

**ORIGINAL**

**COUNTY OF MONTEREY**

**Meals on Wheels of the Salinas Valley**

AMENDMENT #1 to AGREEMENT # A-13980

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

This Amendment modifies the agreement for home-delivered meals to Monterey County seniors between the parties executed on July 5, 2018 (hereinafter, "Original Agreement ") by **increasing the Federal Share of Cost by \$54,305 thereby increasing the total contract amount to \$336,980**. Therefore, the parties agree:

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

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

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

2.01 County shall pay the CONTRACTOR in accordance with the payment provisions set forth in **Exhibit AA** subject to the limitations set forth in this Agreement. The total amount payable by County to CONTRACTOR under this agreement shall not exceed the sum of **\$336,980.00**.

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

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

<b>Exhibit AA</b>	Scope of Services/Payment Provisions Title III
	C-2 Home Delivered Meals
Exhibit B	DSS Additional Provisions
<b>Exhibit CC</b>	<b>Nutrition Services Budget</b>
Exhibit D-1	Sample Invoice
Exhibit D-2	Annual Closeout Summary
Exhibit D-3	Equipment Acquisition Report
Exhibit D-4	Sample Quarterly Narrative Report
Exhibit D-5	Equipment Acquisition Guidelines

<b>Exhibit D-6</b>	<b>Inventory Listing</b>
Exhibit E	Elder Abuse Reporting Certification
Exhibit F	HIPAA Certification
Exhibit G	Lobbying Certification
Exhibit H	Audit Requirements
Exhibit H-1	Schedule of County Programs
Exhibit I	Child Abuse Reporting Certification

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

**1.03 Allowable Costs:** Allowable costs shall be the CONTRACTOR's actual costs of developing, supervising and delivering the services under this Agreement, as set forth in the budget, attached hereto as **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.

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

5. Exhibits A and C of the Original Agreement are rescinded, and replaced by **Exhibits AA and CC**, attached. **Exhibit D-6** is incorporated into this Agreement.

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

*(this space left intentionally blank)*

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

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

**COUNTY OF MONTEREY:**

By: \_\_\_\_\_  
Henry Espinosa  
DSS Acting Director

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

**CONTRACTOR:**

**Meals on Wheels Salinas Valley**

By: KL DeWitt  
(Chair, President, Vice-President)

Karen L. DeWitt, President  
(Print Name & Title)

Date: 2.20.19

**Approved as to Form:**

AB  
Deputy County Counsel

Date: 3.13.19

By: Robyn J. Chamberlin  
(Secretary, CFO, Treasurer)

Robyn L. Chamberlin, Treasurer  
(Print Name and Title)

Date: 2/20/19

**Approved as to Fiscal Provisions:**

[Signature]  
Auditor-Controller's Office

Date: 3.13.19

**SCOPE OF SERVICES  
PAYMENT PROVISIONS  
TITLE III C-2 HOME DELIVERED MEALS (CFDA #93.045)**

**MEALS ON WHEELS OF THE SALINAS VALLEY  
JULY 1, 2018 - JUNE 30, 2019**

**I. CONTACT INFORMATION**

Contact Person &  
Disaster Preparedness  
Coordinator:

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

County Contract Manager:

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

**OFFICE LOCATION**

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

**II. SUMMARY OF SERVICES**

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

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

Salinas Region: *City of Salinas and Spreckels.*

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

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

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

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

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

### **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. 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

### **V. GETCARE LICENSES**

COUNTY will pay for one (1) GetCare license for CONTRACTOR each month. Any additional licenses shall be the financial responsibility of CONTRACTOR. To obtain

additional licenses, contact Laura Emery at RTZ, (510) 986-6700 x202, or via e-mail at Laura@RTZAssociates.com. Licenses will be issued to individuals. When there is a change in staff, CONTRACTOR must notify the AAA in writing within 15 days.

