



COUNTY OF MONTEREY

AMENDMENT #1 TO AGREEMENT #A-11851

Alliance on Aging

ORIGINAL

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 Alliance on Aging (hereinafter, "CONTRACTOR").

This Amendment modifies the agreement for services to Monterey County seniors between the parties executed on September 22, 2010, (hereinafter, "Original Agreement ") by adding \$55,311 to increase units of service, increase program reimbursement, and modify existing scopes of service, increasing the total contract amount to \$419,349. Therefore, the parties agree:

1. Section 1 of the Original Agreement is amended to read as follows:

1. SERVICES TO BE PROVIDED: The County hereby engages CONTRACTOR to perform, and CONTRACTOR hereby agrees to perform, the services described in Exhibits AA, AA-1, AA-2, AA-3, AA-4, AA-5, AA-6, AA-7, and A-8, in conformity with the terms of this Agreement. The services are generally described as follows: Provide services to Monterey County seniors, including: Outreach, Family Caregiver Training, Long-Term Care Ombudsman, and Health Insurance Counseling.

2. Section 2 of the Original Agreement is amended to read as follows:

2. PAYMENTS BY COUNTY: COUNTY shall pay the CONTRACTOR in accordance with the payment provisions set forth in Exhibits AA, AA-1, AA-2, AA-3, AA-4, AA-5, AA-6, AA-7, and A-8, 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 \$419,349.

3. Section 4 of the Original Agreement is amended to read as follows:

4. ADDITIONAL PROVISIONS/EXHIBITS: The following attached exhibits are incorporated herein by reference and constitute a part of this agreement:

- Exhibit AA Scope of Service/ Management Information System Data/Budget/Payment Provisions/Reporting Requirements
- AA-1 Title III B, Outreach
- AA-2 Title III E, Family Caregiver Support
- AA-3 Title III B, Ombudsman
- AA-4 Title VII A, Ombudsman

	<b>AA-5 Ombudsman Initiative</b>
	<b>AA-6 HICAP</b>
	<b>AA-7 MIPPA</b>
	<b>A-8 MIPPA 2</b>
Exhibit B	DSES Additional Provisions
	Program Budgets
	<b>CC-1 Title III B, Outreach</b>
	<b>CC-2 Title III E, Family Caregiver Support</b>
	<b>CC-3 Title III B, Ombudsman</b>
	<b>CC-4 Title VII A, Ombudsman</b>
	<b>CC-5 Ombudsman Initiative</b>
	<b>CC-6 HICAP</b>
	<b>CC-7 MIPPA</b>
	<b>C-8 MIPPA 2</b>
Exhibit D	Provider Claim Form
Exhibit D-1	MIPPA Sample Invoice
Exhibit D-2	Sample Annual Closeout Summary
Exhibit D-3	Equipment Acquisition Report
Exhibit D-4	Sample Quarterly Narrative Report
Exhibit D-5	MIPPA Monthly Reporting Tool
Exhibit E	HIPAA Business Associate Agreement
Exhibit F	Elder Abuse & Neglect Reporting Certification
Exhibit G	Lobbying Certification

4. Sections 1.02 and 2.01 of Exhibit B of the Original Agreement are amended to read as follows:

**1.02 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 the budget, attached hereto as **Exhibits CC-1, CC-2, CC-3, CC-4, CC-5, CC-6, CC-7, and C-8**. Only the costs listed in **Exhibits CC-1, CC-2, CC-3, CC-4, CC-5, CC-6, CC-7, and C-8** 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

**2.01 Outcome objectives and performance standards:** CONTRACTOR shall, for the entire term of this Agreement, provide the service outcomes set forth in **Exhibits AA, AA-1, AA-2, AA-3, AA-4, AA-5, AA-6, AA-7, and A-8**. CONTRACTOR shall meet the contracted level of service and the specified performance standards described in **Exhibits AA, AA-1, AA-2, AA-3, AA-4, AA-5, AA-6, AA-7, and A-8** 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.

5. **Exhibits A, A-1, A-2, A-3, A-4, A-5, A-6, A-7, C-1, C-2, C-3, C-4, C-5, C-6, and C-7** of the Original Agreement, are rescinded and replaced by **Exhibits AA,**

AA-1, AA-2, AA-3, AA-4, AA-5, AA-6, AA-7, CC-1, CC-2, CC-3, CC-4, CC-5, CC-6, and CC-7, attached.

6. Exhibits A-8 and C-8 are added to the Agreement, attached.

Subject to the foregoing amendment, all other terms and conditions of the Original Agreement shall remain in full force and effect.

If there is any conflict or inconsistency between provisions of this amendment and the Original Agreement, the provisions of this amendment shall control in all respects.

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

**COUNTY OF MONTEREY:**

**CONTRACTOR:**

By: \_\_\_\_\_  
Elliott Robinson, Director  
DSES

**Alliance on Aging**

By: Nancy Dolton  
Nancy Dolton, President

Date: \_\_\_\_\_

Date: May 5, 2011

**Approved as to Form:**

By: Veal Gish  
Veal Gish, Secretary

[Signature]  
Deputy County Counsel

Date: May 5, 2011

Date: 5-10-11

**Approved as to Fiscal Provisions:**

[Signature]  
Auditor-Controller's Office

Date: 5/10/11

SCOPE OF SERVICES/PAYMENT PROVISIONS

ALLIANCE ON AGING  
JULY 1, 2010 to JUNE 30, 2011

**I. CONTACT INFORMATION**

Contact Person: Teresa Sullivan, Executive Director  
(831) 655-4240

Disaster Preparedness Coordinator: Becky Mann, Director of Operations  
(831) 655-7563

County Contract Manager: Ethan Hurley, Management Analyst II  
Area Agency on Aging  
Department of Social and  
Employment Services  
713 La Guardia Street, Suite A  
Salinas, CA 93901  
(831) 755-3425  
Fax: (831) 783-7021  
[hurleye@co.monterey.ca.us](mailto:hurleye@co.monterey.ca.us)

**II. OFFICES**

Monterey: 2200 Garden Road, Monterey (93940)  
655-1334

Monterey: 280 Dickman Avenue, Monterey (93940)  
655-1334

Days and Hours of Service:  
Monday to Friday, 9 a.m. to 5 p.m. Closed from noon to 1 p.m.

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

Contractor shall provide the services outlined in Exhibits AA-1, AA-2, AA-3, AA-4, AA-5, AA-6, AA-7, and A-8, attached.

Contractor shall participate in quarterly Aging Services Network meetings to share program accomplishments and challenges, network, coordinate and collaborate across AAA funded and community partner agencies.

Services shall be provided throughout the County of Monterey, and Contractor shall ensure that services are provided to Seniors 60 years of age or older (or 55 years of age or older for the Title III-E Program) in all four regions of Monterey County:

Monterey Peninsula Region: *Big Sur, Carmel, Carmel Valley, Marina, Monterey, Pacific Grove, Pebble Beach.*

North County Region: *Castroville, Moss Landing, Pajaro, and Prunedale.*

Salinas Region: *City of Salinas and Spreckels.*

South County Region: *Bradley, Chualar, Gonzales, Greenfield, Jolon, King City, Lockwood, San Ardo, San Lucas, and Soledad.*

#### **IV. TARGETING POLICY**

It is the policy of the Area Agency on Aging to assure that services are effectively targeted and reach people most in need as directed by the Older Americans Act.

The Older Americans Act requires that, with respect to all types of services, preference be given to serving those in greatest social and economic need, with particular attention to serving low-income minority individuals, older individuals with limited English proficiency and older individuals residing in rural areas.

All programs and services shall be targeted toward seniors 60 years of age or older (or 55 years of age or older for the Title III-E Program) in the greatest economic and social need, with particular attention to serving low-income minority individuals, older individuals with limited English proficiency, and older individuals residing in rural areas.

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

Additional Target populations required by the OAA include:

- Older Native Americans
- Isolated, abused, neglected and or exploited older individuals
- Frail older individuals
- Older individuals with limited English-speaking ability
- Older individuals with Alzheimer's disease or related disorders with neurological and organic brain dysfunction and their caregivers
- Older individuals with disabilities
- Caregivers as defined in Title III E
- Lesbian, Gay, Bisexual, and Transgender Seniors.

## V. GETCARE LICENSES

COUNTY will pay for two (2) GetCare licenses each month. Any additional licenses shall be the financial responsibility of CONTRACTOR. **To obtain additional licenses, contact Alana Hawkins at RTZ, (510) 986-6700 x511, or via e-mail at Alana@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.

## VI. AUDIT PROVISIONS

CONTRACTOR is required to provide an audit as per the terms in Exhibit B, Section III. 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-1, AA-2, AA-3, AA-4, AA-5, AA-6, AA-7, and A-8.**

For expenditures that do not have CFDA numbers, the CONTRACTOR shall ensure that the State-funded expenditures are identified in the SEFA by the appropriate program name, identifying grant/contract number, and as passed-through the County of Monterey.

