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# D.C. Office on Aging

[www.dcoa.dc.gov](http://www.dcoa.dc.gov)

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Description	FY 2009 Actual	FY 2010 Approved	FY 2011 Proposed	% Change from FY 2010
Operating Budget	\$26,938,368	\$23,003,914	\$23,934,499	4.0
FTEs	30.9	27.5	39.5	43.6

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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 care givers, including: transportation services; senior wellness centers; congregate and in-home meals and nutrition programs; employment and job training; in-home, adult day care and nursing home care; care givers' respite and support; recreation and special annual events; case management; and information and assistance.

DCOA operates these programs internally and in collaboration with 27 grantees and lead agencies in

each Ward. Since 2008, DCOA has also operated (with support from the Department of Health Care Finance and other partners) the Aging and Disability Resource Center (ADRC), 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 2011 proposed budget is presented in the following tables:

## FY 2011 Proposed Gross Funds Operating Budget, by Revenue Type

Table BY0-1 contains the proposed FY 2011 agency budget compared to the FY 2010 approved budget. It also provides FY 2008 and FY 2009 actual expenditures.

**Table BY0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2008	Actual FY 2009	Approved FY 2010	Proposed FY 2011	Change from FY 2010	Percent Change*
<b>General Fund</b>						
Local Funds	17,198	16,585	16,218	15,944	-274	-1.7
<b>Total for General Fund</b>	<b>17,198</b>	<b>16,585</b>	<b>16,218</b>	<b>15,944</b>	<b>-274</b>	<b>-1.7</b>
<b>Federal Resources</b>						
Federal Grant Funds	6,678	6,940	6,786	6,999	214	3.2
<b>Total for Federal Resources</b>	<b>6,678</b>	<b>6,940</b>	<b>6,786</b>	<b>6,999</b>	<b>214</b>	<b>3.2</b>
<b>Intra-District Funds</b>						
Intra-District Funds	951	3,413	0	991	991	N/A
<b>Total for Intra-District Funds</b>	<b>951</b>	<b>3,413</b>	<b>0</b>	<b>991</b>	<b>991</b>	<b>N/A</b>
<b>Gross Funds</b>	<b>24,828</b>	<b>26,938</b>	<b>23,004</b>	<b>23,934</b>	<b>931</b>	<b>4.0</b>

\*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 Operating Appendices located on the Office of the Chief Financial Officer's website.

## FY 2011 Proposed Full-Time Equivalents, by Revenue Type

Table BY0-2 contains the proposed FY 2011 FTE level compared to the FY 2010 approved FTE level by revenue type. It also provides FY 2008 and FY 2009 actual data.

**Table BY0-2**

Appropriated Fund	Actual FY 2008	Actual FY 2009	Approved FY 2010	Proposed FY 2011	Change from FY 2010	Percent Change
<b>General Fund</b>						
Local Funds	176	15.5	175	19.5	2.0	11.4
<b>Total for General Fund</b>	<b>176</b>	<b>15.5</b>	<b>175</b>	<b>19.5</b>	<b>2.0</b>	<b>11.4</b>
<b>Federal Resources</b>						
Federal Grant Funds	8.4	7.0	10.0	8.0	-2.0	-20.0
<b>Total for Federal Resources</b>	<b>8.4</b>	<b>7.0</b>	<b>10.0</b>	<b>8.0</b>	<b>-2.0</b>	<b>-20.0</b>
<b>Intra-District Funds</b>						
Intra-District Funds	3.0	8.4	0.0	12.0	12.0	N/A
<b>Total for Intra-District Funds</b>	<b>3.0</b>	<b>8.4</b>	<b>0.0</b>	<b>12.0</b>	<b>12.0</b>	<b>N/A</b>
<b>Total Proposed FTEs</b>	<b>29.0</b>	<b>30.9</b>	<b>275</b>	<b>39.5</b>	<b>12.0</b>	<b>43.6</b>

## FY 2011 Proposed Operating Budget, by Comptroller Source Group

Table BY0-3 contains the proposed FY 2011 budget at the Comptroller Source Group (object class) level compared to the FY 2010 approved budget. It also provides FY 2008 and FY 2009 actual expenditures.

