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COUNTY OF MONTEREY

Amendment #1 to Agreement #5010-450
Health Projects Center

THIS AMENDMENT No. 1 is made and entered into by and between the County of Monterey, a political subdivision of the State of California, (hereinafter, "COUNTY"), and the Health Projects Center(hereinafter, "CONTRACTOR").

WHEREAS, the COUNTY and CONTRACTOR entered into an agreement for the provision of Family Caregiver Support Services to all of Monterey County for a term of July 1, 2024 through June 30, 2025 in the amount of $76,862 (hereinafter, "Original Agreement").

WHEREAS, the parties wish to amend the Agreement via Amendment #1 by **adding $19,845, for a new total contract amount of $96,707** with no change in contract term.

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

The Agreement is hereby amended on the terms and conditions as set forth in the Original Agreement incorporated herein by this reference, except as specifically set forth below.

1. **Section 1.0 "GENERAL DESCRIPTION",** is hereby amended as follows: "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."

2. **Section 2.0, "PAYMENT PROVISIONS"** is hereby amended as follows: "County shall pay the CONTRACTOR in accordance with the payment provisions set forth in **Exhibit AA**, subject to the limitation set forth in the Agreement. The total amount payable by County to CONTRACTOR under this Agreement shall not exceed **$96,707**."

3. **Exhibit AA**, Section I "CONTACT INFORMATION" is hereby amended to the following: "Sonia de la Rosa, Senior Accountant, 9000 Soquel Avenue, Suite 103, Santa Cruz, CA 95062, (831) 471-8312, Fax: (831) 459-8138, Sonia@hpcn.org".

4. **Exhibit AA,** Section III "**SUBAWARD INFORMATION**" is hereby amended to the following: "**Federal Award Identification Number (FAIN):** AAA-2425-32 **and AAA-2425-32-04**".

5. **Exhibit AA,** Section III "**SUBAWARD INFORMATION**" is hereby amended to the following: "**CFDA Pass-through Information and Dollar Amount:** 93.052 – Title III E Family Caregiver Support Program (FCSP) – **$96,707**"

6. **Exhibit AA,** Section V, Paragraph titled **"SERVICES TO BE PROVIDED BY CONTRACTOR"** shall be amended to the following: "CONTRACTOR shall provide the services outlined in **Exhibits AA** and **AA-1**, attached."

7. **Exhibit AA,** Section XIV, Paragraph titled "**INVOICE/PAYMENT PROVISIONS"**, shall be amended to the following: "CONTRACTOR shall comply with the appropriate benchmark requirements for service units to be delivered in order to draw down contract funds in accordance with the terms of this Agreement. The applicable benchmark for each type of service is outlined in **Exhibits AA** and **AA-1** attached", and

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"COUNTY shall pay CONTRACTOR in accordance with **Exhibit BB**".

8. **Exhibit AA,** Section XV "**PAYMENT SUMMARY**" reflects the total addition of **$19,845** for the **Caregiver Respite In-Home** funding type to the table on page 7 for a subtotal of **$43,291**, and new contract total of **$96,707**.

9. **Exhibit AA**, Section XV "**PAYMENT SUMMARY**" is hereby amended to the following: "The total amount payable by County to CONTRACTOR for the period July 1, 2024 through June 30, 2025 for Title III-E FCSP services shall not **exceed ninety-six thousand, seven hundred seven dollars ($96,707)**".

10. **Exhibit AA**, Section XV "**PAYMENT SUMMARY**" is hereby amended to the following: "This Agreement is funded by the California Department of Aging (CDA) **Agreements** #AAA-2425-32 **and AAA-2425-32-04**."

11. **Exhibit AA-1** reflects added descriptions to the **TITLE III-E (CFDA #93.052) FAMILY CAREGIVER SUPPORT PROGRAM** funded scope of services and benchmark of Service Units to be delivered.

12. **Exhibit BB replaces** Exhibit B and references the new **Exhibits AA, Exhibit AA-1 and Exhibit CC.**"

13. **Exhibit CC** replaces Exhibit C and provides the budget detail for the funds being added.

14. Except as provided herein, all remaining terms, conditions and provisions of the Agreement are unchanged and unaffected by this Amendment No. 1 and shall continue in full force and effect as set forth in the Agreement.

15. A copy of this Amendment No. 1 shall be attached to the Agreement.

(remainder of this page is intentionally blank)

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

COUNTY OF MONTEREY:

By: DocuSigned by: Roderick Franks
3CCBEC8E255F451...
DSS Director or Designee

Date: 4/17/2025 | 4:50 PM PDT

Approved as to Form

By: DocuSigned by: Anne Brereton
A46091B5DE63489...
Deputy County Counsel

Date: 3/17/2025 | 3:10 PM PDT

Approved as to Fiscal Provisions

By: DocuSigned by: Jennifer Forsyth
4E7B657875454AE...
Auditor Controller's Office

Date: 3/17/2025 | 4:38 PM PDT

CONTRACTOR:
Health Projects Center

By: DocuSigned by: John Beleutz
524EACAF737D4AD...
(Chair, President, Vice-President)

John Beleutz Executive Director
(Print Name & Title)

