

Council on Aging Services for Seniors
Amendment Number 1
to the Agreement to Provide
SERVICES FOR SENIORS
Funding Amount: **\$1,808,002**
Term: **7/1/2025 to 6/30/2026**
Agreement Number: AA-COA-S4S-2526

This Amendment Number 1 ("Amendment") is by and between the County of Sonoma, a political subdivision of the State of California (hereinafter "County"), and Council on Aging Services for Seniors, a California non-profit Corporation (hereinafter "Contractor").

As provided by Article 13.7, Merger, the parties hereby evidence their intent and desire to amend the Agreement. The parties mutually desire to amend said Agreement to make the following changes:

1. Revise Article 2, Payment, to increase the Agreement amount by Two Hundred Fifty-Four Thousand Three Hundred Seventy-Two Dollars (\$254,372), for a new total of One Million Eight Hundred Eight Thousand Two Dollars (\$1,808,002);
2. Revise the following in Exhibit A: Scopes of Work:
 - a. Replace Exhibit A, Scopes of Work General Requirements, to add a complaint resolution policy, update mandated reporting requirements, and add local community focal point locations.
 - b. Replace Exhibit A-2, Scope of Work for To-Go Meals, to update program requirements.
 - c. Replace Exhibit A-3, Scope of Work for Congregate Meals, to update program requirements.
 - d. Replace Exhibit A-4, Scope of Work for Home Delivered Meals, to update program requirements.
3. Revise the following in Exhibit B: Fiscal Provisions/Budget:
 - a. Replace Section 5, Budget Adjustments, to replace 5.1, remove 5.3, and renumber sections.
 - b. Replace Section 12, Allocation Summary.
 - c. Replace the following line-item budget tables: 13.1 and 13.5 to change the funding sources for Adult Day Care and Alzheimer's Day programs; 13.2 to update the line items for To Go Meals; 13.3 to add \$162,371 to Congregate Meals; and 13.4 to add \$92,001 to Home Delivered Meals.

R E C I T A L S

WHEREAS, County and Contractor entered into that certain Agreement, dated July 1, 2025, for Services for Seniors; and

WHEREAS, County and Contractor desire to amend the Agreement to provide additional funding, reallocate funding, update select scopes of work, and revise select fiscal provisions;

NOW, THEREFORE, the parties hereto are desirous of modifying the Agreement in accordance with the terms and conditions set forth herein and hereto agree as follows:

SPECIFIC PROVISIONS

2. Payment.

For all services and incidental costs required hereunder, Contractor shall be paid on a cost reimbursement basis in accordance with the budget set forth in "Exhibit B: Fiscal Provisions/Budget" (hereinafter "Exhibit B"), attached hereto and incorporated herein by this reference. Contractor shall be paid an amount not to exceed One Million Eight Hundred Eight Thousand Two Dollars (\$1,808,002), without the prior written approval of County. Expenses not expressly authorized by the Agreement shall not be reimbursed.

Unless otherwise noted in this agreement, payments shall be made within the normal course of county business after presentation of an invoice in a form approved by the County for services performed. Payments shall be made only upon the satisfactory completion of the services as determined by the County.

Exhibit A: Scopes of Work

Scopes of Work General Requirements

Effective Date: 12/1/2025

1. Language Capacity:

Take reasonable steps to ensure that program services are available to Spanish-speaking persons or limited-English speaking persons, including but not limited to the accessibility of services and program information by means of the following:

- a) Bilingual provider staff available.
- b) Translated written information materials, including enrollment information, forms, descriptions of available services and programs, advertising and outreach flyers.

2. Equity Statement:

The County of Sonoma supports fair, accessible, and relevant services that promote equity and social justice for families and individuals. In January 2021, Sonoma County's Board of Supervisors approved a five-year strategic plan, which includes a Racial Equity and Social Justice pillar. The pillar is made up of specific goals and objectives that will lead to normalizing, organizing, and operationalizing a new way of seeing our challenges, conducting analysis, and implementing new policies to ensure a workforce reflective of the community we serve and to achieve racial equity in County service provision.

3. Results-Based Accountability (RBA) Plan:

Advancing equity in our community demands that we look at community and program level data by race and other social demographics to adopt strategies to eliminate inequities. The RBA framework centers communities with the greatest

need while creating a data driven culture that embodies root cause analysis, participatory practice, organizational self-reflection and authentic relationship building.

Measurable change is a core component of a data driven culture. RBA uses Performance Measures to look at the quality, efficiency, and outcome of services. RBA asks three Performance Measure questions to get at the most important program outputs and outcomes: How much did we do? How well did we do it? Is anyone better off?

Upon execution of the contract County and Contractor may work to develop Performance Measures reflective of outcomes included in the scope of work. This may include, but is not limited to, attending one (1) RBA training, creating an RBA plan, submitting quarterly Performance Measure data and participating in periodic RBA Turn the Curve conversations.

4. Voluntary Contributions/Program Income: Under this Agreement, Contractor will:

- 4.1. Provide each participant with the opportunity to voluntarily contribute to the cost of the service by developing a notice to participants. Notices provided to participants regarding contributions shall be identified as “voluntary” and contain language that “no individual can be denied participation because of failure or inability to contribute.”

These documents cannot include the words “bill, invoice or statement” or otherwise indicate or infer a contribution is required. The template for voluntary contributions must be submitted to AAA Program Staff within thirty (30) days of the contract’s start date. Any changes to this template must be communicated to AAA Program Staff prior to use.

- 4.2. Protect the privacy of each participant with respect to contribution made. This privacy protection is to include establishing procedures to safeguard and account for all contributions. Procedures must be submitted to AAA Program Staff within thirty (30) days of the contract’s start date.
- 4.3. Ensure that all Program Income is reported and expended under the same terms and conditions as the program funds from which it is generated. Program Income means revenue generated by Contractor from contract-supported activities, including voluntary contributions received from a participant for services received. See Exhibit B – Fiscal Provisions.

5. Contract Funding: Under this Agreement, Contractor will:

- 5.1. Agree not to use contract funds to pay the salary or expenses of any individual who is engaging in activities designed to influence legislation or appropriations pending before the Congress (22 CCR § 7364 (a) 2).
- 5.2. Comply with budget reduction in the event the service levels specified in Section 5 are not attained (22 CCR § 7364 (a) 3).

6. Service Compliance: Under this Agreement, Contractor will:

- 6.1. Ensure contract is in full contract compliance within 120 days of the beginning date of the contract. County shall evaluate Contractor's capacity to fulfill

contract goals if full compliance by this time period has not occurred (22 CCR § 7364 (c)).

- 6.2. Comply with program standards, service priorities, and responsibilities consistent with statewide standards as they are released or identified by AAA or state licensing body.
- 6.3. Prevent disclosure of any information about the participant without written consent of the individual.

7. Service Changes: Contractor will ensure that proposed changes affecting the provision of services such as changes in paid program staff, program structure/activities, hours/day(s) of service, site additions, site renovations, and temporary or permanent site closures must be communicated in writing via email to AAA Program Staff within ten (10) days of proposed date of the change.

