

**ORIGINAL**

# COUNTY OF MONTEREY

## Alliance on Aging

### AMENDMENT #1 to AGREEMENT #A-13978

This Amendment is made and entered into by and between the County of Monterey, a political subdivision of the State of California, (hereinafter, "COUNTY"), and Alliance on Aging (hereinafter, "CONTRACTOR").

This Amendment modifies the amended agreement for services to Monterey County seniors between the parties executed on July 5, 2018 (hereinafter, "Original Agreement ") by **increasing the Federal Share of cost by \$93,117, effective January 15, 2019, increasing the total contract amount to \$532,750.** Therefore, the parties agree:

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

1.01 The County hereby engages CONTRACTOR to perform, and CONTRACTOR hereby agrees to perform, the services described in **Exhibits AA, AA-1, AA-2, AA-3, AA-4, AA-5, and AA-6** in conformity with the terms of this Agreement. The services are generally described as follows: Provide Outreach, Long Term Care Ombudsman, Health Insurance Counseling and Advocacy (HICAP), and Medi-Care Improvements for Patients & Providers (MIPPA) services to Monterey County seniors.

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 **Exhibits AA, AA-1, AA-2, AA-3, AA-4, AA-5, and AA-6**, 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 **\$532,750.00.**

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:

**Exhibit AA Scope of Services/Payment Provisions**  
**AA-1 Title III B, Outreach**  
**AA-2 Title III B, Ombudsman**  
**AA-3 Title VII A, Ombudsman**

- AA-4 Ombudsman Initiative
- AA-5 HICAP
- AA-6 MIPPA
- Exhibit B DSS Additional Provisions
- Program Budgets
  - CC-1 Title III B, Outreach
  - CC-2 Title III B, Ombudsman
  - CC-3 Title VII A, Ombudsman
  - C-4 Ombudsman Initiative
  - CC-5 HICAP
  - C-6 MIPPA (July 1 – September 30)
  - C-7 MIPPA (October 1 – June 30)
- Exhibit D-1 Sample Invoice
- Exhibit D-2 Sample Annual Closeout Summary
- Exhibit D-3 Equipment Acquisition Report
- Exhibit D-4 Sample Quarterly Narrative Report
- Exhibit D-5 Equipment Purchase Guidelines
- Exhibit D-6 AAA Funded Inventory
- Exhibit E HIPAA Certification
- Exhibit F Elder Abuse & Neglect Reporting 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, CC-3, C-4, CC-5, C-6, and C-7. Only the costs listed in Exhibits CC-1, CC-2, CC-3, C-4, CC-5, C-6, and C-7 as contract expenses may be claimed as allowable costs. Any dispute over whether costs are allowable shall be resolved in accordance with the provisions of 45 Code of Federal Regulations, Part 74, Sub-Part F and 48 Code of Federal Regulations (CFR), Chapter 1, Part 31.

**2.01 Outcome objectives and performance standards:** CONTRACTOR shall for the entire term of this Agreement provide the service outcomes set forth in Exhibits AA, AA-1, AA-2, AA-3, AA-4, AA-5, and AA-6. CONTRACTOR shall meet the contracted level of service and the specified performance standards described in Exhibits AA, AA-1, AA-2, AA-3, AA-4, AA-5, and AA-6 unless prevented from doing so by circumstances beyond CONTRACTOR's control, including but not limited to, natural disasters, fire, theft, and shortages of necessary supplies or materials due to labor disputes.

5. Exhibits A, A-1, A-2, A-3, A-4, A-5, A-6, C-1, C-2, C-3, and C-5 of the Original Agreement are rescinded, and replaced by Exhibits AA, AA-1, AA-2, AA-3, AA-4, AA-5, AA-6, CC-1, CC-2, CC-3, and CC-5, attached. Exhibit C7 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, DSS

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

**CONTRACTOR:**

**Alliance on Aging**  
By: \_\_\_\_\_  
(Chair, President, Vice-President)

JAMES A. COUNTER, PRESIDENT  
(Print Name & Title)

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

**Approved as to Form:**

AMB  
Deputy County Counsel

Date: Jan 10, 2019

By: Sam DeBrew  
(Secretary, CFO, Treasurer)

Tina T DeBrew Secretary  
(Print Name and Title)

Date: 12/19/18

**Approved as to Fiscal Provisions:**

[Signature]  
Auditor-Controller's Office

Date: 1-11-19

## SCOPE OF SERVICES/PAYMENT PROVISIONS

**ALLIANCE ON AGING**  
**JULY 1, 2018 to JUNE 30, 2019**

**I. CONTACT INFORMATION**

Contact Person: Teresa Sullivan, Executive Director  
(831) 758-4011

Disaster Preparedness Coordinator: Tamara McKee, Director of Operations  
(831) 758-4011

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

**II. OFFICES**

Salinas: 247 Main Street, Salinas CA 93901  
Monterey: 280 Dickman Avenue, Monterey CA 93940

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

**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, AA-3, AA-4, AA-5 and AA-6, attached.

## 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 each month.** Any additional licenses shall be the financial responsibility of CONTRACTOR. To obtain additional licenses, contact Alana Hawkins at RTZ, (510) 986-6700 x511, or via e-mail at [Alana@GetCare.com](mailto:Alana@GetCare.com). Licenses will be issued to individuals. When there is a change in staff, CONTRACTOR must notify the COUNTY in writing within 15 days.

## 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, AA-3, AA-4, AA-5 and AA-6.

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

## VIII. EQUIPMENT

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

Competitive quotations shall be solicited for Equipment purchases. Prices may be obtained from competitive bids, catalogs, price lists, letter, telephone quotation, agreements, multi-user contact or verbally. The names of the businesses submitting quotations, date and amount of each quotation shall be recorded and maintained. The CONTRACTOR will select the quote that is most advantageous to the CONTRACTOR AND COUNTY. The action and results must be documented.

Equipment purchases over \$500 must follow the Purchasing Guidelines thresholds below:

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

**IX. INVOICE/PAYMENT PROVISIONS (Excludes MIPPA Program)**

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 in order to draw down contract funds in accordance with the terms of this Agreement. The applicable benchmark for each type of service is identified in Exhibits AA, AA-1, AA-2, AA-3, AA-4, AA-5 and AA-6, 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.