## VII. PAYMENT SUMMARY

	<u>Original</u>	<u>Change</u>	<u>Amended</u>
<b>Exhibit AA-1, Title III-B, Outreach:</b>	\$40,300	<b>\$6,245</b>	<b>\$46,545</b>
<b>Exhibit AA-2, Title III-E, Training:</b>	\$22,500	<b>-\$6,695</b>	<b>\$15,805</b>
<b>Exhibit AA-3, Title III-B, Ombudsman:</b>	\$22,131	<b>\$3,816</b>	<b>\$25,947</b>
<b>Exhibit AA-4, Title VII-A, Ombudsman</b>	\$28,284	<b>\$1,147</b>	<b>\$29,431</b>
<b>Exhibit AA-5, Ombudsman Initiative</b>	\$11,776	<b>\$16,494</b>	<b>\$28,270</b>
<b>Exhibit AA-6, HICAP</b>	\$231,760	<b>\$15,092</b>	<b>\$246,852</b>
<b>Exhibit AA-7, MIPPA</b>	\$7,287	<b>\$6,370</b>	<b>\$13,657</b>
<b>Exhibit A-8, MIPPA 2</b>	\$0	<b>\$12,842</b>	<b>\$12,842</b>
<b>Totals:</b>	<b>\$364,038</b>	<b>\$55,311</b>	<b>\$419,349</b>

**Claims for payment shall be submitted electronically, in the form provided on the GetCare website: <https://ca.getcare.com/caprovider/index.jsp>. Claims for payment shall be submitted simultaneously with program data.**

CONTRACTOR shall comply with the appropriate benchmark requirements for service units to be delivered in order to draw down contract funds in accordance with the terms of this Agreement. The applicable benchmark for each type of service is identified under Section II, Performance Reporting and Section IV, Invoice/Payment Provisions contained in **Exhibits AA-1, AA-2, AA-3, AA-4, AA-5, AA-6, AA-7, and A-8.**

The total amount to be paid by COUNTY to CONTRACTOR under this agreement shall not exceed **four hundred nineteen thousand, three hundred and forty-nine dollars (\$419,349)** for the period July 1, 2010 to June 30, 2011.

**TITLE III-B (CFDA #93.044)  
OUTREACH  
SCOPE OF SERVICES**

**FUNDING SOURCE: State Agreement AP-1011-32, AP-1011-32, Amendment #2**

**I. SERVICES TO BE PROVIDED**

CONTRACTOR shall provide outreach to Seniors 60 years of age or older. Services shall be provided in accordance with the California Code of Regulations, Title 22, Social Security, Division 1.8, California Department of Aging.

Outreach services will be provided throughout all four regions of Monterey County by a bilingual/bicultural staff person, who will provide one-on-one contact through regular and predictable presence at identified sites. This staff person will be dedicated exclusively to outreach activities. Printed materials for all senior service programs will be regularly distributed by staff. An all-agency flyer and outreach schedule will be developed and distributed in English and Spanish. It will include names, contact numbers and websites for senior service programs. Outreach staff will participate in local community groups and events in order to identify potential clients. Although staff will maintain the strong partnerships developed over the years, emphasis will be placed on seeking out new and non-traditional partners and strategies for reaching this hard to serve population. Ties will be strengthened between faith communities, local businesses, law enforcement, Neighborhood Watch groups and the schools. Staff will develop closer and more regular contacts with rural community newspapers and radio stations.

1. Service:

Outreach (NAPIS 14)

Unit of Service Definition:

Interventions (one-on-one contacts) with individuals initiated by an agency or provider for the purpose of identifying potential clients (or their age 60+ caregivers) and encouraging their use of existing services and benefits.

Unit of Service Measurement:

1 Contact

**Estimated Service Units to be delivered:**

**6,000 in original service units, and an additional 815 units due to the increase in funds**

**Cost per Estimated Unit of Service:**

**\$6.8298 (6,815 x \$6.8298 = \$46,545\*)**

**\*Rounded**

Benchmark of Service Units to be delivered:

by September 30 <sup>th</sup> :	1,475 Units	(25%)
by December 31 <sup>st</sup> :	2,950 Units	(50%)
by March 31 <sup>st</sup> :	4,425 Units	(75%)
<b>by June 30<sup>th</sup>:</b>	<b>6,815 Units</b>	<b>(100%)</b>



## **II. PERFORMANCE REPORTING**

CONTRACTOR shall enter data monthly into the new AAA GetCare System by the 10<sup>th</sup> of the month following the month of service. This is a non-registered service.

CONTRACTOR shall provide a quarterly narrative report to the COUNTY describing the progress of services rendered in the previous quarter by the 10<sup>th</sup> of the following month. The Narrative Report shall be in the form of 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, CONTRACTOR will provide a corrective action plan to the AAA describing the reason for the occurrence and a plan to meet the benchmark, and reimbursement may be limited as per Section IV. Invoice/Payment Provisions.

## **III. MATCH REQUIREMENTS**

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

## **IV. INVOICE/PAYMENT PROVISIONS**

If CONTRACTOR delivers less than the benchmark of service units for two (2) consecutive quarters, CONTRACTOR payment may be limited to the amount of grant funds based on the percentage of services provided year to date. The benchmark is identified in Section II, Performance Reporting, and a 20% variance is allowed. This restriction will be lifted by the County Contract Manager once CONTRACTOR meets acceptable performance outcomes. Invoice reductions due to the restriction will be reimbursed once service units are met within 20% of benchmark. The maximum amount of grant funds allowed to be drawn down per month cannot exceed 10% of the overall grant, unless approved in writing by the County Contract Manager.

COUNTY shall pay CONTRACTOR in accordance with Article 6, Payment Conditions of the Agreement. Claims for payment shall be submitted in the form set forth in Exhibit D, Sample Invoice, by the 10<sup>th</sup> of the month for services rendered in the previous month.

Exhibit D-2, Annual Closeout Summary, shall be submitted by CONTRACTOR to COUNTY no later than July 10, 2011.

Exhibit D-3, Equipment Acquisition Report, shall accompany CONTRACTOR's invoice to COUNTY as appropriate. **Equipment must be received by June 30, 2011 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 the COUNTY and tendered to the COUNTY upon termination of services by CONTRACTOR.**

**Effective January 1, 2011, one-time-only funds are added to the grant program in the amount of six thousand, two hundred and forty-five dollars (\$6,245) for baseline services.**

The maximum amount to be paid by COUNTY to CONTRACTOR for Title III-B for the period July 1, 2010 to June 30, 2011 shall not exceed **forty-six thousand, five hundred and forty-five dollars (\$46,545).**

**TITLE III-E (CFDA #93.052)  
FAMILY CAREGIVER SUPPORT PROGRAM  
SCOPE OF SERVICES**

**FUNDING SOURCE: State Agreement AP-1011-32**

**I. SERVICES TO BE PROVIDED**

CONTRACTOR shall provide caregiver training. Services shall be provided in accordance with the California Code of Regulations, Title 22, Social Security, Division 1.8, California Department of Aging.

**CONTRACTOR shall close the program effective February 28, 2011.**

Service:

Caregiver Training (NAPIS FCSP 1)

Unit of Service Definition:

An FCSP Support Service consisting of workshops or one-on-one individually tailored sessions, conducted either in person or electronically by a skilled and knowledgeable individual, to assist caregivers in developing the skills and gaining the knowledge necessary to fulfill their caregiving responsibilities; and address the areas of health, nutrition, and financial literacy.

Caregivers are defined as an adult family member, or another individual 18 or older, who is an informal provider of in-home and community care to an older individual 60 or older. This definition explicitly excludes paid caregivers. This definition also explicitly excludes professional caregivers.

Unit of Service Measurement:

1 Hour

Estimated Service Units to be delivered:

1,000

Cost per Unit of Service:

\$22.50 (1,000 x \$22.50 = \$22,500)

Benchmark of Service Units to be delivered:

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%)

**This program is closed effective February 28<sup>th</sup>, 2011, therefore the units of service benchmarks will no longer be in place, and the grant amount for this Exhibit has been reduced by \$6,695.**

## **II. PERFORMANCE REPORTING**

CONTRACTOR shall enter data monthly into the new AAA GetCare System by the 10<sup>th</sup> of the month following the month of service. This is a registered service which requires client profile information such as name, birthdate, zip code, etc., and the quantity and type of services provided.

CONTRACTOR shall provide a quarterly narrative report to the COUNTY describing the progress of services by October 10, 2010, January 10, 2011, April 10, 2011 and July 10, 2011. The Narrative Report shall be in the form of 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 (quarterly if it is a quarterly function). 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, CONTRACTOR will provide a corrective action plan to the AAA describing the reason for the occurrence and a plan to meet the benchmark, and reimbursement may be limited as per Section IV. Invoice/Payment Provisions.

## **III. MATCH REQUIREMENTS**

Title III-E requires a local cash/in-kind match of 25%. The required match is calculated by taking the total budgeted costs less program income and non-matching contributions, multiplied by the matching requirement percentage.