#### **VI. AUDIT PROVISIONS**

CONTRACTOR is required to provide an audit as per the terms in Exhibit H. Additionally, CONTRACTOR shall ensure that State-Funded expenditures are displayed along with the related federal expenditures in the Single Audit report "Schedule of Expenditures of Federal Awards" (SEFA) under the appropriate Catalog of Federal Domestic Assistance (CFDA) number as referenced in **Exhibit AA**.

#### **VII. 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 is required.

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).**

#### **VIII. PROGRAM INCOME**

**Program income is defined as revenue generated by CONTRACTOR through contract-support activities and includes:**

- **Voluntary contributions received from a participant or other party for services rendered (e.g. guest meal fees);**
- **Income from usage or rental fees of real or personal property acquired with grant funds or funds provided under this Agreement;**

- **Royalties received on patents and copyrights from contract-supported activities; and**
- **Proceeds from the sale of items purchased under a AAA agreement (REQUIRES WRITTEN APPROVAL FROM AAA).**

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

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

#### **IX. INVOICE/PAYMENT PROVISIONS**

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

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

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

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

COUNTY shall pay CONTRACTOR in accordance with Exhibit B, Section I. PAYMENT BY COUNTY and shall be submitted in the form set forth in Exhibit D-1, Sample Invoice, by the 10<sup>th</sup> day of the month for services rendered in the previous month, with the final invoice due no later than June 10, 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.

#### **X. SERVICES TO BE PROVIDED**

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

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

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

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

1. Service:

Title III C-2 Home-delivered meal (National Aging Program Information System [NAPIS] 4)

Unit of Service Definition:

Title III C-2 meals are main meals provided to an eligible individual in his or her place of residence, that meet all the requirements of the Older Americans Act and State/Local laws, assure a minimum one-third of the current Dietary Reference Intake, and comply with Dietary Guidelines for Americans. Meals must also meet the NSIP requirements.

Unit of Service Measurement: 1 Meal

Estimated Service Units to be delivered: **50,000 Meals**

Benchmark of Title III C-2 Meals to be delivered

by September 30 <sup>th</sup>	<b>10,000 Units</b>	<b>(20%)</b>
by December 31 <sup>st</sup>	<b>20,000 Units</b>	<b>(40%)</b>
by March 31 <sup>st</sup>	<b>35,000 Units</b>	<b>(70%)</b>
by June 30 <sup>th</sup>	<b>50,000 Units</b>	<b>(100%)</b>

2. Service:

Nutrition Education (NAPIS 12)

Unit of Service Definition:

A program to promote better health by providing accurate and culturally sensitive nutrition, physical fitness, or health (as it relates to nutrition) information and instruction to participants, caregivers, or participants in a group or individual setting overseen by a dietitian or individual of comparable expertise. Methods of education may include demonstrations, audio-visual presentations, or small group discussions for congregate program participants. Handout materials may be used, but not limited to, as the sole education component for home-delivered meal program participants.



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

Estimated Service Units to be delivered: 650 Units

Benchmark of Nutrition Education Services:

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

## **XI. PERFORMANCE REPORTING**

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

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

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

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

## **XII. MATCH REQUIREMENTS**

Title III C-2 requires a local cash/in-kind match of 10.53%. The required match is calculated by taking the total program costs less program income, non-matching contributions, and NSIP, multiplied by the matching requirement percentage. If in-kind match is applied, sub-contractor must provide written documentation explaining how the in-kind was determined and valued. Sub-contractor is required to maintain proper documentation supporting cash/ in-kind claimed and must be available upon request.

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

**XIII. PAYMENT SUMMARY**

<i>Funding Type</i>	<i>FY 2018-19 TOTALS</i>	<i>7/1/18– 9/30/18 Maximum Amounts</i>
Title III, C-2	<b>\$257,996</b>	\$51,512
NSIP	<b>\$78,984</b>	\$18,670
<b>TOTAL</b>	<b>\$336,980</b>	\$70,182

The maximum amount payable by COUNTY to CONTRACTOR for the period July 1, 2018 through September 30, 2018 shall not exceed seventy thousand, one hundred and eighty-two dollars (\$70,182). Unused funds will roll over to the remaining contract period beginning October 1, 2018.