Date: 3/17/2025 | 10:33 AM PDT

By: Signed by: Samuel Griffith
F145382AFD88496...
(Secretary, CFO, Treasurer)

Samuel Griffith, CPO
(Print Name and Title)

Date: 3/17/2025 | 1:49 PM PDT

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EXHIBIT AA

SCOPE OF SERVICES/PAYMENT PROVISIONS

HEALTH PROJECTS CENTER
JULY 1, 2024 - JUNE 30, 2025

I. CONTACT INFORMATION

Fiscal Contact:	**Sonia de la Rosa** **Senior Accountant** **9000 Soquel Avenue, Suite 103** **Santa Cruz, CA 95062** **(831) 471-8312** **Fax: (831) 459-8138** **Sonia@hpcn.org**
Program Contact & Disaster Preparedness Coordinator:	John Beleutz Executive Director 9000 Soquel Avenue, Suite 103 Santa Cruz, CA 95062 (831) 459-6639 Fax: (831) 459-8138 john@hpcn.org
County Contract Manager:	Marleen Bush, Community Affiliation Manager Area Agency on Aging Department of Social Services 730 La Guardia Street Salinas, CA 93905 (831) 796-3342 bushml@countyofmonterey.gov

II. OFFICES

Santa Cruz: 9000 Soquel Avenue, Suite 103, Santa Cruz 95062-2097

Salinas: 150 Cayuga Street, Suite 3, Salinas 93901

Days and Hours of Service:
Monday through Friday, 9:00 a.m. until 5:00 p.m.

III. SUBAWARD INFORMATION

Sub-award: State of California Department of Aging (CDA)

CONTRACTOR UEI Number: M54NYJNZ56C5

Federal Award Identification Number (FAIN): AAA-2425-32 **and AAA-2425-32-04**

Date County Awarded Funding: July 1, 2024

CFDA Pass-through Information and Dollar Amount:
93.052 – Title III E Family Caregiver Support Program (FCSP) – **$96,707**

Federal Award Description:
Administration on Aging, Department of Health and Human Services –
National Family Caregiver Support

Research and Development: No

Indirect Cost Rate: 10%

IV. COMPLIANCE REQUIREMENTS

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

1. Clean Air Act, as amended. [42 USC § 7401]
2. Federal Water Pollution Control Act, as amended. [33 USC 1251, et *seq*.]
3. Environmental Protection Agency Regulations. [40 CFR 29] [Executive Order 11738]
4. State Contract Code (Cal. Pub. Con. Code § 10295 et seq.)
5. Unruh Civil Rights Act (Cal. Pub. Con. Code § 2010)
6. Occupational Safety and Health Administration applicable regulations [OSHA Act].

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

California Department of Aging (CDA) Program Guide: A Program Guide (or "Guide") has been created and is intended for use by CDA and the COUNTY and CONTRACTOR as a reference tool for the provision of Older Californians Act (OCA) and Older Americans Act (OAA) programs. It is also intended to be used as a reference tool for monitoring and for internal and external audits.

The Program Guide defines the responsibilities for providing OAA and OCA assistance and/or related support services to eligible older adults, adults with disabilities, family caregivers, and residents in long-term care facilities.

The Program Guide is maintained, updated, and revised by CDA. Updates are made on an annual basis, at the beginning of each state fiscal year, or whenever there is an update to federal and/or state laws, regulations, policies, and/or directives that impact guidance provided within the Program Guide.

The official copy of the Program Guide shall be kept and maintained on CDA's webpage found here:
https://aging.ca.gov/Providers_and_Partners/Area_Agencies_on_Aging/Memorandums_of_Understanding/

V. SERVICES TO BE PROVIDED BY CONTRACTOR

Services shall be provided for residents of Monterey County.

CONTRACTOR shall provide the services outlined in **Exhibits AA** and **AA-1** attached.

VI. AGING AND DISABILITY RESOURCE CONNECTION (ADRC)

CONTRACTOR shall be part of the Monterey County Aging and Disability Resource Connection (ADRC) No Wrong Door service delivery model to break down system silos for older adults, adults with disabilities, their caregivers, and families by:

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

VII. TARGETING POLICY

Recognizing that resources are limited and not all the needs of older residents can be met through Older Americans Act funding, CONTRACTOR is required to ensure best efforts and attempts are demonstrated for reaching older adults in greatest economic and social need.

CONTRACTOR is required to target older adults who face the greatest economic and social need as defined in Welfare and Institutions Code (WIC) section 9015. "Greatest economic need" means the need resulting from an income level at or below the poverty threshold established by the Bureau of the Census." Greatest social need includes the factors: physical or mental disability, language barriers, and cultural or social isolation caused by, among other things, racial and ethnic status, sexual orientation, human immunodeficiency virus (HIV) status, gender identity, or gender expression." In 2021, the HIV status was added to the factors that constitute "greatest social need".

