

**Agency Summary And Certification**

**FY 2026 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:** 08/29/2024

			<b>FY 2024 Total Appropriation</b>	<b>FY 2024 Total Expenditures</b>	<b>FY 2025 Original Appropriation</b>	<b>FY 2025 Estimated Expenditures</b>	<b>FY 2026 Total Request</b>
<b>Appropriation Unit</b>							
Commission on Aging			21,202,100	16,717,000	18,519,700	18,831,900	17,422,400
<b>Total</b>			<b>21,202,100</b>	<b>16,717,000</b>	<b>18,519,700</b>	<b>18,831,900</b>	<b>17,422,400</b>
<b>By Fund Source</b>							
G	10000	General	5,361,600	5,228,000	6,285,200	6,597,400	6,467,300
F	34400	Federal	5,288,600	3,131,000	1,800,000	1,800,000	500,000
F	34500	Federal	150,000	(2,100)	0	0	0
F	34800	Federal	10,401,900	8,360,100	10,434,500	10,434,500	10,455,100
<b>Total</b>			<b>21,202,100</b>	<b>16,717,000</b>	<b>18,519,700</b>	<b>18,831,900</b>	<b>17,422,400</b>
<b>By Account Category</b>							
Personnel Cost			1,704,000	1,405,400	1,712,400	1,712,400	1,671,500
Operating Expense			951,600	570,800	891,200	891,200	828,000
Capital Outlay			68,400	68,100	71,100	71,100	72,900
Trustee/Benefit			18,478,100	14,672,700	15,845,000	16,157,200	14,850,000
<b>Total</b>			<b>21,202,100</b>	<b>16,717,000</b>	<b>18,519,700</b>	<b>18,831,900</b>	<b>17,422,400</b>
FTP Positions			14.00	14.00	15.00	15.00	15.00
<b>Total</b>			<b>14.00</b>	<b>14.00</b>	<b>15.00</b>	<b>15.00</b>	<b>15.00</b>

**Division Description**

Request for Fiscal Year: 2026

Agency: Commission on Aging

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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

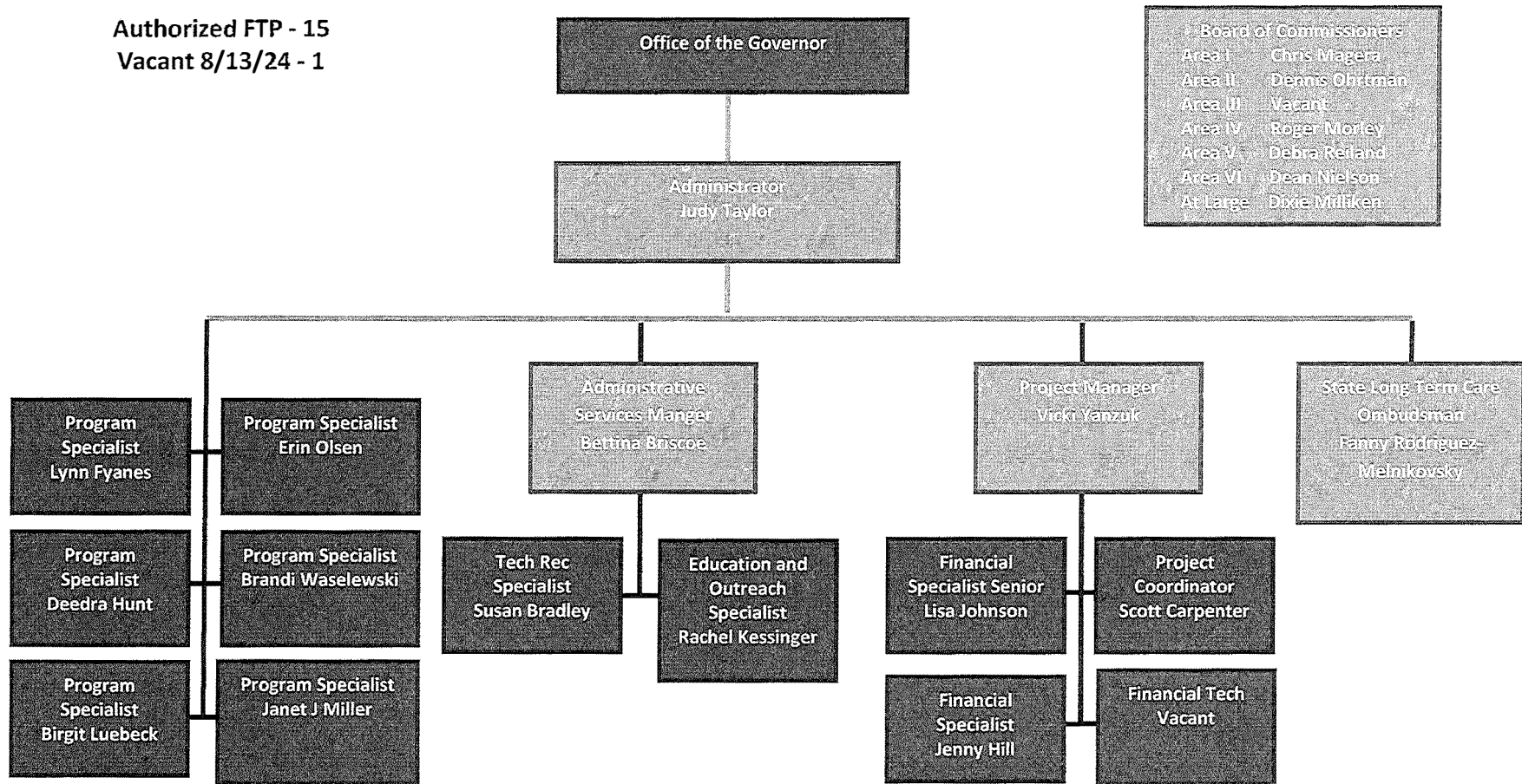
Idahoans promote resiliency, self-determination, and dignity for older and vulnerable adults.

## 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

Authorized FTP - 15  
Vacant 8/13/24 - 1



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**

Request for Fiscal Year: 2026

Agency: Commission on Aging

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		FY 22 Actuals	FY 23 Actuals	FY 24 Actuals	FY 25 Estimated Revenue	FY 26 Estimated Revenue	Significant Assumptions
<b>Fund</b>	10000 General Fund						
	435 Sale of Services	0	0	(100)	0	0	
	<b>General Fund Total</b>	<b>0</b>	<b>0</b>	<b>(100)</b>	<b>0</b>	<b>0</b>	
<b>Fund</b>	34400 American Rescue Plan Act - ARPA						
	450 Fed Grants & Contributions	1,545,991	2,585,768	0	1,800,000	500,000	
	480 Transfers and Other Financial Sources	0	0	2,977,200	0	0	
	<b>American Rescue Plan Act - ARPA Total</b>	<b>1,545,991</b>	<b>2,585,768</b>	<b>2,977,200</b>	<b>1,800,000</b>	<b>500,000</b>	
<b>Fund</b>	34500 Cares Act - Covid 19						
	450 Fed Grants & Contributions	30,558	625,854	0	0	0	
	480 Transfers and Other Financial Sources	0	0	0	0	0	
	<b>Cares Act - Covid 19 Total</b>	<b>30,558</b>	<b>625,854</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Fund</b>	34800 Federal (Grant)						
	410 License, Permits & Fees	0	0	(400)	0	0	
	435 Sale of Services	0	0	(2,400)	0	0	
	450 Fed Grants & Contributions	8,314,307	9,690,190	399,100	6,662,800	6,662,800	
	463 Rent And Lease Income	0	0	(100)	0	0	
	470 Other Revenue	173	0	0	0	0	
	480 Transfers and Other Financial Sources	0	0	6,263,700	0	0	
	<b>Federal (Grant) Total</b>	<b>8,314,480</b>	<b>9,690,190</b>	<b>6,659,900</b>	<b>6,662,800</b>	<b>6,662,800</b>	
	<b>Agency Name Total</b>	<b>9,891,029</b>	<b>12,901,812</b>	<b>9,637,000</b>	<b>8,462,800</b>	<b>7,162,800</b>	

**Analysis of Fund Balances**

Request for Fiscal Year: 2026

Agency: Commission on Aging

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Fund: American Rescue Plan Act - ARPA

34400

Sources and Uses:

	FY 22 Actuals	FY 23 Actuals	FY 24 Actuals	FY 25 Estimate	FY 26 Estimate
<b>01. Beginning Free Fund Balance</b>	0	(116,088)	(174,837)	(328,637)	(328,637)
02. Encumbrances as of July 1	0	0	0	0	0
02a. Reappropriation (Legislative Carryover)	0	0	0	0	0
<b>03. Beginning Cash Balance</b>	0	(116,088)	(174,837)	(328,637)	(328,637)
04. Revenues (from Form B-11)	1,545,991	2,585,768	2,977,200	1,800,000	500,000
05. Non-Revenue Receipts and Other Adjustments	750,000	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
<b>08. Total Available for Year</b>	<b>2,295,991</b>	<b>3,219,680</b>	<b>3,552,363</b>	<b>2,221,363</b>	<b>921,363</b>
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	2,886,200	4,681,700	5,288,600	1,800,000	500,000
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	(1,224,121)	(2,037,183)	(2,157,600)	0	0
17. Current Year Reappropriation	0	0	0	0	0
18. Reserve for Current Year Encumbrances	0	0	0	0	0
<b>19. Current Year Cash Expenditures</b>	<b>1,662,079</b>	<b>2,644,517</b>	<b>3,131,000</b>	<b>1,800,000</b>	<b>500,000</b>
<b>19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)</b>	<b>1,662,079</b>	<b>2,644,517</b>	<b>3,131,000</b>	<b>1,800,000</b>	<b>500,000</b>
<b>20. Ending Cash Balance</b>	<b>633,912</b>	<b>575,163</b>	<b>421,363</b>	<b>421,363</b>	<b>421,363</b>
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	750,000	750,000	750,000	750,000	750,000
<b>24. Ending Free Fund Balance</b>	<b>(116,088)</b>	<b>(174,837)</b>	<b>(328,637)</b>	<b>(328,637)</b>	<b>(328,637)</b>
<b>24a. Investments Direct by Agency (GL 1203)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>24b. Ending Free Fund Balance Including Direct Investments</b>	<b>(116,088)</b>	<b>(174,837)</b>	<b>(328,637)</b>	<b>(328,637)</b>	<b>(328,637)</b>
<b>26. Outstanding Loans (if this fund is part of a loan program)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Note:

