

COUNTY OF MONTEREY

AMENDMENT #1 to AGREEMENT #5010-68 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 meals and health promotion services for seniors living on the Monterey Peninsula for a term of July 1, 2020 through June 30, 2021 with a total contract not to exceed amount of \$406,275 (hereinafter, "Original Agreement").

WHEREAS, The Parties wish to amend the Agreement by adding **\$89,398** to the contract amount through June 30, 2021, for a total contract not to exceed amount of **\$495,673** and by adding required language to Exhibit H, Audit & Recovery of Overpayments Requirements.

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 "PAYMENT PROVISIONS", shall be amended to the following: "County shall pay the CONTRACTOR in accordance with the payment provisions set forth in Exhibit AA, subject to the limitations set forth in this Agreement. The total amount payable by County to CONTRACTOR under this agreement shall not exceed the sum of **\$495,673.**"
2. Section XII of **Exhibit AA** and Section IV of **Exhibits AA, AA-1, AA-2, AA-3** Payment Summary reflects the addition of **\$89,398** to the contract amount of \$406,275 for a total amount payable by COUNTY to CONTRACTOR under this agreement of **\$495,673.**
3. Section IV of **Exhibit AA-1** Payment Summary reflects the addition of **\$56,772** to the Title III C-1 contract amount of \$117,150 for a total amount payable by COUNTY to CONTRACTOR under this agreement of **\$173,922.**
4. Section IV of **Exhibit AA-2** Payment Summary reflects the addition of **\$28,885** to the Title III C-2 contract amount of \$272,706 for a total amount payable by COUNTY to CONTRACTOR under this agreement of **\$301,591.**
5. Section IV of **Exhibit AA-3** Payment Summary reflects the addition of \$3,741 to the Title III D contract amount of \$16,419 for a total amount payable by COUNTY to CONTRACTOR under this agreement of **\$20,160.**

- 6. Exhibit CC-1, CC-1A, CC-2, CC-2A, CC-3 provide budget detail for the funds being added.
- 7. Exhibit HH adds required language to the Audit & Recovery of Overpayments Requirements.
- 8. Except as provided herein, all remaining terms, conditions and provisions of the Agreement are unchanged and unaffected by this Amendment No. 1 and shall continue in full force and effect as set forth in the Agreement.
- 9. A copy of this Amendment No. 1 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: _____
Lori A. Medina
DSS Director

DocuSigned by:
Debbie Winick, Board Chair
By: _____
1A358695AA154A0...
(Chair, President, Vice President)

Date: _____

(Print Name & Title)
Date: 4/19/2021 | 9:24 AM PDT

Approved as to Form:

DocuSigned by:
Anne Breerton, County Counsel

07025F3AA36B4A4...
Deputy County Counsel
Date: 4/19/2021 | 2:52 PM PDT

DocuSigned by:
Steven Keller
By: _____
5E690C733C3F41E...
(Secretary, CFO, Treasurer)

(Print Name and Title)
Date: 4/19/2021 | 12:32 PM EDT

Approved as to Fiscal Provisions:

DocuSigned by:
Gary Giboney

D3834BFEC1D8449...
Auditor-Controller's Office
Date: 4/19/2021 | 2:53 PM PDT

SCOPE OF SERVICES/PAYMENT PROVISIONS**MEALS ON WHEELS OF THE MONTEREY PENINSULA
JULY 1, 2020- JUNE 30, 2021****I. CONTACT INFORMATION:**

CONTRACTOR Contact Person &
Disaster Preparedness Coordinator: **Christine Winge, Executive Director**
cwinge@mowmp.org

COUNTY Contract Manager: **Allison Yant, AAA Interim Director**
Area Agency on Aging
730 La Guardia St.
Salinas, CA 93905
(831) 883-7511
[yant@co.monterey.ca.us](mailto:yanta@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	
Sally J. Griffin Active Living Center M-F at 12:00 p.m.	Monterey Senior Center M, T, Th, F at 11:30 am
700 Jewel Avenue Pacific Grove, CA 93950 (831) 375-4454	280 Dickman Avenue Monterey, CA 93940 (831) 646-3878
Oldemeyer Center M-F at 11:30 a.m.	Junsay Oaks Senior Apartments M-F approximately 12:00 pm
986 Hilby Avenue Seaside, CA 93955 (831) 899-6339	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-2021-32; AP-2021-32-A1

Date County Awarded Funding: 7/1/2020

CFDA Pass-through Information and Dollar Amount:

State of California, Department of Aging
93.043 (Title III D) \$20,160
93.045 (Title III-C) \$445,596
93.053 (NSIP) \$29,917

Federal Award Description:

Administration on Aging, Department of Health and Human Services

1. Special Programs for the Aging – Title II, 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

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 AA, AA-1, AA-2, and AA-3.

