

COUNTY OF MONTEREY
Amendment No. 1 to Agreement No. 5010-424
Central Coast Center for Independent Living

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

WHEREAS, the COUNTY and CONTRACTOR entered into an agreement for providing better access to information, services and supports for those needing long-term services and supports (LTSS), including enhanced information and assistance services to all ages, disabilities, and income levels for a term of July 1, 2024 through June 30, 2025 with a total contract amount of \$111,801 (hereinafter, "Original Agreement").

WHEREAS, the parties wish to amend the agreement via Amendment No. 1 by **adding \$120,036.60** to support continued Aging and Disability Resource Connection (ADRC) core services, updating staffing requirements, and **extending** the term to **June 30, 2026**, for a **new contract total of \$231,837.60**.

AGREEMENT

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

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

1. **Section 1.0, Paragraph titled "GENERAL DESCRIPTION"** is hereby amended as follows:
"The County hereby engages CONTRACTOR to perform, and CONTRACTOR hereby agrees to perform, the services described in **Exhibit AA** in conformity with the terms of this Agreement."
2. **Section 2.0, Paragraph titled "PAYMENT PROVISIONS"** is hereby amended as follows:
"County shall pay 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 **\$231,837.60**."
3. **Section 3.0, Paragraph titled "TERM OF AGREEMENT"** is hereby amended as follows:
"The term of this Agreement is from July 1, 2024 to **June 30, 2026**, unless sooner terminated pursuant to the terms of this Agreement."
4. **Exhibit AA** replaces Exhibit A and reflects the **extension** of the contract term to **June 30, 2026**, updated staffing requirements, and the **addition** of the **\$120,036.60** for a **new contract total of \$231,837.60**.
5. **Exhibit BB** replaces Exhibit B and references the new **Exhibits AA, Exhibit CC, Exhibit DD-1, and Exhibit D-5**.
6. **Exhibit CC** replaces Exhibit C, Budget and reflects the **addition** of the **\$120,036.60** for a **new contract total of \$231,837.60** and the **extension** of the contract term to **June 30, 2026**.

7. **Exhibits DD-1** replace Exhibit D-1, **Exhibit D-5** is the **new invoice** for the **FY 2025-26** , reflecting the **additional \$120,036.60** for a **new** contract total of **\$231,837.60** and the **extension** of the contract term to **June 30, 2026**.
8. Except as provided herein, all remaining terms, conditions, provisions, entitlements and obligations of the Original Agreement are unchanged and unaffected by this Amendment No. 1 and shall continue in full force and effect as set forth in the Original Agreement.
9. A copy of this Amendment No. 1 shall be attached to the Original Agreement.

[signature page follows]

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

COUNTY OF MONTEREY:

By: _____
DSS Director or Designee

Date: _____

Approved as to Form

By:  _____
Deputy County Counsel

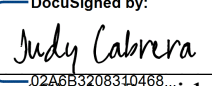
Date: 5/19/2025 | 4:25 PM PDT

Approved as to Fiscal Provisions

By:  _____
Auditor Controller's Office

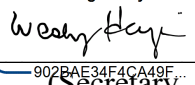
Date: 5/20/2025 | 7:06 AM PDT

CONTRACTOR:

By:  _____
(Chair, President, Vice-President)

Judith Cabrera
(Print Name & Title)

Date: 5/15/2025 | 3:55 PM PDT

By:  _____
(Secretary, CFO, Treasurer)

wesley Haye
(Print Name and Title)

Date: 5/16/2025 | 1:33 AM PDT

CENTRAL COAST CENTER FOR INDEPENDENT LIVING*July 1, 2024 – June 30, 2026***COUNTY OF MONTEREY AGING AND DISABILITY RESOURCE CONNECTION****SCOPE OF SERVICES/PAYMENT PROVISIONS****I. CONTACT INFORMATION**

Fiscal and Program Contact: Judy Cabrera
 (Disaster Preparedness Executive Director
 Coordinator) 318 Cayuga St., Suite 208
 Salinas, CA 93901
 Phone: (831) 757-2968 ext. 22 Fax: (831) 757-5549
jcabrera@cccil.org

County Contract Manager: Travis Beye, Management Analyst
County of Monterey Department of Social Services
 730 La Guardia Street
 Salinas, CA 93905
 (831) 883-7584 Fax: (831) 883-7563
beyet@countyofmonterey.gov

Location of Services Central Coast Center for Independent Living
 318 Cayuga St., Ste. 208
 Salinas, CA 93901
 Phone (831) 757-2968 Fax (831) 757-5549

II. SUBAWARD INFORMATION

Sub-award: AD-2223-09-A2 State of California, Department of Aging (CDA)

CONTRACTOR UEI Number: PXU7BWE2H7B3

Federal Award Identification Number (FAIN): AD-2223-09-A2

Date County Awarded Funding:

FY 24/25 ADRC grant and time-only extension of FY 23/24 ADRC grant funds to be utilized by
June 30, 2025 announced by CDA on 4/17/2024.