The total amount payable by COUNTY to CONTRACTOR for the period July 1, 2018 through June 30, 2019 shall not exceed **three hundred thirty-six thousand, nine hundred and eighty dollars (\$336,980)**.

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

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

SUPPORTIVE SERVICES BUDGET

BUDGET PERIOD: JULY 1, 2018 - JUNE 30, 2019

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

Address of Agency: 40 Clark Street, Suite C

Salinas, CA 93901

Project Name: Home-Delivered Meal Program

Funding Source and Federal Catalog #

Check one: Title III C-1		93.044
Title III C-2	X	93.043
NISIP	X	93.042

Budget Version

Check one: Original		
Revision	X	1/15/2019

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

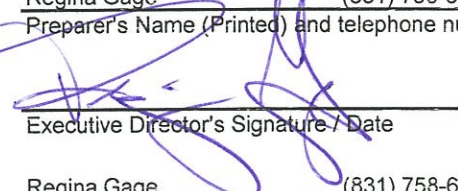
Certification:

I hereby certify to the best of my knowledge and belief that the Budget reflects the necessary, reasonable and allowable costs to attain the objectives and goals of this project. I further certify that the amounts displayed are accurate and correct.

 2/24/19  
Preparer's Signature / Date

Regina Gage (831) 758-6325

Preparer's Name (Printed) and telephone number

 2/26/19  
Executive Director's Signature / Date

Regina Gage (831) 758-6325

Executive Director's Name (Printed) and telephone number

For Area Agency on Aging Use Only

Reviewed for:

- Completeness and Accuracy
- Reviewed for Allowable Costs
- Required Match of 10.53%
- Indirect Cost limit 10%

Date Budget Received: \_\_\_\_\_

Budget Approved by Fiscal Officer: \_\_\_\_\_

Budget Approved by Program:  3.4.19

Get-Care Updated by Vendor: \_\_\_\_\_

Get-Care Verified by Fiscal Officer: \_\_\_\_\_

Budget Template Last Updated: 3/23/18 By Veronica Renteria

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

**SUPPORTIVE SERVICES BUDGET**

BUDGET PERIOD: JULY 1, 2018 - JUNE 30, 2019

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

Address of Agency: 40 Clark Street, Suite C  
Salinas, CA 93901

Project Name: Home-Delivered Meal Program

**Funding Source and Federal Catalog #**

Check one:

Title III C-1	93.044
<input checked="" type="checkbox"/> Title III C-2	93.043
<input checked="" type="checkbox"/> NISIP	93.042

**Budget Version**

Check one:

Original	
Revision	<input checked="" type="checkbox"/> 1/15/2019

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

**Certification:**

I hereby certify to the best of my knowledge and belief that the Budget reflects the necessary, reasonable and allowable costs to attain the objectives and goals of this project. I further certify that the amounts displayed are accurate and correct.

Preparer's Signature / Date \_\_\_\_\_

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

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

Regina Gage (831) 758-6325  
Executive Director's Name (Printed) and telephone number

**For Area Agency on Aging Use Only**

Reviewed for:	Date Budget Received: _____
Completeness and Accuracy	Budget Approved by Fiscal Officer: <u>V. Renteria 12/12/18</u>
Reviewed for Allowable Costs	Budget Approved by Program: _____
Required Match of 10.53%	Get-Care Updated by Vendor: _____
Indirect Cost limit 10%	Get-Care Verified by Fiscal Officer: _____
	Budget Template Last Updated: <u>3/23/18 By Veronica Renteria</u>

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

<b>Agency:</b>	Meals on Wheels of the Salinas Valley, Inc.
<b>Project:</b>	Home-Delivered Meal Program

