

# COUNTY OF MONTEREY

## Meals on Wheels of the Salinas Valley

### AMENDMENT #1 to AGREEMENT # A-14411

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 Salinas Valley (hereinafter, "CONTRACTOR").

This Amendment modifies the agreement for home-delivered meals to Monterey County seniors between the parties executed on July 1, 2019 (hereinafter, "Original Agreement ") by **increasing the Federal Share of Cost by \$154,600 thereby increasing the total contract amount to \$437,275**. Therefore, the parties agree:

- 1. Section 1.0 GENERAL DESCRIPTION of the Original Agreement is amended to read as follows:

1.01 The County hereby engages CONTRACTOR to perform, and CONTRACTOR hereby agrees to perform, the services described in **Exhibits AA** in conformity with the terms of this Agreement. The services are generally described as follows: Provide home-delivered meals to Monterey County seniors in Salinas, North and South County regions.

- 2. Section 2.0 PAYMENT PROVISIONS of the Original Agreement is amended to read as follows:

2.01 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 **\$437,275.00**.

- 3. Section 4.0 of the Original Agreement SCOPE OF SERVICES AND ADDITIONAL PROVISIONS is amended to read as follows:

4.01 The following attached exhibits are incorporated herein by reference and constitute a part of this Agreement:

<b>Exhibit AA</b>	Scope of Services/Payment Provisions Title III C-2 Home Delivered Meals and C-1 Emergency Home Deliver Meals
Exhibit B	DSS Additional Provisions
<b>Exhibit CC-1</b>	<b>Nutrition Services Budget – C-2</b>
<b>Exhibit CC-2</b>	<b>Nutrition Services Budget – C-1</b>
Exhibit D-1	Sample Invoice
Exhibit D-2	Annual Closeout Summary
Exhibit D-3	Equipment Acquisition Report

Exhibit D-4	Sample Quarterly Narrative Report
Exhibit D-5	Equipment Acquisition Guidelines
Exhibit D-6	Inventory Listing
Exhibit E	Elder Abuse Reporting Certification
Exhibit F	HIPAA Certification
Exhibit G	Lobbying Certification
Exhibit H	Audit Requirements
Exhibit H-1	Schedule of County Programs
Exhibit I	Child Abuse Reporting Certification

4. Sections 1.03 and 2.01 of Exhibit B of the Original Agreement are amended to read as follows:

**1.03 Allowable Costs:** Allowable costs shall be the CONTRACTOR's actual costs of developing, supervising and delivering the services under this Agreement, as set forth in the budget, attached hereto as **Exhibits CC-1 and CC-2**. Only the costs listed in **Exhibits CC-1 and CC-2** 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 **Exhibit AA**. CONTRACTOR shall meet the contracted level of service and the specified performance standards described in **Exhibit AA**, 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 and C of the Original Agreement are rescinded, and replaced by **Exhibits AA, CC-1, and CC-2**, attached.

If there is any conflict or inconsistency between the provisions of the Original AGREEMENT and this AMENDMENT, the provisions of this AMENDMENT shall govern. A copy of this AMENDMENT shall be attached to the Original AGREEMENT, as it may have been previously amended.

*(this space left intentionally blank)*

Except as provided herein, all remaining terms, conditions, provisions, entitlements and obligations of the Original AGREEMENT shall remain unchanged and unaffected by this AMENDMENT and shall continue in full force and effect.

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

**COUNTY OF MONTEREY:**

**CONTRACTOR:**

By: \_\_\_\_\_  
Lori A. Medina  
DSS Director

**Meals on Wheels Salinas Valley**

DocuSigned by:  
By: Karen De Witt, Board President  
ODFD0988FB5B483...  
(Chair, President, Vice-President)

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

Board President - Karen DeWitt

(Print Name & Title)

Date: 5/8/2020 | 3:33 PM PDT

**Approved as to Form:**

DocuSigned by:  
Anne Brenton, County Counsel  
07025F3AA36B4A4...  
Deputy County Counsel

DocuSigned by:  
By: Robyn L Chamberlin, Treasurer  
FD0AA97900EA4C2...  
(Secretary, CFO, Treasurer)