FY 25/26 ADRC grant announced by CDA on 3/4/2025.

CFDA Pass-through Information and Dollar Amount:

State of California, Department of Aging **\$231,837.60.**

Federal Award Description:

Administration on Aging, Department of Health and Human Services

1. Designated ADRC Programs

Research and Development: no

Indirect Cost Rate: 10%

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 **County of Monterey** 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

A. PURPOSE

The purpose of this agreement is to provide administrative and client services funding to CONTRACTOR to form a public/non-profit partnership with the **County of Monterey** Area Agency on Aging (AAA) and **County of Monterey** Department of Social Services - Aging and Adult Services Branch (AAS) promote increased collaboration amongst service providers, locate shared resources, and create an efficient delivery of services to assist the community in responding to increasing service demand and shrinking public resources.

B. PROGRAM DESIGN

1. The Aging and Disability Resource Connection (ADRC) model is designed to better serve older adults and individuals with disabilities by allowing better access to information, services and supports.
2. In **County of Monterey** core partners include:
 - Central Coast Center for Independent Living (CCCIL) - CONTRACTOR
 - **County of Monterey** Area Agency on Aging (AAA)
 - **County of Monterey** Department of Social Services – Aging and Adult Services Branch (AAS) serves as Fiscal Agency

C. METHODS and SERVICES DEFINED - CONTRACTOR shall provide:

1. Enhanced Information & Assistance (I&A) **Definition:** Systematic process for information sharing, referral and assistance to meet the needs of individuals looking for long-term services and supports (LTSS) options; a system serving people of all ages, disabilities, and income levels with objective and unbiased information on the full range of LTSS options; and, when needed, assistance with referral and services connections, coordination and service delivery.
2. Person Centered Options Counseling (PCOC) **Definition:** Interactive process where individuals receive guidance in their deliberations to make informed choices about LTSS. The process is directed by the individual and may include others that the person chooses. PCOC is made available to people of any age with any disability and to all older adults. In addition, PCOC is offered to caregivers to assist in determining their desire for caregiver support, e.g., communication strategies, ways to reduce caregiver stress, and the importance of individual self-determination.
3. Short Term Service Coordination (STSC) **Definition:** A component of PCOC. In general, appropriate candidates for STSC will be consumers who urgently need help with one or multiple services and programs; and whose health and safety would be at risk; and who would likely experience an emergency or be unnecessarily admitted to a nursing facility or hospital without STSC intervention. STSC serves as a bridge connecting a consumer with formal or informal LTSS.

It can be provided at different junctures or settings, e.g., in the home or upon hospital discharge, or to assist individuals transitioning to the community.

4. Person Centered Transition Support Services (PCTS) **Definition:** An interactive, consumer-centered and established process for identifying and meeting support needs of individuals during times of transition from hospital-to-home; or from nursing facility-to-home. PCTS available to people of all ages, disabilities, and income levels that are determined to be in need of, and able to benefit from, PCTS. Using a person-centered approach, PCTS strives to assist the consumer in meeting their needs relative to living at home/in the community; therefore, enhancing consumer independence and limiting the number of unnecessary or premature readmits to the hospital or nursing facility. The PCTS process is directed by the consumer and may include others that the consumer chooses or those that are legally authorized to represent the individual.
5. Lead agency in the provision of services and supports for individuals with disabilities.
6. Serve as a consumer-directed resource for LTSS for people of all ages, disabilities, and income levels.
7. Promote and implement a “no wrong door” approach, making access to information and LTSS as seamless and easy as possible for consumers.
8. Bring existing resources together to provide objective information about the full range of options that are available and to empower consumers to make informed decisions about their LTSS.

D. PERFORMANCE GOALS

1. 80% of MCADRC clients who were provided services by CONTRACTOR and complete a Satisfaction Survey will report they are “Satisfied” or “Very Satisfied” with services provided in their 3-month and annual satisfaction surveys.
2. 80% of MCADRC clients provided services by CONTRACTOR will have their service needs met by CONTRACTOR or will receive a “warm hand-off” referral, consisting of a face-to-face introduction or a three-way phone conversation, to a Core or extended partner by CONTRACTOR within three (3) business days.
3. 50% of all clients who receive Person-Centered Transition Support (PCTS) services from CONTRACTOR for transition from nursing facility to home will successfully transition from nursing facility to temporary or permanent housing within 90 days.