**Analysis of Fund Balances**

Request for Fiscal Year: 2026

Agency: Commission on Aging

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Fund: Cares Act - Covid 19

34500

Sources and Uses:

	FY 22 Actuals	FY 23 Actuals	FY 24 Actuals	FY 25 Estimate	FY 26 Estimate
<b>01. Beginning Free Fund Balance</b>	<b>(56,300)</b>	<b>(188,500)</b>	<b>(46,363)</b>	<b>(44,263)</b>	<b>0</b>
02. Encumbrances as of July 1	151,500	51,200	0	0	0
02a. Reappropriation (Legislative Carryover)	86,100	0	0	0	0
<b>03. Beginning Cash Balance</b>	<b>181,300</b>	<b>(137,300)</b>	<b>(46,363)</b>	<b>(44,263)</b>	<b>0</b>
04. Revenues (from Form B-11)	30,600	625,854	0	0	0
05. Non-Revenue Receipts and Other Adjustments	300,000	300,000	300,000	44,263	0
06. Statutory Transfers In	0	0	0	0	0
07. Operating Transfers In	0	0	0	0	0
<b>08. Total Available for Year</b>	<b>511,900</b>	<b>788,554</b>	<b>253,637</b>	<b>0</b>	<b>0</b>
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	100,300	0	0	0	0
13. Original Appropriation	724,700	380,100	150,000	0	0
14. Prior Year Reappropriations, Supplementals, Recessions	86,100	345,100	0	0	0
15. Non-cogs, Receipts to Appropriations, etc.	415,500	0	0	0	0
16. Reversions and Continuous Appropriations	(977,400)	(190,283)	(152,100)	0	0
17. Current Year Reappropriation	0	0	0	0	0
18. Reserve for Current Year Encumbrances	0	0	0	0	0
<b>19. Current Year Cash Expenditures</b>	<b>248,900</b>	<b>534,917</b>	<b>(2,100)</b>	<b>0</b>	<b>0</b>
<b>19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)</b>	<b>248,900</b>	<b>534,917</b>	<b>(2,100)</b>	<b>0</b>	<b>0</b>
<b>20. Ending Cash Balance</b>	<b>162,700</b>	<b>253,637</b>	<b>255,737</b>	<b>0</b>	<b>0</b>
21. Prior Year Encumbrances as of June 30	51,200	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	300,000	300,000	0	0
<b>24. Ending Free Fund Balance</b>	<b>(188,500)</b>	<b>(46,363)</b>	<b>(44,263)</b>	<b>0</b>	<b>0</b>
<b>24a. Investments Direct by Agency (GL 1203)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>24b. Ending Free Fund Balance Including Direct Investments</b>	<b>(188,500)</b>	<b>(46,363)</b>	<b>(44,263)</b>	<b>0</b>	<b>0</b>
<b>26. Outstanding Loans (if this fund is part of a loan program)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Note:

**Analysis of Fund Balances**

Request for Fiscal Year: 2026

Agency: Commission on Aging

187

Fund: Federal (Grant)

34800

Sources and Uses:

Revenue is derived from various federal grants from the Department of Justice (DOJ) and the Department of Health and Human Services (HHS). DOJ funds are used to: provide training for court personnel and others working with victims of domestic violence; increase victim safety and offender accountability through addressing gaps in the current process that restrict access to services for victim

	FY 22 Actuals	FY 23 Actuals	FY 24 Actuals	FY 25 Estimate	FY 26 Estimate
<b>01. Beginning Free Fund Balance</b>	<b>247,600</b>	<b>(775,400)</b>	<b>(723,795)</b>	<b>(2,423,995)</b>	<b>(6,195,695)</b>
02. Encumbrances as of July 1	0	0	0	0	0
02a. Reappropriation (Legislative Carryover)	0	0	0	0	0
<b>03. Beginning Cash Balance</b>	<b>247,600</b>	<b>(775,400)</b>	<b>(723,795)</b>	<b>(2,423,995)</b>	<b>(6,195,695)</b>
04. Revenues (from Form B-11)	8,314,500	9,690,200	6,660,000	6,662,800	6,662,800
05. Non-Revenue Receipts and Other Adjustments	1,500,000	3,000,000	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
<b>08. Total Available for Year</b>	<b>10,062,100</b>	<b>11,914,800</b>	<b>8,936,205</b>	<b>7,238,805</b>	<b>3,467,105</b>
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	(905)	0	0	0
12. Cash Expenditures for Prior Year Encumbrances	0	0	0	0	0
13. Original Appropriation	9,376,900	9,355,200	10,401,900	10,434,500	10,455,100
14. Prior Year Reappropriations, Supplementals, Recessions	0	750,000	0	0	0
15. Non-cogs, Receipts to Appropriations, etc.	0	0	0	0	0
16. Reversions and Continuous Appropriations	(39,400)	(465,700)	(2,041,700)	0	0
17. Current Year Reappropriation	0	0	0	0	0
18. Reserve for Current Year Encumbrances	0	0	0	0	0
<b>19. Current Year Cash Expenditures</b>	<b>9,337,500</b>	<b>9,639,500</b>	<b>8,360,200</b>	<b>10,434,500</b>	<b>10,455,100</b>
<b>19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)</b>	<b>9,337,500</b>	<b>9,639,500</b>	<b>8,360,200</b>	<b>10,434,500</b>	<b>10,455,100</b>
<b>20. Ending Cash Balance</b>	<b>724,600</b>	<b>2,276,205</b>	<b>576,005</b>	<b>(3,195,695)</b>	<b>(6,987,995)</b>
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	1,500,000	3,000,000	3,000,000	3,000,000	3,000,000
<b>24. Ending Free Fund Balance</b>	<b>(775,400)</b>	<b>(723,795)</b>	<b>(2,423,995)</b>	<b>(6,195,695)</b>	<b>(9,987,995)</b>
24a. Investments Direct by Agency (GL 1203)	0	0	0	0	0
<b>24b. Ending Free Fund Balance Including Direct Investments</b>	<b>(775,400)</b>	<b>(723,795)</b>	<b>(2,423,995)</b>	<b>(6,195,695)</b>	<b>(9,987,995)</b>
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
<b>Agency</b>	Commission on Aging						187
<b>Division</b>	Commission on Aging						CA1
<b>Appropriation Unit</b>	Commission on Aging						GVJA
<b>FY 2024 Total Appropriation</b>							
1.00	FY 2024 Total Appropriation						GVJA
	SB1134						
	10000 General	5.94	648,300	295,700	0	4,417,600	5,361,600
	34400 Federal	0.00	200,000	200,000	0	4,888,600	5,288,600
	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
1.13	PY Executive Carry Forward						GVJA
	FY23 Executive Carry Forward						
	10000 General	0.00	0	0	0	412,100	412,100
		0.00	0	0	0	412,100	412,100
1.21	Account Transfers						GVJA
	34500 Federal	0.00	0	900	0	(900)	0
		0.00	0	900	0	(900)	0
1.61	Reverted Appropriation Balances						GVJA
	10000 General	0.00	(800)	(2,000)	0	(230,700)	(233,500)
	34400 Federal	0.00	(175,400)	(124,600)	0	(1,857,600)	(2,157,600)
	34500 Federal	0.00	0	(3,100)	0	(149,000)	(152,100)
	34800 Federal	0.00	(122,400)	(252,000)	(300)	(1,667,100)	(2,041,800)
		0.00	(298,600)	(381,700)	(300)	(3,904,400)	(4,585,000)
1.81	CY Executive Carry Forward						GVJA
	FY24 Executive Carry Forward						
	10000 General	0.00	0	0	0	(312,200)	(312,200)
		0.00	0	0	0	(312,200)	(312,200)
<b>FY 2024 Actual Expenditures</b>							
2.00	FY 2024 Actual Expenditures						GVJA
	10000 General	5.94	647,500	293,700	0	4,286,800	5,228,000
	34400 Federal	0.00	24,600	75,400	0	3,031,000	3,131,000
	34500 Federal	0.00	0	(2,200)	0	100	(2,100)
	34800 Federal	8.06	733,300	203,900	68,100	7,354,800	8,360,100
		14.00	1,405,400	570,800	68,100	14,672,700	16,717,000
<b>FY 2025 Original Appropriation</b>							
3.00	FY 2025 Original Appropriation						GVJA
	10000 General	6.94	740,000	315,800	0	5,223,100	6,278,900
	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



