D.C. Office on Aging

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Description	FY 2010 Actual	FY 2011 Approved	FY 2012 Proposed	% Change from FY 2011
Operating Budget	$26,023,600	$24,155,483	$25,445,324	5.3
FTEs	32.6	39.5	42.0	6.3

The mission of the District of Columbia Office on Aging (DCOA) is to promote longevity, independence, dignity, and choice for District of Columbia residents who are age 60 and older.

Summary of Services

DCOA provides a variety of community-based services to District seniors and their caregivers, including: transportation services; senior wellness centers; congregate and in-home meals and nutrition programs; employment and job training; in-home care, adult day care and nursing home care; caregivers' respite and support; recreation and special annual events; case management; and information and assistance.

DCOA operates more than 31 programs internally and in collaboration with 21 grantees and lead agencies in each of the District's eight wards. Since August 2008, DCOA has also operated (with support from the Department of Health Care Finance) the Aging and Disability Resource Center, a one-stop resource for long-term care information, benefits and assistance for residents age 60 and older and persons with disabilities age 18 and older.

The agency's FY 2012 proposed budget is presented in the following tables:

FY 2012 Proposed Gross Funds Operating Budget, by Revenue Type

Table BY0-1 contains the proposed FY 2012 agency budget compared to the FY 2011 approved budget. It also provides FY 2009 and FY 2010 actual expenditures.

Table BY0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2009	Actual FY 2010	Approved FY 2011	Proposed FY 2012	Change from FY 2011	Percent Change*
General Fund						
Local Funds	16,585	16,638	16,165	16,068	-98	-0.6
Total for General Fund	**16,585**	**16,638**	**16,165**	**16,068**	**-98**	**-0.6**
Federal Resources						
Federal Grant Funds	6,940	7,493	6,999	8,126	1,127	16.1
Total for Federal Resources	**6,940**	**7,493**	**6,999**	**8,126**	**1,127**	**16.1**
Intra-District Funds						
Intra-District Funds	3,413	1,892	991	1,252	261	26.3
Total for Intra-District Funds	**3,413**	**1,892**	**991**	**1,252**	**261**	**26.3**
Gross Funds	**26,938**	**26,024**	**24,155**	**25,445**	**1,290**	**5.3**

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2012 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2012 Proposed Full-Time Equivalents, by Revenue Type

Table BY0-2 contains the proposed FY 2012 FTE level compared to the FY 2011 approved FTE level by revenue type. It also provides FY 2009 and FY 2010 actual data.

Table BY0-2

Appropriated Fund	Actual FY 2009	Actual FY 2010	Approved FY 2011	Proposed FY 2012	Change from FY 2011	Percent Change
General Fund						
Local Funds	15.5	19.6	19.5	17.5	-2.0	-10.3
Total for General Fund	**15.5**	**19.6**	**19.5**	**17.5**	**-2.0**	**-10.3**
Federal Resources						
Federal Grant Funds	7.0	13.0	8.0	12.5	4.5	56.2
Total for Federal Resources	**7.0**	**13.0**	**8.0**	**12.5**	**4.5**	**56.2**
Intra-District Funds						
Intra-District Funds	8.4	0.0	12.0	12.0	0.0	0.0
Total for Intra-District Funds	**8.4**	**0.0**	**12.0**	**12.0**	**0.0**	**0.0**
Total Proposed FTEs	**30.9**	**32.6**	**39.5**	**42.0**	**2.5**	**6.3**

FY 2012 Proposed Operating Budget, by Comptroller Source Group

Table BY0-3 contains the proposed FY 2012 budget at the Comptroller Source Group (object class) level compared to the FY 2011 approved budget. It also provides FY 2009 and FY 2010 actual expenditures.

Table BY0-3
(dollars in thousands)

Comptroller Source Group	Actual FY 2009	Actual FY 2010	Approved FY 2011	Proposed FY 2012	Change from FY 2011	Percent Change*
11 - Regular Pay - Cont Full Time	1,841	1,989	2,382	2,699	317	13.3
12 - Regular Pay - Other	642	789	531	907	376	70.7
13 - Additional Gross Pay	3	1	0	0	0	N/A
14 - Fringe Benefits - Curr Personnel	401	497	616	832	216	35.1
Subtotal Personal Services (PS)	**2,886**	**3,276**	**3,530**	**4,439**	**909**	**25.7**
20 - Supplies and Materials	51	74	178	218	40	22.5
30 - Energy, Comm. and Bldg Rentals	244	49	0	0	0	N/A
31 - Telephone, Telegraph, Telegram, Etc	23	55	0	0	0	N/A
32 - Rentals - Land and Structures	11	112	0	0	0	N/A
33 - Janitorial Services	23	23	0	0	0	N/A
34 - Security Services	25	19	0	0	0	N/A
35 - Occupancy Fixed Costs	56	96	0	0	0	N/A
40 - Other Services and Charges	154	261	450	300	-150	-33.3
41 - Contractual Services - Other	5,192	6,334	5,934	5,875	-59	-1.0
50 - Subsidies and Transfers	18,127	15,551	13,973	14,513	540	3.9
70 - Equipment and Equipment Rental	148	172	90	100	10	11.1
Subtotal Nonpersonal Services (NPS)	**24,052**	**22,747**	**20,626**	**21,007**	**381**	**1.8**
Gross Funds	**26,938**	**26,024**	**24,155**	**25,445**	**1,290**	**5.3**