Treasurer - Robyn Chamberlin

(Print Name and Title)

Date: 5/11/2020 | 10:36 AM PDT

Date: 5/11/2020 | 10:14 AM PDT

**Approved as to Fiscal Provisions:**

DocuSigned by:  
Burcu Mousa  
811C333563B9474...  
Auditor-Controller's Office

Date: 5/12/2020 | 8:56 AM PDT

**SCOPE OF SERVICES  
PAYMENT PROVISIONS  
TITLE III C-2 HOME DELIVERED MEALS (CFDA #93.045)  
MEALS ON WHEELS OF THE SALINAS VALLEY  
JULY 1, 2019 - JUNE 30, 2020**

**I. CONTACT INFORMATION**

Contact Person &  
Disaster Preparedness  
Coordinator:

Regina Gage  
Executive Director  
[ReginaG@mowsalinas.org](mailto:ReginaG@mowsalinas.org)

County Contract Manager:

Kathleen Murray-Phillips, Management Analyst  
Area Agency on Aging  
Department of Social Services  
1000 South Main Street Suite 301  
Salinas, CA 93901  
(831) 796-3530 Fax: (831) 755-8477  
[murrayphillipsk@co.monterey.ca.us](mailto:murrayphillipsk@co.monterey.ca.us)

**OFFICE LOCATION**

Meals on Wheels of the Salinas Valley  
40 Clark Street, Suite C  
Salinas, CA 93901  
(831) 758-6325  
Fax: (831) 758-6518  
Office hours: 9:00 AM – 4:30 PM

**II. SUBAWARD INFORMATION**

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

**CONTRACTOR DUNS Number:** 081448318

**Federal Award Identification Number (FAIN):** AP-1920-32

**Date County Awarded Funding:** 7/1/2019

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

Title III – 93.045 - \$394,125  
NSIP – 93.053 - \$43,150

**Federal Award Description:**

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

1. Special Programs for the Aging – Title III, Part C – Nutrition Services
2. Nutrition Services Incentive Program

**Research and Development:** no

**Indirect Cost Rate:** 10%

### III. SUMMARY OF SERVICES

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.

CONTRACTOR shall provide services to the following three regions of Monterey County:

Salinas Region: *City of Salinas and Spreckels.*

- Home delivery of up to fourteen (14) frozen meals per week

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

- Home delivery of up to fourteen (14) frozen meals per week

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

- Home delivery of up to fourteen (14) frozen meals per week

### 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. 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

**VI. 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.

**VII. 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 **Exhibit A**.

**VIII. EQUIPMENT**

CONTRACTOR must receive prior approval from COUNTY in writing for equipment purchases over \$500.

Competitive quotations shall be solicited for Equipment purchases. 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 purchases over \$500 must follow the Purchasing Guidelines thresholds below:

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. Equipment must be received by June 30, 2020 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. Any equipment no longer needed by CONTRACTOR must be tendered to the COUNTY. Equipment purchase guidelines are outlined in **Exhibit D-5**. A current Inventory Listing of all equipment shall be maintained and updated with each contract and amended contract as needed (**Exhibit D-6**).

#### **IX. 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 a 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, 2020.

#### **X. INVOICE/PAYMENT PROVISIONS**

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

CONTRACTOR shall comply with the appropriate required service units to be delivered to draw down contract funds in accordance with the terms of this Agreement. Goals for service units are outlined below.

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, 2020.

COUNTY shall pay CONTRACTOR in accordance with Exhibit B, Section I. PAYMENT BY COUNTY and shall be submitted in the form set forth in Exhibit D-1, Sample Invoice, by the 10<sup>th</sup> day of the month for services rendered in the previous month, with the final invoice due no later than June 10, 2020. CONTRACTOR acknowledges that all funding under this Agreement will be exhausted by May 31, 2020; however, services will continue through June 30, 2020 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, 2020.

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

**XI. SERVICES TO BE PROVIDED**

CONTRACTOR shall provide a nutritious frozen home-delivered main meal Monday through Friday in accordance with 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 Salinas Region in accordance with 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 Nutrition Service Incentive Program (NSIP) funding.

