

# COUNTY OF MONTEREY

ORIGINAL

## AMENDMENT #1 to AGREEMENT #A-13977

### Meals on Wheels of the Monterey Peninsula

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

This Amendment modifies the agreement for the provision of congregate meals, home-delivered meals and health promotion services to eligible residents of the Monterey Peninsula between the parties executed on July 5, 2018 (hereinafter, "Original Agreement") **by increasing the Federal share of cost by \$66,583 due to one-time-only Federal funding, increasing the total contract amount to \$463,623.** 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 **Exhibit AA** in conformity with the terms of this Agreement. The services are generally described as follows: Provide congregate and home-delivered meals, and health promotion services to seniors in the Monterey Peninsula Region.
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 **\$463,623.00.**
3. Section 4.0 SCOPE OF SERVICES AND ADDITIONAL PROVISIONS of the Original Agreement 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>	<b>Scope of Services/ Payment Provisions</b>
<b>Exhibit AA-1</b>	<b>Scope of Services - Title III C-1 /NSIP</b>
<b>Exhibit AA-2</b>	<b>Scope of Services - Title III C-2 /NSIP</b>
Exhibit A-3	Scope of Services - Title III D
Exhibit B	DSS Additional Provisions
<b>Exhibit CC-1</b>	<b>Budget - Title III C-1 /NSIP</b>
<b>Exhibit CC-2</b>	<b>Budget - Title III C-2 /NSIP</b>
Exhibit C-3	Budget - Title III D
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	Quarterly Monitoring Visit Report
Exhibit D-6	Equipment Acquisition Guidelines
<b>Exhibit D-7</b>	<b>Inventory Listing (AAA Funded Inventory)</b>
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

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, CC-2, and C-3**. Only the costs listed in **Exhibits CC-1, CC-2 and C-3** as contract expenses may be claimed as allowable costs. Any dispute over whether costs are allowable shall be resolved in accordance with the provisions of 45 Code of Federal Regulations, Part 74, Sub-Part F and 48 Code of Federal Regulations (CFR), Chapter 1, Part 31.

**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, and A-3**. CONTRACTOR shall meet the contracted level of service and the specified performance standards described in **Exhibits AA, AA-1, AA-2 and A-3** 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, C-1, and C-2 of the Original Agreement are rescinded, and replaced by **Exhibits AA, AA-1, AA-2, CC-1, and CC-2**, attached. **Exhibit D-7 is incorporated into this Agreement.**

If there is any conflict or inconsistency between the provisions of the AGREEMENT, or 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.

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:**

By: \_\_\_\_\_  
Henry Espinosa, Acting Director  
Department of Social Services

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

**Approved as to Form:**

                    CUB                      
Deputy County Counsel

Date: 4.15.19

**Approved as to Fiscal Provisions:**

                    B. Mason                      
Auditor-Controller's Office

Date: 4/17/2019

**CONTRACTOR:**  
**Meals on Wheels of the  
Monterey Peninsula**

By:                     [Signature]                    

Title: PRESIDENT  
(Chair/President/Vice-President)

Date: 4/5/19

By:                     [Signature]                    

Title: Sec.  
(CFO/Secretary/Treasurer)

Date: 4/4/19

SCOPE OF SERVICES/PAYMENT PROVISIONS

MEALS ON WHEELS OF THE MONTEREY PENINSULA  
 JULY 1, 2018- JUNE 30, 2019

I. CONTACT INFORMATION:

CONTRACTOR Contact Person &  
 Disaster Preparedness Coordinator: Viveca Lohr, Executive Director  
[Vlohr@mowmp.org](mailto:Vlohr@mowmp.org)

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

II. OFFICE AND SITE LOCATIONS

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

Elderly Nutrition Program Dining Sites	
Sally J. Griffin Active Living Center M-F at 12:00 p.m.	Monterey Senior Center M, T, Th, F at 11:30 am
700 Jewel Avenue Pacific Grove, CA 93950 (831) 375-4454	280 Dickman Avenue Monterey, CA 93940 (831) 646-3878
Oldemeyer Center M-F at 11:30 a.m.	
986 Hilby Avenue Seaside, CA 93955 (831) 899-6339	

### III. 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.

### IV. SERVICES TO BE PROVIDED BY CONTRACTOR

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

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

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

### 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 **Exhibits AA, AA-1, AA-2, and A-3.**

**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 are required.
- 3) Greater than \$15,000 but less than \$50,000 – Three quotes are required.