## **IV. INVOICE/PAYMENT PROVISIONS**

If CONTRACTOR delivers less than the benchmark of service units for two (2) consecutive quarters, CONTRACTOR payment may be limited to the amount of grant funds based on the percentage of services provided year to date. The benchmark is identified in Section II, Performance Reporting, and a 20% variance is allowed. This restriction will be lifted by the County Contract Manager once CONTRACTOR meets acceptable performance outcomes. Invoice reductions due to the restriction will be reimbursed once service units are met within 20% of benchmark. The maximum amount of grant funds allowed to be drawn down per month cannot exceed 10% of the overall grant, unless approved in writing by the County Contract Manager.

COUNTY shall pay CONTRACTOR in accordance with Article 6, Payment Conditions of the Agreement. Claims for payment shall be submitted in the form set forth in Exhibit D, Sample Invoice, by the 10<sup>th</sup> of the month for services rendered in the previous month.

Exhibit D-2, Annual Closeout Summary, shall be submitted by CONTRACTOR to COUNTY no later than July 10, 2011.

Exhibit D-3, Equipment Acquisition Report, shall accompany CONTRACTOR's invoice to COUNTY as appropriate. **Equipment must be received by June 30, 2011 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 the COUNTY and tendered to the COUNTY upon termination of services by CONTRACTOR.**

The maximum amount to be paid by COUNTY to CONTRACTOR for Title III-E for the period July 1, 2010 to **February 28, 2011** shall not exceed **fifteen thousand, eight hundred and five dollars (\$15,805)**.

**TITLE III-B (CFDA #93.044)  
OMBUDSMAN  
SCOPE OF SERVICES**

**FUNDING SOURCE: State Agreement AP-1011-32, AP-1011-32, Amendment #2**

**I. SERVICES TO BE PROVIDED**

CONTRACTOR shall investigate, verify, mediate and resolve complaints and problems on behalf of Monterey County residents of long-term care facilities involving their health, welfare, safety and rights. Services shall be provided throughout the County of Monterey. Services shall be provided in accordance with the California Code of Regulations, Title 22, Social Security, Division 1.8, California Department of Aging.

1. Service:

Complaint Investigation and Resolution

Unit of Service Definition:

Activities related to receiving, analyzing, researching, observing, interviewing or verifying a complaint; activities related to intervention in a complaint on behalf of a client using skills and techniques such as advocacy, facilitation, conciliation, mediation, negotiation, representation, education, follow-up or referral.

Unit of Service Measurement:

1 Hour

Estimated Service Units to be delivered:

**1,112 in original service units, and an additional 216 units due to the increase in funds**

Benchmark of Service Units to be delivered:\*

by September 30<sup>th</sup>: 278 Units (25%)

by December 31<sup>st</sup>: 556 Units (50%)

by March 31<sup>st</sup>: 834 Units (75%)

**by June 30<sup>th</sup>: 1,328 Units (100%)**

\*There will be some fluctuation between Complaint Investigation/Resolution and Education/Training. It is anticipated that by June 30<sup>th</sup>, 100% of both Complaint Investigation/Resolution and Education Training will have been provided.

2. Service:

Education/Training

Unit of Service Definition:

Volunteer ombudsman education and training: knowledge and skills training on long term care issues and methods of investigation and intervention.

Unit of Service Measurement:

1 Hour

Estimated Service Units to be delivered: 141

Benchmark of Service Units to be delivered: \*

by September 30 <sup>th</sup> :	35 Units	(25%)
by December 31 <sup>st</sup> :	70 Units	(50%)
by March 31 <sup>st</sup> :	105 Units	(75%)
by June 30 <sup>th</sup> :	141 Units	(100%)

\*There will be some fluctuation between Complaint Investigation/Resolution and Education/Training. It is anticipated that by June 30<sup>th</sup>, 100% of both Complaint Investigation/Resolution and Education Training will have been provided.

Service #1 and Service #2 Cost per Unit of Service: \$17.6624

(1,469 x \$17.6624 = \$25,947\*)

\*Rounded to the nearest dollar

## II. PERFORMANCE REPORTING

CONTRACTOR shall report program data as required in the National Ombudsman Reporting System (NORS).

CONTRACTOR shall provide a quarterly narrative report to the COUNTY describing the progress of services by October 10, 2010, January 10, 2011, April 10, 2011 and July 10, 2011. CONTRACTOR to attach copy of NORS date reports to the quarterly narrative. The Narrative Report shall be in the form of 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 (quarterly if it is a quarterly function). 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, CONTRACTOR will provide a corrective action plan to the AAA describing the reason for the occurrence and a plan to meet the benchmark, and reimbursement may be limited as per Section IV, Invoice/Payment Provisions.

## III. MATCH REQUIREMENTS

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

## IV. INVOICE/PAYMENT PROVISIONS

If CONTRACTOR delivers less than the benchmark of service units for two (2) consecutive quarters, CONTRACTOR's payment may be limited to the amount of grant funds based on the percentage of services provided year to date. The benchmark is identified in Section II, Performance Reporting, and a 20% variance is allowed.

This restriction will be lifted by the County Contract Manager once CONTRACTOR

meets acceptable performance outcomes. Invoice reductions due to the restriction will be reimbursed once service units are met within 20% of benchmark. The maximum amount of grant funds allowed to be drawn down per month cannot exceed 10% of the overall grant, unless approved in writing by the County Contract Manager.

COUNTY shall pay CONTRACTOR in accordance with Article 6, Payment Conditions of this Agreement. Claims for payment shall be submitted in the form set forth in Exhibit D, Sample Invoice, by the 10<sup>th</sup> of the month for services rendered in the previous month.

Exhibit D-2, Annual Closeout Summary, shall be submitted by CONTRACTOR to COUNTY no later than July 10, 2011.

Exhibit D-3, Equipment Acquisition Report, shall accompany CONTRACTOR's invoice to COUNTY as appropriate. **Equipment must be received by June 30, 2011 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 the COUNTY and tendered to the COUNTY upon termination of services by CONTRACTOR.**

The maximum amount to be paid by COUNTY to CONTRACTOR for Title III-B for the period July 1, 2010 to June 30, 2011 shall not exceed **twenty-five thousand, nine hundred and forty-seven dollars (\$25,947).**



**TITLE VII-A (CFDA #93.042)  
OMBUDSMAN  
SCOPE OF SERVICES**

**FUNDING SOURCE: State Agreement AP-1011-32, AP-1011-32, Amendment #2**

**I. SERVICES TO BE PROVIDED**

CONTRACTOR shall investigate, verify, mediate and resolve complaints and problems on behalf of Monterey County residents of long-term care facilities involving their health, welfare, safety and rights. Services shall be provided throughout the County of Monterey. Services shall be provided in accordance with the California Code of Regulations, Title 22, Social Security, Division 1.8, California Department of Aging.

1. Service:

Complaint Investigation and Resolution

Unit of Service Definition:

Activities related to receiving, analyzing, researching, observing, interviewing or verifying a complaint; activities related to intervention in a complaint on behalf of a client using skills and techniques such as advocacy, facilitation, conciliation, mediation, negotiation, representation, education, follow-up or referral.

Unit of Service Measurement:

1 Hour

Estimated Service Units to be delivered:

**1,416 in original service units, and an additional 65 units due to the increase in funds**

Benchmark of Service Units to be delivered: \*

by September 30<sup>th</sup>: 354 Units (25%)

by December 31<sup>st</sup>: 708 Units (50%)

by March 31<sup>st</sup>: 1,062 Units (75%)

**by June 30<sup>th</sup>: 1,481 Units (100%)**

\*There will be some fluctuation between Complaint Investigation/Resolution and Education/Training. It is anticipated that by June 30<sup>th</sup>, 100% of both Complaint Investigation/Resolution and Education Training will have been provided.

2. Service:

Education/Training

Unit of Service Definition:

Volunteer ombudsman education and training: knowledge and skills training on long term care issues and methods of investigation and intervention.

Unit of Service Measurement:

1 Hour

Estimated Service Units to be delivered:  
193

Benchmark of Service Units to be delivered:  
by September 30<sup>th</sup>: 48 Units (25%)  
by December 31<sup>st</sup>: 96 Units (50%)  
by March 31<sup>st</sup>: 144 Units (75%)  
by June 30<sup>th</sup>: 193 Units (100%)

\*There will be some fluctuation between Complaint Investigation/Resolution and Education/Training. It is anticipated that by June 30<sup>th</sup>, 100% of both Complaint Investigation/Resolution and Education Training will have been provided.

Cost per Service Unit (Service #1 and Service #2):  
\$17.5812 (1,674 x \$17.5812 = \$29,431\*)

\*Rounded to the nearest dollar

## II. PERFORMANCE REPORTING

CONTRACTOR shall report program data as required in the National Ombudsman Reporting System (NORS).

CONTRACTOR shall provide a quarterly narrative report to the COUNTY describing the progress of services by October 10, 2010, January 10, 2011, April 10, 2011 and July 10, 2011. CONTRACTOR to attach copy of NORS data reports to the quarterly narrative. The Narrative Report shall be in the form of 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 (quarterly if it is a quarterly function). 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, CONTRACTOR will provide a corrective action plan to the AAA describing the reason for the occurrence and a plan to meet the benchmark, and reimbursement may be limited as per Section IV. Invoice/Payment Provisions.