		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total		
34800	Federal	8.06	872,400	469,100	71,100	9,021,900	10,434,500		
		15.00	1,712,400	891,200	71,100	15,845,000	18,519,700		
<b>FY 2025 Total Appropriation</b>									
5.00	FY 2025 Total Appropriation								GVJA
10000	General	6.94	740,000	315,800	0	5,223,100	6,278,900		
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		
34800	Federal	8.06	872,400	469,100	71,100	9,021,900	10,434,500		
		15.00	1,712,400	891,200	71,100	15,845,000	18,519,700		
<b>Appropriation Adjustments</b>									
6.11	Executive Carry Forward								GVJA
	FY24 Executive Carry Forward								
10000	General	0.00	0	0	0	312,200	312,200		
		0.00	0	0	0	312,200	312,200		
<b>FY 2025 Estimated Expenditures</b>									
7.00	FY 2025 Estimated Expenditures								GVJA
10000	General	6.94	740,000	315,800	0	5,535,300	6,591,100		
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		
34800	Federal	8.06	872,400	469,100	71,100	9,021,900	10,434,500		
		15.00	1,712,400	891,200	71,100	16,157,200	18,831,900		
<b>Base Adjustments</b>									
8.41	Removal of One-Time Expenditures								GVJA
	This decision unit removes one-time appropriation for FY 2026.								
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)		
		0.00	(100,000)	(106,300)	0	(1,600,000)	(1,806,300)		
<b>FY 2026 Base</b>									
9.00	FY 2026 Base								GVJA
10000	General	6.94	740,000	315,800	0	5,223,100	6,278,900		
OT 10000	General	0.00	0	0	0	0	0		
OT 34400	Federal	0.00	0	0	0	0	0		
34800	Federal	8.06	872,400	469,100	71,100	9,021,900	10,434,500		
		15.00	1,612,400	784,900	71,100	14,245,000	16,713,400		
<b>Program Maintenance</b>									
10.11	Change in Health Benefit Costs								GVJA
	This decision unit reflects a change in the employer health benefit costs.								
10000	General	0.00	9,000	0	0	0	9,000		
34800	Federal	0.00	11,800	0	0	0	11,800		
		0.00	20,800	0	0	0	20,800		
10.23	Contract Inflation Adjustments								GVJA
<b>Run Date:</b> 8/28/24, 4:10PM									
								Page 2	

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
This decision unit requests appropriation for contractual increases for the building lease and Management Information System.							
10000	General	0.00	0	6,600	0	0	6,600
34800	Federal	0.00	0	0	1,800	0	1,800
		0.00	0	6,600	1,800	0	8,400
10.61	Salary Multiplier - Regular Employees						GVJA
This decision unit reflects a 1% salary multiplier for Regular Employees.							
10000	General	0.00	6,300	0	0	0	6,300
34800	Federal	0.00	7,000	0	0	0	7,000
		0.00	13,300	0	0	0	13,300
<b>FY 2026 Total Maintenance</b>							
11.00	FY 2026 Total Maintenance						GVJA
10000	General	6.94	755,300	322,400	0	5,223,100	6,300,800
OT 10000	General	0.00	0	0	0	0	0
OT 34400	Federal	0.00	0	0	0	0	0
34800	Federal	8.06	891,200	469,100	72,900	9,021,900	10,455,100
		15.00	1,646,500	791,500	72,900	14,245,000	16,755,900
<b>Line Items</b>							
12.01	ARPA Direct Funding						GVJA
This Decision Unit represents funding from the American Rescue Plan Act (ARPA) designed to support State Units on Aging programs. ARPA grant awards expire 9/30/2025. This appropriation will allow ICOA to pay final invoices and draw down remaining funds.							
OT 34400	Federal	0.00	25,000	25,000	0	450,000	500,000
		0.00	25,000	25,000	0	450,000	500,000
12.53	General Inflation Adjustments						GVJA
2% general inflation increase on selected operating expenditure categories							
3% increase in Trustee and Benefits for Area Agency on Aging contracts							
10000	General	0.00	0	7,600	0	155,000	162,600
		0.00	0	7,600	0	155,000	162,600
12.55	Repair, Replacement, or Alteration Costs						GVJA
Replacement IT equipment: Standard 2-in-1 laptop (2) plus docking stations (2)							
OT 10000	General	0.00	0	3,900	0	0	3,900
		0.00	0	3,900	0	0	3,900
<b>FY 2026 Total</b>							
13.00	FY 2026 Total						GVJA
10000	General	6.94	755,300	330,000	0	5,378,100	6,463,400
OT 10000	General	0.00	0	3,900	0	0	3,900
OT 34400	Federal	0.00	25,000	25,000	0	450,000	500,000
34800	Federal	8.06	891,200	469,100	72,900	9,021,900	10,455,100
		15.00	1,671,500	828,000	72,900	14,850,000	17,422,400

Agency: Commission on Aging

187

Decision Unit Number	12.01	Descriptive Title	ARPA Direct Funding			
			General	Dedicated	Federal	Total
<b>Request Totals</b>						
		50 - Personnel Cost	0	0	25,000	25,000
		55 - Operating Expense	0	0	25,000	25,000
		70 -	0	0	0	0
		80 - Trustee/Benefit	0	0	450,000	450,000
		Totals	0	0	500,000	500,000
			0.00	0.00	0.00	0.00
<b>Appropriation Unit:</b>		Commission on Aging				GVJA
<b>Personnel Cost</b>						
		500 Employees	0	0	25,000	25,000
		Personnel Cost Total	0	0	25,000	25,000
<b>Operating Expense</b>						
		559 General Services	0	0	15,000	15,000
		613 Administrative Supplies	0	0	10,000	10,000
		Operating Expense Total	0	0	25,000	25,000
<b>Trustee/Benefit</b>						
		857 Federal Payments To Subgrantees	0	0	450,000	450,000
		Trustee/Benefit Total	0	0	450,000	450,000
			0	0	500,000	500,000

**Explain the request and provide justification for the need.**

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.

ARPA grant awards expire 9/30/2025. This appropriation will allow ICOA to pay final invoices and draw down remaining funds.

**If a supplemental, what emergency is being addressed?**

N/A

**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.**

There is \$0 in the base. Prior year FY2025 ARPA Fund 34400 Appropriation (PC \$100,000, OE \$100,000, TB \$1,600,000) was One-time and was removed in DU8.41.

**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 staff will be re-directed.

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

There is currently one-time appropriation for ARPA costs in FY2025 (PC \$100,000, OE \$100,000, TB \$1,600,000). There are anticipated costs of \$500,000 (PC \$25,000, OE \$25,000, TB \$450,000) in FY2026. There are no projected future costs beyond FY2026.

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

N/A

**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.

**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.

If not funded, the agency would not be able to pay invoices for services obligated in Trustee and Benefit contracts. For the Personnel and Operating Expenditures, the general fund would be required to subsidize these costs.

**Identify the measure/goal/priority this will improve in the strat plan or PMR.**

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Within the Idaho Commission on Aging strategic plan, this request addresses two Critical Success Factors:

- Critical Success Factor Two: Increase outreach and access to reach those most at risk for institutionalization.
- Critical Success Factor Three: Closure of stakeholder identified gap in program delivery or service quality.

**What is the anticipated measured outcome if this request is funded?**

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If this request is funded, measured outcomes include:

- Educational sessions are tracked by each program specialist in their outcome tracking form and reported quarterly to the ICOA Commissioners.
- Analysis of annual survey to Senior centers

ICOA will publish an Annual Report in December highlighting outcomes, demographic characteristics of persons served, and return on investment.

**AGENCY: 187 – Idaho Commission on Aging**

Approp Unit: GVJA

Decision Unit No: 12.01

Title: ARPA Direct  
Funding

	General	Dedicated	Federal	Other	Total
FULL-TIME POSITIONS (FTP)					
PERSONNEL COSTS					
1. Salaries			\$25,000		\$25,000
2. Benefits					
3. Group Position Funding					
TOTAL PERSONNEL COSTS					
OPERATING EXPENSES					
			\$25,000		\$25,000
TOTAL OPERATING EXPENDITURES					
CAPITAL OUTLAY					
TOTAL CAPITAL OUTLAY					
T/B PAYMENTS			\$450,000		\$450,000
GRAND TOTAL			\$500,000		\$500,000

**Explain the request and provide justification for the need.**

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.

ARPA grant awards expire 9/30/2025. This appropriation will allow ICOA to pay final invoices and draw down remaining funds.

**If a supplemental, what emergency is being addressed?**

N/A

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

Idaho Code 67-5005 and 15.01.01

**Please identify the performance measure, goal, or priority this request is intended to improve in the strategic plan or performance measurement report.**

Within the Idaho Commission on Aging strategic plan, this request addresses two Critical Success Factors:

- **Critical Success Factor Two:** Increase outreach and access to reach those most at risk for institutionalization.
- **Critical Success Factor Three:** Closure of stakeholder identified gap in program delivery or service quality.

**What is the anticipated measured outcome if this request is funded?**

If this request is funded, measured outcomes include:

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

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**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 staff will be re-directed.

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

There is currently one-time appropriation for ARPA costs in FY2025 (PC \$100,000, OE \$100,000, TB \$1,600,000).

There are anticipated costs of \$500,000 (PC \$25,000, OE \$25,000, TB \$450,000) in FY2026.

There are no projected future costs beyond FY2026.

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

N/A

**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:

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Supporting Senior Centers and Meal Programs

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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.

**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.

If not funded, the agency would not be able to pay invoices for services obligated in Trustee and Benefit contracts. For the Personnel and Operating Expenditures, the general fund would be required to subsidize these costs.