Funds must supplement and not supplant existing services to participants and will build upon existing state-funded programs to the extent possible.

8. Grievance Policy: The Contractor will ensure the grievance policy is posted, in English and Spanish, in a public space and in compliance with 22 CCR, §7400 *Grievance Process*. In addition, the policy must state the time the agency will take to complete the complaint resolution, indicate that all complaints are kept confidential, and provide the procedure for them to appeal a dissatisfied outcome resolution to the Sonoma County Area Agency on Aging.
9. Complaint Resolution: The AAA maintains a Complaint Resolution Policy and Process for contracted or applicant services providers who are dissatisfied with an action taken by the AAA. Complaints must be submitted in writing within 30 days of the action, and the AAA will issue a written decision within 30 days of receipt. Providers will be informed of their right, if applicable, to request a State hearing within 15 days of the AAA's written decision. In accordance with 22 CCR 7250 and 7704.
10. Mandated Reporting: Contractor will report suspected abuse, neglect, or exploitation of program participants to Sonoma County Adult Protective Services and/or law enforcement. Training will be provided by Sonoma County Adult Protective Services. Staff are required to complete Mandated Reporting Training every two (2) years.
11. Service Provider Meetings Requirement: The AAA periodically hosts service provider meetings to share new information with service providers (contractors). Contractor shall designate a representative to attend each Service Provider meeting. It is recommended that Contractor also attend the monthly full AAA Aging & Disability Commission. Meetings are held the 3rd Wednesday/month at 1:00 pm.
<https://sonomacounty.ca.gov/health-and-human-services/human-services/older-adults-people-with-disabilities/boards-government-vendors/area-agency-on-aging-advisory-council>
12. Security Awareness Training: Contractor's employees, subcontractors/vendors, and volunteers who handle confidential, sensitive and/or personal identifying information must complete the Security Awareness Training module by July 30, or within 30 days of the start date of the contract, or within thirty (30) days of the start date of any new

employee, Subcontractor/Vendor, or volunteer's employment. Contractor will send signed certificates to AAA staff. Training may be on an individual or group basis. A sign in sheet for a group presentation is acceptable for group trainings. Access Information Security Awareness training under: [Information Security | California Department of Aging - State of California](#).

13. Transition Plan: In the event the agreement is terminated prior to end of the contract term, Contractor shall submit a transition plan to ensure there will be no break in continued service. Transition plan must be received by County within 15 days of delivery of a written Notice of Termination initiated by Contractor, County, or State. At such time, County will provide required elements to be included in the transition plan to Contractor.
14. Local Focal Points: The contractor acknowledges that the AAA has designated locations as Community Focal Points, as required by Title 22 CCR.

Designated Community Focal Point	Address
Sonoma County Human Services Adult & Aging Division	3725 Westwind Blvd Santa Rosa, CA 95403
Disability Services & Legal Center	521 Mendocino Ave Santa Rosa, CA 95401
Petaluma People Services Center	1500A Petaluma Blvd S Petaluma, CA 94952
Lighthouse for the Blind and Visually Impaired, Earle Baum Center	4539 Occidental Road Santa Rosa, CA 95401
Senior Advocacy Services	1129 Industrial Ave Suite 201 Petaluma, CA 94954
Council on Aging	30 Kawana Spring Road Santa Rosa, CA 95404
West County Community Services	16390 Main Street Guerneville, CA 95446

Senior Center	Address
Cloverdale Senior Center	311 N Main Street, P.O. Box 663 Cloverdale, CA 95425
Healdsburg Senior Center	133 Matheson Healdsburg, CA 95448
Petaluma Senior Center	211 Novak Drive Petaluma, CA 94954
Rohnert Park Senior Center	6800 Hunter Drive, Suite A Rohnert Park, CA 94928
Russian River Senior Center	15010 Armstrong Woods Road Guerneville, CA 95446
Sebastopol Area Senior Center	167 N. High Street Sebastopol, CA 95472

Vintage House	264 First Street East Sonoma, CA 95476
Windsor Senior Center	9231 Foxwood Drive, P.O. Box 100 Windsor, CA 95492
Santa Rosa Person Senior Center	2060 College Avenue Santa Rosa, CA 95401

Exhibit A-2: Scope of Work

To-Go Meals

Effective Date: 12/1/2025

TIME FRAME: 7/1/2025 – 6/30/2026

FUNDING: Older Californians Act – Modernization Nutrition

GEOGRAPHIC SERVICE AREA(S): Cloverdale, Healdsburg, Rohnert Park, Santa Rosa, Sebastopol, Sonoma, Windsor

PROGRAM AREA: To-Go Meals

1. Program Overview: The To-Go Meals program is designed to help increase the nutrient intake and prevent health deterioration and social isolation for older adults aged 60 and older, their spouses regardless of age, and disabled individuals who reside at home with and accompany an older individual who participates in the program. The nutritionally balanced meal and social contact together provide a positive motivation for self-care for older adults who may often eat poorly on their own and may become lonely and depressed in isolation.
2. California Department of Aging Service Category Definition:
 - 2.1. “To-Go Meals” means meals that are picked up by individuals 60 years of age or older (or their agent) or delivered to individuals 60 years of age or older who are not comfortable dining in a congregate meal setting.
 - 2.1.1 Title IIIC-1: To-Go meals are categorized as C-1 meals if they are consumed onsite and include in-person interaction (e.g., dining at congregate site such as restaurant, food truck, etc. or one-on-one with program volunteer) or consumed offsite and include virtual interaction (e.g., group interaction via Zoom, FaceTime, etc. or one-on-one with program volunteer via telephone) during the meal.
 - 2.1.2 Title IIIC-2: To-Go meals are categorized as C-2 meals if they are consumed offsite without in-person or virtual interaction.
 - 2.2. Nutrition Education: An intervention targeting OAA participants and caregivers that uses information dissemination, instruction, or training with the intent to support food, nutrition, and physical activity choices and behaviors (related to nutritional status) in order to maintain or improve health and address nutrition-related conditions. Content is consistent with the DGA; accurate, culturally sensitive, regionally appropriate, and considers personal preferences; and overseen by a registered dietitian or individual of comparable expertise as defined in the OAA.

3. Program Requirements: Under this Agreement, Contractor will:

3.1. Provide To-Go meals to older adult participants 60 years of age and older giving priority to those who may be one or more of the following:

- a) Low-income
- b) Adults with Disabilities
- c) Minority
- d) Limited English proficient
- e) Socially isolated
- f) LGBTQIA+
- g) HIV Positive
- h) Residing in rural areas
- i) Have the greatest economic and social need
- j) Are at risk for institutional placement

Targeted individuals are frail isolated older adults who are in danger of declining in their overall health, becoming depressed and losing their independence because of diminished social and mental stimulation.

