

Agency Summary And Certification

FY 2025 Request

Agency: Commission on Aging

187

In accordance with 67-3502 Idaho Code, I certify the included budget properly states the receipts and expenditures of the departments (agency, office, or institution) for the fiscal years indicated.

Signature of Department Director: Judy Taylor

Date: 09/01/2023

			FY 2023 Total Appropriation	FY 2023 Total Expenditures	FY 2024 Original Appropriation	FY 2024 Estimated Expenditures	FY 2025 Total Request
Appropriation Unit							
Commission on Aging			24,721,300	21,220,000	21,202,100	21,614,200	18,541,006
Total			24,721,300	21,220,000	21,202,100	21,614,200	18,541,006
By Fund Source							
G	10000	General	9,209,200	8,401,100	5,361,600	5,773,700	6,319,750
F	34400	Federal	4,681,700	2,644,500	5,288,600	5,288,600	1,800,000
F	34500	Federal	725,200	534,900	150,000	150,000	0
F	34800	Federal	10,105,200	9,639,500	10,401,900	10,401,900	10,421,256
Total			24,721,300	21,220,000	21,202,100	21,614,200	18,541,006
By Account Category							
Personnel Cost			1,438,300	1,342,600	1,704,000	1,704,000	1,711,506
Operating Expense			1,868,400	865,000	951,600	951,600	869,200
Capital Outlay			0	65,400	68,400	68,400	71,100
Trustee/Benefit			21,414,600	18,947,000	18,478,100	18,890,200	15,889,200
Total			24,721,300	21,220,000	21,202,100	21,614,200	18,541,006
FTP Positions			14.00	14.00	14.00	14.00	15.00
Total			14.00	14.00	14.00	14.00	15.00

Division Description

Request for Fiscal Year: 2025

Agency: Commission on Aging

187

Division: Commission on Aging

CA1

Statutory Authority: 67-5001

Description:

The Idaho Commission on Aging (ICOA) was designated by the Governor in 1968 and has the power and duty to implement the Federal Older Americans Act, and the Idaho Senior Services Act. The ICOA Director and staff are advised by a seven-member commission on aging appointed by the Office of the Governor.

ICOA plans, coordinates, and promotes a statewide network designed to support aging Idahoans to live healthy and dignified lives in the communities of their choice. Services are targeted to those most in need and at risk of early institutionalization and include meals, transportation, homemaker, caregiver support, and respite. ICOA also leads the effort to keep aging Idahoans safe through the Adult Protective Services, Ombudsmen, and senior legal assistance programs.

Direct services are provided through six Area Agencies on Aging (AAA) and are guided by local Area Plans specifically developed to address the needs in each of their respective Planning and Service Areas (PSA). Each Area Plan is developed through research, analysis, strategy identification, stakeholder, and public participation and advances the goals and objectives developed in the ICOA's four-year Senior Services State Plan.

Idaho Commission on Aging Mission Statement:

Transform the aging experience by leading planning, policies, partnerships, and programs, that honor choices and increase well-being for Idahoans as we age.

Idaho Commission on Aging Vision Statement

Idahoans make informed choices to age well and live well.

Strategic Pillars and Goals:

Demonstrates Administrative Excellence

Promote excellence and innovation throughout the aging network to meet the diverse needs of older Idahoans and our caregivers.

Keep Learning

Idahoans are empowered with the confidence and tools to thrive through the journey of aging.

Stay Connected

Idahoans are connected to the people, programs, and services they need to facilitate the highest quality of life.

Stay Home

Idahoans are supported to live independent and healthy lives in the communities of their choice.

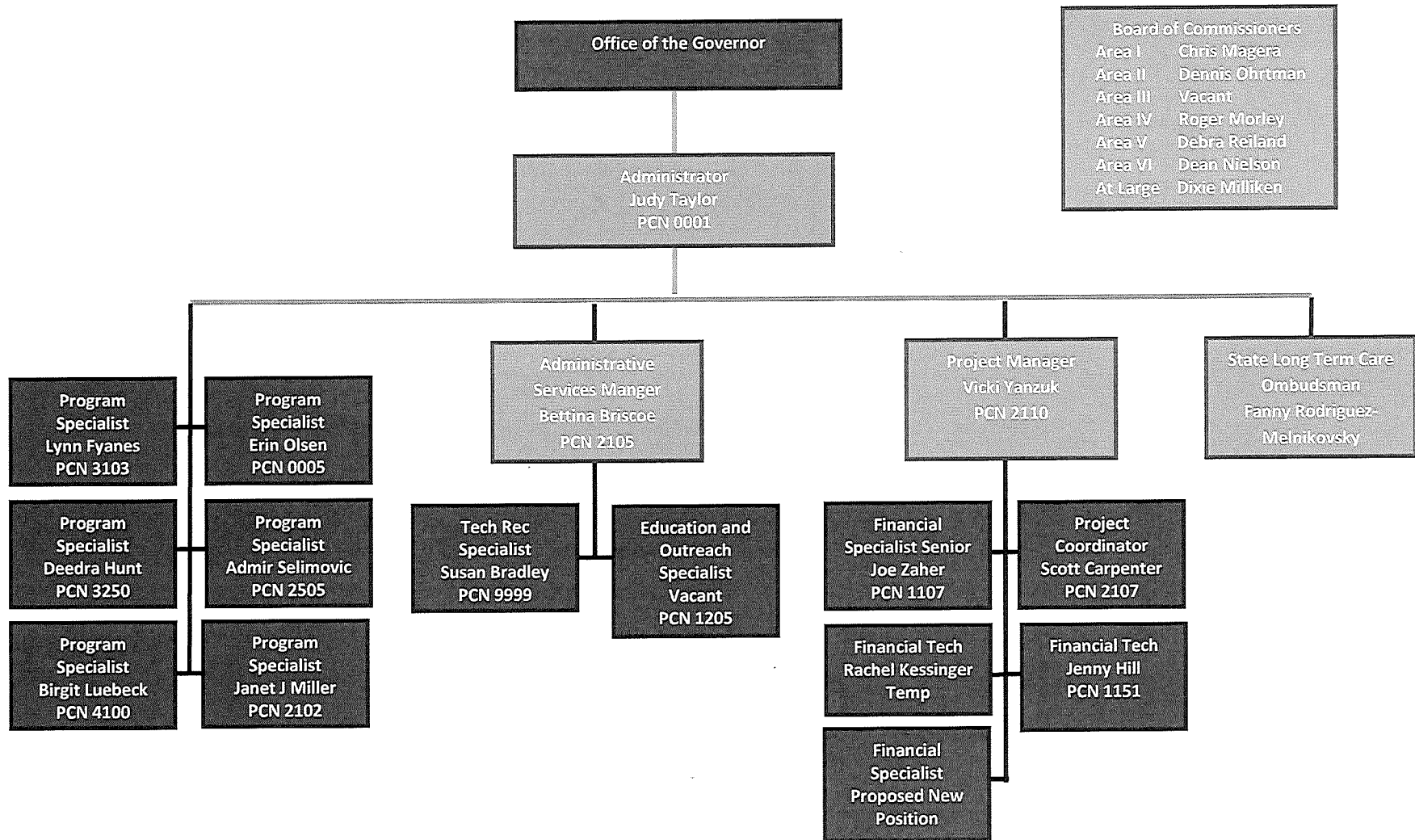
Stay Safe

Idahoans promote resiliency, self-determination, and dignity for older and vulnerable adults.

Roles and Responsibilities:

1. Advocate for older Idahoans in state government and throughout communities across the state
2. Plan, coordinate, and monitor a statewide system of home and community-based services
3. Serve as an advisory body regarding state legislative issues affecting older Idahoans
4. Promulgate, adopt, amend, and rescind rules related to programs and services administered by the Commission
5. Assist local communities to plan, develop, and implement home and community-based services

Idaho Commission on Aging Organizational Chart



Board of Commissioners	
Area I	Chris Magera
Area II	Dennis Ohrtman
Area III	Vacant
Area IV	Roger Morley
Area V	Debra Reiland
Area VI	Dean Nielson
At Large	Dixie Milliken

Agency Revenues

Agency: Commission on Aging

		FY 21 Actuals	FY 22 Actuals	FY 23 Actuals	FY 24 Estimated Revenue	FY 25 Estimated Revenue	Significant Assumptions
Fund 34400	American Rescue Plan Act - ARPA						
450	Fed Grants & Contributions	0	1,545,991	2,585,768	5,288,600	1,800,000	ARPA Grants end 9/30/2024.
	American Rescue Plan Act - ARPA Total	0	1,545,991	2,585,768	5,288,600	1,800,000	
Fund 34500	Cares Act - Covid 19						
450	Fed Grants & Contributions	3,507,000	30,558	625,854	150,000	0	COVID Grants end 9/30/2023.
	Cares Act - Covid 19 Total	3,507,000	30,558	625,854	150,000	0	
Fund 34800	Federal (Grant)						
450	Fed Grants & Contributions	8,645,400	8,314,307	9,690,190	9,980,900	10,280,300	Federal awards generally increase by 3% annually.
470	Other Revenue	0	173	0	0	0	
	Federal (Grant) Total	8,645,400	8,314,480	9,690,190	9,980,900	10,280,300	
	Agency Name Total	12,152,400	9,891,029	12,901,812	15,419,500	12,080,300	

Analysis of Fund Balances

Request for Fiscal Year: 2025

Agency: Commission on Aging

187

Fund: American Rescue Plan Act - ARPA

34400

Sources and Uses:

	FY 21 Actuals	FY 22 Actuals	FY 23 Actuals	FY 24 Estimate	FY 25 Estimate
01. Beginning Free Fund Balance	0	0	(116,088)	(174,837)	(1,963,437)
02. Encumbrances as of July 1	0	0	0	0	0
02a. Reappropriation (Legislative Carryover)	0	0	0	0	0
03. Beginning Cash Balance	0	0	(116,088)	(174,837)	(1,963,437)
04. Revenues (from Form B-11)	0	1,545,991	2,585,768	3,500,000	500,000
05. Non-Revenue Receipts and Other Adjustments	0	750,000	750,000	750,000	750,000
06. Statutory Transfers In	0	0	0	0	0
07. Operating Transfers In	0	0	0	0	0
08. Total Available for Year	0	2,295,991	3,219,680	4,075,163	(713,437)
09. Statutory Transfers Out	0	0	0	0	0
10. Operating Transfers Out	0	0	0	0	0
11. Non-Expenditure Distributions and Other Adjustments	0	0	0	0	0
12. Cash Expenditures for Prior Year Encumbrances	0	0	0	0	0
13. Original Appropriation	0	2,886,200	4,681,700	5,288,600	1,800,000
14. Prior Year Reappropriations, Supplementals, Recessions	0	0	0	0	0
15. Non-cogs, Receipts to Appropriations, etc.	0	0	0	0	0
16. Reversions and Continuous Appropriations	0	(1,224,121)	(2,037,183)	0	0
17. Current Year Reappropriation	0	0	0	0	0
18. Reserve for Current Year Encumbrances	0	0	0	0	0
19. Current Year Cash Expenditures	0	1,662,079	2,644,517	5,288,600	1,800,000
19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)	0	1,662,079	2,644,517	5,288,600	1,800,000
20. Ending Cash Balance	0	633,912	575,163	(1,213,437)	(2,513,437)
21. Prior Year Encumbrances as of June 30	0	0	0	0	0
22. Current Year Encumbrances as of June 30	0	0	0	0	0
22a. Current Year Reappropriation	0	0	0	0	0
23. Borrowing Limit	0	750,000	750,000	750,000	750,000
24. Ending Free Fund Balance	0	(116,088)	(174,837)	(1,963,437)	(3,263,437)
24a. Investments Direct by Agency (GL 1203)	0	0	0	0	0
24b. Ending Free Fund Balance Including Direct Investments	0	(116,088)	(174,837)	(1,963,437)	(3,263,437)
26. Outstanding Loans (if this fund is part of a loan program)	0	0	0	0	0