**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.**

COUNTY shall pay CONTRACTOR in accordance with Exhibit B, Section I. PAYMENT BY COUNTY. Claims for payment shall be submitted in the form set forth in Exhibit D-1, Sample Invoice, by the 10th day of the month for services rendered in the previous month, with the final invoice due no later than June 10, 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. Equipment must be received by June 30, 2019 for expenses to be claimed against this Agreement. Any equipment or physical assets obtained by CONTRACTOR utilizing funds pursuant to the terms of this Agreement shall be inventoried and considered the property of the COUNTY and tendered to the COUNTY upon termination of services by CONTRACTOR. **Any equipment no longer needed by CONTRACTOR must be tendered to the COUNTY.**

Equipment purchase guidelines are outlined in Exhibit D-5. **A current Inventory**

**Listing of all equipment shall be maintained and updated with each contract and amended contract as needed (Exhibit D-6).**

**IX. PAYMENT SUMMARY**

<i>Funding Type</i>	<i>7/1/18– 9/30/18 Maximum Amounts</i>	<i>FY 2018-19 TOTALS</i>
<b>Title III B, Outreach</b>	\$21,816	<b>\$97,266</b>
<b>Title III B, Ombudsman</b>	\$9,268	<b>\$92,020</b>
<b>Title VII A, Ombudsman</b>	\$6,991	<b>\$35,242</b>
Ombudsman PHF	\$993	\$3,973
Ombudsman SHF	\$2,358	\$9,433
Ombudsman SNF	\$4,717	\$18,869
<b><i>SUB-TOTAL</i></b>	<b>\$46,143</b>	<b>\$256,803</b>

The maximum amount payable by COUNTY to CONTRACTOR for Outreach and all Ombudsman Services for the period July 1, 2018 through September 30, 2018 shall not exceed forty-six thousand, one hundred and forty-three dollars (\$46,143). Unused funds will roll-over to the remaining contract period beginning October 1, 2018.

The total amount payable by COUNTY to CONTRACTOR for Outreach and all Ombudsman Services for the period July 1, 2018 to June 30, 2019 shall not exceed **two hundred fifty-six thousand, eight hundred and three dollars (\$256,803).**

<i>Funding Type</i>	<i>7/1/18 – 3/31/19 Amounts</i>	<i>4/1/19 – 6/30/19 Amounts</i>	<i>FY 2018-19 TOTALS</i>
HICAP Reimbursements	\$84,441 ( <i>rolls over</i> )	\$28,147	\$112,588
State HICAP Fund	\$42,225 ( <i>rolls over</i> )	\$14,075	\$56,300
Federal SHIP Funds	\$62,699 ( <i>NO roll over</i> )	\$20,185	\$82,884
<b><i>SUB-TOTAL</i></b>	<b>\$189,365</b>	<b>\$62,407</b>	<b>\$251,772</b>

The maximum amount payable by COUNTY to CONTRACTOR for Health Insurance Counseling and Advocacy (HICAP) Services for the period July 1, 2018 through March 31, 2019 shall not exceed **one hundred eighty-nine thousand, three hundred sixty-five dollars (\$189,365).** Unused funds for HICAP Reimbursements and State HICAP Fund will roll-over to the remaining contract period beginning April 1, 2019.

The maximum amount payment by COUNTY to CONTRACTOR for Federal SHIP Funds for the period of July 1, 2018 through March 31, 2019 is **sixty-two thousand, six hundred ninety-nine dollars (\$62,699).**

The maximum amount payment by COUNTY to CONTRACTOR for Federal SHIP Funds for the period of April 1, 2019 through June 30, 2019 is **twenty thousand one hundred eighty-five dollars (\$20,185).**

The maximum amount payable by COUNTY to CONTRACTOR for HICAP Reimbursements and State HICAP funded Services for the period July 1, 2019 through June 30, 2019 shall not exceed one hundred sixty-eight thousand eight hundred eighty-eight dollars (\$168,888).

<i>Funding Type</i>	<i>7/1/18 – 9/29/18 Amounts</i>	<i>10/1/18 – 6/30/19 Amounts</i>	<i>FY 2018-19 TOTALS</i>
MIPPA SHIP	\$4,923	\$14,532	\$19,455
MIPPA AAA	\$1,248	\$3,472	\$4,720
<b><i>SUB-TOTAL</i></b>	\$6,171	\$18,004	\$24,175

The maximum amount payable by COUNTY to CONTRACTOR for Medicare Improvements for Patients and Providers (MIPPA) Services for the period July 1, 2018 through September 29, 2018 shall not exceed six thousand, one hundred seventy-one dollars (\$6,171).

The maximum amount payable by COUNTY to CONTRACTOR for MIPPA Services for the period October 1, 2018 through June 30, 2019 shall not exceed eighteen thousand and four dollars (\$18,004).

<b>GRAND TOTAL:</b>	<b>\$532,750</b>
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The maximum amount payable by COUNTY to CONTRACTOR for all services under this Agreement for the period July 1, 2018 through June 30, 2019 shall not exceed five hundred thirty-two thousand, seven hundred and fifty dollars (\$532,750).

This Agreement is funded by the California Department of Aging (CDA) Agreements #AP-1819-32, #HI-1718-32, #MI-1718-32 and #MI-1819-32. The terms and conditions of these CDA Agreements 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 Agreements to CONTRACTOR.

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

**I. SERVICES TO BE PROVIDED**

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

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

1. Service:

Outreach (NAPIS 14)

Unit of Service Definition:

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

Unit of Service Measurement:

1 Contact

Estimated Service Units to be delivered: 7,500

Benchmark of Service Units to be delivered:

by September 30 <sup>th</sup> :	1,875 Units	(25%)
by December 31 <sup>st</sup> :	3,750 Units	(50%)
by March 31 <sup>st</sup> :	5,625 Units	(75%)
by June 30 <sup>th</sup> :	7,500 Units	(100%)

2. Service:

Outreach (National Aging Program Information System [NAPIS] 14) Senior Benefit Clinics

Unit of Service Definition:

One-on-one contact with individuals at Senior Benefit Clinics. Individuals are screened, determined eligible for services, and enrollment assistance is provided when needed.

Unit of Service Measurement:

1 Contact

Estimated Service Units to be delivered: 500

Benchmark of Service Units to be delivered:

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

3. **Service:**

**Distribution of Senior Farmers' Market Coupon booklets and Monterey Salinas Transit bus passes.**

**Unit of Service Definition:**

**Provide resources to older adults that meet pre-determined criteria and use provided signature logs for tracking purposes. Follow prescribed procedures as established.**

**Unit of Service Measurement:**

**1 Coupon or 1 Bus Pass**

**Estimated Service Units to be delivered: 600**

**Benchmark of Service Units to be delivered:**

**by March 31<sup>st</sup>: 150 Units (25%)**

**by June 30<sup>th</sup>: 600 Units (100%)**

**II. PERFORMANCE REPORTING**

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

CONTRACTOR shall provide a quarterly narrative report to the COUNTY describing the progress of services rendered in the previous quarter by the 10th day of the following month. The Narrative Report shall be in the form of Exhibit D-4.

**CONTRACTOR shall provide participant signature logs to COUNTY from the distribution of Senior Farmers' Market Coupon booklets and Monterey Salinas Transit bus passes monthly or as needed by the County Contract Manager.**

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

If CONTRACTOR falls below the required benchmark percentage for two (2) consecutive quarters, CONTRACTOR will provide, if requested 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-B requires a local cash/in-kind match of 10.53%. The required match is calculated by taking the total budgeted costs less program income and non-matching contributions, multiplied by the matching requirement percentage.

If in-kind match is applied, sub-contractor must provide written documentation explaining how the in-kind was determined and valued. Sub-contractor is required to maintain proper documentation supporting cash/ in-kind claimed and must be available upon request.