3.2. Plan and implement outreach efforts that target the eligible population, with special attention to rural residents who have no broadband internet or electronic media service, Spanish speakers, multi-cultural, and multi-lingual clientele. Publicity and outreach plans will include specific strategies for addressing challenges to reaching rural residents, minorities, and underserved groups.

3.3. Implement staff training, policies, and hiring practices that:

- a) Support and promote cultural competency and inclusivity; and
- b) Demonstrate an ability to provide culturally and linguistically appropriate services to diverse populations including, but not limited to, Latinx, Black Indigenous People of Color (BIPOC), Lesbian Gay Bisexual Transgender Queer or Questions (LGBTQIA+), HIV positive, and underserved groups.

3.4. Refer participants who live outside the Contractor's defined Geographical Service Area to the Sonoma County AAA Case Management Contractor who serves that Geographical Service Area.

3.5. Provide services to other individuals eligible to receive Older Americans Act funded meals which includes:

- a) A person who is considered frail as defined by 22 CCR 7119, homebound by reason of illness or disability, or otherwise isolated. (These individuals shall be given priority in the delivery of services.) [45 Code of Federal Regulations (CFR) 1321.69(a)].
- b) A spouse of a person defined in 22 CCR 7638.7(c)(2), regardless of age or condition, if an assessment concludes that is in the best interest of the homebound older individual.
- c) An individual with a disability who resides at home with older individuals, if an assessment concludes that it is in the best interest of the homebound older individual who participates in the program.

- 3.6. Contact the individual to determine eligibility and level of need.
 - a) Applicants determined ineligible to receive To-Go meals must be referred to other appropriate food assistance programs.
- 3.7. If applicant cannot be served due to provider resource limitations, participant must be placed on a "wait list". Wait lists with participant's city residence, date they were placed on the wait list, their level of priority, and the reason for the inability to provide service must be submitted to the AAA Program Staff monthly. Reports should not include Personally Identifiable Information (PII).
- 3.8. Complete the Older Americans Act Nutritional Risk Assessment checklist as part of the Nutritional Screening Initiative from each meal site participant and make appropriate referrals if participant scores at a high nutritional risk.
- 3.9. Provide meals to program participants weekly that can be hot, refrigerated, or frozen. Each meal should provide one-third (1/3) of the Dietary Reference Intake (DRI).
- 3.10. Use fresh ingredients in food preparation as much as possible.
- 3.11. Forward monthly menu to the AAA Dietitian for review and certification at least one month prior to use. Meals cannot be served until AAA approval Registered Dietitian approval is received.
 - a) Menu changes that include changing an entire meal must be approved by the AAA Dietitian prior to implementation. A written record must be kept on file regarding approval communications.
 - b) Substitutions shall not exceed two (2) entrees per month unless approved by the AAA Dietitian.
 - c) If substitutions are needed for fruits or vegetables, only items from the AAA Dietitian approved substitution list can be used.
 - d) Provide Nutrition Education at a minimum of four (4) times per year to participants.
- 3.12. Ensure conformance with the following nutritional and kitchen site requirements to be monitored by the AAA Dietitian:
 - a) AAA Title III-C Nutrition Program Standards and all state and federal Title III C regulations.
 - b) The California Retail Food Code (CRFC) and local health department regarding safe and sanitary preparation of meals.
 - c) Occupational Safety and Health Administration (OSHA) requirements.
- 3.13. Ensure nutrition staff conforms to the requirements set forth in the California Department of Aging Title IIIC Program Regulations 145.1(C)(D) which includes the qualifications, training, and duties of the food service manager and the agency dietitian/nutritionist on site.
- 3.14. Prevent disclosure of any information about the participant without written consent of the individual

4. Location of To-Go Meal Services:

LOCATION	ADDRESS	HOURS OF OPERATION
Cloverdale	Kings Valley Senior Apartments 100 Kings Circle	Tuesdays 10:30am – 11:30am
Healdsburg	Healdsburg Senior Center 133 Matheson Street	Mondays 9:30am – 10:30am
Rohnert Park	Rohnert Park Senior Center 6800 Hunter Drive	Wednesdays 9:30am – 11:30am
Santa Rosa	Council on Aging 30 Kawana Springs Rd.	Thursdays 10:00am – 12:00pm
Santa Rosa	Silvercrest Housing Tower 1050 3 rd St	Thursdays 9:30am – 10:30am
Santa Rosa	Steele Lane Community Center 415 Steele Ln.	Thursdays 10:30am – 12:00pm
Sebastopol	Sebastopol Area Senior Center 167 High Street	Thursdays 10:00am – 12:00pm
Sonoma	The Vintage House 264 First Street East	Mondays 11:00am – 12:00pm
Windsor	Windsor Senior Center 9231 Foxwood Drive	Fridays 9:30am – 10:30am

5. To-Go Site Changes and Closures:

5.1. To-Go Site Changes: Proposed changes in dining sites such as adding additional sites or site renovations must be communicated in writing to AAA Program Staff within thirty (30) days of the proposed date of the change. The site must be inspected and approved by AAA Program Staff prior to meal service.

5.2. To-Go Site Closures: Proposed closures of dining sites must be communicated in writing to AAA Program Staff within thirty (30) days of the proposed date of closure. A site closure plan must be submitted by the contractor to the AAA and the site must remain open until the plan has been approved by AAA staff.

6. Units of Service Requirements for To-Go Meal Contracted Services:

6.1. To-Go Meals: **14,250** Meals Served

6.2. Unduplicated Seniors: **80**

6.3. Nutrition Education Sessions: **2,625** Sessions

6.4. Unduplicated Nutrition Education Participants: **80**

6.5. Units of service will be reviewed quarterly by AAA staff.

It is expected by December 31 (end of the 2nd quarter), Contractor will have provided 50% of the contracted service units. If the actual service units provided are below the 50% expectation, County and Contractor will meet to discuss the concern. Outcomes may result in Contractor providing a written corrective action plan to County as well as County reallocating funds away from the contractor.

7. Reporting Units of Service:

7.1. Meal: One Service Unit Measure = One Meal

7.2. Nutrition Education: One Service Unit = One Session

- A session may be delivered in person or via video, audio, online, or the distribution of hardcopy materials. Examples include:
 1. 1 presentation = 1 session
 - Even if offered more than 1 time, by more than 1 presenter, and/or in multiple formats
 2. 1 unique social media message = 1 session
 - Includes text messages
 3. 1 newsletter = 1 session
 - Even if containing more than 1 article.
 4. 1 set of hardcopy materials = 1 session
 - Each set covering a different topic/message is a separate session
- Number of Participants = Estimated number of unduplicated persons or audience size. For some services, an unduplicated count of participants may not be feasible and therefore audience size is acceptable. For example:
 1. A nutrition education presentation is delivered across the Planning and Service Area at five different locations with 50 attendees at each location
 - Session count = 1
 - Estimated audience = 250 (5 locations x 50 attendees at each location)
 2. A social media campaign is conducted with a message on the importance of eating fruits/vegetables and your social media account has 1,000 followers
 - Session count = 1
 - Estimated audience = 1,000

7.3. Data reported must be timely, complete, accurate, and verifiable.

7.4. Units of service are based on service plans agreed upon with the Area Agency on Aging (AAA).

- 7.5. Activities will be reported to the AAA on a quarterly basis, utilizing the Adult and Aging Services data collection software and forms supplied by the AAA. Contractor must adhere to the Data System Requirements detailed in Exhibit I. Reports are due by the fifteenth of the month following the end of the quarter, i.e. activities occurring in the first quarter (July – September) will be reported by October 15.
- 7.6. Contractor shall submit program performance reports in accordance with AAA requirements.