## III. MATCH REQUIREMENTS

Title VII-A does not require a local cash/in-kind match .

## IV. INVOICE/PAYMENT PROVISIONS

If CONTRACTOR delivers less than the benchmark of service units for two (2) consecutive quarters, CONTRACTOR's payment may be limited to the amount of

grant funds based on the percentage of services provided year to date. The benchmark is identified in Section II, Performance Reporting, and a 20% variance is allowed. This restriction will be lifted by the County Contract Manager once CONTRACTOR meets acceptable performance outcomes. Invoice reductions due to the restriction will be reimbursed once service units are met within 20% of benchmark. The maximum amount of grant funds allowed to be drawn down per month cannot exceed 10% of the overall grant, unless approved in writing by the County Contract Manager.

COUNTY shall pay CONTRACTOR in accordance with Article 6, Payment Conditions of this Agreement. Claims for payment shall be submitted in the form set forth in Exhibit D, Sample Invoice, by the 10<sup>th</sup> of the month for services rendered in the previous month.

Exhibit D-2, Annual Closeout Summary, shall be submitted by CONTRACTOR to COUNTY no later than July 10, 2011.

Exhibit D-3, Equipment Acquisition Report, shall accompany CONTRACTOR's invoice to COUNTY as appropriate. **Equipment must be received by June 30, 2011 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 the COUNTY and tendered to the COUNTY upon termination of services by CONTRACTOR.**

The maximum amount to be paid by COUNTY to CONTRACTOR for Title VII-A for the period July 1, 2010 to June 30, 2011 shall not exceed **twenty-nine thousand, four hundred and thirty-one dollars (\$29,431).**

**OMBUDSMAN INITIATIVE  
OMBUDSMAN  
SCOPE OF SERVICES**

**FUNDING SOURCE: State Agreement AP-1011-32, AP-1011-32, Amendment #1**

**I. SERVICES TO BE PROVIDED**

CONTRACTOR shall provide advocacy services for residents in long-term care facilities in Monterey County. CONTRACTOR is federally mandated to do complaint investigation and resolution on behalf of these vulnerable residents and their families or representatives.

Funding under this Agreement will be used to increase the number of Ombudsman volunteers working in skilled nursing facilities (SNF's.) This project is part of the Governor's Long-Term Care Consumer Protection Initiative.

Ombudsman Advocates will provide the following specific services:

1. Recruit volunteers from the community to increase the Ombudsman presence in long-term care facilities in Monterey County;
2. Increase the number of volunteers in Medi-Cal facilities by at least two;
3. Heighten recruitment efforts in the Latino community to better serve this population;
4. Provide 36-hour certification training at least once a year;
5. Provide ongoing training, support and supervision to certified Ombudsman volunteers.
6. Additional number of volunteers in Medi-Cal facilities: 7 or more volunteers
7. Additional 36-hour certification training: 1 or more sessions

Benchmark of Services Provided:

CONTRACTOR shall provide Twenty-five percent (25%) of services specified in No. 1-7, above, as reported in CONTRACTOR's quarterly report. There will be some fluctuation by quarter in the services specified in No. 1-7. It is anticipated that by June 30<sup>th</sup>, 100% of specified services will have been provided.

**II. PERFORMANCE REPORTING**

CONTRACTOR shall report program data as required in the National Ombudsman Reporting System (NORS).

CONTRACTOR shall provide a quarterly narrative report to the COUNTY describing the progress of services by October 10, 2010, January 10, 2011, April 10,

2011 and July 10, 2011. CONTRACTOR to attach copy of NORS data report to the quarterly narrative. The Narrative Report shall be in the form of 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 (quarterly if it is a quarterly function). 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, CONTRACTOR will provide a corrective action plan to the AAA describing the reason for the occurrence and a plan to meet the benchmark, and reimbursement may be limited as per Section IV. Invoice/Payment Provisions.

### III. MATCH REQUIREMENTS

The Ombudsman Initiative requires no local cash/in-kind match.

### IV. INVOICE/PAYMENT PROVISIONS

If CONTRACTOR delivers less than the benchmark of service units for two (2) consecutive quarters, CONTRACTOR's payment may be limited to the amount of grant funds based on the percentage of services provided year to date. The benchmark is identified in Section II, Performance Reporting, and a 20% variance is allowed. This restriction will be lifted by the County Contract Manager once CONTRACTOR meets acceptable performance outcomes. Invoice reductions due to the restriction will be reimbursed once service units are met within 20% of benchmark. The maximum amount of grant funds allowed to be drawn down per month cannot exceed 10% of the overall grant, unless approved in writing by the County Contract Manager.

COUNTY shall pay CONTRACTOR in accordance with Article 6, Payment Conditions of this Agreement. Claims for payment shall be submitted in the form set forth in Exhibit D, Sample Invoice, by the 10<sup>th</sup> of the month for services rendered in the previous month.

Exhibit D-2, Annual Closeout Summary, shall be submitted by CONTRACTOR to COUNTY no later than July 10, 2011.

Exhibit D-3, Equipment Acquisition Report, shall accompany CONTRACTOR's invoice to COUNTY as appropriate. **Equipment must be received by June 30, 2011 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 the COUNTY and tendered to the COUNTY upon termination of services by CONTRACTOR.**

**Effective January 1, 2011, baseline funds were reduced by \$2,450 and one-time-only funds were added in the amount of \$18,944 for a total increase to the grant**

**program in the amount of sixteen thousand, four hundred and ninety-four dollars (\$16,494).**

**The maximum amount to be paid by COUNTY to CONTRACTOR shall not exceed twenty-eight thousand, two hundred and seventy dollars (\$28,270).**

<b>Ombudsman Citation.....</b>	<b>\$9,326</b>
<b>SNF Quality &amp; Accountability.....</b>	<b>18,944</b>
<b>Total Funds.....</b>	<b>\$28,270</b>

**HICAP FUND  
REIMBURSEMENTS (INS FUND)  
FEDERAL SHIP FUNDS (CFDA #93.779)  
SCOPE OF SERVICES**

**FUNDING SOURCE: State Agreement HI-1011-32, HI-1011-32, Amendment #1**

**I. SERVICES TO BE PROVIDED**

CONTRACTOR shall provide health insurance counseling and advocacy services to (a) Medicare Beneficiaries, including Medicare Beneficiaries by virtue of a disability, and those persons imminent of Medicare eligibility and, (b) the public at large for HICAP community education services. Services shall be provided throughout the County of Monterey. CONTRACTOR must be in compliance with all Program Memoranda issued by the California Department of Aging.

1. Estimated Number of Unduplicated Clients Counseled: 761  
Note: Clients Counseled equals the number of Intakes closed and finalized by the Program Manager.
2. Estimated Number of Public and Media Events: 132  
Note: Public and Media events include education/outreach presentations, booths/exhibits at health/senior fairs, and enrollment events, excluding public service announcements and printed outreach.
3. Estimated Number of Contacts for all Clients Counseled: 3,301  
Note: This includes all counseling contacts via telephone, in-person at home, in-person at site, and electronic contacts (e-mail, fax, etc.) for duplicated client counts.
4. Estimated Number of Persons Reached at Public and Media Events: 2,447  
Note: This includes the estimated number of attendees (e.g., people actually attending the event, not just receiving a flyer) reached through presentations, and those reached through booths/exhibits at health/senior fairs, and those enrolled at enrollment events, excluding public service announcements (PSAs) and printed outreach materials.
5. Estimated Number of Contacts with Beneficiaries with Medicare Status Due to a Disability: 97  
Note: This includes all counseling contacts via telephone, in-person at home, in-person at site, and electronic contacts (e-mail, fax, etc.) duplicated client counts with Medicare beneficiaries due to disability and not yet age 65.
6. Estimated Unduplicated Number of Low Income Beneficiaries: 199  
Note: This is the number of unduplicated low-income Medicare beneficiary contacts and/or contacts that discussed low-income subsidy (LIS). Low income means 150 percent of the Federal Poverty Level (FPL).

7. Estimated Number of Enrollment and Enrollment Assistance Contacts: 1,369  
Note: This is the number of unduplicated enrollment contacts during which one or more qualifying enrollment topics were discussed. This includes all enrollment assistance, not just Part D.

8. Estimated Part D Enrollment and Enrollment Assistance Contacts: 566  
Note: This is a subset of all enrollment assistance in #7. It includes the number of unduplicated Part D enrollment contacts during which one or more qualifying Part D enrollment topics were discussed.

Benchmark of Services Provided:

CONTRACTOR shall provide Twenty-five percent (25%) of services specified in Services 1 through 8 as reported in the CONTRACTOR'S quarterly report. There will be some fluctuation by quarter in the services specified in Services 1 through 8. It is anticipated that by June 30<sup>th</sup>, 100% of specified services will have been provided.

## II. PERFORMANCE REPORTING

CONTRACTOR shall enter data monthly into the CDA SHARP System by the 10<sup>th</sup> of the month following the month of service.