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 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. 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 older adults in greatest social and economic need.

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.
- Social or geographic isolation

Particular attention is required to serve older individuals that are:

- Low-income minorities
- 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

VII. 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, contact Laura Emery at RTZ, (510) 986-6700 x202, or via e-mail at Laura@RTZAssociates.com. Licenses will be issued to individuals. When there is a change in staff, CONTRACTOR must notify the AAA in writing within 15 days.

VIII. 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 AA, AA-1, AA-2, and AA-3.

IX. EQUIPMENT

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.

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

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

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.

Equipment must be received by June 30, 2021 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).

X. 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, 2021.

XI. 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 AA, AA-1, AA-2 and AA-3, 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, 2021.

County shall pay CONTRACTOR in accordance with Exhibit B, Section I. PAYMENT BY COUNTY. Claims for payment shall be submitted in the form set forth in Exhibit D-1, Sample Invoice, by the 10th day of the month for services rendered in the previous month, with the final invoice due no later than June 10th, 2021. CONTRACTOR acknowledges that all funding under this Agreement will be exhausted by May 31, 2021; however, services will continue through June 30, 2021 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, 2021.

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

XII. PAYMENT SUMMARY

<i>Funding Type</i>	<i>FY 19/20 Prior Year Augmentation</i>	<i>FY 2020/21 TOTALS</i>
Title III, C-1	\$34,002	\$171,297
C-1, NSIP		\$2,625
SUB-TOTAL	\$34,002	\$173,922
Title III, C-2	\$25,070	\$274,299
C-2, NSIP		\$27,292
SUB-TOTAL	\$25,070	\$301,591
III D, Health Promotion		\$20,160
TOTAL:	\$59,072	\$495,673

The total amount payable by County to Contractor under this Agreement for the period July 1, 2020 – June 30, 2021 for Title III, C-1/NSIP is **one hundred seventy-three thousand, nine hundred and twenty-two dollars (\$173,922)**.

The total amount payable by County to Contractor under this Agreement for the period July 1, 2020 – June 30, 2021 for Title III C-2/NSIP is **three hundred one thousand, five hundred and ninety-one dollars (\$301,591)**.

The total amount payable by County to Contractor under this Agreement for the period July 1, 2020 – June 30, 2021 for Title III D, Health Promotion, is **twenty thousand, one hundred and sixty dollars (\$20,160)**.

The total amount payable by County to Contractor under this Agreement for the period July 1, 2020 - June 30, 2021 shall not exceed **four hundred ninety-five thousand, six hundred and seventy-three dollars (\$495,673)**.

This Agreement is funded by the California Department of Aging (CDA) Agreement #AP-2021-32 and #AP-2021-32-A1. 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.

EXHIBIT AA-1

**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 A 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 Centers listed above 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.

1. Service: Title III C-1 Congregate Meals (NAPIS 8)

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: 16,500

Benchmark for Title C-1 Meals to be served:

- by September 30th: 4,125 Units (25%)
- by December 31st: 8,250 Units (50%)
- by March 31st: 12,375 Units (75%)
- by June 30th: 16,500 Units (100%)

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: 16,500

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

- by September 30th: 4,125 Units (25%)
- by December 31st: 8,250 Units (50%)
- by March 31st: 12,375 Units (75%)
- by June 30th: 16,500 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 10th 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, 2020, January 10, 2021, April 10, 2021 and July 10, 2021. 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, 2020 through June 30, 2021 shall not exceed **one hundred seventy three thousand, nine hundred and twenty-two dollars (\$173,922)**.

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**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) (NAPIS 4)

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: 45,000 Meals

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

by September 30 th :	11,250	Units	(25%)
by December 31 ^s :	22,500	Units	(50%)
by March 31 st :	33,750	Units	(75%)
by June 30 th :	45,000	Units	(100%)

2. Service: Nutrition Education (NAPIS 12)

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. Master copy handouts will be provided to CONTRACTOR and then copied for distribution. 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: 1 session per participant four (4) times per year

Estimated Service Units to be delivered: 3,000 Nutrition Education Units
Home delivered meal program participants shall receive Nutrition Education four (4) times per year.

Benchmark of Nutrition Education Services:
by September 30th: 750 Units (25%)
by December 31st: 1,500 Units (50%)
by March 31st: 2,250 Units (75%)
by June 30th: 3,000 Units (100%)

II. PERFORMANCE REPORTING

CONTRACTOR shall enter data monthly into the AAA GetCare System by the 10th 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, 2020, January 10, 2021, April 10, 2021 and July 10, 2021. 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, 2020 through June 30, 2021 shall not exceed **three hundred one thousand, five hundred and ninety-one dollars (\$301,591)**.