E. CONTRACTOR RESPONSIBILITIES

In accordance with the principles of the Agreement, the duties and responsibilities of CONTRACTOR are outlined as follows:

1. Administration:
 - a. Provide programmatic oversight of the CONTRACTOR responsibilities under this agreement.
 - b. Monitor the program through established processes and in compliance with applicable city, county, state and federal regulations.
 - c. Attend regularly scheduled Multi-Disciplinary Team (MDT) meetings with internal program staff, AAA/AAS staff and extended partners to review cases and ensure adequate program operations.
 - d. Participate in ADRC trainings/meetings required by CDA.
 - e. Respond to deficiencies in meeting any service requirements of this Agreement within five (5) business days of the deficiency being identified through contract monitoring or reported by the COUNTY contract monitor. Identification and response shall be captured in written communication. Corrective actions shall be agreed upon by both parties. Corrective actions shall be implemented as soon as deemed possible by both parties.
 - f. Ensure appropriate staffing to support the administrative and services provided for in this Agreement. Ensure replacement staffing is available to continue the uninterrupted provision of

services under this Agreement in the event of staffing vacancies related to sickness, absence or staffing changes.

- g. Work with COUNTY to develop written MCADRC program protocols and to update protocols and practices as needed.

2. Tracking and Reporting

- a. Work with COUNTY to determine data points and form to be used by CONTRACTOR to report needed information to COUNTY to report to California Department of Aging (CDA) on a monthly basis or as required.
- b. Utilize the Capstone Database to enter in client assessments, follow-ups, and any other client-centered documentation, or utilize an alternative database to enter the above documentation that allows for collection and summarizing of data requested by CDA or COUNTY.
- c. Provide an electronic copy of the data to COUNTY Contract Manager by the 10th day of the month following the month in which services were performed.
- d. Provide a current electronic copy of the data report via email within three (3) business days of receiving a request from the COUNTY.
- e. Complete reports or relevant portions of reports to CDA with all requested data and information as required an ADRC Core Partner within three (3) business days of receiving a request from the COUNTY or within the timeline established by the COUNTY for the request if longer than three (3) business days.
- f. Respond to direct requests from CDA with the requested data or information within five (5) business days.

3. Enhanced Information, Referral and Assistance (IR&A)

- a. Utilize appropriate interview techniques as detailed in developed program protocols to triage, assess, educate, and serve individuals entering the MCADRC LTSS system.
- b. Conduct a needs assessment for each caller within one (1) business day to determine which MCADRC partner is best able to serve the client based on the partners' identified areas of expertise.
- c. Transfer callers to AAA/AAS with a "warm hand-off" when they express interest in accessing:
 - i. Psychosocial and community health care services, including in-home support services.
 - ii. Short-term community case management and care coordination related to county-operated programs (i.e. IHSS, APS or other information or referral requests).
 - iii. Assistance with other public benefits provided by the Department of Social Services.
 - iv. Assistance with transitions from hospital to home.
 - v. Other services or benefits specific to the older adult population.
- d. Accept client referrals from the COUNTY and provide appropriate services/referrals for the following needs/services:
 - i. Peer advocacy to provide navigation of and support of accessing public and private benefits.
 - ii. Connection to assistive technology.
 - iii. Assessing community member eligibility for Department of Rehabilitation transition funds to assist people in transitioning from institutional settings.
 - iv. Accessibility and disability rights advocacy.
 - v. Housing assistance related to use of specialized funding for financial assistance, housing navigation and housing support services (i.e. Set Aside Vouchers, landlord negotiation).
 - vi. Assistance with transitions from long-term care facilities back to the community.
 - vii. Other services or benefits specific to adults with disabilities.