CONTRACTOR shall provide a quarterly narrative report to the COUNTY describing the progress of services by October 10, 2010, January 10, 2011, April 10, 2011 and July 10, 2011. CONTRACTOR to attach copy of CDA SHARP data reports to the quarterly narrative. The Narrative Report shall be in the form of 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 (quarterly if it is a quarterly function). 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, CONTRACTOR will provide a corrective action plan to the AAA describing the reason for the occurrence and a plan to meet the benchmark, and reimbursement may be limited as per Section IV. Invoice/Payment Provisions.

## III. MATCH REQUIREMENTS

HICAP does not require a local cash/in-kind match.



**IV. INVOICE/PAYMENT PROVISIONS**

If CONTRACTOR delivers less than the benchmark of service units for two (2) consecutive quarters, CONTRACTOR payment may be limited to the amount of grant funds based on the percentage of services provided year to date. The benchmark is identified in Section II, Performance Reporting, and a 20% variance is allowed. This restriction will be lifted by the County Contract Manager once CONTRACTOR meets acceptable performance outcomes. Invoice reductions due to the restriction will be reimbursed once service units are met within 20% of benchmark. The maximum amount of grant funds allowed to be drawn down per month cannot exceed 10% of the overall grant, unless approved in writing by the County Contract Manager.

COUNTY shall pay CONTRACTOR in accordance with Article 6, Payment Conditions of the Agreement. Claims for payment shall be submitted in the form set forth in Exhibit D, Sample Invoice, by the 10<sup>th</sup> of the month for services rendered in the previous month.

Exhibit D-2, Annual Closeout Summary, shall be submitted by CONTRACTOR to COUNTY no later than July 10, 2011.

Exhibit D-3, Equipment Acquisition Report, shall accompany CONTRACTOR's invoice to COUNTY as appropriate. **Equipment must be received by June 30, 2011 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 the COUNTY and tendered to the COUNTY upon termination of services by CONTRACTOR.**

**Effective January 1, 2011, one-time-only funds are added to the Federal SHIP Funds in the amount of fifteen thousand, and ninety-two dollars (\$15,092) for baseline services.**

The maximum amount to be paid by COUNTY to CONTRACTOR for Title III-B for the period July 1, 2010 to June 30, 2011 shall not exceed **two hundred forty-six thousand, eight hundred and fifty-two dollars (\$246,852).**

HICAP Fund.....	\$53,576
Reimbursements (Ins Fund).....	\$107,169
<b>Federal SHIP Funds.....</b>	<b>\$86,107</b>
<b>Total HICAP Funds.....</b>	<b>\$246,852</b>

**MEDICARE ENROLLMENT ASSISTANCE PROGRAM (CFDA #93.071)  
LIS/MSP OUTREACH TO LOW INCOME  
MEDICARE BENEFICIARIES (CFDA #93.779)  
SCOPE OF SERVICES**

**FUNDING SOURCE: State Agreement MI-0910-32, MI-0910-32, Amendment #1**

**JULY 1, 2010 - MAY 31, 2011**

**I. SERVICES TO BE PROVIDED**

**CONTRACTOR shall provide MIPPA services in compliance with California Department of Aging Program Memoranda Numbers 09-15, 09-22, 10-22, and 10-27.** Services shall be provided in accordance with the California Code of Regulations, Title 22, Social Security, Division 1.8, California Department of Aging.

Service:

Medicare Improvements for Patients and Providers Act

Unit of Service Definition & Measurement:

Completed and submitted Low Income Subsidy (LIS) applications and Medicare Savings Plan (MSP) applications.

Estimated Service Units to be delivered:

39

**Cost per Unit of Service: \$350.18 (39 x \$350.18 = \$13,657\*)**

\*Rounded to the nearest dollar

Benchmark of Service Units to be delivered:

by September 30 <sup>th</sup> :	10 Units	(25%)
by December 31 <sup>st</sup> :	20 Units	(50%)
by March 31 <sup>st</sup> :	30 Units	(75%)
by May 31 <sup>st</sup> :	39 Units	(100%)

**II. PERFORMANCE REPORTING**

CONTRACTOR shall provide a quarterly narrative report to the COUNTY describing the progress of services by October 10, 2010, January 10, 2011, April 10, 2011 and June 10, 2011. The Narrative Report shall be in the form of Exhibit D-4.

CONTRACTOR shall submit monthly MIPPA reports to the California Department of Aging (CDA) and to the COUNTY. All data reports must be completed on the Excel spreadsheet, "MIPPA Monthly Reporting Tool," provided by CDA. This spreadsheet is attached as Exhibit D-5. This spreadsheet is also available on the CDA website, <http://www.aging.ca.gov/aaa/mippa.asp>.

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 (quarterly if it is a quarterly

function). 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, CONTRACTOR will provide a corrective action plan to the AAA describing the reason for the occurrence and a plan to meet the benchmark, and reimbursement may be limited as per Section IV. Invoice/Payment Provisions.

### III. MATCH REQUIREMENTS

MIPPA does not require a local cash/in-kind match.

### IV. INVOICE/PAYMENT PROVISIONS

If CONTRACTOR delivers less than the benchmark of service units for two (2) consecutive quarters, CONTRACTOR's payment may be limited to the amount of grant funds based on the percentage of services provided year to date. The benchmark is identified in Section II, Performance Reporting, and a 20% variance is allowed. This restriction will be lifted by the County Contract Manager once CONTRACTOR meets acceptable performance outcomes. Invoice reductions due to the restriction will be reimbursed once service units are met within 20% of benchmark. The maximum amount of grant funds allowed to be drawn down per month cannot exceed 10% of the overall grant, unless approved in writing by the County Contract Manager.

COUNTY shall pay CONTRACTOR in accordance with Article 6, Payment Conditions of the Agreement. Claims for payment shall be submitted in the form set forth in Exhibit D-1, Sample Invoice, by the 10<sup>th</sup> of the month for services rendered in the previous month.

Exhibit D-2, Annual Closeout Summary, shall be submitted by CONTRACTOR to COUNTY no later than July 10, 2011.

Exhibit D-3, Equipment Acquisition Report, shall accompany CONTRACTOR's invoice to COUNTY as appropriate. **Equipment must be received by June 30, 2011 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 the COUNTY and tendered to the COUNTY upon termination of services by CONTRACTOR.**

**Effective January 1, 2011, additional baseline funds and one-time only funds are added to the grant program in the amount of six thousand, three hundred and seventy dollars (\$6,370) for the higher reimbursement of the provision of baseline services.**

The maximum amount to be paid by COUNTY to CONTRACTOR for MIPPA for the period July 1, 2010 to May 31, 2011 shall not exceed **thirteen thousand, six hundred and fifty-seven dollars (\$13,657)**.

AAA MIPPA.....	\$6,379
SHIP (HICAP) MIPPA.....	\$7,278
Total MIPPA Funds.....	\$13,657

## MIPPA 2

ACA MIPPA (CFDA #93.518)  
**MEDICARE IMPROVEMENTS FOR PATIENTS AND PROVIDERS ACT**  
 (CFDA #93.779)

**FUNDING SOURCE: State Agreement 2M-1011-32**

**MARCH 1, 2011 to JUNE 30, 2011**

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

CONTRACTOR shall provide MIPPA 2 services (Exhibit A-8) in conjunction with MIPPA services (Exhibit AA-7). Services shall be provided in accordance with the California Code of Regulations, Title 22, Social Security, Division 1.8, California Department of Aging.

“2 MIPPA” funds not spent in SFY 2010-11 will be available for use in SFY 2011-12. AAAs should note that the second year of “2 MIPPA” funding is contingent on meeting a minimum of 30 percent of the individual PSA’s total performance benchmarks. CDA will evaluate achievement of performance benchmarks in July of 2011 for the reporting period ending June 30, 2011. (All LIS and MSP applications submitted after October 1, 2010 will apply toward the “2 MIPPA” performance benchmarks.)

Service:

Medicare Improvements for Patients and Providers Act

Unit of Service Definition & Measurement:

Completed and submitted Low Income Subsidy (LIS) applications and Medicare Savings Plan (MSP) applications.

Estimated Service Units to be delivered:

71

Average Cost per Unit of Service: \$180.87 (71 x \$180.87 = \$12,842\*)

\*Rounded to the nearest dollar

Benchmark of Service Units to be delivered:

by March 31 <sup>st</sup> :	35 Units	(50%)
by June 30 <sup>th</sup> :	71 Units	(100%)

**II. PERFORMANCE REPORTING**

CONTRACTOR shall provide a quarterly narrative report to the COUNTY describing the progress of services by April 10, 2011, and July 10, 2011. The Narrative Report shall be in the form set forth in **Exhibit D-4**.

CONTRACTOR shall submit monthly MIPPA reports to the California Department of Aging (CDA) and to the COUNTY. All data reports must be completed on the Excel spreadsheet, “MIPPA Monthly Reporting Tool,” provided by CDA. This

spreadsheet is attached as **Exhibit D-5**. This spreadsheet is also available on the CDA website, <http://www.aging.ca.gov/aaa/mippa.asp>.

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 periods 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 periods, CONTRACTOR will provide a corrective action plan to the AAA describing the reason for the occurrence and a plan to meet the benchmark, and reimbursement may be limited as per Section IV. Invoice/Payment Provisions.