Note:

Analysis of Fund Balances

Request for Fiscal Year: 2025

Agency: Commission on Aging

187

Fund: Cares Act - Covid 19

34500

Sources and Uses:

	FY 21 Actuals	FY 22 Actuals	FY 23 Actuals	FY 24 Estimate	FY 25 Estimate
01. Beginning Free Fund Balance	233,100	(56,300)	(188,500)	(46,363)	(46,363)
02. Encumbrances as of July 1	0	151,500	51,200	0	0
02a. Reappropriation (Legislative Carryover)	0	86,100	0	0	0
03. Beginning Cash Balance	233,100	181,300	(137,300)	(46,363)	(46,363)
04. Revenues (from Form B-11)	3,507,000	30,600	625,854	150,000	0
05. Non-Revenue Receipts and Other Adjustments	0	300,000	300,000	300,000	0
06. Statutory Transfers In	0	0	0	0	0
07. Operating Transfers In	0	0	0	0	0
08. Total Available for Year	3,740,100	511,900	788,554	403,637	(46,363)
09. Statutory Transfers Out	0	0	0	0	0
10. Operating Transfers Out	0	0	0	0	0
11. Non-Expenditure Distributions and Other Adjustments	0	0	0	0	0
12. Cash Expenditures for Prior Year Encumbrances	0	100,300	0	0	0
13. Original Appropriation	0	724,700	380,100	150,000	0
14. Prior Year Reappropriations, Supplementals, Recessions	862,400	86,100	345,100	0	0
15. Non-cogs, Receipts to Appropriations, etc.	2,934,000	415,500	0	0	0
16. Reversions and Continuous Appropriations	0	(977,400)	(190,283)	0	0
17. Current Year Reappropriation	(86,100)	0	0	0	0
18. Reserve for Current Year Encumbrances	(151,500)	0	0	0	0
19. Current Year Cash Expenditures	3,558,800	248,900	534,917	150,000	0
19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)	3,710,300	248,900	534,917	150,000	0
20. Ending Cash Balance	181,300	162,700	253,637	253,637	(46,363)
21. Prior Year Encumbrances as of June 30	0	51,200	0	0	0
22. Current Year Encumbrances as of June 30	151,500	0	0	0	0
22a. Current Year Reappropriation	86,100	0	0	0	0
23. Borrowing Limit	0	300,000	300,000	300,000	0
24. Ending Free Fund Balance	(56,300)	(188,500)	(46,363)	(46,363)	(46,363)
24a. Investments Direct by Agency (GL 1203)	0	0	0	0	0
24b. Ending Free Fund Balance Including Direct Investments	(56,300)	(188,500)	(46,363)	(46,363)	(46,363)
26. Outstanding Loans (if this fund is part of a loan program)	0	0	0	0	0

Note:

Analysis of Fund Balances

Request for Fiscal Year: 2025

Agency: Commission on Aging

187

Fund: Federal (Grant)

34800

Sources and Uses:

	FY 21 Actuals	FY 22 Actuals	FY 23 Actuals	FY 24 Estimate	FY 25 Estimate
01. Beginning Free Fund Balance	51,400	0	(1,023,000)	(971,369)	(1,392,369)
02. Encumbrances as of July 1	0	0	0	0	0
02a. Reappropriation (Legislative Carryover)	0	0	0	0	0
03. Beginning Cash Balance	51,400	0	(1,023,000)	(971,369)	(1,392,369)
04. Revenues (from Form B-11)	8,645,400	8,314,500	9,690,190	9,980,900	10,280,300
05. Non-Revenue Receipts and Other Adjustments	300,000	1,500,000	3,000,000	3,000,000	3,000,000
06. Statutory Transfers In	0	0	0	0	0
07. Operating Transfers In	0	0	0	0	0
08. Total Available for Year	8,996,800	9,814,500	11,667,190	12,009,531	11,887,931
09. Statutory Transfers Out	0	0	0	0	0
10. Operating Transfers Out	0	0	0	0	0
11. Non-Expenditure Distributions and Other Adjustments	0	0	(905)	0	0
12. Cash Expenditures for Prior Year Encumbrances	0	0	0	0	0
13. Original Appropriation	9,240,800	9,376,900	9,355,200	10,401,900	10,713,957
14. Prior Year Reappropriations, Supplementals, Recessions	0	0	750,000	0	0
15. Non-cogs, Receipts to Appropriations, etc.	0	0	0	0	0
16. Reversions and Continuous Appropriations	(791,600)	(39,400)	(465,736)	0	0
17. Current Year Reappropriation	0	0	0	0	0
18. Reserve for Current Year Encumbrances	0	0	0	0	0
19. Current Year Cash Expenditures	8,449,200	9,337,500	9,639,464	10,401,900	10,713,957
19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)	8,449,200	9,337,500	9,639,464	10,401,900	10,713,957
20. Ending Cash Balance	547,600	477,000	2,028,631	1,607,631	1,173,974
21. Prior Year Encumbrances as of June 30	0	0	0	0	0
22. Current Year Encumbrances as of June 30	0	0	0	0	0
22a. Current Year Reappropriation	0	0	0	0	0
23. Borrowing Limit	300,000	1,500,000	3,000,000	3,000,000	3,000,000
24. Ending Free Fund Balance	247,600	(1,023,000)	(971,369)	(1,392,369)	(1,826,026)
24a. Investments Direct by Agency (GL 1203)	0	0	0	0	0
24b. Ending Free Fund Balance Including Direct Investments	247,600	(1,023,000)	(971,369)	(1,392,369)	(1,826,026)
26. Outstanding Loans (if this fund is part of a loan program)	0	0	0	0	0

Note:

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
Agency	Commission on Aging						187
Division	Commission on Aging						CA1
Appropriation Unit	Commission on Aging						GVJA
FY 2023 Total Appropriation							
1.00	FY 2023 Total Appropriation						GVJA
	HB687						
	10000 General	5.94	620,200	280,600	0	8,308,400	9,209,200
	34400 Federal	0.00	0	480,400	0	4,201,300	4,681,700
	34500 Federal	0.00	0	592,200	0	133,000	725,200
	34800 Federal	8.06	818,100	515,200	0	8,771,900	10,105,200
		14.00	1,438,300	1,868,400	0	21,414,600	24,721,300
1.13	PY Executive Carry Forward						GVJA
	34500 Federal	0.00	0	0	0	51,200	51,200
		0.00	0	0	0	51,200	51,200
1.21	Account Transfers						GVJA
	10000 General	0.00	0	0	0	0	0
	OT 10000 General	0.00	0	60,000	0	(60,000)	0
	OT 34500 Federal	0.00	0	(129,200)	0	129,200	0
	34800 Federal	0.00	0	(65,400)	65,400	0	0
		0.00	0	(134,600)	65,400	69,200	0
1.61	Reverted Appropriation Balances						GVJA
	10000 General	0.00	0	(47,100)	0	(348,900)	(396,000)
	34400 Federal	0.00	0	(469,500)	0	(1,567,700)	(2,037,200)
	OT 34400 Federal	0.00	0	0	0	0	0
	34500 Federal	0.00	0	(70,800)	0	(170,700)	(241,500)
	34800 Federal	0.00	(95,700)	(281,400)	0	(88,600)	(465,700)
		0.00	(95,700)	(868,800)	0	(2,175,900)	(3,140,400)
1.81	CY Executive Carry Forward						GVJA
	OT 10000 General	0.00	0	0	0	(412,100)	(412,100)
		0.00	0	0	0	(412,100)	(412,100)
FY 2023 Actual Expenditures							
2.00	FY 2023 Actual Expenditures						GVJA
	10000 General	5.94	620,200	233,500	0	7,959,500	8,813,200
	OT 10000 General	0.00	0	60,000	0	(472,100)	(412,100)
	34400 Federal	0.00	0	10,900	0	2,633,600	2,644,500
	OT 34400 Federal	0.00	0	0	0	0	0
	34500 Federal	0.00	0	521,400	0	13,500	534,900
	OT 34500 Federal	0.00	0	(129,200)	0	129,200	0
	34800 Federal	8.06	722,400	168,400	65,400	8,683,300	9,639,500

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
		14.00	1,342,600	865,000	65,400	18,947,000	21,220,000
FY 2024 Original Appropriation							
3.00	FY 2024 Original Appropriation						GVJA
	SB1134						
	10000 General	5.94	648,300	295,700	0	4,417,600	5,361,600
	OT 34400 Federal	0.00	200,000	200,000	0	4,888,600	5,288,600
	OT 34500 Federal	0.00	0	0	0	150,000	150,000
	34800 Federal	8.06	855,700	455,900	68,400	9,021,900	10,401,900
		14.00	1,704,000	951,600	68,400	18,478,100	21,202,100
FY 2024 Total Appropriation							
5.00	FY 2024 Total Appropriation						GVJA
	10000 General	5.94	648,300	295,700	0	4,417,600	5,361,600
	OT 34400 Federal	0.00	200,000	200,000	0	4,888,600	5,288,600
	OT 34500 Federal	0.00	0	0	0	150,000	150,000
	34800 Federal	8.06	855,700	455,900	68,400	9,021,900	10,401,900
		14.00	1,704,000	951,600	68,400	18,478,100	21,202,100
Appropriation Adjustments							
6.11	Executive Carry Forward						GVJA
	OT 10000 General	0.00	0	0	0	412,100	412,100
		0.00	0	0	0	412,100	412,100
FY 2024 Estimated Expenditures							
7.00	FY 2024 Estimated Expenditures						GVJA
	10000 General	5.94	648,300	295,700	0	4,417,600	5,361,600
	OT 10000 General	0.00	0	0	0	412,100	412,100
	OT 34400 Federal	0.00	200,000	200,000	0	4,888,600	5,288,600
	OT 34500 Federal	0.00	0	0	0	150,000	150,000
	34800 Federal	8.06	855,700	455,900	68,400	9,021,900	10,401,900
		14.00	1,704,000	951,600	68,400	18,890,200	21,614,200
Base Adjustments							
8.41	Removal of One-Time Expenditures						GVJA
	This decision unit removes one-time appropriation for FY 2024.						
	OT 34400 Federal	0.00	(200,000)	(200,000)	0	(4,888,600)	(5,288,600)
	OT 34500 Federal	0.00	0	0	0	(150,000)	(150,000)
		0.00	(200,000)	(200,000)	0	(5,038,600)	(5,438,600)
FY 2025 Base							
9.00	FY 2025 Base						GVJA
	10000 General	5.94	648,300	295,700	0	4,417,600	5,361,600
	OT 34400 Federal	0.00	0	0	0	0	0
	OT 34500 Federal	0.00	0	0	0	0	0
	34800 Federal	8.06	855,700	455,900	68,400	9,021,900	10,401,900

