

**Petaluma People Services Center**  
**Amendment Number 2**  
to the Agreement to Provide  
**SERVICES FOR SENIORS**  
Funding Amount: **\$480,639.00**  
Term: **07/01/2021 to 06/30/2022**  
Agreement Number: AA-PPSC-S4S-2122

This Amendment Number 2 ("Amendment") is by and between the County of Sonoma, a political subdivision of the State of California (hereinafter "County"), and Petaluma People Services Center, a California non-profit Corporation, designated as a Sub-recipient of federal funds, (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 Sixty-Eight Thousand, Three Hundred Twenty-Seven Dollars (\$68,327.00) for a new total of Four Hundred Eighty Thousand, Six Hundred Thirty-Nine Dollars (\$480,639.00); and
2. Revise Exhibit A-4, Scope of Work – Home Delivered Meals to update funding source and add Section 7.6, Consolidated Appropriations Act (CAA) Title III C-2 Reporting Requirements;
3. In Exhibit B, Fiscal Provisions/Budgets, replace Section 8, Funding Allocation Summary, and replace Line Item Budgets in Section 9.3 and 9.4 for Congregate Meals and Home Delivered Meals, respectively.

**R E C I T A L S**

WHEREAS, County and Contractor entered into that certain Agreement, dated July 1, 2021, for services for seniors; and

WHEREAS, County and Contractor desire to amend the Agreement to provide revise the Home Delivered Meals Scope of Work and provide adjustments and additional funding for congregate meals and home delivered meals,

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 Four Hundred Eighty Thousand, Six Hundred Thirty-Nine Dollars (\$480,639.00), 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.

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**Exhibit A-4: Scope of Work**

**Home Delivered Meals**

TIME FRAME: 07/01/21 - 06/30/22	FUNDING: Title III C-2 - Older Americans Act & Consolidated Appropriations Act
GEOGRAPHIC SERVICE AREA(S):	Petaluma and the Unincorporated Communities of Bloomfield, Penngrove, Two Rock, and Valley Ford

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7. Reporting Units of Service:

7.6. Consolidated Appropriations Act (CAA) Title III C-2 Reporting Requirements:

7.6.1 Contractor shall:

- track the number of units of service provided and the number of people served; and
- submit this data to AAA in the Supplemental Reporting Form provided.

7.6.2 Data related to the Consolidated Appropriations Act Title III C-2 shall not be submitted nor reported into WellSky.

7.6.3 CAA Reports are due by the fifteenth of each month for activities of the previous month, i.e. activities occurring in January will be reported by February 15.

## Exhibit B: Fiscal Provisions/Budget

### 8. Funding Allocation Summary.

Program	ALN#	Area Agency on Aging (AAA) Funds								Local Funds			FY 21/22 Baseline	FY 21/22 Adjustment	Federal Nutrition Total	State Nutrition Total	Nutrition NSIP Total	Local Funds	Total FY 21/22 Contract	Amendment 2 Changes
		Federal	Federal Baseline Adjustment	One-Time- Only (OTO)	Nutrition Services (NSIP)	Nutrition (NSIP) Baseline Adjustment	State General Fund	State General Fund Adjustment	State Baseline Adjustment	CAA Funding (Consolidated Appropriations Act)	OTO County General Fund	Re- Alignment								
Adult Day Care	93.044	\$49,782	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$49,782	\$0	\$0	\$0	\$0	\$0	\$49,782	
Case Management	93.044	\$37,489	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$37,489	\$0	\$0	\$0	\$0	\$0	\$37,489	
Congregate Meals	93.045 93.053	\$59,085	\$0	\$0	\$6,672	\$1,699	\$33,632	\$0	\$0	\$0	\$0	\$15,656	\$0	\$1,699	\$59,085	\$33,632	\$6,672	\$15,656	\$116,744	\$1,699
Home Delivered Meals	93.045 93.053	\$50,522	\$0	\$0	\$23,403	\$2,170	\$41,838	\$25,602	\$0	\$38,856	\$42,500	\$20,572	\$0	\$27,772	\$50,522	\$41,838	\$23,403	\$63,072	\$245,463	\$66,628
Health Promotion	93.043	\$9,320	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$841	\$0,320	\$841	\$0	\$0	\$0	\$0	\$10,161	
Transportation Services	93.044	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000	
Mobility Management & Education	93.044	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	\$0	\$0	\$0	\$0	\$0	\$1,000	
		\$227,196	\$0	\$0	\$30,075	\$3,869	\$75,470	\$25,602	\$0	\$38,856	\$42,500	\$37,069	\$117,691	\$30,312	\$109,607	\$75,470	\$30,075	\$78,728	\$486,639	\$68,327
Amendment #2 Changes						\$3,869	\$32,457	\$6,855		\$38,856										\$68,327

