

## COUNTY OF MONTEREY

### Amendment #2 to Agreement #5010-260 Meals on Wheels of the Monterey Peninsula

**THIS AMENDMENT** is made and entered into by and between the County of Monterey, a political subdivision of the State of California, (hereinafter, "COUNTY"), and Meals on Wheels of the Monterey Peninsula (hereinafter, "CONTRACTOR").

**WHEREAS**, The COUNTY and CONTRACTOR entered into an Agreement for the provision of congregate and home delivered meals, nutrition education, and health promotion services to seniors in the Peninsula region and Salinas for a term of July 1, 2022 through June 30, 2023 with a total contract not to exceed the amount of \$712,605.00 (hereinafter, "Original Agreement").

**WHEREAS**, the parties amended the agreement via Amendment #1 to add \$632,216 for a new contract total of \$1,344,821 and revise the scope of services to include the Home and Community Based Services (HCBS) Senior Nutrition Infrastructure (NI) Grant for the Title III-C Older Californians Nutrition Program (OCNP) funded services to extend the term through November 30, 2023.

**WHEREAS**, the parties wish to amend the agreement via Amendment #2 by **adding \$21,401** for a new contract total of **\$1,366,222** with no change to the contract term.

**NOW THEREFORE**, the parties agree to amend the Agreement as follows:

The Agreement is hereby amended on the terms and conditions as set forth in the Original Agreement and in Amendment No. 1, incorporated herein by this reference, except as specifically set forth below.

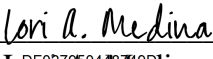
1. **Paragraph titled "2.0 PAYMENT PROVISIONS"** is hereby amended as follows: "County shall pay the CONTRACTOR in accordance with the payment provisions set forth in **Exhibit AAA**, subject to the limitation set forth in the Agreement. The total amount payable by COUNTY to CONTRACTOR under this agreement shall not exceed the sum of **\$1,366,222**".
2. **Exhibit AAA**, Section III "**SUBAWARD INFORMATION**" is hereby amended to the following: "**Federal Award Identification Number (FAIN): AP-2223-32, AP-2223-32-A1, and NI-2223-32.**"
3. **Exhibit AAA**, Section III "**SUBAWARD INFORMATION**" is hereby amended to the following: "CFDA Pass-through information and Dollar Amount: **93.043 (Title III D) \$20,593, 93.045 (Title III C) \$680,864**, 93.053 (NSIP) \$32,549, and State Funds (Title III C HCBS-NI) \$632,216."
4. **Exhibit AAA**, Section V, Paragraph titled "**SERVICES TO BE PROVIDED BY CONTRACTOR**" shall be amended to the following: "CONTRACTOR shall provide the services outlined in **Exhibits AAA, AAA-1, A-2, AAA-3, and A-4.**"

5. **Exhibit AAA**, Section IX, Paragraph titled “**AUDIT PROVISIONS**” shall be amended to the following: “CONTRACTOR is required to provide an audit as per the terms in Exhibit H. Additionally, CONTRACTOR shall ensure that State-Funded expenditures are displayed along with the related federal expenditures in the Single Audit report “Schedule of Expenditures of Federal Awards” (SEFA) under the appropriate Catalog of Federal Domestic Assistance (CFDA) number as referenced in **Exhibits AAA, AAA-1, A-2, AAA-3, and A-4.**”
6. **Exhibit AAA**, Section XII, Paragraph titled “**INVOICE/PAYMENT PROVISIONS**” shall be amended to the following: CONTRACTOR shall comply with the appropriate benchmark requirements for service units to be delivered to draw down contract funds in accordance with the terms of this Agreement. The applicable benchmark for each type of service is identified in **Exhibits AAA, AAA-1, A-2, AAA-3, and A-4**, Section I, Services to be Provided, and Section II, Performance Reporting” and “COUNTY shall pay CONTRACTOR in accordance with **Exhibit BBB**, Section I.”
7. Section XIII of **Exhibit AAA** “**PAYMENT SUMMARY**” reflects the addition of **\$16,494** to the **Title III, C-1** funding type in the table on page 7, and **\$4,907** to the **Title III D, Health Promotion** funding type in the table on page 7, for a total amount payable by COUNTY to CONTRACTOR under this agreement of **\$1,366,222**.
8. **Exhibit AAA**, Section XIII “**PAYMENT SUMMARY**” is hereby amended to the following: “This Agreement is funded by the California Department of Aging (CDA) Agreements #AP-2223-32, #AP-2223-32-A1, and #NI-2223-32.”
9. **Exhibit AAA-1** reflects the funding added.
10. **Exhibit AAA-3** reflects the funding added.
11. **Exhibit BBB** replaces Exhibit B references the new **Exhibits AAA, CC-1 and CC-3**.
12. **Exhibits CC-1 and CC-3** provide budget detail for the funds being added.
13. Except as provided herein, all remaining terms, conditions and provisions of the Agreement are unchanged and unaffected by this Amendment No. 2 and shall continue in full force and effect as set forth in the Original Agreement.
14. A copy of this Amendment No. 2 shall be attached to the Agreement.

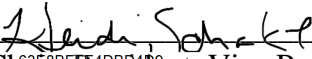
IN WITNESS HEREOF, the parties hereby execute this amendment as follows:

**COUNTY OF MONTEREY:**

**Meals on Wheels of the Monterey Peninsula  
Contractor's Business Name**

By: DocuSigned by:  
  
Lori A. Medina  
DSS Director

Date: 3/1/2023 | 3:43 PM PST

DocuSigned by:  
By:   
(Chair, President, Vice President)


(Print Name & Title)

Date: 2/14/2023 | 12:02 PM PST

**Approved as to Form:**

DocuSigned by:  
  
Anne Breton  
Deputy County Counsel

Date: 3/1/2023 | 12:28 PM PST

DocuSigned by:  
By:   
(Secretary, CFO, Treasurer)

(Print Name and Title)

Date: 2/21/2023 | 4:05 PM PST

**Approved as to Fiscal Provisions:**

DocuSigned by:  
  
Jennifer Forsyth  
Auditor-Controller's Office

Date: 3/1/2023 | 3:13 PM PST

## SCOPE OF SERVICES/PAYMENT PROVISIONS

### MEALS ON WHEELS OF THE MONTEREY PENINSULA JULY 1, 2022- NOVEMBER 30, 2023

#### I. CONTACT INFORMATION:

CONTRACTOR Contact Person &  
Disaster Preparedness Coordinator: Christine Winge, Executive Director  
700 Jewel Avenue  
Pacific Grove, CA 93950  
831-375-4454 ext. 112  
[cwinge@mowmp.org](mailto:cwinge@mowmp.org)

COUNTY Contract Manager: Marleen Bush, Management Analyst  
Area Agency on Aging  
Department of Social Services  
730 La Guardia Street  
Salinas, CA 93905  
(831) 796-3342  
[bushml@co.monterey.ca.us](mailto:bushml@co.monterey.ca.us)

#### II. OFFICE AND SITE LOCATIONS

700 Jewel Avenue  
Pacific Grove, CA 93950  
(831) 375-4454  
Fax (831) 375-9887

Elderly Nutrition Program Dining Sites		
Meals on Wheels Community Center M-F at 12:00 p.m.  700 Jewel Avenue Pacific Grove, CA 93950 (831) 375-4454	Monterey Senior Center T, W, TH, F at 11:30 am  280 Dickman Avenue Monterey, CA 93940 (831) 646-3878	Los Abuelitos Senior Apartments (CHISPA) M-F at 11:45  528 E Market Street Salinas, CA 93905 (831) 757-1283
Oldemeyer Center M-F at 11:30 a.m.  986 Hilby Avenue Seaside, CA 93955 (831) 899-6339	Junsay Oaks Senior Apartments (CHISPA) M-F approximately 12:00 pm  3098 De Forest Road Marina, CA 93933 (831) 757-6251	

### III. SUBAWARD INFORMATION

**Sub-award:** State of California, Department of Aging

**CONTRACTOR DUNS Number:** 123590747

**Federal Award Identification Number (FAIN):** AP-2223-32, AP-2223-32-A1, and NI-2223-32

**Date County Awarded Funding:** 7/1/2022

**CFDA Pass-through Information and Dollar Amount:**

State of California, Department of Aging

**93.043 (Title III D) \$20,593**

**93.045 (Title III C) \$680,864**

93.053 (NSIP) \$32,549

State Funds (Title III C HCBS-NI) \$632,216

**Federal Award Description:**

**Administration on Aging, Department of Health and Human Services:**

1. Special Programs for the Aging – Title III, Part D – Disease Prevention and Health Promotion Services
2. Special Programs for the Aging – Title III, Part C – Nutrition Services
3. Nutrition Services Incentive Program (NSIP)

**State Funds:**

1. Home and Community Based Services (HCBS) Senior Nutrition Infrastructure Grant for the Title III-C Older Californians Nutrition Program (OCNP)

**Research and Development:** no

**Indirect Cost Rate:** 10%

### IV. COMPLIANCE REQUIREMENTS

This Agreement is supported with State and Federal funds and requires compliance with all regulations under the following laws:

1. Clean Air Act, as amended. [42 USC 7401]
2. Clean Water Act, as amended. [33 USC 1251]
3. Federal Water Pollution Control Act, as amended. [33 USC 1251, et seq.]
4. Environmental Protection Agency Regulations. [40 CFR, 29] [Executive Order 11738]
5. Public Contract Code Section 10295.3
6. Occupational Safety and Health Administration applicable regulations [OSHA Act].