**SECTION A:**

**LINE ITEM BUDGET**

(1) Category	(2) Cash	(3) In-Kind
Salaries	281,600	12,100
Payroll Taxes	42,712	
Employee Benefits	28,475	
<b>SUBTOTAL (Personnel Costs):</b>	<b>352,787</b>	<b>12,100</b>
<hr/>		
Volunteer Reimbursement	2,000	
*Travel/Volunteer Travel	4,500	
Conference/Training/Meetings	7,000	
Professional Fees: Acct/ Legal	15,000	
Equipment Purchase	23,000	
Equipment Rental and Maintenance	9,100	
Occupancy	36,942	
Insurance (Excluding Vehicle & Occupancy)	4,000	
Utilities/Communications	3,000	
Postage/Shipping	6,000	
Printing / Publications	6,050	
Public Relations /Advertising	6,650	
Membership Dues and Subscriptions	1,500	
Supplies	6,000	
Food/ Food Service	239,295	
Vehicle Operation	8,000	
Overhead: 10% limit of Grant Funding		
Awards/ Recognition/ Events	700	
Client Support	500	
Depreciation		
Nutrition Education	300	
Bank Services Fees		
Subcontractor		
<b>Miscellaneous: (List Separately)</b>		
Column Totals:	732,324	12,100
	<b>Total Budget:</b>	<b>\$ 744,424</b>

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

**SECTION B:**

**SCHEDULE OF PERSONNEL COSTS**

No.	Paid Staff Positions	Annual Salary	% on Program	Program Cost
1	Executive Director	\$115,000.00	100%	\$ 115,000
1	Program Manager	\$65,000.00	100%	\$ 65,000
1	Program Coordinator	\$41,600.00	100%	\$ 41,600
1	Community Outreach Specialist	\$38,000.00	100%	\$ 38,000
1	Bookkeeper	\$22,000.00	100%	\$ 22,000
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
	Total Salaries	\$ 281,600		\$ 281,600
	Payroll Taxes			\$ 42,712
	Employee Benefits			\$ 28,475
	<b>Total Paid Staff</b>			<b>\$ 352,787</b>

No.	In-Kind: Donated Services	Hourly Wage	Hours on Program	Program Cost
1	Volunteer hours	\$11.00	1100	\$ 12,100
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
	<b>Total In-Kind Staff</b>			<b>\$ 12,100</b>

	<b>Total Personnel Costs</b>			<b>\$ 364,887</b>
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Costs reflected on this page must equal subtotal (Personnel Costs) shown on Page 2 (Section A), columns 2 and 3.

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

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

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

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

17	Program Income	(+)	_____	20,000	Section E, autofill
18	NSIP	(+)	_____	78,984	Contract Amount
19	Contributions - Non Matching	(+)	_____	235,344	Section F, autofill
20	Contributions - Matching	(+)	_____	152,100	Section G, autofill
21	Federal OTO/consulting	(+)	_____		Contract Amount
22	AAA Grant Funds	(+)	<input type="text"/>	257,996	Contract Amount
23	Total Funding	(=)	\$	744,424	autofill

**SECTION E - PROGRAM INCOME**

Program Income Definition:

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

	<b>Congregate (C-1)</b>		<b>Home Delivered (C-2)</b>	
24	Number of NSIP Meals Contracted	_____	_____	50,000
25	Donation per Meal	(x) _____	\$ _____	0.40
26	Program Income	(=) \$ _____	\$ _____	20,000
		<b>Autofill to Line 10</b>		<b>Autofill to Line 17</b>
27	Number of NSIP-eligible Meals-	<input type="text"/>	<input type="text"/>	50,000
28	Number of TIII Qualifying Meals-	<input type="text"/>	<input type="text"/>	50,000

*Different from NSIP Meals for C-2 programs only:*

**QUALIFYING MEALS definition is available in AAA Agreement**

A. The following types of income comprise "Program Income."

1. Participant donations from persons who participate or benefit from such activities.
2. Usage or rental fees.
3. Sales of assets purchased with grant funds. (Permission from AAA Required for sale)
4. Royalties, patents, and copyrights.

Not to be included are:

1. Revenues from non-activity related fund-raisers.
2. Gifts from philanthropic organizations or individuals.
3. Rebates, discounts, and recoveries on losses which should be treated as "applicable credits."