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
		14.00	1,504,000	751,600	68,400	13,439,500	15,763,500
Program Maintenance							
10.11	Change in Health Benefit Costs						GVJA
	10000 General	0.00	4,158	0	0	0	4,158
	34800 Federal	0.00	6,342	0	0	0	6,342
		0.00	10,500	0	0	0	10,500
10.12	Change in Variable Benefit Costs						GVJA
	10000 General	0.00	3,069	0	0	0	3,069
	34800 Federal	0.00	3,682	0	0	0	3,682
		0.00	6,751	0	0	0	6,751
10.21	General Inflation Adjustments						GVJA
	ICOA requests a 3% inflation increase for OE in General Fund.						
	10000 General	0.00	0	4,300	0	44,200	48,500
		0.00	0	4,300	0	44,200	48,500
10.23	Contract Inflation Adjustments						GVJA
	Management Information System Contract						
	10000 General	0.00	0	7,000	0	0	7,000
		0.00	0	7,000	0	0	7,000
	Office Building Lease						
	34800 Federal	0.00	0	0	2,700	0	2,700
		0.00	0	0	2,700	0	2,700
10.61	Salary Multiplier - Regular Employees						GVJA
	10000 General	0.00	5,492	0	0	0	5,492
	34800 Federal	0.00	6,632	0	0	0	6,632
		0.00	12,124	0	0	0	12,124
FY 2025 Total Maintenance							
11.00	FY 2025 Total Maintenance						GVJA
	10000 General	5.94	661,019	307,000	0	4,461,800	5,429,819
	OT 34400 Federal	0.00	0	0	0	0	0
	OT 34500 Federal	0.00	0	0	0	0	0
	34800 Federal	8.06	872,356	455,900	71,100	9,021,900	10,421,256
		14.00	1,533,375	762,900	71,100	13,483,700	15,851,075
Line Items							
12.01	1.0 FTP - Financial Specialist						GVJA
	The increased complexity of the LUMA accounting system, coupled with increased funding and reporting requirements makes it necessary for ICOA to add to its accounting staff. Workload has exceeded current staffing capacity.						
	10000 General	1.00	78,131	0	0	0	78,131
	OT 10000 General	0.00	0	6,300	0	0	6,300
		1.00	78,131	6,300	0	0	84,431
12.02	State Nutrition Funding						GVJA

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
Area Agencies on Aging across the state report the need to increase funding to cover growth related to increased numbers of Idahoans aging in the community. Good nutrition keeps seniors aging in place, avoiding institutionalization for as long as possible.							
10000	General	0.00	0	0	0	805,500	805,500
		0.00	0	0	0	805,500	805,500
12.03	American Rescue Plan Act - Direct Federal Funding						GVJA
Request one-time funding in Fund 0344, T&B \$1,800,000.							
This Decision Unit represents funding from the American Rescue Plan Act (ARPA) designed to support State Units on Aging programs.							
OT 34400	Federal	0.00	100,000	100,000	0	1,600,000	1,800,000
		0.00	100,000	100,000	0	1,600,000	1,800,000
FY 2025 Total							
13.00	FY 2025 Total						GVJA
10000	General	6.94	739,150	307,000	0	5,267,300	6,313,450
OT 10000	General	0.00	0	6,300	0	0	6,300
OT 34400	Federal	0.00	100,000	100,000	0	1,600,000	1,800,000
OT 34500	Federal	0.00	0	0	0	0	0
34800	Federal	8.06	872,356	455,900	71,100	9,021,900	10,421,256
		15.00	1,711,506	869,200	71,100	15,889,200	18,541,006

Agency: Commission on Aging

187

Decision Unit Number	12.01	Descriptive Title	1.0 FTP - Financial Specialist		General	Dedicated	Federal	Total
Request Totals								
		50 - Personnel Cost			78,131	0	0	78,131
		55 - Operating Expense			6,300	0	0	6,300
		70 -			0	0	0	0
		80 - Trustee/Benefit			0	0	0	0
		Totals			84,431	0	0	84,431
		Full Time Positions			1.00	0.00	0.00	1.00
Appropriation Unit:		Commission on Aging						GVJA
Personnel Cost								
		500 Employees			52,000	0	0	52,000
		512 Employee Benefits			11,681	0	0	11,681
		513 Health Benefits			14,450	0	0	14,450
		Personnel Cost Total			78,131	0	0	78,131
Operating Expense								
		613 Administrative Supplies			6,300	0	0	6,300
		Operating Expense Total			6,300	0	0	6,300
FTP - Permanent								
		500 Employees			0	0	0	0
		FTP - Permanent Total			0	0	0	0
Full Time Positions								
		FTP - Permanent			1.00	0.00	0.00	1.00
		Full Time Positions Total			0	0	0	0
					84,431	0	0	84,431

Explain the request and provide justification for the need.

The Commission is requesting a Financial Specialists position. The position is required due to the increased complexity of accounting systems, coupled with increased funding and reporting requirements.

The position will assist the Commission with:

- Required fiscal processes such as invoices, p-card transactions, federal draws, travel, appropriations, checks, encumbrances, W-9s, warrant cancellations, adjustments, vendor inquiries.
- Maintaining the fiscal files and subrecipient audits
- Additional accounting entries required by the Luma system implementation.

The Commission has one Financial Specialist Sr. position and one Financial Technician. Due to the volume and complexity of work, the Fiscal Staff is unable to meet all deadlines required for State and Federal compliance without staff working overtime hours. The implementation of Luma has added additional complex accounting requirements that have added to the volume and time needed to complete basic accounting functions. This position will enable the Commission to maintain compliance with internal control requirements, audit standards and accounting standards.

If a supplemental, what emergency is being addressed?

N/A

Specify the authority in statute or rule that supports this request.

Indicate existing base of PC, OE, and/or CO by source for this request.

General Fund Base PC: \$648,300, OE: \$295,700. Based on FY 2024 Budget.

What resources are necessary to implement this request?

Computer equipment, office furniture such as desk and chair, telephone, miscellaneous office supplies.

List positions, pay grades, full/part-time status, benefits, terms of service.

Position: Financial Specialist
Pay Grade: K
Status: Full-Time
Benefits: Fully Benefitted
Term of Service: Permanent

Will staff be re-directed? If so, describe impact and show changes on org chart.

Staff will not be redirected.

Detail any current one-time or ongoing OE or CO and any other future costs.

One-time costs for computer \$2200, monitors \$1100, Computer Peripheral's \$500, desk \$700, chair \$300, Other miscellaneous office items \$500.

Describe method of calculation (RFI, market cost, etc.) and contingencies.

Costs for position based on information provided by LUMA Budget Position Wizard.
Costs of equipment based on Budget Development Manual and market information.

Provide detail about the revenue assumptions supporting this request.

Idaho Commission on Aging is requesting General Fund revenue support for this position.

Who is being served by this request and what is the impact if not funded?

The position will support Internal and External stakeholders by providing professional expertise to Commission on Aging and statewide Area on Aging staff concerning accounting best practices and policies, current and projected balances of varied accounts, and issuing payments. The position will also support continued Luma implementation and development.
If not funded, the Commission on Aging will have difficulty meeting internal controls and audit standards including the monitoring of subrecipients and reporting requirements.



State of Idaho

DIVISION OF HUMAN RESOURCES

Executive Office of the Governor

BRAD LITTLE
Governor
LORI A. WOLFF
Administrator

Idaho Personnel Commission
Mike Brassey, Chair
Mark Holubar
Sarah E. Griffin
Amy Manning
Nancy Merrill

August 15, 2023

Judy Taylor, Administrator
Idaho Commission on Aging
Dear Judy:

This letter is in response to your FY 2025 Budget request. Your initial request was received August 14, 2023 and listed the following requested item(s) for your FY 2025 budget:

1. Increase FTP by 1.0, Financial Specialist

After review of your request, DHR concurs with classification for the following:

1. 1.0 Financial Specialist, Pay Grade K

This letter attests that the Idaho Commission on Aging request(s) are in alignment with Division of Human Resources (DHR) policies. Please include this letter with your final budget submission to the Division of Financial Management (DFM).

If you have any questions or concerns about your requests, please do not hesitate to contact me at andrea.ryan@dhr.idaho.gov or 208.758.1618

Sincerely,

A handwritten signature in black ink, appearing to read "AR", with a stylized flourish at the end.

Andrea Ryan
Human Resource Manager

Cc: Krissy Veseth, Division of Financial Management

Agency: Commission on Aging

187

Decision Unit Number	12.02	Descriptive Title	State Nutrition Funding	General	Dedicated	Federal	Total
Request Totals							
		50 - Personnel Cost		0	0	0	0
		55 - Operating Expense		0	0	0	0
		70 -		0	0	0	0
		80 - Trustee/Benefit		805,500	0	0	805,500
			Totals	805,500	0	0	805,500
			Full Time Positions	0.00	0.00	0.00	0.00
Appropriation Unit:	Commission on Aging						GVJA
		Trustee/Benefit					
		885 Non Federal Payments Subgrantees		805,500	0	0	805,500
			Trustee/Benefit Total	805,500	0	0	805,500
				805,500	0	0	805,500

Explain the request and provide justification for the need.

Area Agencies on Aging across the state report the need to increase funding to cover growth related to increased numbers of Idahoans aging in the community. Good nutrition keeps seniors aging in place, avoiding institutionalization for as long as possible.

Nutrition and Socialization are fundamental to good health throughout our lifetimes and become vitally important in keeping homebound seniors as healthy as possible and avoiding institutional care.

The Commission on Aging runs the Home Delivered meal program across the state through 80 contracted meal providers, mostly community based Senior Centers.

If a supplemental, what emergency is being addressed?

N/A

Specify the authority in statute or rule that supports this request.

67-5003 (4)

Indicate existing base of PC, OE, and/or CO by source for this request.

What resources are necessary to implement this request?

No new resources are required, current staff and processes are sufficient.

List positions, pay grades, full/part-time status, benefits, terms of service.