In addition, there are local requirements of the Monterey County Area Agency on Aging (AAA) for all service providers outlined in the AAA Service Providers' Handbook. Electronic version available upon request.

**V. SERVICES TO BE PROVIDED BY CONTRACTOR**

CONTRACTOR shall provide the services outlined in **Exhibits AAA, AAA-1, A-2, AAA-3, and A-4.**

CONTRACTOR shall provide services in compliance with the Monterey County Elderly Nutrition Program Policies, the Older Americans Act (OAA) as amended 2006, and the California Code of Regulations Title 22. Social Security, Division 1.8. California Department of Aging, Chapter 4.(1) Title III Programs – Program and Service Provider Requirements, Article 1. General Requirements for Programs and Service Providers and Article 5. Title III C-Elderly Nutrition Program.

Services shall be provided at the Los Abuelitos Senior Apartments in the City of Salinas, and in the Monterey Peninsula/Western Region defined as Big Sur, Carmel by the Sea, Carmel Valley, Del Rey Oaks, Marina, Monterey, Pacific Grove, Sand City and Seaside.

**VI. AGING AND DISABILITY RESOURCE CONNECTION (ADRC)**

CONTRACTOR shall be part of the Monterey County Aging and Disability Resource Connect (ADRC) no wrong door service delivery model, by joining the ADRC network, participating in meetings, referring, and sharing information to break down silos between programs and services for older adults, adults with disabilities, and their families.

- a. Joining the ADRC network as a partner agency,
- b. Participating in monthly ADRC meetings,
- c. Referring individuals to ADRC partner agencies,
- d. Connecting individuals with other services through a warm hand-off when possible, and
- e. Sharing information about your agency’s services with ADRC partners.

**VII. TARGETING POLICY:**

Recognizing that resources are limited and not all the needs of older residents can be met through Older Americans’ Act funding, CONTRACTOR is required to ensure best efforts and attempts are demonstrated for reaching individuals sixty (60) years of age or older, with emphasis on those in greatest economic and social need with particular attention to low-income minority older individuals, older individuals with Limited English Proficiency (LEP), and older individuals residing in rural areas. (OAA § 305 (a)(2)(E); 22 CCR 7125, 7127, 7130, 7135)

- 1. Individuals eligible to receive a meal at a congregate nutrition site are:
  - a. Any older individual.
  - b. The spouse of any older individual.
  - c. A person with a disability, under age sixty (60) who resides in housing facilities occupied primarily by older individuals at which congregate nutrition services are provided.
  - d. A disabled individual who resides at home with and accompanies an older individual who participates in the program.
  - e. A volunteer under age sixty (60), if doing so will not deprive an older individual sixty (60) or older of a meal. [CCR 7636.9(b)(3); CCR 7638.7(b); and OAA 339(H)]

2. b. Individuals eligible to receive a home-delivered meal are individuals who are:
  - a. Frail as defined by 22 CCR 7119, homebound by reason of illness or disability, or otherwise isolated. (These individuals shall be given priority in the delivery of services.) [45 Code of Federal Regulations (CFR) 1321.69(a)].
  - b. A spouse of a person defined in 22 CCR 7638.7(c)(2), regardless of age or condition, if an assessment concludes that is in the best interest of the homebound older individual.
  - c. An individual with a disability who resides at home with older individuals, if an assessment concludes that it is in the best interest of the homebound older individual who participates in the program.

The Older Americans Act, Amendments of 2006 defines the term *Greatest Economic Need* as the need resulting from an income level at or below the poverty line. The term *Greatest Social Need* means the need caused by:

- Physical and mental disabilities
- Language barriers
- Isolation caused by cultural, racial or ethnic status, sexual orientation, gender identity, or gender expression
- Social or geographic isolation
- HIV status

Particular attention is required to serve older individuals that are:

- Low-income individuals
- Low-income minority individuals
- Native Americans
- Residents in rural areas
- Limited English-speakers
- At risk for institutionalization
- Older adults with disabilities
- Older adults with Alzheimer’s disease or related dementias
- Lesbian, Gay, Bisexual and Transgender (LGBT) older adults

## **VIII. GETCARE LICENSES**

County will pay for one (1) GetCare license for CONTRACTOR each month. Any additional licenses shall be the financial responsibility of CONTRACTOR. To obtain additional licenses, e-mail [accounting@getcare.com](mailto:accounting@getcare.com) and [ca2help@getcare.com](mailto:ca2help@getcare.com). Licenses will be issued to individuals. When there is a change in staff, CONTRACTOR must notify the COUNTY in writing within 15 days.

## **IX. AUDIT PROVISIONS**

CONTRACTOR is required to provide an audit as per the terms in **Exhibit H**. Additionally, CONTRACTOR shall ensure that State-Funded expenditures are displayed along with the related federal expenditures in the Single Audit report “Schedule of Expenditures of Federal Awards” (SEFA) under the appropriate Catalog of Federal Domestic Assistance (CFDA) number as referenced in **Exhibits**

AAA, AAA-1, A-2, AAA-3, and A-4.

## **X. EQUIPMENT**

### **1. For Title III C-1 and C-2, Title III D, and NSIP funding:**

CONTRACTOR must receive prior approval from COUNTY in writing for equipment purchases over \$5,000. In addition, any computing devices, regardless of cost, require justification and approval by COUNTY.

Competitive quotations shall be solicited for Equipment purchases and COUNTY will provide guidelines when quotes are required and how many quotes are required.

- a. Less than \$3,000 – One quote minimum is required.
- b. More than \$3,000 but less than \$15,000 – A minimum of two quotes is required.
- c. Greater than \$15,000 but less than \$50,000 – Three quotes are required.

Prices may be obtained from competitive bids, catalogs, price lists, letter, telephone quotation, agreements, multi-user contact or verbally. The names of the businesses submitting quotations, date and amount of each quotation shall be recorded and maintained. The CONTRACTOR will select the quote that is most advantageous to the CONTRACTOR and County. The action and results must be documented.

Exhibit D-3, Equipment Acquisition Report, shall accompany CONTRACTOR's invoice to COUNTY as appropriate.

All equipment must be received by June 30, 2023 and for expenses to be claimed against this Agreement. Any equipment or physical assets obtained by CONTRACTOR utilizing funds pursuant to the terms of this Agreement shall be inventoried and considered the property of COUNTY and tendered to the COUNTY upon termination of services by CONTRACTOR. Any equipment no longer needed by CONTRACTOR must be tendered to the COUNTY. Equipment purchase guidelines are outlined in **Exhibit D-6**. A current Inventory Listing of all equipment shall be maintained and updated with each contract and amended contract as needed (**Exhibit D-7**).

### **2. For purchases using the HCBS-NI Grant for the Title III-C Older Californians Nutrition Program funding:**

CONTRACTOR must use the list of equipment items on **Exhibit A-4** that were pre-approved by CDA. Per CDA, for these specific equipment purchases, no written justification or pre-approval is required prior to purchase.

Exhibit D-3, Equipment Acquisition Report and receipts, shall accompany CONTRACTOR's invoice to COUNTY as appropriate.



All equipment must be received by November 30, 2023 for expenses to be claimed against this Agreement.

## **XI. PROGRAM INCOME**

Program income is defined as revenue generated by CONTRACTOR through contract-support activities and includes:

- Voluntary contributions received from a participant or other party for services rendered (e.g., guest meal fees);
- Income from usage or rental fees of real or personal property acquired with grant funds or funds provided under this Agreement;
- Royalties received on patents and copyrights from contract-supported activities; and
- Proceeds from the sale of items purchased under a AAA agreement (*REQUIRES WRITTEN APPROVAL FROM AAA*).

It is required that the CONTRACTOR provide each recipient of an AAA funded service with an opportunity to voluntarily contribute. Those funds must be tracked and considered program income for that particular service. There shall be no tracking of recipients regarding contributions or lack of contributions. Estimated contributions are included in attached budgets and shall be used to expand the service.

All Program Income must be received within the contract term and must be spent by the end of the fiscal year, June 30, 2023.

## **XII. INVOICE/PAYMENT PROVISIONS**

Claims for Payment will be submitted electronically through the GetCare system.

CONTRACTOR shall comply with the appropriate benchmark requirements for service units to be delivered to draw down contract funds in accordance with the terms of this Agreement. The applicable benchmark for each type of service is identified in **Exhibits AAA, AAA-1, A-2, AAA-3, and A-4**, Section I, Services to be Provided, and Section II, Performance Reporting.

Ten percent (10%) of the maximum amount of grant funds may be drawn down per month. Amounts greater than 10% may be approved by the County Contract Manager.

All Program Income must be received within the contract term and must be spent by the end of the fiscal year, June 30, 2023.

County shall pay CONTRACTOR in accordance with **Exhibit BBB**, Section I. **PAYMENT BY COUNTY**. Claims for payment shall be submitted in the form set forth in **Exhibit D-1**, Sample Invoice, by the 10<sup>th</sup> day of the month for services rendered in the previous month, with the final invoice due no later than June 10<sup>th</sup>, 2023. CONTRACTOR acknowledges that all funding under this Agreement will be exhausted by May 31, 2023; however, services will continue through June 30, 2023 with other program funding and will be recorded as Cash Match.