### **III. MATCH REQUIREMENTS**

MIPPA 2 does not require a local cash/in-kind match.

### **IV. INVOICE/PAYMENT PROVISIONS**

CONTRACTOR shall comply with the appropriate benchmark requirements for service units to be delivered in order to draw down contract funds in accordance with the terms of this Agreement. If CONTRACTOR delivers less than the benchmark of service units for two (2) consecutive periods, CONTRACTOR's payment may be limited to the amount of grant funds based on the percentage of services provided year to date.

The benchmark is identified in Section II., Performance Reporting, and a 20% variance is allowed. This restriction will be lifted by the County Contract Manager once CONTRACTOR meets acceptable performance outcomes. Invoice reductions due to the restriction will be reimbursed once service units are met within 20% of benchmark. The maximum amount of grant funds allowed to be drawn down per month cannot exceed 10% of the overall grant, unless approved in writing by the County Contract Manager.

COUNTY shall pay CONTRACTOR in accordance with Article 6, Payment Conditions of the Agreement. Claims for payment shall be submitted in the form set forth in **Exhibit D-1**, Sample Invoice, by the 10<sup>th</sup> of the month for services rendered in the previous month.

**Exhibit D-2**, Annual Closeout Summary, shall be submitted by CONTRACTOR to COUNTY no later than July 10, 2011.

**Exhibit D-3**, Equipment Acquisition Report, shall accompany CONTRACTOR's invoice to COUNTY as appropriate. Equipment must be received by June 30, 2011 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 the COUNTY and tendered to the COUNTY upon termination of services by CONTRACTOR.

The maximum amount to be paid by COUNTY to CONTRACTOR for MIPPA 2 for the period March 1, 2011 to June 30, 2011 shall not exceed **twelve thousand, eight hundred and forty-two dollars (\$12,842)**.

AAA MIPPA 2.....	\$4,831
HICAP MIPPA 2.....	\$8,011
<b>Total MIPPA 2 Funds.....</b>	<b>\$12,842</b>

Monterey County AAA Budget Certification Report

Fiscal Year 2010-2011

Title III-B Outreach

ExpCat	Budget Cash	Budget InKind
Salaries / Vol IK	27,589	4,744
Payroll Taxes	2,112	-
Employee Benefits	3,416	-
Volunteer Reimbursements	-	-
Travel / Vol Travel	200	-
Conference / Trainings / Meetings	-	-
Professional Fees: Acctg/Legal/DP	829	-
Equipment Purchase	300	-
Equipment Rental / Maintenance	110	-
Occupancy	-	-
Insurance (Not Vech / Occ)	500	-
Utilities / Communications	1,000	-
Postage / Shipping	-	-
Printing / Publication	2,265	-
Public Relations / Advertising	2,700	-
Subs / Membership Dues	-	-
Supplies	500	-
Food / Food Service	-	-
Vehicle Operation	1,800	-
Overhead (8% limit)	3,224	-
Awards / Events	-	-
Low Income Subsidy	-	-
Federal Mental Health	-	-
Low Income Subsidy	-	-
Depreciation	-	-
Nutrition Education	-	-
Bank Service Fees	-	-
Subcontractor	-	-
Miscellaneous	-	-
<b>Expense Totals</b>	<b>46,545</b>	<b>4,744</b>

51,289

AAA Grant	NSIP Grant	OTO Grant	IKNonMatch	CashMatch	IKMatch	GRTotal	Required Match
40,300	-	6,245	-	-	4,744	51,289	5,401

I certify that the amounts displayed are accurate and correct.

Revision Date 4/26/11

Provider Signature

*Valencia R. Portier* Date 4-18-11

Approved by  
AAA Fiscal Officer

*Elyse Huff* Date 4/26/2011

Approved by  
AAA Management Analyst



Monterey County AAA Budget Certification Report

Alliance on Aging Title III-E Support-Caregiver Training Fiscal Year 2010-2011

ExpCat	Budget Cash	Budget InKind
Salaries / Vol IK	8,935	7,504
Payroll Taxes	828	-
Employee Benefits	652	-
Volunteer Reimbursements	-	-
Travel / Vol Travel	59	-
Conference / Trainings / Meetings	-	-
Professional Fees: Acctg/Legal/DP	3,221	-
Equipment Purchase	-	-
Equipment Rental / Maintenance	-	-
Occupancy	-	-
Insurance (Not Vech / Occ)	-	-
Utilities / Communications	82	-
Postage / Shipping	-	-
Printing / Publication	660	-
Public Relations / Advertising	391	-
Subs / Membership Dues	-	-
Supplies	977	-
Food / Food Service	-	-
Vehicle Operation	-	-
Overhead (8% limit)	-	-
Awards / Events	-	-
Low Income Subsidy	-	-
Federal Mental Health	-	-
Low Income Subsidy	-	-
Depreciation	-	-
Nutrition Education	-	-
Bank Service Fees	-	-
Subcontractor	-	-
Miscellaneous	-	-
<b>Expense Totals</b>	<b>15,805</b>	<b>7,504</b>
		<b>23,309</b>

AAA Grant	NSIP Grant	OTO Grant	IKNonMatch	CashMatch	IKMatch	GRTotal	Required Match
15,805	-	-	-	-	7,504	23,309	5,827

I certify that the amounts displayed are accurate and correct.

Provider Signature *Puller Mann* Date 4-26-11  
 AAA Fiscal Officer *Almona Ventura* Date 4-20-11

Approved by *Esther Huff* Date 4/26/2011  
 AAA Management Analyst

Monterey County AAA Budget Certification Report

Fiscal Year 2010-2011

Title III-B Ombudsman

ExpCat	Budget Cash	Budget InKind
Salaries / Vol IK	21,453	2,750
Payroll Taxes	1,814	-
Employee Benefits	2,680	-
Volunteer Reimbursements	-	-
Travel / Vol Travel	-	-
Conference / Trainings / Meetings	-	-
Professional Fees: Acctg/Legal/DP	-	-
Equipment Purchase	-	-
Equipment Rental / Maintenance	-	-
Occupancy	-	-
Insurance (Not Vech / Occ)	-	-
Utilities / Communications	-	-
Postage / Shipping	-	-
Printing / Publication	-	-
Public Relations / Advertising	-	-
Subs / Membership Dues	-	-
Supplies	-	-
Food / Food Service	-	-
Vehicle Operation	-	-
Overhead (8% limit)	-	-
Awards / Events	-	-
Low Income Subsidy	-	-
Federal Mental Health	-	-
Low Income Subsidy	-	-
Depreciation	-	-
Nutrition Education	-	-
Bank Service Fees	-	-
Subcontractor	-	-
Miscellaneous	-	-
<b>Expense Totals</b>	<b>25,947</b>	<b>2,750</b>

28,697

AAA Grant	NSIP Grant	OTO Grant	Project Income	CNonMatch	IKNonMatch	CashMatch	IKMatch	GRTotal	Required Match
22,131	-	3,816	-	-	-	-	2,750	28,697	3,022

I certify that the amounts displayed are accurate and correct.

*Paula Mann*  
 Provider Signature

Revision Date 4/26/11

Approved by *Monica Centeno*  
 AAA Fiscal Officer Date 4-18-11

Approved by *Eric Huff*  
 AAA Management Analyst Date 4/26/2011

Monterey County AAA Budget Certification Report

Fiscal Year 2010-2011

Title 7A Ombudsman

ExpCat	Budget Cash	Budget InKind	Required Match
Salaries / Vol IK	23,282	3,575	
Payroll Taxes	2,007	-	
Employee Benefits	4,142	-	
Volunteer Reimbursements	-	-	
Travel / Vol Travel	-	-	
Conference / Trainings / Meetings	-	-	
Professional Fees: Accg/Legal/DP	-	-	
Equipment Purchase	-	-	
Equipment Rental / Maintenance	-	-	
Occupancy	-	-	
Insurance (Not Veh / Occ)	-	-	
Utilities / Communications	-	-	
Postage / Shipping	-	-	
Printing / Publication	-	-	
Public Relations / Advertising	-	-	
Subs / Membership Dues	-	-	
Supplies	-	-	
Food / Food Service	-	-	
Vehicle Operation	-	-	
Overhead (8% limit)	-	-	
Awards / Events	-	-	
Low Income Subsidy	-	-	
Federal Mental Health	-	-	
Low Income Subsidy	-	-	
Depreciation	-	-	
Nutrition Education	-	-	
Bank Service Fees	-	-	
Subcontractor	-	-	
Miscellaneous	-	-	
<b>Expense Totals</b>	<b>29,431</b>	<b>3,575</b>	<b>33,006</b>

AAA Grant 28,284 NSIP Grant - OTO Grant 1,147

Project Income - CNonMatch - CashMatch - IKNonMatch - IKMatch 3,575 GRTTotal 33,006

I certify that the amounts displayed are accurate and correct.