Exhibit A-3: Scope of Work
Congregate Meals

Effective Date: 12/1/2025

TIME FRAME: 7/1/2025 – 6/30/2026

FUNDING: Older Americans Act – Title III C-1 & Older Californians Act – Modernization Nutrition and Nutrition Services Incentive Program (NSIP)

GEOGRAPHIC SERVICE AREA(S): Healdsburg, Rohnert Park, Santa Rosa, Sebastopol, Sonoma, Windsor

PROGRAM AREA: Congregate Meals

1. Program Overview: The Congregate Meals program is designed to help increase the nutrient intake and prevent health deterioration and social isolation for seniors aged 60 and older, their spouses regardless of age, and disabled individuals who reside at home with and accompany an older individual who participates in the program. The nutritionally balanced meal and social contact together provide a positive motivation for self-care for seniors who may often eat poorly on their own and may become lonely and depressed in isolation.
2. California Department of Aging Service Category Definition:

Congregate Meal: A meal provided to an eligible individual in a congregate group setting, that meets all of the requirements of the Older Americans Act (OAA) and State/Local laws, is provided by a qualified nutrition provider, contains a minimum one-third of the current Dietary Reference Intake, and shall comply with the Dietary Guidelines for Americans.

Nutrition Education: An intervention targeting OAA participants and caregivers that uses information dissemination, instruction, or training with the intent to support food, nutrition, and physical activity choices and behaviors (related to nutritional status) in order to maintain or improve health and address nutrition-related conditions. Content is consistent with the DGA; accurate, culturally sensitive, regionally appropriate, and considers personal preferences; and overseen by a registered dietitian or individual of comparable expertise as defined in the OAA.
3. Program Requirements: Under this Agreement, Contractor will:
 - 3.1. Adhere to the following designations of participants eligible to receive Older Americans Act funded meals and prioritize the following with special attention to specified exceptions:

- a) A Sonoma County older adult 60 years of age or older;
 - b) A spouse of any age of a program participant 60 years of age or older;
 - c) A person with a disability under 60 years of age who resides in housing facilities occupied primarily by older individuals at which congregate nutrition services are approved.
 - d) A disabled individual who resides at home with and accompanies an older individual who participates in the program;
 - e) *EXCEPTION* A volunteer under the age of 60 may be offered a meal if doing so will not deprive an older individual a meal CCR 7636.9(b)(3); CCR 7638.7(b); and OAA 339(H). Meals under this provision CANNOT be counted for OAA funding purposes. The number of volunteer meals must be submitted to AAA Program Staff with monthly program reports.
- 3.2. Provide priority to senior participants 60 years of age and older who may be one or more of the following:
- a) Low-income
 - b) Adults with Disabilities
 - c) Minority
 - d) Limited English proficient
 - e) Socially isolated
 - f) Residing in rural areas
 - g) LGBTQIA+
 - h) HIV Positive
 - i) Have the greatest economic and social need
 - j) Are at risk for institutional placement
- Targeted individuals are frail isolated older adults who are in danger of declining in their overall health, becoming depressed and losing their independence because of diminished social and mental stimulation.
- 3.3. Plan and implement outreach efforts that target the eligible population, with special attention to rural residents who have no broadband internet or electronic media service, Spanish speakers, multi-cultural, and multi-lingual clientele. Publicity and outreach plans will include specific strategies for addressing challenges to reaching rural residents, minorities, and underserved groups.
- 3.4. Implement staff training, policies, and hiring practices that:
- a) Support and promote cultural competency and inclusivity; and
 - b) Demonstrate an ability to provide culturally and linguistically appropriate services to diverse populations including, but not limited to, Latinx, Black Indigenous People of Color (BIPOC), Lesbian Gay Bisexual Transgender Queer or Questions (LGBTQIA+), and underserved groups.
- 3.5. Refer participants who live outside the Contractor's defined Geographical Service Area to the Sonoma County AAA Congregate Meal Contractor who serves that Geographical Service Area.

- 3.6. Refer applicants determined ineligible to receive OAA-funded congregate meals to the nearest non-OAA congregate site or to other appropriate food assistance programs.
- 3.7. Wait list: If applicant cannot be served due to provider resource limitations, participant must be placed on a "wait list". Wait lists with participant's city residence, date they were placed on the wait list, their level of priority, and the reason for the inability to provide service must be submitted to the AAA Program Staff with monthly program reports. Reports should not include Personally Identifiable Information (PII).
- 3.8. Complete the Older Americans Act Nutritional Risk Assessment checklist as part of the Nutritional Screening Initiative from each meal site participant and make appropriate referrals if participant scores at a high nutritional risk.
- 3.9. Provide one hot meal that provides one-third (1/3) of the Dietary Reference Intake (DRI) to program participants at least three times a week.
- 3.10. Use fresh ingredients in food preparation as much as possible.
- 3.11. Forward monthly menu to the AAA Dietitian for review and certification at least one month prior to use. Meals cannot be served without AAA approval.
- 3.12. Once the monthly menu is approved by the AAA Dietitian, the menu must be posted in a clearly visible area at each site and be easily readable.
 - a) Menu changes that include changing an entire meal must be approved by the AAA Dietitian prior to implementation. A written record must be kept on file regarding approval communications. Once a change is approved, an updated menu must be posted at each dining site in the manner stated above.
 - b) Substitutions shall not exceed two (2) entrees per month unless approved by the AAA Dietitian.
 - c) If substitutions are needed for fruits or vegetables, only items from the AAA Dietitian approved substitution list can be used.
- 3.13. Allow for special and therapeutic diets.
 - a) Notice of availability must be communicated on each congregate site menu and posted at each dining site in the manner stated in 3.11.
 - b) Special meals must be approved by the AAA Dietician prior to implementation, including special events and holiday meals.
 - c) Therapeutic meals allowed upon written request from client's physician.
- 3.14. Provide Nutrition Education at a minimum of four (4) times per year to congregate meal participants.
- 3.15. Discuss with clients how to plan for meals during emergencies, weather-related conditions, and natural disasters.
- 3.16. Ensure conformance with the following nutritional and facility site requirements to be monitored by the AAA Dietitian:
 - a) AAA Title III-C Nutrition Program Standards and all state and federal Title III C regulations.