**Table BY0-3**

(dollars in thousands)

Comptroller Source Group	Actual FY 2008	Actual FY 2009	Approved FY 2010	Proposed FY 2011	Change from FY 2010	Percent Change*
11 - Regular Pay - Cont Full Time	1,429	1,841	1,737	2,410	673	38.8
12 - Regular Pay - Other	578	642	393	531	138	35.2
13 - Additional Gross Pay	51	3	0	0	0	N/A
14 - Fringe Benefits - Curr Personnel	365	401	419	621	202	48.3
15 - Overtime Pay	0	0	0	0	0	N/A
<b>Subtotal Personal Services (PS)</b>	<b>2,424</b>	<b>2,886</b>	<b>2,549</b>	<b>3,563</b>	<b>1,014</b>	<b>39.8</b>
20 - Supplies and Materials	166	51	178	178	0	0.0
30 - Energy, Comm. and Bldg Rentals	49	244	124	0	-124	-100.0
31 - Telephone, Telegraph, Telegram, Etc	28	23	41	0	-41	-100.0
32 - Rentals - Land and Structures	-3	11	159	0	-159	-100.0
33 - Janitorial Services	21	23	23	0	-23	-100.0
34 - Security Services	23	25	20	0	-20	-100.0
35 - Occupancy Fixed Costs	56	56	96	0	-96	-100.0
40 - Other Services and Charges	358	154	299	450	151	50.4
41 - Contractual Services - Other	5,660	5,192	5,215	5,684	470	9.0
50 - Subsidies and Transfers	15,813	18,127	14,210	13,969	-241	-1.7
70 - Equipment & Equipment Rental	134	148	90	90	0	0.0
91 - Expense Not Budgeted Others	98	0	0	0	0	N/A
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>22,404</b>	<b>24,052</b>	<b>20,455</b>	<b>20,372</b>	<b>-83</b>	<b>-0.4</b>
<b>Gross Funds</b>	<b>24,828</b>	<b>26,938</b>	<b>23,004</b>	<b>23,934</b>	<b>931</b>	<b>4.0</b>

\*Percent change is based on whole dollars.

### Program Description

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

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

This program contains the following 2 activities:

- **In-Home & Day Care Services** – provides home-maker assistance, day care, nutrition and case

management services for frail District residents 60 years of age and older; and

- **Care Givers Support** – provides care giver education and training, respite, stipends, and transportation services to eligible care givers.

**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; and provides public education regarding elder abuse and assists in resolving complaints between residents/families and nursing homes and other community residential facilities for seniors.

**Consumer Information, Assistance & Outreach** - provides information and assistance, special events, training, education, and employment services for District residents and care givers 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.

**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 D.C. Office on Aging had no program structure changes in the FY 2011 Proposed Budget.

## FY 2011 Proposed Operating Budget and FTEs, by Program and Activity

Table BY0-4 contains the proposed FY 2011 budget by program and activity compared to the FY 2010 approved budget. It also provides the FY 2009 actual data.