NSIP - Nutrition Services Incentive Program

### 9. Budgets.

#### 9.3. Title III C-1 – Congregate Meals

LINE ITEMS FOR PROGRAM COST CATEGORIES	AAA FUNDS	NSIP	State	Realignment	MATCH		NON-MATCH		PROGRAM INCOME	TOTAL
					CASH	IN-KIND	CASH	IN-KIND		
<b>PERSONNEL</b>										
Salaries	13,328		33,632		13,077	40,000				100,037
Benefits	11,500				3,500					15,000
<b>TOTAL PERSONNEL</b>	<b>\$24,828</b>		<b>\$33,632</b>		<b>\$16,577</b>	<b>\$40,000</b>				<b>\$115,037</b>
<b>TRAVEL &amp; TRAINING</b>										
Staff Travel	215									215
Staff Training										
<b>TOTAL TRAVEL &amp; TRAINING</b>	<b>\$215</b>									<b>\$215</b>
<b>EQUIPMENT</b>										
Expendable Equipment										
Non-expendable Equipment	500									500
<b>TOTAL EQUIPMENT</b>	<b>\$500</b>									<b>\$500</b>
<b>CONSULTANTS</b>									<b>\$1,250</b>	<b>\$1,250</b>
<b>OTHER COSTS:</b>										
Rent/Bldg. Maintenance	2,000									2,000
Communications	1,750								750	2,500
Utilities	3,000								1,500	4,500
Office Supplies	400									400
Printing	150									150
Postage	100									100
Employee Screening/Testing										
Repairs & Maintenance	2,500								500	3,000
Outreach/Advertising						1,000				1,000
Outside Services	500									500
Insurance	1,750									1,750
Publications/Members	1,500									1,500
Raw Food	9,342	8,371		15,656	15,125				1,000	49,494
Food Supplies	1,500									1,500
Other - Audit	650									650
<b>TOTAL OTHER COSTS</b>	<b>\$25,142</b>	<b>\$8,371</b>		<b>\$15,656</b>	<b>\$15,125</b>	<b>\$1,000</b>			<b>\$3,750</b>	<b>\$69,044</b>
<b>** INDIRECT COSTS</b>	<b>\$8,400</b>									<b>\$8,400</b>
<b>TOTAL PROGRAM COSTS</b>	<b>\$59,085</b>	<b>\$8,371</b>	<b>\$33,632</b>	<b>\$15,656</b>	<b>\$31,702</b>	<b>\$41,000</b>			<b>\$5,000</b>	<b>\$194,446</b>

9.4. Title III C-2 – Home Delivered Meals

LINE ITEMS FOR PROGRAM COST CATEGORIES	AAA FUNDS	NSIP	State	OTO County Funds	Realignment	CAA	MATCH		NON-MATCH		PROGRAM INCOME	TOTAL
							CASH	IN-KIND	CASH	IN-KIND		
<b>PERSONNEL</b>												
Salaries	987	23,403	45,610		7,072		31,792	40,000				148,864
Benefits		2,170	21,830									24,000
<b>TOTAL PERSONNEL</b>	<b>\$987</b>	<b>\$25,573</b>	<b>\$67,440</b>		<b>\$7,072</b>		<b>\$31,792</b>	<b>\$40,000</b>				<b>\$172,864</b>
<b>TRAVEL &amp; TRAINING</b>												
Staff Travel	200											200
Staff Training												
<b>TOTAL TRAVEL &amp; TRAINING</b>	<b>\$200</b>											<b>\$200</b>
<b>EQUIPMENT</b>												
Expendable Equipment												
Non-expendable Equipment	1,000											1,000
<b>TOTAL EQUIPMENT</b>	<b>\$1,000</b>											<b>\$1,000</b>
<b>CONSULTANTS</b>												
<b>OTHER COSTS:</b>												
Rent/Bldg. Maintenance	1,000				1,000		1,000					3,000
Communications	1,500						1,000					2,500
Utilities	4,000				2,500		5,000					11,500
Office Supplies	500											500
Printing	125											150
Postage	100											100
Employee Screening/Testing												
Repairs & Maintenance	4,000						3,500					7,500
Outreach/Advertising								1,000				1,000
Outside Services	700											700
Insurance	1,800											1,800
Publications/Members	25											25
Raw Food	10,302			42,500		38,856					38,342	130,000
Food Supplies	5,600				10,000		17,000					32,600
Other	800											800
<b>TOTAL OTHER COSTS</b>	<b>\$30,452</b>			<b>\$42,500</b>	<b>\$13,500</b>	<b>\$38,856</b>	<b>\$27,500</b>	<b>\$1,000</b>			<b>\$38,342</b>	<b>\$192,150</b>
<b>** INDIRECT COSTS</b>	<b>\$17,883</b>											<b>\$17,883</b>
<b>TOTAL PROGRAM COSTS</b>	<b>\$50,522</b>	<b>\$25,573</b>	<b>\$67,440</b>	<b>\$42,500</b>	<b>\$20,572</b>	<b>\$38,856</b>	<b>\$59,292</b>	<b>\$41,000</b>			<b>\$38,342</b>	<b>\$384,097</b>

Except as expressly modified in this Amendment, the terms and conditions of Agreement Number AA-PPSC-S4S-2122 and Amendment 1 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

Petaluma People Services Center

By: *Elece Hempel*  
Name: Elece Hempel  
Title: Executive Director  
Date: *11/26/2022*

By: \_\_\_\_\_  
Name: Angela Struckmann  
Title: Director, Human Services  
Department  
Date: \_\_\_\_\_

APPROVED AS TO SUBSTANCE FOR  
COUNTY

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

☐ EXEMPT FROM COUNTY COUNSEL  
REVIEW

APPROVED AS TO FORM FOR COUNTY

By: *Adam Radtke, Deputy*  
County Counsel

☒ CERTIFICATES OF INSURANCE ON FILE  
WITH COUNTY

☐ INSURANCE REQUIREMENT CHANGES  
APPROVED OR WAIVED BY RISK  
MANAGEMENT

By: *J. Sabbag*