- e. Conduct a “warm hand off” with client’s consent, consisting of a face-to-face introduction or three-way phone conversation, when making referrals to COUNTY or an extended partner agency within one (1) business day of obtaining client consent.
 - f. A “warm hand off” referral shall consist of the following steps:
 - i. Receive and document client verbal and/or written consent following your organization’s policies and procedures.
 - ii. If the client has complex needs and is in need of multiple services (2 or more), refer them to Options Counseling services if the client gives consent.
 - iii. If the client is on the phone, offer to initiate a three-way call to the agency contact you are making the referral to.
 - iv. If the contact person at the referral agency is available, ensure the client is connected with the contact person before departing the call. If the warm hand-off contact is not available then have the client leave a message, or with client’s written permission and following your organization’s policies and procedures, forward their information to the agency contact person they need to talk to. Give the client the contact person’s name and phone number.
 - v. If you do not hear back from the agency contact you have made a referral to, contact the client as a follow-up within five (5) business days.
- 4 Person Centered Options Counseling (PCOC)
- a. Train staff in PCOC principles, procedures, and practices.
 - b. Accept PCOC referrals internally, from COUNTY, and from extended partner agencies.
 - c. Trained PCOC staff will conduct a Person-Centered Interview (PCI) with referred clients in person during in-office visits, home visits, in acute or long-term care facilities, or by telephone or video conferencing call, using active listening techniques to better understand the clients’ strengths, values, preferences, and concerns.
 - c. Trained PCOC staff will then assist clients to evaluate pathways, rate the importance or different issues, weigh the pros and cons of different choices, and prioritize needs.
 - d. Trained PCOC staff will then assist clients in identifying short-term and long-term goals and developing Care Plan outlining goals and steps to be taken by clients and CONTRACTOR.
 - e. Refer clients to appropriate extended partner agencies using the “warm hand off.”
 - f. Contact clients within ten (10) business days of the PCI to assure that their goals have been sufficiently addressed and to determine if additional short or long-term needs, and if so, adjust the Care Plans accordingly.
 - g. Contact clients at least once every subsequent thirty (30) days until their PCOC cases are closed.
 - h. Determine if Short-Term Service Coordination (STSC) is needed at any point and refer for STSC as appropriate.
 - h. Record all contacts, Care Plans, referrals, services, and other relevant data in the Capstone database or alternative secure database.
5. Short-Term Service Coordination (STSC)
- a. Train staff providing PCOC services in STSC principles, procedures, and practices.
 - b. Accept STSC referrals internally, from COUNTY, and from extended partner agencies for clients who urgently need help with one or multiple services and programs; and whose health and safety would be at risk; and who would likely experience an emergency or be unnecessarily admitted to a nursing facility or hospital without STSC intervention.
 - c. Refer clients when appropriate to extended partner agencies using the “warm hand off.”
 - d. Refer clients when appropriate to Adult Protective Services, Mobile Crisis, emergency healthcare services, and/or other necessary services if clients are in need of crisis intervention.

- e. Record all contacts, Care Plans, referrals, services, and other relevant data in the Capstone database or alternative secure database.
6. Person-Centered Transition Support (PCTS)
- a. Train staff in PCST principles, procedures, and practices.
 - b. Update section related to PCTS within the ADRC Shared Protocols as needed to identify the policies and procedures to be followed by CONTRACTOR and staff.
 - c. Accept PCTS referrals internally, from COUNTY, and from extended partner agencies or other appropriate sources, such as long-term care facilities, individuals and family members, for clients who wish to transition from long-term care facilities to the community.
 - d. Conduct personal interviews to discover strengths, values, and preferences of the individual and to help client answer certain critical questions (e.g., where and with whom do they want to live? What are they able to do for themselves, what might they need help with?).
 - e. Determine clients' California Community Transitions (CCT) eligibility based on federal guidelines.
 - f. Conduct functional needs assessment utilizing the Assessment Tool for California Community Transitions and Care Coordination Agencies. This is a detailed assessment to determine eligibility for Medicaid Waiver services. It addresses needs in the following areas: Demographics, Cognitive Behavior, Physical Function, Communication, Diagnosis, Medication and Nutrition, Treatments.
 - g. Complete Home and Community-based services (HCBS) applications with clients if appropriate.
 - h. Develop a comprehensive service plan (CSP) with clients including housing, transportation and other community resources available to them.
 - i. Provide services, referrals, and service coordination to assist clients with transitioning from long-term care facilities to the community.
 - j. Contact clients at least once every thirty (30) days until their transition from a long-term care facility to the community.
 - k. Follow up with clients at least once every ninety (90) days until one year following their transition to the community to assure that clients' goals have been sufficiently addressed; to assess and work to ensure continuing success in community living; and to determine if there are additional short or long-term needs that can be addressed by CONTRACTOR or by referrals to other LTSS providers.
 - l. Record all contacts, Care Plans, referrals, services, and other relevant data in the Capstone database or alternative secure database.
7. Confidentiality
- a. CONTRACTOR and other extended partner agencies will comply with and operate within each of their respective organization's confidentiality policies and procedures.
 - b. For all MCADRC services and activities, CONTRACTOR will comply with all required confidentiality laws and regulations, including HIPAA.
8. Quality Improvement
- a. CONTRACTOR will send clients a Satisfaction follow-up survey form to be created by CONTRACTOR within 3 months of service completion or loss of client contact to assess client satisfaction with services.
 - b. CONTRACTOR will send clients an annual Satisfaction Survey form to be created by CONTRACTOR after the end of the calendar year to all clients who were served in the previous calendar year to assess client satisfaction with services, and to identify systemic needs and needed improvements.