**IV. PAYMENT SUMMARY**

The maximum amount payable by COUNTY to CONTRACTOR for Title III-B-Outreach for the period July 1, 2018 through September 30, 2018 shall not exceed twenty-one thousand, eight hundred and sixteen dollars (\$21,816). Unused funds will roll-over to the remaining contract period beginning October 1, 2018.

The total amount payable by COUNTY to CONTRACTOR for Title III-B-Outreach for the period July 1, 2018 to June 30, 2019 shall not exceed **ninety-seven thousand, two hundred and sixty-six dollars (\$97,266)**.

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

**I. SERVICES TO BE PROVIDED**

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

**1. Service and Definition:**

**Complaint Resolution Satisfaction Rate that is based on percentage of number of completed complaint investigations divided by total number of complaints.**

**Benchmark is to achieve 90% completion.**

**2. Service and Definition:**

**Work with Resident Councils at facilities. Begins with initial contact of appropriate staff/volunteers through continued participation at meetings.**

**Unit of Service Measurement: Each Council**

**Estimated Service Units to be delivered: 20**

**Benchmark of Service Units to be delivered:**

by March 31<sup>st</sup>:      15 Units      (72%)

by June 30<sup>th</sup>:      20 Units      (100%)

**3. Service and Definition:**

**Consultation to facilities by providing information to staff at facilities.**

**Unit of Service Measurement: Each occurrence**

**Estimated Service Units to be delivered: 50**

**Benchmark of Service Units to be delivered:**

by March 31<sup>st</sup>:      38 Units      (76%)

by June 30<sup>th</sup>:      50 Units      (100%)

**4. Service and Definition:**

**Information/consultation to individuals (residents, family members, and others that support residents -- not employed by facility).**

**Unit of Service Measurement: Each occurrence**

**Estimated Service Units to be delivered: 300**

**Benchmark of Service Units to be delivered:**

by March 31<sup>st</sup>:      225 Units      (75%)

by June 30<sup>th</sup>:      300 Units      (100%)

**II. PERFORMANCE REPORTING**

CONTRACTOR shall report program data as required in the Ombudsman Data Integration Network (ODIN) Reporting System.

CONTRACTOR shall provide a quarterly narrative report to the COUNTY describing the progress of services by October 10, 2018, January 10, 2019, April 10, 2019 and July 10, 2019. CONTRACTOR to

attach copy of ODIN data reports to the quarterly narrative. The Narrative Report shall be in the form of Exhibit D-4.

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

If CONTRACTOR falls below the required benchmark percentage for two (2) consecutive quarters, CONTRACTOR will provide a corrective action plan to the Area Agency on Aging (AAA) upon request describing the reason for the occurrence and a plan to meet the benchmark.

### **III. MATCH REQUIREMENTS**

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

If in-kind match is applied, sub-contractor must provide written documentation explaining how the in-kind was determined and valued. Sub-contractor is required to maintain proper documentation supporting cash/ in-kind claimed and must be available upon request.

### **IV. PAYMENT SUMMARY**

The maximum amount payable by COUNTY to CONTRACTOR for Title III-B-Ombudsman for the period July 1, 2018 through September 30, 2018 shall not exceed nine thousand, two hundred and sixty-eight dollars (\$9,268). Unused funds will roll-over to the remaining contract period beginning October 1, 2018.

The total amount payable by COUNTY to CONTRACTOR for Title III-B-Ombudsman for the period July 1, 2018 to June 30, 2019 shall not exceed **ninety-two thousand and twenty dollars (\$92,020)**.

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

**I. SERVICES TO BE PROVIDED**

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

**1. Service and Definition:**

**Community education events where Ombudsman volunteers and/or staff participates in local health fairs, public gatherings, public meetings, or similar events.**

**Unit of Service Measurement: Each event**

**Estimated Service Units to be delivered: 10**

**Benchmark of Service Units to be delivered:**

<b>by September 30<sup>th</sup>:</b>	<b>3 Units</b>	<b>(33%)</b>
<b>by December 31<sup>st</sup>:</b>	<b>5 Units</b>	<b>(50%)</b>
<b>by March 31<sup>st</sup>:</b>	<b>7 Units</b>	<b>(70%)</b>
<b>by June 30<sup>th</sup>:</b>	<b>10 Units</b>	<b>(100%)</b>

**II. PERFORMANCE REPORTING**

CONTRACTOR shall report program data as required in the ODIN reporting system.

CONTRACTOR shall provide a quarterly narrative report to the COUNTY describing the progress of services by October 10, 2018, January 10, 2019, April 10, 2019 and July 10, 2019. CONTRACTOR shall attach a copy of ODIN data reports to the quarterly narrative. The Narrative Report shall be in the form of Exhibit D-4.

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

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

**III. MATCH REQUIREMENTS**

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

**IV. PAYMENT SUMMARY**

The maximum amount payable by COUNTY to CONTRACTOR for Title VII-A Ombudsman for the period July 1, 2018 through September 30, 2018 shall not exceed six thousand nine hundred and ninety-one dollars (\$6,991). Unused funds will roll-over to the remaining contract period beginning October 1, 2018.

The total amount payable by COUNTY to CONTRACTOR for Title VII-A Ombudsman for the period July 1, 2018 to June 30, 2019 shall not exceed **thirty-five thousand, two hundred and forty-two dollars (\$35,242)**.

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**OMBUDSMAN INITIATIVE  
SCOPE OF SERVICES**

**I. SERVICES TO BE PROVIDED**

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

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

**1. Service and Definition:**

**Facility coverage at skilled nursing residential care facilities where Ombudsman volunteers visit the facility and engage with residents and/or staff (other than response to a complaint).**

**Benchmark is the percentage of facilities visited out of the total number in the County. The goal is to visit 100% of the facilities each quarter.**

**II. PERFORMANCE REPORTING**

CONTRACTOR shall report program data as required in the ODIN Reporting System.

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

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

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

**III. MATCH REQUIREMENTS**

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

**IV. PAYMENT SUMMARY**

The maximum amount payable by COUNTY to CONTRACTOR for Ombudsman Initiative – Senior Nursing Facilities (SNF) Quality and Accountability, State Health Facilities Citation Penalties Account (SHF) and Public Health Licensing & Certification Program Fund (PHF) for the period July 1, 2018 through September 30, 2018 shall not exceed eight thousand sixty-eight dollars (\$8,068). Unused funds will roll-over to the remaining contract period beginning October 1, 2018.

The total amount payable by COUNTY to CONTRACTOR for Ombudsman Initiative SNF, SHF and PHF for the period July 1, 2018 to June 30, 2019 shall not exceed thirty-two thousand, two hundred seventy-five dollars (\$32,275).



