

CALIFORNIA DEPARTMENT OF AGING

1300 NATIONAL DRIVE, SUITE 200
SACRAMENTO, CA 95834
Internet Home Page www.aging.ca.gov
TTY 1-800-735-2929
FAX 916-928-2267
TEL 916-419-7500



June 7, 2018

John M. Vasquez, Chair
Solano County Board of Supervisors
675 Texas Street, Suite 6500
Fairfield, CA 94533-6352

Dear Supervisor Vasquez:

Subject: Area Agency on Aging Designation

The California Department of Aging (CDA) is in receipt of your letter expressing intent to jointly seek the designation of the Area Agency on Aging (AAA) for the Planning and Service Area for Napa and Solano (PSA 28) with Napa County.

Pursuant to Title 22 of the California Code of Regulations, Section 7206(e), you have 60 days from June 8, 2018, in which to submit a detailed proposal to CDA. The attached document provides specific and detailed information which the joint proposal must contain demonstrating both entities' ability to fulfill the federally mandated requirements. Also, your proposal must contain sufficient documentation to enable CDA to make a determination that both entities would be able to successfully function as a AAA.

Please submit your detailed proposal by August 8, 2018 to:
California Department of Aging
1300 National Drive, Suite 200
Sacramento, California 95834
Attn: Mary Sibbett

Upon receipt of your application, CDA will have 30 days to review and respond to your proposal.

Meanwhile, thank you for your interest in becoming the AAA for PSA 28. If you have any questions regarding your application, please contact Mary Sibbett, Program & Monitoring Manager at 916-419-7557 or Mary.Sibbett@aging.ca.gov.

Sincerely

A blue ink signature of Dean Fujimoto, written in a cursive style.

Dean Fujimoto, Deputy Director
Long-Term Care & Aging Services Division

cc: Birgetta Corsello, County Administrator
Napa County Board of Supervisors

Enclosures (2): Instructions, Exhibit D

Instructions for Preparing a Proposal for Designation of a New Area Agency on Aging for Planning and Service Area 28

This document is to provide guidance on preparing a proposal for the designation of a new Area Agency on Aging (AAA) for Planning and Service Area (PSA) 28.

Contents of Proposal and Documentation

The contents of the proposal shall contain the following documentation:

Financial Records

Financial records demonstrating the applicant's capability to provide programs for older individuals consisting of the following:

- Results of the most recent Single Audit of Napa and Solano Counties
- A summary of the most recent budget for Napa and Solano Counties
- A detailed budget for the proposed AAA

Organizational Structure

The organizational structure demonstrating the proposed lead agency's ability to manage programs for older individuals including the following:

- An organizational chart for Napa and Solano Counties, with the relationship to the new AAA
- The organizational structure for the new AAA, itself
- The location of the new AAA Governing Board within the county organizational structure
- The proposed composition of the new Governing Board
- The location of the new Advisory Council within the county organizational structure
- Composition of the new Advisory Council, as contained in Title 22 California Code of Regulations Section 7302 (a) (11) – (12)

Facility

A description of the AAA facility demonstrating:

- Compliance with Americans with Disabilities Act; accessibility to older individuals with disabilities
 - Space sufficient to accommodate the numbers of older individuals who will be utilizing the facility's programs if services will be provided onsite by the AAA
 - Location convenient and central to the population served
-

Contents of Proposal and Documentation, continued

Number and Qualifications of AAA Staff

A description of the number and qualifications of staff, to demonstrate that the proposed agency employs or will hire sufficient staff to administer programs for older individuals as evidenced by:

- Copies of the job specifications/descriptions for all staff of the new AAA
- The Full-Time Equivalent, based on a 40-hour work week, for each position

Federal Assurances

A narrative describing the ability to meet the assurances as required in federal law as outlined in the CDA Standard Agreement Exhibit D Article II (enclosed).

Organizational Autonomy

A narrative describing how the new AAA will have the level of autonomy which will permit it to make significant impact on all programs for older individuals and adults with disabilities in PSA 28 and to carry out required planning and advocacy functions.

Submission of Proposal

Submit completed proposal to: Mary Sibbett, Policy Manager
Long-Term Care and Aging Services Division
California Department of Aging
1300 National Drive, Suite 300
Sacramento CA, 95834

Questions

Questions may be directed to: Mary Sibbett at Mary.Sibbett@aging.ca.gov or (928) 419-7557.