*Percent change is based on whole dollars.

Program Description
The District of Columbia Office on Aging operates through the following 4 programs:

Consumer Information, Assistance and Outreach – provides information and assistance, special events, training, education, and employment services for District residents and caregivers so that they can be better informed about aging issues and maintain their independence.

This program contains the following 3 activities:
- **Employment Services** – provides job counseling and placement opportunities for District residents age 55 or older so that they can gain and maintain employment;
- **Special Events** – provides socialization, information, and recognition services for District residents age 60 or older to increase awareness of services provided, expand their social network, and project a positive image of aging; and
- **Training and Education** – provides consumer training for seniors and professional training for service providers and the general public to enhance their knowledge and increase their skills regarding policies and procedures affecting elderly programs and services.

In-Home and Continuing Care – provides homemaker assistance, day care, nutrition, case management services and caregiver support to allow older residents to age in place, in their own home.

This program contains the following 2 activities:
- **In-Home and Day Care Services** – provides homemaker assistance, day care, nutrition and case management services for frail District residents 60 years of age and older; and
- **Caregivers Support** – provides caregiver education and training, respite, stipends, and transportation services to eligible caregivers.

Community-Based Support - provides residential facilities, elder rights assistance, health promotion, wellness, counseling, legal services, transportation, and recreation activities for District residents who are 60 years of age or older so that they can live independently in the community and minimize institutionalization.

This program contains the following 4 activities:
- **Health Promotion and Wellness** – provides physical fitness, health screening, and wellness information for District residents age 60 or older to increase their health awareness and to adopt healthier behaviors;
- **Community Services** – provides congregate and home delivered meals, transportation, recreation, counseling, volunteer activities, and legal services;
- **Supportive Residential Facilities** – provides emergency shelter, supportive housing, advocacy, and aging-in-place programs; and
- **Advocacy/Elder Rights** – supports elder rights protection and adult protective service activities that concur with relevant state laws, provides public education regarding elder abuse, and assists in resolving complaints between residents/families and nursing homes and other community residential facilities for seniors.

Agency Management - provides for administrative support and the required tools to achieve operational and programmatic results. This program is standard for all agencies using performance-based budgeting.

Program Structure Change
The District of Columbia Office on Aging has no program structure changes in the FY 2012 Proposed Budget.

FY 2012 Proposed Operating Budget and FTEs, by Program and Activity

Table BY0-4 contains the proposed FY 2012 budget by program and activity compared to the FY 2011 approved budget. It also provides the FY 2010 actual data.