**Exhibit D-2**, Annual Closeout Summary, shall be submitted by CONTRACTOR to County no later than July 10, 2023.

**Exhibit D-3**, Equipment Acquisition Report, shall accompany CONTRACTOR's invoice to County as appropriate.

### **XIII. PAYMENT SUMMARY**

<i>Funding Type</i>	<i>7/1/22 – 6/30/23 Amounts</i>	<i>2/1/23 – 11/30/23 Amounts</i>	<i>7/1/22 – 11/30/23 TOTALS</i>
Title III, C-1	<b>\$258,284</b>		<b>\$258,284</b>
C-1, NSIP	\$7,337		\$7,337
<b>SUB-TOTAL</b>	<b>\$265,621</b>		<b>\$265,621</b>
Title III, C-2	\$422,580		\$422,580
C-2, NSIP	\$25,212		\$25,212
<b>SUB-TOTAL</b>	<b>\$447,792</b>		<b>\$447,792</b>
III D, Health Promotion	<b>\$20,593</b>		<b>\$20,593</b>
<b>HCBS-NI, Title III C</b>		\$632,216	\$632,216
<b>TOTAL:</b>	<b>\$734,006</b>	\$632,216	<b>\$1,366,222</b>

The total amount payable by County to Contractor under this Agreement for the period July 1, 2022 – June 30, 2023 for Title III, C-1/NSIP is **two hundred sixty-five thousand, six hundred and twenty-one dollars (\$265,621)**.

The total amount payable by County to Contractor under this Agreement for the period July 1, 2022 – June 30, 2023 for Title III C-2/NSIP is four hundred and forty-seven thousand, seven hundred and ninety-two dollars (\$447,792).

The total amount payable by County to Contractor under this Agreement for the period July 1, 2022 – June 30, 2023 for Title III D, Health Promotion, is **twenty thousand, five hundred and ninety-three dollars (\$20,593)**.

The total amount payable by County to CONTRACTOR for HCBS-NI, Title III C Services for the period February 1, 2023 through November 30, 2023 shall not exceed six hundred thirty-two thousand, two hundred sixteen dollars (\$632,216).

The maximum amount payable by County to Contractor under this Agreement for the period July 1, 2022 – November 30, 2023 shall not exceed **one million three hundred sixty-six thousand, two hundred and twenty-two dollars (\$1,366,222)**.

This Agreement is funded by the California Department of Aging (CDA) Agreements #AP-2223-32, #AP-2223-32-A1, and #NI-2223-32. The terms and conditions of the CDA Agreement are incorporated herein by reference, and on file with County's Department of Social Services. Upon request, County will provide an electronic copy of the Agreement to CONTRACTOR.

**TITLE III C-1 CONGREGATE NUTRITION (CFDA #93.045)  
NUTRITION SERVICES INCENTIVE PROGRAM (NSIP) (CFDA 93.053)  
SCOPE OF SERVICES**

**I. SERVICES TO BE PROVIDED**

CONTRACTOR shall provide nutritious hot lunches to the four Elderly Nutrition Program Dining Centers listed in **Exhibit AAA** in accordance with the California Code of Regulations Title 22 Div. 1.8 Chapter 4, Article 5, Section 7638.5. Nutrition Requirements of Meals. Lunch meals are eligible for Title III C-1 and NSIP funding.

Title III-C1 Congregate Nutrition (CFDA #93.045)  
Nutrition Services Incentive Program (NSIP) CFDA (93.053)

CONTRACTOR shall provide nutritious hot meals Monday through Friday including but not limited to the Elderly Nutrition Program Dining Sites listed on page 1, under Section I, OFFICE AND SITE LOCATIONS, in accordance with California Code of Regulations Title 22 Div. 1.8 Chapter 4, Article 5, Section 7638.5. Nutrition Requirements of Meals:

- a. Submit a minimum of a 4-week menu to the AAA Registered Dietitian (RD) for approval at least two weeks in advance of service
- b. Food substitutions to meals originally planned must also be approved by the AAA RD in advance.
- c. Limit sodium in menus to the DGA standard of 500-700 milligrams per meal and include an icon on the menu indicating any meal that exceeds the recommended sodium level.

CONTRACTOR shall complete and maintain temperature documentation for meals in accordance with the California Retail Food Code (CRFC).

CONTRACTOR shall maintain nutrition risk assessment screenings of congregate meal participants and annual nutrition education needs assessment in accordance with California Code of Regulations Title 22 Div. 1.8 Chapter 4, Article 5, Section 7636.1.7 General Requirements.

CONTRACTOR shall participate in quarterly kitchen inspections completed by the AAA RD to monitor for safe food handling and sanitation practices in accordance with California Code of Regulations Title 22 Div. 1.8 Chapter 4, Article 5, Section 7636.1. General Requirements.

CONTRACTOR shall complete a minimum of 4 hours of staff training in accordance with California Code of Regulations Title 22 Div. 1.8 Chapter 4, Article 5, Section 7636.5. Staff/Volunteer Requirements.

CONTRACTOR shall assure that costs associated with ServSafe Certification and any necessary permits that may be required by the County Health Department is reimbursed

to CHISPA in an amount not to exceed an annual cost of two thousand dollars (\$2,000.00). The County Health Department is responsible for conducting annual monitoring inspections at congregate meal and kitchen sites to verify and ensure food safety standards are met, ServSafe Certification are completed, and permits are current.

1. Service: Title III C-1 Congregate Meals

Unit of Service Definition: Title III C-1 Congregate Meals are lunch meals provided to an eligible individual in a congregate group setting. The meals meet all of the requirements of the Older Americans Act and State/Local laws, and assure a minimum one-third of the Dietary Reference Intake, and comply with Dietary Guidelines for Americans. Meals must also meet the Nutrition Services Incentive Program (NSIP) requirements.

Unit of Service Measurement: 1 Meal

Estimated Service Units to be delivered/Title III C-1: 25,000

Benchmark for Title C-1 Meals to be served:

by September 30 <sup>th</sup> :	6,250	Units (25%)
by December 31 <sup>st</sup> :	12,500	Units (50%)
by March 31 <sup>st</sup> :	18,750	Units (75%)
by June 30 <sup>th</sup> :	25,000	Units (100%)

2. Service: Title III C-1 Nutrition Services Incentive Program (NSIP)

Unit of Service Definition: The Nutrition Services Incentive Program (NSIP) provides grants to states, territories and eligible tribal organizations to support the Congregate and Home-Delivered Nutrition Programs by providing an incentive to serve more meals.

Unit of Service Measurement: 1 Meal

Estimated Service Units to be delivered: 25,000

Benchmark for Congregate Reimbursement/NSIP C-1 Meals to be delivered:

by September 30 <sup>th</sup> :	6,250	Units (25%)
by December 31 <sup>st</sup> :	12,500	Units (50%)
by March 31 <sup>st</sup> :	18,750	Units (75%)
by June 30 <sup>th</sup> :	25,000	Units (100%)

Note: NSIP funds are an enhancement to the Congregate Meals funds.

**II. PERFORMANCE REPORTING**

CONTRACTOR shall enter data monthly into the AAA GetCare System by the 10<sup>th</sup> day of the month following the month of service. Title III C-1 and NSIP meals are registered services which require client profile information such as name, birthdate, zip code, etc., and the quantity and type of services provided. Nutrition Education is not a registered service but does require client estimate information.

CONTRACTOR shall provide a quarterly narrative report to County describing the progress of services by October 10, 2022, January 10, 2023, April 10, 2023 and July 10, 2023. The Narrative Report shall be in the form set forth in Exhibit D-4.

County has an expectation that a certain number of services are delivered within each reporting period. The benchmark is determined by dividing the service units into the number of months within the contract term. The County has expectations that CONTRACTOR will deliver the contracted service units within 20% of the benchmark.

If CONTRACTOR falls below the required benchmark percentage for two (2) consecutive quarters, and if requested by the County, CONTRACTOR will provide a corrective action plan to the AAA describing the reason for the occurrence and a plan to meet the benchmark.

### **III. MATCH REQUIREMENTS**

Title III C-1 requires a local cash/in-kind match of 10.53%. The required match is calculated by taking the total program costs less program income, non-matching contributions, and NSIP, multiplied by the matching requirement percentage.

Incentive funding for NSIP requires no local match or in-kind match; however, NSIP funds can only be applied towards food costs.

If in-kind match is applied, sub-contractor must provide written documentation explaining how the in-kind was determined and valued. Sub-contractor is required to maintain proper documentation supporting cash/ in-kind claimed and must be available upon request. NSIP requires no local match, or in-kind match.

### **IV. PAYMENT SUMMARY**

The maximum amount to be paid by County to CONTRACTOR for the Title III C-1 and NSIP Program for the period July 1, 2022 through June 30, 2023 shall not exceed **two hundred sixty-five thousand, six hundred and twenty-one dollars (\$265,621)**.

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**EXHIBIT A-2**

**TITLE III C-2 HOME DELIVERED MEALS (CFDA #93.045)  
NUTRITION SERVICES INCENTIVE PROGRAM (NSIP) (CFDA 93.053)  
SCOPE OF SERVICES**

**I. SERVICES TO BE PROVIDED**

CONTRACTOR shall provide nutritious home-delivered meals Monday through Friday in accordance with the California Code of Regulations Title 22 Div. 1.8 Chapter 4, Article 5, Section 7638.5 Nutrition Requirements of Meals.