Equipment must be received by June 30, 2019 and for expenses to be claimed against this Agreement. Any equipment or physical assets obtained by CONTRACTOR utilizing funds pursuant to the terms of this Agreement shall be inventoried and considered the property of COUNTY and tendered to the COUNTY upon termination of services by CONTRACTOR. **Any equipment no longer**

needed by CONTRACTOR must be tendered to the COUNTY. Equipment purchase guidelines are outlined in Exhibit D-5. A current Inventory Listing of all equipment shall be maintained and updated with each contract and amended contract as needed (Exhibit D-7).

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

All Program Income must be received within the contract term and must be spent by the end of the fiscal year, June 30, 2019.

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

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

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

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

All Program Income must be received within the contract term and must be spent by the end of the fiscal year, June 30, 2019.

County shall pay CONTRACTOR in accordance with Exhibit B, Section I. PAYMENT BY COUNTY. Claims for payment shall be submitted in the form set forth in Exhibit D-1, Sample Invoice, by the 10<sup>th</sup> day of the month for services

rendered in the previous month, with the final invoice due no later than June 10<sup>th</sup>, 2019. CONTRACTOR acknowledges that all funding under this Agreement will be exhausted by May 31, 2019; however, services will continue through June 30, 2019 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, 2019.

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

**XI. PAYMENT SUMMARY**

<i>Funding Type</i>	<i>FY 2018-19 TOTALS</i>	<i>7/1/18 – 9/30/18 Maximum Amounts</i>
<b>Title III, C-1</b>	<b>\$161,899</b>	<b>\$25,382</b>
<b>C-1, NSIP</b>	<b>\$8,071</b>	<b>\$1,541</b>
<b>SUB-TOTAL</b>	<b>\$169,970</b>	<b>\$26,923</b>
Title III, C-2	\$211,911	\$52,978
<b>C-2, NSIP</b>	<b>\$67,847</b>	<b>\$15,886</b>
<b>SUB-TOTAL</b>	<b>\$279,758</b>	<b>\$68,864</b>
III D, Health Promotion	\$13,895	\$3,473
<b>TOTAL:</b>	<b>\$463,623</b>	<b>\$99,260</b>

The maximum amount to be paid by County to CONTRACTOR through this Agreement for the period July 1, 2018 through September 30, 2018 shall not exceed ninety-nine thousand, two hundred and sixty dollars (\$99,260). Unused funds will roll-over to the remaining contract period beginning October 1, 2018.

The total amount payable by County to CONTRACTOR through this Agreement for the period July 1, 2018 through June 30, 2019 shall not exceed **four hundred sixty-three thousand, six hundred, and twenty-three dollars (\$463,623)**.

This Agreement is funded by the California Department of Aging (CDA) Agreement #AP-1819-32. The terms and conditions of the CDA Agreement are incorporated herein by reference, and on file with County's Department of Social Services. Upon request, County will provide an electronic copy of the Agreement to CONTRACTOR.