CONTRACTOR may provide one additional meal to eligible individuals. Additional meals must 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. Additional meals are eligible for NSIP funding.

CONTRACTOR shall provide Home Delivered Nutrition Services in accordance with 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 (National Aging Program Information System [NAPIS] 4)

Unit of Service Definition:

Title III C-2 meals 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 NSIP requirements.



Unit of Service Measurement: 1 Meal  
 Estimated Service Units to be delivered: 50,000 Meals  
 Benchmark of Title III C-2 Meals to be delivered

by September 30 <sup>th</sup>	10,000 Units	(20%)
by December 31 <sup>st</sup>	20,000 Units	(40%)
by March 31 <sup>st</sup>	30,000 Units	(70%)
by June 30 <sup>th</sup>	50,000 Units	(100%)

**2. Service:**

**Title II C-1 Emergency meals delivered**

**Unit of Service Definition:**

**Emergency meals to adults 60 years of age and older during the COVID 19 Pandemic. Relaxed nutrition guidelines established by CDA must meet all nutritional components to be counted as a meal.**

**Unit of Service Measurement: 1 Meal**

**Estimated Service Units to be delivered: 10,000 Meals**

**Benchmark of Title III C-1 Meals to be delivered**

<b>By June 30<sup>th</sup></b>	<b>10,000 Units</b>	<b>(100%)</b>
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**3. 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 may include demonstrations, audio-visual presentations, or small group discussions for congregate program participants. Handout materials may be used, but not limited to, as the sole education component for home-delivered meal program participants.

Unit of Service Measurement: 1 Nutrition Education Unit per participant four (4) times per year.

Estimated Service Units to be delivered: 650 Units

Benchmark of Nutrition Education Services:

by September 30 <sup>th</sup>	162	Units (25%)
by December 31 <sup>st</sup>	325	Units (50%)
by March 31 <sup>st</sup>	487	Units (75%)
by June 30 <sup>th</sup>	650	Units (100%)

**XII. PERFORMANCE REPORTING**

CONTRACTOR shall enter data monthly into the AAA GetCare System by the 10<sup>th</sup> day of the month following the month of service. Title III C-2 Program 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, 2019, January 10, 2020, April 10, 2020 and July 10, 2020. 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 (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, 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.

### **XIII. 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.

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

### **XIV. PAYMENT SUMMARY**

<i>Funding Type</i>	<i>FY 2019-20 TOTALS</i>	<i>7/1/19– 9/30/19 Maximum Amounts</i>
<b>Title III, C-2</b>	<b>\$351,625</b>	\$39,917
<b>NSIP</b>	<b>\$43,150</b>	\$10,322
<b>Title III, C-1</b>	<b>\$42,500</b>	0
<b>TOTAL</b>	<b>\$437,275</b>	\$50,239

The maximum amount payable by COUNTY to CONTRACTOR for the period July 1, 2019 through September 30, 2019 shall not exceed fifty thousand, two hundred and thirty-nine dollars (\$50,239). Unused funds will roll over to the remaining contract period beginning October 1, 2019.

The total amount payable by COUNTY to CONTRACTOR for the period July 1, 2019 through June 30, 2020 shall not exceed **four hundred thirty-seven thousand, two hundred and seventy-five dollars (\$437,275)**.

This Agreement is funded by the California Department of Aging (CDA) Agreement #AP-1920-32. The terms and conditions of the CDA Agreement are incorporated herein by reference, and on file with COUNTY's Department of Social Services. Upon request, COUNTY will provide an electronic copy of the Agreement to CONTRACTOR.

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

**NUTRITION SERVICES BUDGET**

**BUDGET PERIOD: JULY 1, 2019 THRU JUNE 30, 2020**

Name of Agency: Meals on Wheels of the Salinas Valley, Inc.