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EXHIBIT AA-3

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 Sally Judd Griffin Senior 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 (NAPIS 16 Other)

Unit of Service Definition:

Provide health risk assessments; routine health screening; nutrition counseling/education services; evidence-based health promotion; physical fitness, group exercise, music, art therapy, dance movement and programs for multigenerational participation; home injury control services; screening for the prevention of depression and coordination of other mental health services; gerontological and social service counseling; and education on preventative health services. Primary activities are normally on a one-to-one basis; if done as a group activity, each participant shall be counted as one contact unit.

Unit Measure: **1 Contact**

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

Benchmark of Service Units

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

II. PERFORMANCE REPORTING

CONTRACTOR shall enter data monthly into the AAA GetCare System by the 10th 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, 2020, January 10, 2021, April 10, 2021 and July 10, 2021. 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, 2020 through June 30, 2021 shall not exceed **twenty thousand, one hundred and sixty dollars (\$20,160)**.

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

NUTRITION SERVICES BUDGET

BUDGET PERIOD: JULY 1, 2020 THRU JUNE 30, 2021

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	<input checked="" type="checkbox"/>	93.045
Title III C-2	<input type="checkbox"/>	93.045
NSIP	<input checked="" type="checkbox"/>	93.053

Budget Version

Check one: Original	<input checked="" type="checkbox"/>	
Revision #	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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>Veronica Renteria 4/15/21</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>3/23/18 By Veronica Renteria</u>

JULY 1, 2020 THRU JUNE 30, 2021

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	259,000	105,000
Payroll Taxes	19,500	
Employee Benefits	50,500	
SUBTOTAL (Personnel Costs):	329,000	105,000
Volunteer Reimbursement		
*Travel/Volunteer Travel		
Conference/Training/Meetings	500	
Professional Fees: Acct/ Legal	22,000	
Equipment Purchase	22,770	
Equipment Rental and Maintenance	25,000	
Occupancy	15,000	
Insurance (Excluding Vehicle & Occupancy)	3,500	
Utilities/Communications	5,000	
Postage/Shipping	4,500	
Printing / Publications	15,000	
Public Relations /Advertising	2,500	
Membership Dues and Subscriptions	2,500	
Supplies	3,500	
Food/ Food Service	75,000	
Vehicle Operation	5,000	
Overhead: 10% limit of Grant Funding	-	
Awards/ Recognition/ Events	3,500	
Client Support		
Depreciation		
Nutrition Education		
Bank Services Fees	1,000	
Subcontractor		
Miscellaneous: (List Separately)	1,000	
Column Totals:	536,270	105,000
Total Budget:	\$	641,270

*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, 2020 THRU JUNE 30, 2021

SECTION B:

SCHEDULE OF PERSONNEL COSTS

No.	Paid Staff Positions	Annual Salary	% on Prgm	Program Cost
1	Executive Director	\$113,000.00	20%	\$ 22,600
1	Operations Director	\$95,000.00	50%	\$ 47,500
1	Custodian	\$31,200.00	20%	\$ 6,240
1	Development Director	\$95,000.00	30%	\$ 28,500
1	Volunteer Coordinator	\$17,500.00	35%	\$ 6,125
1	Site Coordinator	\$25,000.00	80.00%	\$ 20,000
1	Driver	\$16,094.00	50.00%	\$ 8,047
1	Food Service Manager	\$50,950.00	25.00%	\$ 12,738
1	Kitchen Staff	\$143,000.00	75.00%	\$ 107,250
1				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
	Total Salaries	\$ 586,744		\$ 259,000
	Payroll Taxes			\$ 19,500
	Employee Benefits			\$ 50,500
	Total Paid Staff			\$ 329,000

No.	In-Kind: Donated Services	Hourly Wage	Hrs on Prgm	Program Cost
1	Volunteer Hours	\$15.00	7,000.0	\$ 105,000
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
	Total In-Kind Staff			\$ 105,000

	Total Personnel Costs			\$ 434,000
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Costs reflected on this page must equal subtotal (Personnel Costs) shown on Page 2, columns 2 and 3.