*Patricia Mann*  
Provider Signature

*Wanda R. ...*  
AAA Fiscal Officer

*Patricia Mann*  
AAA Management Analyst

Date 4-18-11

Date 4/26/2011

Revision Date 4/26/11

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

**BUDGET PERIOD:** JULY 1, 2010 THRU JUNE 30, 2011

Name of Agency: ALLIANCE ON AGING

Address of Agency: 2200 GARDEN ROAD

MONTEREY, CA 93940

Project Name: Ombudsman Volunteer Recruitment Initiative

**Funding Source and Catalog #**

Check one:	State Funds	<input checked="" type="checkbox"/>	Special Deposit & General Fund
	State Funds	<input checked="" type="checkbox"/>	SNF Quality & Accountability Fund

**Budget Version**

Check one:	Original	<input checked="" type="checkbox"/>	7/1/2010
		<input checked="" type="checkbox"/>	2/7/2011

**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.

Becky Mann 4/26/11  
Preparer's Signature / Date

Becky Mann 831.655.7563  
Preparer's Name (Printed) and telephone number

Teresa Sullivan 4/26/11  
Executive Director's Signature / Date

Teresa Sullivan 831.655.4240  
Executive Director's Name (Printed) and telephone number

Received at Area Agency on Aging:	Reviewed for: completeness and accuracy
	No match requirement
	Reviewed for Allowable Costs
	8% Indirect Cost limit
	Budget Approved by Fiscal Officer: <u>V. Reinlin 2-9-11</u>
	Budget Approved by Program: <u>E. Ituley 4/26/2011</u>
Mis.Mdb updated by Fiscal Officer: _____	
New Mis.Mdb sent to provider: _____	

Agency Name: ALLIANCE ON AGING Ombudsman Volunteer Recruitment Initiative

SECTION A: BUDGET SUMMARY

Categories of Expenses	Special Deposit & General Fund		SNF Quality & Accountability Fund		Total Budget
	Cash	In-Kind	Cash	In-Kind	
Personnel	\$	10,451	\$	21,569	32,020
Operating Expenses	\$	-	\$	-	-
<b>Total</b>	\$	10,451	\$	21,569	32,020
Source of Revenue	Special Deposit & General Fund		SNF Quality & Accountability Fund		Total Budget
	Cash	In-Kind	Cash	In-Kind	
AAA Grant	\$	9,326	\$	18,944	28,270
Project Income					
	Matching				
Other Federal Funds					
	Non-matching				
	Matching				
Other State Funds					
	Non-matching				
	Matching				
County/City Funds					
	Non-matching				
Private Grants					
	Non-matching				
Net Fundraising					
	Matching	\$	1,125	\$	2,625
	Non-matching				3,750
Totals by match					
	Matching	\$	1,125	\$	2,625
	Non-matching	\$	-	\$	-
<b>TOTAL</b>	\$	10,451	\$	21,569	32,020

\$ 0 \$ (0) \$



**SECTION C: ALLIANCE ON AGING  
OPERATING EXPENSES / EQUIPMENT  
AND INDIRECT COSTS**

OPERATING EXPENSE & EQUIPMENT	Special Deposit & General Fund		SNF Quality & Accountability Fund		Total Budget	
	Cash	In-Kind	Cash	In-Kind	Cash	In-Kind
Volunteer Reimbursement					\$ -	\$ -
Travel					\$ -	\$ -
Conference, Meetings, and Training					\$ -	\$ -
Professional Fees: Acct/ Legal/DP, etc.					\$ -	\$ -
Equipment Purchase					\$ -	\$ -
Equipment Rental and Maintenance					\$ -	\$ -
Occupancy					\$ -	\$ -
Insurance (Excluding Veh. & Occ.)					\$ -	\$ -
Utilities					\$ -	\$ -
Postage and Shipping					\$ -	\$ -
Printing / Publications					\$ -	\$ -
Public Relations /Advertising					\$ -	\$ -
Membership Dues and Subscriptions					\$ -	\$ -
Supplies					\$ -	\$ -
Food Service Costs / Raw Food					\$ -	\$ -
Vehicle Operation Costs					\$ -	\$ -
Implementation and Access (MMA)					\$ -	\$ -
Overhead: 8% limit of Grant Funding					\$ -	\$ -
Awards/ Recognition/ Events					\$ -	\$ -
Bank Services Fees					\$ -	\$ -
Client Support /Food, Rides, etc.					\$ -	\$ -
Miscellaneous: (List Separately)					\$ -	\$ -
Depreciation					\$ -	\$ -
					\$ -	\$ -
<b>Total Operating Expenses</b>					\$ -	\$ -

Monterey County AAA Budget Certification Report

Fiscal Year 2010-2011

HICAP Fund

ExpCat	Budget Cash	Budget InKind
Salaries / Vol IK	24,560	-
Payroll Taxes	2,213	-
Employee Benefits	3,464	-
Volunteer Reimbursements	-	-
Travel / Vol Travel	-	-
Conference / Trainings / Meetings	-	-
Professional Fees: Acctg/Legal/DP	-	-
Equipment Purchase	-	-
Equipment Rental / Maintenance	2,760	-
Occupancy	-	-
Insurance (Not Vech / Occ)	2,200	-
Utilities / Communications	3,925	-
Postage / Shipping	-	-
Printing / Publication	2,000	-
Public Relations / Advertising	7,700	-
Subs / Membership Dues	-	-
Supplies	630	-
Food / Food Service	-	-
Vehicle Operation	-	-
Overhead (8% limit)	4,124	-
Awards / Events	-	-
Low Income Subsidy	-	-
Federal Mental Health	-	-
Low Income Subsidy	-	-
Depreciation	-	-
Nutrition Education	-	-
Bank Service Fees	-	-
Subcontractor	-	-
Miscellaneous	-	-
<b>Expense Totals</b>	<b>53,576</b>	<b>53,576</b>

AAA Grant	NSIP Grant	OTO Grant	Project Income	CNonMatch	IKNonMatch	CashMatch	IKMatch	GRTotal	Required Match
53,576	-	-	-	-	-	-	-	53,576	-

I certify that the amounts displayed are accurate and correct.

*Percy Mann*  
Provider Signature

Revision Date 4/26/11

Approved by *Victoria Burtner*  
AAA Fiscal Officer

Date 4-18-11

Approved by *Ethel King*  
AAA Management Analyst

Date 4/26/2011



Monterey County AAA Budget Certification Report

Fiscal Year 2010-2011

HICAP Reimbursement

ExpCat	Budget Cash	Budget InKind
Salaries / Vol IK	77,669	-
Payroll Taxes	6,868	-
Employee Benefits	9,893	-
Volunteer Reimbursements	-	-
Travel / Vol Travel	3,162	-
Conference / Trainings / Meetings	1,000	-
Professional Fees: Acctg/Legal/DP	1,350	-
Equipment Purchase	-	-
Equipment Rental / Maintenance	-	-
Occupancy	-	-
Insurance (Not Vech / Occ)	-	-
Utilities / Communications	-	-
Postage / Shipping	-	-
Printing / Publication	650	-
Public Relations / Advertising	1,000	-
Subs / Membership Dues	1,800	-
Supplies	-	-
Food / Food Service	-	-
Vehicle Operation	955	-
Overhead (8% limit)	2,822	-
Awards / Events	-	-
Low Income Subsidy	-	-
Federal Mental Health	-	-
Low Income Subsidy	-	-
Depreciation	-	-
Nutrition Education	-	-
Bank Service Fees	-	-
Subcontractor	-	-
Miscellaneous	-	-
<b>Expense Totals</b>	<b>107,169</b>	<b>107,169</b>

AAA Grant	NSIP Grant	OTO Grant	Project Income	CNonMatch	IKNonMatch	CashMatch	IKMatch	GRTotal	Required Match
107,169	-	-	-	-	-	-	-	107,169	-

I certify that the amounts displayed are accurate and correct.

Provider Signature: *Pedro Mann* Date: 4-18-11  
Revision Date: 4/26/11

Approved by: *Nancy Renteria* AAA Fiscal Officer Date: 4/26/2011  
Approved by: *Edna Hays* AAA Management Analyst Date: 4/26/2011

Monterey County AAA Budget Certification Report

Fiscal Year 2010-2011

HICAP Ship Fund

Alliance on Aging

ExpCat	Budget Cash	Budget InKind
Salaries / Vol IK	23,682	-
Payroll Taxes	2,503	-
Employee Benefits	3,901	-
Volunteer Reimbursements	-	-
Travel / Vol Travel	-	-
Conference / Trainings / Meetings	-	-
Professional Fees: Acctg/Legal/DP	36,515	-
Equipment Purchase	5,192	-
Equipment Rental / Maintenance	-	-
Occupancy	4,728	-
Insurance (Not Vech / Occ)	-	-
Utilities / Communications	-	-
Postage / Shipping	-	-
Printing / Publication	-	-
Public Relations / Advertising	-	-
Subs / Membership Dues	-	-
Supplies	-	-
Food / Food Service	-	-
Vehicle Operation	-	-
Overhead (8% limit)	5,680	-
Awards / Events	-	-
Low Income Subsidy	-	-
Federal Mental Health	3,906	-
Low Income Subsidy	-	-
Depreciation	-	-
Nutrition Education	-	-
Bank Service Fees	-	-
Subcontractor	-	-
Miscellaneous	-	-
<b>Expense Totals</b>	<b>86,107</b>	<b>86,107</b>

AAA Grant	NSIP Grant	OTO Grant	Project Income	CNnonMatch	IKNonMatch	CashMatch	IKMatch	GRTotal	Required Match
86,107	-	-	-	-	-	-	-	86,107	-

I certify that the amounts displayed are accurate and correct.