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

**I. SERVICES TO BE PROVIDED**

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

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

CONTRACTOR shall provide nutritious hot meals Monday through Friday including but not limited to the Elderly Nutrition Program Dining Centers listed above in accordance with California Code of Regulations Title 22 Div. 1.8 Chapter 4, Article 5, Section 7638.5. Nutrition Requirements of Meals:

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

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

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

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

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

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

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

Unit of Service Measurement: 1 Meal

Estimated Service Units to be delivered/Title III C-1: 16,500

Benchmark for Title C-1 Meals to be served:

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

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

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

Unit of Service Measurement: 1 Meal

Estimated Service Units to be delivered: 16,500

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

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

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

## II. PERFORMANCE REPORTING

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

CONTRACTOR shall provide a quarterly narrative report to County describing the progress of services by October 10, 2018, January 10, 2019, April 10, 2019 and July 10, 2019. The Narrative Report shall be in the form set forth in Exhibit D-4.

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

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

### III. MATCH REQUIREMENTS

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

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

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

### IV. PAYMENT SUMMARY

The maximum amount to be paid by County to CONTRACTOR for the Title III C-1 and NSIP Program for the period July 1, 2018 through September 30, 2018 shall not exceed twenty-six thousand, nine hundred and twenty-three dollars (\$26,923). Unused funds will roll-over to the remaining contract period beginning October 1, 2018.

The maximum amount to be paid by County to CONTRACTOR for the Title III C-1 and NSIP Program for the period July 1, 2018 through June 30, 2019 shall not exceed **one hundred sixty-nine thousand, nine hundred and seventy dollars (\$169,970)**.

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

**I. SERVICES TO BE PROVIDED**

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

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

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

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

1. Service: Title III C-2 Home-delivered meal (HDM) (NAPIS 4)

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

Unit of Service Measurement: 1 Meal

Estimated Service Units to be delivered: Title III C-2 HDM: 45,000 Meals

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

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

2. Service: Nutrition Education (NAPIS 12)

Unit of Service Definition: A program to promote better health by providing accurate and culturally sensitive nutrition, physical fitness, or health (as it relates to nutrition) information and instruction to participants, caregivers, or participants in a group or individual setting overseen by a dietitian or individual of comparable expertise. Methods of education are limited for home-delivered meal program participants and are typically handout materials, but other formats may be explored. Master copy handouts will be provided to CONTRACTOR and then copied for distribution. Tracking of the number of program participants receiving materials is then tracked and reported in the GetCare database as outlined below.

Unit of Service Measurement: 1 session per participant four (4) times per year

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

Benchmark of Nutrition Education Services:

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

## II. PERFORMANCE REPORTING

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

CONTRACTOR shall provide a quarterly narrative report to County describing the progress of services by October 10, 2018, January 10, 2019, April 10, 2019 and July 10, 2019. The Narrative Report shall be in the form set forth in Exhibit D-4.

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

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

### III. MATCH REQUIREMENTS

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

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

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

### IV. PAYMENT SUMMARY

The maximum amount to be paid by County to CONTRACTOR for Title III C - 2 and NSIP Program for the period July 1, 2018 through September 30, 2018 shall not exceed sixty-eight thousand, eight hundred and sixty-four dollars (\$68,864). Unused funds will roll-over to the remaining contract period beginning October 1, 2018.

The maximum amount payable by County to CONTRACTOR for the Title III C-2 and NSIP Program for the period July 1, 2018 through June 30, 2019 shall not exceed **two hundred seventy-nine thousand, seven hundred and fifty-eight dollars (\$279,758)**.