Address of Agency: 40 Clark Street Suite C

Salinas CA 93907

Project Name: Home-Delivered Meal Program Salinas Valley C-2

**Funding Source and Federal Catalog #**

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

**Budget Version**

Check one: Original	X	
Revision #	X	

**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

**Regina Gage** 831-758-6325

\_\_\_\_\_  
Preparer's Name (Printed) and Telephone number

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

**Regina Gage** 831-758-6325

\_\_\_\_\_  
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 4/19/20</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>5/1/17 By Veronica Renteria</u>

JULY 1, 2019 THRU JUNE 30, 2020

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

Agency: Meals on Wheels of the Salinas Valley, Inc.

Project: Home-Delivered Meal Program Salinas Valley C-2

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

(1) Category	(2) Cash	(3) In-Kind
Salaries	362,000	12,100
Payroll Taxes	42,712	
Employee Benefits	28,475	
<b>SUBTOTAL (Personnel Costs):</b>	<b>433,187</b>	<b>12,100</b>
Volunteer Reimbursement	2,600	
Travel/Volunteer Travel	4,500	
Conference/Training/Meetings	10,000	
Professional Fees: Acct/ Legal	20,000	
Equipment Purchase	38,000	
Equipment Rental and Maintenance	9,100	
Occupancy	36,942	
Insurance (Excluding Vehicle & Occupancy)	5,000	
Utilities/Communications	3,000	
Postage/Shipping	6,000	
Printing / Publications	20,000	
Public Relations /Advertising	5,000	
Membership Dues and Subscriptions	1,500	
Supplies	6,000	
Food/ Food Service	216,000	
Vehicle Operation	8,000	
Overhead: 10% limit of Grant Funding		
Awards/ Recognition/ Events	5,000	
Client Support	5,000	
Depreciation		
Nutrition Education	290	
Bank Services Fees		
Subcontractor		
<b>Miscellaneous: (List Separately)</b>		
Column Totals:	835,119	12,100
	<b>Total Budget:</b>	<b>\$ 847,219</b>





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	(+)	20,000	Section E, autofill
18 NSIP	(+)	43,150	Contract Amount
19 Contributions - Non Matching	(+)	235,344	Section F, autofill
20 Contributions - Matching	(+)	197,100	Section G, autofill
21 Federal OTO/consulting	(+)		Contract Amount
22 AAA Grant Funds	(+)	351,625	Contract Amount
23 Total Funding	(=)	\$ 847,219	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		-		50,000
25 Donation per Meal	(x)		\$	0.40
26 Program Income	(=)	\$ -	\$	20,000.00
		Autofill to Line 10		Autofill to Line 17
27 Number of NSIP-eligible Meals-		-		50,000
28 Number of TIII Qualifying Meals-				50,000

*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."

**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			\$ -
Non-Matching		235,344		\$ 235,344
				\$ -
Voluntteer In-Kind				\$ -
				\$ -
				\$ -
<b>Totals:</b>		\$ 235,344	\$ -	\$ 235,344

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)				\$ -
Government Agencies:	CDBG-City of Salinas	15,000		\$ 15,000
Government Agencies:	CDBG-County of Monterey	20,000		\$ 20,000
Government Agencies:	C			\$ -
Government Agencies:	D			\$ -
Government Agencies:	E			\$ -
Harden Foundation		50,000		\$ 50,000
United Way-EFS		15,000		\$ 15,000
Community Foundation MoCo		35,000		\$ 35,000
In-Kind			12,100	\$ 12,100
Monterey Peninsula Foundation		50,000		\$ 50,000
<b>Totals:</b>		\$ 185,000	\$ 12,100	\$ 197,100

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

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

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

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

See related California Department of Aging matching guidelines.



Match Req. %	GR total	NSIP	Cash non-match	IK non-match	AAA Claim	Program Income	Cash Match	IK Match	Req. Match
<b><i>Home-Delivered Meal Program Salinas Valley C-2</i></b>									
Original Amount	847,219	43,150	235,344	0	351,625	20,000	185,000	12,100	57,781
Fund Increase		0	0	0	0	0	0	0	0
10.53%	847,219	43,150	235,344	0	351,625	20,000	185,000	12,100	57,781
									<b>Test</b>
Required Match (Original)	847,219	43,150	235,344	0	351,625	20,000	185,000	12,100	match OK
Required Match (Amended)	847,219	43,150	235,344	0	351,625	20,000	185,000	12,100	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, 2019 THRU JUNE 30, 2020

Name of Agency: Meals on Wheels of the Salinas Valley, Inc.