9. Program Staff

- a. Information & Referral Assistant
 - i. Provide at least one (1) Information & Referral Assistant at up to 1.0 FTE to provide program services.
 - ii. Provide services as described in E.3, E.4, E.5, and E.6.
 - iii. Participate in regular MDT meetings, which may include COUNTY staff and other extended partners.
 - iv. Prepare and send to COUNTY necessary data for regular required reports to CDA or as requested.
- b. Person-Centered Transition Support Case Manager/Community Advocate
 - i. Provide at least one (1) Person-Centered Transition Support Case Manager/Community Advocate at up to 1.0 FTE to provide program services.
 - ii. Provide services as described in E.6.
 - iii. Participate in regular MDT meetings, which may include COUNTY staff and other extended partners.
 - iv. Prepare and send to COUNTY necessary data for regular required reports to CDA or as requested.
- c. Community Organizer/Special Projects Manager/**Director of Services**
 - i. Provide at least one (1) Community Organizer/Special Projects Manager/**Director of Services** at up to 1.0 FTE to provide oversight and supervision of ADRC operations.
 - ii. Provide oversight and supervision of services as described in E.2, E.3, E.4, E.5, and E.6 and coverage of aforementioned services as needed.
 - iii. Participate in regular MDT meetings, which may include COUNTY staff and other extended partners.
 - iv. Prepare and send to COUNTY necessary data for regular required reports to CDA or as requested.
- d. Director of Programs
 - i. Provide one (1) Director of Programs at up to 0.25 FTE to provide administrative oversight and of ADRC operations.
 - ii. Provide services described in E.1 and administrative oversight of services as described in E.2, E.3, E.4, E.5, and E.6 and provide ADRC supervision coverage and/or coverage of ADRC services as needed.
 - iii. Participate in regular MDT meetings, which may include COUNTY staff and other extended partners.
 - iv. Prepare and send to COUNTY necessary data for regular required reports to CDA or as requested.
- e. **Executive Director**
 - i. **Provide up to one (1) Executive Director at up to 0.15 FTE to provide administrative oversight and leadership of ADRC operations.**
 - ii. **Provide services described in E.1 and administrative oversight of services as described in E.2, E.3, E.4, E.5, and E.6.**
 - iii. **Participate in regular planning meetings, which may include COUNTY staff.**
 - iv. **Prepare and send to COUNTY necessary data for regular required reports to CDA or as requested.**

V. COUNTY RESPONSIBILITIES

- A. In accordance with the principles of this Agreement, the duties and responsibilities of COUNTY are outlined as follows:

1. Administration

- a. Provide programmatic oversight of the COUNTY responsibilities provided under this agreement.
- b. Review invoices and reports submitted by CONTRACTOR and process for payment.
- c. Communicate, at a minimum, within five (5) working days to:
 - i. Respond to any inquiries from CONTRACTOR.
 - ii. Share any changes in client status or circumstances that impact CONTRACTOR.
- d. Be available for monthly meetings and as needed with CONTRACTOR.
- e. Ensure collaboration between COUNTY and CONTRACTOR by reviewing processes, managing forms and updates to policies and procedures.

2. Tracking and Reporting

- a. Work closely with CONTRACTOR to obtain detailed program data on a monthly, quarterly, and/or annual basis for completion of mandated monthly, quarterly, and/or annual reports to CDA.
- b. Report monthly, quarterly, and annually or as required to CDA regarding MCADRC.
- c. Act as the primary program contact with state level program administrator and ensure program applications, reports, and other requirements are met.

VI. DATA REPORTING INSTRUCTIONS AND SUBMISSION

- A. CONTRACTOR shall provide comprehensive programmatic reports on a monthly basis or as needed. Data provided shall include, but is not limited to, data elements required by CDA. Report structure will be determined by CONTRACTOR and COUNTY.

VII. EQUIPMENT

- A. CONTRACTOR must receive prior approval from COUNTY in writing for equipment purchases over \$5,000. In addition, any computing devices, regardless of cost, require justification and approval by COUNTY.
- B. Competitive quotations shall be solicited for Equipment purchases and COUNTY will provide guidelines when quotes are required and how many quotes are required.
 - 1) Less than \$3,000 – One quote minimum is required.
 - 2) More than \$3,000 but less than \$15,000 – A minimum of two quotes is required.
 - 3) Greater than \$15,000 but less than \$50,000 – Three quotes are required.
- C. Exhibit D-2, Equipment Acquisition Report, shall accompany CONTRACTOR's invoice to COUNTY as appropriate.
- D. 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.
- E. Equipment must be received by **June 30, 2026** and for expenses to be claimed against this Agreement. Any equipment or physical assets obtained by CONTRACTOR utilizing funds pursuant to the terms of this Agreement shall be inventoried and considered the property of COUNTY and

tendered to the COUNTY upon termination of services by CONTRACTOR. Any equipment no longer needed by CONTRACTOR must be tendered to the COUNTY. Equipment purchase guidelines are outlined in Exhibit D-3. A current Inventory Listing of all equipment shall be maintained and updated with each contract and amended contract as needed (Exhibit D-4).