*(remainder of this page intentionally left blank)*

# AAA Funded Inventory - Items not disposed of by Provider

Provider: **MOWMP**

Date	Site	Item	Model	Ser#	PurchDate	Cost	N/U	FY	Fund Type	Tag#	Condition
7/10/2003	Pacific Grove	Freezer 3-door	Prod # 2344893		06/26/03	\$4,373.35	N	2003	C2	7933	Good
7/10/2003	Pacific Grove	Refrigerator 1-door	Prod # 1344878		06/26/03	\$1,533.85	N	2003	C2	22398	Good
3/10/2005	Pacific Grove	Computer	Optiplex 960	J2GDDQ1	02/04/05	\$1,192.81	N	2005	C1	22401	Good
3/10/2005	Pacific Grove	Mixer - Thunderbird	A300-30 qt	0212060	02/07/05	\$6,505.27	N	2005	C1	07943	Good
2/12/2007	Pacific Grove	Ford Econoline Van	E150	1FTRE14W86DB052	05/03/06	\$19,725.00	N	2006	C2	08663	Near End of Life
4/21/2008	Pacific Grove	Utility Cart steel table 2-shelf	Vollrath	2122778	03/15/08	\$1,038.00	N	2008	C2	08737	Good
5/12/2008	Pacific Grove	True Refrigerator	TS-23	1234-1	04/14/08	\$2,310.70	N	2008	C2	08739	Good
7/7/2008	Pacific Grove	Warming Box	Metro		06/26/08	\$2,358.43	N	2008	C2	22406	Near End of Life
7/7/2008	Pacific Grove	Food Processor	Robcoupe		06/26/08	\$3,788.84	N	2008	C2	22407	Near End of Life
5/15/2013	Pacific Grove	HP Pro Computer	3500 Micro Tower	MXL24909LR	12/31/12	\$1,155.50	N	1213	C1	20256	New
5/15/2013	Pacific Grove	HP Pro Computer	3500 Micro Tower	MXL24909M9	12/31/12	\$1,155.50	N	1213	C1	20255	New
6/13/2013	Pacific Grove	Supreme Metal Steam Table	SUPHF3E		02/20/13	\$1,217.00	n	1213	C1	20259	New
6/13/2013	Pacific Grove	Supreme Metal Steam Table	SUPHF3E		02/20/13	\$1,217.00	n	1213	C1	20260	New

<u>AUTHORIZED SIGNATURE</u>	<u>TYPE NAME AND TITLE</u>
<u>DATE COMPLETED</u>	

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

**NUTRITION SERVICES BUDGET**

**BUDGET PERIOD: JULY 1, 2018 THRU JUNE 30, 2019**

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

Address of Agency: 700 Jewell Ave., Pacific Grove CA 93950

Project Name: Congregate Meal Program

**Funding Source and Federal Catalog #**

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

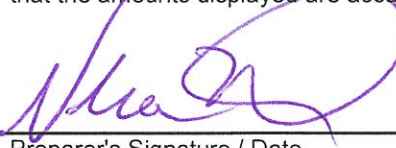
**Budget Version**

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

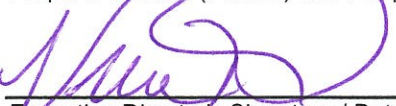
If agency is applying for more than one funding source, multiple budgets are required.

**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.

 3/27/19  
Preparer's Signature / Date

**Viveca Lohr** 831-375-4454  
Preparer's Name (Printed) and Telephone number

 3/27/19  
Executive Director's Signature / Date

**Viveca Lohr** 831-375-4454  
Executive Director's Name (Printed) and telephone number

**For Area Agency on Aging Use Only**

Reviewed for:	Date Budget Received: <u>2/21/19</u>
Completeness and Accuracy	Budget Approved by Fiscal Officer: <u>Veronica Renteria</u>
Reviewed for Allowable Costs	Budget Approved by Program: <u>49.19</u>
Indirect Cost limit 10%	Get-Care Updated by Vendor: _____
Required Match of 10.53%	Get-Care Verified by Fiscal Officer: _____
	Budget Template Last Updated: <u>3/23/18 By Veronica Renteria</u>



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

<b>Agency:</b>	Meals on Wheels of the Monterey Peninsula, Inc
<b>Project:</b>	Congregate Meal Program

