

SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



ITEM: 3.34
(ID # 12416)

MEETING DATE:

Tuesday, August 04, 2020

FROM: OFFICE ON AGING:

SUBJECT: OFFICE ON AGING: Ratify and Approve Eleven (11) Amendments to the Service Agreements for the Delivery of Services Required by Title III and Title VII of the Older Americans Act between the Riverside County Office on Aging and Ten (10) Service Providers to extend the Service Agreements for three (3) additional months, July 1, 2020 to September 30, 2020. All Districts; [Total Cost: \$1,286,304 - 66% Federal; 34% State].

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify and approve the eleven (11) amendments to the service agreements for the delivery of services required by Title III and Title VII of the Older Americans Act with the ten (10) service providers, in the amounts listed for FY 20/21, in Attachment A to extend the service agreements for three (3) additional months, July 1, 2020 to September 30, 2020, and authorize the Chairman of the Board to sign the amendments on behalf of the County; and
2. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, based on the availability of fiscal funding and as approved by County Counsel to: sign subsequent amendments to the service agreements that make modifications to the scope of services that stay within the intent of the service agreements; and sign amendments to the compensation provisions that do not exceed the sum total of ten percent (10)% of the total annual cost of the service agreements.

ACTION: Policy

Jewel Lee, Director of Office on Aging

7/16/2020

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Jeffries, seconded by Supervisor Spiegel and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt
Nays: None
Absent: None
Date: August 4, 2020
xc: OoA

Kecia R. Harper
Clerk of the Board
By:
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 1,286,304	\$ 0	\$ 1,286,304	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: 66% Federal; 34% State			Budget Adjustment:	No
			For Fiscal Year:	2020/2021

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Riverside County Office on Aging (RCOoA) proposes entering into eleven (11) amendments with ten (10) service providers (identified in Exhibit A) to extend the service agreements for the delivery of services required by Title III and Title VII of the Older Americans Act for three (3) additional months, July 1, 2020 to September 30, 2020. Through these service agreements, the services and programs available include: supportive services (IIIB - adult day care, personal care, home maker services, transportation and legal), senior center activities (IIIB), congregate and home delivered nutrition (IIIC & NSIP), disease prevention and health promotion (IIID), family caregiver support program (IIIE), and elder abuse prevention and long-term care ombudsman services (VII-A). These services, programs and other activities are made available countywide to older individuals and persons with disabilities.

These amendments were reviewed and approved as to form by County Counsel.

Impact on Residents and Businesses

These funds are to be utilized in accordance with the requirements of the Older Americans Act, Titles III and VII, for individuals 60 years of age and older and individuals with disabilities. Priority is given to those who have the greatest social and economic need, with considerable emphasis on programs and services that support older individuals and persons with disabilities to live independently in their home and community; promote healthy aging and community involvement; and, assist family members in their vital caregiving role.

SUPPLEMENTAL:

Additional Fiscal Information

The cost to extend the service agreements for the delivery of services required by Title III and Title VII of the Older Americans Act for three (3) additional months, July 1, 2020 to September 30, 2020, is \$1,286,304. These amendments are funded with federal and state funds which were allocated to Riverside County Office on Aging through a Standard Agreement with the California Department of Aging. The amount awarded to each service provider for FY 20/21 is set forth in Attachment A.

ATTACHMENTS:

SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA

ATTACHMENT A. LIST OF AMENDMENTS, SERVICE PROVIDERS, AND AWARDED
AMOUNT FOR FY 20/21



Gregory V. Priamos, Director County Counsel 7/23/2020

1. This Amendment No. 6 is entered into between the County of Riverside

OFFICE ON AGING

and

COLORADO RIVER SENIOR CITIZENS ("Service Provider")

That certain Standard Agreement, approved July 25, 2017, Agenda Item 3.42 ("Agreement"), with a first amendment executed on April 4, 2018, a second amendment executed on August 15, 2018, a third amendment executed on January 30, 2019, a fourth amendment executed on August 9, 2019, and a fifth amendment executed on April 22, 2020, is hereby amended a sixth time as follows:

2. a. The Agreement period of performance is:

July 1, 2017 to June 30, 2020

2. b. This Amendment No. 6 extends the Agreement period of performance for three (3) months commencing on:

July 1, 2020 to September 30, 2020

3. The maximum obligation of the Office on Aging to pay the Service Provider for Fiscal Year 2020/21 is:

\$15,025

Fifteen Thousand Twenty-Five Dollars

4. The parties agree to comply with the amended obligations as defined in the following documents, which are by this reference, incorporated into the Agreement for services:

Exhibit A: Scope of Service - Title 81B, Senior Center Activities - Amendment No. 6

Exhibit A.1: Scope of Service - Title 81C-2, Elderly Nutrition Program - Amendment No. 6

Exhibit B.1: Service Provider Budget Allocation Summary FY 2020/21 - Amendment No. 6

5. All other terms and conditions of the Agreement remain unchanged and in full force and effect.

6. This Amendment No. 6 to the Agreement shall become effective upon signature of both parties on July 1, 2020, whichever should come first. IN WITNESS WHEREOF, this Amendment No. 6 for services has been executed by an authorized agent of each party.

CONTRACTOR		COUNTY OF RIVERSIDE	
Colorado River Senior Citizens		Office on Aging	
Date Signed:	7/7/2020	Date Signed:	AUG 04 2020
BY:	[Signature]	BY:	V. M. [Signature]
Printed Name: John E. [Signature]		Printed Name: V. Manuel Ponce	
Title: Executive Director		Title: Chairman, Board of Supervisors	
Address:		Address:	
HCR 20 Box 3408		3610 Central Ave., Ste. 300	
Blythe, CA 92225		Riverside, CA 92505	

FORM APPROVED COUNTY COUNSEL
BY: [Signature]
DANIELLE D. MALAND

ATTEST:
KECIA R. HARPER, Clerk
By [Signature]
DEPUTY

AUG 04 2020 3.34

EXHIBIT A: SCOPE OF SERVICE – AMENDMENT 6

FY 2020/2021

July 1, 2020 through September 30, 2020

COLORADO RIVER SENIOR CITIZENS TITLE IIIB - SUPPORTIVE SERVICES – SENIOR CENTER ACTIVITIES

I. SCOPE OF SERVICES

- A. Services will be provided as described in the awarded proposal, in response to the Request for Proposals #OAARC-017, and as described herein.
- B. Service Provider must use the referral and intake forms provided or approved by Riverside County Office on Aging (RCOoA), for each new client served, and take appropriate measures to provide, refer, or coordinate the necessary services as warranted by intake form. A copy of this form must be maintained on file and made available for review. RCOoA Intake Form can be found on the Office on Aging website at www.rcaging.org or by contacting RCOoA.
- C. Service Provider will coordinate program services, as appropriate, with other senior services providers in the community, i.e., transportation, housing, health providers, churches, civic groups, etc.

II. TARGET POPULATION

- A. Eligible Service Population for Title III B means individuals sixty (60) years of age or older, with emphasis on those in greatest economic need with particular attention to low-income minority older individuals, older individuals with Limited English Proficiency (LEP), and older individuals residing in rural areas. [OAA § 305 (a)(2)(E); 22CCR 7119, 7125, 7127, 7130, 7135 and 7638.7

III. SERVICE AREA(s) (SA) you will be serving:

- A. Services offered by this program will target the county's Service Area 11 and will be administered from the Colorado River Senior/Community Center located in Blythe, with multiple points of service delivery throughout the service area, including partner agency locations in Riverside County. The project will target the following areas:

SA11: Blythe; Desert Center, Ripley, Mesa Verde

IV. SERVICE AND SERVICE OBJECTIVES for each service is as follows:

Supportive Services (Caring for Elderly)

Number of Units of Service to be provided: 520

A. Senior Center Activities

Services designed to enable older individuals to attain and/or maintain physical and mental well-being such as recreation, music, creative arts, physical activity, education, leadership development and other supportive services not covered under other service categories. Development and provision of new volunteer opportunities and services, and creation of additional services and programs to remedy gaps and deficiencies in existing services. Entertainment costs such as tickets to shows or sporting events, meals, lodging, rentals, transportation and gratuities, are not allowable.

V. ADDITIONAL REQUIREMENTS

The Service Provider shall perform the following for Title III B:

- A. Implement the statutory provisions of the Title III B Programs in accordance with State and federal laws and regulations. Performance shall not be unilaterally reduced or otherwise changed without prior consultation with, and written approval of, RCOoA.
- B. Maintain an organization that shall have the ultimate accountability for funds received from the County and for the effective and efficient implementation of the activities as described in the Area Plan and all pertinent State and federal laws and regulations including data reporting requirements.
- C. Meet the requirements under the OAA, Section 301(a)(1) to secure and maintain maximum independence and dignity in a home environment for the eligible service population capable of self-care with appropriate supportive and nutrition services.
- D. Remove individual and social barriers to economic and personal independence for the eligible service population to the extent possible as required under OAA, Section 301(a)(2)(B).
- E. Provide a continuum of care for the vulnerable eligible service population as required under OAA, Section 301(a)(2)(C).
- F. Secure the opportunity for the eligible service population to receive managed in-home and long-term care services as required under OAA, Section 301(a)(2)(D).
- G. Conduct and/or promote activities for the prevention and treatment of elder abuse, neglect, and exploitation, as required under the OAA, Section 721.
- H. Contractor shall, to the extent feasible, ensure that all budgeted funds are expended by the end of each fiscal year.
- I. Cooperate fully with annual onsite program and fiscal monitoring.
- J. Provide program information and assistance to the public.
- K. Meet the requirements under the AB 1217 Lowenthal Home Care Services Consumer Protection Act laws that provides for the In-Home Supportive Services (IHSS) program, which includes eligibility requirements for individuals who provide services to recipients under the program.
- L. Service Provider hereby agrees to comply with the RCOoA policies and procedures that are based on Title 22 California Code of Regulations, Division 1.8 California Department of Aging.

EXHIBIT A.II: SCOPE OF SERVICE – AMENDMENT 6

FY 2020/2021

July 1, 2020 through September 30, 2020

COLORADO RIVER SENIOR COMMUNITY CENTER

TITLE IIIC-2

ELDERLY NUTRITION PROGRAM

I. SCOPE OF SERVICES & GOALS:

- A. Services will be provided as described in the awarded proposal, in response to the Request for Proposals #RCOAA-017, and as described herein.
- B. Service Provider will coordinate, refer, and provide program services, as appropriate, with other senior services providers in the community, i.e., transportation, housing, health providers, churches, civic groups, etc.
- C. Service Provider must use the referral and intake forms provided or approved by Riverside County Office on Aging (RCOoA), for each new client served, and take appropriate measures to provide or refer appropriate services as warranted by intake form. A copy of this form must be maintained on file and made available for review. RCOoA Intake Form can be found on the Office on Aging website at www.rcaging.org or by contacting RCOoA.
- D. The guidelines for nutrition services are found in the State of California Code of Regulations, Title 22, Division 1.8, Chapter 4.(1), Article 5. The Elderly Nutrition Program is governed by federal guidelines, State laws and regulations, and by California Department on Aging (CDA) Program Memos issued.
- E. The goals of the Elderly Nutrition Program are to maintain or improve the physical, psychological, and social well-being of older individuals, by providing or securing appropriate nutrition services. The objectives are to:
 - 1. Each meal provided must contain one-third (1/3) of the current Recommended Dietary Allowances (RDAs), is safe and of good quality.
 - 2. Promote and maintain high food safety and sanitation standards.
 - 3. Promote good health behaviors through a nutrition screening of participants and nutrition education.
 - 4. Promote and/or maintain coordination with other nutrition-related supportive services.
 - 5. Promote socialization among the target population through this setting.
- F. Meet the requirements under the OAA, Section 301(a)(1) to secure and maintain maximum independence and dignity in a home environment for the eligible service population capable of self-care with appropriate supportive and nutrition services.
- G. Remove individual and social barriers to economic and personal independence for the eligible service population to the extent possible as required under OAA, Section 301(a)(2)(B).
- H. Provide a continuum of care for the vulnerable eligible service population as required under OAA, Section 301(a)(2)(C).

- I. Refer, as appropriate, the eligible target population to receive managed in-home and long-term care services as required under OAA, Section 301(a)(2)(D).
- J. Conduct and/or promote activities for the prevention and treatment of elder abuse, neglect, and exploitation, as required under the OAA, Section 721.
- K. Service Provider hereby agrees to comply with the Riverside Office on Aging policies and procedures that are based on Title 22 California Code of Regulations, Division 1.8 California Department on Aging.

II. TARGET POPULATION:

A. Service Area:

Home Delivered Nutrition Services will be provided in the following Service Area (SA):

SA11: Blythe; Desert Center, Ripley, Mesa Verde

Home Delivered Meal preparation sites are further identified in Section V. Service Objectives. This section also includes the number of units expected of SERVICE PROVIDER to meet the expectations identified in the Agency Area Plan.

B. Eligibility requirements for the Home Delivered Meals Nutrition Program:

1. Any person sixty (60) years of age or older AND who is frail and homebound by reason of illness, disability, or isolation.
2. A spouse of an eligible person, regardless of age or condition, if an assessment concludes that it is in the best interest of the homebound older individual.
3. 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.
4. Priority shall be given those individuals who meet requirement no. 1 above.

III. SERVICE REQUIREMENTS:

A. Home Delivered Meals:

1. Provide a hot or otherwise appropriate meal five (5) or more days a week and any additional meals which the SERVICE PROVIDER may elect to provide. Offering this service less than five (5) days per week is discouraged and will require approval of the RCOoA.
2. Meal must provide a minimum of one-third of the current Dietary Reference Intakes by the Food and Nutrition Board, Institute of Medicine, National Academy of Sciences as specified in Section 7638.5.
3. Develop a menu that meets the requirements on a monthly basis. Distribute the menu to the service participants before the beginning of the month the menu begins. The approved menu shall be submitted to the OoA no later than the 25th of each preceding month.
4. SERVICE PROVIDER shall initially assess participant nutritional risk using instruments including, but not limited to, the Determine Your Nutritional Risk checklist published by the Nutrition Screening Initiative. This checklist can be found at www.rcaging.org. Nutrition screening instruments shall be scored and collected from all participants in compliance with requirements in subsection 7636.1(b)(7) of Title 22 Division 1.8.

5. SERVICE PROVIDER shall complete an "intake" for each participant. The Intake forms shall remain on file with SERVICE PROVIDER.
6. An eligible individual who receives a meal shall be given the opportunity to voluntarily contribute anonymously to the cost of the meal. No eligible individual shall be denied participation because of failure or inability to contribute.
7. Provide a minimum of four (4) nutrition education sessions annually to participants. Nutrition education is defined as demonstrations, presentations, lectures, or small group discussions. A registered dietitian shall provide input and approve the content of nutrition education prior to the presentation.
8. Nutrition counseling shall be provided as needed and appropriate; when participant nutritional risk is high or when requested by the participant. Other nutrition services, as appropriate, based on the needs of meal participants will also be provided.
9. Include procedures and methods for obtaining the views of participants about the services received.

B. Home Delivered Meal:

1. When necessary, establish a waiting list for home-delivered meals. The decision to place eligible recipients of a home-delivered meal on a waiting list, and their position on such a list, will be based on greatest need.
2. SERVICE PROVIDER shall quarterly assess participant nutritional risk using instruments including, but not limited to, the Determine Your Nutritional Risk checklist published by the Nutrition Screening Initiative. This checklist can be found at www.rcaging.org.

C. Elderly Nutrition Program Management:

1. A Manager shall conduct the day-to-day management and administrative functions of the program. The Manager shall have the following skills/experience:
 - a. An associate degree in institutional food service management, plus 2 years of experience as a food service supervisor, or,
 - b. Demonstrate experience in food service, and within 12 months of hire successfully complete a minimum of 20 hours specifically related to food service management, business administration, or personnel management, or,
 - c. Two years- experience managing food services.
2. Each SERVICE PROVIDER shall establish and administer the nutrition program with the advice of a registered dietician (or individuals with comparable expertise.) The registered dietitian shall:
 - a. Participate in developing the nutrition services policies, procedures, and standards.
 - b. Participate in developing and evaluating the AAA Request for Proposal (RFP) concerning nutrition services, as described in Sections 7352 through 7364 of this Title 22 Division 1.8.
 - c. Participate in Area Plan development related to nutrition services, as described in Sections 7300 through 7320 of Title 22 Division 1.8.
 - d. Conduct appropriate meal analysis to ensure each meal provided meets the 1/3 of the Recommended Dietary Allowances (RDAs) and are safe and of good quality. Documentation of analysis must be retained on file and made available for review upon request.