**Table BY0-4**

(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2009	Approved FY 2010	Proposed FY 2011	Change from FY 2010	Actual FY 2009	Approved FY 2010	Proposed FY 2011	Change from FY 2010
<b>(1000) Agency Management Services</b>								
(1010) Personnel Costs	2,251	2,695	1,696	-999	23.5	27.5	17.0	-10.5
(1020) Contract and Procurement	39	77	216	139	0.0	0.0	2.0	2.0
(1030) Property Management	290	530	68	-463	0.0	0.0	0.0	0.0
(1040) Contract and Procurement	255	820	1,061	241	0.0	0.0	2.0	2.0
(1050) Financial Services	0	0	148	148	0.0	0.0	1.5	1.5
(1087) Language Access	0	10	10	0	0.0	0.0	0.0	0.0
(1090) Performance Management	0	0	697	697	0.0	0.0	5.0	5.0
<b>Subtotal (1000) Agency Management Services</b>	<b>2,836</b>	<b>4,132</b>	<b>3,896</b>	<b>-237</b>	<b>23.5</b>	<b>27.5</b>	<b>27.5</b>	<b>0.0</b>
<b>(9200) Consumer Information, Assistance and Outreach</b>								
(9205) Employment Services	386	315	315	0	0.0	0.0	0.0	0.0
(9215) Special Events	263	223	223	0	0.0	0.0	0.0	0.0
(9220) Training and Education	3,643	508	1,501	993	7.4	0.0	12.0	12.0
<b>Subtotal (9200) Consumer Info., Assistance and Outreach</b>	<b>4,292</b>	<b>1,046</b>	<b>2,039</b>	<b>993</b>	<b>7.4</b>	<b>0.0</b>	<b>12.0</b>	<b>12.0</b>
<b>(9300) In-Home and Continuing Care Program</b>								
(9325) In-Home and Day Care Services	7,131	5,984	6,120	136	0.0	0.0	0.0	0.0
(9330) Care Givers Support	757	787	787	0	0.0	0.0	0.0	0.0
<b>Subtotal (9300) In-Home and Continuing Care Program</b>	<b>7,887</b>	<b>6,770</b>	<b>6,907</b>	<b>136</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>(9400) Community Based Support Program</b>								
(9440) Health Promotion and Wellness	2,363	2,266	2,266	0	0.0	0.0	0.0	0.0
(9450) Community Services	8,376	7,582	7,621	39	0.0	0.0	0.0	0.0
(9470) Supportive Residential Facility	666	729	729	0	0.0	0.0	0.0	0.0
(9480) Advocacy/Elder Rights	519	478	478	0	0.0	0.0	0.0	0.0
<b>Subtotal (9400) Community-Based Support Program</b>	<b>11,923</b>	<b>11,055</b>	<b>11,094</b>	<b>38</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Total Proposed Operating Budget</b>	<b>26,938</b>	<b>23,004</b>	<b>23,934</b>	<b>931</b>	<b>30.9</b>	<b>27.5</b>	<b>39.5</b>	<b>12.0</b>

(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 2011 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## **FY 2011 Proposed Budget Changes**

**Intra-Agency Adjustments:** DCOA's budget is increased by approximately \$32,000 to reflect growth in the agency's fringe benefits rate. An addition of \$134,363 aligns the agency's fleet costs with Department of Public Works (DPW) estimates. An elimination of 1.0 FTE and the transfer of approximately \$75,000 from personal services to grant funds reflects the transfer of staff for the Washington Elderly Handicapped Transportation Services (WEHTS) from DCOA to the relevant grantee. The Federal Grants budget for DCOA is reduced by \$235,000 to reflect the discontinuation of Recovery Act stimulus funding for home-delivered and congregate meals in FY 2011. The Federal Grants budget is also increased by \$665,672 to reflect updated grant notifications. To correct the allocation of personal services across funds, two FTEs are transferred out of Federal funds and three FTEs are transferred into Local funds.

**Transfers In/Out:** A transfer of \$462,821 to the new fixed cost agency and the Office of Finance and Resource Management (OFRM) reflects the centralization of facility and telecom fixed costs. Similarly, \$37,520 in procurement and human resources assessments is transferred to the Office of Contracting and Procurement (OCP) and the D.C. Department of Human Resources (DCHR). DCOA's intra-District budget has also been corrected to reflect the transfer of funds from the Department of Health Care Finance (DHCF) to DCOA through a continuing Memorandum of Understanding (MOU) to fund the operations and up to 12.0 FTEs of the Aging and Disability Resource Center (ADRC).

A transfer-in of \$129,000 in personal services and 2.0 FTEs, and \$53,100 to supplement the In-Home and day care Services and Care Givers Support activities, comes from the Office of Community Affairs.

