

SCOPE OF SERVICES/PAYMENT PROVISIONS

VENTURES

- A. TOTAL FUNDING:** \$350,000 in funds are allocated by county contribution and funded by the American Rescue Plan Act as approved by the Board of Supervisors in the Board of Supervisors Referral referenced below in the Background (Section E to create a program to assist families with Funeral and Burial Services).
- B. CONTRACT TERM:** Retroactive to January 20th, 2020 to December 31st, 2022
- C. CONTACT INFORMATION:**
 County Contract Monitor: Monterey County Administrative Office, Office of Emergency Services
 Justin Lin, Emergency Services Planner
 1322 Natividad Rd, Salinas, CA 93906
 Phone: (831) 796-1903
 Email: linjl@co.monterey.ca.us
- Contractor Information: Ventures
 Name: Maria Cadenas, Executive Director
 Address: 23 E. Beach St. Watsonville, CA 95076
 Phone: 831-200-1719
 Email: maria.cadenas@sccvonline.org
- Location of Services: Administered by Ventures at:
 23 E. Beach St. Watsonville, CA 95076
- D. SUBAWARD INFORMATION**
 Pass through Information and Dollar Amount: \$0 to \$350,000 minus administrative costs (not to exceed \$18,000 (\$30/BENEFICIARY Check issued by Contractor)).
 Award Description: Monterey County Funeral and Burial Assistance Program to provide pass through payments to program beneficiaries.
 Research and Development: NA
 Maximum Allowable Administrative Indirect Cost: \$18,000 USD (\$30/BENEFICIARY Check issued by Contractor)
- E. BACKGROUND**
 In 2020 the COVID-19 pandemic brought overwhelming grief to many families. FEMA, to provide financial assistance for COVID-19-related funeral expense incurred after January 20th, 2020, launched the Coronavirus (COVID-19) Funeral Assistance Plan.
- On February 23rd, 2021, Monterey County's Board of Supervisors Referred, Board referral No. 2021.04, to the Monterey County Administrative Office and Office of Emergency Services to create a program to assist eligible low-income families with funeral and burial expenses of deceased Monterey County residents due to the COVID pandemic.
- The Monterey County Funeral and Burial Assistance Program (MCFBAP) seeks to ensure that low-income residents of Monterey County, whom due to their nationality status, would be

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otherwise eligible for the FEMA program and have access to financial assistance for COVID-19 related funeral expenses incurred, retroactive to January 20th, 2020, through the duration of this program.

F. DESCRIPTION OF SERVICES:

CONTRACTOR shall provide services and staff, and otherwise do all things necessary for or incidental to the performance of work, as set forth below:

- F.1 CONTRACTOR will serve as the administrator for issuing MCFBAP pass through payments checks for BENEFICIARIES (BENEFICIARIES or BENEFICIARY are individual residents of Monterey County whose applications have been approved for financial assistance payments, retroactive to January 20, 2020, through the duration of this program, from the Monterey County Funeral and Burial Assistance Program (MCFBAP) by the Monterey County Office of Emergency Services or authorized agency).
- F.2 The MCFBAP BENEFICIARIES who the CONTRACTOR issues checks to have completed their MCFBAP application, met all the MCFBAP eligibility requirements, have had their supporting documents verified (including self certified eligibility form), and have been certified by Monterey County Office of Emergency Services (OES) staff as having met the eligibility requirements required to receive the payment amount indicated by OES staff.
- F.3 CONTRACTOR will make checks available for OES to pick up within 10 working days or sooner following receipt of COUNTY deposit or check.
- F.4 CONTRACTOR will be responsible for recording when: deposits or checks are received from the COUNTY, CONTRACTOR BENEFICIARY checks are issued, check payment amounts, and the first and last name of BENEFICIARY checks that are issued to.
- F.5 CONTRACTOR will return to COUNTY any COUNTY deposited funds for the MCFBA program that have not been claimed by the BENEFICIARIES.
- F.6 The COUNTY and CONTRACTOR will use the COUNTY's shared Microsoft TEAMS group and related forms, or otherwise agreed upon notification method, for recording and reporting requirements.

G. PROCEDURE

- G.1 A MCFBAP BENEFICIARY will complete the application process, eligibility review, documentation verification, self certified eligibility form, and be certified by OES as having met the eligibility conditions to receive the awarded amount.
- G.2 Following OES certification, the COUNTY will provide the CONTRACTOR with the BENEFICIARY data as listed in EXHIBIT B, the BENEFICIARY'S self certified eligibility form, and then transfer funds for the awarded amount, plus \$30/BENEFICIARY, to the CONTRACTOR.
 - G.2.a. The funds will be transferred through a direct deposit or issued as a check to the CONTRACTOR's account.

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- G.2.b. Funds will be drawn from MCFBAP's allocated ARPA funds and will not exceed a total of \$9,000 per BENEFICIARY award plus \$30 for CONTRACTOR administrative costs.
- G.2.c. COUNTY will record the following information to the shared Microsoft TEAMS group within 5 working day period or sooner:
- i. The date the COUNTY transfer's a BENEFICIARY's payment to CONTRACTOR.
 - ii. The amount the COUNTY has transferred to the CONTRACTOR for the specific BENEFICIARY, and the total amount deposited.
 - iii. The BENEFICIARY's first and last name.
 - iv. The BENEFICIARY's self certified eligibility form.
- G.3 Once the CONTRACTOR has received a deposit from the COUNTY to CONTRACTOR's designated account, for a BENEFICIARY, the CONTRACTOR will perform the following services:
- G.3.a. CONTRACTOR will issue payment checks for the amount specified for BENEFICIARIES.
- G.3.b. CONTRACTOR will make checks available to the COUNTY for pick up 10 working days following receipt of deposit.
- G.3.c. CONTRACTOR shall perform, record, and report to the COUNTY on a quarterly basis, at minimum, on the "Beneficiary Quarterly Report" (found in attachments) on the status of the following:
- i. All BENEFICIARY payment deposit amounts, and dates deposits are received from COUNTY.
 - ii. The date BENEFICIARY checks that are made available for pick up by the COUNTY, the BENEFICIARY name on the check, the date the check was picked up by the COUNTY.
 - iii. Checks that BENEFICIARIES have cashed.
- G.4 Deposits, minus a \$30-dollar administrative fees per check issued, that have not been cashed by BENEFICIARIES should be returned to the COUNTY within 60 calendar days unless otherwise notified by the COUNTY.

H. REQUIRED DELIVERABLES:

- H.1 CONTRACTOR shall provide for the following program deliverables:
- H.1.a. Quarterly report using the "Ventures Beneficiary Quarterly Report" (found in Exhibit B Attachment A) updating the status of:
- i. The date the COUNTY Deposit is received
 - ii. If the Deposit amount is correct
 - iii. The date CONTRACTOR issues the BENEFICIARY checks

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- iv. The date the BENEFICIARY check is available for COUNTY pick up.
 - v. The date the BENEFICIARY check is picked up by COUNTY.
 - vi. The date BENEFICIARIES cash/deposit their payment checks.
 - vii. The CONTRACTOR will ensure reported data for issued checks match the name on the Ventures Beneficiary Quarterly Report Form.
- H.2 All data and reports required under this Agreement shall be submitted to the County Contract Monitor through the COUNTY's MCFABP shared Microsoft TEAMS group described in Exhibit B or otherwise agreed upon method.