CONTRACTOR shall provide one home-delivered meal to eligible individuals in the Monterey Peninsula region in accordance with the California Code of Regulations Title 22 Div. 1.8 Chapter 4, Article 5, Section 7638.7 Eligibility for Nutrition Services. These main meals are eligible for Title III C-2 and NSIP funding.

CONTRACTOR may provide one additional meal to eligible individuals. Additional meals that meet all the requirements of the Older Americans Act and State/Local laws, assure a minimum one-third of the current Dietary Reference Intake, and comply with dietary guidelines for Americans are eligible for NSIP funding.

CONTRACTOR shall provide Home Delivered Nutrition Services in accordance with the California Code of Regulations Title 22 Div. 1.8 Chapter 4, Article 5, Section 7638.3. Requirements for Home Delivered Nutrition Services.

1. Service: Title III C-2 Home-delivered meal (HDM)

Unit of Service Definition: Title III C-2 HDM are main meals provided to an eligible individual in his or her place of residence, that meet all the requirements of the Older Americans Act and State/Local laws, assure a minimum one-third of the current Dietary Reference Intake, and comply with dietary guidelines for Americans. Meals must also meet the Nutrition Services Incentive Program (NSIP) requirements.

Unit of Service Measurement: 1 Meal

Estimated Service Units to be delivered: Title III C-2 HDM: 85,000 Meals

Benchmark of Title III C-2 HDM to be delivered:

by September 30 <sup>th</sup> :	21,250	Units	(25%)
by December 31 <sup>s</sup> :	42,500	Units	(50%)
by March 31 <sup>st</sup> :	63,750	Units	(75%)
by June 30 <sup>th</sup> :	85,000	Units	(100%)

2. Service: Nutrition Education

Unit of Service Definition: A program to promote better health by providing accurate and culturally sensitive nutrition, physical fitness, or health (as it relates to nutrition) information and instruction to participants, caregivers, or participants in a group or

individual setting overseen by a dietitian or individual of comparable expertise. Methods of education are limited for home-delivered meal program participants and are typically handout materials, but other formats may be explored including verbal information to assist with social isolation during well-check calls with program participants.

Informational material may be provided to CONTRACTOR for distribution to program participants. Tracking of the number of program participants receiving materials is then tracked and reported in the GetCare database as outlined below.

Unit of Service Measurement: Home delivered meal program participants shall receive Nutrition Education four (4) times per year.

Estimated Service Units to be delivered: 3,000

Benchmark of Nutrition Education Services:

by September 30 <sup>th</sup> :	750	Units (25%)
by December 31 <sup>st</sup> :	1,500	Units (50%)
by March 31 <sup>st</sup> :	2,250	Units (75%)
by June 30 <sup>th</sup> :	3,000	Units (100%)

## **II. PERFORMANCE REPORTING**

CONTRACTOR shall enter data monthly into the AAA GetCare System by the 10<sup>th</sup> day of the month following the month of service. Title III C-2 and NSIP meals are registered services which require client profile information such as name, birthdate, zip code, etc., and the quantity and type of services provided. Nutrition Education is not a registered service but does require client estimate information.

CONTRACTOR shall provide a quarterly narrative report to County describing the progress of services by October 10, 2022, January 10, 2023, April 10, 2023 and July 10, 2023. The Narrative Report shall be in the form set forth in Exhibit D-4.

County has an expectation that a certain number of services are delivered within each reporting period. The benchmark is determined by dividing the service units into the number of months within the contract term. The County has expectations that CONTRACTOR will deliver the contracted service units within 20% of the benchmark.

If CONTRACTOR falls below the required benchmark percentage for two (2) consecutive quarters, and if requested by the County, CONTRACTOR will provide a corrective action plan to the AAA describing the reason for the occurrence and a plan to meet the benchmark.

## **III. MATCH REQUIREMENTS**

Title III C-2 requires a local cash/in-kind match of 10.53%. The required match is calculated by taking the total program costs less program income, non-matching contributions, and NSIP, multiplied by the matching requirement percentage.

If in-kind match is applied, sub-contractor must provide written documentation explaining how the in-kind was determined and valued. Sub-contractor is required to maintain proper documentation supporting cash/ in-kind claimed and must be available upon request. NSIP requires no local match, or in-kind match.

Incentive funding for NSIP requires no local match or in-kind match; however, NSIP funds can only be applied towards food costs.

#### **IV. PAYMENT SUMMARY**

The maximum amount payable by County to CONTRACTOR for the Title III C-2 and NSIP Program for the period July 1, 2022 through June 30, 2023 shall not exceed **four hundred and forty-seven thousand, seven hundred and ninety-two dollars (\$447,792)**.

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**TITLE III D (CFDA #93.043)  
HEALTH PROMOTION  
SCOPE OF SERVICES**

**I. SERVICES TO BE PROVIDED**

CONTRACTOR shall provide evidence based Health Promotion Services at Meals on Wheels Community Center in Pacific Grove. Services provided must meet the highest level criteria as evidence based interventions and CONTRACTOR must gain approval from the County before offering a particular service.

1. Service: Health Promotion

Unit of Service Definition: Provide activities related to the prevention and mitigation of the effects of chronic disease (including osteoporosis, hypertension, obesity, diabetes, and cardiovascular disease), alcohol and substance abuse reduction, smoking cessation, weight loss and control, stress management, falls prevention, physical activity, and improved nutrition. Activities must meet the Administration for Community Living (ACL)/US Administration on Aging definition for an evidence-based program. Activities that meet ACL/ US Administration on Aging definition for an evidence-based program or are considered an "evidence-based" program by an operation division of the U.S. Department of Health and Human Services and shown to be effective an appropriate for older adults are funding through Title III-D. A list of Evidence-Based programs can be found on the National Council on Aging website located here: <https://www.ncoa.org/evidence-based-programs>.

**Unit Measure: 1 Contact**

Estimated Service Units to be delivered: **1,000 Contacts**

**Benchmark of Service Units**

by September 30 <sup>th</sup> :	250	Units	(25%)
by December 31 <sup>st</sup> :	500	Units	(50%)
by March 31 <sup>st</sup> :	750	Units	(75%)
by June 30 <sup>th</sup> :	1,000	Units	(100%)

2. Program/Class Descriptions:

**Matter of Balance:**

Matter of Balance is specifically designed to reduce the fear of falling and improve activity levels among community-dwelling older adults. The program includes eight two-hour classes presented to a small group of 8-12 participants led by trained coaches. The program enables participants to reduce the fear of falling by learning to view falls as controllable, setting goals for increasing activity levels, making small changes to reduce fall risks at home, and exercise to increase strength and balance.

**Tai Chi for Arthritis and Fall Prevention:**

The Tai Chi for Arthritis & Fall Prevention Program is a gentle form of exercise known for its health benefits, which include helping prevent falls and increasing leg strength, balance, flexibility, and a sense of well-being. The program can be modified to fit almost anyone's level of ability and can be practiced both sitting and standing.

## **II. PERFORMANCE REPORTING**

CONTRACTOR shall enter data monthly into the AAA GetCare System by the 10<sup>th</sup> day of the month following the month of service. Health Promotion is not a registered service but does require client estimate information.

CONTRACTOR shall provide a quarterly narrative report to County describing the progress of services by October 10, 2022, January 10, 2023, April 10, 2023 and July 10, 2023. The Narrative Report shall be in the form set forth in **Exhibit D-4**.

County has an expectation that a certain number of services are delivered within each reporting period. The benchmark is determined by dividing the service units into the number of months within the contract term. The County has expectations that CONTRACTOR will deliver the contracted service units within 20% of the benchmark.

If CONTRACTOR falls below the required benchmark percentage for two (2) consecutive quarters, and if requested by the County, CONTRACTOR will provide a corrective action plan to the AAA describing the reason for the occurrence and a plan to meet the benchmark.

## **III. MATCH REQUIREMENTS**

Title III-D requires a local cash/in-kind match of 10.53%. The required match is calculated by taking the total program costs less program income, and non-matching contributions, multiplied by the matching requirement percentage. If in-kind match is applied, sub-contractor must provide written documentation explaining how the in-kind was determined and valued. Sub-contractor is required to maintain proper documentation supporting cash/ in-kind claimed and must be available upon request.

## **IV. PAYMENT SUMMARY**

The total amount payable by County to CONTRACTOR for Title III D for the period July 1, 2022, through June 30, 2023 shall not exceed **twenty thousand, five hundred and ninety-three dollars (\$20,593)**.

**EXHIBIT A-4**

**HOME AND COMMUNITY BASED SERVICES (HCBS) SENIOR NUTRITION  
INFRASTRUCTURE (NI) GRANT FOR THE TITLE III-C OLDER  
CALIFORNIANS NUTRITION PROGRAM (OCNP)  
SCOPE OF SERVICES**

**I. SERVICES TO BE PROVIDED**

The Mello-Granlund Older Californians Act funding for the Home and Community Based Services (HCBS) Senior Nutrition Infrastructure (NI) Grant for the Title III-C Older Californians Nutrition Program provides one-time funding to support the capacity and infrastructure improvements for Senior Nutrition Programs.