N/A

Will staff be re-directed? If so, describe impact and show changes on org chart.

No staff will be redirected.

Detail any current one-time or ongoing OE or CO and any other future costs.

Describe method of calculation (RFI, market cost, etc.) and contingencies.

Costs reported to ICOA from Area Agencies on Aging (AAA's) associated with Home Delivered Meals (HDM) and Congregant Meals (CM).

Provide detail about the revenue assumptions supporting this request.

Our local Directors were asked to project the costs they would incur if they met projected demand this year, without running a wait list, here are the results based on 5 meals a week, 52 weeks of the year:

Nutrition Shortfall Projections:

AAA 1- \$80,000

AAA 2- \$69,000 (currently has a waitlist of 73 people)

AAA 3 – \$206,000

AAA 4 – \$65,000 (currently has a waitlist of 64 people)

AAA 5 – \$42,000

AAA 6 – \$49,000

Total Projected approximate Shortfall: \$493,000

In addition, we have received feedback that our current reimbursement rate is not covering the costs of food and labor.

In SFY 22 we served 721,558 meals. If HDM increase to 750,000 meals served, and the rate was increased 0.25 per meal the approximate dollars needed would be \$187,500.00

SFY 22 we served 450,069 congregant meals in senior centers around the state. If those meals increased to 500,000, and we raised the reimbursement rate by 0.25, it would cost \$125,000.

Summary:

HDM waitlist mitigation and growth: \$493,000

HDM rate increase: \$187,500.00

Congregant meal rate increase: \$125,000

Total: \$805,500

Who is being served by this request and what is the impact if not funded?

Idaho seniors who have lost the ability to drive, shop and cook for themselves are served home delivered meals. This allows them to age in place despite limited ability outside the home. Seniors across Idaho count on congregant meals, served in senior centers, for nutrition, socialization, and knowledge about programs and services. Without this funding less people will be served, and more institutionalizations will occur.

Meal sites are non-profits which run on a shoestring budgets. Without meal rate increases it is possible they may close or reduce service.



Commission on Aging

Brad Little, Governor

Judy B. Taylor, Director

Senior Nutrition Program Budget Request

Background

Nutrition and Socialization are fundamental to good health throughout our lifetimes and become vitally important in keeping homebound seniors as healthy as possible and avoiding institutional care.

The Commission on Aging runs the Home Delivered meal program across the state through 80 contracted meal providers, mostly community based Senior Centers.

SFY 22 Expenditures

State: \$381,754 (required match)

Federal: \$2,191,432

Total: \$ 2,573,186

Demand is increasing as Idahoans live longer in our communities, and our population rises. In SFY22 it was necessary to drop the number of meals per client from 7 a week to 5. This was accomplished to help the most people possible. Although we were able to help nutrition programs at an unprecedented rate, thus investing in the quality and sustainability of these small yet vital local organizations, only very limited funds were used to address the rising need and the unfortunate phenomenon of waitlists.

Our local Directors were asked to project the costs they would incur if the met projected demand this year, without running a wait list, here are the results based on 5 meals a week, 52 weeks of the year:

Nutrition Shortfall Projections:

AAA 1- \$80,000

AAA 2- \$69,000 (currently has a waitlist of 73 people)

AAA 3 – \$206,000

AAA 4 – \$65,000 (currently has a waitlist of 64 people)

AAA 5 – \$42,000

AAA 6 – \$49,000

Total Projected approximate Shortfall: \$493,000

In addition, we have received feedback that our current reimbursement rate is not covering the costs of food and labor.

Current Meal Reimbursement Rates:

	HDM	Congregate
AAAI	\$4.50	\$4.20
AAAI	\$3.56	\$3.15
AAAI	\$4.50	\$4.00
AAAI	\$3.90	\$3.50
AAAI	\$3.75	\$3.25
AAAI	\$3.25	\$2.80
Average AAA Reimbursement	\$3.91	\$3.48
Current AAA Price	\$4.50	\$4.00

In SFY 22 we served 721,558 meals. If HDM increase to 750,000 meals served, and the rate was increased 0.25 per meal the approximate dollars needed would be \$187,500.00

SFY 22 we served 450,069 congregant meals in senior centers around the state. If those meals increased to 500,000, and we raised the reimbursement rate by 0.25, it would cost \$125,000.

Summary:

HDM waitlist mitigation and growth: \$493,000

HDM rate increase: \$187,500.00

Congregant meal rate increase: \$125,000

Total: \$805,500

Of course, we can do any combo, and calculate with less than a 0.25 rate bump.

Thank you for any consideration. Yours in service to older Idahoans,

Judy

Agency: Commission on Aging

187

Decision Unit Number	12.03	Descriptive Title	American Rescue Plan Act - Direct Federal Funding	General	Dedicated	Federal	Total
Request Totals							
		50 - Personnel Cost		0	0	100,000	100,000
		55 - Operating Expense		0	0	100,000	100,000
		70 -		0	0	0	0
		80 - Trustee/Benefit		0	0	1,600,000	1,600,000
		Totals		0	0	1,800,000	1,800,000
		Full Time Positions		0.00	0.00	0.00	0.00
Appropriation Unit:	Commission on Aging						GVJA
Personnel Cost							
		500 Employees		0	0	100,000	100,000
		Personnel Cost Total		0	0	100,000	100,000
Operating Expense							
		559 General Services		0	0	100,000	100,000
		Operating Expense Total		0	0	100,000	100,000
Trustee/Benefit							
		857 Federal Payments To Subgrantees		0	0	1,600,000	1,600,000
		Trustee/Benefit Total		0	0	1,600,000	1,600,000
				0	0	1,800,000	1,800,000

Explain the request and provide justification for the need.

Request one-time funding in Fund 0344, PC \$100,000, OE \$100,000, T&B \$1,600,000. This Decision Unit represents funding from the American Rescue Plan Act (ARPA) designed to support State Units on Aging programs. The Idaho Commission on Aging (ICOA) will utilize ARPA funding to enhance Older Americans Act and Idaho Senior Services Act services by placing focus and emphasis on developing Idaho's Aging Network and service infrastructure. Funding will be utilized to close known gaps, meet strategic goals, create State level programming, and support local Area Agency on Aging services.

Most awards expire 9/30/2024. This appropriation will allow ICOA to pay final invoices and draw down remaining funds.

If a supplemental, what emergency is being addressed?

Specify the authority in statute or rule that supports this request.

Idaho Code 67-5005 and 15.01.01

Indicate existing base of PC, OE, and/or CO by source for this request.

FY 2025 Appropriation: PC \$100,000, OE \$100,000, TB \$1,600,000

What resources are necessary to implement this request?

No additional resources are required.

List positions, pay grades, full/part-time status, benefits, terms of service.

N/A

Will staff be re-directed? If so, describe impact and show changes on org chart.

No

Detail any current one-time or ongoing OE or CO and any other future costs.

N/A

Describe method of calculation (RFI, market cost, etc.) and contingencies.

Estimate based on expected remaining award balances at the end of FY 2024.

Provide detail about the revenue assumptions supporting this request.

Revenue assumptions are based on estimated balance remaining at the end of FY 2024.

Who is being served by this request and what is the impact if not funded?

ICOA utilized the funding for a variety of programs to serve older Idahoans and those that care for them. The programs included:

Older Idahoans Supportive Services:

Funding for Supportive Services is distributed to Idaho's six local Area Agencies on Aging (AAAs) through the interstate funding formula. AAAs leverage funding through volunteer recruitment and collaboration with local area non-profits including religious organizations. The ICOA has designed ARPA funding to target services to clients who, without these one-time funds, are unable to quickly mitigate and prevent unsafe or unhealthy living conditions and participate in their communities.

Supporting Senior Centers and Meal Programs

ICOA developed ARPA funding to attract congregate meal participants back to Senior Centers to increase socialization and access to other services provided at the meal site. The funding was targeted to Idaho non-profit meal providers/sites currently contracted with an Area Agency on Aging and located within local county and city jurisdictions. Funding was distributed to Area Agencies on Aging to provide to meal providers. Across Idaho, Senior Centers and other meal providers received ARPA funding to assist with reopening and managing meal sites. The meal programs received funds to modernize their centers including upgrading kitchen equipment and increasing safety and access to the centers.

Caregiver Assistance:

The ARPA funding was designed to implement targeted caregiver programs to address high level needs, unhealthy living conditions, and alleviating negative health effects due to long-term stay-at-home recommendations. Funding for Caregiver services was distributed to Idaho's six local Area Agencies on Aging through the interstate funding formula. Caregiver education and outreach

Adult Protective Services:

Idaho's Adult Protective Services (APS) system assists vulnerable adults who are unable to manage their own affairs, carry out the activities of daily living or protect themselves from abuse, neglect, or exploitation. APS serves adults (18+ years) who are the alleged victim of an APS report and are vulnerable to adult maltreatment or are at high risk of adult maltreatment. APS also aids caregiving families experiencing difficulties in maintaining the health or safety of a person who is vulnerable to adult maltreatment.

Expand the Public Health Workforce:

Funds are being used to conduct a pilot to recruit, hire, and train public health workers to respond to caregivers in crisis and prepare for future public health challenges. The pilot will inform the infrastructure needed to support unpaid family caregivers of persons with dementia (ADRD) and other clients / caregivers with the tools and services they need to effectively navigate their health and life options with care management and consumer-directed options. The pilot will hire Community Health Managers and Advocates (CHAs) to extend the reach of community care into underserved rural communities and those in greatest need to reduce disparities, caregiver burden and prevent or delay the need for a higher level of care for the care receiver.