3. Comply with the California Retail Food Code (CRFC) and the local health department regarding safe and sanitary preparation and service of meals.
4. Comply with the Division of Occupational Safety and Health (Cal/OSHA), California Department of Industrial Relations requirements regarding staff and participant safety.
5. At a minimum, perform quarterly monitoring of service delivery practices ensuring safe food handling and sanitation practices of food facilities are being followed.
6. Equipment utilized in the delivery of service, may include tables and chairs. These items need to be sturdy and appropriate for older individuals. Tables will be arranged to assure ease of access and encourage socialization.
7. Program data is required to be entered into the RCOoA approved database. Data must be accurate, verifiable, timely and complete.

D. Staffing Responsibilities:

1. All staff and volunteer(s) providing service(s) shall receive a minimum of 4 hours of training annually to perform their assigned responsibilities. The training curriculum content for all staff training complies with subsection 7636.5(c). At a minimum, training shall include the following topics:
 - a. Food safety, prevention of foodborne illness, and Hazard Analysis Critical Control Point (HACCP) principles;
 - b. Accident prevention, instruction on fire safety, first aid, choking, driving, earthquake preparedness, and other emergency procedures.
 - c. Elder Abuse detection and reporting processes.
2. A volunteer under age 60 may be offered a meal if doing so will not deprive an older individual of a meal.

IV. PROGRAM REQUIREMENTS:

A. Nutrition Service Provider Administration:

1. Nutrition SERVICE PROVIDER shall implement Policies and Procedures to achieve success in the delivery of the Elderly Nutrition Program. The Policies and Procedures shall be reported to RCOoA and include the following:
 - a. Establish outreach activities to encourage participation of eligible older persons. Service Provider will involve eligible participants in the planning and service delivery, as appropriate;
 - b. Provide services to eligible persons in greatest economic or social need and to low income minority individuals;
 - c. Establish the number and frequency of meals to be served;
 - d. Develop and/or maintain coordination with other supportive services;
 - e. Compliance with State and local laws regarding safety and sanitary preparation and service of meals;
 - f. Plan for monitoring progress toward achieving these requirements.

2. SERVICE PROVIDER will be monitored by RCOoA. The monitoring will consist of an on-site review to evaluate the provision and delivery of the Elderly Nutrition Program to ensure compliance with the laws and regulations that govern the Elderly Nutrition Program.

V. SERVICE OBJECTIVES

6. **Home Delivered Meals Program:**

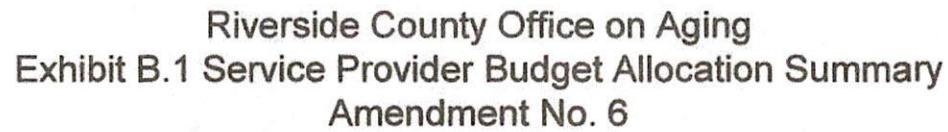
A.	Number of annual units of service	188	
B.	Number of new seniors to be served		
C.	Meals are delivered	5	days a week
D.	Meals are provided for	7	days a week
E.	Meals are provided	92	days a year
F.	Total number of volunteers		
G.	Suggested eligible participant donation	\$3.00	

Meals for HDM are prepared at the following address, (please include the telephone number, where home delivered meals are prepared).

Site: Colorado River Senior Community Center	
Address: HCR 20	
Blythe, CA 92225	
Phone #: 760-922-6133	

7. List the routes for each site and number of miles per day for each route.

ROUTE	MILES	ROUTE	MILES
North Blythe-Colorado River Senior Center	25		



July 1, 2020 to September 30, 2020
COLORADO RIVER SENIOR CITIZENS

Funding Source Project/Grant	Funded Program	Service Unit Reporting Description	CFDA #	Number of Units	Unit Rate	Federal Funding	State Funding	RCOoA Maximum Obligation
OA61642FY21	Title IIIB Supportive Services - Senior Center Activities	1 Hour	93.044	520	\$28.92	\$15,035	\$0	\$15,035
OA60451FY21	Title IIIC2: Home-Delivered Nutrition	1 Meal Served	93.045	188	\$5.26	\$990	\$0	\$990
FY 2020/21 BASELINE ALLOCATION TOTAL								\$16,025

Riverside County Office on Aging
Standard Agreement
OOA 2020-21

Amendment No. 7

1. This Amendment No. 7 is entered into between the County of Riverside

OFFICE ON AGING ("OOA")

and

COUNCIL ON AGING - SOUTHERN CALIFORNIA, INC. ("Service Provider")

That certain Standard Agreement, approved July 25, 2017, Agenda Item 3.43 ("Agreement"), with a first amendment executed on April 20, 2018, a second amendment executed on August 16, 2018, a third amendment executed on September 26, 2018, a fourth amendment executed on January 30, 2019, a fifth amendment executed on August 9, 2019, a sixth amendment executed on July 21, 2020, and is hereby amended a seventh time as follows:

2. a. The Agreement period of performance is:

July 1, 2017 to June 30, 2020

2. b. This Amendment No. 7 extends the Agreement period of performance for three (3) months commencing on:

July 1, 2020 to September 30, 2020

3. The maximum obligation of the Office on Aging to pay the Service Provider for Fiscal Year 2020/21 is:

\$113,000

One Hundred Thirteen Thousand Sixty-Eight Dollars

4. The parties agree to comply with the amended obligations as defined in the following documents, which are by this reference, incorporated into the Agreement for services:

Exhibit A: Scope of Service - HCAP - Amendment No. 7

Exhibit B: Facility Provisions

Exhibit C: Service Provider Budget Allocation Summary FY 2020/21 - Amendment No. 7

5. All other terms and conditions of the Agreement remain unchanged and in full force and effect.

6. This Amendment No. 7 to the Agreement shall become effective upon signature of both parties on July 1, 2020, whichever should come first.

IN WITNESS WHEREOF, this Amendment No. 7 for services has been executed by an authorized agent of each party.

CONTRACTOR	COUNTY OF RIVERSIDE
Council on Aging - Southern California, Inc.	Office on Aging
Date Signed: 7/21/2020	Date Signed: AUG 04 2020
BY: [Signature]	BY: [Signature]
Una Wright Jenkins	Patricia Nunez V. Michael Peral
Title: President & CEO	Title: Chairman, Board of Supervisors
Address:	Address:
2 Executive Circle, Suite 175 Irvine, CA 92614	3610 Central Avenue, 300 Riverside, CA 92506

FORM APPROVED COUNTY COUNSEL

BY: [Signature]
DANIELLE D. MALAND

ATTEST:
KECIA R. HARPER, Clerk
By: [Signature]
DEPUTY

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EXHIBIT A - SCOPE OF SERVICE

Amendment 7

FY 2020/2021

July 1, 2020 through September 30, 2020

HICAP (Health Insurance Counseling and Advocacy Program)
MIPPA (Medicare Improvement for Patients and Providers Act)
SHIP (State Health Insurance Assistance Program)
California Coordinated Care Initiative/FA (Financial Alignment)

COUNCIL ON AGING – SOUTHERN CALIFORNIA, INC.

I. GENERAL PROGRAM REQUIREMENTS:

In 1996 legislation, AB 2800--Chapter 1097, known as the Mello-Granlund Older Californians Act, replaced the former codes with updated statutes - Welfare and Institutions Code, Section 9541. The Legislature, in adopting this law, declared that the purpose of the HICAP is to provide Medicare beneficiaries and those imminent of becoming eligible for Medicare with counseling and advocacy regarding Medicare, private health insurance, and related health care coverage plans, on a statewide basis, while preserving the integrity of service.

The HICAP is governed by federal statutes and Acts, State laws, regulations, and by Program Manuals issued and periodically updated by the California Department of Aging and disseminated by the Office on Aging. Federal guidelines emanate from the annual grant renewal process of the Centers for Medicaid and Medicare Services (CMS). State law is contained in W&I Code, Section 9541 and sections of the Older Californians Act. Administrative, operational, and training standards can be found in the HICAP Program regulations, the HICAP Program Manual, and the HICAP Field Training Handbook.

II. SCOPE OF SERVICES:

- A. Services will be provided as required by regulations, described in the awarded proposal and as stated herein.
- B. HICAP services will include delivering a program designed to provide Medicare beneficiaries and those imminent of becoming eligible for Medicare with counseling and advocacy about Medicare, private health insurance and related health care coverage plans for the purpose of preserving service integrity on a statewide basis.
- C. SHIP services will offer one-on-one support counseling and assistance to people with Medicare and their families through federal grants directed to states, SHIPs provide free counseling and assistance via telephone and face-to-face interactive sessions public education presentations and programs, and media activities.
- D. MIPPA services will provide enhanced outreach, education and enrollment assistance to eligible Medicare beneficiaries regarding Low Income Subsidy (LIS), Medicare Savings Programs (MSP) and Medicare preventative services. Enhanced Outreach activities include, but are not limited to, disease prevention and promoting wellness and are above and beyond routine activities planned in response to SHIP or Older Americans Act (OAA) outreach funds, and they must support attainment of performance objectives specified by the CDA. All MIPPA activities must be over and above those related activities

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EXHIBIT A - SCOPE OF SERVICE

provided through other funding sources, and they must achieve the performance objectives specified by CDA.

- E. Service Provider will develop a local MIPPA work plan and submit to OoA for review and approval. The approved work plan shall delineate how the service provider, HICAP and ADRC will coordinate efforts and resources to achieve the performance objectives identified by CDA. The approved MIPPA Work Plan is hereby incorporated to this agreement by this reference.
- F. F2 services will provide activities which are separate, distinct, over and above those related activities provided through other funding sources (e.g., the FA-17-18, State Health Insurance Assistance Program (SHIP), and Medicare Improvements for Patients and Providers Act (MIPPA) Funds) and meet CDA and CMS performance requirements.
- G. Service provider shall submit F2-1718 Work Plan outlining performance goals, measurable outcomes, major objectives, key tasks, and time frames (start and end dates). Work plan must ensure coordination with State's enrollment brokers and vendor(s). Work plan shall include use of CCI Project appeals mechanisms including, but are not limited to limited referrals to the CAL MediConnect Ombudsman Program. The approved F2-1718 Work Plan is hereby incorporated by reference as a part of this agreement.
- H. Have available and conduct training, to counselors and volunteers, the latest information regarding outreach to the various communities as well as in Inyo/Mono Counties, regarding the various health plans available to the target population.
- I. Service Provider must use a referral and intake form(s) provided by CDA or approved by Riverside County Office on Aging (RCOoA), for each new client served, and take appropriate measures to provide, refer, or coordinate the necessary services as warranted by the intake form. A copy of this form must be maintained on file and made available for review. The RCOoA Intake Form can be found at www.rcaging.org or by contacting RCOoA.
- J. Service Provider will coordinate program services, as appropriate, with other senior service(s) providers in the community, i.e., transportation, housing, health providers, churches, civic groups, etc. near the client or will otherwise refer an individual to the Office on Aging for further assessment and information and resources.
- K. Service Provider will maintain a policy and procedure for referring clients in need of legal services. A Cooperative Agreement/MOU will be established for referring clients in PSA 21 and PSA 16 to local legal service providers within their respective communities. The HICAP Service Provider will maintain records of referrals in the SHARP/PeerPlace data collection system and make available for monitoring purposes.
- L. Service Provider shall obtain a written and signed consent form from clients prior to disclosing their personal or confidential information to a third party
- M. A Standard HICAP work week of when business is open shall be five (5) days a week, Monday through Friday, at least 9 a.m. to 4 p.m., except holidays. During these times individuals seeking service shall be served, as appropriate.
- N. Telephone access by the public shall be during normal business hours, Monday through Friday, 9 a.m.

EXHIBIT A - SCOPE OF SERVICE

through 4 p.m. In the event that clients cannot receive personal assistance immediately, they shall be offered an opportunity to leave their name, a message, and return telephone number with an answering service or answering machine. Messages will be returned within two (2) business days.

- O. Service Provider shall ensure that the HICAP email address displayed on any public facing website is monitored by staff Monday through Friday, 9 a.m. to 4 p.m. Responses to email communications must be provided within two (2) business days of the day the email was received.

III. TARGET POPULATION:

The Eligible Service Population for services includes Riverside County, Inyo or Mono County residents, who are an adult family member, or another individual, who are informal providers of in-home community care to an older individual; an individual with Alzheimer's disease or a related disorder with neurological and organic brain dysfunction; and, to grandparents or older individuals, who are relative caregivers caring for children with severe disabilities.¹

The Eligible Service Population for HICAP funding includes Riverside County and Inyo/Mono County Medicare beneficiaries, including Medicare beneficiaries by virtue of a disability, and those persons imminent of Medicare eligibility², and the public at large to receive HICAP community education services, including long-term care insurance counseling services.³

The Eligible Population for MIPPA funding includes Riverside County and Inyo/Mono County Medicare eligible beneficiaries likely to be qualified for Medicare Part D., the Low Income Subsidy (LIS) Prescription Drug Program, and/or the Medicare Saving Programs (MSP).

The Eligible Population for Financial Alignment funding includes Riverside County and Inyo/Mono County dual eligible beneficiaries who are eligible for, enrolled in, or targeted for enrollment into a Cal MediConnect Health Plan or beneficiaries' designated representative. Dual Eligible Beneficiaries means individuals 21 years of age or older who are enrolled for benefits under Medicare Part A (42 U.S.C. Sec. 1395c et seq.) or Medicare Part B (42 U.S.C. Sec. 1395j et seq.), or both, and is eligible for medical assistance under the Medi-Cal State Plan.

The Priority Eligible Service Population includes the eligible service population who are in the greatest financial and social need and/or are limited with the English language.

IV. TARGET SERVICE AREA(s) (SA):

- A. HICAP services will be offered to the target population in Riverside County Service Areas 1-11 (SA 1-11), as well as PSA 16 (Inyo and Mono Counties), with multiple points of service delivery throughout the service areas, including partner agency locations. The HICAP will target the following SAs:

Service Provider will outreach to serve and/or involve members of target population groups appropriate

¹[OOA §302 (3)]

²[W&I§9541(A),(C)(2)]

³[WIC §9541(C)(1), (C) (2), (C)(4)-(6)]

EXHIBIT A - SCOPE OF SERVICE

HICAP services will be provided to clients residing in the County of Riverside (PSA 21) and Counties of Inyo and Mono, also known as Eastern Sierra Area Agency on Aging for Planning and Service Area 16 (PSA 16).

Riverside County Service Areas include:

- SA1: Corona/Norco/Eastvale; Coronita, El Cerrito, Home Gardens, Mira Loma, Temescal Valley, Lake Mathews
- SA2: Riverside/Jurupa Valley; El Sobrante, Glen Avon, Highgrove, Pedley, Rubidoux
- SA3: Moreno Valley/Perris; Good Hope, Green Acres, March Air Reserve Base, Mead Valley, Nuevo, Lakeview
- SA4: Menifee/Winchester/Lake Elsinore; includes Homeland, Canyon Lake, Romoland, Warm Springs, Sun City, Quail Valley, Lakeland Village
- SA5: Murrieta/Temecula/Wildomar; includes; Aguanga, Anza, French Valley, Lake Riverside
- SA6: Banning/Beaumont/Calimesa; Cabazon, Cherry Valley
- SA7: Hemet/San Jacinto; East Hemet, Idyllwild-Pine Cove, Mountain Center, Valle Vista
- SA8: Desert Hot Springs/Palm Springs/Cathedral City; Desert Edge, Garnet, Sky Valley, Thousand Palms, Whitewater
- SA9: Rancho Mirage/Palm Desert/Indian Wells; Desert Palms
- SA10: La Quinta/Indio/Coachella; Bermuda Dunes, Mecca, North Shore, Oasis, Thermal, Vista Santa Rosa
- SA11: Blythe; Desert Center, Ripley, Mesa Verde

V. SERVICE AND SERVICE OBJECTIVES:

- A. Ensure statutory provisions of the HICAP (W&I Code, Section 9541) are met and services provided in accordance with all applicable law, regulations, and the HICAP Program Manual as issued by the California Department on Aging (CDA) and in any other subsequent program memos, provider bulletins or similar instruction issued.
- B. Maintain and distribute the most current HICAP Program Manual and related Department requirements so that all HICAP Counselors and responsible persons have ready access to standards, policies, and procedures. Additionally, all Counselors shall be provided the latest HICAP Counselor Handbook.
- C. Provide notice within five (5) days to RCOoA of any changes to the program or changes in the status of Service Provider that could restrict the operations of, or access to, HICAP services. These changes include,

EXHIBIT A - SCOPE OF SERVICE

but are not limited to, personnel changes, program or project phone number changes, headquarters office address changes and mailing address changes.

