

**Council on Aging Services for Seniors  
Amendment Number 2**

to the Agreement to Provide  
**SERVICES FOR SENIORS**

Funding Amount: **\$1,643,213**

Term: **7/1/2019 to 6/30/2020**

Agreement Number: AA-COA-S4S-1920

This Amendment Number 2 ("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 Thirty-Three Thousand Nine Hundred Sixty-Nine Dollars (\$233,969), for a new total of One Million, Six Hundred Forty-Three Thousand, Two Hundred Thirteen Dollars (\$1,643,213);
2. Replace Funding Allocation Summary (Section 8) in Exhibit B, Fiscal Provisions/Budget; and
3. Replace all line item budgets (Section 9) in Exhibit B, Fiscal Provisions/Budget.

RECITALS

WHEREAS, County and Contractor entered into that certain Agreement, dated July 1, 2019, for the provision of Adult Day Care, Case Management, Congregate Meals, Home Delivered Meals, and related services for seniors; and

WHEREAS, County and Contractor desire to amend the Agreement to augment services with California Department of Aging funding increases; and

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, Six Hundred Forty-Three Thousand, Two Hundred Thirteen Dollars (\$1,643,213), 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 B: Fiscal Provisions/Budget

#### 8. Funding Allocation Summary.

Program	CFDA#	Area Agency on Aging (AAA) Funds							Local Funds		FY 19/20 Baseline	FY 19/20 Adjustment	Total FY 19/20 Contract
		Federal	Federal Baseline Adjustment	One-Time-Only (OTO)	Nutrition Services (NSIP)	Nutrition (NSIP) Baseline Adjustment	State	State Baseline Adjustment	OTO General Fund	Re-Alignment			
Adult Day Care	93.044	\$86,000	\$3,649	\$5,351	\$0	\$0	\$0	\$0	\$0	\$0	\$86,000	\$9,000	\$95,000
Case Management	93.044	\$120,777	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$120,777	\$0	\$120,777
Congregate Meals	93.045 93.053	\$191,699	\$0	\$0	\$23,871	\$0	\$37,778	\$64,802	\$0	\$57,000	\$253,348	\$121,802	\$375,150
Home Delivered Meals	93.045 93.053	\$366,279	\$0	\$10,058	\$131,405	\$4,160	\$44,015	\$145,949	\$250,000	\$100,420	\$541,699	\$510,587	\$1,052,286
		<b>\$764,755</b>	<b>\$3,649</b>	<b>\$15,409</b>	<b>\$155,276</b>	<b>\$4,160</b>	<b>\$81,793</b>	<b>\$210,751</b>	<b>\$250,000</b>	<b>\$157,420</b>	<b>\$1,001,824</b>	<b>\$641,389</b>	<b>\$1,643,213</b>

NSIP - Nutrition Services Incentive Program

#### 9. Budgets.

##### 9.1. Title III B – Adult Day Care

LINE ITEMS FOR PROGRAM COST CATEGORIES	AAA FUNDS	OTO	MATCH		NON-MATCH		PROGRAM INCOME	TOTAL
			CASH	IN-KIND	CASH	IN-KIND		
<b>PERSONNEL</b>								
Salaries	86,000		15,000		29,775	60,000		190,775
Benefits	3,649				10,363		17,100	31,112
<b>TOTAL PERSONNEL</b>	<b>\$89,649</b>		<b>\$15,000</b>		<b>\$40,138</b>	<b>\$60,000</b>	<b>\$17,100</b>	<b>\$221,887</b>
<b>TRAVEL &amp; TRAINING</b>								
Staff Travel		1,000					1,000	2,000
Staff Training		2,000					500	2,500
<b>TOTAL TRAVEL &amp; TRNG.</b>		<b>\$3,000</b>					<b>\$1,500</b>	<b>\$4,500</b>
<b>EQUIPMENT</b>								
Expendable Equipment							200	200
Non-expendable Equipment								
<b>TOTAL EQUIPMENT</b>							<b>\$200</b>	<b>\$200</b>
<b>CONSULTANTS</b>								
<b>OTHER COSTS:</b>								
Rent							8,400	8,400
Communications							500	500
Bldg Maintenance							200	200
Office Supplies							500	500
Printing							50	50
Postage							50	50
Employee Screening/Testing								
Catered Meals							8,000	8,000
Food Service Supply Expense							2,000	2,000
Program Supplies		2,351					1,000	3,351
Outreach/Advertising								
Outside Services								
License & permits							500	500
Other								
<b>TOTAL OTHER COSTS</b>		<b>\$2,351</b>					<b>\$21,200</b>	<b>\$23,551</b>
<b>* INDIRECT COSTS</b>								
<b>TOTAL PROGRAM COSTS</b>	<b>\$89,649</b>	<b>\$5,351</b>	<b>\$15,000</b>		<b>\$40,138</b>	<b>\$60,000</b>	<b>\$40,000</b>	<b>\$250,138</b>