CONTRACTOR shall use the HCBS-NI Grant for the Title III-C Older Californians Nutrition Program funding to support their Senior Nutrition Program to purchase, upgrade, or refurbish infrastructure for the production and distribution of congregate or home-delivered meals.

CONTRACTOR must use the list of equipment items below that were pre-approved by CDA for purchases using the HCBS-NI Grant for the Title III-C Older Californians Nutrition Program only. No written justification or pre-approval is required prior to purchase.

CONTRACTOR is required to keep detailed records of all purchases made.

<b>CDA Approved List of MOWMP Equipment for Purchase</b> <i>HCBS-NI Grant for the Title III-C Older Californians Nutrition Program</i>				
<b>Item No.</b>	<b>Description</b>	<b>Qty</b>	<b>Estimated Cost Per Item</b>	<b>Total Cost</b>
1	Refrigerator/Freezer: Blast Chiller	1	\$51,450	\$51,450
2	Refrigerator/Freezer: Reach-In	1	\$7,500	\$7,500
3	Refrigerator/Freezer: Mobile	1	\$55,000	\$55,000
4	Oven: Combi gas	1	\$11,000	\$11,000
5	Cart: Warming	1	\$5,000	\$5,000
6	Mixer: Floor	1	\$52,000	\$52,000
7	Salad Bar	1	\$7,000	\$7,000
8	Tray Sealer Machine	2	\$109,000	\$218,000
9	Tilt Skillets	2	\$30,000	\$60,000
10	Stainless Steel Worktable	1	\$2,500	\$2,500
11	Energy Efficient Food Delivery Vehicle	1	\$60,000	\$60,000
12	17 ADA Tables. 120 ADA Chairs	1	\$19,354	\$19,354
13	Replace flooring in Meals on Wheels Community Center	1	\$63,912	\$63,912
14	Energy Efficient Lighting	1	\$19,500	\$19,500
<b>Total</b>				<b>\$632,216</b>

**II. REPORTING**

The HCBS-NI Grant for the Title III-C Older Californians Nutrition Program funding is separate from all other Title III C/Area Plan funding and must be tracked and reported separately.

CONTRACTOR is required to report expenditures monthly to AAA by providing invoices and receipts of all expenditures under the HCBS-NI Grant for the Title III-C Older Californians Nutrition Program by the 10<sup>th</sup> of each month, following the month of purchase/expense.

Exhibit D-3, Equipment Acquisition Report, shall accompany CONTRACTOR's invoice to COUNTY as appropriate.

**III. MATCH REQUIREMENTS**

The HCBS-NI Grant for the Title III-C Older Californians Nutrition Program funding does not have any required match and cannot be used as match for any other program.

**V. PAYMENT SUMMARY**

The maximum amount to be paid by County to CONTRACTOR for the HCBS-NI Program for the period **February 1, 2023 through November 30, 2023** shall not exceed **six hundred thirty-two thousand, two hundred and sixteen dollars (\$632,216)**.

*(remainder of this page intentionally left blank)*

**MONTEREY COUNTY  
DEPARTMENT OF SOCIAL SERVICES**

**ADDITIONAL PROVISIONS**

**I. PAYMENT BY COUNTY:**

**1.01 Monthly claims/invoices by CONTRACTOR:** Not later than the tenth (10<sup>th</sup>) day of each month, CONTRACTOR shall submit to COUNTY a signed invoice setting forth the amount claimed. All invoices (monthly and final) shall be submitted in the form set forth in **Exhibit D**.

**1.02 Final Invoice; forfeiture for late invoice:** CONTRACTOR's final month and end of fiscal year invoice is due, and must be received by COUNTY, no later than close of business on **July 10<sup>th</sup>**. **If the Final Invoice is not received by COUNTY by close of business on July 10<sup>th</sup>. CONTRACTOR understands and agrees that the reimbursement of CONTRACTOR's final expenses represented by that invoice may be forfeited, and COUNTY shall have no legal obligation regarding it, nor shall COUNTY be required to make any payment towards that untimely/late invoiced claim.**

**1.03 Allowable Costs:** Allowable costs shall be the CONTRACTOR's actual costs of developing, supervising and delivering the services under this Agreement, as set forth in **Exhibits CC-1 and CC-3**. Only the costs listed in **Exhibits CC-1 and CC-3** as contract expenses may be claimed as allowable costs. Any dispute over whether costs are allowable shall be resolved in accordance with the provisions of 45 Code of Federal Regulations, Part 74, Sub-Part F and 48 Code of Federal Regulations (CFR), Chapter 1, Part 31.

**1.04 Cost Control:** CONTRACTOR shall not exceed by more than twenty (20) percent any contract expense line item amount in the budget without the written approval of COUNTY, given by and through the Contract Administrator or Contract Administrator's designee. CONTRACTOR shall submit an amended budget with its request for such approval. Such approval shall not permit CONTRACTOR to receive more than the maximum total amount payable under this contract. Therefore, an increase in one-line item will require corresponding decreases in other line items.

**1.05 Payment in Full:**

(a) If COUNTY certifies and pays the amount requested by CONTRACTOR, such payment shall be deemed payment in full for the month in question and may not thereafter be reviewed or modified, except to permit COUNTY's recovery of overpayments.

(b) If COUNTY certifies and pays a lesser amount than the amount requested, COUNTY shall, immediately upon certification of the lesser amount, notify CONTRACTOR in writing of such certification. If CONTRACTOR does not protest the lesser amount by delivering to COUNTY a written notice of protest within twenty (20) days after CONTRACTOR's receipt of the certification, then payment of the lesser amount shall be

**EXHIBIT BBB**

deemed payment in full for the month in question and may not thereafter be questioned by CONTRACTOR.

**1.06 Disputed payment amount:** If COUNTY pays a lesser amount than the amount requested, and if CONTRACTOR submits a written notice of protest to COUNTY within twenty (20) days after CONTRACTOR's receipt of the certification, then the parties shall promptly meet to review the dispute and resolve it on a mutually acceptable basis. No court action may be taken on such dispute until the parties have met and attempted to resolve the dispute in person.

**II. PERFORMANCE STANDARDS & COMPLIANCE**

**2.01 Outcome objectives and performance standards:** CONTRACTOR shall for the entire term of this Agreement provide the service outcomes set forth in **Exhibit AAA**. CONTRACTOR shall meet the contracted level of service and the specified performance standards described in **Exhibit AAA**, unless prevented from doing so by circumstances beyond CONTRACTOR's control, including but not limited to, natural disasters, fire, theft, and shortages of necessary supplies or materials due to labor disputes.

**2.02 County monitoring of services:** COUNTY shall monitor services provided under this Agreement in order to evaluate the effectiveness and quality of services provided.

**2.03 Notice of defective performance:** COUNTY shall notify CONTRACTOR in writing within thirty (30) days after discovering any defects in CONTRACTOR's performance. CONTRACTOR shall promptly take action to correct the problem and to prevent its recurrence. Such corrective action shall be completed and a written report made to the COUNTY concerning such action not later than thirty (30) days after the date of the COUNTY's written notice to CONTRACTOR.

**2.04 Termination for cause:** Notwithstanding Section 7.02 of the Agreement, if the corrective actions required above are not completed and the report to the COUNTY not made within thirty (30) days, the COUNTY may terminate this Agreement by giving five (5) days' written notice to CONTRACTOR.

**2.05 Remedies for Inadequate Service Levels:**

- a) For each month that service falls below 80% of the contracted level, CONTRACTOR shall submit to the COUNTY an analysis of the causes of the problem and any necessary actions to be taken to correct the problem. If the problem continues for another month, the COUNTY shall meet with CONTRACTOR to explore the problem and develop an appropriate written corrective action plan with appropriate time frames.
- b) If CONTRACTOR does not carry out the required corrective action within the time frame specified, sanctions shall be applied in accordance with funding source regulations.

**EXHIBIT BBB**

- c) Notwithstanding Section 7.02 of the Agreement, if, after the COUNTY notifies CONTRACTOR of any sanctions to be imposed, CONTRACTOR continues in its failure to take corrective action, then COUNTY may terminate this contract by giving CONTRACTOR five (5) days' written notice.
- d) If all appropriate corrective actions are taken but service still falls 80% or more below contracted level, COUNTY and CONTRACTOR may renegotiate the contracted level of service.

**2.06 Training for Staff:** CONTRACTOR shall insure that sufficient training is provided to its volunteer and paid staff to enable them to perform effectively on the project, and to increase their existing level of skills. Additionally, CONTRACTOR shall ensure that all staff completes Division 21 Civil Rights training.

**2.07 Bi-lingual Services:** CONTRACTOR shall ensure that qualified staff is available to accommodate non-English speaking, and limited English proficient, individuals.

**2.08 Assurance of drug free-workplace:** CONTRACTOR shall submit to the COUNTY evidence of compliance with the California Drug-Free Workplace Act of 1990, Government Code sections 8350 et seq., by doing the following:

- Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the person's or organization's workplace and specifying the actions that will be taken against employees for violations of the prohibition;
- Establishing a drug-free awareness program to inform employees about all of the following:
  - 1) the dangers of drug abuse in the workplace;
  - 2) the organization's policy of maintaining a drug-free workplace;
  - 3) any available drug counseling, rehabilitation, and employee assistance programs;
  - 4) the penalties that may be imposed upon employees for drug abuse violations;
  - 5) requiring that each employee engaged in the performance of the contract or grant be given a copy of the company's drug-free policy statement and that, as a condition of employment on the contract or grant, the employee agrees to abide by the terms of the statement.