- D. Submit the name of the HICAP Program Manager to RCOoA within twenty-five (25) days of initial employment.
- E. The HICAP Program Manager and/or designated representative shall attend all CDA required HICAP training sessions or conferences conducted each fiscal year.
- F. Recruit and maintain a strong, well-trained and registered health insurance counselors, including a large contingent of volunteer Counselors, Long-Term Care Counselors, Long Term Care Community Educators designed to expand services as broadly as possible. New counselors shall be recruited, trained, and registered with the State as HICAP counselors in compliance with state law, regulations and the HICAP Program Manual.
- G. Service Provider shall assure full compliance with the Federal Volunteer Risk and Program Management (VRPM) project requirements, no later than March 21, 2020, to include:
 - a. Conduct national-level criminal records checks on all volunteers and paid staff; and
 - b. Establish and fully implement a policy to accept or disqualify volunteers and paid staff for whom unsatisfactory criminal records check reports are received.
 - c. Service Provider shall submit narrative reports to OoA no later than March 15, 2020, June 15, 2020, September 15, 2020 and December 31, 2020, indicating progress achieved during the reporting period toward implementation of VRPM project requirements.
- H. Provide a written disclosure statement or its equivalent to clients needing counseling prior to beginning the counseling services, as prescribed by CDA in the HICAP Program Manual.
- I. All publications funded solely or in part by MIPPA funds shall include the express acknowledgement, "This project was supported, in whole or in part, by grant number(s) 1701CAMISH-01, 1701CAMIAA-01, 1701CAMIDR-01, from the U.S. Administration for Community Living, Department of Health and Human Service, Washington, D.C. 20201. Grantees undertaking projects with government sponsorship are encouraged to express freely their findings and conclusions. Points of view or opinions do not, therefore, necessarily represent official ACL policy."
- J. Provide a community education campaign designed to inform the public about Medicare, Medicare Supplement and long-term care insurance options, Medicare Advantage plans and related health care plans, and insurance topics.
- K. Refer instances of suspected misrepresentation in advertising or sales of services provided by Medicare, managed health care plans, and life and disability insurers and agents, in accordance with the HICAP Manual.
- L. Program information and support documentation shall be submitted as instructed for the development of reports. Collect, track and report all aspects of HICAP activity into the Statewide HICAP Automated Reporting Program (SHARP) in accordance with CDA. Data must be timely, complete, accurate, and verifiable.

EXHIBIT A - SCOPE OF SERVICE

- M. MIPPA Program shall collect and report data for work completed. Refer to: <http://www.aging.ca.gov/ProgramsProvider/AAA/MIPPA/> for reporting guidance.
- N. Provide timely input to the State HICAP Office through OoA of any required reports.
- O. Maintain the minimum performance requirements as stated in the current and approved Area Plan Service Unit Plan (SUP). Program will be notified of new performance requirements through RCOoA or CDA Program Memo. For performance measure definitions and information on data driven values, reference the most recent CDA Performance Measure Definitions.
- P. Ensure processes are in place to provide program evaluation and quality assurance, such as client satisfaction surveys and questionnaires.
- Q. Ensure referral services by evidence of a Memorandum of Agreement or Memorandum of Understanding, for legal representation with respect to Medicare appeals, Medicare related managed care appeals, and other related insurance problems, excluding the filing of lawsuits against private insurers or managed health care plans. Legal services shall comply with the following:
1. HICAP legal representation and technical program support shall be provided by or under the direction of a Supervising Attorney who is trained in Medicare law and who is in good standing with the California Bar.
 2. Legal representation services shall be limited to Medicare, Medicare Part D issues, Medicare savings programs, low-income subsidy issues, long-term care insurance, managed care, and related health care coverage plans.
 3. HICAP legal representation shall be subject to the understanding that the legal representation and legal advocacy shall not include the filing of lawsuits against private insurers or managed health care plans.⁴
 4. HICAP legal representation service shall not commence without a formal referral from the HICAP Program Manager to the Supervising Attorney, and only after a preliminary counseling session determines the need for a referral.
 5. The Legal Service Provider shall report the Legal Services units of service in the Area Plan Service Unit Plan. The Supervising Attorney shall report the performance of legal services in accordance with HICAP reporting instructions.

⁴ [Welf. & Inst. Code § (c)(3)]

EXHIBIT B: FISCAL PROVISIONS

Funding awarded under this Agreement is made available under the applicable provisions of the Older Americans Act and Amendments, Title III and/or Title VII, Administration for Community Living (ACL), Welfare and Institutions Code, Older Californians Act and by California Department on Aging (CDA) Agreement appropriations. Funding awarded is summarized in Exhibit B.I and identifies the maximum obligation of each service, the unit of measurement, the associated rate, the amount of expected units to be delivered and associated Project Grant Codes. The funding detail is in Exhibit C and is the projected expenditures necessary to meet the expectations of the contracted service(s). Additional services provided will include a corresponding provider budget detail which will be attached and identified as EXHIBIT C.I, C.II, C.III, and so forth.

A. DEFINITIONS:

1. "Allocation" means the process of assigning a cost, or a group of costs, to one or more cost objectives, in reasonable proportion to the benefit provided or other equitable relationship. The process may entail assigning a cost(s) directly to a final cost objective or through one or more intermediate cost objectives.
2. "Disallowed costs" means those charges determined to be unallowable, in accordance with the applicable Federal statutes, regulations, or the terms and conditions of the Federal award.
3. "Questioned Costs" means a cost that is questioned by the auditor because of an audit finding which resulted from a violation or possible violation of statute regulation, or the terms and conditions of a Federal award, including for funds used to match Federal funds; where the costs, at the time of the audit, are not supported by adequate documentation; or where the costs incurred appear unreasonable and do not reflect the actions a prudent person would take in the circumstances.
4. "Recoverable cost" means the state and federal share of the questioned costs.

A. BUDGET AND BUDGET REVISION:

1. EXHIBIT C - SERVICE PROVIDER Budget Detail itemizes the budget appropriation categories, line item descriptions of reimbursable costs and includes unit rates, quantity and totals for each service.
2. The budget detail includes, at a minimum, the following budget appropriations (budget/cost categories) & reimbursable line item descriptions, allowable under this Agreement:
 - i. Salaries and Benefits:
 - i. Staff costs – includes a monthly, weekly, or hourly rate, as appropriate and classification title, along with the percentage of time associated to service & related training
 - ii. Fringe Benefits
 - ii. Operating Expenses (Direct costs):
 - i. Office Supplies
 - ii. Contractual (subcontract) costs
 - iii. Rental (specify cost per square foot and total square feet)
 - iv. Equipment necessary to successfully deliver service(s)

- v. Any travel¹ within California (outside the State of California requires prior approval)
- vi. A detailed list of other operating expenses
- iii. Administrative Costs (Indirect costs):
 - i. Costs are limited to 10% of the direct service cost, unless provider has an accepted negotiated rate accepted by all Federal awarding agencies²
 - ii. Indirect costs shall be associated with an approved indirect cost rate or allocation plan documenting the methodology used to determine indirect costs; and
 - iii. Indirect costs exceeding 10% may be budgeted as in-kind and used to meet the minimum matching requirements (Title III and VII only).
- 3. Changes to line item amounts within a Cost Category may be made, subject to the following conditions:
 - a. For Titles III-B, C, D, and E the Cost Categories are:
 - i. Personnel Costs
 - ii. Travel/Training
 - iii. Equipment
 - iv. Consultants
 - v. Other Costs
 - vi. Indirect Costs
 - b. Title C has two additional Cost Categories:
 - i. Catered Food;
 - ii. Raw Food;
 - iii. Nutrition Education.
 - c. Approval from RCOoA is required before making a change of 20% or greater and is \$1,500 or more in any Budget Category.
 - d. The SERVICE PROVIDER will maintain a written record of all budget changes and clearly document Budget Category changes. The record shall include the date of the transfer, the amount, and the purpose and shall be submitted electronically to RCOoA on Form A1: Narrative Justification for Budget Revisions for approval.
 - e. A Budget and/or proposed budget shall be submitted to RCOoA any time as indicated or requested by RCOoA.
 - f. The final date to submit budget a revision request for the current fiscal year is March 15 unless otherwise specified by RCOoA.

B. AVAILABILITY OF FUNDS:

- 1. For the mutual benefit of both parties, and in order to avoid program and fiscal delays that would occur if this Agreement were executed after that determination was made, it is understood between the parties that this Agreement may have been written before ascertaining, the availability of State and/or federal funds.
- 2. This Agreement is valid and enforceable only if sufficient funds are made available to CDA by the United States Government or by the Budget Acts of the appropriate fiscal years for the purposes of these programs. In addition, this Agreement is subject to any additional restrictions, limitations, or

¹ Travel in Operating expenses includes: Airfare, Hotel, Meals, Mileage, Rental, incidentals (Staff time will be staff costs).

² [2CFR200.212(c)(1),(f)][45CFR75.414(c)(1),(f)]

- conditions enacted by the Congress or to any statute enacted by the Congress that may affect the provisions, terms, or funding of this Agreement in any manner.
3. In the event that insufficient funds are appropriated by the Legislature and/or Congress for any of these programs, this Agreement may be terminated or amended to reflect any reduction in funds.
 4. RCOoA reserves the right to increase and/or decrease funds available under this Agreement to reflect, any restrictions, limitations, or conditions as directed by the California Department of Aging.

C. ONE-TIME-ONLY (OTO) FUNDS:

1. SERVICE PROVIDER with a current existing Agreement with RCOoA is eligible to receive OTO funds. OTO funds are distributed amongst providers who already receive funds from the OTO source of funding. OTO funds are non-transferable between funding sources and must only be used in the program to which it was allocated.
2. Title III and Title VII Programs may use One-Time-Only funds for the following purposes:
 - a. The purchase of equipment to enhance the delivery of services to the eligible service population and is an allowable cost of the program.
 - b. Home and community-based projects which assist families and/or caregiver to maintain the eligible service population in a home environment, as approved by RCOoA.
 - c. Innovative pilot projects, approved by CDA/RCOoA, and are designed for the development or enhancement of a comprehensive and coordinated system of services as defined in [45CFR 1321.53(a)(b)].
 - d. Baseline services—OTO funds may be used to maintain or increase baseline service, with RCOoA approval. However, programs funded with OTO funds shall not expect OTO funding beyond the current fiscal year in which OTO funds are awarded.
3. Nutrition Services Incentive Program (NSIP) are One-Time-Only funds used to purchase food ONLY in the Senior Nutrition Programs.

D. MATCHING REQUIREMENTS & CONTRIBUTIONS:

1. Matching requirement is the cash value of an in-kind contribution and that portion of program and administrative costs funded (cash or in-kind) by the SERVICE PROVIDER from other resources.
2. Minimum matching requirements are calculated on net costs, which are total costs less program income, non-matching contributions, and State funds.
3. In-kind contributions are property or services provided which benefit Agreement-supported project or program and which are contributed by non-federal parties without charge to SERVICE PROVIDER.
4. Other local resources include cash donations (not including program income) and cash generated from fundraising activities.
5. In-kind contributions count towards satisfying a matching requirement only where the payments would be otherwise allowable costs if SERVICE PROVIDER were to pay for the costs.
6. Costs contributing to the match requirement incurred by the SERVICE PROVIDER must be verifiable.

7. Matching contributions, cash or in-kind, must be allowable as outlined in the Office of Management and Budget (OMB) cost principles.
8. The required minimum matching contributions for Title III-B Supportive Services, III-C Nutrition, and III-D Disease Prevention programs is ten percent (10%) of the combined total of Federal share and matching contribution OR 11.11% of the Federal share alone. Program matching contributions for Title III-B, III-C will be pooled to meet the minimum ten percent (10%) requirement.
9. The required minimum program matching contributions for Title III-E is twenty-five percent (25%) of the combined total of Federal share and matching contribution OR 33.33% of the Federal share alone.
10. No minimum program matching contribution is required for the Health Insurance Counseling Advocacy Program (HICAP) or Ombudsman.
11. Matching contributions generated in excess of the minimum required are considered overmatch.
12. Program overmatch from Title III-B, III-C, or III-D cannot be used to meet the program match requirement for III-E.
13. Minimum match requirements are subject to change at any time, to which RCOoA will send an electronic notification and an Amendment, as appropriate.

E. PROGRAM INCOME:

1. "Program Income" is revenue generated by the SERVICE PROVIDER from activities funded through this agreement, such as, delivered services. "Program income" includes:
 - a. Voluntary contributions received from a participant or responsible party as a result of the service.
 - b. Income from usage or rental fees of real or personal property acquired with grant funds, or funds provided under this Agreement.
 - c. Royalties received on patents and copyrights from Agreement-supported activities.
 - d. Proceeds from the sale of goods created under an Agreement with RCOoA.
 - e. Interest earned on funds awarded by RCOoA, except for the HICAP Program.
2. Program Income must be reported and expended under the same program from which it is generated. Program Income must be used to pay for current allowable costs of that program in the same fiscal year the income was earned, except:
 - a. For Title III-B, III-C, III-E, VII Ombudsman, and VII Elder Abuse Prevention Programs, if Program Income is earned in excess of the amount approved by RCOoA, the excess amount may be deferred for use in the first quarter of the following Agreement period, which is the last quarter of the federal fiscal year (October 1 to September 30).
 - b. For Title III-B, III-C, III-D, III-E, VII Ombudsman, and VII Elder Abuse Prevention Programs: Program Income must be spent before the Agreement funds and may reduce the total amount of Agreement funds payable to the SERVICE PROVIDER.
 - i. If Program Income is deferred for use, it must be used by the last day of the federal fiscal year and reported when used.
 - ii. Program Income may not be used to meet the matching requirements of this Agreement.
 - iii. Program Income must be used to expand baseline services.

- c. Use all collected contributions to expand the services for which the contributions were given and to supplement (not supplant) funding received under this Act.

F. EXPENDITURE OF FUNDS:

1. The SERVICE PROVIDER shall expend and justify all funds received, as described in Exhibit C Service Provider Budget Detail.
2. Any reimbursement for authorized travel (i.e. travel, lodging, meals, and other incidentals) shall be at rates not to exceed those amounts paid by the State in accordance with the California Department of Human Resources (CalHR) rules and regulations. Rates may be accessed on the State's website:
 - a. Mileage: <http://www.calhr.ca.gov/employees/Pages/travel-personal-vehicle.aspx>
 - b. Per Diem (meals and incidentals): <http://www.calhr.ca.gov/employees/Pages/travel-meals.aspx>;
 - c. Lodging: <http://www.calhr.ca.gov/employees/Pages/travel-lodging-reimbursement.aspx>
3. This does not limit the SERVICE PROVIDER from paying any differences in costs, from funds other than those provided by RCOoA, between State rates and any rates the SERVICE PROVIDER is obligated to pay under other contractual agreements. No travel outside the State of California may be reimbursed unless prior written authorization is obtained from CDA through RCOoA. (CCR, Title 2 Section 599.615 et. seq.)
4. RCOoA reserves the right to refuse payment to the SERVICE PROVIDER or disallow costs for any expenditure, as determined by RCOoA to be; out of compliance with this Agreement's terms and conditions, unrelated or inappropriate to Agreement activities, when adequate supporting documentation is not presented, or where prior approval was required, but was either not requested or not granted.

G. ACCOUNTABILITY OF FUNDS:

The SERVICE PROVIDER shall maintain accounting records for funds received under the terms and conditions of this Agreement. These records shall be separate from other records for any other funds administered by the SERVICE PROVIDER, and shall be maintained in accordance with Generally Accepted Accounting Principles and Procedures and the Office of Management and Budget's (OMB) Uniform Administrative Requirements Cost Principles, and Audit Requirements for Federal Awards.³

H. REDUCTION OF FUNDS:

1. If funding for any State fiscal year is reduced or deleted by the Department of Finance, Legislature, or Congress for the purposes of this Agreement, RCOoA has the option to either:
 - a. Terminate the Agreement; or
 - b. Offer a Contract Amendment to reflect the reduced funding for this Agreement.
2. In the event that RCOoA elects to offer a Contract Amendment, RCOoA reserves the right to determine (1) which Agreements, if any, under this program shall be reduced and (2) some Agreements may be reduced by a greater amount than others, and (3) the amount that any and/or all of the Agreements shall be reduced for the fiscal year.