DU 12.03 ARPA Direct Federal Funding

Estimated ARPA Funding

CFDA#/Cooperative Agreement # /Identifying #	Grant Type	Federal Granting Agency	FUND	Grant title	Description	Date of Expiration - If Known	FY 2025 Estimated Available Funds
93.044	F	HHS	344	ARPA for Title III Part B Supportive Services and Senior Centers	Senior Services	9/30/2024	\$500,000
93.044	C	HHS	344	ARPA (STPH) Expanding the Public Health Workforce within the Aging Network for States	Senior Programs	9/30/2024	\$200,000
93.045	F	HHS	344	ARPA for Title III, Part C Nutrition Services	Meals	9/30/2024	\$500,000
93.048	C	HHS	344	ARPA Idaho Public Health Workforce Special Programs for the Aging Title IV and Title II	Senior Programs	9/30/2024	\$50,000
93.747	C	HHS	344	ARPA for APS under SSA Title XX Section 2042(b) (APC6)	Elder Abuse	9/30/2024	\$500,000
93.747	C	HHS	344	ARPA LTC Ombudsman	Elder Abuse	9/30/2025	\$50,000
							\$1,800,000

PC	\$100,000
OE	\$100,000
T&B	\$1,600,000
	\$1,800,000

PCF Detail Report

Request for Fiscal Year: 2025

Agency: Commission on Aging

187

Appropriation Unit: Commission on Aging

GVJA

Fund: General Fund

10000

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
Totals from Personnel Cost Forecast (PCF)							
		Permanent Positions	5.94	449,348	81,672	96,881	627,901
		Total from PCF	5.94	449,348	81,672	96,881	627,901
		FY 2024 ORIGINAL APPROPRIATION	5.94	470,875	81,675	95,750	648,300
		Unadjusted Over or (Under) Funded:	.00	21,527	3	(1,131)	20,399
Adjustments to Wage and Salary							
NEWP-273611	90000	GROUP POSITION , Std Benefits/No NE Ret/No Health	.00	10,000	0	788	10,788
Estimated Salary Needs							
		Board, Group, & Missing Positions	.00	10,000	0	788	10,788
		Permanent Positions	5.94	449,348	81,672	96,881	627,901
		Estimated Salary and Benefits	5.94	459,348	81,672	97,669	638,689
Adjusted Over or (Under) Funding							
		Original Appropriation	.00	11,527	3	(1,919)	9,611
		Estimated Expenditures	.00	11,527	3	(1,919)	9,611
		Base	.00	11,527	3	(1,919)	9,611

PCF Detail Report

Request for Fiscal Year: 2025

Agency: Commission on Aging

187

Appropriation Unit: Commission on Aging

GVJA

Fund: American Rescue Plan Act - ARPA

34400

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
		FY 2024 ORIGINAL APPROPRIATION	.00	166,203	0	33,797	200,000
		Unadjusted Over or (Under) Funded:	.00	166,203	0	33,797	200,000
		Adjusted Over or (Under) Funding					
		Original Appropriation	.00	166,203	0	33,797	200,000
		Estimated Expenditures	.00	166,203	0	33,797	200,000
		Base	.00	(33,797)	0	33,797	0

PCF Detail Report

Request for Fiscal Year: 2025

Agency: Commission on Aging

187

Appropriation Unit: Commission on Aging

GVJA

Fund: Federal (Grant)

34800

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
Totals from Personnel Cost Forecast (PCF)							
		Permanent Positions	8.06	541,690	110,822	117,811	770,323
		Total from PCF	8.06	541,690	110,822	117,811	770,323
		FY 2024 ORIGINAL APPROPRIATION	8.06	619,004	110,825	125,871	855,700
		Unadjusted Over or (Under) Funded:	.00	77,314	3	8,060	85,377
Adjustments to Wage and Salary							
NEWP-410359	90000_H	GROUP POSITION, Std Benefits plus NE Health	.00	25,000	13,750	2,220	40,970
Estimated Salary Needs							
		Board, Group, & Missing Positions	.00	25,000	13,750	2,220	40,970
		Permanent Positions	8.06	541,690	110,822	117,811	770,323
		Estimated Salary and Benefits	8.06	566,690	124,572	120,031	811,293
Adjusted Over or (Under) Funding							
		Original Appropriation	.00	52,314	(13,747)	5,840	44,407
		Estimated Expenditures	.00	52,314	(13,747)	5,840	44,407
		Base	.00	52,314	(13,747)	5,840	44,407

PCF Summary Report

Request for Fiscal Year: 2025

Agency: Commission on Aging

187

Appropriation Unit: Commission on Aging

GVJA

Fund: General Fund

10000

DU		FTP	Salary	Health	Variable Benefits	Total
3.00	FY 2024 ORIGINAL APPROPRIATION	5.94	470,875	81,675	95,750	648,300
5.00	FY 2024 TOTAL APPROPRIATION	5.94	470,875	81,675	95,750	648,300
7.00	FY 2024 ESTIMATED EXPENDITURES	5.94	470,875	81,675	95,750	648,300
9.00	FY 2025 BASE	5.94	470,875	81,675	95,750	648,300
10.11	Change in Health Benefit Costs	0.00	0	4,158	0	4,158
10.12	Change in Variable Benefit Costs	0.00	0	0	3,069	3,069
10.61	Salary Multiplier - Regular Employees	0.00	4,493	0	999	5,492
11.00	FY 2025 PROGRAM MAINTENANCE	5.94	475,368	85,833	99,818	661,019
12.01	1.0 FTP - Financial Specialist	1.00	52,000	14,450	11,681	78,131
13.00	FY 2025 TOTAL REQUEST	6.94	527,368	100,283	111,499	739,150

PCF Summary Report

Request for Fiscal Year: 202
5

Agency: Commission on Aging

187

Appropriation Unit: Commission on Aging

GVJA

Fund: American Rescue Plan Act - ARPA

34400

DU		FTP	Salary	Health	Variable Benefits	Total
3.00	FY 2024 ORIGINAL APPROPRIATION	0.00	166,203	0	33,797	200,000
5.00	FY 2024 TOTAL APPROPRIATION	0.00	166,203	0	33,797	200,000
7.00	FY 2024 ESTIMATED EXPENDITURES	0.00	166,203	0	33,797	200,000
8.41	Removal of One-Time Expenditures	0.00	(200,000)	0	0	(200,000)
9.00	FY 2025 BASE	0.00	(33,797)	0	33,797	0
11.00	FY 2025 PROGRAM MAINTENANCE	0.00	(33,797)	0	33,797	0
12.03	American Rescue Plan Act - Direct Federal Funding	0.00	100,000	0	0	100,000
13.00	FY 2025 TOTAL REQUEST	0.00	66,203	0	33,797	100,000

PCF Summary Report

Request for Fiscal Year: 202
5

Agency: Commission on Aging

187

Appropriation Unit: Commission on Aging

GVJA

Fund: Federal (Grant)

34800

DU	FTP	Salary	Health	Variable Benefits	Total	
3.00	FY 2024 ORIGINAL APPROPRIATION	8.06	619,004	110,825	125,871	855,700
5.00	FY 2024 TOTAL APPROPRIATION	8.06	619,004	110,825	125,871	855,700
7.00	FY 2024 ESTIMATED EXPENDITURES	8.06	619,004	110,825	125,871	855,700
9.00	FY 2025 BASE	8.06	619,004	110,825	125,871	855,700
10.11	Change in Health Benefit Costs	0.00	0	6,342	0	6,342
10.12	Change in Variable Benefit Costs	0.00	0	0	3,682	3,682
10.61	Salary Multiplier - Regular Employees	0.00	5,417	0	1,215	6,632
11.00	FY 2025 PROGRAM MAINTENANCE	8.06	624,421	117,167	130,768	872,356
13.00	FY 2025 TOTAL REQUEST	8.06	624,421	117,167	130,768	872,356

Inflationary Adjustments

Request for Fiscal Year: 2025

Agency: Commission on Aging

187

Appropriation Unit: Commission on Aging

GVJA

	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	Change	% Change	FY 2024 Appropriation	CY 2024 Expenditure Adjustments	FY 2024 Estimated Expenditures	Remove One Time Funding	FY 2025 Base less Adjustments	General Inflation DU 10.21	% Change	Medical Inflation DU 10.22	% Change	FY 2025 Totals
Summary Account																
Communication Costs	0	0	0	0	0	0	0	7,000	7,000	0	0	200	0	0	0	200
Employee Development	0	0	0	0	0	0	0	6,600	6,600	0	0	200	0	0	0	200
General Services	0	0	0	0	0	0	0	23,360	23,360	0	0	700	0	0	0	700
Professional Services	0	0	0	0	0	0	0	29,280	29,280	0	0	900	0	0	0	900
Repair & Maintenance	0	0	0	0	0	0	0	2,240	2,240	0	0	100	0	0	0	100
Administrative Services	0	0	0	0	0	0	0	11,160	11,160	0	0	300	0	0	0	300
Computer Services	0	0	0	0	0	0	0	78,560	78,560	0	0	200	0	0	0	200
Employee In State Travel Costs	0	0	0	0	0	0	0	27,320	27,320	0	0	800	0	0	0	800
Administrative Supplies	0	0	0	0	0	0	0	0	0	0	0	100	0	0	0	100
Computer Supplies	0	0	0	0	0	0	0	9,680	9,680	0	0	300	0	0	0	300
Insurance Costs	0	0	0	0	0	0	0	6,600	6,600	0	0	200	0	0	0	200
Rental Costs	0	0	0	0	0	0	0	4,480	4,480	0	0	100	0	0	0	100
Miscellaneous Expense	0	0	0	0	0	0	0	6,120	6,120	0	0	200	0	0	0	200
Non Federal Payments Subgrantees	0	0	0	0	0	0	0	4,417,600	4,417,600	0	0	44,200	0	0	0	44,200
Total	0	0	0	0	0	0	0	4,630,000	4,630,000	0	0	48,500	0	0	0	48,500
Fund Source																
General	0	0	0	0	0	0	0	4,630,000	4,630,000	0	0	48,500	0	0	0	48,500
Total	0	0	0	0	0	0	0	4,630,000	4,630,000	0	0	48,500	0	0	0	48,500

(1) Operating Expenditures Summary Object	(2) FY 2020 Actual	(3) FY 2021 Actual	(4) FY 2022 Actual	(5) FY 2023 Actual	FY 2022 to FY 2023		(8) FY 2024 Approp	(9) FY 2024 Exp. Adj.	(10) FY 2024 Est. Exp.
					(6) Change	(7) % Change			
Communication Costs	9,670	10,698	8,839	17,000	8,161	92.33%	17,500	-	17,500
Employee Development Costs	3,757	10,198	4,663	16,002	11,340	243.20%	16,500	-	16,500
General Services	67	18,014	2,260	56,732	54,472	2410.28%	58,400	-	58,400
Professional Services	107,913	79,195	64,483	71,038	6,555	10.17%	73,200	-	73,200
Repair & Maintenance Services	7,724	6,924	6,566	5,450	(1,116)	-17.00%	5,600	-	5,600
Administrative Services	20,655	34,049	39,162	27,060	(12,103)	-30.90%	27,900	-	27,900
Computer Services	65,518	77,746	267,040	190,705	(76,335)	-28.59%	196,400	(175,000)	21,400
Employee Travel Costs	33,324	2,052	34,621	66,275	31,653	91.43%	68,300	-	68,300
Administrative Supplies	31,128	21,593	12,686	3,756	(8,930)	-70.40%	3,900	-	3,900
Fuel & Lubricant Costs	379	-	701	520	(180)	-25.75%	500	-	500
Computer Supplies	6,284	16,774	3,793	23,529	19,736	520.37%	24,200	-	24,200
Repair & Maintenance Supplies	1,777	238	406	311	(94)	-23.28%	300	-	300
Institutional & Residential Supplies	-	-	105	-	(105)	-100.00%	-	-	-
Specific Use Supplies	2,694	45,284	5,693	(121)	(5,815)	-102.13%	-	-	-
Insurance	2,205	2,282	2,373	16,024	13,651	575.35%	16,500	-	16,500
Rentals & Operating Leases	40,399	67,088	65,697	10,875	(54,822)	-83.45%	11,200	-	11,200
Miscellaneous Expenditures	10,804	10,684	12,497	14,847	2,350	18.80%	15,300	-	15,300
Total	344,296	402,821	531,584	520,003	(11,580)	-2.18%	535,700	-	360,700
FundSource									
General	77,967	76,600	185,845	293,466	107,620	57.91%	295,700	-	295,700
Dedicated	-	-	-	-	-	#DIV/0!	-	-	-
Federal	266,329	326,221	342,546	215,626	(126,920)	-37.05%	655,900	-	655,900
Total	344,296	402,821	528,391	509,092	(19,300)	-3.65%	951,600	-	951,600