**PCF Detail Report**

Request for Fiscal Year: 2026

Agency: Commission on Aging 187  
 Appropriation Unit: Commission on Aging GVJA  
 Fund: General Fund 10000

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
<b>Totals from Personnel Cost Forecast (PCF)</b>							
		Permanent Positions	5.44	426,139	70,720	94,588	591,447
		Total from PCF	5.44	426,139	70,720	94,588	591,447
		<b>FY 2025 ORIGINAL APPROPRIATION</b>	<b>6.94</b>	<b>532,864</b>	<b>90,220</b>	<b>116,916</b>	<b>740,000</b>
		<b>Unadjusted Over or (Under) Funded:</b>	<b>1.50</b>	<b>106,725</b>	<b>19,500</b>	<b>22,328</b>	<b>148,553</b>
<b>Adjustments to Wage and Salary</b>							
187000	660C	Financial Specialist Senior 8810	.50	28,560	6,500	6,409	41,469
2011	R90						
187000	180N	Technical Records Specialist 1 8810	.00	10,000	0	2,144	12,144
3025	R90						
187002	666C	Financial Specialist 8810	1.00	52,000	13,000	11,669	76,669
0951	R90						
<b>Estimated Salary Needs</b>							
		Board, Group, & Missing Positions	.00	10,000	0	2,144	12,144
		Permanent Positions	6.94	506,699	90,220	112,666	709,585
		<b>Estimated Salary and Benefits</b>	<b>6.94</b>	<b>516,699</b>	<b>90,220</b>	<b>114,810</b>	<b>721,729</b>
<b>Adjusted Over or (Under) Funding</b>							
		Original Appropriation	.00	16,165	0	2,106	18,271
		Estimated Expenditures	.00	16,165	0	2,106	18,271
		Base	.00	16,165	0	2,106	18,271

**PCF Summary Report**

Request for Fiscal Year: 2026

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 2025 ORIGINAL APPROPRIATION	6.94	532,864	90,220	116,916	740,000
5.00	FY 2025 TOTAL APPROPRIATION	6.94	532,864	90,220	116,916	740,000
7.00	FY 2025 ESTIMATED EXPENDITURES	6.94	532,864	90,220	116,916	740,000
9.00	FY 2026 BASE	6.94	532,864	90,220	116,916	740,000
10.11	Change in Health Benefit Costs	0.00	0	9,000	0	9,000
10.61	Salary Multiplier - Regular Employees	0.00	5,200	0	1,100	6,300
11.00	FY 2026 PROGRAM MAINTENANCE	6.94	538,064	99,220	118,016	755,300
13.00	FY 2026 TOTAL REQUEST	6.94	538,064	99,220	118,016	755,300

**PCF Detail Report**

Request for Fiscal Year: 2026

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
		<b>FY 2025 ORIGINAL APPROPRIATION</b>	.00	82,007	0	17,993	100,000
		<b>Unadjusted Over or (Under) Funded:</b>	.00	82,007	0	17,993	100,000
		<b>Adjusted Over or (Under) Funding</b>					
		Original Appropriation	.00	82,007	0	17,993	100,000
		Estimated Expenditures	.00	82,007	0	17,993	100,000
		Base	.00	(17,993)	0	17,993	0

**PCF Summary Report**

Request for Fiscal Year: 202  
6

**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 2025 ORIGINAL APPROPRIATION	0.00	82,007	0	17,993	100,000
5.00	FY 2025 TOTAL APPROPRIATION	0.00	82,007	0	17,993	100,000
7.00	FY 2025 ESTIMATED EXPENDITURES	0.00	82,007	0	17,993	100,000
8.41	Removal of One-Time Expenditures	0.00	(100,000)	0	0	(100,000)
9.00	FY 2026 BASE	0.00	(17,993)	0	17,993	0
11.00	FY 2026 PROGRAM MAINTENANCE	0.00	(17,993)	0	17,993	0
12.01	ARPA Direct Funding	0.00	25,000	0	0	25,000
13.00	FY 2026 TOTAL REQUEST	0.00	7,007	0	17,993	25,000

**PCF Detail Report**

Request for Fiscal Year: 202  
6

Agency: Commission on Aging

187

Appropriation Unit: Commission on Aging

GVJA

Fund: Federal (Grant)

34800

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
<b>Totals from Personnel Cost Forecast (PCF)</b>							
		Permanent Positions	7.56	513,250	98,280	114,992	726,522
		Total from PCF	7.56	513,250	98,280	114,992	726,522
		<b>FY 2025 ORIGINAL APPROPRIATION</b>	<b>8.06</b>	<b>629,501</b>	<b>104,780</b>	<b>138,119</b>	<b>872,400</b>
		<b>Unadjusted Over or (Under) Funded:</b>	<b>.50</b>	<b>116,251</b>	<b>6,500</b>	<b>23,127</b>	<b>145,878</b>
<b>Adjustments to Wage and Salary</b>							
187000	660C	Financial Specialist Senior 8810	.50	28,560	6,500	6,409	41,469
2011	R90						
187000	180N	Technical Records Specialist 1 8810	.00	25,000	13,000	5,360	43,360
3030	R90						
<b>Estimated Salary Needs</b>							
		Board, Group, & Missing Positions	.00	25,000	13,000	5,360	43,360
		Permanent Positions	8.06	541,810	104,780	121,401	767,991
		<b>Estimated Salary and Benefits</b>	<b>8.06</b>	<b>566,810</b>	<b>117,780</b>	<b>126,761</b>	<b>811,351</b>
<b>Adjusted Over or (Under) Funding</b>							
		<b>Original Appropriation</b>	<b>.00</b>	<b>62,691</b>	<b>(13,000)</b>	<b>11,358</b>	<b>61,049</b>
		<b>Estimated Expenditures</b>	<b>.00</b>	<b>62,691</b>	<b>(13,000)</b>	<b>11,358</b>	<b>61,049</b>
		<b>Base</b>	<b>.00</b>	<b>62,691</b>	<b>(13,000)</b>	<b>11,358</b>	<b>61,049</b>

**PCF Summary Report**

Request for Fiscal Year: 202  
6

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 2025 ORIGINAL APPROPRIATION	8.06	629,501	104,780	138,119	872,400
5.00	FY 2025 TOTAL APPROPRIATION	8.06	629,501	104,780	138,119	872,400
7.00	FY 2025 ESTIMATED EXPENDITURES	8.06	629,501	104,780	138,119	872,400
9.00	FY 2026 BASE	8.06	629,501	104,780	138,119	872,400
10.11	Change in Health Benefit Costs	0.00	0	11,800	0	11,800
10.61	Salary Multiplier - Regular Employees	0.00	5,700	0	1,300	7,000
11.00	FY 2026 PROGRAM MAINTENANCE	8.06	635,201	116,580	139,419	891,200
13.00	FY 2026 TOTAL REQUEST	8.06	635,201	116,580	139,419	891,200

**Inflationary Adjustments**

Request for Fiscal Year: 2026

Agency: Commission on Aging

187

Appropriation Unit: Commission on Aging

GVJA

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	Change	% Change	FY 2025 Appropriation	CY 2025 Expenditure Adjustments	FY 2025 Estimated Expenditures	Remove One Time Funding	FY 2026 Base less Adjustments	General Inflation DU 10.21	% Change	Medical Inflation DU 10.22	% Change	FY 2026 Totals
<b>Summary Account</b>																
Communication Costs	0	0	0	0	0	0	0	23,800	23,800	0	0	200	0	0	0	200
Employee Development	0	0	0	0	0	0	0	19,900	19,900	0	0	200	0	0	0	200
General Services	0	0	0	0	0	0	0	53,700	53,700	0	0	500	0	0	0	500
Professional Services	0	0	0	0	0	0	0	162,400	162,400	0	0	1,600	0	0	0	1,600
Repair & Maintenance	0	0	0	0	0	0	0	43,100	43,100	0	0	400	0	0	0	400
Administrative Services	0	0	0	0	0	0	0	24,300	24,300	0	0	200	0	0	0	200
Computer Services	0	0	0	0	0	0	0	271,500	271,500	0	0	2,700	0	0	0	2,700
Employee In State Travel Costs	0	0	0	0	0	0	0	45,000	45,000	0	0	500	0	0	0	500
Employee Out Of State Travel Costs	0	0	0	0	0	0	0	44,200	44,200	0	0	400	0	0	0	400
Administrative Supplies	0	0	0	0	0	0	0	6,800	6,800	0	0	100	0	0	0	100
Computer Supplies	0	0	0	0	0	0	0	14,500	14,500	0	0	100	0	0	0	100
Insurance Costs	0	0	0	0	0	0	0	17,200	17,200	0	0	200	0	0	0	200
Rental Costs	0	0	0	0	0	0	0	9,100	9,100	0	0	100	0	0	0	100
Miscellaneous Expense	0	0	0	0	0	0	0	45,300	45,300	0	0	400	0	0	0	400
Federal Payments To Subgrantees	0	0	0	0	0	0	0	5,535,300	5,535,300	0	0	155,000	0	0	0	155,000
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,316,100</b>	<b>6,316,100</b>	<b>0</b>	<b>0</b>	<b>162,600</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>162,600</b>
<b>Fund Source</b>																
General	0	0	0	0	0	0	0	6,316,100	6,316,100	0	0	162,600	0	0	0	162,600
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,316,100</b>	<b>6,316,100</b>	<b>0</b>	<b>0</b>	<b>162,600</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>162,600</b>



**AGENCY: 187 – Idaho Commission on Aging**

Approp Unit: GVJA

Decision Unit No: 12.53

Title: General  
Inflation

	General	Dedicated	Federal	Other	Total
FULL-TIME POSITIONS (FTP)					
PERSONNEL COSTS					
1. Salaries					
2. Benefits					
3. Group Position Funding					
TOTAL PERSONNEL COSTS					
OPERATING EXPENSES					
General Inflation	\$				\$
TOTAL OPERATING EXPENDITURES	\$7,400				\$7,400
CAPITAL OUTLAY					
TOTAL CAPITAL OUTLAY					
T/B PAYMENTS	\$155,000				\$155,000
GRAND TOTAL	\$162,400				\$162,400

**Explain the request and provide justification for the need.**

This decision unit request a general inflation increase for operating expenses in the amount of \$7,400 and trustee and benefit expenses in the amount of \$155,000 for a total of \$162,400.