**SECTION A:**

**LINE ITEM BUDGET**

(1) Category	(2) Cash	(3) In-Kind
Salaries	155,935	77,000
Payroll Taxes	15,000	
Employee Benefits	18,000	
<b>SUBTOTAL (Personnel Costs):</b>	<b>188,935</b>	<b>77,000</b>
Volunteer Reimbursement		
*Travel/Volunteer Travel		
Conference/Training/Meetings	500	
Professional Fees: Acct/ Legal	40,000	
Equipment Purchase	-	
Equipment Rental and Maintenance	40,371	
Occupancy	17,000	
Insurance (Excluding Vehicle & Occupancy)	3,500	
Utilities/Communications	5,000	
Postage/Shipping	4,500	
Printing / Publications	15,000	
Public Relations /Advertising	1,000	
Membership Dues and Subscriptions	1,000	
Supplies	3,500	
Food/ Food Service	76,908	
Vehicle Operation	8,200	
Overhead: 10% limit of Grant Funding	-	
Awards/ Recognition/ Events	500	
Client Support		
Depreciation		
Nutrition Education		
Bank Services Fees	1,000	
Subcontractor		
<b>Miscellaneous: (List Separately)</b>		
Column Totals:	406,914	77,000
	<b>Total Budget:</b>	<b>\$ 483,914</b>

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

**SECTION B:**

**SCHEDULE OF PERSONNEL COSTS**

No.	Paid Staff Positions	Annual Salary	% on Prgm	Program Cost
1	Executive Director	\$116,000.00	10%	\$ 11,600
1	Assistant Director	\$66,000.00	30%	\$ 19,800
1	Custodian	\$31,200.00	30%	\$ 9,360
1	Development Director	\$43,500.00	30%	\$ 13,050
1	Volunteer Coordinator	\$17,500.00	30%	\$ 5,250
1	HDM Manager	\$65,000.00	0.00%	\$ -
1	HDM Assistant	\$9,000.00	0.00%	\$ -
1	Food Service Manager	\$52,000.00	25.00%	\$ 13,000
1	Kitchen Staff	\$143,000.00	50.00%	\$ 71,500
1	Site Coordinator	\$16,500.00	75.00%	\$ 12,375
				\$ -
				\$ -
				\$ -
				\$ -
	<b>Total Salaries</b>	<b>\$ 559,700</b>		<b>\$ 155,935</b>
	<b>Payroll Taxes</b>			<b>\$ 15,000</b>
	<b>Employee Benefits</b>			<b>\$ 18,000</b>
	<b>Total Paid Staff</b>			<b>\$ 188,935</b>

No.	In-Kind: Donated Services	Hourly Wage	Hrs on Prgm	Program Cost
1	Volunteer Hours	\$11.00	7,000.0	\$ 77,000
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
	<b>Total In-Kind Staff</b>			<b>\$ 77,000</b>

	<b>Total Personnel Costs</b>			<b>\$ 265,935</b>
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Costs reflected on this page must equal subtotal (Personnel Costs) shown on Page 2, columns 2 and 3.

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

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

10 Program Income	(+)	<u>30,525</u>	Section E, autofill
11 NSIP	(+)	<u>8,071</u>	Contract Amount
12 Contributions - Non Matching	(+)	<u>206,419</u>	Section F, autofill
13 Contributions - Matching	(+)	<u>77,000</u>	Section G, autofill
14 Federal OTO/consulting	(+)	<u>60,371</u>	Contract Amount
15 AAA Grant Funds	(+)	<u>101,528</u>	Contract Amount
16 Total Funding	(=)	<u>\$ 483,914</u>	autofill

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

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

**SECTION E - PROGRAM INCOME**

Program Income Definition

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		<u>16,500</u>	<u>-</u>
25 Donation per Meal	(x) \$	<u>1.85</u>	<u>-</u>
26 Program Income	(=) \$	<u>30,525.00</u>	<u>-</u>
		<b>Autofill to Line 10</b>	<b>Autofill to Line 17</b>
27 Number of NSIP-eligible Meals-		<u>16,500</u>	<u>-</u>
28 Number of TIII Qualifying Meals-		<u>16,500</u>	<u>-</u>

*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		206,419		\$ 206,419
Government Agencies:	A			\$ -
Government Agencies:	B			\$ -
Government Agencies:	C			\$ -
Government Agencies:	D			\$ -
Government Agencies:	E			\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>Totals:</b>		\$ 206,419	\$ -	\$ 206,419

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)			77,000	\$ 77,000
Government Agencies:	A			\$ -
Government Agencies:	B			\$ -
Government Agencies:	C			\$ -
Government Agencies:	D			\$ -
Government Agencies:	E			\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>Totals:</b>		\$ -	\$ 77,000	\$ 77,000

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

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

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

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

See related California Department of Aging matching guidelines.