**Cost Savings:** Given the forthcoming long-term lease arrangement for operations of the Washington Center for Aging Services (WCAS), DCOA will save \$646,319 by no longer subsidizing the Center Care Day Care program located at that site; per the lease agreement, the new operator will cover this program at their cost. By consolidating several congregate meal sites, DCOA will save \$135,175 annually. Sites selected for consolidation will be those with low uti-

lization and within close distance of alternate congregate meal sites; all seniors currently served at sites selected for consolidation will be served at alternate locations. Through using more efficient lease arrangements and purchasing new vehicles with lower maintenance and repair costs, DCOA will save \$95,195 in fleet expenses associated with the WEHTS, home-delivered meals and its lead agencies' vehicles. Pursuing external sponsorships and condensing its monthly advertising in the Senior Beacon publication will save \$50,000. Further savings of \$217,566 in Local and federal funds will be achieved by consolidating administrative duties within DCOA.

**Protected Programs:** The FY 2011 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; case management; senior centers; operations and management of the Aging and Disability Resource Center; and wellness/health promotion programs.

**Policy Initiatives:** A proposed Local funds enhancement of \$610,000 will fund competitive grants to operate the new Ward 1 and Ward 6 Senior Wellness Centers that will be fully operational in FY 2011. In addition, \$175,493 will fund needed operational, maintenance and capital improvements at the four currently operating Senior Wellness Centers. Finally, to support expansion of the Money Follows the Person program, partial funding for an outreach specialist is added to DCOA's budget; the remainder of the funding for this position is covered by the DHCF.

## FY 2010 Approved Budget to FY 2011 Proposed Budget, by Revenue Type

Table BY0-5 itemizes the changes by revenue type between the FY 2010 approved budget and the FY 2011 proposed budget.

**Table BY0-5**  
(dollars in thousands)

	PROGRAM	BUDGET	FTE
<b>LOCAL FUND: FY 2010 Approved Budget and FTE</b>		<b>16,218</b>	<b>17.5</b>
Cost Decrease: Align subsidy for Center Care Day Care Program with new lease arrangement	Community-Based Support Program	-646	0.0
Cost Decrease: Consolidate congregate meal locations	Community-Based Support Program	-135	0.0
Cost Decrease: Reduce fleet expenditures due to lease arrangement and acquisition of new vehicles with lower maintenance costs	Community-Based Support Program	-95	0.0
Reduce: Consolidate and pursue external sponsorship for monthly advertising	Consumer Info., Assistance & Outreach	-50	0.0
Eliminate: Reduce administrative staff by shifting responsibilities to remaining FTEs	Agency Management Services	-129	-2.0
Enhance: Provide grant funding for operations of two new Senior Wellness Centers	Community-Based Support Program	610	0.0
Cost Increase: Funds needed for operational, capital and maintenance improvements to existing Senior Wellness Centers	Community-Based Support Program	175	0.0
Create: Add personal services budget for Money Follows the Person program	Agency Management Services	32	0.0
Cost Decrease: Align FTE funding with revised WEHTS grant agreement	Community-Based Support Program	-75	-1.0
Correct: Reprogram funds from nonpersonal services for FTE correction	Community-Based Support Program	75	0.0
Correct: Align FTEs with the correct fund	Agency Management Services	129	3.0
Cost Increase: Adjust fringe benefits based on historical growth rate	Multiple Programs	32	0.0
Transfer Out: Transfer facility and telecom fixed costs to new fixed cost agency and OFRM	Agency Management Services	-463	0.0
Transfer Out: Transfer procurement and human resources assessments to OCP/DCHR	Agency Management Services	-38	0.0
Cost Increase: Align fleet assessment with DPW estimates	Agency Management Services	134	0.0
Reduce: Hold salary steps constant	Multiple Programs	-12	0.0
Transfer In: Transfer in from the Office of Community Affairs	Agency Management Services	129	2.0
Transfer In: Transfer in from the Office of Community Affairs	In-Home & Continuing Care Program	53	0.0
<b>LOCAL FUND: FY 2011 Proposed Budget and FTE</b>		<b>15,944</b>	<b>19.5</b>

(Continued on next page)