**SECTION F Schedule of Contributions - Non Matching**

Source of Contributions		Cash	In-Kind	Total
Donations and Contributions				\$ -
Government Agencies:	A -			\$ -
Government Agencies:	B -			\$ -
Government Agencies:	C			\$ -
Government Agencies:	D			\$ -
Government Agencies:	E			\$ -
Non-Matching		235,344		\$ 235,344
				\$ -
				\$ -
				\$ -
				\$ -
<b>Totals:</b>		\$ 235,344	\$ -	\$ 235,344

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

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

**SECTION G Schedule of Contributions - Matching**

Source of Contributions		Cash	In-Kind	Total
Donations and Contributions (Exclude Project Income)				\$ -
Government Agencies:	A - CDBG City of salinas	15,000		\$ 15,000
Government Agencies:	B - CDBG County of Monterey	20,000		\$ 20,000
Government Agencies:	C			\$ -
Government Agencies:	D			\$ -
				\$ -
HARDEN FOUNDATION		50,000		\$ 50,000
United Way EFS		20,000		\$ 20,000
Community Foundation MoCo		35,000		\$ 35,000
In-Kind			12,100	\$ 12,100
				\$ -
<b>Totals:</b>		\$ 140,000	\$ 12,100	\$ 152,100

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

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

There is a 10.53% minimum matching requirement on Title III B funds (Excluding 3B Ombudsman).

Title III-D, VII-A & VII-B funding do not have a match requirement.

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	NSIP	Cash non-match	IK non-match	AAA Claim	Program Income	Cash Match	IK Match	Req. Match
<b><i>Home-Delivered Meal Program</i></b>									
Original Amount	744,424	78,984	235,344	0	257,996	20,000	140,000	12,100	43,183
Fund Increase		0	0	0	0	0	0	0	0
10.53%	744,424	78,984	235,344	0	257,996	20,000	140,000	12,100	43,183
									<b>Test</b>
Required Match (Original)	744,424	78,984	235,344	0	257,996	20,000	140,000	12,100	match OK
Required Match (Amended)	744,424	78,984	235,344	0	257,996	20,000	140,000	12,100	match OK