Table BY0-4

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2010	Approved FY 2011	Proposed FY 2012	Change from FY 2011	Actual FY 2010	Approved FY 2011	Proposed FY 2012	Change from FY 2011
(1000) Agency Management Services								
(1010) Personnel Costs	2,390	1,667	2,652	984	29.6	17.0	25.0	8.0
(1020) Contract and Procurement	133	216	0	-216	0.0	2.0	0.0	-2.0
(1030) Property Management	342	68	0	-68	0.0	0.0	0.0	0.0
(1040) Contract and Procurement	473	1,061	992	-69	0.0	2.0	0.0	-2.0
(1050) Financial Services	0	148	0	-148	0.0	1.5	0.0	-1.5
(1087) Language Access	0	10	10	0	0.0	0.0	0.0	0.0
(1090) Performance Management	0	697	0	-697	0.0	5.0	0.0	-5.0
Subtotal (1000) Agency Management Services	**3,339**	**3,867**	**3,653**	**-213**	**29.6**	**27.5**	**25.0**	**-2.5**
(9200) Consumer Information, Assistance and Outreach								
(9205) Employment Services	290	315	315	0	0.0	0.0	0.0	0.0
(9215) Special Events	223	223	223	0	0.0	0.0	0.0	0.0
(9220) Training and Education	2,136	1,501	1,534	33	0.0	12.0	12.0	0.0
Subtotal (9200) Consumer Info., Assistance and Outreach	**2,648**	**2,039**	**2,071**	**33**	**0.0**	**12.0**	**12.0**	**0.0**
(9300) In-Home and Continuing Care Program								
(9325) In-Home and Day Care Services	6,574	6,120	5,810	-310	0.0	0.0	0.0	0.0
(9330) Caregivers Support	703	787	787	0	0.0	0.0	0.0	0.0
Subtotal (9300) In-Home and Continuing Care Program	**7,276**	**6,907**	**6,597**	**-310**	**0.0**	**0.0**	**0.0**	**0.0**
(9400) Community-Based Support Program								
(9440) Health Prom. and Wellness	2,291	2,266	4,336	2,069	3.0	0.0	5.0	5.0
(9450) Community Services	9,268	7,871	7,598	-273	0.0	0.0	0.0	0.0
(9470) Supportive Residential Facilities	723	729	713	-16	0.0	0.0	0.0	0.0
(9480) Advocacy/Elder Rights	478	478	478	0	0.0	0.0	0.0	0.0
Subtotal (9400) Community-Based Support Program	**12,760**	**11,344**	**13,124**	**1,781**	**3.0**	**0.0**	**5.0**	**5.0**
Total Proposed Operating Budget	**26,024**	**24,155**	**25,445**	**1,290**	**32.6**	**39.5**	**42.0**	**2.5**

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2012 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2012 Proposed Budget Changes

Intra-Agency Adjustments: DCOA funded its step and fringe benefits increase of $34,060 by reducing one full-time position with an annualized salary of $44,963. The balance of $10,903 from the elimination of the position was transferred to subsidies and transfers. The overall increase of $175,877 in subsidies and transfers was also funded by decreases of $116,964 in other services and charges and $48,006 in contractual services. The Federal Grants budget for DCOA was reduced by $174,756 to reflect a discontinuation of a grant. The Federal Grants budget was also increased by $1,287,277 and 5.0 FTEs to reflect updated grant notifications. Also, a correction of $14,104 and a decrease of 0.5 FTE were made to align FTEs with funding in the Federal Grants budget.

Transfers Out: DCOA's Intra-District budget was increased by $260,775 to reflect additional transfer of funds from the Department of Health Care Finance through a continuing Memorandum of Understanding to fund the operations of the Aging and Disability Resource Center (ADRC). DCOA's Local fund budget was decreased by $49,035 due to the transfer of the Local portion of the information technology assessment to the Office of the Chief Technology Officer (OCTO). Elimination of a Clerical Assistant position provided a savings of $48,524, which was transferred to Advisory Neighborhood Commissions (ANC) and the Office on Latino Affairs (OLA).

Protected Programs: The FY 2012 budget retains funding to support the essential and life-sustaining services for District seniors provided by DCOA and its grantees. This budget proposes constant funding levels for services including transportation to medical treatments and other appointments, nutrition programs, case management senior centers, operations and management of the ADRC, and wellness/health promotion programs.

FY 2011 Approved Budget to FY 2012 Proposed Budget, by Revenue Type

Table BY0-5 itemizes the changes by revenue type between the FY 2011 approved budget and the FY 2012 proposed budget.

Table BY0-5
(dollars in thousands)

	PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2011 Approved Budget and FTE		**16,165**	**19.5**
Eliminate: Eliminate vacant position	Agency Management Services	-45	-1.0
Cost Increase: Adjust personal services costs for salary steps and fringe benefits	Agency Management Services	34	0.0
Cost Decrease: Reduce other services and charges	Agency Management Services	-117	0.0
Cost Decrease: Reduce contractual services	Community-Based Support Program	-48	0.0
Cost Increase: Increase funding for subsidies and transfers	Community-Based Support Program	176	0.0
FY 2012 Initial Adjusted Budget		**16,165**	**18.5**
Transfer Out: Transfer Local portion of the IT assessment to OCTO	Agency Management Services	-49	0.0
Transfer Out: Eliminate Clerical Assistant position (transfer funding to ANC and OLA)	Agency Management Services	-49	-1.0
LOCAL FUNDS: FY 2012 Proposed Budget and FTE		**16,068**	**17.5**
FEDERAL GRANT FUNDS: FY 2011 Approved Budget and FTE		**6,999**	**8.0**
Cost Increase: Align FTEs with the correct fund and with grant limitations	Agency Management Services	14	-0.5
Cost Decrease: Adjust Federal Grants budget to reflect grant notification	In-home and Continuing Care Program	-175	0.0
Enhance: Adjust Federal Grants budget to reflect grant notification	Community-Based Support Program	1,287	5.0
FY 2012 Initial Adjusted Budget		**8,126**	**12.5**
FEDERAL GRANT FUNDS: FY 2012 Proposed Budget and FTE		**8,126**	**12.5**
INTRA-DISTRICT FUNDS: FY 2011 Approved Budget and FTE		**991**	**12.0**
Cost Increase: Adjust Intra-District budget authority for ADRC funded through DHCF	Consumer Info., Assistance and Outreach	35	0.0
Cost Increase: Increase Intra-District budget authority for ADRC funded through DHCF	Community-Based and Outreach	226	0.0
FY 2012 Initial Adjusted Budget		**1,252**	**12.0**
INTRA-DISTRICT FUNDS: FY 2012 Proposed Budget and FTE		**1,252**	**12.0**
Gross for BY0 - D. C. Office on Aging		**25,445**	**42.0**