Particular attention is required to serve older individuals that are:

- Low-income minorities
- Native Americans
- Residents in rural areas
- Limited English-Proficient (LEP) speakers
- At risk for institutionalization
- Older adults with disabilities
- Older adults with Alzheimer's disease or related dementias
- Lesbian, Gay, Bisexual, Transgender, Queer, and Intersex (LGBTQI+) persons
- Persons living with human immunodeficiency virus (HIV) or Acquired Immunodeficiency Syndrome (AIDS) or other chronic conditions

VIII. GETCARE LICENSES

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

IX. PERFORMANCE REPORTING

CONTRACTOR shall enter data monthly into the AAA GetCare System by the 10th day of the month following the month of service.

1. Caregiver Counseling: These services are considered registered which require unduplicated client counts and profile information such as name, birthdate, zip code, Veteran status, etc. for Caregivers. Activities of Daily Living (ADLs) and Instrumental Activities of Daily Living (IADLs) is needed for Care Receivers.

2. Caregiver Respite In-Home: These services are considered registered which require unduplicated client counts and profile information such as name, birthdate, zip code, Veteran status, etc. for Caregivers. Activities of Daily Living (ADLs) and Instrumental Activities of Daily Living (IADLs) is needed for Care Receivers.

3. Caregiver Information Services (includes both Community Education on Caregiving and Public Information on Caregiving): These services are considered non-registered and require estimated unduplicated client counts and service units.

CONTRACTOR shall provide quarterly narrative reports to the County describing the progress of services by October 10, 2024, January 10, 2025, April 10, 2025 and July 10, 2025. The Quarterly Narrative Reports 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 shall 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 shall provide a corrective action plan to County describing the reason for the occurrence and a plan to meet the benchmark.

X. MATCH REQUIREMENTS

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

XI. 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, 93.052.

XII. EQUIPMENT

CONTRACTOR must receive prior approval from COUNTY in writing for equipment purchases over $5,000. Property with per unit cost of $5,000 or more, all computing

devices regardless of cost including but not limited to, workstations, servers, laptops, personal digital assistants, notebook computers, tablets, smartphones, and cellphones), and all portable electronic storage media regardless of cost (including but not limited to, thumb/flash drives and portable hard drives) regardless of cost, require justification and approval by COUNTY.

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

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

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 shall select the quote that is most advantageous to the CONTRACTOR AND COUNTY. The action and results must be documented.

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

Equipment must be received by June 30, 2025, 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-6**).

XIII. 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;
- 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, 2025 for the Title IIIE services.

XIV. INVOICE/PAYMENT PROVISIONS

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

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 outlined in **Exhibits AA** and **AA-1** attached.

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.

COUNTY shall pay CONTRACTOR in accordance with **Exhibit BB,** Section I. PAYMENT BY COUNTY. Claims for payment shall be submitted in the form set forth in **Exhibit D-1**, Sample Invoice, by the 10th day of the month for services rendered in the previous month, with the final invoice for Title IIIE services is due no later than June 10, 2025.

CONTRACTOR acknowledges that all Title IIIE funding under this Agreement shall be exhausted by May 31, 2025; however, services shall continue through June 30, 2025 with other program funding and shall be recorded as Cash Match.

Exhibit D-2, Annual Closeout Summary for **Title IIIE**, shall be submitted by CONTRACTOR to County no later than July 10, 2025**.**

Exhibit D-3, Equipment Acquisition Report, shall accompany CONTRACTOR's invoice to County as appropriate. Equipment for **Title IIIE** must be received by June 30, 2025 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).**

XV. PAYMENT SUMMARY

Funding Type Title III-E, FCSP	*Fiscal Year 2024-25 TOTALS*
Caregiver Counseling	$31,675
Caregiver Respite In-Home	**$43,291**
Information Services (Includes both Community Education on Caregiving and Public Information on Caregiving)	$21,741
TOTAL	**$96,707**

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The total amount payable by County to CONTRACTOR for the period July 1, 2024 through June 30, 2025 for Title III-E FCSP services shall not **exceed ninety-six thousand, seven hundred seven dollars ($96,707).**

This Agreement is funded by the California Department of Aging (CDA) Agreements #AAA-2425-32 and **AAA-2425-32-04**. 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 shall provide an electronic copy of the Agreement to CONTRACTOR.

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EXHIBIT AA-1

TITLE III-E (CFDA #93.052)
FAMILY CAREGIVER SUPPORT PROGRAM

Services shall be provided for residents of Monterey County.

CONTRACTOR shall provide information services, support services, and access services to family caregivers. Services shall be provided in accordance with the California Code of Regulations, Title 22, Social Security, Division 1.8, California Department of Aging.

Family Caregiver Support Program - An adult (18 years of age or older) family member or another individual (e.g., friend or neighbor) who is an informal (i.e., unpaid) provider of in-home or community care to a care receiver. A care receiver is an older individual (60 years of age or older) with Alzheimer's disease or related disorders with neurological and organic brain dysfunction. [OAA § 302(3)]

1. **Caregiver Counseling:** (Registered)

   Service Definition:

   - An FCSP service provided to a caregiver by a person appropriately trained and experienced in the skills required to deliver the level of support needed for stress, depression, and loss resulting from caregiving responsibilities. This service may:

     (A) Involve his or her informal support system,
     (B) Be individual direct sessions and/or telephone consultations, and
     (C) Address caregiving-related financial and long-term placement responsibilities.