<i>Funding Type</i>	<i>FY 2018-19 TOTALS</i>	<i>7/1/18– 9/30/18 Maximum Amounts</i>
Ombudsman PHF	\$3,973	\$993
Ombudsman SHF	\$9,433	\$2,358
Ombudsman SNF	\$18,869	\$4,717
<b><i>SUB-TOTALS:</i></b>	\$32,275	\$8,068

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

**I. SERVICES TO BE PROVIDED**

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

1. Estimated Number of finalized intakes for each Public Service Area (PSA); Clients Counseled: 1,821  
 Note: Clients Counseled equals the number of Intakes closed and finalized by the Program Manager.
2. Estimated Number of Public and Media Events: 126  
 Note: Public and Media events include education/outreach presentations, booths/exhibits at health/senior fairs, and enrollment events, excluding public service announcements and printed outreach.
3. Estimated Number of Contacts for all Clients Counseled: 2,779  
 Note: This includes all counseling contacts via telephone, in-person at home, in-person at site, and electronic contacts (e-mail, fax, etc.) for duplicated client counts.
4. Estimated Number of Persons Reached at Public and Media Events: 2,787  
 Note: This includes the estimated number of attendees (e.g., people actually attending the event, not just receiving a flyer) reached through presentations, and those reached through booths/exhibits at health/senior fairs, and those enrolled at enrollment events, excluding public service announcements and printed outreach materials.
5. Estimated Number of Contacts with Beneficiaries with Medicare Status Due to a Disability: 309  
 Note: This includes all counseling contacts via telephone, in-person at home, in-person at site, and electronic contacts (e-mail, fax, etc.). Results are duplicated client counts with Medicare beneficiaries due to disability and not yet age 65.
6. Estimated Unduplicated Number of Low Income Beneficiaries: 1,569  
 Note: This is the number of unduplicated low-income Medicare beneficiary contacts and/or contacts that discussed low-income subsidy (LIS). Low income means 150 percent of the Federal Poverty Level (FPL).

7. Estimated Number of Enrollment and Enrollment Assistance Contacts: 2,242  
Note: This is the number of unduplicated enrollment contacts during which one or more qualifying enrollment topics were discussed. This includes all enrollment assistance, not just Part D.
8. Estimated Part D Enrollment and Enrollment Assistance Contacts: 1,387  
Note: This is a subset of all enrollment assistance in #7. It includes the number of unduplicated Part D enrollment contacts during which one or more qualifying Part D enrollment topics were discussed.
9. Estimated Number of Counselor FTE hours: 1,420

**Benchmark of Services Provided:**

CONTRACTOR shall provide Twenty-five percent (25%) of services specified in Services 1 through 8 as reported in the CONTRACTOR'S quarterly report. There will be some fluctuation by quarter in the services specified in Services 1 through 8 as driven by customer demand. It is anticipated that by June 30<sup>th</sup>, 2019 100% of specified services will have been provided.

## **II. PERFORMANCE REPORTING**

CONTRACTOR shall enter data monthly into the CDA Statewide HICAP Automated Reporting System (SHARP) System by the 10th day of the month following the month of service.

CONTRACTOR shall provide a quarterly narrative report to the COUNTY describing the progress of services by October 10, 2018, January 10, 2019, April 10, 2019 and July 10, 2019. CONTRACTOR shall attach a copy of CDA SHARP data reports to the quarterly narrative. The Narrative Report shall be in the form of Exhibit D-4.

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

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

## **III. MATCH REQUIREMENTS**

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

## **IV. PAYMENT SUMMARY**

The maximum amount payable by COUNTY to CONTRACTOR for Health Insurance Counseling and Advocacy (HICAP) Services for the period July 1, 2018 through March 31, 2019 shall not exceed **one hundred eighty-nine thousand, three hundred sixty-five dollars (\$189,365)**. **Unused funds for HICAP Reimbursements and State HICAP Fund will roll-over to the remaining contract period beginning April 1, 2019.**

**The maximum amount payment by COUNTY to CONTRACTOR for Federal SHIP Funds for the period of July 1, 2018 through March 31, 2019 is sixty-two thousand, six hundred ninety-nine dollars (\$62,699).**

**The maximum amount payment by COUNTY to CONTRACTOR for Federal SHIP Funds for the period of April 1, 2019 through June 30, 2019 is twenty thousand one hundred eighty-five dollars (\$20,185).**

**The maximum amount payable by COUNTY to CONTRACTOR for HICAP Reimbursements and State HICAP funded Services for the period July 1, 2019 through June 30, 2019 shall not exceed one hundred sixty-eight thousand eight hundred eighty-eight dollars (\$168,888).**

*(remainder of this page intentionally left blank)*

**MIPPA SHIP and MIPPA AAA  
MEDICARE IMPROVEMENTS FOR PATIENTS AND PROVIDERS ACT  
(CFDA #93.071)**

**FUNDING SOURCE: State Agreement MI-1819-32**

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

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

“Affordable Care Act (ACA) MIPPA” funding is contingent on meeting a minimum percent of the individual PSA’s total performance benchmarks in FY 2018-18. CDA will evaluate achievement of performance benchmarks for the reporting period ending September 29, 2018.

Service:

Medicare Improvements for Patients and Providers Act

Unit of Service Definition & Measurement:

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

Estimated Service Units to be delivered: 17

Benchmark of Service Units to be delivered:

by September 29<sup>th</sup> 17 Units (100%)

**II. PERFORMANCE REPORTING**

CONTRACTOR shall provide a quarterly narrative report to the 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.

CONTRACTOR shall submit monthly MIPPA reports to the California Department of Aging (CDA) and to the COUNTY. All data reports must be completed in the format required and provided by CDA and available on the CDA website: <http://www.aging.ca.gov/ProgramsProviders/AAA/MIPPA/>

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

**III. MATCH REQUIREMENTS**

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

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

Claims for payment will be submitted electronically through the GetCare System.

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

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. Equipment must be received by June 30, 2019 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. Equipment purchase guidelines are outlined in Exhibit D-5.

#### **V. PAYMENT SUMMARY**

The maximum amount payable by COUNTY to CONTRACTOR for MIPPA SHIP and MIPPA AAA for the period July 1, 2018 to September 29, 2019 shall not exceed six thousand one hundred seventy-one dollars (\$6,171).

**The maximum amount payable by COUNTY to CONTRACTOR for HICAP MIPPA and AAA MIPPA for the period October 1, 2018 through June 30, 2019 shall not exceed eighteen thousand and four dollars (\$18,004).**

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Monterey County AAA Budget Certification Report

Fiscal Year: 18/19

Title III-B Outreach

ExpCat	Budget Cash	Budget InKind
Salaries / Vol IK	65,055	11,447
Payroll Taxes	5,050	-
Employee Benefits	7,519	-
Volunteer Reimbursements	-	-
Conference / Trainings / Meetings	-	-
Travel / Vol Travel	-	-
Professional Fees: Acctg/Legal/DP	-	-
Equipment Purchase	-	-
Equipment Rental / Maintenance	1,000	-
Occupancy	3,300	-
Insurance (Not Vech / Occ)	-	-
Utilities / Communications	1,500	-
Postage / Shipping	300	-
Printing / Publication	1,500	-
Public Relations / Advertising	500	-
Subs / Membership Dues	-	-
Supplies	1,000	-
Food / Food Service	-	-
Vehicle Operation	1,700	-
Overhead (10% limit)	8,842	-
Awards / Events	-	-
Client Support	-	-
Federal Mental Health	-	-
Low Income Subsidy	-	-
Depreciation	-	-
Nutrition Education	-	-
Bank Service Fees	-	-
Subcontractor	-	-
Miscellaneous	-	-
<b>Expense Totals</b>	<b>97,266</b>	<b>11,447</b>

108,713

AAA Grant	NSIP Grant	OTO Grant	Project Income	CNonMatch	IKNonMatch	CashMatch	IKMatch	GRTotal	Required Match
87,266	-	10,000	-	-	-	-	11,447	108,713	11,447

I certify that the amounts displayed are accurate and correct.