VIII. INVOICE/PAYMENT PROVISIONS

- A. Claims for Payment will be submitted monthly by the CONTRACTOR by the 10th day of the month for services rendered in the previous month. Claims shall be made in the format set forth in the Invoice Samples outlined in **Exhibits DD-1 and Exhibit D-5**.
- B. TRAINING / TRAVEL Reimbursement: County and CONTRACTOR agree that CONTRACTOR shall be reimbursed for travel expenses during this Agreement. CONTRACTOR shall receive compensation for travel expenses as per the "County Travel Policy". A copy of the policy is available online at <https://www.countyofmonterey.gov/government/departments-a-h/auditor-controller/policies-and-procedures>. To receive reimbursement, CONTRACTOR must provide a detailed breakdown of authorized expenses, identifying what was expended and when. CONTRACTOR shall receive compensation for mileage reimbursement up to the rates listed online at www.irs.gov.
- C. COUNTY shall pay CONTRACTOR per the terms set forth in **Exhibit BB – DSS Additional Provisions** Section I. PAYMENT BY COUNTY.
- D. 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.
- E. CONTRACTOR shall mail or email all original signed invoices to:
County of Monterey Department of Social Services
 Attn. Travis Beye
 730 La Guardia Street
 Salinas, CA 93905
beyet@countyofmonterey.gov

IX. PAYMENT SUMMARY

The total amount payable by COUNTY to CONTRACTOR for the period of July 1, 2024 to June 30, 2025, shall not exceed one hundred twenty thousand thirty-six dollars and sixty cents (\$120,036.60), per Exhibit CC, Budget.

The total amount payable by COUNTY to CONTRACTOR for the period of July 1, 2025 to June 30, 2026, shall not exceed one hundred eleven thousand eight hundred one dollars (\$111,801), per Exhibit CC, Budget.

The maximum amount to be paid by COUNTY to CONTRACTOR for the period July 1, 2024 through **June 30, 2026** shall not exceed **two hundred thirty one thousand eight hundred thirty seven dollars and sixty cents (\$231,837.60)**.

This Agreement is funded by the California Department of Aging (CDA). 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 Agreements to CONTRACTOR.

**MONTEREY COUNTY
DEPARTMENT OF SOCIAL SERVICES**

ADDITIONAL PROVISIONS

I. PAYMENT BY COUNTY:

1.01 Monthly claims/invoices by CONTRACTOR: Not later than the tenth (10th) day of each month, CONTRACTOR shall submit to COUNTY a signed invoice setting forth the amount claimed. All invoices (monthly and final) shall be submitted in the form set forth in **Exhibits DD-1 and Exhibit D-5.**

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

1.03 Allowable Costs:

a) Allowable costs shall be the CONTRACTOR's actual costs of developing, supervising and delivering the services under this Agreement, as set forth in **Exhibit CC**. Only the costs listed in **Exhibit CC** as contract expenses may be claimed as allowable costs. Any dispute over whether costs are allowable shall be resolved in accordance with the provisions of 45 Code of Federal Regulations, Part 74, Sub-Part F and 48 Code of Federal Regulations (CFR), Chapter 1, Part 31.

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

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

1.05 Payment in Full:

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

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

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

II. PERFORMANCE STANDARDS & COMPLIANCE

2.01 Outcome objectives and performance standards: CONTRACTOR shall for the entire term of this Agreement provide the service outcomes set forth in **Exhibit AA**. 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.

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

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

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

2.05 Remedies for Inadequate Service Levels:

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

- b) If CONTRACTOR does not carry out the required corrective action within the time frame specified, sanctions shall be applied in accordance with funding source regulations.
- c) Notwithstanding Section 7.02 of the Agreement, if, after the COUNTY notifies CONTRACTOR of any sanctions to be imposed, CONTRACTOR continues in its failure to take corrective action, then COUNTY may terminate this contract by giving CONTRACTOR five (5) days' written notice.
- d) If all appropriate corrective actions are taken but service still falls 80% or more below contracted level, COUNTY and CONTRACTOR may renegotiate the contracted level of service.

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

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

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

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

III. CONFIDENTIALITY

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

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

IV. NON-DISCRIMINATION

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

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

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

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

- **California Fair Employment and Housing Act**, California Government Code Sec. 12900 et seq., see especially Section 12940 (c), (h), (1), (i), and (j); and the administrative regulations issued thereunder, 2 Calif. Code of Regulations Secs. 7285.0 et seq. (Division 4 - Fair Employment and Housing Commission);
- **California Government Code Secs. 11135 - 11139.5**, as amended (Title 2, Div. 3, Part 1, Chap. 1, Art. 9.5) and any applicable administrative rules and regulations issued under these sections; including **Title 22 California Code of Regulations 98000-98413**.