   - An FCSP service provided by experienced volunteers on the condition that appropriate training and qualified supervision protocols are in place. This was previously known as Caregiver Peer Counseling.

     Unit of Service Measurement: 1 Hour

     Estimated Service Units to be delivered: 600 Hours

     Benchmark of Service Units to be delivered:

by September 30th	150 Units	(25%)
by December 31th	300 Units	(50%)
by March 31st	450 Units	(75%)
by June 30th	600 Units	(100%)

2. **Caregiver Respite In-Home:** (Registered)

   Service Definition:

   - An FCSP respite service that includes the provision of care receiver assistance with eating, bathing, toileting, transferring, and or dressing (along with care receiver supervision and related homemaker assistance) by an appropriately skilled

provider. This was previously known as Caregiver Respite In-Home Personal Care.

- An FCSP respite service that includes the provision of care receiver day and/or overnight supervision and friendly visiting by an appropriately skilled provider or volunteer to prevent wandering and health or safety incidents. This was previously known as Caregiver Respite In-Home Supervision.

Unit of Service Measurement: 1 Hour

Estimated Units of Service to be delivered: **1,250** Hours

Benchmark of Service Units to be delivered:

by September 30th	250	Units	(**20**%)
by December 31st	500	Units	(**40**%)
by March 31st	875	Units	(**70**%)
by June 30th	**1,250**	Units	(100%)

3. **Caregiver Information Services:** (Non-Registered)

Service Definition:

- An FCSP public and media activity that conveys information to caregivers about available services, including in-person interactive presentations, booths/exhibits, or radio, TV, or website events. This service is not tailored to the needs of the individual. This was previously known as Public Information on Caregiving.
- An FCSP service designed to educate groups of current or potential caregivers and those who may provide them with assistance about available FCSP and other caregiver support resources and services (e.g., a booth at a health fair). This was previously known as Community Education on Caregiving.

Unit of Service Measurement: 1 Activity

Estimated Service Units to be provided:
Information Services: 32 Activities

Benchmark of Service Units to be delivered:

by September 30th	8 Units	(25%)
by December 31st	16 Units	(50%)
by March 31st	24 Units	(75%)
by June 30th	32 Units	(100%)

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EXHIBIT BB

MONTEREY COUNTY
DEPARTMENT OF SOCIAL SERVICES

ADDITIONAL PROVISIONS

I. PAYMENT BY COUNTY:

1.01 Monthly claims/invoices by CONTRACTOR: Not later than the tenth (10th) day of each month, CONTRACTOR shall submit to COUNTY a signed invoice setting forth the amount claimed. All invoices (monthly and final) shall be submitted in the form set forth in **Exhibit D-1**.

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

1.03 Allowable Costs:
a) Allowable costs shall be the CONTRACTOR's actual costs of developing, supervising and delivering the services under this Agreement, as set forth in **Exhibit CC**. Only the costs listed in **Exhibit CC** 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.

b) Allowable costs for travel expenses incurred while providing services under this Agreement, as set forth in **Exhibit CC**, must follow the Monterey County Auditor/Controller's Travel Policy https://www.countyofmonterey.gov/government/departments-a-h/auditor-controller/policies-and-procedures and should be invoiced the current per diem rates for lodging, meals, and mileage up to the rates listed online at www.irs.gov.

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

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

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

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

II. PERFORMANCE STANDARDS & COMPLIANCE

2.01 Outcome objectives and performance standards: CONTRACTOR shall for the entire term of this Agreement provide the service outcomes set forth in **Exhibit AA** and **AA-1**. CONTRACTOR shall meet the contracted level of service and the specified performance standards described in **Exhibit AA** and **AA-1**, unless prevented from doing so by circumstances beyond CONTRACTOR's control, including but not limited to, natural disasters, fire, theft, and shortages of necessary supplies or materials due to labor disputes.

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

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

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

2.05 Remedies for Inadequate Service Levels:

a) For each month that service falls below 80% of the contracted level, CONTRACTOR shall submit to the COUNTY an analysis of the causes of the problem and any necessary actions to be taken to correct the problem. If the problem continues for another month, the COUNTY shall meet with CONTRACTOR to explore the problem and develop an appropriate written corrective action plan with appropriate time frames.

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b) If CONTRACTOR does not carry out the required corrective action within the time frame specified, sanctions shall be applied in accordance with funding source regulations.

c) Notwithstanding Section 7.02 of the Agreement, if, after the COUNTY notifies CONTRACTOR of any sanctions to be imposed, CONTRACTOR continues in its failure to take corrective action, then COUNTY may terminate this contract by giving CONTRACTOR five (5) days' written notice.

d) If all appropriate corrective actions are taken but service still falls 80% or more below contracted level, COUNTY and CONTRACTOR may renegotiate the contracted level of service.

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

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

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

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

III. CONFIDENTIALITY

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

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

IV. NON-DISCRIMINATION

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

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

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

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

- **California Fair Employment and Housing Act**, California Government Code Sec. 12900 et seq., see especially Section 12940 (c), (h), (1), (i), and (j); and the administrative regulations issued thereunder, 2 Calif. Code of Regulations Secs. 7285.0 et seq. (Division 4 - Fair Employment and Housing Commission);

- **California Government Code Secs. 11135 - 11139.5,** as amended (Title 2, Div. 3, Part 1, Chap. 1, Art. 9.5) and any applicable administrative rules and regulations issued under these sections; including **Title 22 California Code of Regulations 98000-98413**.