*Lena Seuren*  
Provider Signature

Approved by *Veronica Renteria* Date 11/27/18  
AAA Fiscal Officer

Approved by *[Signature]* Date 11-29-18  
AAA Management Analyst

Revision Date 12-17-2018

Monterey County AAA Budget Certification Report

EXHIBIT CC-2

Fiscal Year: 18/19

Title III-B Ombudsman

ExpCat	Budget Cash	Budget InKind
Salaries / Vol IK	67,882	10,830
Payroll Taxes	3,926	-
Employee Benefits	7,148	-
Volunteer Reimbursements	-	-
Travel / Vol Travel	1,600	-
Conference / Trainings / Meetings	-	-
Professional Fees: Acctg/Legal/DP	-	-
Equipment Purchase	-	-
Equipment Rental / Maintenance	800	-
Occupancy	-	-
Insurance (Not Vech / Occ)	-	-
Utilities / Communications	700	-
Postage / Shipping	100	-
Printing / Publication	400	-
Public Relations / Advertising	-	-
Subs / Membership Dues	-	-
Supplies	500	-
Food / Food Service	600	-
Vehicle Operation	-	-
Overhead (10% limit)	8,364	-
Awards / Events	-	-
Client Support	-	-
Federal Mental Health	-	-
Low Income Subsidy	-	-
Depreciation	-	-
Nutrition Education	-	-
Bank Service Fees	-	-
Subcontractor	-	-
Miscellaneous	-	-
<b>Expense Totals</b>	<b>92,020</b>	<b>10,830</b>

102,850

AAA Grant 37,072    NSIP Grant -    OTO Grant 54,948

Project Income -    CNonMatch -    IKNonMatch -    CashMatch -    IKMatch 10,830    GRTotal 102,850    Required Match 10,830

I certify that the amounts displayed are accurate and correct.

*Jessie Lewin*  
Provider Signature

Date 11/27/18

Revision Date 12-17-2018

Approved by *Venomena Renteria*  
AAA Fiscal Officer

Date 11/29/18

Approved by *[Signature]*  
AAA Management Analyst



Monterey County AAA Budget Certification Report

EXHIBIT CC-3

Fiscal Year: 18/19

Title 7A Ombudsman

ExpCat	Budget Cash	Budget InKind
Salaries / Vol IK	18,929	-
Payroll Taxes	1,448	-
Employee Benefits	2,775	-
Volunteer Reimbursements	-	-
Travel / Vol Travel	2,000	-
Conference / Trainings / Meetings	-	-
Professional Fees: Acctg/Legal/DP	-	-
Equipment Purchase	-	-
Equipment Rental / Maintenance	630	-
Occupancy	4,755	-
Insurance (Not Vech / Occ)	-	-
Utilities / Communications	800	-
Postage / Shipping	100	-
Printing / Publication	-	-
Public Relations / Advertising	-	-
Subs / Membership Dues	-	-
Supplies	465	-
Food / Food Service	138	-
Vehicle Operation	-	-
Overhead (10% limit)	3,202	-
Awards / Events	-	-
Client Support	-	-
Federal Mental Health	-	-
Low Income Subsidy	-	-
Depreciation	-	-
Nutrition Education	-	-
Bank Service Fees	-	-
Subcontractor	-	-
Miscellaneous	-	-
<b>Expense Totals</b>	<b>35,242</b>	<b>0</b>

Project Income	CNonMatch	IKNonMatch	CashMatch	IKMatch	GRTotal	Required Match
AAA Grant	NSIP Grant	OTO Grant			35,242	
27,962		7,280				

I certify that the amounts displayed are accurate and correct.

*Wendy Renteria*  
Provider Signature

Date 11/27/18

Revision Date 12-17-2018

Approved by

*Wendy Renteria*  
AAA Fiscal Officer

Approved by

*[Signature]*  
AAA Management Analyst

Date 11-29-18

Monterey County AAA Budget Certification Report  
July 1, 2018 - June 30, 2019

Fiscal Year: 2018/2019

Alliance on Aging HICAP Fund

ExpCat	Budget Cash	Budget InKind
Salaries / Vol IK	30,394	-
Payroll Taxes	2,325	-
Employee Benefits	4,772	-
Volunteer Reimbursements	-	-
Travel / Vol Travel	900	-
Conference / Trainings / Meetings	600	-
Professional Fees: Actg/Legal/DP	-	-
Equipment Purchase	-	-
Equipment Rental / Maintenance	1,000	-
Occupancy	4,570	-
Insurance (Not Vech / Occ)	-	-
Utilities / Communications	1,700	-
Postage / Shipping	421	-
Printing / Publication	500	-
Public Relations / Advertising	2,000	-
Subs / Membership Dues	800	-
Supplies	1,000	-
Food / Food Service	-	-
Vehicle Operation	200	-
Overhead (10% limit)	5,118	-
Awards / Events	-	-
Client Support	-	-
Federal Mental Health	-	-
Low Income Subsidy	-	-
Depreciation	-	-
Nutrition Education	-	-
Bank Service Fees	-	-
Subcontractor	-	-
Miscellaneous	-	-
<b>Expense Totals</b>	<b>56,300</b>	<b>56,300</b>

Project Income	CNonMatch	CashMatch	IKMatch	GRTotal	Required Match
AAA Grant	NSIP Grant	OTO Grant		56,300	-
56,300	-	-	-		

I certify that the amounts displayed are accurate and correct.