Match Req. %	GR total	NSIP	Cash non-match	IK non-match	AAA Claim	Program Income	Cash Match	IK Match	Req. Match
<b><u>Congregate Meal Program</u></b>									
Original Amount	483,914	8,071	206,419	0	161,899	30,525	0	77,000	25,156
Fund Increase		0	0	0	0	0	0	0	0
10.53%	483,914	8,071	206,419	0	161,899	30,525	0	77,000	25,156
									<b>Test</b>
Required Match (Original)	483,914	8,071	206,419	0	161,899	30,525	0	77,000	match OK
Required Match (Amended)	483,914	8,071	206,419	0	161,899	30,525	0	77,000	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, 2018 THRU JUNE 30, 2019**

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

Address of Agency: 700 Jewell Ave

Pacific Grove, CA...93950

Project Name: Home Delivered Meals

**Funding Source and Federal Catalog #**

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

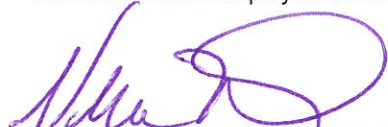
**Budget Version**

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

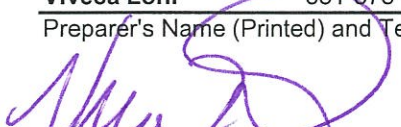
If agency is applying for more than one funding source, multiple budgets are required.

**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.

 3/27/19  
Preparer's Signature / Date

Viveca Lohr 831-375-4454  
Preparer's Name (Printed) and Telephone number

 3/27/19  
Executive Director's Signature / Date

Viveca Lohr 831-375-4454  
Executive Director's Name (Printed) and telephone number

**For Area Agency on Aging Use Only**

Reviewed for:	Date Budget Received: _____
Completeness and Accuracy	Budget Approved by Fiscal Officer: <u>Veronica Renteria</u>
Reviewed for Allowable Costs	Budget Approved by Program: <u>AMH J. L. 4.9.19</u>
Indirect Cost limit 10%	Get-Care Updated by Vendor: _____
Required Match of 10.53%	Get-Care Verified by Fiscal Officer: _____
	Budget Template Last Updated: <u>3/23/18 By Veronica Renteria</u>

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

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

**SECTION A:  
 LINE ITEM BUDGET**

(1) Category	(2) Cash	(3) In-Kind
Salaries	137,675	209,000
Payroll Taxes	25,000	
Employee Benefits	35,000	
<b>SUBTOTAL (Personnel Costs):</b>	<b>197,675</b>	<b>209,000</b>
Volunteer Reimbursement	-	
*Travel/Volunteer Travel		60,000
Conference/Training/Meetings	1,000	
Professional Fees: Acct/ Legal	18,000	
Equipment Purchase		
Equipment Rental and Maintenance	10,000	
Occupancy	20,000	
Insurance (Excluding Vehicle & Occupancy)	2,209	
Utilities/Communications	2,500	
Postage/Shipping	6,500	
Printing / Publications	10,000	
Public Relations /Advertising		
Membership Dues and Subscriptions	1,000	
Supplies	5,000	
Food/ Food Service	169,304	
Vehicle Operation	3,500	
Overhead: 10% limit of Grant Funding		
Awards/ Recognition/ Events	2,000	
Client Support		
Depreciation		
Nutrition Education		
Bank Services Fees	1,000	
Subcontractor		
<b>Miscellaneous: (List Separately)</b>		
Column Totals:	449,688	269,000
	<b>Total Budget:</b>	<b>\$ 718,688</b>