### 9.2. Title III B – Case Management

LINE ITEMS FOR PROGRAM COST CATEGORIES	AAA FUNDS	MATCH		NON-MATCH		PROGRAM INCOME	TOTAL
		CASH	IN-KIND	CASH	IN-KIND		
<b>PERSONNEL</b>							
Salaries	118,611						118,611
Benefits	2,166	25,042					27,208
<b>TOTAL PERSONNEL</b>	<b>\$120,777</b>	<b>\$25,042</b>					<b>\$145,819</b>
<b>TRAVEL &amp; TRAINING</b>							
Staff Travel		2,000					2,000
Staff Training		500					500
<b>TOTAL TRAVEL &amp; TRNG.</b>		<b>\$2,500</b>					<b>\$2,500</b>
<b>EQUIPMENT</b>							
Expendable Equipment		1,000					1,000
Non-expendable Equipment							
<b>TOTAL EQUIPMENT</b>		<b>\$1,000</b>					<b>\$1,000</b>
<b>CONSULTANTS</b>							
<b>OTHER COSTS:</b>							
Bldg. Maintenance							
Communications		500					500
Utilities							
Office Supplies		1,500					1,500
Printing		100					100
Postage		100					100
Employee Screening/Testing		125					125
Repairs & Maintenance		100					100
Outreach/advertising							
Outside Services		1,000					1,000
Insurance							
Publications/Members.		125					125
Other							
<b>TOTAL OTHER COSTS</b>		<b>\$3,550</b>					<b>\$3,550</b>
<b>* INDIRECT COSTS</b>							
<b>TOTAL PROGRAM COSTS</b>	<b>\$120,777</b>	<b>\$32,092</b>					<b>\$152,869</b>

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

LINE ITEMS FOR PROGRAM COST CATEGORIES	AAA FUNDS	MATCH		NSIP	STATE	REALIGNMENT		NON-MATCH		PROGRAM INCOME	TOTAL
		CASH	IN-KIND			MATCH	NON-MATCH	CASH	IN-KIND		
Salaries	191,699		40,000				57,000	14,972	60,000		363,671
Benefits								55,370		25,802	81,172
<b>TOTAL PERSONNEL</b>	<b>191,699</b>	<b>-</b>	<b>40,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>57,000</b>	<b>70,342</b>	<b>60,000</b>	<b>25,802</b>	<b>444,843</b>
Staff Travel								2,000		2,000	4,000
Staff Training								500		2,000	2,500
<b>TOTAL TRAVEL &amp; TRNG.</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,500</b>	<b>-</b>	<b>4,000</b>	<b>6,500</b>
Expendable Equipment										5,000	5,000
Non-expendable Equipment											-
<b>TOTAL EQUIPMENT</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,000</b>	<b>5,000</b>
Catered Meals				23,871	102,580			4,184		30,198	160,833
Raw Food											-
<b>TOTAL MEALS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>23,871</b>	<b>102,580</b>	<b>-</b>	<b>-</b>	<b>4,184</b>	<b>-</b>	<b>30,198</b>	<b>160,833</b>
<b>CONSULTANTS</b>								2,000			2,000
Rent								6,500			6,500
Bldg. Maintenance								450			450
Communications								1,100			1,100
Utilities								800			800
Office Supplies								1,000	5,000		6,000
Food Service Supplies								6,000			6,000
Printing								100			100
Postage								500			500
Employee Recruitment/Screening								500			500
Repairs & Maintenance								1,000	5,000		6,000
Vehicle Operation								7,000			7,000
Outside Services								3,100	5,000		8,100
Equipment Maintenance								1,050	5,000		6,050
Publications/Members.								100			100
Depreciation								3,000			3,000
Other (Specify)											-
<b>TOTAL OTHER COSTS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>32,200</b>	<b>-</b>	<b>20,000</b>	<b>52,200</b>
<b>* INDIRECT COSTS</b>											-
<b>TOTAL PROGRAM COSTS</b>	<b>191,699</b>	<b>-</b>	<b>40,000</b>	<b>23,871</b>	<b>102,580</b>	<b>-</b>	<b>57,000</b>	<b>111,226</b>	<b>60,000</b>	<b>85,000</b>	<b>671,376</b>