*Paul Mann*  
Provider Signature

Approved by *[Signature]*  
AAA Fiscal Officer

Approved by *[Signature]*  
AAA Management Analyst

Date 4-18-11

Date 4/26/2011

Revision Date 4/26/11

Monterey County AAA Budget Certification Report

Fiscal Year 2010-2011

MIPPA - AAA MIPPA

ExpCat	Budget Cash	Budget InKind
Salaries / Vol IK	4,858	-
Payroll Taxes	383	-
Employee Benefits	138	-
Volunteer Reimbursements	-	-
Travel / Vol Travel	-	-
Conference / Trainings / Meetings	-	-
Professional Fees: Acctg/Legal/DP	-	-
Equipment Purchase	-	-
Equipment Rental / Maintenance	-	-
Occupancy	-	-
Insurance (Not Vech / Occ)	-	-
Utilities / Communications	300	-
Postage / Shipping	-	-
Printing / Publication	-	-
Public Relations / Advertising	650	-
Subs / Membership Dues	-	-
Supplies	-	-
Food / Food Service	50	-
Vehicle Operation	-	-
Overhead (8% limit)	-	-
Awards / Events	-	-
Low Income Subsidy	-	-
Federal Mental Health	-	-
Low Income Subsidy	-	-
Depreciation	-	-
Nutrition Education	-	-
Bank Service Fees	-	-
Subcontractor	-	-
Miscellaneous	-	-
<b>Expense Totals</b>	<b>6,379</b>	<b>6,379</b>

AAA Grant	NSIP Grant	OTO Grant	Project Income	CNonMatch	IKNonMatch	CashMatch	IKMatch	GRTotal	Required Match
6,379	-	-	-	-	-	-	-	6,379	-

I certify that the amounts displayed are accurate and correct.

Provider Signature *Patrick Mann* Date 4-18-11  
Revision Date 4/26/11

Approved by *Monica Kottina*  
AAA Fiscal Officer

Approved by *Patrick Mann*  
AAA Management Analyst

Monterey County AAA Budget Certification Report

Fiscal Year 2010-2011

MIPPA - HICAP MIPPA

ExpCat	Budget Cash	Budget InKind
Salaries / Vol IK	4,952	-
Payroll Taxes	423	-
Employee Benefits	138	-
Volunteer Reimbursements	-	-
Travel / Vol Travel	-	-
Conference / Trainings / Meetings	-	-
Professional Fees: Acctg/Legal/DP	-	-
Equipment Purchase	-	-
Equipment Rental / Maintenance	-	-
Occupancy	-	-
Insurance (Not Vech / Occ)	-	-
Utilities / Communications	715	-
Postage / Shipping	-	-
Printing / Publication	-	-
Public Relations / Advertising	1,000	-
Subs / Membership Dues	-	-
Supplies	-	-
Food / Food Service	50	-
Vehicle Operation	-	-
Overhead (8% limit)	-	-
Awards / Events	-	-
Low Income Subsidy	-	-
Federal Mental Health	-	-
Low Income Subsidy	-	-
Depreciation	-	-
Nutrition Education	-	-
Bank Service Fees	-	-
Subcontractor	-	-
Miscellaneous	-	-
<b>Expense Totals</b>	<b>7,278</b>	<b>7,278</b>

AAA Grant	NSIP Grant	OTO Grant	Required Match
7,278	-	-	-
<b>Project Income</b>	<b>CNonMatch</b>	<b>IKNonMatch</b>	<b>CashMatch</b>
-	-	-	-
			<b>GRTotal</b>
			7,278

Revision Date 4/26/11

I certify that the amounts displayed are accurate and correct.

Provider Signature

Date 4-18-11

Approved by Wendy Manero  
AAA Fiscal Officer

Date 4/26/2011

Approved by Ethel Hoff  
AAA Management Analyst

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

**Medicare Improvements for Patients and Providers Act (2MIPPA)**

**BUDGET PERIOD: FEBRUARY 1, 2011 THRU JUNE 30, 2011**

Name of Agency: ALLIANCE ON AGING

Address of Agency: 2200 GARDEN ROAD

MONTEREY, CA 93940

Project Name: Medicare Improvements for Patients and Providers Act (2MIPPA)

**Funding Source and Catalog #**

Check one: Federal Funds	<input checked="" type="checkbox"/>	93.518	ACA MIPPA (AOA)
Federal Funds	<input checked="" type="checkbox"/>	93.779	The Medicare Improvements for Patients and Providers Act (CMS)

**Budget Version**

Check one: Orig	<input checked="" type="checkbox"/>	3/24/2011
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**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.

Becky Mann 4/26/11  
Preparer's Signature / Date

**Becky Mann** 831-655-7563  
Preparer's Name (Printed) and telephone number

Teresa Sullivan 4/26/11  
Executive Director's Signature / Date

**Teresa Sullivan** 831-655-4240  
Executive Director's Name (Printed) and telephone number

Received at Area Agency on Agi	Reviewed for: completeness and accuracy
	No match requirement
	Reviewed for Allowable Costs
	8% Indirect Cost limit
	Budget Approved by Fiscal Officer: <u>V. Koutouzis</u> 4-1-11
Budget Approved by Program: <u>E. Hurley</u> 4/26/2011	
Invoice updated by Fiscal Officer:	
Invoice Template sent to provider:	

Agency Name: ALLIANCE ON AGING

SECTION A:

BUDGET SUMMARY

Categories of Expenses	AAA MIPPA		HICAP MIPPA		Total Budget
	Cash	In-Kind	Cash	In-Kind	
Personnel	\$	3,227	\$	3,160	6,387
Operating Expenses	\$	1,604	\$	4,851	6,454
<b>Total</b>	\$	<b>4,831</b>	\$	<b>8,011</b>	<b>12,841</b>
Source of Revenue	AAA MIPPA		HICAP MIPPA		Total Budget
	Cash	In-Kind	Cash	In-Kind	Cash
AAA Grant	\$	4,831	\$	8,011	\$ 12,842
Project Income					\$ -
Other Federal Funds					\$ -
<i>Matching</i>					\$ -
<i>Non-matching</i>					\$ -
Other State Funds					\$ -
<i>Matching</i>					\$ -
<i>Non-matching</i>					\$ -
County/City Funds					\$ -
<i>Non-matching</i>					\$ -
Private Grants					\$ -
<i>Matching</i>	\$	-	\$	-	\$ -
<i>Non-matching</i>					\$ -
Net Fundraising					\$ -
<i>Matching</i>	\$	-	\$	-	\$ -
<i>Non-matching</i>	\$	-	\$	-	\$ -
Totals by match					\$ -
<b>TOTAL</b>	\$	<b>4,831</b>	\$	<b>8,011</b>	\$ <b>12,842</b>

\$

0

\$

0

\$

1



SECTION C:

ALLIANCE ON AGING  
OPERATING EXPENSES / EQUIPMENT  
AND INDIRECT COSTS

OPERATING EXPENSE & EQUIPMENT	AAA MIPPA		HICAP MIPPA		Total Budget	
	Cash	In-Kind	Cash	In-Kind	Cash	In-Kind
Volunteer Reimbursement					\$ -	\$ -
Travel	\$ 250		\$ 250		\$ 500	\$ -
Conference, Meetings, and Training					\$ -	\$ -
Professional Fees: Acct/ Legal /DP, etc.					\$ -	\$ -
Equipment Purchase					\$ -	\$ -
Equipment Rental and Maintenance					\$ -	\$ -
Occupancy					\$ -	\$ -
Insurance (Excluding Veh. & Occ.)					\$ -	\$ -
Utilities					\$ -	\$ -
Postage and Shipping					\$ -	\$ -
Printing / Publications					\$ -	\$ -
Public Relations /Advertising	\$ 1,000		\$ 3,960		\$ 4,960	\$ -
Membership Dues and Subscriptions					\$ -	\$ -
Supplies					\$ -	\$ -
Food Service Costs / Raw Food					\$ -	\$ -
Vehicle Operation Costs					\$ -	\$ -
Implementation and Access (MMA)					\$ -	\$ -
Overhead: 8% limit of Grant Funding	\$ 354		\$ 641		\$ 994	\$ -
Awards/ Recognition/ Events					\$ -	\$ -
Bank Services Fees					\$ -	\$ -
Client Support /Food, Rides, etc.					\$ -	\$ -
Miscellaneous: (List Separately)					\$ -	\$ -
Depreciation					\$ -	\$ -
<b>Total Operating Expenses</b>	<b>1,604</b>	<b>-</b>	<b>4,851</b>	<b>-</b>	<b>6,454</b>	<b>-</b>