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	(+)	<u>28,875</u>	Section E, autofill
11 NSIP	(+)	<u>2,625</u>	Contract Amount
12 Contributions - Non Matching	(+)	<u>367,475</u>	Section F, autofill
13 Contributions - Matching	(+)	<u>105,000</u>	Section G, autofill
14 Federal OTO/consulting	(+)		Contract Amount
15 AAA Grant Funds	(+)	<u>137,295</u>	Contract Amount
16 Total Funding	(=)	<u>\$ 641,270</u>	autofill

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

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

SECTION E - PROGRAM INCOME

Program Income Definitior

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

	Congregate (C-1)		Home Delivered (C-2)	
24 Number of NSIP Meals Contracted		<u>16,500</u>		<u>-</u>
25 Donation per Meal	(x)	<u>\$ 1.75</u>		<u></u>
26 Program Income	(=)	<u>\$ 28,875.00</u>		<u>\$ -</u>
		Autofill to Line 10		Autofill to Line 17

27 Number of NSIP-eligible Meals-	<u>16,500</u>	<u>-</u>
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28 Number of TIII Qualifying Meals-	<i>Different from NSIP Meals for C-2programs only:</i>	
	<u>16,500</u>	<u></u>

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, 2020 THRU JUNE 30, 2021

SECTION F Schedule of Contributions - Non Matching

Source of Contributions		Cash	In-Kind	Total
Donations and Contributions		367,475		\$ 367,475
Government Agencies:	A			\$ -
Government Agencies:	B			\$ -
Government Agencies:	C			\$ -
Government Agencies:	D			\$ -
Government Agencies:	E			\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Totals:		\$ 367,475	\$ -	\$ 367,475

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)			105,000	\$ 105,000
Government Agencies:	A			\$ -
Government Agencies:	B			\$ -
Government Agencies:	C			\$ -
Government Agencies:	D			\$ -
Government Agencies:	E			\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Totals:		\$ -	\$ 105,000	\$ 105,000

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.

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

NUTRITION SERVICES BUDGET

BUDGET PERIOD: JULY 1, 2020 - JUNE 30, 2021

Name of Agency: Meals on Wheels of the Monterey Peninsula

Address of Agency: 700 Jewell Street

Pacific Grove, CA 93950

Project Name: Congregate Meal Program - Prior Year Augmentation

Funding Source and Federal Catalog #

Check one: Title III C-1	x	93.045
Title III C-2		93.045
NSIP		93.053

Budget Version

Check one: Original		
Revision		

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>V. Renteria 4/15/21</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</u> By <u>Veronica Renteria</u>

JULY 1, 2020 - JUNE 30, 2021

MONTEREY COUNTY AREA AGENCY ON AGING, PSA 32

Agency: Meals on Wheels of the Monterey Peninsula

Project: Congregate Meal Program

SECTION A:**LINE ITEM BUDGET**

(1) Category	(2) Cash	(3) In-Kind
Salaries	-	-
Payroll Taxes	-	-
Employee Benefits	-	-
SUBTOTAL (Personnel Costs):	-	-
Volunteer Reimbursement		
*Travel/Volunteer Travel		
Conference/Training/Meetings		
Professional Fees: Acct/ Legal		
Equipment Purchase	34,002	
Equipment Rental and Maintenance		
Occupancy	4,002	
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		
Miscellaneous: (List Separately)		
Column Totals:	38,004	-
	Total Budget:	\$ 38,004

*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, 2020 - JUNE 30, 2021

SECTION B:

SCHEDULE OF PERSONNEL COSTS

No.	Paid Staff Positions	Annual Salary	% on Prgm	Program Cost
1				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
	Total Salaries	\$ -		\$ -
	Payroll Taxes			
	Employee Benefits			
	Total Paid Staff			\$ -

No.	In-Kind: Donated Services	Hourly Wage	Hrs on Prgm	Program Cost
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
	Total In-Kind Staff			\$ -

	Total Personnel Costs			\$ -
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Costs reflected on this page must equal subtotal (Personnel Costs) shown on Page 2, columns 2 and 3.

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	(+)	_____	-	Section E, autofill
11 NSIP	(+)	_____	-	Contract Amount
12 Contributions - Non Matching	(+)	_____	-	Section F, autofill
13 Contributions - Matching	(+)	_____	4,002	Section G, autofill
14 Federal OTO/consulting	(+)	_____	-	Contract Amount
15 AAA Grant Funds	(+)	<input type="text"/>	34,002	Contract Amount
16 Total Funding	(=)	\$	38,004	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	(+)	<input type="text"/>	-	Contract Amount
23 Total Funding	(=)	\$	-	autofill

SECTION E - PROGRAM INCOME

Program Income Definition

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

Congregate (C-1)

Home Delivered (C-2)

24 Number of NSIP Meals Contracted		_____	1	_____	-
25 Donation per Meal	(x)	_____	-	_____	-
26 Program Income	(=)	\$	-	\$	-
			Autofill to Line 10		Autofill to Line 17

27 Number of NSIP-eligible Meals-	<input type="text"/>	1	<input type="text"/>	-
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28 Number of TIII Qualifying Meals-	<i>Different from NSIP Meals for C-2 programs only:</i>			
	<input type="text"/>	1	<input type="text"/>	-