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- **Federal Civil Rights Acts of 1964 and 1991** (see especially Title VI, 42 USC Secs. 2000d et seq.), as amended, and all administrative rules and regulations issued thereunder (see especially 45 CFR Part 80);

- **The Rehabilitation Act of 1973**, Secs. 503 and 504 (29 USC Sec. 793 and 794), as amended; all requirements imposed by the applicable HHS regulations (45 CFR Parts 80, 84 and 91); and all guidelines and interpretations issued pursuant thereto;

- **7 Code of Federal Regulations (CFR),** Part 15 and **28 CFR** Part 42;

- **Title II of the Americans with Disabilities Act of 1990** (P.L. 101-336), 42 U.S.C. Secs. 12101 et seq. and 47 U.S.C. Secs. 225 and 611, and any federal regulations issued pursuant thereto (see 24 CFR Chapter 1; 28 CFR Parts 35 and 36; 29 CFR Parts 1602, 1627, and 1630; and 36 CFR Part 1191);

- **Unruh Civil Rights Act**, Calif. Civil Code Sec. 51 et seq., as amended;

- **Monterey COUNTY Code**, Chap. 2.80.;

- **Age Discrimination in Employment Act 1975,** as amended **(ADEA),** 29 U.S.C. Secs 621 et seq.;

- **Equal Pay Act of 1963**, 29 U.S.C. Sec. 206(d);

- **California Equal Pay Act**, Labor Code Sec.1197.5.

- **California Government Code** Section 4450**;**

- **The Dymally-Alatorre Bilingual Services Act; Calif. Government Code Sec. 7290 et seq.**

- **The Food Stamp Act of 1977, as amended and in particular Section 272.6.**

- **California Code of Regulations, Title 24, Section 3105A(e)**

- **Removal of Barriers to Inter-Ethnic Adoption Act of 1996, Section 1808**

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

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

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

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

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

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

V. ADDITIONAL REQUIREMENTS

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

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

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

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c) Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity (federal, State, or local) with commission of any of the offenses in 5.02(b).

d) Have not, within a three-year period preceding this Agreement, had one or more public transactions (federal, State, or local) terminated for cause or default.

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

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

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

VI. CONTRACT ADMINISTRATORS

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

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

VII. CONTRACT DEPENDENT ON GOVERNMENT FUNDING

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

VIII. APPEAL PROCESS

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

a) CONTRACTOR shall first discuss the problem informally with the designated DSS Contact/Program Analyst. If the problem is not resolved, CONTRACTOR must, within

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fifteen (15) working days of the failed attempt to resolve the dispute with DSS Contact/Program Analyst, submit a written complaint, together with any evidence, to the DSS Branch Deputy Director. The complaint must include a description of the disputed issues, the legal authority/basis for each issue which supports CONTRACTOR's position, and the remedy sought. The Branch Deputy Director shall, within fifteen (15) working days after receipt of CONTRACTOR's written complaint, make a determination on the dispute, and issue a written decision and reasons therefore. All written communication shall be pursuant to Section 14. NOTICES of this Agreement. Should CONTRACTOR disagree with the decision of the Division Deputy Director, CONTRACTOR may appeal the decision to the Director of the Department of Social Services.

b) CONTRACTOR's appeal of the Branch Deputy Director's decision must be submitted to the Department Director within ten (10) working days from the date of the decision; be in writing, state the reasons why the decision is unacceptable, and include the original complaint, the decision that is the subject of appeal, and all supporting documents. Within twenty (20) working days from the date of CONTRACTOR'S appeal, the Department Director, or his/her designee, shall meet with CONTRACTOR to review the issues raised on appeal. The Department Director shall issue a final written decision within fifteen (15) working days of such meeting.

c) CONTRACTOR may appeal the final decision of the Department Director in accordance with the procedures set forth in Division 25.1 (commencing with Section 38050) of the Health and Safety Code and the regulations adopted thereunder. (Title 1, Subchapter 2.5 commencing with Section 251, or Subchapter 3 commencing with Section 300, whichever is applicable, of the California Code of Regulations).

d) CONTRACTOR shall continue to carry out the obligations under this Agreement during any dispute.

e) Costs incurred by CONTRACTOR for administrative/court review are not reimbursable by COUNTY.

EXHIBIT CC-1

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

FAMILY CAREGIVER SUPPORT BUDGET

BUDGET PERIOD: JULY 1, 2024 - JUNE 30, 2025

Name of Agency: Health Projects Center

Address of Agency: 9000 Soquel Avenue, Suite 103

Santa Cruz, CA 95062-2097

Project Name: Family Caregiver Support Program

Federal Funding Source and Federal Catalog #

Title III E	X	93.052

Budget Version

Check one:		
Original		
Revision	X	

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.