- b) The California Retail Food Code (CRFC) and local health department regarding safe and sanitary preparation of meals.
 - c) Occupational Safety and Health Administration (OSHA) requirements.
- 3.17. Ensure nutrition staffing conforms to the requirements set forth in the California Department of Aging Title IIIC Program Regulations 145.1(C)(D) which includes the qualifications, training, and duties of the food service manager and the agency dietitian/nutritionist on site.
- 3.18. Include procedures for an evaluation to obtain views of participants about the services received.
- 3.19. Do not deny a congregate meal to a participant who meets the program requirements and has failed to make a reservation when food is available.
- 3.20. Have a paid staff or volunteer designated to be responsible for the day-to-day activities at each site, and physically be on-site during the time that the congregate meal activities are taking place.
- 3.21. Provide meals in congregate settings including adult day care facilities and multigenerational meal sites.
- 3.22. Have equipment, including tables and chairs that are sturdy and appropriate for older individuals. Tables shall be arranged to assure ease of access and encourage socialization.
- 3.23. Prevent disclosure of any information about the participant without written consent of the individual.
- 3.24. Post a clearly visible and easy to read sign at each site near the entrance and/or sign-in area stating the actual cost of the meal, suggested contribution, and statement that meal recipients under 60 must pay the full cost of the meal.
4. Location of Services:

LOCATION	ADDRESS	HOURS OF OPERATION
Healdsburg	Fitch Mountain Senior Apts. 710 S. Fitch Mountain Rd.	Thursday 12:00pm – 1:00pm
Rohnert Park	Rohnert Park Senior Center 6800 Hunter Drive, Suite A	Monday – Friday 12:00pm – 1:00pm
Santa Rosa	Finley Community Center 2060 W. College Ave.	Mondays 12:45pm – 1:15pm
Santa Rosa	Salvation Army Senior Center 115 Pierce Street	Friday 12:00pm – 1:00pm
Sebastopol	Burbank Heights & Orchard 7777 Bodega Drive.	Wednesdays 12:00pm – 1:00pm
Sonoma (West)	Oak Ridge Senior Apartments 18800 Beatrice Dr.	Tuesdays 12:00pm – 1:00pm
Sonoma	Vintage House 264 1 st Street East	Mondays 12:00pm – 1:00pm
Windsor	Bell Manor Senior Apartments 8780 Bell Rd.	Wednesdays 12:00pm – 1:00pm

5. Dining Sites:

- 5.1. Dining Site Changes: Proposed changes in dining sites such as adding additional sites or site renovations must be communicated in writing to AAA Program Staff within thirty (30) days of the proposed date of the change. The site must be inspected and approved by AAA Program Staff prior to meal service.
- 5.2. Dining Site Closure: Proposed closure of dining site must be communicated in writing to AAA Program Staff within thirty (30) days of the proposed date of closure. A site closure plan must be submitted by the contractor to the AAA and the site must remain open until the plan has been approved by AAA staff.

6. Units of Service Requirements for Congregate Meal Contracted Services:

- 6.1. Congregate Meals: **20,000**
- 6.2. Unduplicated Seniors: **600**
- 6.3. Nutrition Education Sessions: **2,258** Sessions
- 6.4. Unduplicated Nutrition Education Participants: **600**
- 6.5. Units of service will be reviewed monthly by AAA staff.

It is expected by December 31 (end of the 2nd quarter), Contractor will have provided 50% of the contracted service units. If the actual service units provided are below the 50% expectation, County and Contractor will meet to discuss the concern. Outcomes may result in Contractor providing a written corrective action plan to County as well as County reallocating funds away from the contractor.

7. Reporting Units of Service:

7.1. Meal: One Service Unit Measure = One Meal

7.2. Nutrition Education: One Service Unit = One Session

- A session may be delivered in person or via video, audio, online, which may be supplemented with nutrition education handouts. Examples include:
 1. 1 presentation = 1 session
 - Even if offered more than 1 time, by more than 1 presenter, and/or in multiple formats
 2. 1 unique social media message = 1 session
 - Includes text messages
 3. 1 newsletter = 1 session
 - Even if containing more than 1 article.
 4. 1 set of hardcopy materials = 1 session
 - Each set covering a different topic/message is a separate session
- Number of Participants = Estimated number of unduplicated persons or audience size. For some services, an unduplicated count of participants may not be feasible and therefore audience size is acceptable. For example:

1. A nutrition education presentation is delivered across the Planning and Service Area at five different locations with 50 attendees at each location
 - Session count = 1
 - Estimated audience = 250 (5 locations x 50 attendees at each location)
2. A social media campaign is conducted with a message on the importance of eating fruits/vegetables and your social media account has 1,000 followers
 - Session count = 1
 - Estimated audience = 1,000
- 7.3. Data reported must be timely, complete, accurate, and verifiable.
- 7.4. Units of service are based on total program budget which depends on other funding sources in addition to the Area Agency on Aging (AAA).
- 7.5. Activities will be reported to the AAA on a monthly basis, utilizing the Adult & Aging Services data collection software and forms supplied by the AAA. Contractor must adhere to the Data System Requirements detailed in Exhibit I. Reports are due by the fifteenth of each month for activities of the previous month, i.e. activities occurring in July will be reported by August 15.
- 7.6. Congregate Meal Participant Data collection and reporting requirements to include the following:
 - Participant characteristics including date of birth, zip code, rural designation, gender, race, ethnicity, poverty status, living arrangement
 - Nutritional Risk Assessment
 - Sexual Orientation Gender Identity (SOGI) dataIn all cases “Decline to State” is included in the dropdown menu and must be selected if the participant has not responded. If “Decline to State” is not selected then the database generates an error message for “Missing” information.
- 7.7. Contractor shall submit program performance reports in accordance with AAA requirements.

Exhibit A-4: Scope of Work

Home Delivered Meals

Effective Date: 12/1/2025

TIME FRAME: 7/1/2025 – 6/30/2026

FUNDING: Older Americans Act – Title III C-2, Older Californians Act – Modernization Nutrition, Nutrition Services Incentive Program (NSIP) and County General Fund

GEOGRAPHIC SERVICE AREA(S): Cloverdale, Healdsburg, Rohnert Park, Santa Rosa, Sebastopol, Sonoma, Windsor

PROGRAM AREA: Home Delivered Meals

1. Program Overview: The Home Delivered Meals program is designed to help increase the nutrient intake of homebound or isolated frail seniors (age 60+) who may have become homebound due to increasing age or short-term/long-term health problems. The program provides nutritional support through the delivery of one meal per day to assist in maintaining health, independence and ability to remain at home.

2. California Department of Aging Service Category Definition:

Home Delivered Meals: A meal provided to an eligible individual via home delivery or pick-up and consumed at their place of residence or otherwise outside of in-person or virtual congregating, that meets all of the requirements of the Older Americans Act and State/Local laws, is provided by a qualified nutrition provider, contains a minimum one-third of the current Dietary Reference Intake, and complies with Dietary Guidelines for Americans.