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

SECTION B:

SCHEDULE OF PERSONNEL COSTS

No.	Paid Staff Positions	Annual Salary	% on Prgm	Program Cost
1	Executive Director	\$120,000.00	10%	\$ 12,000
1	Assistant Director	\$75,000.00	10%	\$ 7,500
1	Custodian	\$31,500.00	5%	\$ 1,575
1	Development Director	\$70,000.00	10%	\$ 7,000
1	Development Assistant	\$20,000.00	20%	\$ 4,000
1	HDM Program Manager	\$52,000.00	75.00%	\$ 39,000
1	HDM Program Assistant	\$10,000.00	75.00%	\$ 7,500
1	Food Service Manager	\$52,000.00	30.00%	\$ 15,600
1	Kitchen Staff	\$145,000.00	30.00%	\$ 43,500
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
	<b>Total Salaries</b>	<b>\$ 575,500</b>		<b>\$ 137,675</b>
	<b>Payroll Taxes</b>			<b>\$ 25,000</b>
	<b>Employee Benefits</b>			<b>\$ 35,000</b>
	<b>Total Paid Staff</b>			<b>\$ 197,675</b>

No.	In-Kind: Donated Services	Hourly Wage	Hrs on Prgm	Program Cost
1	Drivers	\$11.00	13,000.0	\$ 143,000
1	Kitchen	\$11.00	4,000	\$ 44,000
1	Admin	\$11.00	2,000	\$ 22,000
				\$ -
				\$ -
				\$ -
				\$ -
	<b>Total In-Kind Staff</b>			<b>\$ 209,000</b>

	<b>Total Personnel Costs</b>			<b>\$ 406,675</b>
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Costs reflected on this page must equal subtotal (Personnel Costs) shown on Page 2, columns 2 and 3.



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

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

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

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

17 Program Income	(+) _____	45,000	Section E, autofill
18 NSIP	(+) _____	67,847	Contract Amount
19 Contributions - Non Matching	(+) _____	124,930	Section F, autofill
20 Contributions - Matching	(+) _____	269,000	Section G, autofill
21 Federal OTO/consulting	(+) _____		Contract Amount
22 AAA Grant Funds	[ ] (+) _____	211,911	Contract Amount
23 Total Funding	(=) \$ _____	718,688	autofill

**SECTION E - PROGRAM INCOME**

Program Income Definition

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

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

*Different from NSIP Meals for C-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		124,930		\$ 124,930
Government Agencies:	A			\$ -
Government Agencies:	B			\$ -
Government Agencies:	C			\$ -
Government Agencies:	D			\$ -
Government Agencies:	E			\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>Totals:</b>		\$ 124,930	\$ -	\$ 124,930

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)			209,000	\$ 209,000
Government Agencies:	A		60,000	\$ 60,000
Government Agencies:	B			\$ -
Government Agencies:	C			\$ -
Government Agencies:	D			\$ -
Government Agencies:	E			\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>Totals:</b>		\$ -	\$ 269,000	\$ 269,000

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

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

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

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

See related California Department of Aging matching guidelines.

Match Req. %	GR total	NSIP	Cash non-match	IK non-match	AAA Claim	Program Income	Cash Match	IK Match	Req. Match
<i>Home Delivered Meals</i>									
Original Amount	718,688	67,847	124,930	0	211,911	45,000	0	269,000	50,640
Fund Increase		0	0	0	0	0	0	0	0
10.53%	718,688	67,847	124,930	0	211,911	45,000	0	269,000	50,640
									<b>Test</b>
Required Match (Original)	718,688	67,847	124,930	0	211,911	45,000	0	269,000	match OK
Required Match (Amended)	718,688	67,847	124,930	0	211,911	45,000	0	269,000	match OK

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