cycles and past funding and performance will be used as a guide for distribution of services county-wide. Special consideration will be given to programs serving older adults who are isolated, 85+ and living in rural areas of the County including West County, the Coast, North County and Sonoma Valley.
5. Nutrition services will be awarded funding based on the formula approved by Planning and Funding to support an administrative fee for each home delivered meal route and each congregate site. The remaining nutrition funding will be spread equally across the proposed number of meals served using population distribution as a guide for measuring reasonable goals.

### **Case Management and Family Caregiver Programs**

Funding for case management and family caregiver programs will only be awarded to agencies that concurrently provide information and assistance (a service that provides individuals with information on services in the community).

### **Congregate Nutrition Programs**

Applications will be accepted for a congregate meals program by local organizations without requiring the agency to provide home-delivered meals.

### **Home-Delivered Meals Program**

Contractors providing home-delivered meals are required to provide meals for 365 days a year in all geographic areas proposed by the contractor. Exceptions may be granted by the AAA in accordance with Older Americans Act regulations.

### **Ombudsman Program**

The AAA will issue a single contract for the ombudsman program in Sonoma County. The ombudsman contractor will be responsible to provide services countywide unless otherwise determined by the AAA. Title VII Elder Abuse Prevention funds will be included in the RFP for the Ombudsman Program (new in FY 14-15).

### **Legal Services Program**

The AAA will contract to provide legal services. The legal services contractor will be responsible to comply with program standards, service priorities, and responsibilities consistent with statewide standards as they are released or identified by AAA or state licensing body. Provision of legal services is required countywide unless otherwise determined by the AAA. Information and Referral does not count towards contracted units of service.