(11) Part B: Operating Expenditures Summary Object	(12) FY 2024 Est. Exp	(13) Remove One Time Funding	(14) SWCAP, Nondisc., Rent	(15) FY 2025 Base	(16) General Inflation (DU 10.21)	(17) % Change	(18) Medical Inflation (DU 10.22)	(19) % Change	(20) FY2025 Total
Communication Costs	17,500	-	-	17,500	500	2.86%	-	0.00%	18,000
Employee Development Costs	16,500	-	-	16,500	500	3.03%	-	0.00%	17,000
General Services	58,400	-	-	58,400	1,700	2.91%	-	0.00%	60,100
Professional Services	73,200	-	-	73,200	2,200	3.01%	-	0.00%	75,400
Repair & Maintenance Services	5,600	-	-	5,600	200	3.57%	-	0.00%	5,800
Administrative Services	27,900	-	-	27,900	800	2.87%	-	0.00%	28,700
Computer Services	21,400	-	-	21,400	600	2.80%	-	0.00%	22,000
Employee Travel Costs	68,300	-	-	68,300	2,000	2.93%	-	0.00%	70,300
Administrative Supplies	3,900	-	-	3,900	100	2.56%	-	0.00%	4,000
Fuel & Lubricant Costs	500	-	-	500	-	0.00%	-	0.00%	500
Computer Supplies	24,200	-	-	24,200	700	2.89%	-	0.00%	24,900
Repair & Maintenance Supplies	300	-	-	300	-	0.00%	-	0.00%	300
Institutional & Residential Supplies	-	-	-	-	-	#DIV/0!	-	0.00%	-
Specific Use Supplies	-	-	-	-	100	#DIV/0!	-	0.00%	100
Insurance	16,500	-	-	16,500	500	3.03%	-	0.00%	17,000
Rentals & Operating Leases	11,200	-	-	11,200	300	2.68%	-	0.00%	11,500
Miscellaneous Expenditures	15,300	-	-	15,300	500	3.27%	-	0.00%	15,800
Total	360,700	-	-	360,700	10,700	2.97%	-	-	371,400
FundSource									
General	295,700	-	-	295,700	4,300	1.45%	-	0.00%	300,000
Dedicated	-	-	-	-	-	#DIV/0!	-	0.00%	-
Federal	655,900	(200,000)	-	455,900	6,400	1.40%	-	0.00%	462,300
Total	951,600	(200,000)	-	751,600	10,700	1.42%	-	-	762,300

Form B4: Inflationary Adjustments

Agency: Aging, Commission on

Agency Number: 187

FY 2025 Request

Function: Commission on Aging

Function/Activity Number: _____

Page 2 of 2

Activity: _____

Original Submission X or Revision No. _____

(1) Trustee/Benefit Summary Object	(2)	(3)	(4)	(5)	FY 2022 to FY 2023		(8)	(9)	(10)
	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	(6) Change	(7) % Change	FY 2024 Approp	FY 2024 Exp. Adj.	FY 2024 Est. Exp.
Federal Payments To Subgrantees	10,360,449	11,149,277	11,496,053	11,804,602	308,549	2.68%	14,060,500	-	14,060,500
Non Federal Payments To Subgrantees	3,448,247	3,376,900	3,569,895	7,899,486	4,329,591	121.28%	4,417,600	-	4,417,600
Total	13,808,696	14,526,177	15,065,948	19,704,088	4,638,140	30.79%	18,478,100	-	18,478,100
FundSource									
General	3,477,785	3,376,900	4,806,841	7,899,486	3,092,645	64.34%	4,417,600	-	4,417,600
Dedicated					-	#DIV/0!	-	-	-
Federal	10,360,449	11,149,277	11,496,053	11,804,602	308,549	2.68%	14,060,500	-	14,060,500
Total	13,838,234	14,626,177	16,302,894	19,704,088	3,401,194	20.86%	18,478,100	-	18,478,100

(11) Part B: Trustee/Benefit Summary Object	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)
	FY 2024 Est. Exp	Remove One Time Funding	SWCAP, Nondisc., Rent	FY 2025 Base	General Inflation (DU 10.21)	% Change	Medical Inflation (DU 10.22)	% Change	FY2025 Total
Federal Payments To Subgrantees	14,060,500	(5,038,600)	-	9,021,900	-	0.00%	-	0.00%	9,021,900
Non Federal Payments To Subgrantees	4,417,600	-	-	4,417,600	44,200	1.00%	-	0.00%	4,461,800
Total	18,478,100	(5,038,600)	-	13,439,500	44,200	0.33%	-	-	13,483,700
FundSource									
General	4,417,600	-	-	4,417,600	44,200	1.00%	-	0.00%	4,461,800
Dedicated	-	-	-	-	-	#DIV/0!	-	0.00%	-
Federal	14,060,500	(5,038,600)	-	9,021,900	-	0.00%	-	0.00%	9,021,900
Total	18,478,100	(5,038,600)	-	13,439,500	44,200	0.33%	-	-	13,483,700

Contract Inflation

Request for Fiscal Year: 2025

Agency: Commission on Aging
 Commission on Aging

187
 GVJA

Appropriation Unit:

	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated Expenditures	Contract Dates	FY 2025 Contractual % Change	FY 2025 Total
Contract								
Century Properties LLC - Building Lease	0	64,600	66,200	65,400	68,400	03/2020 to 01/2025	4	2,700
RTZ Associates Inc. - Management Information System	0	27,600	168,300	153,400	175,000	07/2016 - 07/2026	4	7,000
Total	0	92,200	234,500	218,800	243,400			9,700
Fund Source								
Federal	0	64,600	66,200	65,400	68,400			2,700
General	0	27,600	168,300	153,400	175,000			7,000
Total	0	92,200	234,500	218,800	243,400			9,700

Form B4: Part C - Contract Inflation

Agency: Idaho Commission on Aging

Division:

Program:

Agency Number: 187

Function/Activity Number: _____

Request **2025**

Page 1 of 1

Original Submission x or Revision No. _____

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
Part C: Contract (identify who and what)	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Est. Exp.	Contract Date	Term of Contract (Year x of x)	FY 2025 Contractual % Change	FY 2025 Change	FY 2025 Total
Century Properties LLC - Building Lease	64,600	66,200	65,400	68,400	03/2020	5 of 5	4.00%	2,700	71,100
RTZ Associates Inc. - Management Info System	27,600	168,300	153,400	175,000	07/2016	7 of 10	4.00%	7,000	182,000
								-	-
								-	-
								-	-
								-	-
								-	-
								-	-
								-	-
								-	-
								-	-
								-	-
								-	-
								-	-
								-	-
Total	92,200	234,500	218,800	243,400			3.99%	9,700	253,100
FundSource							Proportion		
General	27,600	168,300	153,400	175,000			40.0%	3,900	101,200
Dedicated	-	-	-	-			30.0%	2,900	75,900
Federal	64,600	66,200	65,400	68,400			30.0%	2,900	75,900
Total	92,200	234,500	218,800	243,400			100.00%	9,700	253,000

Notes:

LEASE AGREEMENT FOR SPACE

THIS LEASE AGREEMENT FOR SPACE ("Lease Agreement") is entered effective upon the date of the last required signature (the "Effective Date"), by and between Century Properties, LLC, 7761 West Riverside Drive, Suite 100, Boise, Idaho 83714 (the "Lessor"), and the STATE OF IDAHO, by and through the Idaho Commission on Aging, 341 West Washington, 3rd Floor, Boise, Idaho 83702 (the "Lessee"), for the leasing of that real property described below and referred to as the "Premises." The Lessor and the Lessee may be referred to collectively as the "Parties." The Parties specifically agree and acknowledge that the approval signature of the Leasing Manager, Division of Public Works, Department of Administration, is a required signature.

WITNESSETH

WHEREFORE, in consideration of the mutual covenants, agreements, and conditions contained in this Lease Agreement, the Parties agree as follows.

1. **LEASE OF PREMISES.** The Lessor does hereby demise and lease to the Lessee the Premises situated in the City of Boise, County of Ada, State of Idaho, known and described as follows: 6307 Overland Road, Boise, Idaho 83709, along with the use of the common area conference room (collectively, the "Premises"). The lease of the Premises includes the right, together with other tenants of the Building and their employees and business invitees, to use the common public areas of the Building for their intended use and subject to the other provisions of this Lease Agreement but includes no other rights not specifically set forth herein.
2. **TERM.** The term of this Lease Agreement is Sixty (60) Months. As time is of the essence, the term of this Lease Agreement shall begin on November 1, 2019 and shall end at midnight on October 31, 2024. The Parties agree that this Lease Agreement is subject to the termination, expiration and renewal rights set forth in this Lease Agreement. The Lessee may, at the expiration of the term of this Lease Agreement and without the necessity of renewing said Lease Agreement, continue in its occupancy of the Premises on a month to month basis upon the terms and conditions set forth in this Lease Agreement for a period not to exceed one (1) year. The Lessor may terminate the Lessee's month to month occupancy upon ninety (90) days' prior written notice to the Lessee.
3. **PAYMENT.** The Lessee shall pay to Lessor a fixed payment for the first year of the term of this Lease Agreement in monthly installments of \$4,248.58 each. The lease payment shall be computed at a rate of \$17.00 per square foot, per year. The total square footage of the Premises is 2,999, subject to measurement using BOMA standard. The total yearly lease payment is \$50,983.00. The Lease payments are subject to increases as set forth in Paragraph 7.D. The lease payments shall be paid pursuant to the Lessor's timely submission of invoices for payment. Upon receipt, Lessee shall forward Lessor's invoice to the State Controller for payment. Lessor specifically acknowledges that State vouchers are processed by the State Controller, not Lessee. Therefore, any payment that is made no later than sixty (60) days after it is actually due shall not be considered an event of default. Lessee shall use its best efforts to expedite payment. It is expressly covenanted and agreed that any prepayment of rent made by the Lessee under the terms of this Lease Agreement shall be considered as an advance payment of rent only and no part thereof shall be considered as a security or cash deposit.
4. **ACCEPTANCE OF PREMISES.** Lessor shall deliver the Premises to Lessee in accordance with floor plans and specifications attached to this Lease Agreement as Exhibit A, and incorporated herein by reference. Prior to or at occupancy, Lessee shall provide Lessor with a written statement acknowledging inspection and acceptance of the Premises. Lessee's obligations under this Lease Agreement shall not commence until Lessee's acceptance of the Premises. Lessee's inspection and acceptance of the Premises are based upon what may be reasonably observed by one untrained or unfamiliar with building inspections. At Lessee's discretion, Lessee may have particular conditions or parts of the Premises inspected by one trained or familiar with building inspections. In no event shall Lessee's inspection, or inspection by any agent of Lessee, be deemed a waiver of any defects in the Premises.
5. **NO WASTE; REPAIRS.** Lessee will not commit waste on the Premises, nor will it disfigure or deface any part of the Building, grounds, or any other part of the Premises, including fixtures. Lessee further covenants that upon return, the Premises will be in the same condition as originally received, reasonable wear and tear excepted. Repairs, except those actually necessitated by Lessee's waste, disfigurement or defacement, and except for repairs required by the removal of Trade Fixtures as provided for in Paragraph 12 of this Lease Agreement, shall be made solely at the Lessor's expense. Any repairs shall be done in a workmanlike manner and must comply with all applicable codes, ordinances, rules and regulations.