- **Federal Civil Rights Acts of 1964 and 1991** (see especially Title VI, 42 USC Secs. 2000d et seq.), as amended, and all administrative rules and regulations issued thereunder (see especially 45 CFR Part 80);
- **The Rehabilitation Act of 1973**, Secs. 503 and 504 (29 USC Sec. 793 and 794), as amended; all requirements imposed by the applicable HHS regulations (45 CFR Parts 80, 84 and 91); and all guidelines and interpretations issued pursuant thereto;
- **7 Code of Federal Regulations (CFR)**, Part 15 and **28 CFR** Part 42;
- **Title II of the Americans with Disabilities Act of 1990** (P.L. 101-336), 42 U.S.C. Secs. 12101 et seq. and 47 U.S.C. Secs. 225 and 611, and any federal regulations issued pursuant thereto (see 24 CFR Chapter 1; 28 CFR Parts 35 and 36; 29 CFR Parts 1602, 1627, and 1630; and 36 CFR Part 1191);
- **Unruh Civil Rights Act**, Calif. Civil Code Sec. 51 et seq., as amended;
- **Monterey COUNTY Code**, Chap. 2.80.;
- **Age Discrimination in Employment Act 1975**, as amended (**ADEA**), 29 U.S.C. Secs 621 et seq.;
- **Equal Pay Act of 1963**, 29 U.S.C. Sec. 206(d);
- **California Equal Pay Act**, Labor Code Sec.1197.5.
- **California Government Code** Section 4450;
- **The Dymally-Alatorre Bilingual Services Act; Calif. Government Code Sec. 7290 et seq.**
- **The Food Stamp Act of 1977**, as amended and in particular **Section 272.6.**
- **California Code of Regulations, Title 24, Section 3105A(e)**
- **Removal of Barriers to Inter-Ethnic Adoption Act of 1996, Section 1808**

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

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

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

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

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

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

V. ADDITIONAL REQUIREMENTS

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

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

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

- c) Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity (federal, State, or local) with commission of any of the offenses in 5.02(b).
- d) Have not, within a three-year period preceding this Agreement, had one or more public transactions (federal, State, or local) terminated for cause or default.

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

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

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

VI. CONTRACT ADMINISTRATORS

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

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

VII. CONTRACT DEPENDENT ON GOVERNMENT FUNDING

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

VIII. APPEAL PROCESS

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

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

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

- b) CONTRACTOR's appeal of the Branch Deputy Director's decision must be submitted to the Department Director within ten (10) working days from the date of the decision; be in writing, state the reasons why the decision is unacceptable, and include the original complaint, the decision that is the subject of appeal, and all supporting documents. Within twenty (20) working days from the date of CONTRACTOR'S appeal, the Department Director, or his/her designee, shall meet with CONTRACTOR to review the issues raised on appeal. The Department Director shall issue a final written decision within fifteen (15) working days of such meeting.
- c) CONTRACTOR may appeal the final decision of the Department Director in accordance with the procedures set forth in Division 25.1 (commencing with Section 38050) of the Health and Safety Code and the regulations adopted thereunder. (Title 1, Subchapter 2.5 commencing with Section 251, or Subchapter 3 commencing with Section 300, whichever is applicable, of the California Code of Regulations).
- d) CONTRACTOR shall continue to carry out the obligations under this Agreement during any dispute.
- e) Costs incurred by CONTRACTOR for administrative/court review are not reimbursable by COUNTY.

BUDGET

Central Coast Center for Independent Living - ADRC MONTEREY COUNTY DEPARTMENT OF SOCIAL SERVICES

Contract Period: July 2024 - June 2026

OPERATING EXPENSES	July 1, 2024 - June 30, 2025	July 1, 2025 - June 30, 2026	Total Budget 7/1/24-6/30/26
Salaries & Employee Benefits			
Information & Referral Assistant 0.50 FTE	\$ 18,339.38	\$ 18,339.38	\$ 36,678.76
Transition Case Manager 0.50 FTE	\$ 16,556.25	\$ 16,556.25	\$ 33,112.50
Community Organizer / Director of Services 0.30	\$ 14,583.33	\$ 14,083.33	\$ 28,666.66
Director of Programs 0.25	\$ 16,566.91	\$ 16,066.91	\$ 32,633.82
Executive Director 0.15	\$ 5,800.00	\$ 4,800.00	\$ 10,600.00
Employee Benefits	\$ 14,864.19	\$ 14,864.19	\$ 29,728.38
Operating Expenses			
Office supplies	\$ 2,500.00	\$ 1,800.00	\$ 4,300.00
Travel	\$ 250.00	\$ 250.00	\$ 500.00
Training Meetings & Conferences	\$ -	\$ -	\$ -
Transportation	\$ 1,800.00	\$ 1,800.00	\$ 3,600.00
Marketing & Outreach Materials	\$ 2,500.00	\$ 2,500.00	\$ 5,000.00
Subscriptions & Dues	\$ -	\$ -	\$ -
Professional Services	\$ -	\$ -	\$ -
Rent/Occupancy	\$ 13,560.85	\$ 13,560.85	\$ 27,121.70
Transition Services	\$ 6,164.69	\$ 3,500.00	\$ 9,664.69
Indirect Expenses (10% Maximum)	\$ 6,551.00	\$ 3,680.09	\$ 10,231.09
Total Operating Expenses	\$ 120,036.60	\$ 111,801.00	\$ 231,837.60