In accordance with Idaho statute, the Commission on Aging plans, coordinates, and promotes a statewide network 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. The Commission also leads the effort to keep aging Idahoans safe through the Adult Protective Services and Long-Term Care Ombudsman program. Trustee and benefit funds are directed to six Area Agencies on Aging and who are guided by local area plans specifically developed to address the needs in each Planning and Service Areas. This request will address inflationary costs on wages/labor, operating expenses such as fuel and insurance, and the increase cost of direct services.

Inflationary cost on standard operations have increased in the past several years. Costs associated with travel and educational materials have both seen increases. ICOA staff are required to travel throughout the state to review programs, conduct audits, and provide training. Staff also provide outreach and community education across the state.

**If a supplemental, what emergency is being addressed?**

N/A

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

Idaho Code 67-5005

Idaho Code 67-5011

Idaho Code 39-5306

**Please identify the performance measure, goal, or priority this request is intended to improve in the strategic plan or performance measurement report.**

Within the Idaho Commission on Aging strategic plan, this request addresses all four Critical Success Factors:

- **Critical Success Factor One:** Activities designed to increase transparency, accountability, or efficiency throughout the aging network operations.
- **Critical Success Factor Two:** Increase outreach and access to reach those most at risk for institutionalization.
- **Critical Success Factor Three:** Closure of stakeholder identified gap in program delivery or service quality.
- **Critical Success Factor Four:** Identify and implement new partnerships that expand the reach of our current programs.

**What is the anticipated measured outcome if this request is funded?**

If this request is funded, measured outcomes include:

- Performance improvement plans are tracked by each program specialist in their outcome tracking form and reported quarterly to the ICOA Commissioners.

- Educational sessions are tracked by each program specialist in their outcome tracking form and reported quarterly to the ICOA Commissioners.
- Analysis of annual survey to Senior centers
- Documented participation of new partners

ICOA will publish an Annual Report in December highlighting outcomes, demographic characteristics of persons served, and return on investment.

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

General Fund OE Base \$315,800

General Fund T&B Base \$5,223,100

**What resources are necessary to implement this request?**

Appropriation for FY2026 Operating and Trustee and Benefit Expenses are necessary to implement this request.

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

No additional positions are being requested.

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

Staff will not be re-directed.

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

Operating and trustee and benefit expenses are an ongoing cost.

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

OE was calculated using 2% increase.

T&B increase is based on 3% increase overall to General Fund T&B.

**Provide detail about the revenue assumptions supporting this request.**

The agency is requesting general fund revenue support.

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

The people of the State of Idaho are served by this request. The senior population in Idaho continues to increase, and so does the need to support caregiving, increase dementia capability, manage chronic pain, provide chore and transportation services, address loneliness and ensure people have access to reliable and trustworthy information. Needs intensify for those Idahoans living in rural settings, in poverty, living alone, or have reached the age where they need additional assistance to maintain their independence. Idaho's senior population is projected to continue to increase.

Form B4: Inflationary Adjustments

Agency: Aging, Commission on

Agency Number: 187

FY 2026 Request

Function: Commission on Aging

Function/Activity Number: \_\_\_\_\_

Page \_\_\_\_ of \_\_\_\_

Activity: \_\_\_\_\_

Original Submission  or Revision No. \_\_\_\_

(1) Operating Expenditures Summary Object	(2) FY 2021 Actual	(3) FY 2022 Actual	(4) FY 2023 Actual	(5) FY 2024 Actual	FY 2023 to FY 2024		(8) FY 2025 Approp	(9) FY 2025 Exp. Adj.	(10) FY 2025 Est. Exp.
					(6) Change	(7) % Change			
Communication Costs	10,698	8,839	17,000	15,248	(1,752)	-10.31%	23,808	-	23,808
Employee Development	10,198	4,663	16,002	12,754	(3,249)	-20.30%	19,914	-	19,914
General Services	18,014	2,260	56,732	34,432	(22,301)	-39.31%	53,762	-	53,762
Professional Services	79,195	64,483	71,038	168,037	97,000	136.55%	262,377	-	262,377
Repair & Maintenance	6,924	6,566	5,450	27,570	22,120	405.86%	43,048	-	43,048
Administrative Services	34,049	39,162	27,060	15,545	(11,515)	-42.55%	24,272	-	24,272
Computer Services	77,746	267,040	190,705	173,913	(16,792)	-8.81%	271,551	-	271,551
MISC. TRAVEL AND MOVING	2,052	34,621	66,275	186	(66,089)	-99.72%	291	-	291
EMPLOYEE IN STATE TRAVE	-	-	-	28,843	28,843	#DIV/0!	45,036	-	45,036
EMPLOYEE OUT OF STATE T	-	-	-	28,294	28,294	#DIV/0!	44,179	-	44,179
Employee Out Of Country Trav	-	-	-	-	-	#DIV/0!	-	-	-
Administrative Supplies	21,593	12,686	3,756	4,363	608	16.18%	6,813	-	6,813
Fuel & Lubricants	-	701	520	196	(325)	-62.38%	306	-	306
Manufacturing and Merchant C	-	-	-	75	75	#DIV/0!	117	-	117
Computer Supplies	16,774	3,793	23,529	13,327	(10,202)	-43.36%	20,809	-	20,809
Repair & Maintenance Supplies	238	406	311	369	58	18.67%	577	-	577
Institution & Resident Supplies	-	105	-	113	113	#DIV/0!	176	-	176
Specific Use Supplies	45,284	5,693	(121)	1,625	1,746	-1438.56%	2,537	-	2,537
Insurance Costs	2,282	2,373	16,024	11,014	(5,010)	-31.27%	17,197	-	17,197
Rental Costs	67,088	65,697	10,875	5,832	(5,043)	-46.37%	9,107	-	9,107
Miscellaneous Expense	10,684	12,497	14,847	29,028	14,181	95.51%	45,325	-	45,325
<b>Total</b>	<b>402,821</b>	<b>531,584</b>	<b>520,003</b>	<b>570,763</b>	<b>50,760</b>	<b>9.76%</b>	<b>891,200</b>	<b>-</b>	<b>891,200</b>
<b>FundSource</b>									
General	76,600	185,845	293,466	293,666	200	0.07%	322,100	-	322,100
Dedicated	-	-	-	-	-	#DIV/0!	-	-	-
Federal	326,221	345,739	226,538	277,098	50,560	22.32%	569,100	-	569,100
<b>Total</b>	<b>402,821</b>	<b>531,584</b>	<b>520,003</b>	<b>570,763</b>	<b>50,760</b>	<b>9.76%</b>	<b>891,200</b>	<b>-</b>	<b>891,200</b>

(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)
Part B: Operating Expenditures Summary Object	FY 2025 Est. Exp	Remove One Time Funding	SWCAP, Nondisc., Rent	FY 2026 Base	General Inflation (DU 10.21)	% Change	Medical Inflation (DU 10.22)	% Change	FY2026 Total
Communication Costs	23,808	-	-	23,808	200	0.84%	-	0.00%	24,008
Employee Development	19,914	-	-	19,914	200	1.00%	-	0.00%	20,114
General Services	53,762	-	-	53,762	500	0.93%	-	0.00%	54,262
Professional Services	262,377	(100,000)	-	162,377	1,600	0.99%	-	0.00%	163,977
Repair & Maintenance	43,048	-	-	43,048	400	0.93%	-	0.00%	43,448
Administrative Services	24,272	-	-	24,272	200	0.82%	-	0.00%	24,472
Computer Services	271,551	-	-	271,551	2,700	0.99%	-	0.00%	274,251
MISC. TRAVEL AND MOVING	291	-	-	291	-	0.00%	-	0.00%	291
EMPLOYEE IN STATE TRAVE	45,036	-	-	45,036	500	1.11%	-	0.00%	45,536
EMPLOYEE OUT OF STATE T	44,179	-	-	44,179	400	0.91%	-	0.00%	44,579
Employee Out Of Country Trav	-	-	-	-	-	#DIV/0!	-	0.00%	-
Administrative Supplies	6,813	-	-	6,813	100	1.47%	-	0.00%	6,913
Fuel & Lubricants	306	-	-	306	-	0.00%	-	0.00%	306
Manufacturing and Merchant C	117	-	-	117	-	0.00%	-	0.00%	117
Computer Supplies	20,809	(6,300)	-	14,509	100	0.69%	-	0.00%	14,609
Repair & Maintenance Supplies	577	-	-	577	-	0.00%	-	0.00%	577
Institution & Resident Supplies	176	-	-	176	-	0.00%	-	0.00%	176
Specific Use Supplies	2,537	-	-	2,537	-	0.00%	-	0.00%	2,537
Insurance Costs	17,197	-	-	17,197	200	1.16%	-	0.00%	17,397
Rental Costs	9,107	-	-	9,107	100	1.10%	-	0.00%	9,207
Miscellaneous Expense	45,325	-	-	45,325	400	0.88%	-	0.00%	45,725
<b>Total</b>	<b>891,200</b>	<b>(106,300)</b>	<b>-</b>	<b>784,900</b>	<b>7,600</b>	<b>0.97%</b>	<b>-</b>	<b>-</b>	<b>792,500</b>
<b>FundSource</b>									
General	322,100	(6,300)	-	315,800	7,600	2.41%	-	0.00%	323,400
Dedicated	-	-	-	-	-	#DIV/0!	-	0.00%	-
Federal	569,100	(100,000)	-	469,100	-	0.00%	-	0.00%	469,100
<b>Total</b>	<b>891,200</b>	<b>(106,300)</b>	<b>-</b>	<b>784,900</b>	<b>7,600</b>	<b>0.97%</b>	<b>-</b>	<b>-</b>	<b>792,500</b>