³ [2CFR200][45CFR75]

3. RCOoA may reduce the amount of awarded funding if the SERVICE PROVIDER is not meeting service objectives as identified in the Exhibit A - Scope of Service or if spending pattern indicates the SERVICE PROVIDER will have unexpended funding at the end of the Agreement period. RCOoA will be the sole determinant of all reduction of RCOoA funding and will be reasonable in its determination.
4. The SERVICE PROVIDER hereby expressly waives any and all claims against RCOoA for damages arising from the termination, suspension, or reduction of the funds provided by RCOoA.
5. In the event of termination of this Agreement for reduction, suspension or termination of funds to RCOoA, the SERVICE PROVIDER shall be compensated by RCOoA for completed services rendered prior to termination, subject to availability of funds, allowable costs and audit verification.

I. INCREASE OF FUNDS:

RCOoA may increase the amount of awarded funding, if additional RCOoA funding becomes available. The SERVICE PROVIDER may be required to increase the service objectives as identified in the Exhibit A- Service Provisions and Expectations to qualify for additional funding. Any such increase in funding may not be subject to a competitive process and will be processed as an Amendment to the Agreement.

J. SUPPLANTING FUNDS:

RCOoA funds cannot be used to supplant (replace) funds from non-Federal funding sources. Use all collected contributions to expand the services for which the contributions were given and to supplement (not supplant) funds received from RCOoA.

K. ACKNOWLEDGING FUNDING:

The SERVICE PROVIDER shall acknowledge funding by RCOoA, when resources are explained verbally or in writing, specifically in brochures, press releases, etc., and shall acknowledge RCOoA by the use of signs on funded vehicle(s).

L. INTEREST EARNED:

1. SERVICE PROVIDER may keep interest amounts up to \$500 per fiscal year for administrative expenses⁴. Interest earned on advanced contract funds shall be identified as Program Income on Fiscal budgets.
2. SERVICE PROVIDER must maintain advances of funds in interest bearing accounts, unless either of the following apply:
 - a. The SERVICE PROVIDER receives less than \$120,000 in federal awards per year;
 - b. The best reasonably available interest bearing account would not be expected to earn interest in excess of \$500 per year on federal cash balances; or
 - c. The depository would require an average or minimum balance so high that it would not be feasible within the expected federal and non-federal cash resources.

⁴ [2CFR200.305(b)(9)] [25CFR75.305(b)(9)]

M. INDIRECT COSTS:

1. The maximum allowable reimbursement for indirect costs is ten percent (10%) of SERVICE PROVIDER's Modified Total Direct Costs (MTDC) (excluding in-kind contributions and nonexpendable equipment) unless there is an accepted negotiated rate accepted by all Federal awarding agencies.⁵ Indirect costs exceeding the 10% maximum may be budgeted and used for purposes to meet the minimum matching requirements in Title III and VII programs only. Prior approval from federal awarding agency will be obtained prior to budgeting the excess indirect costs as in-kind.
2. Service Provider requesting reimbursement for indirect costs shall retain on file an approved indirect cost rate or an allocation plan documenting the methodology used to determine the indirect costs.

N. FINANCIAL MANAGEMENT SYSTEMS:

1. SERVICE PROVIDER shall meet the reporting standards for its financial management systems, as stipulated in 2CFR200.302 and 45 CFR 74.21 (non-profits):
 - a. Financial Reporting
 - b. Accounting Records
 - c. Internal Control
 - d. Budgetary Control
 - e. Allowable Costs
 - f. Source Documentation
 - g. Cash Management
2. RCOoA may require financial reports more frequently or with more detail (or both), upon written notice to the Service Provider, until such time as RCOoA determines that the financial management standards are met.

O. UNEXPENDED FUNDS:

SERVICE PROVIDER will expend all funding for services prior to the end of each fiscal year, June 30. Funds not used or encumbered for use by June 30 each fiscal year, will not be able to be claimed at a later date. All expended funds that have not been encumbered for use by June 30 are returned to the state. Upon termination, cancellation, or expiration of this Agreement, or dissolution of the entity, the SERVICE PROVIDER shall return to RCOoA immediately upon written demand, any funds provided under this Agreement, which are not payable for goods or services delivered prior to the termination, cancellation, or expiration of this Agreement, or the dissolution of the entity.

P. PAYMENT:

1. Advance Payments:
 - a. RCOoA shall allow the SERVICE PROVIDER, funded under the Older Americans Act Amendments, Title III and Title VII, and HICAP, upon execution of this Agreement and availability

⁵ [2cfr200.414(c)(1),(f); 45CFR75.414(c)(1)(f)]

- of funds, to request and receive, in a timely manner, one advance payment per fiscal year which shall not exceed one-twelfth of the Agreement amount.
- b. Beginning with the September Monthly Financial Report/Request for Funds (MFR), one-tenth of the advance payment will be deducted each month from amounts due to the SERVICE PROVIDER, until the advance is fully paid.
 - c. If, the advance payment has not been fully satisfied at the time of the final Monthly Financial Report, or upon completion or termination of this Agreement, SERVICE PROVIDER agrees to pay the balance to RCOoA upon demand.
2. Monthly Reimbursement Requests and Payments:
 - a. SERVICE PROVIDER will submit a request for reimbursement monthly. The reimbursement request will be in arrears for actual expenses incurred, less any amount applied against the advance, beginning with the July expenditure report.
 - b. The SERVICE PROVIDER shall submit a Monthly Financial Report/Request for Funds (MFR) to be received at RCOoA by the 5th working day of each subsequent month.
 3. Accruals:
 - a. Accruals must be reported by SERVICE PROVIDER to RCOoA by June 14 every fiscal year for any outstanding and unpaid obligations made prior to June 30 that will not be paid by June 30. Accruals are expected to be paid with thirty (30) days of the end of the fiscal year.



Riverside County Office on Aging
Exhibit B.1 Service Provider Budget Allocation Summary
Amendment No. 7



FY2020/2021

July 1, 2020 to September 30, 2020

Council on Aging - Southern California, Inc.

HEALTH INSURANCE COUNSELING AND ADVOCACY PROGRAM (HICAP)

Project Grant	Funded Program	Funding Source	Reimbursement Rate	CFDA #	Total Funding Federal	Total Funding State	Total Funding County	RCOoA Maximum Obligation
OA51098FY21A	HICAP - SHIP	Federal (9 month)*	Actual Cost	93.324	\$40,902			\$40,902
OA51098FY21B	HICAP - SHIP	Federal (3 month)*	Actual Cost	93.324				\$0
OA51056FY21	HICAP - Reimbursement	State	Actual Cost	N/A		\$40,241		\$40,241
OA51091FY21	HICAP	State	Actual Cost	N/A		\$20,109		\$20,109
OA51040FY21	Financial Alignment**	Federal	Actual Cost	93.626				\$0
OA51032FY21	MIPPA - SHIP	Federal (3 month)***	Actual Cost	93.071	\$11,816			\$11,816
OA51030FY21	MIPPA - SHIP	Federal (9 month)***	Actual Cost	93.071				\$0
FY 2020/21 BASELINE ALLOCATION TOTAL								\$113,068

*Funding is allocated for July 1 to March 30 and must be spend before March 30.

** Funding can only be used between April 1 and June 30.

***** Funding must be expended by September 30, 2020. Additional funding may be allocated through the State, which will prompt an amendment

***** Funding can only be used between October 1, 2019 and June 30, 2020

1. This Amendment No. 7 is entered into between the County of Riverside

OFFICE ON AGING

and

COUNCIL ON AGING - SOUTHERN CALIFORNIA, INC. ("Service Provider")

That certain Standard Agreement, approved July 25, 2017, Agenda Item 3.41 ("Agreement"), with a first amendment executed March 20, 2018, a second amendment executed September 5, 2018, a third amendment executed January 30, 2019, a fourth amendment executed August 9, 2019, a fifth amendment executed December 12, 2019, and a sixth amendment executed July 21, 2020, is hereby amended a seventh time as follows:

2. a. The Agreement period of performance is:

July 1, 2017 to June 30, 2020

2. b. This Amendment No. 7 extends the Agreement period of performance for three (3) months commencing on:

July 1, 2020 to September 30, 2020

3. The maximum obligation of the Office on Aging to pay the Service Provider for Fiscal Year 2020/21 is:

\$94,338

Fifty-Eight Thousand Three Hundred Thirty-Eight Dollars

4. The parties agree to comply with the amended obligations as defined in the following documents, which are by this reference, incorporated into the Agreement for services:

Exhibit A: Scope of Service - OMBUDSMAN- Amendment No. 7

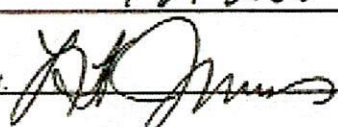
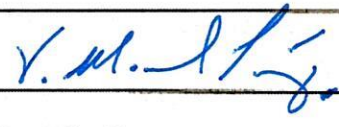
Exhibit B: Fiscal Provisions

Exhibit B.1: Service Provider Budget Allocation Summary FY 2020/21 - Amendment No. 7

5. All other terms and conditions of the Agreement remain unchanged and in full force and effect.

6. This Amendment No. 7 to the Agreement shall become effective upon signatures of both parties on July 1, 2020, whichever should come first.

IN WITNESS WHEREOF, this Amendment No. 7 for services has been executed by an authorized agent of each party.

CONTRACTOR	COUNTY OF RIVERSIDE
<u>Council On Aging - Southern California, Inc.</u>	<u>Office on Aging</u>
Date Signed: <u>7.21.2020</u>	Date Signed: <u>AUG 04 2020</u>
BY: 	BY: 
Printed Name: <u>Lisa W. Jenkins</u>	Printed Name: <u>V. Manuel Perez</u>
Title: <u>President and CEO</u>	Title: <u>Chairman, Board of Supervisors</u>
Address: <u>2 Executive Circle, Suite 175</u> <u>Irvine, CA 92614</u>	Address: <u>3610 Central Avenue, 5th Floor</u> <u>Riverside, CA 92506</u>

FORM APPROVED COUNTY COUNSEL
BY: 
DANIELLE U. MALAND

ATTEST:

KECIA R. HARPER, Clerk

By 
DEPUTY

AUG 04 2020

3.34



EXHIBIT A: SCOPE OF SERVICE

FY 2020-2021 Amendment 7
July 1, 2020 through September 30, 2020



**Title IIIB: Community Supportive Services and
Title VII: Vulnerable Elder Rights Protection Activities
Local Ombudsman Program Services
PSA 21, Riverside County Office on Aging**

I. TITLE IIIB AND TITLE VII: LOCAL OMBUDSMAN PROGRAM SERVICES:

The Ombudsman Program is defined in the Older Americans Act (OAA) 42 USC§3001-3058 Title III program requirements; the Code of Federal Regulations 45 CFR, Ch. XIII §1321; Title 22 - Social Security Administration, the California Code of Regulations (CCR) §7000, and the California Department of Aging (CDA) Program Memoranda. The Ombudsman Program is an advocacy and rights violation(s) assistance and volunteer services program available to the target population residing in long-term care facilities or other defined living situations. Outreach to educate the target communities about various older adult situations, such as elder abuse prevention is also required.

The mission of the Local Ombudsman Program is to seek resolution of problems and advocate for the rights of residents of Long-Term Care (LTC) facilities with the goal of enhancing the quality of life and care of residents. SERVICE PROVIDER will make every effort to meet goals and objectives stipulated in the Area Plan and annual updates of the goals, objectives and service unit plan and will participate by providing information to Riverside County Office on Aging (RCOoA) for the annual Area Plan updates.

II. LOCAL OMBUDSMAN PROGRAM SERVICE EXPECTATIONS:

- A. Policies and procedures shall be established in accordance with the State Ombudsman and will:
 1. Provide services to protect the health, safety, welfare and rights of residents;¹ and
 2. Ensure residents have regular, timely access to the Ombudsman Representatives and timely responses to complaints and requests for assistance.²
- B. Provide public education and outreach to identify and prevent elder abuse, neglect, and exploitation.
- C. Provide public education and outreach to promote financial literacy, prevent identity theft and financial exploitation of older individuals.
- D. Ensure the coordination of services provided, with services instituted under the State Adult Protective Service Program, State and local law enforcement systems, and courts of competent jurisdiction.
- E. Provide technical assistance to programs that provide or have the potential to provide services for victims of elder abuse, neglect, and exploitation and for family members of the victims.
- F. Conduct special and on-going training, for individuals involved in serving victims of elder abuse, neglect, and exploitation, on the topics of self-determination, individual rights, State and Federal requirements concerning confidentiality, and other topics determined by CDA or RCOoA to be appropriate.
- G. Conduct and/or promote activities for the prevention and treatment of elder abuse, neglect, and exploitation, as required³.
- H. Provide information and consultation to residents, family members, friends, and others in the community for the purpose of providing:

¹ [OAA§712(a)(5)(B)(i)], [45CFR1324.19(a)(2)], [WIC§9701(a), 9712.5(b)]

² [OAA§712(a)(5)(B)(ii)], [45CFR1324.19(a)(3)], [WIC§ 9712.5(d)]

³ [OAA §721]

EXHIBIT A: SCOPE OF SERVICE

1. **General information and assistance unrelated to a complaint, at minimum, four-hundred (400) times;**
2. Consultation may be accomplished by telephone, letter, email, fax, or in person.
- I. **Visit one hundred percent (100%) of nursing facilities within PSA 21 at least once (1x) each quarter, not in response to a complaint.**
- J. **Visit, at minimum, sixty percent (60%) of residential care facilities for the elderly every quarter, not in response to a complaint.**
- K. Identify, investigate, and seek to resolve complaints made by or on behalf of residents that relate to action, inaction, or decisions, that may adversely affect the health, safety, welfare, or rights of the residents. Complaint investigations shall be done in an objective manner to ascertain the pertinent facts. Findings shall be reported to the complainant. If a complaint is not investigated, the complainant shall be notified in writing of the decision not to investigate and the reasons for the decision.⁴ **Maintain a resolution rate of at least 85%.**
- L. Identify, investigate, and seek to resolve complaints made by or on behalf of residents with limited or no decision-making capacity and who have no legal representative. If such a resident is unable to communicate consent to the Ombudsman representative, the Ombudsman representative shall seek evidence to indicate what outcome the resident would have communicated. In the absence of evidence to the contrary, the Ombudsman representative shall assume the resident wishes to have the resident's health, safety, welfare, and rights protected and work to accomplish that outcome.⁵
- M. Receive and investigate reports of suspected abuse, neglect and exploitation of elder or dependent adults occurring in long-term care facilities as defined in WIC§ 15610.47; 15630; WIC15630 et seq.⁶
- N. Witness advance health care directives and property transfers of more than \$100 for residents of skilled nursing facilities.⁷
- O. Represent the interests of residents before governmental agencies and seek administrative, legal, and other remedies to protect the health, safety, welfare, and rights of the residents.⁸
- P. Service Provider will maintain a policy and procedure for referring clients in need of legal services to the Riverside County Office on Aging legal services contractor/provider for Title III legal services, maintain records of referrals submitted and make available for monitoring purposes.
- Q. Review, comment and facilitate the ability of the public to comment on laws, regulations, policies, actions, and legislative bills that pertain to the rights and well-being of residents.⁹
- R. Support, actively encourage, and assist in the development of resident and family councils.¹⁰
 1. **Attend, at minimum, fifteen (15) resident council meetings; and**
 2. **Attend, at minimum, three (3) family council meetings.**
- S. Maintain a plan for on-going presence in long-term care facilities.
- T. Provide consultation to facilities by:
 1. Interacting with facility staff for the purpose of providing general information and assistance unrelated to a complaint, **at minimum, sixty-two (62) times.**
 2. Consultation may be accomplished by telephone, letter, email, fax, or in person.

4 [OAA§712(a)(5)(B)(iii)], [45CFR1324.19(a)(1), WIC§9701(a), 9712.5(a)]

5 [OAA§712(a)(5)(B)(VII); 45CFR1324.19(b)(2)(iii)]

6 [WIC§, 15610.47; 15630; WIC15630 et seq.]

7 [HSC1289], [PC 4675, 4700 et seq.]