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, 2020 - JUNE 30, 2021

SECTION F 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			\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Totals:		\$ -	\$ -	\$ -

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)		4,002		\$ 4,002
Government Agencies:	A			\$ -
Government Agencies:	B			\$ -
Government Agencies:	C			\$ -
Government Agencies:	D			\$ -
Government Agencies:	E			\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Totals:		\$ 4,002	\$ -	\$ 4,002

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
<u>Congregate Meal Program</u>									
Original Amount	38,004	0	0	0	34,002	0	4,002	0	4,002
Fund Increase		0	0	0	0	0	0	0	0
10.53%	38,004	0	0	0	34,002	0	4,002	0	4,002
									Test
Required Match (Original)	38,004	0	0	0	34,002	0	4,002	0	match OK
Required Match (Amended)	38,004	0	0	0	34,002	0	4,002	0	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**

NUTRITION SERVICES BUDGET

BUDGET PERIOD: JULY 1, 2020 THRU JUNE 30, 2021

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

Address of Agency: 700 Jewell Ave

Pacific Grove, CA...93950

Project Name: Home Delivered Meals

Funding Source and Federal Catalog #

Check one: Title III C-1	<input type="checkbox"/>	93.045
Title III C-2	<input checked="" type="checkbox"/>	93.045
NSIP	<input type="checkbox"/>	93.053

Budget Version

Check one: Original	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Revision #	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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>Veronica Renteria</u> 4/15/21
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>3/23/18 By Veronica Renteria</u>

JULY 1, 2020 THRU JUNE 30, 2021

MONTEREY COUNTY AREA AGENCY ON AGING, PSA 32

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

Project: Home Delivered Meals

SECTION A:**LINE ITEM BUDGET**

(1) Category	(2) Cash	(3) In-Kind
Salaries	242,500	315,000
Payroll Taxes	19,500	
Employee Benefits	50,500	
SUBTOTAL (Personnel Costs):	312,500	315,000
Volunteer Reimbursement	-	
*Travel/Volunteer Travel		60,000
Conference/Training/Meetings	1,000	
Professional Fees: Acct/ Legal	22,000	
Equipment Purchase		
Equipment Rental and Maintenance	18,000	
Occupancy	15,000	
Insurance (Excluding Vehicle & Occupancy)	2,500	
Utilities/Communications	2,500	
Postage/Shipping	5,000	
Printing / Publications	15,000	
Public Relations /Advertising	2,500	
Membership Dues and Subscriptions	2,000	
Supplies	5,000	
Food/ Food Service	168,815	
Vehicle Operation	1,000	
Overhead: 10% limit of Grant Funding		
Awards/ Recognition/ Events	2,500	
Client Support		
Depreciation		
Nutrition Education		
Bank Services Fees	1,000	
Subcontractor		
Miscellaneous: (List Separately)	1,000	
Column Totals:	577,315	375,000
	Total Budget:	\$ 952,315

*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, 2020 THRU JUNE 30, 2021

SECTION B:

SCHEDULE OF PERSONNEL COSTS

No.	Paid Staff Positions	Annual Salary	% on Prgm	Program Cost
1	Executive Director	\$113,000.00	18%	\$ 20,340
1	Operations Director	\$95,000.00	30%	\$ 28,500
1	Custodian	\$31,200.00	30%	\$ 9,360
1	Development Director	\$43,500.00	30%	\$ 13,050
1	Volunteer Coordinator	\$17,500.00	30%	\$ 5,250
1	HDM Assistant	\$19,485.00	100.00%	\$ 19,485
1	Assistant	\$12,000.00	30.00%	\$ 3,600
1	Food Service Manager	\$50,950.00	70.00%	\$ 35,665
1	Kitchen Staff	\$143,000.00	75.00%	\$ 107,250
	Site Coordinator	\$16,500.00	100.00%	\$ -
				\$ -
				\$ -
				\$ -
				\$ -
	Total Salaries	\$ 542,135		\$ 242,500
	Payroll Taxes			\$ 19,500
	Employee Benefits			\$ 50,500
	Total Paid Staff			\$ 312,500

No.	In-Kind: Donated Services	Hourly Wage	Hrs on Prgm	Program Cost
1	Drivers	\$15.00	15,000.0	\$ 225,000
1	Kitchen	\$15.00	4,000	\$ 60,000
1	Admin	\$15.00	2,000	\$ 30,000
				\$ -
				\$ -
				\$ -
				\$ -
	Total In-Kind Staff			\$ 315,000

	Total Personnel Costs			\$ 627,500
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Costs reflected on this page must equal subtotal (Personnel Costs) shown on Page 2, columns 2 and 3.