Address of Agency: 40 Clark Street Suite C

Salinas CA 93907

Project Name: Home-Delivered Meal Program EMERGENCY C-1

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 type="checkbox"/>	93.053

Budget Version

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

Regina Gage 831-758-6325  
Preparer's Name (Printed) and Telephone number

Executive Director's Signature / Date

Regina Gage 831-758-6325  
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 4/9/20</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>5/1/17 By Veronica Renteria</u>

JULY 1, 2019 THRU JUNE 30, 2020

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

Agency: Meals on Wheels of the Salinas Valley, Inc.

Project: Home-Delivered Meal Program EMERGENCY C-1

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

(1) Category	(2) Cash	(3) In-Kind
Salaries	-	-
Payroll Taxes	-	-
Employee Benefits	-	-
<b>SUBTOTAL (Personnel Costs):</b>	-	-
Volunteer Reimbursement		
Travel/Volunteer Travel		
Conference/Training/Meetings		
Professional Fees: Acct/ Legal		
Equipment Purchase		
Equipment Rental and Maintenance		
Occupancy		
Insurance (Excluding Vehicle & Occupancy)		
Utilities/Communications		
Postage/Shipping		
Printing / Publications		
Public Relations /Advertising		
Membership Dues and Subscriptions		
Supplies		
Food/ Food Service	47,502	
Vehicle Operation		
Overhead: 10% limit of Grant Funding		
Awards/ Recognition/ Events		
Client Support		
Depreciation		
Nutrition Education		
Bank Services Fees		
Subcontractor		
<b>Miscellaneous: (List Separately)</b>		
Column Totals:	47,502	-
	<b>Total Budget:</b>	<b>\$ 47,502</b>

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	(+) _____	5,002	Section G, autofill
14 Federal OTO/consulting	(+) _____	-	Contract Amount
15 AAA Grant Funds	(+) _____	42,500	Contract Amount
16 Total Funding	(=) \$ _____	47,502	autofill

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

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

**SECTION E - PROGRAM INCOME**

Program Income Definitior

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

	<b>Congregate (C-1)</b>	<b>Home Delivered (C-2)</b>
24 Number of NSIP Meals Contracted	10,000	-
25 Donation per Meal	(x) \$ _____	_____
26 Program Income	(=) \$ _____	\$ _____
	Autofill to Line 10	Autofill to Line 17
27 Number of NSIP-eligible Meals-	10,000	-
28 Number of TIII Qualifying Meals-	10,000	0

*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, 2019 THRU JUNE 30, 2020

**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			\$ -
Non-Matching				\$ -
				\$ -
Volunteer In-Kind				\$ -
				\$ -
				\$ -
<b>Totals:</b>		\$ -	\$ -	\$ -

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

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

**SECTION G Schedule of Contributions - Matching**

Source of Contributions		Cash	In-Kind	Total
Donations and Contributions (Exclude Project Income)				\$ -
Government Agencies:				\$ -
Government Agencies:				\$ -
Government Agencies:	C			\$ -
Government Agencies:	D			\$ -
Government Agencies:	E			\$ -
Donations		5,002		\$ 5,002
				\$ -
				\$ -
				\$ -
<b>Totals:</b>		\$ 5,002	\$ -	\$ 5,002

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
<b>Home-Delivered Meal Program EMERGENCY C-1</b>									
Original Amount	47,502	0	0	0	42,500	0	5,002	0	5,002
Fund Increase		0	0	0	0	0	0	0	0
10.53%	47,502	0	0	0	42,500	0	5,002	0	5,002
									Test
Required Match (Original)	47,502	0	0	0	42,500	0	5,002	0	match OK
Required Match (Amended)	47,502	0	0	0	42,500	0	5,002	0	match OK

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

## Certificate Of Completion

Envelope Id: FFC343AF41D942F285DE287C359731B3	Status: Sent
Subject: Please DocuSign: MOWSV Amend #1 2020 \$154,600.pdf	
Source Envelope:	
Document Pages: 22	Signatures: 4
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Wes Morrill
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	morrillrw@co.monterey.ca.us
	IP Address: 192.92.176.114