8 [OAA§712(a)(5)(B)(iv)], [45CFR1324.19(a)(4)], [WIC§9712.5(e)]

9 [OAA§712(a)(5)(B)(v)], [45CFR1324.19(a)(5)], [WIC§9712.5(g)-(i)]

10 [OAA§712(a)(5)(B)(vi)], [45CFR1324.19(a)(6)], [WIC§9726.1(a)(3)]

EXHIBIT A: SCOPE OF SERVICE

- U. Provide public information and technical support pertaining to long-term care services, including inspection reports, statements of deficiency and plans of correction for long-term care facilities within the service areas identified within contract.
- V. Promote visitation programs and other community involvement in long-term care facilities in Riverside County.
- W. Present community education and training programs to long-term care facility staff, human services workers, families and the general public about long-term care and residents' rights.¹¹
- X. Refer other individuals' complaints that a representative becomes aware are occurring in the facility to the appropriate governmental agency.¹²
- Y. **Participate in, at minimum two (2) public events** planned to provide information or instruction to community members about the Ombudsman Program or Long Term Care issues.
- Z. Carry out other activities that the State Ombudsman determines to be appropriate.
- AA. Ensure the policies and procedures established by the State Ombudsman are followed for using Citation Penalties Account funds, Licensing and Certification Program funds, Skilled Nursing Facilities, Quality and Accountability funds, Older American Act funds, and Older Californians Act funds to support activities for the overall program.
- BB. Review and approve claims for Citation Penalties Accounts funds, and Skilled Nursing.

III. SPECIFIC ASSURANCES FOR LOCAL OMBUDSMAN PROGRAM SERVICES¹³ INCLUDE:

- A. Service Provider must follow the federal statutes and State laws and any regulations promulgating the requirements of the Ombudsman Program Services.
- B. Service Provider will follow the policies and procedures established by the State Long Term Care Ombudsman Office.
- C. The Ombudsman Program, Ombudsman Representative, OSLTCO, and members of their immediate family shall be free of actual and perceived conflicts of interest¹⁴.
- D. **Maintain, at minimum, twenty (20) Volunteer Ombudsman Representatives.**
- E. Submit monthly fiscal documents to CDA and RCOoA for Citation Penalties Account funds, Licensing and Certification Program funds, Skilled Nursing Facility Quality and Accountability funds, Older Americans Act funds, and Older Californians Act funds.
- F. Representatives of the Local Ombudsman Program shall have unescorted, unhindered access to long-term care facilities and long-term care facility residents between the hours of 7:00 am and 10:00 pm, seven days a week¹⁵. Authorization by the State Ombudsman is required for entry outside of these hours.¹⁶
- G. Representatives of the Local Ombudsman Program shall have access to the medical and personal records of residents with appropriate documentation of consent, or when authorized by the State Ombudsman, in accordance with developed policies of the State Ombudsman.¹⁷
- H. Representatives of the Ombudsman Program, upon request to a long-term care facility, shall be provided a roster, census or other list of names and room numbers or room locations of all current residents.¹⁸

11 [WIC§, 9726.1(a)(5)]

12 [WIC§9712.5(a)(2)]

13 [OAA§705(a)(6)(C); §712(b)(1)(A-B), §712(c), §712(d)(2), §712(h)(5)(B), §712(h)(7)], [45CFR1324.21, 45CFR1324.11(e)(2-3)(iv); 45CFR1327.13(b), (c)(3), (h)(10), (d-f); 45CFR, 1324.19(b)(6-9), (b)(2)(i)], [22CCR8020(a)(b)] [WIC§9716(a); §9717(c), §9722(a)(d), §9719(a), §9725, §15633(c)], [Statewide Standards for Legal Assistance in California]

14 [45CFR1327.21]

15 [OAA§712(B)(1)(A); WIC§9772(a)]

16 [WIC§9722; 22CCR8020(b)]

17 [OAA§712(b)(1)(B); 45CFR1324.11(e)(2)(iv); WIC§9724]

18 [WIC§9722(d)]

EXHIBIT A: SCOPE OF SERVICE

- I. Representatives of the Local Ombudsman Program shall not carry out the responsibilities of the Program until the State Ombudsman accepts them for certification.¹⁹
- J. All records and files maintained by the Ombudsman Program relating to any complaint or investigation shall remain confidential unless disclosure is authorized by the resident, resident representative, State Ombudsman, or Local Ombudsman Program Coordinator in compliance with OSLTCO policies and procedures.
- K. The Ombudsman Program shall enter into a Memorandum of Understanding with a Legal Services Provider (LSP) which addresses the following:
 - 1. Conflict of interest, provision of legal advice, procedures for referral and other technical assistance;
 - 2. Legal assistance to residents of the long-term care facilities where the client is otherwise eligible and services are appropriate;
 - 3. Where Ombudsman and legal services are provided by the same agency, policies and procedures must be developed and followed to protect the integrity, resources and confidentiality of both programs; and
 - 4. Assist in providing legal representation to the Ombudsman Program when an Ombudsman Representative or the program has been named as a party or witness in a subpoenaed or a suit or other legal action challenging the performance of the official duties of the Ombudsman Representative.²⁰
- L. The Ombudsman budget shall be separate from other budgets. The Ombudsman Coordinator shall be responsible for managing the day-to-day operation of the Program, including managing all paid staff and volunteers. The Coordinator shall determine budget priorities, develop or participate in budget preparation and be informed of budget allocations, specific to the Ombudsman Program.²¹
- M. **Maintain, at minimum, 7 Full Time Equivalent (FTE) staff to the Ombudsman program. One (1) FTE will equal two thousand eighty hours (2,080) annually.**
- N. The Ombudsman Coordinator shall provide an organizational chart identifying positions providing services through this agreement as follows:
 - 1. All staff who are wholly or partly funded by Ombudsman Program resources;
 - 2. Titles/roles of all persons within the Program;
 - 3. The number of hours per week charged to the Ombudsman Program for each position;
 - 4. Staffing changes shall be reported to RCOoA and the state;²²
 - 5. Service Provider must replace departing staff within forty-five (45) days of their final date of employment; and
 - 6. Positions that remain vacant for more than forty-five (45) days require a written explanation submitted to RCOoA as to the efforts to fill the vacant position.
- O. The Local Ombudsman Program Coordinator will attend OSLTCO New Coordinator Training when initially designated as coordinator and OSLTCO biannual training conferences.
- P. The Ombudsman Coordinator shall inform RCOoA, CDA/OSLTCO of issues with local Ombudsman representatives, complex cases, situations with potential legal implications, changes in staffing, emerging community issues with County impact, breaches of confidentiality and conflict issues.
- Q. Collect and submit data in accordance with the statewide uniform reporting system established by the State Ombudsman and reporting provisions specified within this Agreement.²³
- R. Conduct self-monitoring on an ongoing basis to determine the use of federal and State funds through reporting, site visits, regular contact, or other means to assure the federal and State funds awarded are used in compliance

¹⁹ [OAA§712(h)(5)(B); 45CFR1327.13(C)(3); WIC§9719(a)]

²⁰ [OAA§712(h)(7); 45CFR1324.13(h)(10); 1 WIC§9710]

²¹ [45CFR1324.13(f)]

²² [45CFR1324.13(b)]

²³ [OAA§1712(c)], [WIC 9716(a)]

EXHIBIT A: SCOPE OF SERVICE

with laws, regulations, the provisions of services and that performance goals are achieved. RCOoA will conduct monitoring annually to review program services and financial documentation.

- S. Local Ombudsman Program representatives shall conduct interviews/investigations in a confidential manner, which offers office space with telecommunication capabilities that protect the confidentiality of all complaint-related communications and records.²⁴
- T. Information systems shall have sufficient space and protections to run state-approved database systems and to receive and send confidential email messages.
- U. Records and documentation to identify the allocation of Program Development or Coordination activities to determine the amount of Program Development or Coordination expenditures. Records and documentation shall:
 - 1. Include a written description for each Program Development or Coordination activity and maintain staff time records that is of sufficient detail to define the event or type of activity;
 - 2. Be traceable back to the Program Development or Coordination objectives from the Area Plan; and,
 - 3. Written record/documentation supporting expenditures of Program Development or Coordination activities will be maintained for three years or until any audit is resolved, whichever is longer.

IV. SERVICE AREAS:

- A. Services shall be offered countywide in all skilled nursing facilities and other long term care residential facilities for the elderly. Community Focal points are identified in Exhibit E.
- B. Services will be provided countywide, in all Service Areas of PSA 21, where a skilled nursing or other long term care residential facility is located and may be in any of the identified communities:

SA1: Corona/Norco/Eastvale; Coronita, El Cerrito, Home Gardens, Mira Loma, Temescal Valley, Lake Mathews.

SA2: Riverside/Jurupa Valley; El Sobrante, Glen Avon, Highgrove, Pedley, Rubidoux, parts of Lake Mathews.

SA3: Moreno Valley/Perris; Good Hope, Green Acres, March Air Reserve Base, Mead Valley, Nuevo, Lakeview, parts of Lake Mathews.

SA4: Menifee/Winchester/Lake Elsinore; includes Homeland, Canyon Lake, Romoland, Warm Springs, Sun City, Quail Valley.

SA5: Murrieta/Temecula/Wildomar; includes; Aguanga, Anza, French Valley, Lake Riverside

SA6: Banning/Beaumont/Calimesa; Cabazon, Cherry Valley.

SA7: Hemet/San Jacinto; East Hemet, Idyllwild-Pine Cove, Mountain Center, Valle Vista

SA8: Desert Hot Springs/Palm Springs/Cathedral City; Desert Edge, Garnet, Sky Valley, Thousand Palms, Whitewater

SA9: Rancho Mirage/Palm Desert/Indian Wells; Desert Palms

SA10: La Quinta/Indio/Coachella; Bermuda Dunes, Mecca, North Shore, Oasis, Thermal, Vista Santa Rosa

SA11: Blythe; Desert Center, Ripley Mesa Verde.

- C. Service Provider will outreach to serve and/or involve members of the target population in the delivery of service, as appropriate.

²⁴ [OAA§705(a)(6)(C); 45CFR1327.19(b)(2)(i); WIC§9725; 15633(c)]

EXHIBIT A: SCOPE OF SERVICE

VI. ADDITIONAL REQUIREMENTS (As appropriate):

- A. The Service Provider shall deliver the Ombudsman Program Services in accordance with the Laws and Regulations set forth by the Older Americans Act and the California Code of Regulations and policies and procedures established by the State Long Term Care Ombudsman as described earlier and will:
 1. Implement the statutory provisions of the Title IIIB and Title VII Ombudsman Program Services in accordance with Federal and State laws and regulations. No provision of service shall not be unilaterally reduced or otherwise changed without prior written approval of RCOoA and CDA.
 2. Maintain an organization that shall have the ultimate accountability for funds received from RCOoA and for the effective and efficient implementation of the activities as described in the Area Plan and all pertinent State and federal laws and regulations including data reporting requirements.
 3. Meet the requirements under the OAA, Section 301(a)(1) to secure and maintain maximum independence and dignity in a home environment for the eligible service population capable of self-care with appropriate supportive and nutrition services.
 4. Remove individual and social barriers to economic and personal independence for the eligible service population to the extent possible as required under OAA, Section 301(a)(2)(B).
 5. Provide a continuum of care for the vulnerable eligible service population as required under OAA, Section 301(a)(2)(C).
 6. Secure the opportunity for the eligible service population to receive managed in-home and long-term care services as required under OAA, Section 301(a)(2)(D).
 7. Conduct and/or promote activities for the prevention and treatment of elder abuse, neglect, and exploitation, as required under the OAA, Section 721.
 8. Service Provider shall, to the extent feasible, ensure that all budgeted funds are expended by the end of each fiscal year.
 9. Provide program information and assistance to the public.
 10. Meet the requirements under the AB 1217 Lowenthal Home Care Services Consumer Protection Act laws that provides for the In-Home Supportive Services (IHSS) program, which includes eligibility requirements for individuals who provide services to recipients under the program.
 11. Particular emphasis focuses on meeting the needs of the target population. Priority services will be to those in greatest need based upon age, economic situation, physical or mental condition, racial or ethnic background, minorities who do not speak English and/or geographic isolation.
 12. Promote the development of information and data systems, including elder abuse reporting systems to quantify the extent of elder abuse, neglect, and exploitation in Riverside County.
 13. Conduct analyses of local Adult Protective Services and Long-Term Care Ombudsman information concerning elder abuse, neglect, and exploitation and identifying unmet service, enforcement, or intervention needs.
 14. Conduct training and/or provide relevant material for individuals, including caregivers described in Part E of Title III, professionals, and paraprofessionals, in relevant fields on the identification, prevention, and treatment of elder abuse, neglect, and exploitation, with particular focus on prevention and enhancement of self-determination and autonomy.

VII. REPORTING PROVISIONS:

- A. SERVICE PROVIDER shall take the following actions to enter data into the Internet-based NORS software provided by CDA, as required. NORS data entry must be timely, complete, accurate and verifiable.
- B. Data entry for quarterly NOS reports must be completed no later than one month following the end of the reporting quarter (i.e. October 31, January 31, April 30, and July 31) with copies of the aggregate data sent to

EXHIBIT A: SCOPE OF SERVICE

- RCOoA.
- C. On or before the reporting dates, the Local Ombudsman Program must submit the Quarterly Ombudsman Data Reporting Form (OSLTCO S301), indicating that data for the quarter has been completed or the reason for any delay, to the OSLTCO mailbox (stateomb@aging.ca.gov) with a copy to RCOoA.
 - D. Written reporting procedures specific to each program will include:
 - 1. Collection and reporting of program data.
 - 2. Ensuring accuracy of all data from the Service Provider and Subcontractor.
 - 3. Verification of the data prior to submission to the CDA Data Team.
 - 4. Procedures for correcting data errors.
 - 5. A methodology for calculating and reporting:
 - a. Total estimated unduplicated clients in each non-registered service.
 - b. Total estimated unduplicated clients in all non-registered services.
 - c. Total estimated unduplicated clients across all registered and non-registered services.
 - 6. A performance data monitoring process.
 - E. SERVICE PROVIDER shall orient and train staff and volunteers regarding program data collection and reporting requirements. SERVICE PROVIDER shall have cross-trained staff in the event of planned or unplanned, prolonged absences to ensure timely and accurate submission of data.

VIII. **FORMS & DOCUMENTATION:**

Appropriate forms shall be used to report and document the necessary information required for the delivery of service. SERVICE PROVIDER shall use the "Ombudsman OoA Form 4: New Seniors Intake" or another intake form that contains the necessary information and is approved by the OSLTCO. Intake forms and other service delivery documentation shall be maintained in a confidential manner and a service recipient file will be maintained for each person served whether or not it resulted in an investigation. The appropriate reporting format shall be used as established by the OSLTCOP to submit service delivery data at the requested intervals. Appropriate measures must be taken to ensure the confidentiality of such client information.

EXHIBIT B: FISCAL PROVISIONS

Funding awarded under this Agreement is made available under the applicable provisions of the Older Americans Act and Amendments, Title III and/or Title VII, Administration for Community Living (ACL), Welfare and Institutions Code, Older Californians Act and by California Department on Aging (CDA) Agreement appropriations. Funding awarded is summarized in Exhibit B.I and identifies the maximum obligation of each service, the unit of measurement, the associated rate, the amount of expected units to be delivered and associated Project Grant Codes. The funding detail is in Exhibit C and is the projected expenditures necessary to meet the expectations of the contracted service(s). Additional services provided will include a corresponding provider budget detail which will be attached and identified as EXHIBIT C.I, C.II, C.III, and so forth.

A. DEFINITIONS:

1. "Allocation" means the process of assigning a cost, or a group of costs, to one or more cost objectives, in reasonable proportion to the benefit provided or other equitable relationship. The process may entail assigning a cost(s) directly to a final cost objective or through one or more intermediate cost objectives.

2. "Disallowed costs" means those charges determined to be unallowable, in accordance with the applicable Federal statutes, regulations, or the terms and conditions of the Federal award.

3. "Questioned Costs" means a cost that is questioned by the auditor because of an audit finding which resulted from a violation or possible violation of statute regulation, or the terms and conditions of a Federal award, including for funds used to match Federal funds; where the costs, at the time of the audit, are not supported by adequate documentation; or where the costs incurred appear unreasonable and do not reflect the actions a prudent person would take in the circumstances.

4. "Recoverable cost" means the state and federal share of the questioned costs.