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

# AAA Funded Inventory - Items not disposed of by Provider

Provider: **MOWSV**

Date	Site	Item	Model	Ser#	PurchDate	Cost	N/U	FY	Fund Type	Tag#	Condition
6/9/1995	Salinas	AT&T Phone System- Reception	Partner Plus MLS-34D		05/31/95	\$6,622.17	N	1995	C2	22395	Good
7/17/1996	Salinas	(2)Conference Tables/(20)Chairs	Omni		06/05/96	\$1,238.74	N	1996	C2	22396	Good
4/30/2005	Salinas	Tray Racks (3)	American Supply Co	n/a	04/12/05	\$1,402.83	N	2005	C2	n/a	Good
6/11/2006	Salinas	Freezer	Maytag	10409042JE	06/09/06	\$640.56	N	2006	C2	07949	Good
9/5/2007	Salinas	Desk Work Surface-2nd office			06/15/07	\$1,087.44	n	2007	C2	8707	Good
9/5/2007	Salinas	Chair-Criterion Plus			06/15/07	\$832.84	n	2007	C2	8714	Good
9/5/2007	Salinas	Chair-Criterion			06/15/07	\$538.15	n	2007	C2	8713	Good
9/5/2007	Salinas	Chair-Criterion			06/15/07	\$538.12	n	2007	C2	8712	Good
9/5/2007	Salinas	Chair - Criterion			06/15/07	\$538.15	n	2007	C2	8711	Good
9/5/2007	Salinas	Pedestal Mobile 2 Drawer	Steelcase		06/15/07	\$538.15	n	2007	C2	8710	Good
9/5/2007	Salinas	Desk Work Surface-1st office			06/15/07	\$1,305.00	n	2007	C2	8716	Good
9/5/2007	Salinas	Pedestal Mobile 3 drawer	Steelcase		06/15/07	\$1,361.14	n	2007	C2	8708	Good
9/5/2007	Salinas	Work Surfaces-Reception			06/15/07	\$1,704.00	n	2007	C2	8717	Good
9/5/2007	Salinas	Work Surfaces-1st cubicle			06/15/07	\$753.78	n	2007	C2	8706	Good
9/5/2007	Salinas	Work Surfaces-2nd cubicle			06/15/07	\$565.24	n	2007	C2	08705	Good
9/5/2007	Salinas	Work Surfaces-3rd cubicle			06/15/07	\$565.24	n	2007	C2	08704	Good
9/5/2007	Salinas	Chair-Criterion			06/15/07	\$565.24	n	2007	C2	08703	Good
9/5/2007	Salinas	14 Panels			06/15/07	\$538.15	n	2007	C2	8709	Good
9/5/2007	Salinas	Bin Overhead	Steelcase		06/15/07	\$6,391.36	n	2007	C2	8719	Good
9/5/2007	Salinas	Cabinet, Storage, adj shelves	Steelcase		06/15/07	\$5,176.64	n	2007	C2	8718	Good
9/5/2007	Salinas	Cabinet, storage, adj shelves	Steelcase		06/15/07	\$552.13	n	2007	C2	8720	Good
9/5/2007	Salinas	16 stacking chairs			06/15/07	\$552.13	n	2007	C2	8721	Good
9/5/2007	Salinas	Lateral File, Shelf + 4 drawers	Steelcase		06/15/07	\$1,583.04	n	2007	C2	8731	Good
9/5/2007	Salinas	File 4 drawer			06/15/07	\$698.70	n	2007	C2	8734	Good
6/11/2008	Salinas	Walk-In Freezer	Custom Cooler		06/15/07	\$1,827.78	n	2007	C2	8735	Good
7/15/2010	Salinas	Laser Printer HP	P4015N	CNDY365613	05/30/08	\$13,201.00	N	2008	C2	08940	Good
					10/14/09	\$1,305.00	n	910	C2	08972	Good

# AAA Funded Inventory - Items not disposed of by Provider

Provider: **MOWSV**

Date	Site	Item	Model	Ser#	PurchDate	Cost	N/U	FY	Fund Type	Tag#	Condition
7/15/2010	Salinas	Copy Machine	Taskalfa 420i	QWGO504451	06/15/10	\$7,633.00	n	910	C2	08971	Good
6/15/2011	Salinas	Refrigerated Van	E350	1FDSE3FL1BDA168	05/19/11	\$46,800.00	N	1011	C2	09000	Good
6/22/2012	Salinas	Tower Entery Level Server	HP ProLiant ML 350	MXQ20205PQ	05/18/12	\$1,785.94	N	1112	C2	20233	Good
6/22/2012	Salinas	Computer	HP Desktop Pro 3400	MXL2100GHG	05/18/12	\$598.56	N	1112	C2	20221	Good
6/22/2012	Salinas	Computer	HP Desktop Pro 3400	MXL2100GFV	05/18/12	\$598.56	N	1112	C2	20222	Good
6/22/2012	Salinas	Computer	HP Desktop Pro 3400	MXL2131PN7	05/18/12	\$598.56	N	1112	C2	20223	Good
6/22/2012	Salinas	Computer	HP Desktop Pro 3400	MXL2100GHX	05/18/12	\$598.56	N	1112	C2	20224	Good
6/22/2012	Salinas	Computer	HP Desktop Pro 3400	MXL2100GH2	05/18/12	\$598.56	N	1112	C2	20225	Good
6/22/2012	Salinas	Computer	HP Desktop Pro 3400	MXL2100GH8	05/18/12	\$598.56	N	1112	C2	20226	Good

<p style="text-align: center;"><b>AUTHORIZED SIGNATURE</b></p>	<p style="text-align: center;"><b>DATE COMPLETED</b></p>
<p style="text-align: center;"><b>TYPE NAME AND TITLE</b></p>	<p style="text-align: center;"><b>DATE COMPLETED</b></p>