Nutrition Education: An intervention targeting OAA participants and caregivers that uses information dissemination, instruction, or training with the intent to support food, nutrition, and physical activity choices and behaviors (related to nutritional status) in order to maintain or improve health and address nutrition-related conditions. Content is consistent with the DGA; accurate, culturally sensitive, regionally appropriate, and considers personal preferences; and overseen by a registered dietitian or individual of comparable expertise as defined in the OAA.

3. Program Requirements: Under this Agreement, Contractor will:

- 3.1. Provide priority to senior participants 60 years of age and older who may be one or more of the following:

- a) Low-income
- b) Adults with Disabilities
- c) Minority
- d) Limited English proficient
- e) Socially isolated
- f) LGBTQIA+
- g) HIV Positive
- h) Residing in rural areas
- i) Have the greatest economic and social need
- j) Are at risk for institutional placement

Targeted individuals are frail isolated older adults who are in danger of declining in their overall health, becoming depressed and losing their independence because of diminished social and mental stimulation.

- 3.2. Plan and implement outreach efforts that target the eligible population, with special attention to rural residents who have no broadband internet or electronic media service, Spanish speakers, multi-cultural, and multi-lingual clientele. Publicity and outreach plans will include specific strategies for addressing challenges to reaching rural residents, minorities, and underserved groups.

- 3.3. Implement staff training, policies, and hiring practices that:
 - a) Support and promote cultural competency and inclusivity; and
 - b) Demonstrate an ability to provide culturally and linguistically appropriate services to diverse populations including, but not limited to, Latinx, Black Indigenous People of Color (BIPOC), Lesbian Gay Bisexual Transgender Queer or Questions (LGBTQIA+) and underserved groups.
- 3.4. Refer participants who live outside the Contractor's defined Geographical Service Area to the Sonoma County AAA Case Management Contractor who serves that Geographical Service Area.
- 3.5. Provide services to other individuals eligible to receive Older Americans Act funded meals which includes:
 - a) Frail as defined by 22 CCR 7119, homebound by reason of illness or disability, or otherwise isolated. (These individuals shall be given priority in the delivery of services.) [45 Code of Federal Regulations (CFR) 1321.69(a)].
 - b) A spouse of a person defined in 22 CCR 7638.7(c)(2), regardless of age or condition, if an assessment concludes that is in the best interest of the homebound older individual.
 - c) An individual with a disability who resides at home with older individuals, if an assessment concludes that it is in the best interest of the homebound older individual who participates in the program.
- 3.6. Contact the individual to determine eligibility and level of need. Initial determination of eligibility can be accomplished by telephone or by in-home visit.
 - a) Applicants determined ineligible to receive home-delivered meals must be referred to other appropriate food assistance programs.
 - b) The Contractor is expected to serve all participants residing in their Geographical Service Area.
 - c) Wait list: If applicant cannot be served due to provider resource limitations, participant must be placed on a "wait list". Wait lists with participant's city residence, date they were placed on the wait list, their level of priority, and the reason for the inability to provide service must be submitted to the AAA Program Staff with monthly program reports. Reports should not include Personally Identifiable Information (PII).
- 3.7. Complete a written assessment in the participant's home within two (2) weeks of beginning meal service and include an assessment of the type of meal appropriate for the participant in their living environment.
- 3.8. Complete a reassessment of need on a quarterly basis. Such reassessment shall be completed in the participant's home at least every other quarter.
- 3.9. Complete the Older Americans Act Nutritional Risk Assessment checklist as part of the Nutritional Screening Initiative at time of intake and at annual update and make appropriate referrals if participants score at a high nutritional risk.

- 3.10. Provide program participants the opportunity to receive five (5) meals per week that can be hot, refrigerated, or frozen; service delivery may occur less than daily. Additional weekend and holiday meals are to be provided to frail seniors who are unable to provide a nutritious and hot meal for themselves. Each meal should provide one-third (1/3) of the Dietary Reference Intake (DRI).
 - 3.11. Use fresh ingredients in food preparation as much as possible.
 - 3.12. Forward monthly menu to the AAA Dietitian for review and certification at least one month prior to use. Meals cannot be served until AAA Dietitian approval is received.
 - a) Menu changes that include changing an entire meal must be approved by the AAA Dietitian prior to implementation. A written record must be kept on file regarding approval communications.
 - b) Substitutions shall not exceed two entrees per month unless approved by AAA Dietitian.
 - c) If substitutions are needed for fruits or vegetables, only items from the AAA Dietitian approved substitution list can be used.
 - d) Provide nutritional education at a minimum of four (4) times per year to participants.
 - 3.13. Allow for special and therapeutic diets.
 - a) Notice of availability must be sent to each homebound client.
 - b) Special meals must be approved by the AAA Dietician prior to implementation, including special events and holiday meals.
 - c) Therapeutic meals allowed upon written request from client's physician.
 - 3.14. Ensure conformance with the following nutritional and facility site requirements to be monitored by the AAA Dietitian:
 - a) AAA Title III-C Nutrition Program Standards and all state and federal Title III C regulations
 - b) The California Retail Food Code (CRFC) and local health department regarding safe and sanitary preparation of meals.
 - c) Occupational Safety and Health Administration (OSHA) requirements.
 - 3.15. Provide a plan to ensure clients will receive meals during emergencies, weather-related conditions, and natural disasters.
 - 3.16. Ensure nutrition staffing conforms to the requirements set forth in the California Department of Aging Title IIIC Program Regulations 145.1(C)(D) which includes the qualifications, training, and duties of food service manager and the dietitian/nutritionist on site.
 - 3.17. Prevent disclosure of any information about the participant without written consent of the individual.
4. Location of Services:
- 4.1. In the program participant's place of residence.

5. Units of Service Requirements for Home-Delivered Meal Contracted Services:

- 5.1. Home Delivered Meals: **145,000** Meals Served
- 5.2. Unduplicated Seniors: **1,200**
- 5.3. Nutrition Education Sessions: **6,682** Sessions
- 5.4. Unduplicated Nutrition Education Participants: **1,200**
- 5.5. Units of service will be reviewed monthly by AAA staff.

It is expected by December 31 (end of the 2nd quarter), Contractor will have provided 50% of the contracted service units. If the actual service units provided are below the 50% expectation, County and Contractor will meet to discuss the concern. Outcomes may result in Contractor providing a written corrective action plan to County as well as County reallocating funds away from the contractor.