A. BUDGET AND BUDGET REVISION:

1. EXHIBIT C - SERVICE PROVIDER Budget Detail itemizes the budget appropriation categories, line item descriptions of reimbursable costs and includes unit rates, quantity and totals for each service.
2. The budget detail includes, at a minimum, the following budget appropriations (budget/cost categories) & reimbursable line item descriptions, allowable under this Agreement:
 - i. Salaries and Benefits:
 - i. Staff costs – includes a monthly, weekly, or hourly rate, as appropriate and classification title, along with the percentage of time associated to service & related training
 - ii. Fringe Benefits
 - ii. Operating Expenses (Direct costs):
 - i. Office Supplies
 - ii. Contractual (subcontract) costs
 - iii. Rental (specify cost per square foot and total square feet)
 - iv. Equipment necessary to successfully deliver service(s)

- v. Any travel¹ within California (outside the State of California requires prior approval)
 - vi. A detailed list of other operating expenses
- iii. Administrative Costs (Indirect costs):
 - i. Costs are limited to 10% of the direct service cost, unless provider has an accepted negotiated rate accepted by all Federal awarding agencies²
 - ii. Indirect costs shall be associated with an approved indirect cost rate or allocation plan documenting the methodology used to determine indirect costs; and
 - iii. Indirect costs exceeding 10% may be budgeted as in-kind and used to meet the minimum matching requirements (Title III and VII only).
- 3. Changes to line item amounts within a Cost Category may be made, subject to the following conditions:
 - a. For Titles III-B, C, D, and E the Cost Categories are:
 - i. Personnel Costs
 - ii. Travel/Training
 - iii. Equipment
 - iv. Consultants
 - v. Other Costs
 - vi. Indirect Costs
 - b. Title C has two additional Cost Categories:
 - i. Catered Food;
 - ii. Raw Food;
 - iii. Nutrition Education.
 - c. Approval from RCOoA is required before making a change of 20% or greater and is \$1,500 or more in any Budget Category.
 - d. The SERVICE PROVIDER will maintain a written record of all budget changes and clearly document Budget Category changes. The record shall include the date of the transfer, the amount, and the purpose and shall be submitted electronically to RCOoA on Form A1: Narrative Justification for Budget Revisions for approval.
 - e. A Budget and/or proposed budget shall be submitted to RCOoA any time as indicated or requested by RCOoA.
 - f. The final date to submit budget a revision request for the current fiscal year is March 15 unless otherwise specified by RCOoA.

B. AVAILABILITY OF FUNDS:

- 1. For the mutual benefit of both parties, and in order to avoid program and fiscal delays that would occur if this Agreement were executed after that determination was made, it is understood between the parties that this Agreement may have been written before ascertaining, the availability of State and/or federal funds.
- 2. This Agreement is valid and enforceable only if sufficient funds are made available to CDA by the United States Government or by the Budget Acts of the appropriate fiscal years for the purposes of these programs. In addition, this Agreement is subject to any additional restrictions, limitations, or

¹ Travel in Operating expenses includes: Airfare, Hotel, Meals, Mileage, Rental, incidentals (Staff time will be staff costs).

² [2CFR200.212(c)(1),(f)][45CFR75.414(c)(1),(f)]

conditions enacted by the Congress or to any statute enacted by the Congress that may affect the provisions, terms, or funding of this Agreement in any manner.

3. In the event that insufficient funds are appropriated by the Legislature and/or Congress for any of these programs, this Agreement may be terminated or amended to reflect any reduction in funds.
4. RCOoA reserves the right to increase and/or decrease funds available under this Agreement to reflect, any restrictions, limitations, or conditions as directed by the California Department of Aging.

C. ONE-TIME-ONLY (OTO) FUNDS:

1. SERVICE PROVIDER with a current existing Agreement with RCOoA is eligible to receive OTO funds. OTO funds are distributed amongst providers who already receive funds from the OTO source of funding. OTO funds are non-transferable between funding sources and must only be used in the program to which it was allocated.
2. Title III and Title VII Programs may use One-Time-Only funds for the following purposes:
 - a. The purchase of equipment to enhance the delivery of services to the eligible service population and is an allowable cost of the program.
 - b. Home and community-based projects which assist families and/or caregiver to maintain the eligible service population in a home environment, as approved by RCOoA.
 - c. Innovative pilot projects, approved by CDA/RCOoA, and are designed for the development or enhancement of a comprehensive and coordinated system of services as defined in [45CFR 1321.53(a)(b)].
 - d. Baseline services—OTO funds may be used to maintain or increase baseline service, with RCOoA approval. However, programs funded with OTO funds shall not expect OTO funding beyond the current fiscal year in which OTO funds are awarded.
3. Nutrition Services Incentive Program (NSIP) are One-Time-Only funds used to purchase food ONLY in the Senior Nutrition Programs.

A. MATCHING REQUIREMENTS & CONTRIBUTIONS:

1. Matching requirement is the cash value of an in-kind contribution and that portion of program and administrative costs funded (cash or in-kind) by the SERVICE PROVIDER from other resources.
2. Minimum matching requirements are calculated on net costs, which are total costs less program income, non-matching contributions, and State funds.
3. In-kind contributions are property or services provided which benefit Agreement-supported project or program and which are contributed by non-federal parties without charge to SERVICE PROVIDER.
4. Other local resources include cash donations (not including program income) and cash generated from fundraising activities.
5. In-kind contributions count towards satisfying a matching requirement only where the payments would be otherwise allowable costs if SERVICE PROVIDER were to pay for the costs.
6. Costs contributing to the match requirement incurred by the SERVICE PROVIDER must be verifiable.

7. Matching contributions, cash or in-kind, must be allowable as outlined in the Office of Management and Budget (OMB) cost principles.
8. The required minimum matching contributions for Title III-B Supportive Services, III-C Nutrition, and III-D Disease Prevention programs is ten percent (10%) of the combined total of Federal share and matching contribution OR 11.11% of the Federal share alone. Program matching contributions for Title III-B, III-C will be pooled to meet the minimum ten percent (10%) requirement.
9. The required minimum program matching contributions for Title III-E is twenty-five percent (25%) of the combined total of Federal share and matching contribution OR 33.33% of the Federal share alone.
10. No minimum program matching contribution is required for the Health Insurance Counseling Advocacy Program (HICAP) or Ombudsman.
11. Matching contributions generated in excess of the minimum required are considered overmatch.
12. Program overmatch from Title III-B, III-C, or III-D cannot be used to meet the program match requirement for III-E.
13. Minimum match requirements are subject to change at any time, to which RCOoA will send an electronic notification and an Amendment, as appropriate.

B. PROGRAM INCOME:

1. "Program Income" is revenue generated by the SERVICE PROVIDER from activities funded through this agreement, such as, delivered services. "Program income" includes:
 - a. Voluntary contributions received from a participant or responsible party as a result of the service.
 - b. Income from usage or rental fees of real or personal property acquired with grant funds, or funds provided under this Agreement.
 - c. Royalties received on patents and copyrights from Agreement-supported activities.
 - d. Proceeds from the sale of goods created under an Agreement with RCOoA..
 - e. Interest earned on funds awarded by RCOoA, except for the HICAP Program.
2. Program Income must be reported and expended under the same program from which it is generated. Program Income must be used to pay for current allowable costs of that program in the same fiscal year the income was earned, except:
 - a. For Title III-B, III-C, III-E, VII Ombudsman, and VII Elder Abuse Prevention Programs, if Program Income is earned in excess of the amount approved by RCOoA, the excess amount may be deferred for use in the first quarter of the following Agreement period, which is the last quarter of the federal fiscal year (October 1 to September 30).
 - b. For Title III-B, III-C, III-D, III-E, VII Ombudsman, and VII Elder Abuse Prevention Programs: Program Income must be spent before the Agreement funds and may reduce the total amount of Agreement funds payable to the SERVICE PROVIDER.
 - i. If Program Income is deferred for use, it must be used by the last day of the federal fiscal year and reported when used.
 - ii. Program Income may not be used to meet the matching requirements of this Agreement.
 - iii. Program Income must be used to expand baseline services.

- c. Use all collected contributions to expand the services for which the contributions were given and to supplement (not supplant) funding received under this Act.

C. EXPENDITURE OF FUNDS:

1. The SERVICE PROVIDER shall expend and justify all funds received, as described in Exhibit C Service Provider Budget Detail.
2. Any reimbursement for authorized travel (i.e. travel, lodging, meals, and other incidentals) shall be at rates not to exceed those amounts paid by the State in accordance with the California Department of Human Resources (CalHR) rules and regulations. Rates may be accessed on the State's website:
 - a. Mileage: <http://www.calhr.ca.gov/employees/Pages/travel-personal-vehicle.aspx>
 - b. Per Diem (meals and incidentals): <http://www.calhr.ca.gov/employees/Pages/travel-meals.aspx>;
 - c. Lodging: <http://www.calhr.ca.gov/employees/Pages/travel-lodging-reimbursement.aspx>
3. This does not limit the SERVICE PROVIDER from paying any differences in costs, from funds other than those provided by RCOoA, between State rates and any rates the SERVICE PROVIDER is obligated to pay under other contractual agreements. No travel outside the State of California may be reimbursed unless prior written authorization is obtained from CDA through RCOoA. (CCR, Title 2 Section 599.615 et. seq.)
4. RCOoA reserves the right to refuse payment to the SERVICE PROVIDER or disallow costs for any expenditure, as determined by RCOoA to be; out of compliance with this Agreement's terms and conditions, unrelated or inappropriate to Agreement activities, when adequate supporting documentation is not presented, or where prior approval was required, but was either not requested or not granted.

D. ACCOUNTABILITY OF FUNDS:

The SERVICE PROVIDER shall maintain accounting records for funds received under the terms and conditions of this Agreement. These records shall be separate from other records for any other funds administered by the SERVICE PROVIDER, and shall be maintained in accordance with Generally Accepted Accounting Principles and Procedures and the Office of Management and Budget's (OMB) Uniform Administrative Requirements Cost Principles, and Audit Requirements for Federal Awards.³

H. REDUCTION OF FUNDS:

1. If funding for any State fiscal year is reduced or deleted by the Department of Finance, Legislature, or Congress for the purposes of this Agreement, RCOoA has the option to either:
 - a. Terminate the Agreement; or
 - b. Offer a Contract Amendment to reflect the reduced funding for this Agreement.
2. In the event that RCOoA elects to offer a Contract Amendment, RCOoA reserves the right to determine (1) which Agreements, if any, under this program shall be reduced and (2) some Agreements may be reduced by a greater amount than others, and (3) the amount that any and/or all of the Agreements shall be reduced for the fiscal year.

³ [2CFR200][45CFR75]

3. RCOoA may reduce the amount of awarded funding if the SERVICE PROVIDER is not meeting service objectives as identified in the Exhibit A - Scope of Service or if spending pattern indicates the SERVICE PROVIDER will have unexpended funding at the end of the Agreement period. RCOoA will be the sole determinant of all reduction of RCOoA funding and will be reasonable in its determination.
4. The SERVICE PROVIDER hereby expressly waives any and all claims against RCOoA for damages arising from the termination, suspension, or reduction of the funds provided by RCOoA.
5. In the event of termination of this Agreement for reduction, suspension or termination of funds to RCOoA, the SERVICE PROVIDER shall be compensated by RCOoA for completed services rendered prior to termination, subject to availability of funds, allowable costs and audit verification.

I. INCREASE OF FUNDS:

RCOoA may increase the amount of awarded funding, if additional RCOoA funding becomes available. The SERVICE PROVIDER may be required to increase the service objectives as identified in the Exhibit A- Service Provisions and Expectations to qualify for additional funding. Any such increase in funding may not be subject to a competitive process and will be processed as an Amendment to the Agreement.

J. SUPPLANTING FUNDS:

RCOoA funds cannot be used to supplant (replace) funds from non-Federal funding sources. Use all collected contributions to expand the services for which the contributions were given and to supplement (not supplant) funds received from RCOoA.

K. ACKNOWLEDGING FUNDING:

The SERVICE PROVIDER shall acknowledge funding by RCOoA, when resources are explained verbally or in writing, specifically in brochures, press releases, etc., and shall acknowledge RCOoA by the use of signs on funded vehicle(s).

L. INTEREST EARNED:

1. SERVICE PROVIDER may keep interest amounts up to \$500 per fiscal year for administrative expenses⁴. Interest earned on advanced contract funds shall be identified as Program Income on Fiscal budgets.
2. SERVICE PROVIDER must maintain advances of funds in interest bearing accounts, unless either of the following apply:
 - a. The SERVICE PROVIDER receives less than \$120,000 in federal awards per year;
 - b. The best reasonably available interest bearing account would not be expected to earn interest in excess of \$500 per year on federal cash balances; or
 - c. The depository would require an average or minimum balance so high that it would not be feasible within the expected federal and non-federal cash resources.

⁴ [2CFR200.305(b)(9)] [25CFR75.305(b)(9)]

J. INDIRECT COSTS:

1. The maximum allowable reimbursement for indirect costs is ten percent (10%) of SERVICE PROVIDER's Modified Total Direct Costs (MTDC) (excluding in-kind contributions and nonexpendable equipment) unless there is an accepted negotiated rate accepted by all Federal awarding agencies.⁵ Indirect costs exceeding the 10% maximum may be budgeted and used for purposes to meet the minimum matching requirements in Title III and VII programs only. Prior approval from federal awarding agency will be obtained prior to budgeting the excess indirect costs as in-kind.
2. Service Provider requesting reimbursement for indirect costs shall retain on file an approved indirect cost rate or an allocation plan documenting the methodology used to determine the indirect costs.

K. FINANCIAL MANAGEMENT SYSTEMS:

1. SERVICE PROVIDER shall meet the reporting standards for its financial management systems, as stipulated in 2CFR200.302 and 45 CFR 74.21 (non-profits):
 - a. Financial Reporting
 - b. Accounting Records
 - c. Internal Control
 - d. Budgetary Control
 - e. Allowable Costs
 - f. Source Documentation
 - g. Cash Management
2. RCOoA may require financial reports more frequently or with more detail (or both), upon written notice to the Service Provider, until such time as RCOoA determines that the financial management standards are met.

O. UNEXPENDED FUNDS:

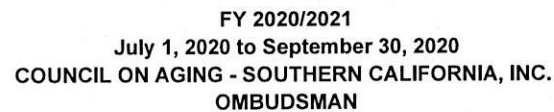
SERVICE PROVIDER will expend all funding for services prior to the end of each fiscal year, June 30. Funds not used or encumbered for use by June 30 each fiscal year, will not be able to be claimed at a later date. All expended funds that have not been encumbered for use by June 30 are returned to the state. Upon termination, cancellation, or expiration of this Agreement, or dissolution of the entity, the SERVICE PROVIDER shall return to RCOoA immediately upon written demand, any funds provided under this Agreement, which are not payable for goods or services delivered prior to the termination, cancellation, or expiration of this Agreement, or the dissolution of the entity.

P. PAYMENT:

1. Advance Payments:
 - a. RCOoA shall allow the SERVICE PROVIDER, funded under the Older Americans Act Amendments, Title III and Title VII, and HICAP, upon execution of this Agreement and availability

⁵ [2cfr200.414(c)(1),(f); 45CFR75.414(c)(1)(f)]

- of funds, to request and receive, in a timely manner, one advance payment per fiscal year which shall not exceed one-twelfth of the Agreement amount.
- b. Beginning with the September Monthly Financial Report/Request for Funds (MFR), one-tenth of the advance payment will be deducted each month from amounts due to the SERVICE PROVIDER, until the advance is fully paid.
 - c. If, the advance payment has not been fully satisfied at the time of the final Monthly Financial Report, or upon completion or termination of this Agreement, SERVICE PROVIDER agrees to pay the balance to RCOoA upon demand.
2. Monthly Reimbursement Requests and Payments:
- a. SERVICE PROVIDER will submit a request for reimbursement monthly. The reimbursement request will be in arrears for actual expenses incurred, less any amount applied against the advance, beginning with the July expenditure report.
 - b. The SERVICE PROVIDER shall submit a Monthly Financial Report/Request for Funds (MFR) to be received at RCOoA by the 5th working day of each subsequent month.
3. Accruals:
- a. Accruals must be reported by SERVICE PROVIDER to RCOoA by June 14 every fiscal year for any outstanding and unpaid obligations made prior to June 30 that will not be paid by June 30. Accruals are expected to be paid with thirty (30) days of the end of the fiscal year.

[illegible]

1. This Amendment No. 8 is entered into between the County of Riverside

OFFICE ON AGING (hereinafter referred to as "COUNTY" or "Office on Aging")

and

EISENHOWER MEDICAL CENTER (hereinafter referred to as "Service Provider")

This certain Standard Agreement, approved July 25, 2017, Agenda Item 3.42 ("Agreement"), with a first amendment executed on May 2, 2018, a second amendment executed on September 26, 2018, a third amendment executed on January 30, 2019, a fourth amendment executed on August 9, 2019, and a fifth amendment executed on May 15, 2020, is hereby amended a sixth time as follows:

2. a. The Agreement period of performance is:

July 1, 2017 to June 30, 2020

2. b. This Amendment No. 8 extends the Agreement period of performance for three (3) months commencing on:

July 1, 2020 to September 30, 2020

3. The maximum obligation of the Office on Aging to pay the Service Provider for Fiscal Year 2020/21 is:

\$17,081

Seventeen Thousand Eighty-One Dollars

4. The parties agree to comply with the amended obligations as defined in the following documents, which are by this reference, incorporated into the Agreement for services:

Exhibit A.I: Scope of Service - Title 9E, Family Caregiver Support Program (FCSP) - Amendment No. 8

Exhibit A.II: Scope of Service - Title 9B, Supportive Services (Adult Day Care) - Amendment No. 8

Exhibit B.I: Service Provider Budget Allocation Summary FY 2020/21 - Amendment No. 8

5. All other terms and conditions of the Agreement remain unchanged and in full force and effect.

6. This Amendment No. 8 to the Agreement shall become effective upon signature of both parties on July 1, 2020, whichever should come first.