**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	(+)	-	Section E, autofill
11 NSIP	(+)	_____	Contract Amount
12 Contributions - Non Matching	(+)	-	Section F, autofill
13 Contributions - Matching	(+)	-	Section G, autofill
14 Federal OTO/consulting	(+)	_____	Contract Amount
15 AAA Grant Funds	(+)	_____	Contract Amount
16 Total Funding	(=)	\$ -	autofill

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

17 Program Income	(+)	45,000	Section E, autofill
18 NSIP	(+)	27,292	Contract Amount
19 Contributions - Non Matching	(+)	255,794	Section F, autofill
20 Contributions - Matching	(+)	375,000	Section G, autofill
21 Federal OTO/consulting	(+)	_____	Contract Amount
22 AAA Grant Funds	(+)	249,229	Contract Amount
23 Total Funding	(=)	\$ 952,315	autofill

SECTION E - PROGRAM INCOME

Program Income Definitior

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

	Congregate (C-1)	Home Delivered (C-2)
24 Number of NSIP Meals Contracted	-	45,000
25 Donation per Meal	(x) _____	\$ 1.00
26 Program Income	(=) \$ -	\$ 45,000.00
	Autofill to Line 10	Autofill to Line 17
27 Number of NSIP-eligible Meals-	-	45,000
28 Number of TIII Qualifying Meals-	_____	45,000

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, 2020 THRU JUNE 30, 2021

SECTION F Schedule of Contributions - Non Matching

Source of Contributions		Cash	In-Kind	Total
Donations and Contributions		255,794		\$ 255,794
Government Agencies:	A			\$ -
Government Agencies:	B			\$ -
Government Agencies:	C			\$ -
Government Agencies:	D			\$ -
Government Agencies:	E			\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Totals:		\$ 255,794	\$ -	\$ 255,794

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)			315,000	\$ 315,000
Government Agencies:	A		60,000	\$ 60,000
Government Agencies:	B			\$ -
Government Agencies:	C			\$ -
Government Agencies:	D			\$ -
Government Agencies:	E			\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Totals:		\$ -	\$ 375,000	\$ 375,000

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.

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

NUTRITION SERVICES BUDGET

BUDGET PERIOD: JULY 1, 2020 - JUNE 30, 2021

Name of Agency: Meals on Wheels of the Monterey Peninsula

Address of Agency: 700 Jewell Street

Pacific Grove, CA 93950

Project Name: Home Delivered Meal Program - Prior Year Augmentation

Funding Source and Federal Catalog #

Check one: Title III C-1		93.045
Title III C-2	x	93.045
NSIP		93.053

Budget Version

Check one: Original		
Revision		

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>V. Renteria 4/15/21</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, 2020 - JUNE 30, 2021

MONTEREY COUNTY AREA AGENCY ON AGING, PSA 32

Agency: Meals on Wheels of the Monterey Peninsula

Project: Home Delivered Meal Program

SECTION A:**LINE ITEM BUDGET**

(1) Category	(2) Cash	(3) In-Kind
Salaries	-	-
Payroll Taxes	-	
Employee Benefits	-	
SUBTOTAL (Personnel Costs):	-	-
Volunteer Reimbursement		
*Travel/Volunteer Travel		
Conference/Training/Meetings		
Professional Fees: Acct/ Legal		
Equipment Purchase		
Equipment Rental and Maintenance	1,070	
Occupancy	4,000	
Insurance (Excluding Vehicle & Occupancy)		
Utilities/Communications		
Postage/Shipping		
Printing / Publications		
Public Relations /Advertising		
Membership Dues and Subscriptions		
Supplies		
Food/ Food Service	23,000	
Vehicle Operation		
Overhead: 10% limit of Grant Funding		
Awards/ Recognition/ Events		
Client Support		
Depreciation		
Nutrition Education		
Bank Services Fees		
Subcontractor		
Miscellaneous: (List Separately)		
Column Totals:	28,070	-
	Total Budget:	\$ 28,070

*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, 2020 - JUNE 30, 2021

SECTION B:

SCHEDULE OF PERSONNEL COSTS

No.	Paid Staff Positions	Annual Salary	% on Prgm	Program Cost
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
	Total Salaries	\$ -		\$ -
	Payroll Taxes			
	Employee Benefits			
	Total Paid Staff			\$ -

No.	In-Kind: Donated Services	Hourly Wage	Hrs on Prgm	Program Cost
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
	Total In-Kind Staff			\$ -