6. Reporting Units of Service:

- 6.1. Meal: One Service Unit Measure = One Meal
- 6.2. Nutrition Education: One Service Unit = One Session
 - A session may be delivered in person or via video, audio, online, or the distribution of hardcopy materials. Examples include:
 - 1. 1 presentation = 1 session
 - Even if offered more than 1 time, by more than 1 presenter, and/or in multiple formats
 - 2. 1 unique social media message = 1 session
 - Includes text messages
 - 3. 1 newsletter = 1 session
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 - 4. 1 set of hardcopy materials = 1 session
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 - Session count = 1
 - Estimated audience = 250 (5 locations x 50 attendees at each location)
 - 2. A social media campaign is conducted with a message on the importance of eating fruits/vegetables and your social media account has 1,000 followers

- Session count = 1
 - Estimated audience = 1,000
- 6.3. Data reported must be timely, complete, accurate, and verifiable.
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- 6.6. Data collection and reporting requirements to include the following:
- Participant characteristics including date of birth, zip code, rural designation, gender, race, ethnicity, poverty status, living arrangement
 - Activities of Daily Living/Instrumental Activities of Daily Living (ADLs/IADLs), and Nutritional Risk
 - Sexual Orientation Gender Identity (SOGI) data
- In all cases “Decline to State” is included in the dropdown menu and must be selected if the participant has not responded. If “Decline to State” is not selected then the database generates an error message for “Missing” information.
- 6.7. A session for C-2 is one set of handouts covering the same topic(s).
- 6.8. Contractor shall submit program performance reports in accordance with AAA requirements.

Exhibit B: Fiscal Provisions/Budget

5. Budget Adjustments.

5.1. Request. Request for transfer of funds between specific line items as defined by County shall be submitted on a “Line Item Adjustment Request” as provided by the County. The Contractor must provide justification and supporting documentation for the requested revision.

5.2. Approval. The County is authorized to approve and execute a “Line Item Adjustment Request”, which details the transfer of funds between Budget line items, and to approve such changes without an Amendment to this Agreement so long as they do not result in an increase in County’s maximum financial obligation.

~~5.3. Adjustments Requiring Written Consent. County’s written approval is required prior to the transfer of any program funds between Budget line items when the amount of the individual line item adjustment is more than the greater of \$2,500 or 15% of funds budgeted per line item.~~

5.3. Equipment. Requests to purchase equipment in excess of Five Thousand Dollars (\$5,000) and not included in original budget shall require County approval prior to purchase.

12. Allocation Summary.

Program	AAA				State		Local - County		Original	Contract Maximum Amend #1
	Federal (Amended)	One-Time-Only (OTO)	NSIP (Amended)	State (Amended)	State OCA-M Supportive Services thru 3/31/26	State OCA-M Nutrition*	General Fund	Re-Alignment		
Adult Day Program	\$ 41,936		\$ -	\$ -			\$ -	\$ 42,239	\$ 84,175	\$ 84,175
Alzheimer's Day	\$ -		\$ -	\$ -			\$ -	\$ 76,274	\$ 76,274	\$ 76,274
Congregate Meals	\$ 241,652	\$ 31,422	\$ 25,501	\$ 65,966		\$ 26,650	\$ -	\$ -	\$ 228,820	\$ 391,191
Health (Non-Evidence): Aging Better Sonoma County	\$ -		\$ -	\$ -	\$ 11,760		\$ -	\$ -	\$ 11,760	\$ 11,760
Home-Delivered Meals	\$ 304,759	\$ 11,727	\$ 48,419	\$ 495,097		\$ 79,600	\$ 205,000	\$ -	\$ 1,052,601	\$ 1,144,602
Intergenerational (IG) Activities & Community Gardens: Tellegacy with Nutrition Program Component	\$ -		\$ -	\$ -			\$ -	\$ -	\$ -	\$ -
To-Go Meals	\$ -		\$ -	\$ -		\$ 100,000	\$ -	\$ -	\$ 100,000	\$ 100,000
Contract Totals:	\$ 588,347	\$ 43,149	\$ 73,920	\$ 561,063	\$ 11,760	\$ 206,250	\$ 205,000	\$ 118,513	\$ 1,553,630	\$ 1,808,002

13. Budgets.

13.1. Adult Day Care

LINE ITEMS FOR	AAA	AAA Funds			O-CAM Supportive Services	OCAM-M Nutrition	CalFresh Healthy Living	HICAP State Augmentation	County Re-Alignment	MATCH		NON-MATCH		PROGRAM	
PROGRAM COST CATEGORIES	FUNDS	Federal	State	NSIP						CASH	IN-KIND	CASH	IN-KIND	INCOME	TOTAL
PERSONNEL															
Salaries		41,936							42,239		12,000	46,754		24,000	166,929
Benefits														24,000	24,000
TOTAL PERSONNEL		\$41,936							\$42,239		\$12,000	\$46,754		\$48,000	\$190,929
TRAVEL & TRAINING															
Staff Travel												500			500
Staff Training												500			500
TOTAL TRAVEL & TRAINING												\$1,000			\$1,000
EQUIPMENT															
Expendable Equipment												1,000			1,000
Non-expendable Equipment															
TOTAL EQUIPMENT												\$1,000			\$1,000
CONSULTANTS															
OTHER COSTS:															
Rent/Bldg. Maintenance												12,180			12,180
Communications															
Utilities															
Office Supplies												200			200
Postage															
Employee Screening/Testing												500			500
Repairs & Maintenance															
Outside Services															
Computer Related Services												870			870
License & Permits												456			456
Food Supplies												500			500
Program Supplies												1,000			1,000
Catered Meals												20,573			20,573
Other												540			540
TOTAL OTHER COSTS												\$36,819			\$36,819
Indirect Costs @ _____ %															
TOTAL PROGRAM COSTS		\$41,936							\$42,239		\$12,000	\$85,573		\$48,000	\$229,748

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13.2. To-Go Meals

LINE ITEMS FOR PROGRAM COST CATEGORIES	AAA Funds			O-CAM Supportive Services	OCAM-M Nutrition	CalFresh Healthy Living	HICAP State Augmentation	HICAP Reimbursement State	MATCH		NON-MATCH		PROGRAM INCOME	TOTAL
	Federal	State	NSIP						CASH	IN-KIND	CASH	IN-KIND		
PERSONNEL														
Salaries										15,000			11,686	26,686
Benefits													1,714	1,714
TOTAL PERSONNEL									\$15,000				\$13,400	\$28,400
TRAVEL & TRAINING														
Staff Travel														
Staff Training														
TOTAL TRAVEL & TRAINING														
EQUIPMENT														
Expendable Equipment														
Non-expendable Equipment														
TOTAL EQUIPMENT														
OTHER COSTS:														
Rent/Bldg. Maintenance														
Communications														
Utilities														
Office Supplies														
Printing														
Postage														
Employee Screening/Testing														
Repairs & Maintenance														
Outreach/Advertising														
Outside Services														
Insurance														
Publications/Members														
Independent Contractors														
Nutrition Education supplies expense											713			713
Catered Meals						100,000								100,000
Other														
TOTAL OTHER COSTS						\$100,000					\$713			\$100,713
Indirect Costs @ _____ %														
TOTAL PROGRAM COSTS						\$100,000				\$15,000	\$713		\$13,400	\$129,113