## Record Tracking

Status: Original	Holder: Wes Morrill	Location: DocuSign
5/8/2020 1:35:39 PM	morrillrw@co.monterey.ca.us	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Social Services	Location: DocuSign

## Signer Events

Karen De Witt, Board President  
 dewitt.karen@gmail.com  
 Security Level: Email, Account Authentication (None)

## Signature

DocuSigned by:  
  
 0DFD098BF5B483...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 73.162.125.83


## Timestamp

Sent: 5/8/2020 1:55:14 PM  
 Viewed: 5/8/2020 3:33:11 PM  
 Signed: 5/8/2020 3:33:30 PM

### Electronic Record and Signature Disclosure:

Accepted: 5/8/2020 3:33:11 PM  
 ID: 8317ea97-f4ab-45e2-976f-6ad7f1f6fcc3

Robyn L Chamberlin, Treasurer  
 robynchamberlin@gmail.com  
 Security Level: Email, Account Authentication (None)


DocuSigned by:  
  
 FD0AA97900EA4C2...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 104.176.50.238

Sent: 5/8/2020 3:33:35 PM  
 Resent: 5/11/2020 9:57:32 AM  
 Resent: 5/11/2020 10:02:19 AM  
 Viewed: 5/11/2020 10:12:35 AM  
 Signed: 5/11/2020 10:14:43 AM

### Electronic Record and Signature Disclosure:

Accepted: 5/11/2020 10:12:35 AM  
 ID: dd19be91-c5aa-4772-a877-f159cce3dacf

Anne Brereton, County Counsel  
 BreretonA@co.monterey.ca.us  
 Security Level: Email, Account Authentication (None)


DocuSigned by:  
  
 07025F3AA36B44...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 192.92.176.112

Sent: 5/11/2020 10:14:47 AM  
 Viewed: 5/11/2020 10:34:27 AM  
 Signed: 5/11/2020 10:36:00 AM

### Electronic Record and Signature Disclosure:

Accepted: 5/11/2020 10:34:27 AM  
 ID: f5a6c280-bc33-4313-acb6-1990aef92841

Burcu Mousa  
 MousaB@co.monterey.ca.us  
 Assistant Auditor-Controller  
 County of Monterey  
 Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
 811C333563B9474...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 98.207.93.62

Sent: 5/11/2020 10:36:05 AM  
 Viewed: 5/12/2020 8:55:41 AM  
 Signed: 5/12/2020 8:56:50 AM

### Electronic Record and Signature Disclosure:

Signer Events	Signature	Timestamp
Accepted: 5/6/2020 11:19:26 AM ID: 08402344-807f-4a45-86ed-2decf9729bbb		
Lori A. Medina, DSS Director medinal@co.monterey.ca.us Director, Department of Social Services Security Level: Email, Account Authentication (None)		Sent: 5/12/2020 8:58:47 AM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Regina Gage, Executive Director reginag@mowsalinas.org Security Level: Email, Account Authentication (None)	<b>VIEWED</b>	Sent: 5/8/2020 1:44:53 PM Viewed: 5/8/2020 1:55:13 PM
	Using IP Address: 98.207.128.104	

**Electronic Record and Signature Disclosure:**  
Accepted: 5/8/2020 1:55:13 PM  
ID: de747924-a1c4-45e9-a31e-61d052ad58f2

Becky Cromer, DSS Finance cromerbl@co.monterey.ca.us County of Monterey Security Level: Email, Account Authentication (None)	<b>VIEWED</b>	Sent: 5/12/2020 8:56:55 AM Viewed: 5/12/2020 8:58:46 AM
	Using IP Address: 192.92.176.113	

**Electronic Record and Signature Disclosure:**  
Accepted: 5/6/2020 5:40:51 PM  
ID: 865bb7c0-8667-48ee-ac6b-c56c3339027a

Carbon Copy Events	Status	Timestamp
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	5/12/2020 8:58:47 AM
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Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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