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Agency Performance Plan

The agency's performance plan has the following objectives for FY 2012:

Objective 1: Improve health and wellness, and enable independent living among District seniors.

Objective 2: Ensure that older adults who want to or need to work are trained, placed, and remain employed.

Objective 3: Provide information and outreach to District residents to improve access to and decision making for health, housing, transportation, and long-term care services.

Objective 4: Evaluate the needs of District seniors and the operations of DCOA to identify and address service gaps.

Objective 5: Implement system, infrastructure and management changes to increase program efficiency, improve service quality, and save District funds.

Objective 6: Implement, expand, and evaluate new services provided to vulnerable District seniors.

Agency Performance Measures

Measure	FY 2009 Actual	FY 2010 Target	FY 2010 Actual	FY 2011 Projection	FY 2012 Projection	FY 2013 Projection
Number of seniors receiving health promotion, nutrition education and counseling programs at centers and network sites	6,339	7,000	3,910	8,000	9,000	9,000
Percentage of persons requesting and receiving nutritious meals	99%	98%	99.48%	98%	98%	98%
Percentage of wellness center participants who increase their awareness and adopt healthy behaviors as identified by improvements in their overall health (evidence-based health outcomes)	85%	75%	100%	80%	85%	90%
Percentage of seniors seeking employment that receive job placements	24%	50%	33.60%	55%	60%	60%
Percentage of participants in UDC specialized job skill training program placed in unsubsidized jobs	Not Available	Not Available	50%	50%	55%	60%
Number of elderly and disabled customers served for all services by DCOA/ADRC	18,215	19,000	339	20,000	21,000	22,000
Number of new customers served by ADRC age 18-59	451	500	1,009	600	700	800
Number of ADRC cases age 18 and older (open and closed)	125/687	50/1,000	998	50/1,300	50/1,500	50/1,700
Average time (days) to close ADRC case	21 days	14 days	14 days	14 days	10 days	7 days
Number of Medicaid waivers for elderly and persons with disabilities	2,945	3,500	2,769	4,500	4,500	5,000

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Agency Performance Measures

Measure	FY 2009 Actual	FY 2010 Target	FY 2010 Actual	FY 2011 Projection	FY 2012 Projection	FY 2013 Projection
Number of persons attending DCOA/ADRC outreach events and activities	11,068	14,000	32,518	16,000	18,000	19,000
Number of long-term planning guides distributed to District residents	Not Available	80,000	77,000	Not Available	Not Available	Not Available
Number of new vehicles for senior programs	6	10	10	5	2	2
Cost savings from vehicle maintenance and repairs due to new vehicles	$0	$100,000	$25,000	$125,000	$125,000	$125,000
Number of organized aging in place programs and senior villages funded and operational	5	5	5	5	5	5
Number of persons requesting and receiving nutritious meals from stimulus funds	Not Available	700	725	Not Available	Not Available	Not Available
Value of competitive grants awarded	$50,000	$500,000	$1,800,000	$700,000	$750,000	$800,000
Percentage of subgrantee's budget spent on programmatic costs[1]	Not Available	Not Available	85%	85%	85%	85%
Percentage of scheduled monitoring reports as defined in agency monitoring plan completed for each grant award[2]	Not Available	Not Available	100%	100%	100%	100%

ADRC: Aging and Disability Resource Center

Performance Plan Endnotes:

1. The Wise Giving Alliance of the Better Business Bureau identifies 65 percent to be an industry standard for this measure http://www.bbb.org/us/Charity-Standards/. This metric measures all subgrantees' programmatic costs as a percentage of their overall costs.
2. Pursuant to section 11.4 of the Grants Manual and Source Book, all District agencies must complete monitoring reports. All District agencies should be in compliance with this standard. The standard is 100 percent.