*Jeena Jeeva*  
Provider Signature

Date 12/7/18

Revision Date 12-17-2018

Approved by *Veronica Kenton*  
AAA Fiscal Officer

Approved by *[Signature]*  
AAA Management Analyst

Monterey County AAA Budget Certification Report  
July 1, 2018 - June 30, 2019

Fiscal Year: 2018/2019

Alliance on Aging HICAP Reimbursement

ExpCat	Budget Cash	Budget InKind
Salaries / Vol IK	61,524	-
Payroll Taxes	4,707	-
Employee Benefits	9,684	-
Volunteer Reimbursements	-	-
Travel / Vol Travel	684	-
Conference / Trainings / Meetings	900	-
Professional Fees: Acctg/Legal/DP	-	-
Equipment Purchase	-	-
Equipment Rental / Maintenance	2,779	-
Occupancy	9,222	-
Insurance (Not Vech / Occ)	-	-
Utilities / Communications	3,000	-
Postage / Shipping	500	-
Printing / Publication	1,600	-
Public Relations / Advertising	5,000	-
Subs / Membership Dues	800	-
Supplies	1,853	-
Food / Food Service	-	-
Vehicle Operation	100	-
Overhead (10% limit)	10,235	-
Awards / Events	-	-
Client Support	-	-
Federal Mental Health	-	-
Low Income Subsidy	-	-
Depreciation	-	-
Nutrition Education	-	-
Bank Service Fees	-	-
Subcontractor	-	-
Miscellaneous	-	-
<b>Expense Totals</b>	<b>112,588</b>	<b>112,588</b>

AAA Grant	NSIP Grant	OTO Grant
112,588	-	-

Project Income	CNonMatch	IKNonMatch	CashMatch	IKMatch	GRTotal	Required Match
-	-	-	-	-	112,588	-

I certify that the amounts displayed are accurate and correct. Revision Date 12-18-2018

Approved by [Signature] Date 12/7/18  
 AAA Fiscal Officer  
 Approved by [Signature] Date 12/20/18  
 AAA Management Analyst

Monterey County AAA Budget Certification Report  
July 1, 2018 - March 31, 2019

Fiscal Year: 2018/2019

HICAP Ship Fund

ExpCat	O' Budget Cash	Budget InKind
Salaries / Vol IK	33,994	-
Payroll Taxes	2,604	-
Employee Benefits	5,193	-
Volunteer Reimbursements	-	-
Travel / Vol Travel	450	-
Conference / Trainings / Meetings	812	-
Professional Fees: Acctg/Legal/DP	-	-
Equipment Purchase	-	-
Equipment Rental / Maintenance	2,262	-
Occupancy	5,000	-
Insurance (Not Vech / Occ)	-	-
Utilities / Communications	1,340	-
Postage / Shipping	300	-
Printing / Publication	1,177	-
Public Relations / Advertising	2,800	-
Subs / Membership Dues	300	-
Supplies	770	-
Food / Food Service	-	-
Vehicle Operation	-	-
Overhead (10% limit)	5,697	-
Awards / Events	-	-
Client Support	-	-
Federal Mental Health	-	-
Low Income Subsidy	-	-
Depreciation	-	-
Nutrition Education	-	-
Bank Service Fees	-	-
Subcontractor	-	-
Miscellaneous	-	-
<b>Expense Totals</b>	<b>62,699</b>	<b>0</b>

AAA Grant 59,814    NSIP Grant -    OTO Grant 2,885

Project Income    CNonMatch    IKNonMatch    CashMatch    IKMatch    GRTotal 62,699    Required Match

I certify that the amounts displayed are accurate and correct.

Revision Date 12-17-2018

*Jessa Dullen*  
Provider Signature

Date 12/17/18

*Christina K...  
AAA Fiscal Officer*

Approved by

*[Signature]  
AAA Management Analyst*

Approved by

Date 12.20.18

Monterey County AAA Budget Certification Report  
April 1, 2019 - June 30, 2019

Fiscal Year: 2018/2019

HICAP Ship Fund

ExpCat	Budget Cash	Budget InKind
Salaries / Vol IK	10,897	-
Payroll Taxes	834	-
Employee Benefits	1,635	-
Volunteer Reimbursements	-	-
Travel / Vol Travel	190	-
Conference / Trainings / Meetings	495	-
Professional Fees: Acctg/Legal/DP	-	-
Equipment Purchase	-	-
Equipment Rental / Maintenance	655	-
Occupancy	1,664	-
Insurance (Not Vech / Occ)	-	-
Utilities / Communications	447	-
Postage / Shipping	-	-
Printing / Publication	175	-
Public Relations / Advertising	800	-
Subs / Membership Dues	-	-
Supplies	558	-
Food / Food Service	-	-
Vehicle Operation	-	-
Overhead (10% limit)	1,835	-
Awards / Events	-	-
Client Support	-	-
Federal Mental Health	-	-
Low Income Subsidy	-	-
Depreciation	-	-
Nutrition Education	-	-
Bank Service Fees	-	-
Subcontractor	-	-
Miscellaneous	-	-
<b>Expense Totals</b>	<b>20,185</b>	<b>-</b>

AAA Grant 20,185 OTO Grant -

Project Income CNonMatch IKNonMatch CashMatch IKMatch GRTotal 20,185 Required Match -

I certify that the amounts displayed are accurate and correct. Revision Date 12-19-2018

Approved by [Signature] Date 12/19/18  
 AAA Fiscal Officer  
 Approved by [Signature] Date 12.20.18  
 AAA Management Analyst

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

**MIPPA BUDGET**

**BUDGET PERIOD:** October 1, 2018 - June 30, 2019

Name of Agency: Alliance On Aging, Inc.

Address of Agency: 247 Main Street  
Salinas, CA 93901

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

**Funding Source and Catalog #**

Check one:	Federal Funds	<input checked="" type="checkbox"/>	93 071	MIPPA: Priority Area 1 SHIPs
	Federal Funds	<input checked="" type="checkbox"/>	93 071	MIPPA: Priority Area 2 AAAs

**Budget Version**

Check one:	Original	<input checked="" type="checkbox"/>	11/27/2018
	Revision	<input type="checkbox"/>	

**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.

*John A. Assaad* 11/27/2018  
Preparer's Signature / Date

John A. Assaad 831-655-4246  
Preparer's Name (Printed) and telephone number

*Teresa Sullivan* 11/27/2018  
Executive Director's Signature / Date

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

Received at Area Agency on Aging:

Reviewed for: completeness and accuracy  
No match requirement  
Reviewed for Allowable Costs  
10% Indirect Cost limit

Budget Template Last Updated:  
11/1/18 By Veronica Renteria

Budget Approved by Fiscal:  
Budget Approved by Program:  
Get Care Updated by Vendor:  
Get Care Verified by Fiscal:

*Veronica Renteria* 11/27/18  
*Rachel [Signature]* 12-7-18

Agency Name: 0 Medicare Improvements for Patients and Providers Act (MIPPA)

SECTION A:

BUDGET SUMMARY

Categories of Expenses	MIPPA: Priority Area 1 SHIPs		MIPPA: Priority Area 2 AAAs		Total Budget
	Cash	In-Kind	Cash	In-Kind	
Personnel	\$	1,871	\$	3,156	\$ 5,027
Operating Expenses	\$	12,661	\$	316	\$ 12,977
<b>Total</b>	\$	14,532	\$	3,472	\$ 18,004
Source of Revenue	MIPPA: Priority Area 1 SHIPs		MIPPA: Priority Area 2 AAAs		Total Budget
AAA Grant	Cash	In-Kind	Cash	In-Kind	
Project Income	\$	14,532	\$	3,472	\$ 18,004
Other Federal Funds					
Other State Funds					
County/City Funds					
Private Grants					
Net Fundraising					
Totals by match	\$	-	\$	-	\$ -
<b>TOTAL</b>	\$	14,532	\$	3,472	\$ 18,004