Form B4: Inflationary Adjustments

Agency: Aging, Commission on

Agency Number: 187

FY 2026 Request

Function: Commission on Aging

Function/Activity Number: \_\_\_\_\_

Page \_\_\_\_ of \_\_\_\_

Activity: \_\_\_\_\_

Original Submission  or Revision No. \_\_\_\_\_

(1) Trustee/Benefit Summary Object	(2) FY 2021 Actual	(3) FY 2022 Actual	(4) FY 2023 Actual	(5) FY 2024 Actual	FY 2023 to FY 2024		(8) FY 2025 Approp	(9) FY 2025 Exp. Adj.	(10) FY 2025 Est. Exp.
					(6) Change	(7) % Change			
Fed Payments To Subgrantes	11,149,277	11,496,053	11,804,602	10,895,179	(909,422)	-7.70%	-	-	-
Non Fed Payments To Subgrar	3,376,900	3,569,895	7,899,486	3,777,610	(4,121,876)	-52.18%	-	-	-
<b>Total</b>	<b>14,526,177</b>	<b>15,065,948</b>	<b>19,704,088</b>	<b>14,672,789</b>	<b>(5,031,299)</b>	<b>-25.53%</b>	-	-	-
<b>FundSource</b>									
General	3,376,900	3,569,895	7,899,486	4,286,847	(3,612,639)	-45.73%	5,223,100	-	5,223,100
Dedicated	-	-	-	-	-	#DIV/0!	-	-	-
Federal	11,149,277	11,496,053	11,804,602	10,385,942	(1,418,660)	-12.02%	10,621,900	-	10,621,900
<b>Total</b>	<b>14,526,177</b>	<b>15,065,948</b>	<b>19,704,088</b>	<b>14,672,789</b>	<b>(5,031,299)</b>	<b>-25.53%</b>	<b>15,845,000</b>	-	<b>15,845,000</b>

(11) Part B: Trustee/Benefit Summary Object	(12) FY 2025 Est. Exp	(13) Remove One Time Funding	(14) SWCAP, Nondisc., Rent	(15) FY 2026 Base	(16) General Inflation (DU 10.21)	(17) % Change	(18) Medical Inflation (DU 10.22)	(19) % Change	(20) FY2026 Total
Fed Payments To Subgrantes	-	-	-	-	-	#DIV/0!	-	0.00%	-
Non Fed Payments To Subgrar	-	-	-	-	-	#DIV/0!	-	0.00%	-
<b>Total</b>	-	-	-	-	-	#DIV/0!	-	-	-
<b>FundSource</b>									
General	5,223,100	-	-	5,223,100	155,000	2.97%	-	0.00%	5,378,100
Dedicated	-	-	-	-	-	#DIV/0!	-	0.00%	-
Federal	10,621,900	(1,600,000)	-	9,021,900	-	0.00%	-	0.00%	9,021,900
<b>Total</b>	<b>15,845,000</b>	<b>(1,600,000)</b>	-	<b>14,245,000</b>	<b>155,000</b>	<b>1.09%</b>	-	-	<b>14,400,000</b>

**Contract Inflation**

Request for Fiscal Year: 2026

Agency: Commission on Aging  
 Commission on Aging

187

GVJA

**Appropriation Unit:**

	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025 Estimated Expenditures	Contract Dates	FY 2026 Contractual % Change	FY 2026 Total
<b>Contract</b>								
	0	0	0	0	0		0	0
Century Properties LLC - Office Building Lease	64,800	60,800	67,900	69,900	71,400	2/1/2025 - 1/31/2030	3	1,800
RTZ Associates, Inc. - Management Information System	27,600	213,300	153,400	158,900	165,300	10/7/2023 - 10/6/2026	4	6,600
<b>Total</b>	<b>92,400</b>	<b>274,100</b>	<b>221,300</b>	<b>228,800</b>	<b>236,700</b>			<b>8,400</b>
<b>Fund Source</b>								
Federal	64,800	60,800	67,900	69,900	71,400			1,800
General	27,600	213,300	153,400	158,900	165,300			6,600
<b>Total</b>	<b>92,400</b>	<b>274,100</b>	<b>221,300</b>	<b>228,800</b>	<b>236,700</b>			<b>8,400</b>

**Form B4: Part C - Contract Inflation**

Agency: Idaho Commission on Aging

Division:

Program:

Agency Number: 187

Function/Activity Number: \_\_\_\_\_

Request **2026**

Page \_\_\_\_\_ of \_\_\_\_\_

Original Submission  X or Revision No. \_\_\_\_\_

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
Part C: Contract (identify who and what)	FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025 Est. Exp.	Contract Date	Term of Contract (Year x of x)	FY 2026 Contractual % Change	FY 2026 Change	FY 2026 Total
RTZ Associates Inc. - Management	213,300	153,400	158,900	165,300	10/2023	3 of 3	4.00%	6,600	171,900
Century Properties LLC - Building	60,800	65,400	69,600	71,400	01/2025	1 of 5	2.50%	1,800	73,200
								-	-
								-	-
								-	-
								-	-
								-	-
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								-	-
								-	-
								-	-
								-	-
								-	-
								-	-
								-	-
<b>Total</b>	274,100	218,800	228,500	236,700			3.55%	8,400	245,100
<b>FundSource</b>							<b>Proportion</b>		
General	-	-	-	-			78.6%	6,600	192,600
Dedicated	-	-	-	-			0.0%	-	-
Federal	-	-	-	-			21.4%	1,800	52,500
<b>Total</b>	-	-	-	-			100.00%	<b>8,400</b>	<b>245,100</b>

Notes:  
MIS Contract - General fund - Operating  
Building Rent - Federal fund - Capital lease per GASB 87



**LEASE AMENDMENT No. Three**

THIS LEASE AMENDMENT (“Lease Amendment”), is entered effective upon the date of the last required signature (the “Effective Date”), by and between the DIN-11 Properties, LLC, Post Office Box 191, Roseville, California 95661 (“Lessor”) and the STATE OF IDAHO, by and through the Idaho Commission on Aging, 6305 West Overland Road, Suite 110, 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 2. TERM.** Section 2 is hereby deleted and replaced with the following:

The term of this Lease Amendment shall be Sixty (60) months and shall begin on February 1, 2025 and end at midnight on January 31, 2030. The Lessee may, at the expiration of the term of this Lease Amendment and without the necessity of renewing said Lease Amendment, continue in its occupancy of the Premises on a month to month basis upon the terms and conditions set forth in this Lease Amendment 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.

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

The lease payment shall be payable in monthly installments of \$5,885.97 each. The total yearly lease payment is \$70,631.64. The lease payment shall be computed at a rate of approximately \$18.78 per square foot, per year. The total square footage of the Premises is 3,761, subject to measurement using BOMA standard.

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.

**3. SECTION 7. SPECIAL PROVISIONS.** Section 7.D. Increases in the Lease Payment is hereby deleted and replaced with the following:

D. Increases in the Lease Payment. The lease payment shall increase according to the following schedule:

Rent Terms Effective February 1, 2025 based on 3,761 SF						
Year	Start Date		End Date	Rent/SF	Monthly Rent	Annual Rent
1	02/01/2025	to	01/31/2026	\$ 19.25	\$ 6,033.12	\$ 72,397.43
2	02/01/2026	to	01/31/2027	\$ 19.73	\$ 6,183.95	\$ 74,207.37

3	02/01/2027	to	01/31/2028	\$ 20.22	\$ 6,338.55	\$ 76,062.55
4	02/01/2028	to	01/31/2029	\$ 20.73	\$ 6,497.01	\$ 77,964.11
5	02/01/2029	to	01/31/2030	\$ 21.25	\$ 6,659.43	\$ 79,913.21

**4. LESSOR MAINTANENCE.**

Lessor shall perform the following work:

- 1) Modify the doorways between the two suites to improve privacy and sound mitigation, and
- 2) Revive, replant and improve the landscaping around the building including providing adequate water and maintenance for the vegetation.

**5. COUNTERPARTS/ELECTRONIC SIGNATURES.** This Lease Amendment may be executed in exact counterparts and when so executed by the parties shall be effective in accordance with the terms hereof. This Lease Amendment may be executed and delivered by electronic means and thereupon the Lease Amendment shall be treated in each case and in all manner and respects and for all purposes as an original and shall be considered to have the same binding legal effect as if it were an original manually-signed counterpart thereof delivered in person.