9.4. Title III C-2 – Home Delivered Meals

LINE ITEMS FOR PROGRAM COST CATEGORIES	AAA FUNDS	MATCH		NSIP	OTO	STATE	REALIGNMENT AND GENERAL FUNDS		NON-MATCH		PROGRAM INCOME	TOTAL
		CASH	IN-KIND				MATCH	NON-MATCH	CASH	IN-KIND		
Salaries	182,452		85,000					100,420				367,872
Benefits	68,838								20,000			88,838
<b>TOTAL PERSONNEL</b>	<b>251,290</b>	<b>-</b>	<b>85,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>100,420</b>	<b>20,000</b>	<b>-</b>	<b>-</b>	<b>456,710</b>
Staff Travel											20,000	20,000
Staff Training									9,000			9,000
<b>TOTAL TRAVEL &amp; TRNG.</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>9,000</b>	<b>-</b>	<b>20,000</b>	<b>29,000</b>
Expendible Equipment									13,000			13,000
Non-expendible Equipment												-
<b>TOTAL EQUIPMENT</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>13,000</b>	<b>-</b>	<b>-</b>	<b>13,000</b>
Catered Meals	110,989			135,565		189,964		250,000			7,482	694,000
Raw Food												-
<b>TOTAL MEALS</b>	<b>110,989</b>	<b>-</b>	<b>-</b>	<b>135,565</b>	<b>-</b>	<b>189,964</b>	<b>-</b>	<b>250,000</b>	<b>-</b>	<b>-</b>	<b>7,482</b>	<b>694,000</b>
<b>CONSULTANTS</b>	<b>4,000</b>										3,000	7,000
Rent									2,000			11,500
Bldg. Maintenance									5,000			6,750
Communications											3,000	3,000
Utilities												11,500
Office Supplies					5,058							7,500
Food Service/Program Supplies									16,000			11,500
Printing									2,500			400
Postage												9,000
Employee Recruitment/Screening												2,468
Advertising									1,500			500
Vehicle Operation					5,000				5,729			32,000
Outside Services									5,000			5,400
Depreciation												10,000
Publications/Members									1,000			500
Other (Specify)												-
<b>TOTAL OTHER COSTS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,058</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>38,729</b>	<b>-</b>	<b>105,018</b>	<b>153,805</b>
<b>INDIRECT COSTS</b>												-
<b>TOTAL PROGRAM COSTS</b>	<b>366,279</b>	<b>-</b>	<b>85,000</b>	<b>135,565</b>	<b>10,058</b>	<b>189,964</b>	<b>-</b>	<b>350,420</b>	<b>80,729</b>	<b>-</b>	<b>135,500</b>	<b>1,353,515</b>


Except as expressly modified in this Amendment, the terms and conditions of Agreement Number AA-COA-S4S-1920 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  
Council on Aging Services for Seniors

COUNTY OF SONOMA

By: 

Name: Marrienne McBride  
Title: President & CEO

By: \_\_\_\_\_

Name: Karen Fies  
Title: Director, Human Services  
Department

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

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 OR WAIVED BY RISK  
MANAGEMENT

By: \_\_\_\_\_