Mia Wilkins 2/21/25
Preparer's Signature / Date

Mia Wilkins, Accounting Consultant 417-766-5642
Preparer's Name (Printed) and telephone number

Executive Director's Signature / Date

John Beleutz - Site Director 831-471-8010
Executive Director's Name (Printed) and telephone number

For Area Agency on Aging Use Only

Reviewed for:
- Completeness and Accuracy
- Reviewed for Allowable Costs
- Indirect Cost limit 10%
- Required Match of 25%

Date Budget Received:
Budget Approved by Fiscal Officer: Areceli Madrid
Budget Approved by Program:
Get-Care Updated by Vendor:
Get-Care Verified by Fiscal Officer:
Budget Template Last Updated: 3/27/24 Araceli Madrid

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MONTEREY COUNTY AREA AGENCY ON AGING, PSA 32
SECTION A

Agency:	Health Projects Center
Project:	Family Caregiver Support Program

Category	(1) Information Services		(2) Access Assistance		(3) Support Services		(4) Respite Care		(5) Supplemental Services		(6) Total Title III-E Budget	
	Cash	In/Kind	Cash	In/Kind	Cash	In/Kind	Cash	In/Kind	Cash	In/Kind	Cash	In/Kind
Personnel	11,461	-	-	-	28,652	-	7,640	-	-	-	47,753	
Payroll Taxes- ERE	916	-	-	-	2,292	-	611	-	-	-	3,819	
Employee Benefits- ERE	2,980	-	-	-	7,450	-	1,987	-	-	-	12,417	
SUBTOTAL:	**15,357**	**-**	**-**	**-**	**38,394**	**-**	**10,238**	**-**	**-**	**-**	**63,989**	
*Travel	-	-	-	-	-	-	-	-	-	-	-	
Training	-	-	-	-	-	-	-	-	-	-	-	
Space	-	-	-	-	-	-	-	-	-	-	-	
Food/Food Service	-	-	-	-	-	-	-	-	-	-	-	
Client Support	-	-	-	-	-	-	84,845	-	-	-	84,845	
Equipment	-	-	-	-	-	-	-	-	-	-	-	
Materials and Supplies	-	-	-	-	-	-	-	-	-	-	-	
Operating Services	20,000	-	-	-	-	-	-	-	-	-	20,000	
Overhead: 10% limit of Grant Fundin	1,536	-	-	-	3,839	-	1,024	-	-	-	6,399	
Indirect Costs	-	-	-	-	-	-	-	-	-	-	-	
	-	-	-	-	-	-	-	-	-	-	-	
	-	-	-	-	-	-	-	-	-	-	-	-
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	-	-	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-	-	-
Total Project Costs	**36,893**	**-**	**-**	**-**	**42,233**	**-**	**96,107**	**-**	**-**	**-**	**175,233**	**-**

**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 DIRECT CAREGIVER SUPPORT SERVICES (III E)

BUDGET PERIOD JULY 1, 2024 - JUNE 30, 2025 **DATE:** 1/0/1900

SERVICE CATEGORIES	(a) Total Budgeted Costs	(b) Program Income	Non-Matching Contributions (c) Cash	(d) In-Kind	(e) State Funds	Matching Contributions (f) Cash	(g) In-Kind	(h) Federal Share
Public Information	-						-	-
Community Education	36,893					15,152	-	21,741
Total Information Services	36,893	-	-	-		15,152	-	21,741
Outreach	-						-	-
Information & Assistance	-						-	-
Interpretation/Translation	-						-	-
Legal Resources	-						-	-
Total Access Assistance Services	-	-	-	-		-	-	-
Caregiver Assessment	-						-	-
Caregiver Counseling	42,233					10,558	-	31,675
Caregiver Peer Counseling	-						-	-
Caregiver Support Group	-						-	-
Caregiver Training	-						-	-
Caregiver Case Management	-						-	-
Total Support Services	42,233	-	-	-		10,558	-	31,675
In-Home Supervision	-						-	-
Homemaker Assistance	-						-	-
In-Home Personal Care	96,107					52,816	-	43,291
Home Chore	-						-	-
Out-of-Home Day Care	-						-	-
Out-of-Home Overnight Care	-						-	-
Total Respite Care Services	96,107	-	-	-		52,816	-	43,291
Assistive Devices	-						-	-
Home Adaptations	-						-	-
Caregiving Services Registry	-						-	-
Emergency Cash/Material Aid	-						-	-
Total Supplemental Services	-	-	-	-		-	-	-
TOTAL III E DIRECT SERVICES	175,233	-	-	-		78,526	-	96,707

JULY 1, 2024 - JUNE 30, 2025

SECTION C:

SCHEDULE OF PERSONNEL COSTS

No.	Paid Staff Positions	Annual Salary	% on Prgm	Program Cost
1	Clinical Supervisor	$91,822.00	1.00%	$918.00
4	Family Consultants	$66,705.00	15.00%	$40,023.00
1	Site Director	$201,000.00	1.00%	$2,010.00
1	Intake Specialist	$58,240.00	5.00%	$2,912.00
1	Finance Director	$126,000.00	1.50%	$1,890.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
	Total Salaries	$543,767.00		$47,753.00
	Payroll Taxes - ERE			$3,820.00
	Employee Benefits- ERE			$12,416.00
	Total Paid Staff			$63,989.00

***Round all figures**

No.	In-Kind: Donated Services	Hourly Wage	Hours on Prgm	Program Cost
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
	Total In-Kind Staff			$0.00

	Total Personnel Costs			$63,989.00

Costs reflected on this page must equal subtotal (Personnel Costs) shown on Section A.