**6. NO ADDITIONAL PROVISIONS IN THIS AMENDMENT.** The parties agree that all provisions of the original Lease Agreement for Space, dated October 18, 2019, and all previous amendments, unless specifically hereby amended, shall remain in force during the period covered by the Lease Amendment. No other understanding, whether oral or written, whether made prior to or contemporaneously with this Lease Amendment, shall be deemed to enlarge, limit or otherwise affect the operation of the Lease Agreement for Space or this Lease Amendment.

*[Signature Page Follows]*

IN WITNESS WHEREOF, the Parties have executed this Lease Amendment as set forth above.

**LESSOR:** DIN-11 Properties, LLC

Signature: Lane R Steinmetz  
Lane R Steinmetz (Aug 20, 2024 15:05 PDT)

Printed Name: Lane R. Steinmetz

Title: Manager

Date: 08/20/2024

**LESSEE:** Idaho Commission on Aging

Signature: Vicki Yanzuk  
Vicki Yanzuk (Aug 21, 2024 13:17 MDT)

Printed Name: Vicki Yanzuk

Title: ICOA Manager

Date: 08/21/2024

**APPROVED BY:**

Richard Brien  
Richard Brien, Statewide Leasing Manager  
State Leasing Program, Division of Public Works, Department of Administration

08/21/2024  
Date



**State of Idaho Contract Number CPO17200006  
Amendment No. 5**

**Parties**

Agency	Contractor
Department of Administration 650 W. State St. Boise, ID 83702	RTZ Associates, Inc. 3736 Mount Diablo Blvd STE 200 Lafayette, CA 94549

**Contract Summary**

<b>Contract Name:</b> ICOA Get Care MIS <b>Contract Description:</b> ICOA Get Care MIS <b>Original Effective Date:</b> 07/07/2016 <b>Current Expiration Date:</b> 10/06/2026	<b>Current Contract Value:</b> \$1,369,869.48 <b>Estimated Lifetime Value:</b> \$1,369,869.48 <b>Contract Usage Type:</b> Agency
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**Agency Contacts**

Contact Name	Contact Type	Contact Email
DOP Contract Administration	Contract Administrator	contractadmin@adm.idaho.gov
Vicki Yanzuk	Contract Manager	Vicki.yanzuk@aging.idaho.gov
	Contract Monitor	

**Contractor Contacts**

Contact Name	Contact Phone	Contact Email
Alana Hawkins	(510) 986-6700	alana@rtzsystems.com

**Recitals**

1. The Parties entered into a Contract (CPO17200006) for ICOA Get Care MIS for the Commission on Aging, effective July 7, 2016.
2. The Contract has 4 previous amendments with Scope of Work changes (amendments 1, 3, and 4) and combining the Sole Source to the contract (amendment 5). The Contract has 2 renewals with it.
3. The Parties desire to renew the Contract from 2023 to 2026.
4. Due to administrative error found, Amendments 3, 4, and 5 need corrected.
5. The Idaho Legislature has created Idaho Code section 67-2359 requiring a certification by the Contractor.

**Agreement**

Based on the above recitals, and good and valuable consideration, the receipt of which is hereby acknowledged, the Contract is amended as follows:

1. The Contract is renewed from October 7, 2023, to October 6, 2026. The value of this renewal is \$460,320.00.

2. Amendment 3 is reclassified as Amendment 2. Amendment 4 is reclassified as Amendment 3. And Amendment 5 is reclassified as Amendment 4.
3. Pursuant to Idaho Code section 67-2359, Contractor certifies that it is not currently owned or operated by the government of China and will not for the duration of the Contract be owned or operated by the government of China.
4. Except as expressly modified in this Amendment, all other terms and conditions of the Contract remain in full force and effect.
5. This Amendment is effective upon the date of the last signature below. In no event will this Amendment be effective until executed by the Department of Administration.

**Department of Administration**

Signature: David Miller

Name: David Miller

Title: Contract Administrator

Date: 10/02/2023

**RTZ Associates, Inc.**

Signature: 

Name: Michael Zawadski

Title: President

Date: September 28, 2023

**One-Time Operating & One-Time Capital Outlay Summary**

Request for Fiscal Year: 2026

Agency: Commission on Aging

187

Priority	Appropriation Unit	DU	Fund	Summary Account	Item Description	Current Mileage	Date Acquired	Quantity in Stock	Request Quantity Desired	Request Unit Cost	Request Total Cost
Detail											
1	GVJA	12.55	10000	625	Standard 2-in-1 Laptop/Tablet	0	2020	17.00	2.00	1,730.00	3,500
2	GVJA	12.55	10000	625	Docking station	0	2020	19.00	2.00	188.00	400
								<b>Subtotal</b>	<b>36.00</b>	<b>4.00</b>	<b>3,900</b>
Grand Total by Appropriation Unit											
GVJA											3,900
								<b>Subtotal</b>			<b>3,900</b>
Grand Total by Decision Unit											
12.55											3,900
								<b>Subtotal</b>			<b>3,900</b>
Grand Total by Fund Source											
10000											3,900
								<b>Subtotal</b>			<b>3,900</b>
Grand Total by Summary Account											
625											3,900
								<b>Subtotal</b>	<b>36.00</b>	<b>4.00</b>	<b>3,900</b>

- Version History
- Alert Me
- Shared With
- Workflows
- Delete Item
- Manage
- Actions

**Home** Close

ITS Administration	Agency	Aging, Commission on
Recent	Request for the Purchase of	Standard laptops plus docking stations
IT expenditure and procurement approvals	Agency Purchasing Representative	Scott Carpenter
	Agency Purchasing Representative Email Address	scott.carpenter@aging.idaho.gov
	Total Value of Request	\$3,900.00
	Comments	No additional comment
	ITS Comments	Chris Carlisle (8/21/2024 7:54 AM): Standard request
	Analyst Comments	
	ITS Approval Status	Reviewed & Recommended
	Attachments	Pr36_One Time Operating Expenditures and One Time Capital Outlay Summary.pdf

Version: 6.0  
 Created at: 8/14/2024 2:03 PM by Microsoft Power Platform on behalf of Lisa Johnson  
 Last modified at: 8/21/2024 7:54 AM by Microsoft Power Platform on behalf of Chris Carlisle

Close



**AGENCY: Idaho Commission on Aging**

Approp  
Unit:

GVJA

Decision Unit No: 12.55

Title:

Replacement  
Equipment

	General	Dedicated	Federal	Other	Total
FULL-TIME POSITIONS (FTP)	0	0	0	0	0
PERSONNEL COSTS					
1. Salaries					
2. Benefits					
3. Group Position Funding					
TOTAL PERSONNEL COSTS	0	0	0	0	0
OPERATING EXPENSES					
Standard 2-in-1 Laptop/Tablet	3,500				3,900
Docking stations	400				400
TOTAL OPERATING EXPENDITURES	3,900	0	0	0	3,900
CAPITAL OUTLAY					
TOTAL CAPITAL OUTLAY	0	0	0	0	0
T/B PAYMENTS	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>3,900</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,900</b>



**Explain the request and provide justification for the need.**

This decision unit requests replacement computer equipment. The agency is on a 4-year replacement cycle and is replacing 2 laptops with docking stations. Agency staff use the laptops and ancillary supplies to conduct outreach campaigns, field audits, on-site program reviews, peer and vendor relations, national advocacy, and stakeholder engagement activities. These activities frequently require travel and a portable device is necessary.

The current laptop computers have reached end-of-life and are no longer supported by the manufacturer, making them prime targets for cyberattacks due to the lack of updates and patches. Their aging hardware also leads to reduced performance and reliability, risking operational disruptions. Replacing these units is a cost-efficient strategy to avoid higher expenses from unplanned failures and to maintain compliance with regulations, ensuring a secure, efficient, and reliable computing environment.

**If a supplemental, what emergency is being addressed?**

N/A

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

IC 67-827, IC 67-827A, and IC 67-833

**Please identify the performance measure, goal, or priority this request is intended to improve in the strategic plan or performance measurement report.**

Within the Idaho Commission on Aging strategic plan, this request addresses the first Critical Success Factors:

**Critical Success Factor One:** Activities designed to increase transparency, accountability, or efficiency throughout the aging network operations.

**What is the anticipated measured outcome if this request is funded?**

If this request is funded, measured outcomes include:

Performance Improvement Plans are tracked by each program specialist in their outcome tracking form and reported quarterly to the ICOA Commissioners.

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

The general fund operating expense base is \$315,800

**What resources are necessary to implement this request?**

Office of Information Technology will be responsible for the implementation of these items.

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

No additional personnel are being requested.

**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.**

This is a one-time operating expense.

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

Market costs based on NASPO contract pricing and budgetary quotes.

**Provide detail about the revenue assumptions supporting this request.**

The agency is requesting general fund revenue support for this equipment.

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

This request supports State of Idaho operational activities by allowing the State workforce to function effectively in accordance with basic technology and productivity standards. The impact if not funded is a reduction in staff productivity through the utilization of outdated or incompatible technology with a subsequent impact to service delivery.