\$ - \$ - \$ - \$ - \$ -

SECTION B:

0

**Medicare Improvements for Patients and Providers Act (MIPPA)  
SCHEDULE OF PERSONNEL COSTS**

No.	Paid Staff Positions	Annual Salary	% on Program		Program Cost
			MIPPA: Priority Area 1 SHIPs	MIPPA: Priority Area 2 AAAs	
1	Marketing Director	\$56,078.00	3%	5%	\$ 4,142.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
	<b>Total Salaries</b>	\$ 56,078.00	\$ 1,428.00	\$ 2,714.00	\$ 4,142.00
	<b>Payroll Taxes</b>	\$ 3,938.00	\$ 191.00	\$ 190.00	\$ 381.00
	<b>Employee Benefits</b>	\$ 6,595.00	\$ 252.00	\$ 252.00	\$ 504.00
	<b>Total Paid Staff</b>	\$ 66,611.00	\$ 1,871.00	\$ 3,156.00	\$ 5,027.00
<hr/>					
No.	In-Kind: Donated Services	Hourly Wage	% on Program		Program Cost
			MIPPA: Priority Area 1 SHIPs	MIPPA: Priority Area 2 AAAs	
					\$ -
					\$ -
					\$ -
					\$ -
	<b>Total In-Kind Staff</b>	\$ -	\$ -	\$ -	\$ -
	<b>Total Personnel Costs</b>	\$ 66,611	\$ 1,871	\$ 3,156	\$ 5,027

Costs reflected on this page must equal subtotal (Personnel Costs) shown on Page 2 (Sec A), column "Total Budget"



SECTION C:

0

OPERATING EXPENSES / EQUIPMENT  
AND INDIRECT COSTS

OPERATING EXPENSE & EQUIPMENT	MIPPA: Priority Area 1 SHIPs		MIPPA: Priority Area 2 AAAs		Total Budget	
	Cash	In-Kind	Cash	In-Kind	Cash	In-Kind
Volunteer Reimbursement					\$ -	\$ -
*Travel/Volunteer Travel					\$ -	\$ -
Conf/Trainings/Meetings					\$ -	\$ -
Occupancy					\$ -	\$ -
Professional Fees: Acc/Legal					\$ -	\$ -
Equipment Purchase					\$ -	\$ -
Equipment Rental/Maint					\$ -	\$ -
Postage/ Shipping						
Insurance (Excluding Veh. & Occ.)					\$ -	\$ -
Utilities/Communications					\$ -	\$ -
Printing / Publications	\$ 340				\$ 340	\$ -
Public Relations /Advertising	\$ 11,000				\$ 11,000	\$ -
Sub/Membership Dues					\$ -	\$ -
Supplies					\$ -	\$ -
Food/Food Service					\$ -	\$ -
Vehicle Operation					\$ -	\$ -
Overhead: 10% limit of Grant Funding	\$ 1,321		\$ 316		\$ 1,637	\$ -
Awards/ Events					\$ -	\$ -
Client Support					\$ -	\$ -
Depreciation					\$ -	\$ -
Bank Service Fees					\$ -	\$ -
Subcontractor					\$ -	\$ -
Miscellaneous					\$ -	\$ -
<b>Total Operating Expenses</b>	<b>12,661</b>	<b>-</b>	<b>316</b>	<b>-</b>	<b>12,977</b>	<b>-</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.

# AAA Funded Inventory - Items not disposed of by Provider

Provider: **AOA**

Date	Site	Item	Model	Ser#	PurchDate	Cost	N/U	FY	Fund Type	Tag#	Condition
2/7/2002	AOAHICAP	Epson LCD Projector	EMP 50	CWJ0120835K	12/19/01	\$2,140.00	N	2002	H	22371	Good
11/15/2006	AOAHICAP	Dell Wireless Laptop	Inspiron 700	0D9595-70166-55	11/19/05	\$1,518.00	N	2006	H	07997	Good
6/25/2007	AOAHICAP	Toshiba Lap Top	NTBK P205-S6267.17	37251278k	04/20/07	\$1,289.97	N	2007	H	08695	Good
6/24/2008	I&A	Dell Network Computer Server	PowerEdge SC 1430	6SJ7YD1	10/22/07	\$2,329.86	N	2008	B	08923	Good
6/4/2008	Omb3B	Computer/Keyboard	Dell OPTIPLEX 330	CNDNMF1	03/07/08	\$875.01	N	2008	B	08935	Good
7/18/2008	Outreach 3B	Desktop Computer	OPTIPLEX 300 Minitower	2GD3HG1	06/20/08	\$874.52	N	2008	B	08949	Good
7/18/2008	AOAHICAP	Dell Laptop	VOSTRO 1500 Intel Celeron	7444312705	06/20/08	\$1,086.96	N	2008	H	08942	Good
7/18/2008	AOAHICAP	Laptop	Vostro 1500 Intel Celeron	26914421377	06/20/08	\$1,086.96	N	2008	H	08943	Good
7/18/2008	AOAHICAP	Desktop Computer	OPTIPLEX 300 Minitower	4GD3HG1	06/20/08	\$874.52	N	2008	H	08944	Good
7/18/2008	Outreach 3B	Dell Network Server	Poweredge SC1430	FQRNNG1	06/30/08	\$5,025.46	N	2008	B	08948	Good
7/28/2009	I&A	Dell 20" Monitor		C9110POW	06/18/09	\$772.55	N	2009	B	22381	Good
7/28/2009	Omb3B	Dell Monitor		CNC9110NTS	06/18/09	\$772.55	N	2009	BO	22379	Good
7/28/2009	Omb3B	Dell Monitor		C9110NTV	06/18/09	\$772.55	N	2009	BO	22380	Good
7/28/2009	I&A	Dell 20" Monitor		C9110NTN	06/18/09	\$772.55	N	2009	B	22382	Good
7/28/2009	I&A	Dell Optiplex System w/HP	OPTIPLEX 360	CYD95J1	06/18/09	\$772.55	N	2009	B	08979	Good
7/16/2010	AOAHICAP	Laptop	Latitude E6510	29039211001	06/15/10	\$1,844.00	n	910	H	08990	Good
7/20/2010	OmbCit	Vizio TV	e371va	LTMPHYAL1501027	06/21/10	\$601.00	N	910		08997	Good
7/20/2010	OmbCit	Samsung DVD Player	bdc5500	ZBOD6V1Z330232V	06/21/10	\$173.98	N	910		08996	Good
8/3/2011	Outreach 3B	Dell Computer	OPTIPLEX 780	IWORGQI	05/12/11	\$1,038.10	N	1011	C1	22409	Good
6/23/2011	AOAHICAP	Dell Laptop	Latitude E5520	GPJLWL1	05/16/11	\$1,028.38	N	1011	H	22383	Good
7/14/2011	AOAHICAP	Dell Mini Tower Desktop Computer	Optiplex 380		06/22/11	\$947.19	N	1011	H	09793	Good
7/14/2011	AOAHICAP	Mini Tower Desktop Computer	Optiplex 380		06/22/11	\$947.19	N	1011	H	09794	Good
7/14/2011	AOAHICAP	Symantec Endpoint Protection Software	UPG-V		06/22/11	\$731.01	N	1011	H	09792	Good
7/17/2012	AOAHICAP	Dell Computer	OPTIPLEX 390	41890960225	05/01/12	\$519.29	N	1112	H	20246	Good
7/17/2012	AOAHICAP	Dell Computer	OPTIPLEX 390	41891336065	05/01/12	\$519.29	N	1112	H	20245	Good
7/17/2012	Omb3B	Dell Computer	OPTIPLEX 390	41891240161	05/01/12	\$519.50	N	1112	B	20244	Good
7/17/2012	Outreach 3B	Dell Monitor	Optiplex 390	41891006881	05/01/12	\$519.50	N	1112	B	22385	Good