SECTION D:

JULY 1, 2024 - JUNE 30, 2025

Funding Source Summary

Category	(1) Service Information		(2) Access		(3) Caregiver Support		(4) Respite		(5) Supplemental Services		Total Title III-E Budget	
	Cash	In/Kind	Cash	In/Kind	Cash	In/Kind	Cash	In/Kind	Cash	In/Kind	Cash	In/Kind
Grant Related Income, Section E	-		-		-		-		-		-	
Contributions (+) Non-Matching, Section F	-	-	-	-	-	-	-	-	-	-	-	
Contributions (+) Matching, Section G	15,152	-	-	-	10,558	-	52,816	-	-	-	78,526	
AAA Grant Funds	**21,741**		**-**		**31,675**		**43,291**		**-**		**96,707**	
Total Funding	36,893	-	-	-	42,233	-	96,107	-	-	-	**175,233**	

*Round all figures

SECTION E:

Schedule of Program Income

Source	Amount
Total:	**$0.00**

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

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

B. Not to be included are:
   1. Revenues from non-activity related fundraisers.
   2. Gifts from philanthropic organizations or individuals.
   3. Rebates, discounts, and recoveries on losses which should be treated as "applicable credits."

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SECTION F:

Schedule of Contributions - Non Matching

Source of Contributions	Cash	In-Kind	Total
Donations and Contributions			$ -
Foundations & Organizations			$ -
Government Agencies:			$ -
Government Agencies:			$ -
Government Agencies:			$ -
Government Agencies:			$ -
			$ -
			$ -
			$ -
			$ -
Totals:	-	-	$ -

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

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

SECTION G:

Schedule of Contributions - Matching

Source of Contributions	Cash	In-Kind	Total
Donations and Contributions			$ -
Foundations and Organizations			$ -
Government Agencies: CDA	78,526		$ 78,526
Government Agencies:			$ -
Government Agencies:			$ -
Government Agencies:			$ -
			$ -
			$ -
			$ -
			$ -
Totals:	78,526	-	$ 78,526

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

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

There is a 25% minimum matching requirement on Title III E funds. To compute amount of match required: take the **Total Funding** less Program Income, less non-matching funds and multiply by the minimum % matching requirement above.
Match may be met by Cash or In-Kind contributions. See related California Department of Aging matching guidelines.

Match Req. %	GR total	Cash non-match	IK non-match	AAA Claim	Program Income	Cash Match	IK Match	Req. Match
Family Caregiver Support Program								
Original Amount	175,233	0	0	96,707	0	78,526	0	43,808
Fund Increase		0	0		0	0	0	0
25.00%	175,233	0	0	96,707	0	78,526	0	43,808
								Difference
Required Match (Original)	175,233	0	0	96,707	0	78,526	0	match OK
Required Match (Amended)	175,233	0	0	96,707	0	78,526	0	match OK

MONTEREY COUNTY AREA AGENCY ON AGING, PSA 32
SECTION A

Agency:	Health Projects Center
Project:	Family Caregiver Support Program

Category	Information Services										(6) Total Title III-E Budget	
	Public Information		Community Education									
	Cash	In/Kind	Cash	In/Kind							Cash	In/Kind
Salaries/Vol IK			11,461								11,461	-
Payroll Taxes- ERE			916								916	-
Employee Benefits- ERE			2,980								2,980	-
SUBTOTAL:	-	-	**15,357**	-	-	-	-	-	-	-	**15,357**	-
*Travel											-	-
Training											-	-
Space											-	-
Food/Food Service											-	-
Client Support											-	-
Equipment											-	-
Materials and Supplies											-	-
Operating Services			20,000								20,000	-
Overhead: 10% limit of Grant Funding			1,536								1,536	-
Indirect Costs											-	-
											-	-
											-	-
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Total Project Costs	-	-	**36,893**	-	-	-	-	-	-	-	**36,893**	-

**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.

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MONTEREY COUNTY AREA AGENCY ON AGING, PSA 32
SECTION A

Agency:	Health Projects Center
Project:	Family Caregiver Support Program

Category	Access Assistance Services										(6) Total Title III-E Budget	
	Outreach		Information & Assistance		Interpretation/Translation		Legal Resources					
	Cash	In/Kind	Cash	In/Kind	Cash	In/Kind	Cash	In/Kind	Cash	In/Kind	Cash	In/Kind
Salaries/Vol IK											-	-
Payroll Taxes- ERE											-	-
Employee Benefits- ERE											-	-
SUBTOTAL:	-	-	-	-	-	-	-	-	-	-	-	-
*Travel											-	-
Training											-	-
Space											-	-
Food/Food Service											-	-
Client Support											-	-
Equipment											-	-
Materials and Supplies											-	-
Operating Services											-	-
Overhead: 10% limit of Grant Funding											-	-
Indirect Costs											-	-
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Total Project Costs	-	-	-	-	-	-	-	-	-	-	-	-