IN WITNESS WHEREOF, this Amendment No. 8 for services has been executed by an authorized agent of each party.

CONTRACTOR	COUNTY OF RIVERSIDE
Eisenhower Medical Center	Office on Aging
Date Signed: <u>July 14, 2020</u>	Date Signed: <u>AUG 04 2020</u>
By: <u>Cecilia M. Adams</u>	By: <u>V. Mangel Paraz</u>
Printed Name: Cecilia M. Adams	Printed Name: V. Mangel Paraz
Title: Director, Adult Support	Title: Chairman, Board of Supervisors
Address:	Address:
42201 Beacon Hill, Suite A	3810 Central Ave. Ste. 300
Palm Desert, CA 92211	Riverside, CA 92506

Cecilia Sabat - Sr. Clair
is currently on maternity leave

FORM APPROVED COUNTY COUNSEL
 BY: Danielle D. Maland
 DANIELLE D. MALAND

ATTEST:
 KECIA R. HARPER, Clerk
 By: Yvonne A. Harp
 DEPUTY

AUG 04 2020

3.34

EXHIBIT A.I: SCOPE OF SERVICE – AMENDMENT 6

Fiscal Year 2020/2021

July 1, 2020 through September 30, 2020

EISENHOWER MEDICAL CENTER TITLE III E – FAMILY CAREGIVER SUPPORT PROGRAM (FCSP)

I. SCOPE OF SERVICES

- A. Services will be provided as described in the awarded proposal, in response to the Request for Proposals #OAARC-017, and as described herein.
- B. SERVICE PROVIDER must use the referral and intake forms provided or approved by Riverside County Office on Aging (RCOoA), for each new client served, and take appropriate measures to provide, refer, or coordinate the necessary services as warranted by intake form. A copy of this form must be maintained on file and made available for review. RCOoA Intake Form can be found on the Office on Aging website at www.rcaging.org or by contacting RCOoA.
- C. SERVICE PROVIDER will coordinate service referrals and services with RCOoA as follows:
 - 1. RCOoA will complete and submit to SERVICE PROVIDER, a Service Referral and Provision of Service Authorization Form for each new client. The Service Referral will include pertinent information needed to identify the service recipient and verify eligibility to receive service. The Provision of Service Authorization will designate the type and quantity of service to be provided;
 - 2. SERVICE PROVIDER will coordinate all Caregiver Training and Caregiver Support Groups with RCOoA by submitting a proposed schedule to RCOoA, as instructed. SERVICE PROVIDER will receive written approval of the proposed training or support group schedule, prior to starting service.
 - 3. RCOoA has final approval of all Caregiver Training and/or Caregiver Support group dates, times and locations.
 - 4. For all Case Management Services, SERVICE PROVIDER will only accept customers referred by RCOoA. RCOoA will complete, and submit to the SERVICE PROVIDER, a Service Referral and Provision of Service Authorization Form for each new client. The Service Referral will include pertinent information needed to identify the service recipient and verify eligibility to receive service. The Provision of Service Authorization will designate the type and quantity of service to be provided.
 - 5. SERVICE PROVIDER shall cooperate with RCOoA in monitoring, assessing and evaluating the adequacy of service authorized in meeting the needs of the service recipients.
- D. SERVICE PROVIDER will coordinate other or additional services with RCOoA on behalf of the service recipient, as appropriate, when it has been determined that other senior services are needed, i.e., transportation, housing, health providers, churches, civic groups, etc.

II. TARGET POPULATION

- A. Eligible Service Population for Title III E means an adult family member, or an individual, who is an
- Exhibit A.I - Scope of Service - Title III E – Family Caregiver Support Program – Amendment 6
Eisenhower Medical Center

informal provider of in-home and community care to an older individual or to an individual with Alzheimer's disease or a related disorder with neurological and organic brain dysfunction. [OAA § 302(3)]

III. SERVICE AREA(s) (SA) you will be serving:

- A.** Services offered by this program will target the county's Service Areas 6-11 (SA 6-11) and will be administered from the Inland Empire Regional Office located in Colton, with multiple points of service delivery throughout the service area, including partner agency locations in Riverside County. The project will target the following areas:

SA6: Banning/Beaumont/Calimesa; Cabazon, Cherry Valley

Note: Will serve residents from Banning, Beaumont and Cherry Valley

SA7: Hemet/San Jacinto; East Hemet, Idyllwild-Pine Cove, Mountain Center, Valle Vista

SA8: Desert Hot Springs/Palm Springs/Cathedral City; Desert Edge, Garnet, Sky Valley, Thousand Palms, Whitewater

SA9: Rancho Mirage/Palm Desert/Indian Wells; Desert Palms

SA10: La Quinta/Indio/Coachella; Bermuda Dunes, Mecca, North Shore, Oasis, Thermal, Vista Santa Rosa

SA11: Blythe; Desert Center, Ripley, Mesa Verde

Note: Will serve residents from Blythe.

IV. SERVICE AND SERVICE OBJECTIVES for each service is as follows:

- A. Caregiver Support Group – 1 Hour = 1 Unit**
Number of Units of Service to be provided: 18

A Family Caregiver Support Group is provided to a group of 3 - 12 caregivers that is led by a competent facilitator; conducted at least monthly within a supportive setting or via a controlled access, moderated online or teleconference approach; for the purpose of sharing experiences and ideas to ease the stress of caregiving, and to improve decision- making and problem-solving skills related to their caregiving responsibilities.

- B. Caregiver Training – 1 Hour = 1 Unit**
Number of Units of Service to be provided: 17

Family Caregiver Training consists of workshops or one-on-one individually tailored sessions, conducted either in person or electronically by a skilled and knowledgeable individual, to assist caregivers in developing the skills and gaining the knowledge necessary to fulfill their caregiving responsibilities; and address the areas of health, nutrition, and financial literacy.

V. ADDITIONAL REQUIREMENTS

A. SERVICE PROVIDER shall perform the following for Title III E:

1. Implement the statutory provisions of the Title III E Programs in accordance with State and federal laws and regulations. Performance shall not be reduced or changed without prior consultation with, and written approval of, the RCOoA.
2. Maintain an organization that has internal controls to ensure accountability for funds received from the County, for the effective and efficient service delivery in the Area Plan, and all pertinent State and federal laws and regulations including data reporting requirements.
3. Meet the requirements under the OAA, Section 301(a)(1) to secure and maintain maximum independence and dignity in a home environment for the eligible service population capable of self-care with appropriate supportive and nutrition services.
4. Remove individual and social barriers to economic and personal independence for the eligible service population to the extent possible as required under OAA, Section 301(a)(2)(B).
5. Provide a continuum of care for the vulnerable eligible service population as required under OAA, Section 301(a)(2)(C).
6. Secure the opportunity for the eligible service population to receive managed in-home and long-term care services as required under OAA, Section 301(a)(2)(D).
7. Conduct and/or promote activities for the prevention and treatment of elder abuse, neglect, and exploitation, as required under the OAA, Section 721.
8. Meet the requirements under the AB 1217 Lowenthal Home Care Services Consumer Protection Act laws that provides for the In-Home Supportive Services (IHSS) program, which includes eligibility requirements for individuals who provide services to recipients under the program.
9. SERVICE PROVIDER hereby agrees to comply with the Riverside Office on Aging policies and procedures that are based on Title 22 California Code of Regulations, Division 1.8 California Department on Aging.

EXHIBIT A.II: SCOPE OF SERVICE – AMENDMENT 6

Fiscal Year 2020/2021

July 1, 2020 through September 30, 2020

EISENHOWER MEDICAL CENTER

TITLE IIIB

SUPPORTIVE SERVICES (ADULT DAY CARE)

I. SCOPE OF SERVICES

- A. Services will be provided in accordance with regulations, as described in the awarded proposal, in response to the Request for Proposals #OAARC-017, and as described herein.
- B. SERVICE PROVIDER must use the referral and intake forms provided or approved by Riverside County Office on Aging (RCOoA), for each new client served, and take appropriate measures to provide, refer, or coordinate the necessary services as warranted by intake form. A copy of this form must be maintained on file and made available for review. RCOoA Intake Form can be found on the Office on Aging website at www.rcaging.org or by contacting RCOoA.
- C. All services to be provided will be initiated by RCOoA in the form of a written 'Service Referral' that includes a specified number of authorized services. The process will include:
- 1) RCOoA to complete an intake and functional assessment of potential service recipients to establish eligibility and service need;
 - 2) RCOoA will complete and submit to SERVICE PROVIDER a 'Service Referral and Provision of Service Authorization Form' for each new client. This will inform the SERVICE PROVIDER of the allowable type and quantity of service(s) to be provided.
 - 3) Any additional or different service will need another Service Referral from the RCOoA.
 - 4) Once the Service Referral is received by SERVICE PROVIDER, the following timeline will be followed:

Action	Due
a. Return referral confirmation to RCOoA designee in a manner approved by RCOoA.	Within 24 hrs. of receipt of referral
b. Determine Capacity to provide service; accept/or decline referral in a manner approved by RCOoA	Within 48 hrs. of receipt of referral
c. Contact service recipient to acknowledge referral and discuss service plan.	Within 72 hrs. of receipt of referral
d. Follow-up: Provide written status update on each client referred; including	Within 20 days of receipt of referral

service start and completion dates in a manner approved by RCOoA	
------------------------------------------------------------------	--

- 5) SERVICE PROVIDER shall coordinate and cooperate with RCOoA in the monitoring, assessing and evaluating the adequacy of service authorized to appropriately meet the needs of the service recipients.
 - 6) SERVICE PROVIDER has no authority to revise or modify a Provision of Service Authorization. Any change to the Service Authorization will be approved and referred by RCOoA in the form of a new Provision of Authorization.
 - 7) SERVICE PROVIDER may request a modification to the Provision of Service Authorization on behalf of the service recipient by completing and submitting to RCOoA a Change of Service Request Form for consideration and approval.
 - 8) SERVICE PROVIDER will coordinate other or additional services with RCOoA on behalf of the service recipient, as appropriate, when it has been determined that other senior services are needed, i.e., transportation, housing, health providers, churches, civic groups, etc.
- D. SERVICE PROVIDER will coordinate other or additional services with RCOoA on behalf of the service recipient, as appropriate, when it has been determined that other senior services are needed, i.e., transportation, housing, health providers, churches, civic groups, etc.

II. TARGET POPULATION

Eligible Service Population for Title III B means individuals sixty (60) years of age or older, with emphasis on those in greatest economic need with particular attention to low-income minority older individuals, older individuals with Limited English Proficiency (LEP), and older individuals residing in rural areas. [OAA § 305 (a)(2)(E); 22CCR 7119, 7125, 7127, 7130, 7135 and 7638.7]

III. SERVICE AREA(s) (SA) you will be serving:

Services offered by this program will target the county's Service Areas (SAs) 6-11 and will be administered from the Memory Care Center located in Palm Desert, CA. Services will target eligible individuals the following areas:

SA6: Banning/Beaumont/Calimesa; Cabazon, Cherry Valley

Note: Will serve residents from Banning, Beaumont and Cherry Valley

SA7: Hemet/San Jacinto; East Hemet, Idyllwild-Pine Cove, Mountain Center, Valle Vista

SA8: Desert Hot Springs/Palm Springs/Cathedral City; Desert Edge, Garnet, Sky Valley, Thousand Palms, Whitewater

SA9: Rancho Mirage/Palm Desert/Indian Wells; Desert Palms

SA10: La Quinta/Indio/Coachella; Bermuda Dunes, Mecca, North Shore, Oasis, Thermal, Vista Santa Rosa

SA11: Blythe; Desert Center, Ripley, Mesa Verde

Note: Will serve residents from Blythe.

IV. SERVICE AND SERVICE OBJECTIVES for each service is as follows:

Adult Day Care – 1 Hour = 1 Unit

Number of Units of Service to be provided: 1,021

Personal care for dependent elders in a supervised, protective, and congregate setting during some portion of a day. Services offered in conjunction with adult day care/adult day health typically include social and recreational activities, training, counseling, and services such as rehabilitation, medications assistance and home health aide services for adult day health.

Special Contract Objectives:

Links to transportation and nutrition programs may also be provided.

V. ADDITIONAL REQUIREMENTS

The SERVICE PROVIDER shall perform the following for Title III B:

- A. Implement the statutory provisions of the Title III B Programs in accordance with State and federal laws and regulations. Performance shall not be unilaterally reduced or otherwise changed without prior consultation with, and written approval of, RCOoA.
- B. Maintain an organization that shall have the ultimate accountability for funds received from the County and for the effective and efficient implementation of the activities as described in the Area Plan and all pertinent State and federal laws and regulations including data reporting requirements.
- C. Meet the requirements under the OAA, Section 301(a)(1) to secure and maintain maximum independence and dignity in a home environment for the eligible service population capable of self-care with appropriate supportive and nutrition services.
- D. Remove individual and social barriers to economic and personal independence for the eligible service population to the extent possible as required under OAA, Section 301(a)(2)(B).
- E. Provide a continuum of care for the vulnerable eligible service population as required under OAA, Section 301(a)(2)(C).
- F. Secure the opportunity for the eligible service population to receive managed in-home and long-term care services as required under OAA, Section 301(a)(2)(D).
- G. Conduct and/or promote activities for the prevention and treatment of elder abuse, neglect, and exploitation, as required under the OAA, Section 721.
- H. Contractor shall, to the extent feasible, ensure that all budgeted funds are expended by the end of each fiscal year.

- I. Cooperate fully with annual onsite program and fiscal monitoring.
- J. Provide program information and assistance to the public.
- K. Meet the requirements under the AB 1217 Lowenthal Home Care Services Consumer Protection Act laws that provides for the In-Home Supportive Services (IHSS) program, which includes eligibility requirements for individuals who provide services to recipients under the program.
- L. SERVICE PROVIDER hereby agrees to comply with the RCOoA policies and procedures that are based on Title 22 California Code of Regulations, Division 1.8 California Department of Aging.

1. This Amendment No. 8 is entered into between the County of Riverside

OFFICE ON AGING

and

FAMILY SERVICE ASSOCIATION ("Service Provider")

Whereas the parties entered into that certain Standard Agreement, approved July 25, 2017, Agenda Item 3.42 ("Agreement"), with a first amendment executed on April 19, 2018, a second amendment executed on August 2, 2018, a third amendment executed on February 9, 2019, a fourth amendment executed on June 18, 2019, a fifth amendment executed on August 9, 2019, a sixth amendment executed on April 22, 2020, and a seventh amendment executed on May 27, 2020, the Agreement is hereby amended an eighth time as follows:

2. a. The Agreement period of performance, as amended, is:

July 1, 2017 to June 30, 2020

2. b. This Amendment No. 8 extends the Agreement period of performance for three (3) months commencing on:

July 1, 2020 to September 30, 2020

3. The maximum obligation of the Office on Aging to pay the Service Provider for Fiscal Year 2020/21 is:

\$ 239,942.00

Two Hundred Thirty-Nine Thousand Nine Hundred Forty-Two Dollars

4. a. The parties agree to comply with the amended obligations as defined in the following documents, which are by this reference, incorporated into the Agreement for services:


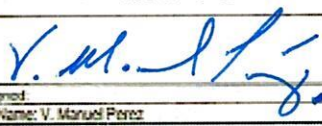
Exhibit A: Scope of Service - Title IIC-1 and Title IIC-2 Elderly Nutrition Program - Amendment No. 8

Exhibit B: Service Provider Budget Allocation Summary FY2020/21 - Amendment No. 8

5. All other terms and conditions of the Agreement remain unchanged and in full force and effect.

6. This Amendment No. 8 to the Agreement shall become effective upon signature of both parties on July 1, 2020, whichever should come first.

