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# AAA4 BULLETIN

<b>TO: AAA4 Funded Partners</b>	<b>NO: A4B2018-03</b>
<b>SUBJECT:</b> 2017-18 Contract Lanuage; Alert to 2018-19 Contract Language Changes	<b>DATE ISSUED: May 11, 2018</b>
<b>REFERENCES:</b>	<b>SUPERSEDES:</b>
<b>PROGRAMS AFFECTED:</b> [ X ] ALL [ ] Title III-B [ ] Title III C-1 [ ] Title III C-2 [ ] Elder Abuse Prevention VIIb [ ] Title III-E [ ] HICAP [ ] Title III-D [ ] Ombudsman VIIa [ X ] OTO [ ] Other	
<b>PURPOSE OF BULLETIN:</b> [ ] Amend Policy or Procedure [ ] Clarification [ X ] Other: <b>ALERT</b>	
<b>FOR INQUIRIES CONTACT:</b> Your Regional Services Specialist	

1. This Bulletin will alert you to the following contract language for the 2017-18 contract year:

**"S.W.A.G" or "Stuff We All Get"**

- The Funded Partner and its Subcontractor/Vendors shall comply with Governor’s Executive Order 2-18-2011, which bans expenditures on promotional and marketing items colloquially known as “S.W.A.G.” or “Stuff We All Get.”

This is effective in the **CURRENT 2017-18** contract.

Here is the link to the Order, which is also attached:

<https://www.gov.ca.gov/2011/02/18/news16911/>

2. The following contract language changes received from the California Department of Aging will take effect in the 2018-19 contract year:

**A. Data Collection**

- **New/amended language regarding Encryption of Computing Devices states:**

The Funded Partner and its Subcontractors/Vendors, are **required to use 128-Bit encryption for data collected under this Agreement that is confidential, sensitive, and/or personal information including data stored on all computing devices** (including but not limited to, workstations, servers, laptops, personal digital assistants, notebook computers and backup media) and/or portable electronic storage media (including but not limited to, discs, thumb/flash drives, portable hard drives, and backup media).

For those Funded Partners providing Registered Services which requires the use of GetCare, no client data resides on any computing device in our office or those of our Funded Partners.

Clarification from CDA indicates that if these devices or electronic storage media **do not** contain data collection (confidential, sensitive, and/or personal) information, they **are not** required to be encrypted. **HOWEVER, if they are used to access or input** confidential, sensitive, and/or personal information, they **must be encrypted to 128-Bit**.

**B. Property**

Additionally, there is new/amended language regarding Property, which, in part, states the following:

- Property acquired under this agreement, which meets **any of the following criteria** is subject to the reporting requirements:
  1. Has a normal useful life of at least one (1) year and has a unit acquisition cost of at least \$500 (a desktop or laptop setup, is consider a unit, if purchased as a unit).
  2. All computing devices, regardless of cost (including but not limited to, workstations, servers, laptops, personal digital assistants, notebook computers, tablets, smartphones and cellphones).
  3. All Portable electronic storage media, regardless of cost (including but not limited to, thumb/flash drives and portable hard drives).

Please also note that **any/all computing devises and portable electronic storage media, regardless of cost**, are considered property and must be reported as required. All Property must be itemized in the Funded Partner's budget and approved by AAA4 and CDA PRIOR to being purchased.

Please share this information with all appropriate staff, and contact your Regional Services Specialist with any questions or to request technical assistance.



Office of Governor  
Edmund G. Brown Jr.

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## Governor Brown Eliminates “S.W.A.G”

Published: Feb 18, 2011

*Memo bans state spending on key chains, stress balls, ashtrays, t-shirts and other “freebie” items*

SACRAMENTO – Governor Jerry Brown’s administration today directed all state agencies and departments to stop spending taxpayer dollars on free giveaway and gift items—such as key chains, coffee mugs and squeeze toys—as part of continuing efforts to cut costs and tackle the state’s budget gap.

“Not a cent of taxpayer money should be spent on flashlights, ashtrays or other unnecessary items, most of which likely end up in landfills,” said Governor Brown. “Every taxpayer dollar we save by cutting waste is a dollar that can be used to pay for critical public safety and social services.”

A statewide review revealed that from 2007 to 2010 state agencies and departments spent a total of \$7.5 million on items including key chains, squeeze toys, pens, hats, trinkets, shirts, cups and other gift items known colloquially as “S.W.A.G,” or “Stuff We All Get.” These include promotional and marketing items across almost every agency in the state.

Today’s ban follows Brown’s request earlier this week for the Bureau of State Audits and the Little Hoover Commission to each provide a list of “Top 10 Actions” California can take to cut government waste and increase efficiency.

The Governor has also issued Executive Orders to freeze hiring across state government and cut state cell phones and the passenger vehicle fleet in half.

These actions are part of Brown’s efforts to save money this fiscal year and to cut \$363 million in operational costs next fiscal year.

A breakdown of “S.W.A.G” expenditures from 2007 to 2010 is below.

S.W.A.G Expenditures 2007 -2010 Amount

Business, Transportation & Housing Agency \$5,088,037.00

State and Consumer Services Agency \$1,154,960.00

Health and Human Services Agency \$778,678.00  
Department of Food & Agriculture \$175,530.00  
Labor and Workforce Development Agency \$129,012.00  
California Volunteers \$77,387.00  
Environmental Protection Agency \$48,317.00  
Emergency Management Agency \$41,810.00  
Department of Corrections and Rehabilitation \$12,201.00  
Department of Veterans Affairs \$4,968.00  
Total: \$7,510,900.00

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