**Table BY0-5 (continued)**  
(dollars in thousands)

	<b>PROGRAM</b>	<b>BUDGET</b>	<b>FTE</b>
<b>FEDERAL GRANT FUNDS: FY 2010 Approved Budget and FTE</b>		<b>6,786</b>	<b>10.0</b>
Eliminate: Remove Recovery Act funds for congregate and home-delivered meals due to discontinuation of ARRA Stimulus funds	Multiple Programs	-235	0.0
Correct: Adjust federal grants budget to reflect grant notification	Multiple Programs	666	0.0
Correct: Align FTEs with the correct fund and with grant limitations	Multiple Programs	-129	-1.0
Eliminate: Reduce administrative staff by shifting responsibilities to remaining FTEs	Agency Management Services	-89	-1.0
Cost Increase: Adjust fringe benefits based on historical growth rate	Multiple Programs	3	0.0
Reduce: Hold salary steps constant	Multiple Programs	-3	0.0
<b>FEDERAL GRANT FUND: FY 2011 Proposed Budget and FTE</b>		<b>6,999</b>	<b>8.0</b>
<b>INTRA-DISTRICT FUNDS: FY 2010 Approved Budget and FTE</b>		<b>0</b>	<b>0.0</b>
Correct: Add intra-District budget authority and FTEs for ADRC positions funded through DHCF	Multiple Programs	1,000	12.0
Reduce: Hold salary steps constant	Multiple Programs	-9	0.0
<b>INTRA-DISTRICT FUNDS: FY 2011 Proposed Budget and FTE</b>		<b>991</b>	<b>12.0</b>
<b>Gross for BY0 - D. C. Office on Aging</b>		<b>23,934</b>	<b>39.5</b>

### Agency Performance Plan

The agency's performance plan has the following objectives for FY 2011:

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

**Objective 2:** Ensure that older adults who want 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

Table BY0-6

Measure	FY 2008 Actual	FY 2009 Target	FY 2009 Actual	FY 2010 Projection	FY 2011 Projection	FY 2012 Projection
Number of seniors receiving health promotion, nutrition education and counseling programs at centers and network sites	11,512	12,000	6,336	7,000	8,000	9,000
Percent of persons requesting and receiving nutritious meals	99%	98%	100%	98%	98%	98%
Percent of wellness center participants who increase their awareness and adopt healthy behaviors as identified by improvements in their overall health <sup>1</sup>	N/A	60%	85%	75%	80%	85%
Percent of seniors seeking employment and receiving job placements	54%	55%	24%	50%	55%	60%
Percent of participants in UDC specialized job skill training program placed in unsubsidized jobs	N/A	N/A	15%	50%	55%	60%
Number of elderly and disabled customers served by DCOA and ADRC	N/A	N/A	18,215	19,000	20,000	21,000
Number of new customers served by ADRC age 18 -59	N/A	N/A	451	500	600	700
Total number of ADRC cases	N/A	N/A	687	1,000	1,300	1,500
Average time (days) to close ADRC case	N/A	N/A	21 days	14 days	14 days	7 days
Number of new EPD Waiver applications and re-certifications processed (DHS:IMA and ADRC combined)	N/A	N/A	2,945	3,500	4,500	4,500
Number of persons attending DCOA/ADRC outreach events and activities	N/A	N/A	11,068	14,000	16,000	18,000
Cost savings from vehicle maintenance due to new vehicles	N/A	N/A	\$0	\$100,000	\$125,000	\$125,000
Average delivery time per home delivered meal (minutes)	N/A	N/A	3 to 5	2	2	2
Number of organized Aging in Place programs and Senior Villages funded and operational	N/A	N/A	5	5	5	5
Value of competitive grants awarded to DCOA	N/A	N/A	\$50,000	\$500,000	\$700,000	\$750,000

<sup>1</sup> The metric for this measure is changing as of FY 2010. As of FY 2010, this measure will better evaluate and track evidence-based health outcomes using the Enhanced Fitness program.

**ADRC:** Aging and Disability Resource Center

**EPD:** Elderly residents and individuals with Physical Disabilities