LEASE AMENDMENT No. One

THIS LEASE AMENDMENT ("Lease Amendment"), made and entered into this 5 day of MARCH, 2020, by and between Century Properties, LLC, 7761 West Riverside Drive, Suite 100, Boise, Idaho 83714 ("Lessor") and the STATE OF IDAHO, by and through the Idaho Commission on Aging, 6305 West Overland Road, Boise, Idaho 83709 ("Lessee"), is an amendment of the Lease Agreement for Space between the Lessor and the Lessee entered into on October 18, 2019, for space located at 6305 West Overland Road, Suite 110, Boise, Idaho 83709.

WITNESSETH

WHEREAS, the parties desire to amend the Lease Agreement for Space;

WHEREAS, the LESSEE is legally authorized to enter in this amendment by power granted by Title 67, Chapter 57 of Idaho Code, with the approval of the Department of Administration; and

NOW, THEREFORE, in consideration of the mutual covenants of the parties, the Lease Agreement for Space is hereby amended as follows:

1. **SECTION 1. PREMISES.** The first sentence of Section 1 is hereby deleted and replaced with the following:

The Lessor does hereby demise and lease to the Lessee the Premises situated in the City of Boise, County of Ada, State of Idaho, known and described as follows: **6305 Overland Road, Suite 110**, Boise, Idaho 83709 (the "Premises"). The lease of the Premises includes the right, together with other tenants of the Building and their employees and business invitees, to use the common public areas of the Building for their intended use and subject to the other provisions of this Lease Agreement, but includes no other rights not specifically set forth herein.

2. **PRORATION OF RENT AND ADJUSTMENT OF LEASE TERM BASED ON COMMENCEMENT DATE.** In accordance with section 7.F. of the Lease Agreement dated October 18, 2019, the first month's lease payment shall be based upon the actual date Lessee accepts and takes possession of the Premises and the first year shall be extended from the first day of the next month following Lessee's acceptance of the Premises for a period of twelve (12) months. Each succeeding year shall begin at the expiration of the previous year. Lessee commenced occupancy of the Premises on January 28, 2020.

3. **SECTION 2. TERM.** Section 2 is hereby deleted and replaced with the following:

The term of the Lease Agreement is 60 (sixty) months and 4 days. As time is of the essence, the term of this Lease Agreement shall begin on January 28, 2020 and shall end at midnight on January 31, 2025. The Parties agree that this Lease Agreement is subject to the termination, expiration and renewal rights set forth in this Lease Agreement. The Lessee may, at the expiration of the term of this Lease Agreement and without the necessity of renewing said Lease Agreement, continue in its occupancy of the Premises on a month to month basis upon the terms and conditions set forth in this Lease Agreement for a period not to exceed one (1) year. The Lessor may terminate the Lessee's month to month occupancy upon ninety (90) days' prior written notice to the Lessee.

4. **SECTION 3. PAYMENT.** The following will be added to the end of Section 3:

The square footage shall increase from 2,999 to **3,761** effective January 28, 2020. The prorated base lease payment for January 28, 2020 through January 31, 2020 shall be \$687.49. The total yearly Lease Payment from February 1, 2020 through January 31, 2021 shall be \$63,937, payable in equal monthly installments of \$5,328.08 each, subject to adjustment in accordance with Section 7.D of the Lease Agreement.

FIVE-YEAR FACILITY NEEDS PLAN, pursuant to IC 67-5708B

AGENCY INFORMATION

AGENCY NAME:	Executive Office of the Governor	Division/Bureau:	Idaho Commission on Aging
Prepared By:	Joe Zaher	E-mail Address:	joe.zaher@aging.idaho.gov
Telephone Number:	(208) 577-2864	Fax Number:	(208) 334-3033
DFM Analyst:	Krissy Veseth	LSO/BPA Analyst:	Brooke Dupree
Date Prepared:	8/19/2023	For Fiscal Year:	2024

FACILITY INFORMATION (please list each facility separately by city and street address)

Facility Name:	ICOA State Office				
City:	Boise	County:	Ada		
Property Address:	6305 W Overland Rd #110			Zip Code:	83709
Facility Ownership (could be private or state-owned)	Private Lease:	<input checked="" type="checkbox"/>	State Owned:	<input type="checkbox"/>	Lease Expires: 1/31/2025

FUNCTION/USE OF FACILITY

Administrative office space and storage.

COMMENTS

WORK AREAS

FISCAL YR:	ACTUAL 2023	ESTIMATE 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
Total Number of Work Areas:	15	15	15	15	15	15
Full-Time Equivalent Positions:	14	14	15	15	15	15
Temp. Employees, Contractors, Auditors, etc.:	2	2	1	1	1	1

SQUARE FEET

FISCAL YR:	ACTUAL 2023	ESTIMATE 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
Square Feet:	3761	3761	3761	3761	3761	3761

FACILITY COST

(Do NOT use your old rate per sq ft; it may not be a realistic figure)

FISCAL YR:	ACTUAL 2023	ESTIMATE 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
Total Facility Cost/Yr:	\$73,596.27	\$84,975.30	\$86,160.15	\$88,744.96	\$91,407.31	\$94,149.53

SURPLUS PROPERTY

FISCAL YR:	ACTUAL 2023	ESTIMATE 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

IMPORTANT NOTES:

1. Upon completion, please send to the State Leasing Program in the Division of Public Works via email to Caitlin.Ross@adm.idaho.gov. Please e-mail or call 208-332-1933 with any questions.
2. If you have five or more locations, please summarize the information on the Facility Information Summary Sheet and include this summary sheet with your submittal.
3. Attach a hardcopy of this submittal, as well as the Facility Information Summary Sheet, if applicable, with your budget request. DPW LEASING DOES NOT NEED A COPY OF YOUR BUDGET REQUEST, JUST THIS FORM.

AGENCY NOTES:

--

AGENCY NAME:								
FACILITY INFORMATION SUMMARY FOR FISCAL YR			2025	BUDGET REQUEST		Include this summary w/ budget request.		
Address, City, Zip, Purpose	Fiscal Year	Sq Ft	\$/Sq Ft	Cost/Yr	Work Areas	Sq Ft/FTE	FTP, Temps and Comments	
CURRENT LOCATION: 6305 W Overland Rd #110 Boise, ID 83709	2025	request	3,761	\$ 21.31	\$ 80,132	15	251	Adding new position 15 FTE, 1 Temp 14 FTE, 2 Temps 14 FTE, 2 Temps
	2024	estimate	3,761	\$ 21.04	\$ 79,122	15	251	
	2023	actual	3,761	\$ 18.06	\$ 67,914	15	251	
		Change (request vs actual)	0	\$ -	12,217	0	0	
		Change (estimate vs actual)	0	\$ -	11,208	0	0	
		Change (request vs actual)	0	\$ -	0	0	0	
	2025	request	0	\$ -	\$ -	0	-	
	2024	estimate	0	\$ -	\$ -	0	-	
	2023	actual	0	\$ -	\$ -	0	-	
	Change (request vs actual)	0	\$ -	0	0	0		
	Change (estimate vs actual)	0	\$ -	0	0	0		
	Change (request vs actual)	0	\$ -	0	0	0		
	2025	request	0	\$ -	\$ -	0	-	
	2024	estimate	0	\$ -	\$ -	0	-	
	2023	actual	0	\$ -	\$ -	0	-	
	Change (request vs actual)	0	\$ -	0	0	0		
	Change (estimate vs actual)	0	\$ -	0	0	0		
	Change (request vs actual)	0	\$ -	0	0	0		
	2025	request	0	\$ -	\$ -	0	-	
	2024	estimate	0	\$ -	\$ -	0	-	
	2023	actual	0	\$ -	\$ -	0	-	
	Change (request vs actual)	0	\$ -	0	0	0		
	Change (estimate vs actual)	0	\$ -	0	0	0		
	Change (request vs actual)	0	\$ -	0	0	0		
TOTAL (PAGE _____)	2025	request	3,761	\$ 21.31	\$ 80,132	15	251	
	2024	estimate	3,761	\$ 21.04	\$ 79,122	15	251	
	2023	actual	3,761	\$ 18.06	\$ 67,914	15	251	
		Change (request vs actual)	0	\$ -	12,217	0	0	
		Change (estimate vs actual)	0	\$ -	11,208	0	0	
		Change (request vs actual)	0	\$ -	0	0	0	
TOTAL (ALL PAGES)	2025	request			\$ -			
	2024	estimate			\$ -			
	2023	actual			\$ -			
		Change (request vs actual)			0			
		Change (estimate vs actual)			0			
		Change (request vs actual)			0			

CALCULATION SHEET FOR FIVE-YEAR FACILITY NEEDS PLAN - Use to calculate facility-related costs, such as utilities, janitorial service, property taxes or building maintenance which are not included in rent payments. If improvements will need to be made to the facility and will be paid by the agency, this cost should be included as well. Do not include telephone costs.