**III. CONFIDENTIALITY**

CONTRACTOR and its officers, employees, agents, and subcontractors shall comply with Welfare and Institutions (W & I) Code Sec. 10850, 45 CFR Sec. 205.50, and all other applicable provisions of law which provide for the confidentiality of records and prohibit their being opened for examination for any purpose not directly connected with the administration of public social services. Whether or not covered by W&I Code Sec. 10850 or by 45 CFR Sec. 205.50, confidential medical or personnel records and the identities of clients and complainants shall not be disclosed unless there is proper consent to such disclosure or a court order requiring disclosure. Confidential information gained by CONTRACTOR from access to any such records, and from contact with its clients and

complainants, shall be used by CONTRACTOR only in connection with its conduct of the program under this Agreement. The COUNTY, through the Director of the Department of Social Services, and his/her representatives, shall have access to such confidential information and records to the extent allowed by law, and such information and records in the hands of the COUNTY shall remain confidential and may be disclosed only as permitted by law.

#### **IV. NON-DISCRIMINATION**

CONTRACTOR certifies that to the best of its ability and knowledge it will comply with the nondiscrimination program requirements set forth in this Section.

**4.01 Discrimination Defined:** The term “discrimination” as used in this contract, is the same term that is used in Monterey County Code, Chapter 2.80 “Procedures for Investigation and Resolution of Discrimination Complaints”; it means the illegal denial of equal employment opportunity, harassment (including sexual harassment and violent harassment), disparate treatment, favoritism, subjection to unfair or unequal working conditions, and/or other discriminatory practice by any Monterey County official, employee or agent, due to an individual’s race, color, ethnic group, national origin, ancestry, religious creed, sex, sexual orientation, age, veteran’s status, cancer-related medical condition, physical handicap (including AIDS) or disability. The term also includes any act of retaliation.

**4.02 Application of Monterey COUNTY Code Chapter 2.80:** The provisions of Monterey COUNTY Code Chapter 2.80 apply to activities conducted pursuant to this Agreement. Complaints of discrimination made by CONTRACTOR against the COUNTY, or by recipients of services against CONTRACTOR, may be pursued using the procedures established by Chapter 2.80. CONTRACTOR shall establish and follow its own written procedures for the prompt and fair resolution of discrimination complaints made against CONTRACTOR by its own employees and agents, and shall provide a copy of such procedures to COUNTY on demand by COUNTY.

**4.03 Compliance with laws:** During the performance of this Agreement, CONTRACTOR shall comply with all applicable federal, state and local laws and regulations which prohibit discrimination, including but not limited to the following:

- **California Fair Employment and Housing Act**, California Government Code Sec. 12900 et seq., see especially Section 12940 (c), (h), (1), (i), and (j); and the administrative regulations issued thereunder, 2 Calif. Code of Regulations Secs. 7285.0 et seq. (Division 4 - Fair Employment and Housing Commission);
- **California Government Code Secs. 11135 - 11139.5**, as amended (Title 2, Div. 3, Part 1, Chap. 1, Art. 9.5) and any applicable administrative rules and regulations issued under these sections; including **Title 22 California Code of Regulations 98000-98413**.



**EXHIBIT BBB**

- **Federal Civil Rights Acts of 1964 and 1991** (see especially Title VI, 42 USC Secs. 2000d et seq.), as amended, and all administrative rules and regulations issued thereunder (see especially 45 CFR Part 80);
- **The Rehabilitation Act of 1973**, Secs. 503 and 504 (29 USC Sec. 793 and 794), as amended; all requirements imposed by the applicable HHS regulations (45 CFR Parts 80, 84 and 91); and all guidelines and interpretations issued pursuant thereto;
- **7 Code of Federal Regulations (CFR)**, Part 15 and **28 CFR** Part 42;
- **Title II of the Americans with Disabilities Act of 1990** (P.L. 101-336), 42 U.S.C. Secs. 12101 et seq. and 47 U.S.C. Secs. 225 and 611, and any federal regulations issued pursuant thereto (see 24 CFR Chapter 1; 28 CFR Parts 35 and 36; 29 CFR Parts 1602, 1627, and 1630; and 36 CFR Part 1191);
- **Unruh Civil Rights Act**, Calif. Civil Code Sec. 51 et seq., as amended;
- **Monterey COUNTY Code**, Chap. 2.80.;
- **Age Discrimination in Employment Act 1975**, as amended (**ADEA**), 29 U.S.C. Secs 621 et seq.;
- **Equal Pay Act of 1963**, 29 U.S.C. Sec. 206(d);
- **California Equal Pay Act**, Labor Code Sec.1197.5.
- **California Government Code** Section 4450;
- **The Dymally-Alatorre Bilingual Services Act; Calif. Government Code Sec. 7290 et seq.**
- **The Food Stamp Act of 1977, as amended and in particular Section 272.6.**
- **California Code of Regulations, Title 24, Section 3105A(e)**
- **Removal of Barriers to Inter-Ethnic Adoption Act of 1996, Section 1808**

**4.04 Written assurances:** Upon request by COUNTY, CONTRACTOR will give any written assurances of compliance with the Civil Rights Acts of 1964 and 1991, the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act of 1990, as may be required by the federal government in connection with this Agreement, pursuant to 45 CFR Sec. 80.4 or 45 CFR Sec. 84.5, and 91; 7 CFR Part 15; and 28 CFR Part 35, or other applicable State or federal regulation.

**EXHIBIT BBB**

**4.05 Written non-discrimination policy:** Contractor shall maintain a written statement of its non-discrimination policies which shall be consistent with the terms of this Agreement. Such statement shall be available to employees, recipients of services, and members of the public, upon request.

**4.06 Grievance Information:** CONTRACTOR shall advise applicants who are denied CONTRACTOR's services, and recipients who do receive services, of their right to present grievances, and of their right to a State hearing concerning services received under this Agreement.

**4.07 Notice to Labor Unions:** CONTRACTOR shall give written notice of its obligations under paragraphs 4.01 - 4.08 to labor organizations with which it has a collective bargaining or other agreement.

**4.08 Access to records by government agencies:** CONTRACTOR shall permit access by COUNTY and by representatives of the State Department of Fair Employment and Housing, and any state agency providing funds for this Agreement, upon reasonable notice at any time during normal business hours, but in no case less than 24 hours' notice, to such of its books, records, accounts, facilities, and other sources of information as the inspecting party may deem appropriate to ascertain compliance with these non-discrimination provisions.

**4.09 Binding on Subcontractors:** The provisions of paragraphs 4.01 - 4.08 shall also apply to all of CONTRACTOR's subcontractors. CONTRACTOR shall include the non-discrimination and compliance provisions of these paragraphs in all subcontracts to perform work or provide services under this Agreement.

**V. ADDITIONAL REQUIREMENTS**

**5.01 Covenant Against Contingent Fees:** CONTRACTOR warrants that no person or selling agency has been employed or retained to solicit this Agreement. There has been no agreement to make commission payments in order to obtain this Agreement. For breach or violation of this warranty, COUNTY shall have the right to terminate this Agreement without liability or, at its discretion, to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingency fee.

**5.02 Debarment, Suspension and Fraud, and Abuse:** CONTRACTOR certifies to the best of its knowledge and belief, that it and any subcontractors:

- a. Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any federal or State department or agency.
- b. Have not, within a three-year period preceding this Agreement, been convicted of, or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, State, or local) transaction or contract under a public transaction; violation of federal or State antitrust statutes or

**EXHIBIT BBB**

- commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- c. Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity (federal, State, or local) with commission of any of the offenses in 5.02(b).
  - d. Have not, within a three-year period preceding this Agreement, had one or more public transactions (federal, State, or local) terminated for cause or default.

CONTRACTOR shall report immediately to COUNTY in writing, any incidents of alleged fraud and/or abuse by either CONTRACTOR or its subcontractors.

CONTRACTOR shall maintain any records, documents, or other evidence of fraud and abuse until otherwise notified by COUNTY.

CONTRACTOR agrees to timely execute any and all amendments to this Agreement or other required documentation relating to the debarment/suspension status of any subcontractors.

**VI. CONTRACT ADMINISTRATORS**

**6.01 Contract Administrator – CONTRACTOR:** CONTRACTOR hereby designates **Christine Winge** as its Contract Administrator for this Agreement. All matters concerning this Agreement which are within the responsibility of CONTRACTOR shall be under the direction of, or shall be submitted to, the CONTRACTOR's Contract Administrator. CONTRACTOR may, in its sole discretion, change its designation of the Contract Administrator, and shall promptly give written notice to COUNTY of any such change.

**6.02 Contract Administrator – COUNTY:** COUNTY hereby designates the Director of the Monterey County Department of Social Services as its Contract Administrator for this Agreement. All matters concerning this Agreement which are within the responsibility of COUNTY shall be under the direction of, or shall be submitted to, the Director or such other COUNTY employee in the Department of Social Services as the Director may appoint. COUNTY may, in its sole discretion, change its designation of the Contract Administrator, and shall promptly give written notice to CONTRACTOR of any such change.