**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.

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MONTEREY COUNTY AREA AGENCY ON AGING, PSA 32
SECTION A

Agency:	Health Projects Center
Project:	Family Caregiver Support Program

Category	Support Services												(6) Total Title III-E Budget	
	Assessment		Counseling		Peer Counseling		Support Group		Training		Case Management			
	Cash	In/Kind	Cash	In/Kind	Cash	In/Kind	Cash	In/Kind	Cash	In/Kind	Cash	In/Kind	Cash	In/Kind
Salaries/Vol IK			28,652										28,652	
Payroll Taxes- ERE			2,292										2,292	
Employee Benefits- ERE			7,450										7,450	
SUBTOTAL:	-	-	**38,394**	-	-	-	-	-	-	-	-	-	**38,394**	
*Travel													-	
Training													-	
Space													-	
Food/Food Service													-	
Client Support													-	
Equipment													-	
Materials and Supplies													-	
Operating Services													-	
Overhead: 10% limit of Grant Funding			3,839										3,839	
Indirect Costs													-	
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Total Project Costs	-	-	**42,233**	-	-	-	-	-	-	-	-	-	**42,233**	-

**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.

MONTEREY COUNTY AREA AGENCY ON AGING, PSA 32
SECTION A

Agency:	Health Projects Center
Project:	Family Caregiver Support Program

Category	Respite Care Services												(6) Total Title III-E Budget	
	In-Home Supervision		Homemaker Assistance		In-Home Personal Care		Home Chore		Out-of-Home Day Care		Out-of-Home Overnight Care			
	Cash	In/Kind	Cash	In/Kind	Cash	In/Kind	Cash	In/Kind	Cash	In/Kind	Cash	In/Kind	Cash	In/Kind
Salaries/Vol IK					7,640								7,640	-
Payroll Taxes- ERE					611								611	-
Employee Benefits- ERE					1,987								1,987	-
SUBTOTAL:	-	-	-	-	**10,238**	-	-	-	-	-	-	-	**10,238**	-
*Travel													-	-
Training													-	-
Space													-	-
Food/Food Service													-	-
Client Support					84,845								84,845	-
Equipment													-	-
Materials and Supplies													-	-
Operating Services													-	-
Overhead: 10% limit of Grant Funding					1,024								1,024	-
Indirect Costs													-	-
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Total Project Costs	-	-	-	-	**96,107**	-	-	-	-	-	-	-	**96,107**	-

**Eligible expenses shall be reimbursed per the County's Travel and Business Expense Reimbursement Policy available at:*
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MONTEREY COUNTY AREA AGENCY ON AGING, PSA 32
SECTION A

Agency:	Health Projects Center
Project:	Family Caregiver Support Program

Category	Supplemental Services										(6) Total Title III-E Budget	
	Assistive Devices		Home Adaptations		Caregiving Services Registry		Emergency Cash/Material Aid					
	Cash	In/Kind	Cash	In/Kind	Cash	In/Kind	Cash	In/Kind	Cash	In/Kind	Cash	In/Kind
Salaries/Vol IK											-	-
Payroll Taxes- ERE											-	-
Employee Benefits- ERE											-	-
SUBTOTAL:	-	-	-	-	-	-	-	-	-	-	-	-
*Travel											-	-
Training											-	-
Space											-	-
Food/Food Service											-	-
Client Support											-	-
Equipment											-	-
Materials and Supplies											-	-
Operating Services											-	-
Overhead: 10% limit of Grant Funding											-	-
Indirect Costs											-	-
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Total Project Costs	-	-	-	-	-	-	-	-	-	-	-	-

**Eligible expenses shall be reimbursed per the County's Travel and Business Expense Reimbursement Policy available at:*
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Monterey County
Board of Supervisors

168 West Alisal Street,
1st Floor
Salinas, CA 93901
831.755.5066
www.co.monterey.ca.us

Board Order

A motion was made by Supervisor Luis A. Alejo, seconded by Supervisor Glenn Church to:

Agreement No.: A-17270
a. Approve and authorize the Director or designee of the Department of Social Services to sign Amendment No.1 to Agreement #5010-450 with Health Projects Center for Family Caregiver Support Services to all of Monterey County by adding $19,845 for a new contract total of $96,707, with no change to the contract term of July 1, 2024 through June 30, 2025; and
b. Authorize the Director or designee of the Department of Social Services to sign up to three amendments to this Agreement where the total amendments do not exceed 10% ($9,671) of the amended contract amount, do not significantly change the scope of work, and do not exceed the maximum aggregate amount of $106,378.

PASSED AND ADOPTED on this 15th day of April 2025, by roll call vote:

AYES: Supervisors Alejo, Church, Lopez, Askew, and Daniels
NOES: None
ABSENT: None

I, Valerie Ralph, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book 82 for the meeting April 15, 2025.

Dated: April 16, 2025
File ID: A 25-081
Agenda Item No.: 50

Valerie Ralph, Clerk of the Board of Supervisors
County of Monterey, State of California

Emmanuel H. Santos

Emmanuel H. Santos, Deputy