UTILITIES: *use actual costs from current fiscal year*

Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Electricity											
Water											
Sewer & Trash											
Gas											
Other Utilities:											
Total:	\$ -	Est 2024	\$ -	Est 2025	\$ -	Est 2026	\$ -	Est 2027	\$ -	Est 2028	\$ -

JANITORIAL SERVICE: *use actual costs from current fiscal year*

Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Cleaning Service:											
450	450	450	450	450	450	450	450	450	450	450	450
Other Cleaning Expense (paper products, cleaning supplies, etc.): <i>use actual costs from current fiscal year</i>											
282.45											
Total:	\$ 5,682	Est 2024	\$ 5,853	Est 2025	\$ 6,029	Est 2026	\$ 6,209	Est 2027	\$ 6,396	Est 2028	\$ 6,588

BUILDING MAINTENANCE: *use actual costs from current fiscal year*

Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Service Contracts:											
Other Maintenance Expense: <i>use actual costs from current fiscal year</i>											
Total:	\$ -	Est 2024	\$ -	Est 2025	\$ -	Est 2026	\$ -	Est 2027	\$ -	Est 2028	\$ -

PARKING CALCULATOR: *use actual costs from current fiscal year*

If your agency pays for parking spaces, enter the of spaces your agency is paying for.											0
Cost Per Space Per Month											0
Total:	\$ -	Est 2024	\$ -	Est 2025	\$ -	Est 2026	\$ -	Est 2027	\$ -	Est 2028	\$ -

OTHER EXPENSES CALCULATOR: *use actual costs from current fiscal year*

Real Estate Taxes paid by agency to landlord (show annual cost)											0
Insurance paid by agency to landlord (show annual cost)											0
Operating Expenses paid by agency to landlord (show annual cost)											0
Other expenses paid by agency to landlord (show annual cost)											0
Total:	0	Est 2024	0	Est 2025	0	Est 2026	0	Est 2027	0	Est 2028	0

TENANT IMPROVEMENTS:

Total:	0	Est 2024	0	Est 2025	0	Est 2026	0	Est 2027	0	Est 2028	0
---------------	---	----------	---	----------	---	----------	---	----------	---	----------	---

AGENCY NOTES:

--	--	--	--	--	--	--	--	--	--	--	--

Part I – Agency Profile

Agency Overview

The Idaho Commission on Aging (ICOA) administers state and federal programs for seniors and persons with disabilities in accordance with Idaho Code, Title 67, Chapter 50, Idaho Senior Services Act (SSA); Title 39, Chapter 53, Adult Abuse, Neglect, and Exploitation Act; Idaho Administrative Procedures Act, (IDAPA) 15.01; and the Older Americans Act (OAA) of 1965, as amended.

The Governor appointed Judy Taylor as ICOA Director, and the Senate confirmed the appointment during the 2019 Legislative session. The Governor also appoints a Board of Commissioners made up of seven members who represent geographical regions across Idaho. The ICOA was originally called the Office on Aging when it was established in 1968 under the Office of the Governor and continues to provide a broad array of statewide services and supports to improve the quality of life for seniors and persons with disabilities. These services allow Idahoans to retain their autonomy and to determine their own life course as they age.

Core Functions/Idaho Code

The ICOA’s core functions are to:

- Administer OAA and SSA programs and promulgate, adopt, amend and rescind rules affecting senior services.
- Advocate for older Idahoans within state government, community, and long-term care facilities and serve as an advisory body regarding state legislative issues.
- Conduct public hearings and program evaluations to determine the health and social needs of older Idahoans and determine the public and private resources to meet those needs.
- Designate Planning and Service Areas (PSA) and Area Agencies on Aging (AAA) in accordance with the OAA and federal regulations. ICOA reviews the boundaries of the PSAs periodically and changes them as necessary.
- Contract with Easter Seals/Goodwill to provide Senior Community Service Employment Program (SCSEP) statewide.
- Contract with AAAs and other providers to implement senior services within the PSAs:
 - The AAAs are responsible for planning and budgeting within their PSAs and issuing service contracts at the local level. Below are the services delivered by the AAAs or their contractors:

Transportation	Congregate Meals	Home Delivered Meals
Homemaker	In-home Respite	Caregiver Support
Legal Assistance	Adult Protective Services	Dementia Support
Information & Assistance	Ombudsman	Health Promotion

Revenue and Expenditures

Revenue	FY 2020	FY 2021	FY 2022	FY 2023
General Fund	\$4,243,813	\$3,956,461	\$5,538,872	\$8,400,979
American Reinvestment Fund	\$0	\$0	\$0	\$0
Federal Grant	\$11,050,431	\$12,152,410	\$9,891,029	\$12,901,812
Miscellaneous Revenue	\$0	\$0	\$0	\$0
Total	\$15,294,244	\$16,108,871	\$15,429,901	\$21,302,791
Expenditures	FY 2020	FY 2021	FY 2022	FY 2023
Personnel Costs	\$1,136,307	\$1,186,934	\$1,189,925	\$1,342,564
Operating Expenditures	\$344,296	\$393,509	\$540,896	\$520,003
Capital Outlay	\$4,945	\$0	\$0	\$65,366
Trustee/Benefit Payments	\$13,808,696	\$14,383,985	\$15,156,953	\$19,291,943
Total	\$15,294,244	\$15,964,428	\$16,887,774	\$21,219,877

Profile of Cases Managed and/or Key Services Provided

Key Services Provided	FY 2020	FY 2021	FY 2022	FY 2023
<i>Direct Services:</i>				
Homemaker (Hourly Units)	50,670	48,676	38,431	37,710
Home Delivered Meals (Number of Meals)	673,590	768,267	721,528	640,605
Congregate Meals (Number of Meals)	443,459	386,601	450,069	464,110
Respite & Adult Day Care (Hourly Units)	35,214	35,271	40,983	34,804
Transportation (Boardings)	143,875	121,181	153,527	148,095
<i>AAA In-house Services:</i>				
<i>Adult Protective Services (Investigations)</i>	2,128	1,407	1,652	1,671
<i>Information and Assistance (Contacts)</i>	32,035	29,716	25,402	19,739
<i>Ombudsman (Closed Complaints)</i>	953	1,008	922	724

Italic indicates services directly provided by the regional Area Agency on Aging.

Part II – Performance Measures

Performance Measure	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	
Goal 1						
Support Older Idahoans to live independent and healthy lives in the communities of their choice.						
1. Develop Caregiver program improvement plan with stakeholder input.	actual	4 Improvements	2 Improvements	2 Improvements	2 Improvements	-----
	target	<i>Implement two Caregiver program improvements annually</i>	<i>Implement two Caregiver program improvements annually</i>	<i>Implement two Caregiver program improvements annually</i>	<i>Implement one Caregiver program improvements annually</i>	<i>Transitioning to new plan and metrics, see below</i>
2. Participate in Supreme Court guardianship and conservatorship committee.	actual	4 Meetings Attended	**Attended 2 of 2 Meetings	**Attended 2 of 2 Meetings	Attended 4 of 4 Meetings	-----
	target	<i>Attend three of four meetings</i>	<i>Attend three of four meetings</i>	<i>Attend three of four meetings</i>	<i>Attend three of four meetings</i>	
3. Increase access to evidence based resources and supports.	actual	Updated Quarterly	Updated Quarterly	Updated Quarterly	Updated Quarterly	-----
	target	<i>Update care transition resources and training materials on ICOA's website quarterly</i>	<i>Update care transition resources and training materials on ICOA's website quarterly</i>	<i>Update care transition resources and training materials on ICOA's website quarterly</i>	<i>Update care transition resources and training materials on ICOA's website quarterly</i>	

Performance Measure		FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Goal 2						
Promote safety, self-determination and dignity for seniors and vulnerable adults.						
4. Develop Adult Protective Services program improvement plan with stakeholder input.	actual	14 Program Improvements Implemented	3 Program Improvements Implemented	3 Program Improvements Implemented	4 Program Improvements Implemented	-----
	target	<i>Implement two Adult Protective Services program improvements annually</i>	<i>Implement two Adult Protective Services program improvements annually</i>	<i>Implement two Adult Protective Services program improvements annually</i>	<i>Implement two Adult Protective Services program improvements annually</i>	<i>Transitioning to new plan and metrics, see below</i>
5. Promote resident council influence for facility staff and administration.	actual	**4 out of 6 Regions met the target	**2 out of 6 Regions met the target	**1 out of 6 Regions met the target	2 out of 6 Regions met the target	-----
	target	<i>Each local Ombudsman will participate in a minimum of six resident council meetings annually</i>	<i>Each local Ombudsman will participate in a minimum of six resident council meetings annually</i>	<i>Each local Ombudsman will participate in a minimum of six resident council meetings annually</i>	<i>Each local Ombudsman will participate in a minimum of six resident council meetings annually</i>	
Goal 3						
Champion an effective and efficient community-based aging service network.						
6. Develop educational presentations to address trends and issues affecting the aging population.	actual	14 Presentations	23 Presentations	48 Presentations	23	-----
	target	<i>Provide 12 presentations annually</i>	<i>Provide 12 presentations annually</i>	<i>Provide 12 presentations annually</i>	<i>Provide 12 presentations annually</i>	

**Target metric not achieved due to COVID-19 limitations

Part II – Performance Measures to be in effect SFY 2024

Performance Measure		FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Demonstrates Administrative Excellence						
Promote excellence and innovation throughout the aging network to meet the diverse needs of older Idahoans and our caregivers.						
1. Create a New State Plan using the approved ICOA planning methodology.	actual					-----
	target	N/A	N/A	N/A	N/A	80% of all performance measured on track at end of SFY
Stay Healthy						
Idahoans are inspired to choose lifestyles that promote health and well-being.						
2. Senior Centers are supported as focal sites across the state	actual					-----
	target	N/A	N/A	N/A	N/A	90% of senior Centers surveyed report support from ICOA is very helpful or helpful
Stay Connected						
Idahoans are connected to the people, programs, and services they need to facilitate the highest quality of life.						
3. Integrate new partners into the Aging and Disability Resource Center (ADRC) to increase visibility and reach of ICOA programs.	actual					-----
	target	N/A	N/A	N/A	N/A	3 new partners who participate in at least 50% of meetings
Stay Home						
Idahoans are supported to live independent and healthy lives in the communities of their choice.						
4. Facilitate the successful implementation of the Idaho Alzheimer's and Related dementia's (ARD) State Plan.	actual					-----
	target	N/A	N/A	N/A	N/A	80% of assigned activities are on track or target at the end of the SFY

Performance Measure	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	
Stay Safe						
Idahoans promote resiliency, self-determination, and dignity for older and vulnerable adults.						
5. Decrease variability across the state in the delivery of Adult Protective Services.	actual					-----
	<i>target</i>	N/A	N/A	N/A	N/A	<i>75% of all items monitored during in person or desk reviews are in compliance with ICOA standards</i>

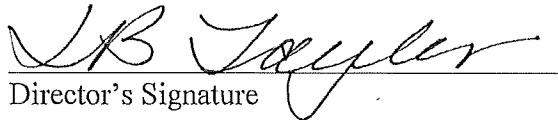
For More Information Contact

Judy B. Taylor, Director
 Idaho Commission on Aging
 6305 W. Overland Rd.
 Suite 110
 Boise, ID 83709
 Phone: (208) 334-3833
 E-mail: judy.taylor@aging.idaho.gov

Director Attestation for Performance Report

In accordance with *Idaho Code* 67-1904, I certify the data provided in the Performance Report has been internally assessed for accuracy, and, to the best of my knowledge, is deemed to be accurate.

Department: Idaho Commission on Aging


Director's Signature

9-1-23
Date

Please return to:

Division of Financial Management
304 N. 8th Street, 3rd Floor
Boise, Idaho 83720-0032

FAX: 334-2438
E-mail: info@dfm.idaho.gov