# AAA Funded Inventory - Items not disposed of by Provider

Provider: AOA

Date	Site	Item	Model	Ser#	PurchDate	Cost	N/U	FY	Fund	Tag#	Condition
									Type		
7/17/2012	AOAHICAP	Wide Monitor 21.5 inch	Dell E Series E2211H		05/01/12	\$519.29	N	1112	H	22388	Good
7/17/2012	AOAHICAP	Wide Monitor 21.5 inch	Dell E Series E2211H		05/01/12	\$519.29	N	1112	H	22387	Good
7/17/2012	Outreach 3B	Dell Computer	OPTIPLEX 390	41891006881	05/01/12	\$519.50	N	1112	B	20243	Good
7/17/2012	Omb3B	Dell Monitor			05/01/12	\$519.50	N	1112	B	22386	Good
7/17/2012	AOAHICAP	OPTOMA Projector	TW610ST		05/01/12	\$1,130.29	N	1112	H	20249	Good
7/17/2012	AOAHICAP	OPTOMA Projector	TW610ST		05/01/12	\$1,130.30	N	1112	H	20251	Good
7/17/2012	AOAHICAP	OPTOMA Projector	TWS10ST		05/01/12	\$1,130.30	N	1112	H	20250	Good
7/17/2012	AOAHICAP	Dell Server	Dell Power Edge T410	4810031137	06/13/12	\$7,877.29	N	1112	H	20247	Good
7/17/2012	AOAHICAP	Samsung 55" Flat Screen TV	UN55ES6150	Z54D3CY500146	06/25/12	\$1,860.37	N	1112	H	20248	Good
2/15/2013	Outreach 3B	Dell Laptop	Dell Latitude E5530	30047876497	01/24/13	\$1,198.54	n	1213	B	20254	Good
8/29/2013	AOAHICAP	Monitor Wide Screen 23 in	Dell Professional P2312H	7444535G993M	06/27/13	\$500.00	N	1213	H	22370	Good
8/29/2013	AOAHICAP	Wide Screen 23 in Monitor	Dell Professional P2312H	7444535G138M	06/27/13	\$500.00	N	1213	H	22364	Good
8/29/2013	AOAHICAP	Dell Optiplex	9010 Mini Tower	68YTHX1	06/27/13	\$807.30	N	1213	H	22365	Good
8/29/2013	AOAHICAP	Wide Screen 23 in Monitor	Dell Professional P2312H	7444535G132M	06/27/13	\$500.00	N	1213	H	22366	Good
8/29/2013	AOAHICAP	Laptop	Dell Latitude E5530	GG5NLX1	06/27/13	\$1,265.00	N	1213	H	22367	Good
8/29/2013	AOAHICAP	Laptop	Dell Latitude E5530	8G5NLX1	06/27/13	\$1,264.00	N	1213	H	22368	Good
8/29/2013	AOAHICAP	Mini Tower Computer	Dell Optiplex 9010 Mini Tower	68YSHX1	06/27/13	\$663.00	N	1213	H	22369	Good
8/29/2013	AOAHICAP	Dell Optiplex	9010 mini tower	68ZQHX1	06/27/13	\$807.30	N	1213	H	22363	Good
5/8/2015	AOAHICAP	Dell Computer	Dell Optiplex 3020	FK2L532	03/23/15	\$1,026.00	n	1415	H	22434	Good
5/8/2015	AOAHICAP	Dell 22 Monitor		ww6742614CR0K1L	03/23/15	\$0.00	n	1415	H	22435	Good
5/8/2015	AOAHICAP	TV	80" Flat Screen	Vizio M801i-A3	03/27/15	\$3,131.00	n	1415	H	22440	Good
5/8/2015	AOAHICAP	Dell Monitor	Dell 22 Monitor		03/31/15	\$0.00	n	1415	H	22439	Good
5/8/2015	AOAHICAP	Dell Computer	Dell Optiplex 3020	FXJ6832	03/31/15	\$995.00	n	1415	H	22438	Good
5/8/2015	AOAHICAP	Dell Monitor	Dell 22 Monitor	SAV742614CDOGGM	03/31/15	\$0.00	n	1415	H	22437	Good
5/8/2015	AOAHICAP	Dell Computer	Dell Optiplex 3020	5MRF832	03/31/15	\$995.00	n	1415	H	22436	Good
5/9/2016		Dell Laptop Computer	Intel Core i5-6300U	BRBN982	02/22/16	\$1,308.53	N	2016	H	22417	Good
5/9/2016		Dell Laptop Computer	Intel Core i5-6300U	CRBN982	02/22/16	\$1,308.53	N	2016	H	22418	Good
5/9/2016		Dell Laptop Computer	Intel Core i5-6300U	9RBN982	02/22/16	\$1,308.53	N	2016	H	22416	Good

# AAA Funded Inventory - Items not disposed of by Provider

Provider: **AOA**

Date	Site	Item	Model	Ser#	PurchDate	Cost	N/U	FY	Fund Type	Tag#	Condition
6/15/2017	AOAHICAP	Dell Desktop	Dell OptiPlex3040 SFF	H8L67J 24590750	05/31/17	\$876.08	N	1617	H	22410	Good
5/7/2018	AOAHICAP	Dell Laptop	Latitude	17717304278	10/06/17	\$15,221.00	n	1718	H	22451	New
9/10/2018	AOAHICAP	Dell Latitude Laptop	Intel Core i5-7300U	3178628750	06/06/18	\$1,494.00	n	1718	H	22441	New
9/10/2018	AOAHICAP	Dell Optiplex 3050 Minitower	IntelCore i5-7500	41620895606	06/06/18	\$1,078.00	N	1718	H	22442	New
9/10/2018	AOAHICAP	Dell Optiplex 3050 Minitower		15680906102	06/06/18	\$1,078.00	n	1718	H	22443	New

 AUTHORIZED SIGNATURE	 TYPE NAME AND TITLE	12-18-2018 DATE COMPLETED
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# AAA Funded Inventory - Items not disposed of by Provider

Provider: AOA

Date	Site	Item	Model	Ser#	PurchDate	Cost	N/U	FY	Fund	Type	Tag#	Condition
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