	Total Personnel Costs			\$ -
--	------------------------------	--	--	------

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

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	(+)	_____	-	Section E, autofill
11 NSIP	(+)	_____	-	Contract Amount
12 Contributions - Non Matching	(+)	_____	-	Section F, autofill
13 Contributions - Matching	(+)	_____	-	Section G, autofill
14 Federal OTO/consulting	(+)	_____	-	Contract Amount
15 AAA Grant Funds	(+)	<input type="text"/>	-	Contract Amount
16 Total Funding	(=)	\$ _____	-	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	(+)	_____	3,000	Section G, autofill
21 Federal OTO/consulting	(+)	_____	-	Contract Amount
22 AAA Grant Funds	(+)	<input type="text"/>	25,070	Contract Amount
23 Total Funding	(=)	\$ _____	28,070	autofill

SECTION E - PROGRAM INCOME

Program Income Definitior

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

		Congregate (C-1)	Home Delivered (C-2)
24 Number of NSIP Meals Contracted		_____	_____ 1
25 Donation per Meal	(x)	_____	_____
26 Program Income	(=)	\$ _____	\$ _____
		Autofill to Line 10	Autofill to Line 17
27 Number of NSIP-eligible Meals-		<input type="text"/>	<input type="text"/>
28 Number of TIII Qualifying Meals-		<input type="text"/>	<input type="text"/>

Different from NSIP Meals for C-2 programs 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, 2020 - JUNE 30, 2021

SECTION F 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			\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Totals:		\$ -	\$ -	\$ -

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)		3,000		\$ 3,000
Government Agencies:	A			\$ -
Government Agencies:	B			\$ -
Government Agencies:	C			\$ -
Government Agencies:	D			\$ -
Government Agencies:	E			\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Totals:		\$ 3,000	\$ -	\$ 3,000

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
<i>Home Delivered Meal Program</i>									
Original Amount	28,070	0	0	0	25,070	0	3,000	0	2,956
Fund Increase		0	0	0	0	0	0	0	0
10.53%	28,070	0	0	0	25,070	0	3,000	0	2,956
									Test
Required Match (Original)	28,070	0	0	0	25,070	0	3,000	0	match OK
Required Match (Amended)	28,070	0	0	0	25,070	0	3,000	0	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, 2010 THRU JUNE 30, 2021

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 #

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

Budget Version

Check one: Original	X	x
Revision #		

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

7/1/20

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>Veronica Renteria 4/15/21</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>3/23/18 By Veronica Renteria</u>

JULY 1, 2010 THRU JUNE 30, 2021

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	18,741	10,140
Payroll Taxes	-	
Employee Benefits	-	
SUBTOTAL (Personnel Costs):	18,741	10,140
Volunteer Reimbursement		
*Travel/Volunteer Travel		
Conference/Training/Meetings		
Professional Fees: Acct/ Legal		
Equipment Purchase		
Equipment Rental and Maintenance		
Occupancy	1,419	
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		
Miscellaneous: (List Separately)		
Column Totals:	20,160	10,140
	Total Budget:	\$ 30,300

*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, 2010 THRU JUNE 30, 2021

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	Salaries	\$18,741.00	100%	\$ 18,741
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
	Total Salaries	\$ 18,741		\$ 18,741.00
	Payroll Taxes			
	Employee Benefits			
	Total Paid Staff			\$ 18,741.00

No.	In-Kind: Donated Services	Hourly Wage	Hours on Program	Program Cost
1	Volunteer Instructors	\$20.00	312	\$ 6,240.00
1	Admin Support	\$15.00	260	\$ 3,900
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
	Total In-Kind Staff			\$ 10,140.00

	Total Personnel Costs			\$ 28,881
--	------------------------------	--	--	-----------

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	-	10,140	\$ 10,140
AAA Grant Funds		20,160		\$ 20,160
Total Funding		\$ 20,160	\$ 10,140	\$ 30,300

SECTION D:**Program Income**

	Amount
Total:	\$0.00

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."

Meals on Wheels of the Monterey Peninsula, Inc

JULY 1, 2010 THRU JUNE 30, 2021

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			\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Totals:		\$ -	\$ -	\$ -

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)			10,140	\$ 10,140
Government Agencies:	A -			\$ -
Government Agencies:	B			\$ -
Government Agencies:	C			\$ -
Government Agencies:	D			\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Totals:		\$ -	\$ 10,140	\$ 10,140

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 contribution

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
<i>Health Promotion Disease Prevention - Title 3D</i>								
Original Amount	31,235	0	0	21,095	0	0	10,140	3,289
Fund Increase		0	0	0	0	0	0	0
10.53%	31,235	0	0	21,095	0	0	10,140	3,289
								Difference
Required Match (Original)	31,235	0	0	21,095	0	0	10,140	match OK
Required Match (Amended)	31,235	0	0	21,095	0	0	10,140	match OK

Exhibit HH**AUDIT & RECOVERY OF OVERPAYMENTS REQUIREMENTS****I. CPA Audit on Termination:****1.01 Audit Requirement**

At the request of COUNTY, CONTRACTOR shall give to COUNTY an audit report(s) covering the contract period, prepared by an independent Certified Public Accountant. The purpose of the audit requirement is determining whether the reported costs are fair and reasonable and have been computed in accordance with generally accepted accounting principles, with the provisions of this Agreement, and with all applicable COUNTY requirements. The audit must identify all federal, state, and matching funds issued under this Agreement as a note, or as a supplemental schedule of expenses within Contractor's audits.