INVOICE SAMPLE

**Central Coast Center for Independent Living
MONTEREY COUNTY DEPARTMENT OF SOCIAL SERVICES
AREA AGENCY ON AGING**

Contract Period: July 1, 2024 - June 30, 2025 Month: _____

Line Item Descriptions	BUDGET	Monthly Expense	Total Expense YTD	Remaining Balance
Salaries				
Information & Referral Assistant	\$ 18,339.38	\$ -	\$ -	\$ 18,339.38
Case Manager	\$ 16,556.25	\$ -	\$ -	\$ 16,556.25
Community Organizer/Director of Services	\$ 14,583.33	\$ -	\$ -	\$ 14,583.33
Director of Programs	\$ 16,566.91	\$ -	\$ -	\$ 16,566.91
Executive Director	\$ 5,800.00	\$ -	\$ -	\$ 5,800.00
Employee Benefits	14,864.19	-	-	14,864.19
Operating Expenses				
Office supplies	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00
Travel	\$ 250.00	\$ -	\$ -	\$ 250.00
Traning Meeting & Conferences	\$ -	\$ -	\$ -	\$ -
Transportation	\$ 1,800.00	\$ -	\$ -	\$ 1,800.00
Marketing & Outreach Materials	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00
Subscriptions & Dues	\$ -	\$ -	\$ -	\$ -
Professional Services	\$ -	\$ -	\$ -	\$ -
Rent/Occupancy	\$ 13,560.85	\$ -	\$ -	\$ 13,560.85
Transition Services	\$ 6,164.69	\$ -	\$ -	\$ 6,164.69
Indirect Expenses (10% Maximum)	\$ 6,551.00	\$ -	\$ -	\$ 6,551.00
Total Operating Expenses	\$ 120,036.60	\$ -	\$ -	\$ 120,036.60

CERTIFICATION

Agency Signature	Title	Date
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AAS Signature	Title	Date
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INVOICE SAMPLE

Central Coast Center for Independent Living
MONTEREY COUNTY DEPARTMENT OF SOCIAL SERVICES
AREA AGENCY ON AGING

Contract Period: July 1, 2025 - June 30, 2026**Month:** _____

Line Item Descriptions	BUDGET	Monthly Expense	Total Expense YTD	Remaining Balance
Salaries				
Information & Referral Assistant	\$ 18,339.38	\$ -	\$ -	\$ 18,339.38
Case Manager	\$ 16,556.25	\$ -	\$ -	\$ 16,556.25
Community Organizer/Director of Services	\$ 14,083.33	\$ -	\$ -	\$ 14,083.33
Director of Programs	\$ 16,066.91	\$ -	\$ -	\$ 16,066.91
Executive Director	\$ 4,800.00	\$ -	\$ -	\$ 4,800.00
Employee Benefits	14,864.19	-	-	14,864.19
Operating Expenses				
Office supplies	\$ 1,800.00	\$ -	\$ -	\$ 1,800.00
Travel	\$ 250.00	\$ -	\$ -	\$ 250.00
Traning Meeting & Conferences	\$ -	\$ -	\$ -	\$ -
Transportation	\$ 1,800.00	\$ -	\$ -	\$ 1,800.00
Marketing & Outreach Materials	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00
Subscriptions & Dues	\$ -	\$ -	\$ -	\$ -
Professional Services	\$ -	\$ -	\$ -	\$ -
Rent/Occupancy	\$ 13,560.85	\$ -	\$ -	\$ 13,560.85
Transition Services	\$ 3,500.00	\$ -	\$ -	\$ 3,500.00
Indirect Expenses (10% Maximum)	\$ 3,680.09	\$ -	\$ -	\$ 3,680.09
Total Operating Expenses	\$ 111,801.00	\$ -	\$ -	\$ 111,801.00

CERTIFICATION

	Title	Date
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Agency Signature

	Title	Date
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AAS Signature