**VI. CONTRACT DEPENDENT ON GOVERNMENT FUNDING**

COUNTY's payments to CONTRACTOR under this Agreement are funded by the State and Federal governments. If funds from State and Federal sources are not obtained and continued at a level sufficient to allow for COUNTY's purchase of the indicated quantity of services, then COUNTY may give written notice of this fact to CONTRACTOR, and the obligations of the parties under this Agreement shall terminate immediately, or on such date thereafter, as COUNTY may specify in its notice, unless in the meanwhile the parties enter into a written Amendment modifying this Agreement.

**VII. APPEAL PROCESS**

In the event of a dispute or grievance regarding the terms and conditions of this Agreement, both parties shall abide by the following procedures:

- A. CONTRACTOR shall first discuss the problem informally with the designated DSS Contact/Program Analyst. If the problem is not resolved, CONTRACTOR must, within fifteen (15) working days of the failed attempt to resolve the dispute with DSS Contact/Program Analyst, submit a written complaint, together with any evidence, to the DSS Branch Deputy Director. The complaint must include a description of the disputed issues, the legal authority/basis for each issue which supports CONTRACTOR's position, and the remedy sought. The Branch Deputy Director shall, within fifteen (15) working days after receipt of CONTRACTOR's written complaint, make a determination on the dispute, and issue a written decision and reasons therefore. All written communication shall be pursuant to Section 14. NOTICES of this Agreement. Should CONTRACTOR disagree with the decision of the Division Deputy Director, CONTRACTOR may appeal the decision to the Director of the Department of Social Services.
- B. CONTRACTOR's appeal of the Branch Deputy Director's decision must be submitted to the Department Director within ten (10) working days from the date of the decision; be in writing, state the reasons why the decision is unacceptable, and include the original complaint, the decision that is the subject of appeal, and all supporting documents. Within twenty (20) working days from the date of CONTRACTOR'S appeal, the Department Director, or his/her designee, shall meet with CONTRACTOR to review the issues raised on appeal. The Department Director shall issue a final written decision within fifteen (15) working days of such meeting.
- C. CONTRACTOR may appeal the final decision of the Department Director in accordance with the procedures set forth in Division 25.1 (commencing with Section 38050) of the Health and Safety Code and the regulations adopted thereunder. (Title 1, Subchapter 2.5 commencing with Section 251, or Subchapter 3 commencing with Section 300, whichever is applicable, of the California Code of Regulations).
- D. CONTRACTOR shall continue to carry out the obligations under this Agreement during any dispute.
- E. Costs incurred by CONTRACTOR for administrative/court review are not reimbursable by COUNTY.

**MONTEREY COUNTY AREA AGENCY ON AGING  
PLANNING AND SERVICE AREA NO. 32**

**NUTRITION SERVICES BUDGET**

**BUDGET PERIOD: JULY 1, 2022 - JUNE 30, 2023**

Name of Agency: Meals on Wheels of the Monterey Peninsula, Inc

Address of Agency: 700 Jewell Ave.

Pacific Grove CA 93950

Project Name: Congregate Meal Program

**Funding Source and Federal Catalog #**

Check one: Title III C-1	<b>x</b>	93.045
Title III C-2		93.045
NSIP		93.053

**Budget Version**

Check one: Original		
Revision	<b>x</b>	

**If agency is applying for more than one funding source, multiple budgets are required.**

**Certification:**

I hereby certify to the best of my knowledge and belief that the Budget reflects the necessary, reasonable and allowable costs to attain the objectives and goals of this project. I further certify that the amounts displayed are accurate and correct.

\_\_\_\_\_  
Preparer's Signature / Date

**Christine Winge (831) 375-4454**

Preparer's Name (Printed) and Telephone number

\_\_\_\_\_  
Executive Director's Signature / Date

**Christine Winge (831) 375-4454**

Executive Director's Name (Printed) and telephone number

**For Area Agency on Aging Use Only**

Reviewed for:	Date Budget Received: _____
Completeness and Accuracy	Budget Approved by Fiscal Officer: <u>Araceli Madrid on 2/10/2023</u>
Reviewed for Allowable Costs	Budget Approved by Program: _____
Indirect Cost limit 10%	Get-Care Updated by Vendor: _____
Required Match of 10.53%	Get-Care Verified by Fiscal Officer: _____
	Budget Template Last Updated: <u>6/18/20 By Veronica Renteria</u>

JULY 1, 2022 - JUNE 30, 2023

**MONTEREY COUNTY AREA AGENCY ON AGING, PSA 32**

Agency: Meals on Wheels of the Monterey Peninsula, Inc

Project: Congregate Meal Program

**SECTION A:****LINE ITEM BUDGET**

(1) Category	(2) Cash	(3) In-Kind
Salaries	281,312	159,375
Payroll Taxes	30,215	
Employee Benefits	55,390	
<b>SUBTOTAL (Personnel Costs):</b>	<b>366,917</b>	<b>159,375</b>
Volunteer Reimbursement	2,000	
*Travel/Volunteer Travel		
Conference/Training/Meetings	2,000	
Professional Fees: Acct/ Legal	20,000	
Equipment Purchase		
Equipment Rental and Maintenance	15,000	
Occupancy	15,000	
Insurance (Excluding Vehicle & Occupancy)	5,500	
Utilities/Communications	15,000	
Postage/Shipping	5,000	
Printing / Publications	15,000	
Public Relations /Advertising	15,000	
Membership Dues and Subscriptions	1,500	
Supplies	6,409	
Food/ Food Service	120,500	
Vehicle Operation	7,000	
Overhead: 10% limit of Grant Funding		
Awards/ Recognition/ Events	5,000	
Client Support	3,000	
Depreciation		
Nutrition Education		
Bank Services Fees	2,500	
Subcontractor		
<b>Miscellaneous: (List Separately)</b>		
Column Totals:	622,326	159,375
	<b>Total Budget:</b>	<b>\$ 781,701</b>

\*Eligible expenses shall be reimbursed per the County's Travel and Business Expense Reimbursement Policy available at: <http://www.co.monterey.ca.us/auditor/policies.htm> CONTRACTOR must provide a detailed breakdown of authorized expenses



JULY 1, 2022 - JUNE 30, 2023

**Funding sources in this section have been automated.  
The "Federal Funds" lines need manual entries.**

**SECTION C -- Funding by Source (Congregate, C-1)**

10 Program Income	(+)	26,705	Section E, autofill
11 NSIP	(+)	7,337	Contract Amount
12 Contributions - Non Matching	(+)	330,000	Section F, autofill
13 Contributions - Matching	(+)	159,375	Section G, autofill
14 Federal OTO/consulting	(+)		Contract Amount
15 AAA Grant Funds	(+)	258,284	Contract Amount
16 Total Funding	(=)	\$ 781,701	autofill

**SECTION D -- Funding by Source (Home Delivered, C-2)**

17 Program Income	(+)	-	Section E, autofill
18 NSIP	(+)		Contract Amount
19 Contributions - Non Matching	(+)	-	Section F, autofill
20 Contributions - Matching	(+)	-	Section G, autofill
21 Federal OTO/consulting	(+)		Contract Amount
22 AAA Grant Funds	(+)		Contract Amount
23 Total Funding	(=)	\$ -	autofill

**SECTION E - PROGRAM INCOME**

Program Income Definitior

Program Income is defined as earnings by a service provider realized from grant supported activities.

		<b>Congregate (C-1)</b>	<b>Home Delivered (C-2)</b>
24 Number of NSIP Meals Contracted		26,705	-
25 Donation per Meal	(x)	\$ 1.00	
26 Program Income	(=)	\$ 26,705.00	\$ -
		Autofill to Line 10	Autofill to Line 17
27 Number of NSIP-eligible Meals-		26,705	-
28 Number of TIII Qualifying Meals-		26,705	

*Different from NSIP Meals for C-2programs only:*

[QUALIFYING MEALS definition is available in AAA Agreement](#)

A. The following types of income comprise "Program Income."

1. Participant donations from persons who participate or benefit from such activities.
2. Usage or rental fees.
3. Sales of assets purchased with grant funds.
4. Royalties, patents, and copyrights.

Not to be included are:

1. Revenues from non-activity related fund-raisers.
2. Gifts from philanthropic organizations or individuals.
3. Rebates, discounts, and recoveries on losses which should be treated as "applicable credits."



JULY 1, 2022 - JUNE 30, 2023

**SECTION F**                      **Schedule of Contributions - Non Matching**

Source of Contributions		Cash	In-Kind	Total
Donations and Contributions		330,000		\$ 330,000
Government Agencies:	A			\$ -
Government Agencies:	B			\$ -
Government Agencies:	C			\$ -
Government Agencies:	D			\$ -
Government Agencies:	E			\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>Totals:</b>		\$ 330,000	\$ -	\$ 330,000

Note: Under "**Government Agencies**" please list the agency providing funding and what type of funds were received. (i.e. Government Agencies: City of Seaside, CDBG; list amount in "Cash".)

Cash total should not include Federal Older American's Act Funds. Total of both Cash and In-Kind funds should equal Section C and D.