If CONTRACTOR expends a total of \$750,000 or more of federal funding per fiscal year, CONTRACTOR is required to submit an annual audit report(s) that was performed in compliance with the Uniform Guidance.

If CONTRACTOR expends less than \$750,000 in federal funding per fiscal year, then the COUNTY shall require an annual audit report(s) be performed in accordance with the Generally Accepted Auditing Standards (GAAS).

1.02 Audit Submission /Fiscal Year-end

CONTRACTOR shall provide COUNTY with the audit report(s), required herein no later than six (6) months after the close of CONTRACTOR's Fiscal Year, except when CONTRACTOR has expended \$750,000 in federal funding and the Uniform Guidance allows a nine (9) month deadline. In the case where providing the required audit within the specified time period represents an unreasonable hardship, CONTRACTOR shall alert COUNTY and request an extension. Additional documentation may be requested by COUNTY to grant the extension.

1.03 Audit Format

CONTRACTOR may submit to COUNTY one of the following in satisfaction of this Audit requirement:

1) If CONTRACTOR expends a total of \$750,000 or more of federal funding per fiscal year, CONTRACTOR is required to submit an annual audit report(s) that was performed in compliance with the Uniform Guidance.

-OR-

2) If CONTRACTOR expends less than \$750,000 in federal funding per fiscal year, then the COUNTY shall require an annual audit report(s) be performed in accordance with the Generally Accepted Auditing Standards (GAAS).

-OR-

3) Additionally, at the discretion of the CONTRACTOR, a program specific audit report(s) may be submitted in accordance with the Uniform Guidance.

Exhibit HH**All Audits must include the following information within their audit:**

- a) A separate schedule listing programs and funding, see recommended format, **Exhibit G-1**.
- b) All Management Letters received by the CONTRACTOR relating to the performed audit, shall be submitted in conjunction with the annual audit report(s) to the COUNTY.

1.04 Payment for Audit

CONTRACTOR shall bear all costs in connection with, or resulting from, any audit and/or inspections including, but not limited to, actual cost incurred and the payment/repayment of any expenditures disallowed by COUNTY, State or Federal government entities, including any assessed interest and penalties.

If CONTRACTOR is exempt from federal audit procedures under UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS (Uniform Guidance), then payment for this audit shall be made by CONTRACTOR with resources other than grant funds, or those used for matching purposes. If CONTRACTOR is not exempt from federal audit procedures under the UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS (Uniform Guidance), the cost of audits made in accordance with the provisions of this part are allowable charges to Federal awards. The charges may be considered a direct cost or an allocated indirect cost, as determined in accordance with the provisions of applicable Uniform Guidance cost principles, other applicable cost principles or regulations.

II. Contractor Records

Funds provided by COUNTY shall be accounted for separately in CONTRACTOR's books and records. CONTRACTOR shall keep a systematic accounting record of the receipt and disbursement of COUNTY funds. CONTRACTOR shall permit COUNTY to audit, examine and to copy excerpts and transcripts from such records and to conduct audits or reviews of all records including, but not limited to, invoices, materials, personnel records, bank account records, business records, billing statements, payroll records, business expense records, and all other data related to matters covered by this Agreement. CONTRACTOR shall maintain such data and records in an accessible location and condition for a period of at least four (4) years from the close of this Agreement term, or until after the conclusion of any audit, whichever occurs last. The State of California and/or any Federal agency providing funds for this Agreement shall have the same rights conferred upon COUNTY herein. CONTRACTOR shall keep records that are sufficient to permit the tracing of funds to a level of expenditure adequate to ensure that the funds have not been unlawfully spent. CONTRACTOR's records shall describe and support the use of funds for the agreed upon project or services outlined in this Agreement.

III. Recovery of Overpayments: If any audit shows that COUNTY has paid to CONTRACTOR any amount in excess of properly allowable costs, then CONTRACTOR shall reimburse COUNTY for that amount, either by a cash payment made within thirty (30) days after COUNTY notifies CONTRACTOR of the overpayment, or by an offset made by COUNTY against any payments owed by COUNTY to CONTRACTOR under this or any other contract.

Exhibit HH

DocuSigned by:

Debbie Winick, Board Chair

1A358605AA154A0

(signature of authorized representative)

4/19/2021 | 9:24 AM PDT

(date)