**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:	Lisa Johnson	E-mail Address:	<a href="mailto:lisa.johnson@aging.idaho.gov">lisa.johnson@aging.idaho.gov</a>
Telephone Number:	208-577-2864	Fax Number:	(208) 334-3033
DFM Analyst:	Hannah Caudill	LSO/BPA Analyst:	Brooke Dupree
Date Prepared:	8/13/2024	Fiscal Year:	2025

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

Facility Name:	ICOA State Office				
City:	Boise	County:	Ada	Zip Code:	83709
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 2024	ESTIMATE 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
Total Number of Work Areas:	15	15	15	15	15	15
Full-Time Equivalent Positions:	14	15	15	15	15	15
Temp. Employees, Contractors, Auditors, etc.:	2	1	1	1	1	1

**SQUARE FEET**

FISCAL YR:	ACTUAL 2024	ESTIMATE 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
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 2024	ESTIMATE 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
Total Facility Cost/Yr:	\$75,022	\$76,767	\$79,070	\$81,443	\$83,886	\$86,402

**SURPLUS PROPERTY**

FISCAL YR:	ACTUAL 2024	ESTIMATE 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028	REQUEST 2029
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**IMPORTANT NOTES:**

- Upon completion, please send to Leasing Manager at the State Leasing Program in the Division of Public Works via email to [Caitlin.Ross@adm.idaho.gov](mailto:Caitlin.Ross@adm.idaho.gov). Please e-mail or call 208-332-1933 with any questions.
- 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.
- 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:**

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**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
<b>Electricity</b>											
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Water</b>											
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Sewer &amp; Trash</b>											
<b>Gas</b>											
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Other Utilities:</b>											
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total:</b>	\$ -	Est 2025	\$ -	Est 2026	\$ -	Est 2027	\$ -	Est 2028	\$ -	Est 2029	\$ -

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

Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
<b>Cleaning Service:</b>											
\$ 450.00	\$ 450.00	\$ 450.00	\$ 450.00	\$ 450.00	\$ 450.00	\$ 450.00	\$ 450.00	\$ 450.00	\$ 450.00	\$ 450.00	\$ 450.00
<b>Other Cleaning Expense (paper products, cleaning supplies, etc.): use actual costs from current fiscal year</b>											
273.07				68.91							
<b>Total:</b>	\$ 5,742	Est 2025	\$ 5,914	Est 2026	\$ 6,092	Est 2027	\$ 6,274	Est 2028	\$ 6,463	Est 2029	\$ 6,657

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

Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
<b>Service Contracts:</b>											
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Other Maintenance Expense: use actual costs from current fiscal year</b>											
<b>Total:</b>	\$ -	Est 2025	\$ -	Est 2026	\$ -	Est 2027	\$ -	Est 2028	\$ -	Est 2029	\$ -

**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.

**Cost Per Space Per Month**

<b>Total:</b>	\$ -	Est 2025	\$ -	Est 2026	\$ -	Est 2027	\$ -	Est 2028	\$ -	Est 2029	\$ -
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**OTHER EXPENSES CALCULATOR: use actual costs from current fiscal year**

<b>Real Estate Taxes paid by agency to landlord (show annual cost)</b>											
<b>Insurance paid by agency to landlord (show annual cost)</b>											
<b>Operating Expenses paid by agency to landlord (show annual cost)</b>											
<b>Other expenses paid by agency to landlord (show annual cost)</b>											
<b>Total:</b>	\$ -	Est 2025	\$ -	Est 2026	\$ -	Est 2027	\$ -	Est 2028	\$ -	Est 2029	\$ -

**TENANT IMPROVEMENTS:**

<b>Total:</b>		Est 2025		Est 2026		Est 2027		Est 2028		Est 2029	
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**AGENCY NOTES:**

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AGENCY NAME:			Idaho Commission on Aging				
FACILITY INFORMATION SUMMARY FOR FISCAL YR			2026	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's, Temps and Comments
ICOA State Office	2026 request	3,761	\$ 21.02	\$ 79,070	15	251	15.0 FTE, 1 temp
6305 W Overland Rd #110	2025 estimate	3,761	\$ 20.41	\$ 76,767	15	251	15.0 FTE, 1 temp
Boise	2024 actual	3,761	\$ 19.95	\$ 75,022	15	251	14.0 FTE, 2 temps
83709	Change (request vs actual)		\$ -	4,048			
Administrative office space and storag	Change (estimate vs actual)		\$ -	1,745			
	2026 request		\$ -	\$ -		-	
	2025 estimate		\$ -	\$ -		-	
	2024 actual		\$ -	\$ -		-	
	Change (request vs actual)		\$ -				
	Change (estimate vs actual)		\$ -				
	2026 request		\$ -	\$ -		-	
	2025 estimate		\$ -	\$ -		-	
	2024 actual		\$ -	\$ -		-	
	Change (request vs actual)		\$ -				
	Change (estimate vs actual)		\$ -				
	2026 request		\$ -	\$ -		-	
	2025 estimate		\$ -	\$ -		-	
	2024 actual		\$ -	\$ -		-	
	Change (request vs actual)		\$ -				
	Change (estimate vs actual)		\$ -				
TOTAL (PAGE _____)	2026 request	3,761	\$ 21.02	\$ 79,070	15	251	
	2025 estimate	3,761	\$ 20.41	\$ 76,767	15	251	
	2024 actual	3,761	\$ 19.95	\$ 75,022	15	251	
	Change (request vs actual)		\$ -	4,048			
	Change (estimate vs actual)		\$ -	1,745			
TOTAL (ALL PAGES)	2026 request			\$ -			
	2025 estimate			\$ -			
	2024 actual			\$ -			
	Change (request vs actual)						
	Change (estimate vs actual)						

**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**

<b>Revenue</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>
General Fund	\$3,956,461	\$5,538,872	\$8,400,979	\$5,227,999
Federal Grant	\$12,152,410	\$9,891,029	\$12,901,812	\$6,660,041
Miscellaneous Revenue	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$16,108,871</b>	<b>\$15,429,901</b>	<b>\$21,302,791</b>	<b>\$11,888,040</b>
<b>Expenditures</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>
Personnel Costs	\$1,186,934	\$1,189,925	\$1,342,564	\$1,405,424
Operating Expenditures	\$393,509	\$540,896	\$520,003	\$570,763
Capital Outlay	\$0	\$0	\$65,366	\$68,143
Trustee/Benefit Payments	\$14,383,985	\$15,156,953	\$19,291,943	\$14,672,790
<b>Total</b>	<b>\$15,964,428</b>	<b>\$16,887,774</b>	<b>\$21,219,877</b>	<b>\$16,717,119</b>

**Profile of Cases Managed and/or Key Services Provided**

Key Services Provided	FY 2021	FY 2022	FY 2023	FY 2024
<b><i>Direct Services:</i></b>				
Homemaker (Hourly Units)	48,676	38,431	37,710	23,958
Home Delivered Meals (Number of Meals)	768,267	721,528	640,605	547,472
Congregate Meals (Number of Meals)	386,601	450,069	464,110	479,042
Respite & Adult Day Care (Hourly Units)	35,271	40,983	34,804	31,600
Transportation (Boardings)	121,181	153,527	148,095	106,753
<b><i>AAA In-house Services:</i></b>				
<i>Adult Protective Services (Investigations)</i>	1,407	1,652	1,671	1,710
<i>Information and Assistance (Contacts)</i>	29,716	25,402	19,739	23,277
<i>Ombudsman (Closed Complaints)</i>	1,008	922	724	860

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

**Part II – Performance Measures**

Performance Measure		FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
<b>Goal 1</b>						
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	2 Improvements	2 Improvements	2 Improvements	3 Improvements	-----
	target	<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>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	**Attended 2 of 2 Meetings	**Attended 2 of 2 Meetings	Attended 4 of 4 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 2021	FY 2022	FY 2023	FY 2024	FY 2025
<b>Goal 2</b>						
Promote safety, self-determination and dignity for seniors and vulnerable adults.						
4. Develop Adult Protective Services program improvement plan with stakeholder input.	actual	3 Program Improvements Implemented	3 Program Improvements Implemented	3 Program Improvements Implemented	3 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	**2 out of 6 Regions met the target	**1 out of 6 Regions met the target	2 out of 6 Regions met the target	4 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>	
<b>Goal 3</b>						
Champion an effective and efficient community-based aging service network.						
6. Develop educational presentations to address trends and issues affecting the aging population.	actual	23 Presentations	48 Presentations	23 Presentations	24 Presentations	-----
	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 2025**

Performance Measure		FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
<b>Demonstrates Administrative Excellence</b>						
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
<b>Stay Healthy</b>						
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
<b>Stay Connected</b>						
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
<b>Stay Home</b>						
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 2021	FY 2022	FY 2023	FY 2024	FY 2025
<b>Stay Safe</b>					
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**

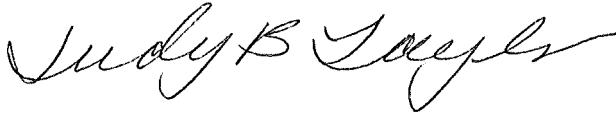
Judy B. Taylor, Director  
 Idaho Commission on Aging  
 6305 W. Overland Rd.  
 Suite 110  
 Boise, ID 83709  
 Phone: (208) 334-3833  
 E-mail: [judy.taylor@aging.idaho.gov](mailto:judy.taylor@aging.idaho.gov)

## ***Director Attestation for Performance Report***

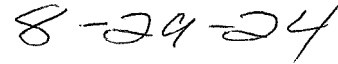
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In accordance with *Idaho Code* 67-1904, I certify the data provided in the Performance Report has been internally assessed for accuracy, and, to the best of my knowledge, is deemed to be accurate.

Department: Idaho Commission on Aging



Director's Signature



Date

Please return to:

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

FAX: 334-2438  
E-mail: [info@dfm.idaho.gov](mailto:info@dfm.idaho.gov)