**SECTION G**                      **Schedule of Contributions - Matching**

Source of Contributions		Cash	In-Kind	Total
Donations and Contributions (Exclude Project Income)			159,375	\$ 159,375
Government Agencies:	A			\$ -
Government Agencies:	B			\$ -
Government Agencies:	C			\$ -
Government Agencies:	D			\$ -
Government Agencies:	E			\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>Totals:</b>		\$ -	\$ 159,375	\$ 159,375

Total of Cash and In-Kind funds should equal Section C and D.

Program income cannot count toward satisfying a cost-sharing or matching requirement of the Title III C sub-grant, supporting the activity giving rise to the income.

There is a 10.53% minimum matching requirement on Title III C funds. To compute amount of match required, take the **Total Funding** less Program Income, less non-matching funds, less NSIP funds and multiply by the minimum % matching requirement above.

Match may be met by Cash or In-Kind contributions.

See related California Department of Aging matching guidelines.

Match Req. %	GR total	NSIP	Cash non-match	IK non-match	AAA Claim	Program Income	Cash Match	IK Match	Req. Match
<b><u>Congregate Meal Program</u></b>									
Original Amount	781,701	7,337	330,000	0	258,284	26,705	0	159,375	43,979
Fund Increase		0	0	0	0	0	0	0	0
10.53%	781,701	7,337	330,000	0	258,284	26,705	0	159,375	43,979
									<b>Test</b>
<b>Required Match (Original)</b>	781,701	7,337	330,000	0	258,284	26,705	0	159,375	match OK
<b>Required Match (Amended)</b>	781,701	7,337	330,000	0	258,284	26,705	0	159,375	match OK

This is an informational tool to help you self-check compliance with match requirements.

**MONTEREY COUNTY AREA AGENCY ON AGING  
PLANNING AND SERVICE AREA NO. 32**

**SUPPORTIVE SERVICES BUDGET**

**BUDGET PERIOD:** JULY 1, 2022 - JUNE 30, 2023

Name of Agency: Meals on Wheels of the Monterey Peninsula, Inc  
 Address of Agency: 700 Jewell Ave.  
Pacific Grove, CA 93950  
 Project Name: Health Promotion Disease Prevention - Title 3D

**Funding Source and Federal Catalog #**

<b>Check one:</b> Title III B		93.044
Title III D	<b>x</b>	93.043
Title VII A		93.042
Title VII B		93.041
SNAP-ED		10.561

**Budget Version**

<b>Check one:</b> Original		
Revision	<b>x</b>	

If agency is applying for more than one funding source, multiple budgets are required.

**Certification:**

I hereby certify to the best of my knowledge and belief that the Budget reflects the necessary, reasonable and allowable costs to attain the objectives and goals of this project. I further certify that the amounts displayed are accurate and correct.

\_\_\_\_\_  
Preparer's Signature / Date

Christine Winge (831) 375-4454  
Preparer's Name (Printed) and telephone number

\_\_\_\_\_  
Executive Director's Signature / Date

Christine Winge (831) 375-4454  
Executive Director's Name (Printed) and telephone number

\_\_\_\_\_  
For Area Agency on Aging Use Only

Reviewed for:	Date Budget Received: _____
Completeness and Accuracy	Budget Approved by Fiscal Officer: <u>Araceli Madrid on 2/10/2023</u>
Reviewed for Allowable Costs	Budget Approved by Program: _____
Required Match of 10.53%	Get-Care Updated by Vendor: _____
Indirect Cost limit 10%	Get-Care Verified by Fiscal Officer: _____
	Budget Template Last Updated: <u>6/18/20 By Veronica Renteria</u>

JULY 1, 2022 - JUNE 30, 2023

**MONTEREY COUNTY AREA AGENCY ON AGING, PSA 32****Agency:** Meals on Wheels of the Monterey Peninsula, Inc**Project:** Health Promotion Disease Prevention - Title 3D**SECTION A:****LINE ITEM BUDGET**

(1) Category	(2) Cash	(3) In-Kind
Salaries	19,692	10,500
Payroll Taxes	-	
Employee Benefits	-	
<b>SUBTOTAL (Personnel Costs):</b>	<b>19,692</b>	<b>10,500</b>
Volunteer Reimbursement		
*Travel/Volunteer Travel		
Conference/Training/Meetings		
Professional Fees: Acct/ Legal		
Equipment Purchase		
Equipment Rental and Maintenance		
Occupancy	901	
Insurance (Excluding Vehicle & Occupancy)		
Utilities/Communications		
Postage/Shipping		
Printing / Publications		
Public Relations /Advertising		
Membership Dues and Subscriptions		
Supplies		
Food/ Food Service		
Vehicle Operation		
Overhead: 10% limit of Grant Funding		
Awards/ Recognition/ Events		
Client Support		
Depreciation		
Nutrition Education		
Bank Services Fees		
Subcontractor		
<b>Miscellaneous: (List Separately)</b>		
Column Totals:	20,593	10,500
	<b>Total Budget:</b>	<b>\$ 31,093</b>

\*Eligible expenses shall be reimbursed per the County's Travel and Business Expense Reimbursement Policy available at:  
<http://www.co.monterey.ca.us/auditor/policies.htm> CONTRACTOR must provide a detailed breakdown of authorized expenses.

JULY 1, 2022 - JUNE 30, 2023

Meals on Wheels of the Monterey Peninsula, Inc

**SECTION B:****SCHEDULE OF PERSONNEL COSTS**

No.	Paid Staff Positions	Annual Salary	% on Program	Program Cost
1	MOWCC Program Manager	\$19,692.00	100%	\$ 19,692
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
	Total Salaries	\$ 19,692		\$ 19,692.00
	Payroll Taxes			
	Employee Benefits			
	Total Paid Staff			\$ 19,692.00

No.	In-Kind: Donated Services	Hourly Wage	Hours on Program	Program Cost
1	Volunteers	\$21.00	500	\$ 10,500.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
	Total In-Kind Staff			\$ 10,500.00

	<b>Total Personnel Costs</b>			\$ 30,192
--	------------------------------	--	--	-----------

Costs reflected on this page must equal subtotal (Personnel Costs) shown on Page 2 (Section A), columns 2 and 3.

**SECTION C:****Funding Source Summary**

		Cash	In-Kind	Total Budgeted Amount
Project Income	Section D	-		\$ -
Contributions (+) Non-Matching	Section E	-	-	\$ -
Contributions (+) Matching	Section F	-	10,500	\$ 10,500
AAA Grant Funds		20,593		\$ 20,593
<b>Total Funding</b>		<b>\$ 20,593</b>	<b>\$ 10,500</b>	<b>\$ 31,093</b>

**SECTION D:****Program Income**

	Amount
<b>Total:</b>	<b>\$0.00</b>

Program Income Definition: Program Income is defined as earnings by a service provider realized from grant supported activities.

- A. The following types of income comprise "Program Income."
1. Participant donations from persons who participate or benefit from such activities.
  2. Usage or rental fees.
  3. Sales of assets purchased with grant funds.
  4. Royalties, patents, and copyrights.

Not to be included are:

1. Revenues from non-activity related fundraisers.
2. Gifts from philanthropic organizations or individuals.
3. Rebates, discounts, and recoveries on losses which should be treated as "applicable credits."

**SECTION E Schedule of Contributions - Non Matching**

Source of Contributions	Cash	In-Kind	Total
Donations and Contributions			\$ -
Government Agencies: A -			\$ -
Government Agencies: B -			\$ -
Government Agencies: C			\$ -
Government Agencies: D			\$ -
Government Agencies: E			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
<b>Totals:</b>	\$ -	\$ -	\$ -

Note: Under "**Government Agencies**" please list the agency providing funding and what type of funds were received. (i.e. Government Agencies: City of Seaside, CDBG; list amount in "Cash".)

Cash total should not include Federal Older American's Act Funds. Total of both Cash and In-Kind funds should equal Section C.

**SECTION F Schedule of Contributions - Matching**

Source of Contributions	Cash	In-Kind	Total
Donations and Contributions (Exclude Project Income)		10,500	\$ 10,500
Government Agencies: A -			\$ -
Government Agencies: B			\$ -
Government Agencies: C			\$ -
Government Agencies: D			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
<b>Totals:</b>	\$ -	\$ 10,500	\$ 10,500

Total of Cash and In-Kind funds should equal Section C.

Program income cannot count toward satisfying a cost-sharing or matching requirement of the Title III sub-grant, supporting the activity giving rise to the income.

There is a 10.53% minimum matching requirement on Title III B funds (Excluding 3B Ombudsman).

Title III-D, VII-A & VII-B funding do not have a match requirement.

To compute amount of match required, take the **Total Funding less Program Income, less non-matching funds** and multiply by the minimum % matching requirement above. Match may be met by Cash or In-Kind contributio

See related California Department of Aging matching guidelines.

Match Req. %	GR total	Cash non-match	IK non-match	AAA Claim	Program Income	Cash Match	IK Match	Req. Match
<b><i>Health Promotion Disease Prevention - Title 3D</i></b>								
Original Amount	31,093	0	0	20,593	0	0	10,500	3,274
Fund Increase		0	0	0	0	0	0	0
10.53%	31,093	0	0	20,593	0	0	10,500	3,274
								Difference
<b>Required Match (Original)</b>	31,093	0	0	20,593	0	0	10,500	match OK
<b>Required Match (Amended)</b>	31,093	0	0	20,593	0	0	10,500	match OK