13.3. Congregate Meals

LINE ITEMS FOR PROGRAM COST CATEGORIES	AAA Funds				O-CAM Supportive Services	OCAM-M Nutrition	CalFresh Healthy Living	HICAP State Augmentation	HICAP Reimbursement State	Local - County Re-Alignment	MATCH		NON-MATCH		PROGRAM INCOME	TOTAL
	Federal	State	OTO	NSIP							CASH	IN-KIND	CASH	IN-KIND		
PERSONNEL																
Salaries	147,949	65,966	5,156			16,105						28,000				263,176
Benefits			21,515										31,147			52,662
TOTAL PERSONNEL	\$147,949	\$65,966	\$26,671			\$16,105						\$28,000	\$31,147			\$315,838
TRAVEL & TRAINING																
Staff Travel													5,600			5,600
Staff Training													500			500
TOTAL TRAVEL & TRAINING													\$6,100			\$6,100
EQUIPMENT																
Expendable Equipment													500			500
Non-expendable Equipment																
TOTAL EQUIPMENT													\$500			\$500
OTHER COSTS:																
Rent/Bldg. Maintenance													2,400			2,400
Utilities													1,300			1,300
Office Supplies													300			300
Printing													1,000			1,000
Postage													50			50
Employee Screening/Testing													250			250
Employee Reimbursements													900			900
CRM and IT Services													7,000			7,000
Vehicle Repairs & Maintenance													8,000			8,000
Vehicle Fuel													4,000			4,000
Vehicle Insurance													8,500			8,500
Program Supplies													500			500
Outside Services													100			100
Publications/Members													200			200
Independent Contractors													5,300			5,300
Nutrition Education supplies expense													535			535
Catered meals	93,703		4,751	25,501		10,545									5,500	140,000
Food Supplies													4,000			4,000
Depreciation													3,800			3,800
Other																
TOTAL OTHER COSTS	\$93,703		\$4,751	\$25,501		\$10,545							\$48,135		\$5,500	\$188,135
Indirect Costs @ _____ %																
TOTAL PROGRAM COSTS	\$241,652	\$65,966	\$31,422	\$25,501		\$26,650						\$28,000	\$85,882		\$5,500	\$510,573

13.4. Home Delivered Meals

LINE ITEMS FOR PROGRAM COST CATEGORIES	AAA Funds				O-CAM Supportive Services	OCAM-M Nutrition	CalFresh Healthy Living	HICAP State Augmentatio n	HICAP Reimbursement State	County General Fund	County Re- Alignment	MATCH		NON-MATCH		PROGRAM INCOME	TOTAL
	Federal	State	OTO	NSIP								CASH	IN-KIND	CASH	IN-KIND		
PERSONNEL																	
Salaries	304,759	87,494	11,727			9,600							120,000	16,716			550,296
Benefits														90,000			90,000
TOTAL PERSONNEL	\$304,759	\$87,494	\$11,727			\$9,600							\$120,000	\$106,716			\$640,296
TRAVEL & TRAINING																	
Staff Travel														4,320			4,320
Staff Training														500			500
TOTAL TRAVEL & TRAINING														\$4,820			\$4,820
EQUIPMENT																	
Expendable Equipment														1,000			1,000
Non-expendable Equipment																	
TOTAL EQUIPMENT														\$1,000			\$1,000
OTHER COSTS:																	
Rent/Bldg. Maintenance																	
Utilities														5,200			5,200
Outside Services														396			396
Office Supplies														350			350
Printing														1,440			1,440
Postage														3,360			3,360
Employee Screening/Testing														3,100			3,100
Employee Reimbursements														1,450			1,450
CRM and IT Services														21,000			21,000
Vehicle Repairs & Maintenance														7,888			7,888
Vehicle Fuel														17,000			17,000
Vehicle Insurance														37,250			37,250
Program Supplies														6,000			6,000
Publications/Members														1,000			1,000
Independent Contractors														21,500			21,500
Nutrition Education supplies expense														1,800			1,800
Catered meals		407,603		48,419		70,000				205,000				288,978		100,000	1,120,000
Food Supplies														3,000			3,000
Depreciation														15,000			15,000
Other																	
TOTAL OTHER COSTS		\$407,603		\$48,419		\$70,000				\$205,000				\$435,712		\$100,000	\$1,266,734
Indirect Costs @ _____ %																	
TOTAL PROGRAM COSTS	\$304,759	\$495,097	\$11,727	\$48,419		\$79,600				\$205,000			\$120,000	\$548,248		\$100,000	\$1,912,850

13.5. Alzheimer's Day Program

LINE ITEMS FOR PROGRAM COST CATEGORIES	AAA Funds			O-CAM Supportive Services	OCAM-M Nutrition	CalFresh Healthy Living	HICAP State Augmentation	County Re- Alignment	MATCH		NON-MATCH		PROGRAM INCOME	TOTAL
	Federal	State	NSIP						CASH	IN-KIND	CASH	IN-KIND		
PERSONNEL														
Salaries								76,274		9,200	63,828			149,302
Benefits											13,000		30,000	43,000
TOTAL PERSONNEL								\$76,274		\$9,200	\$76,828		\$30,000	\$192,302
TRAVEL & TRAINING														
Staff Travel											2,000			2,000
Staff Training											1,000			1,000
TOTAL TRAVEL & TRAINING											\$3,000			\$3,000
EQUIPMENT														
Expendable Equipment														
Non-expendable Equipment														
TOTAL EQUIPMENT														
CONSULTANTS														
OTHER COSTS:														
Rent/Bldg. Maintenance											41,652			41,652
Communications											1,920			1,920
Utilities											4,500			4,500
Office Supplies														
Postage														
Outside Services											3,252			3,252
Employee Screening/Testing											1,000			1,000
Repairs & Maintenance														
Food Supplies											400			400
Computer Related Services											4,380			4,380
License & Permits											200			200
Program Supplies											1,000			1,000
Catered Meals											14,700			14,700
Other											540			540
TOTAL OTHER COSTS											\$73,544			\$73,544
Indirect Costs @ _____ %														
TOTAL PROGRAM COSTS								\$76,274		\$9,200	\$153,372		\$30,000	\$268,846

Except as expressly modified in this Amendment, the terms and conditions of Agreement Number AA-COA-S4S-2526 shall remain in full force.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to be fully executed by their authorized representatives.

This Amendment shall be effective on and as of the date of the last signature.

CONTRACTOR

COUNTY OF SONOMA

Council on Aging Services for Seniors

By: _____
Name: Jamie Escoubas
Title: President/Chief Executive Officer

Date: _____

By: _____
Name: Angela Struckmann
Title: Director, Human Services
Department

Date: _____

APPROVED AS TO SUBSTANCE FOR
COUNTY

By: _____
Name: Paul Dunaway
Title: Director, Adult & Aging Services
Division

[] EXEMPT FROM COUNTY COUNSEL
REVIEW

APPROVED AS TO FORM FOR COUNTY

By: _____
County Counsel

[] CERTIFICATES OF INSURANCE ON FILE
WITH COUNTY

[] INSURANCE REQUIREMENT CHANGES
APPROVED, WAIVED, OR EXEMPTED BY
RISK MANAGEMENT

By: _____