IN WITNESS WHEREOF, this Amendment No. 8 for services has been executed by an authorized agent of each party, Aging


CONTRACTOR	COUNTY OF RIVERSIDE
Family Service Association	Office on Aging
Date Signed: 07/01/2020	Date Signed: AUG 04 2020
BY: 	BY: 
Date Signed: 7-1-20	Date Signed:
Printed Name: Judith Wood	Printed Name: V. Manuel Perez
Title: Acting CEO	Title: Chairman, Board of Supervisors
Address:	Address:
21250 Bee Springs Rd Moreno Valley, CA 92557	3510 Central Avenue, Suite 300 Riverside, CA 92506

FORM APPROVED COUNTY COUNSEL

BY: 
DANIELLE D. MALAND

ATTEST:

KECIA R. HARPER, Clerk

By 
DEPUTY

AUG 04 2020 3.34

EXHIBIT A: SCOPE OF SERVICE – AMENDMENT 8

Fiscal Year 2020/2021

July 1, 2020 through September 30, 2020

FAMILY SERVICE ASSOCIATION

TITLE IIIC-1 & TITLE IIIC-2 ELDERLY NUTRITION PROGRAM

I. SCOPE OF SERVICES & GOALS:

- A. Services will be provided as described in the awarded proposal, in response to the Request for Proposals #RCOAA-017, and as described herein.
- B. Service Provider will coordinate, refer, and provide program services, as appropriate, with other senior services providers in the community, i.e., transportation, housing, health providers, churches, civic groups, etc.
- C. Service Provider must use the referral and intake forms provided or approved by Riverside County Office on Aging (RCOoA), for each new client served, and take appropriate measures to provide or refer appropriate services as warranted by intake form. A copy of this form must be maintained on file and made available for review. RCOoA Intake Form can be found on the Office on Aging website at www.rcaging.org or by contacting RCOoA.
- D. The guidelines for nutrition services are found in the State of California Code of Regulations, Title 22, Division 1.8, Chapter 4.(1), Article 5. The Elderly Nutrition Program is governed by federal guidelines, State laws and regulations, and by California Department on Aging (CDA) Program Memos issued.
- E. The goals of the Elderly Nutrition Program are to maintain or improve the physical, psychological, and social well-being of older individuals, by providing or securing appropriate nutrition services. The objectives are to:
 - 1. Each meal provided must contain one-third (1/3) of the current Recommended Dietary Allowances (RDAs), is safe and of good quality.
 - 2. Promote and maintain high food safety and sanitation standards.
 - 3. Promote good health behaviors through a nutrition screening of participants and nutrition education.
 - 4. Promote and/or maintain coordination with other nutrition-related supportive services.
 - 5. Promote socialization among the target population through this setting.
- F. Meet the requirements under the OAA, Section 301(a)(1) to secure and maintain maximum independence and dignity in a home environment for the eligible service population capable of self-care with appropriate supportive and nutrition services.
- G. Remove individual and social barriers to economic and personal independence for the eligible service

population to the extent possible as required under OAA, Section 301(a)(2)(B).

- H. Provide a continuum of care for the vulnerable eligible service population as required under OAA, Section 301(a)(2)(C).
- I. Refer, as appropriate, the eligible target population to receive managed in-home and long-term care services as required under OAA, Section 301(a)(2)(D).
- J. Conduct and/or promote activities for the prevention and treatment of elder abuse, neglect, and exploitation, as required under the OAA, Section 721.
- K. Service Provider hereby agrees to comply with the Riverside County Office on Aging policies and procedures that are based on Title 22 California Code of Regulations, Division 1.8 California Department on Aging.

II. **TARGET POPULATION:**

A. **Service Area:**

Congregate and Home Delivered Nutrition Services will be provided in Service Areas (SAs) as follows:

SA2: Riverside/Jurupa Valley, Eddie D. Smith Senior Center (C1); Highgrove (C1)

SA3: Moreno Valley (C1 & C2), Perris (C1)

SA4: Menifee (C1)

SA6: Banning, Beaumont, Calimesa, Cabazon (C1)

SA7: Hemet/San Jacinto; East Hemet, Idyllwild-Pine Cove, Mountain Center, Valle Vista (C2)

Congregate meal site locations and Home Delivered Meal preparation sites are further identified in Section V. Service Objectives. This section also includes the number of units expected of SERVICE PROVIDER to meet the expectations identified in the Agency Area Plan.

B. **Eligibility requirements for the Elderly Nutrition Program:**

1. Congregate Meal Eligibility:

- a. Any person sixty (60) years of age or older; or The spouse of any person sixty (60) years of age or older; or
- b. A disabled person as defined in Older Americans Act (OAA) Sec. 102 (8) (9) under age sixty (60) who resides in housing facilities occupied primarily by older persons at which congregated nutrition services are provided; or
- c. A disabled individual who resides at home and accompanies an older individual eligible under the OAA.
- d. Preference is given to older individuals who are in the greatest economic or social need with particular attention to low income minority individuals.

2. Home Delivered Meal Eligibility:

- a. Any person sixty (60) years of age or older AND who is frail and homebound by reason of illness, disability, or isolation.
- b. A spouse of an eligible person, regardless of age or condition, if an assessment concludes that it 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.
- d. Priority shall be given to older individuals.

III. SERVICE REQUIREMENTS:

A. Congregate and Home Delivered Meals:

1. Provide a hot or otherwise appropriate meal five (5) or more days a week and any additional meals which the SERVICE PROVIDER may elect to provide. Offering this service less than five (5) days per week is discouraged and will require approval of the RCOoA.
2. Meal must provide a minimum of one-third of the current Dietary Reference Intakes by the Food and Nutrition Board, Institute of Medicine, National Academy of Sciences as specified in Section 7638.5.
3. Develop a menu that meets the requirements on a monthly basis. Distribute the menu to the service participants before the beginning of the month the menu begins. The approved menu shall be submitted to the OoA no later than the 25th of each preceding month.
4. SERVICE PROVIDER shall initially assess participant nutritional risk using instruments including, but not limited to, the Determine Your Nutritional Risk checklist published by the Nutrition Screening Initiative. This checklist can be found at www.rcaging.org. Nutrition screening instruments shall be scored and collected from all participants in compliance with requirements in subsection 7636.1(b)(7) of Title 22 Division 1.8.
5. SERVICE PROVIDER shall complete an "intake" for each participant. The Intake forms shall remain on file with SERVICE PROVIDER.
6. An eligible individual who receives a meal shall be given the opportunity to voluntarily contribute anonymously to the cost of the meal. No eligible individual shall be denied participation because of failure or inability to contribute.
7. Provide a minimum of four (4) nutrition education sessions annually to participants. Nutrition education is defined as demonstrations, presentations, lectures, or small group discussions. A registered dietitian shall provide input and approve the content of nutrition education prior to the presentation.
8. Nutrition counseling shall be provided as needed and appropriate; when participant nutritional risk is high or when requested by the participant. Other nutrition services, as appropriate, based on the needs of meal participants will also be provided.
9. Include procedures and methods for obtaining the views of participants about the services received.

B. Congregate Nutrition Services:

1. SERVICE PROVIDER shall annually assess participant nutritional risk using instruments including, but not limited to, the Determine Your Nutritional Risk checklist published by the Nutrition Screening Initiative. This checklist can be found at www.rcaging.org.
2. Provide the meal in a congregate setting, where seniors may typically gather, including, but not limited to adult day care facilities, community center, and/or senior centers.

C. Home Delivered Meal:

1. When necessary, establish a waiting list for home-delivered meals. The decision to place eligible recipients of a home-delivered meal on a waiting list, and their position on such a list, will be based on greatest need.
2. SERVICE PROVIDER shall quarterly assess participant nutritional risk using instruments including, but not limited to, the Determine Your Nutritional Risk checklist published by the Nutrition Screening Initiative. This checklist can be found at www.rcaging.org.

D. Elderly Nutrition Program Management:

1. A Manager shall conduct the day-to-day management and administrative functions of the program. The Manager shall have the following skills/experience:
 - a. An associate degree in institutional food service management, plus 2 years of experience as a food service supervisor, or,
 - b. Demonstrate experience in food service, and within 12 months of hire successfully complete a minimum of 20 hours specifically related to food service management, business administration, or personnel management, or,
 - c. Two years- experience managing food services.
2. Each SERVICE PROVIDER shall establish and administer the nutrition program with the advice of a registered dietician (or individuals with comparable expertise.) The registered dietitian shall:
 - a. Participate in developing the nutrition services policies, procedures, and standards.
 - b. Participate in developing and evaluating the AAA Request for Proposal (RFP) concerning nutrition services, as described in Sections 7352 through 7364 of this Title 22 Division 1.8.
 - d. Participate in Area Plan development related to nutrition services, as described in Sections 7300 through 7320 of Title 22 Division 1.8.
 - e. Conduct appropriate meal analysis to ensure each meal provided meets the 1/3 of the Recommended Dietary Allowances (RDAs) and are safe and of good quality. Documentation of analysis must be retained on file and made available for review upon request.
3. Comply with the California Retail Food Code (CRFC) and the local health department regarding safe and sanitary preparation and service of meals.

4. Comply with the Division of Occupational Safety and Health (Cal/OSHA), California Department of Industrial Relations requirements regarding staff and participant safety.
5. At a minimum, perform quarterly monitoring of service delivery practices ensuring safe food handling and sanitation practices of food facilities are being followed.
6. Equipment utilized in the delivery of service, may include tables and chairs. These items need to be sturdy and appropriate for older individuals. Tables will be arranged to assure ease of access and encourage socialization.
7. Program data is required to be entered into the RCOoA approved database. Data must be accurate, verifiable, timely and complete.

E. Staffing Responsibilities:

1. All staff and volunteer(s) providing service(s) shall receive a minimum of 4 hours of training annually to perform their assigned responsibilities. The training curriculum content for all staff training complies with subsection 7636.5(c). At a minimum, training shall include the following topics:
 - a. Food safety, prevention of foodborne illness, and Hazard Analysis Critical Control Point (HACCP) principles.
 - b. Accident prevention, instruction on fire safety, first aid, choking, driving, earthquake preparedness, and other emergency procedures.
 - c. Elder Abuse detection and reporting processes.
2. A volunteer under age 60 may be offered a meal if doing so will not deprive an older individual of a meal.

IV. PROGRAM REQUIREMENTS:

A. Nutrition Service Provider Administration:

1. Nutrition SERVICE PROVIDER shall implement Policies and Procedures to achieve success in the delivery of the Elderly Nutrition Program. The Policies and Procedures shall be reported to RCOoA and include the following:
 - a. Establish outreach activities to encourage participation of eligible older persons. Service Provider will involve eligible participants in the planning and service delivery, as appropriate;
 - b. Provide services to eligible persons in greatest economic or social need and to low income minority individuals;
 - c. Establish the number and frequency of meals to be served;
 - d. Develop and/or maintain coordination with other supportive services;
 - e. Compliance with State and local laws regarding safety and sanitary preparation and service of meals;
 - f. Plan for monitoring progress toward achieving these requirements.

2. SERVICE PROVIDER will be monitored by RCOoA. The monitoring will consist of an on-site review to evaluate the provision and delivery of the Elderly Nutrition Program to ensure compliance with the laws and regulations that govern the Elderly Nutrition Program.

V. SERVICE OBJECTIVES

A. Congregate Meal Program:

1. Number of annual units of service 24,029
2. Number of new seniors to be served As referred by OoA
3. Meals are provided 5 days a week
4. Meals are provided 64 days a year
5. Total number of volunteers _____
6. Suggested eligible participant donation \$3.00
7. Non-eligible fee per meal \$6.00

8. Congregate sites where services will be delivered are identified below:

Site: Banning Senior Center Address: 769 N. Gorgonio Ave. Banning, CA 92220 Phone #: 951-849-1920 Staff person: Mary Beltran Hours of Operation: M-F 11:30am-12:30pm Number of meals: 6,426 Annual site costs: \$40,160	Site: Norton Younglove Community Center Address: 495 Center St. Highgrove, CA 92507 Phone #: 951-341-6634 Staff person: Leila Santamaria Hours of Operation: M-F 11:30am-12:30pm Number of meals: 3,436 Annual site costs: \$20,915
Site: Calimesa Senior Center Address: 908 Park Avenue Calimesa, CA 92320 Phone #: 909-446-1071 Staff person: Lisa Tiedeman Hours of Operation: M-F 11:30am-12:30pm Number of meals: 3,341 Annual site costs: \$20,883	Site: James Venable (Cabazon) Community Center Address: 50390 Carmen Ave. Cabazon, CA 92230 Phone #: 951-922-1097 Staff person: Deana Mann Hours of Operation: Tues. Wed and Fri. 11:30-12:30 Number of meals: 1,542 Annual site costs: \$9,638
Site: Kay Cenicerros Senior Center Address: 29995 Evans Rd. Menifee, CA 92586 Phone #: 951-679-0119 Staff person: Cecilia Molina	Site: Moreno Valley Senior Center Address: 25075 Fir St. Moreno Valley, CA 92553 Phone #: 9951-247-1667 Staff person: Elizabeth Ledesma

Hours of Operation:	M-F 11:30am-12:30pm	Hours of Operation:	M-F 11:30am-12:30pm
Number of meals:	13,068	Number of meals:	17,438
Annual site costs:	\$81,675	Annual site costs:	\$108,988
Site:	Perris Senior Center	Site:	San Jacinto Senior Center
Address:	100 North "D" St. Perris, CA 92570	Address:	625 South Pico Ave. San Jacinto, CA 92563
Phone #:	951-943-4190	Phone #:	951-654-2054
Staff person:	Rose Quinones	Staff person:	Millie Riguelme
Hours of Operation:	M-F 11:30am-12:30pm	Hours of Operation:	M-F 11:30am-12:30pm
Number of meals:	4,884	Number of meals:	14,379
Annual site costs:	\$30,522	Annual site costs:	\$89,869
Site:	Eddie D. Smith Senior Ctr.		
Address:	5888 Mission Blvd. Rubidoux, CA 92509		
Phone #:	951-275-9975		
Staff person:	Courtney Reyes		
Hours of Operation:	M-F 11:30am-12:30pm		
Number of meals:	17,881		
Annual site costs:	\$111,755		

B. Home Delivered Meals Program:

- Number of annual units of service 14,362
- Number of new seniors to be served As referred by OoA
- Meals are delivered 1 days a week
- Meals are provided for 7 days a week
- Meals are provided for 92 days a year
- Total number of volunteers _____
- Suggested eligible participant donation \$3.00

8. Meals for HDM are prepared at the following address, (please include the telephone number, where home delivered meals are prepared.

Site:	Rubidoux Warehouse	Site:	San Jacinto Senior Center
Address:	5317 Mission Inn Ave Jurupa Valley, CA 92509	Address:	625 South Pico Ave. San Jacinto, CA 92563
Phone #:	951-214-6513	Phone #:	951-654-2054
Site:	Moreno Valley Senior Center	Site:	
Address:	25075 Fir St. Moreno Valley, CA 92553	Address:	

Phone #: 951-247-1667

Phone #:

8. List the routes for each site and number of miles per day for each route.

ROUTE	MILES	ROUTE	MILES
MV 1	43	SJ 1	25
MV 2	36	SJ 2	25
		SJ 3	25
		SJ 4	25
		SJ 5	25
		SJ 6	25



Riverside County Office on Aging
Exhibit B.1 Service Provider Budget Allocation Summary
Amendment No. 8



FY 2020/2021
July 1, 2020 to September 30, 2020
Family Service Association

Project Grant	Funded Program	Service Unit Reporting Description	CFDA #	Number of Units	Unit Rate	Federal Funding	State Funding	RCOA Maximum Obligation
OA60751FY21	Title IIIC1: Congregate Nutrition	Meal	93.045	18,326	\$6.25	\$114,535		\$114,535
OA60753FY21	Title IIIC1: Congregate Nutrition	Meal	93.045	2,355	\$6.25		\$14,721	\$14,721
OA60750FY21	Title IIIC1: NSIP Congregate*	Meal	93.045	3,348	\$6.25	\$20,927		\$20,927
				24,029		C1: Congregate Nutrition Subtotal		\$150,182
OA60451FY21	Title IIIC2: Home-Delivered Nutrition	1 Meal Served	93.045	10,511	\$6.25	\$65,695		\$65,695
OA60453FY21	Title IIIC2: General Fund	1 Meal Served	93.045	1,552	\$6.25		\$9,702	\$9,702
OA60450FY21	Title IIIC2: NSIP Home Delivered*	1 Meal Served	93.045	2,298	\$6.25	\$14,362		\$14,362
				14,362		C2: Home Delivered Nutrition Subtotal		\$89,760
FY 2020/21 BASELINE ALLOCATION TOTAL								\$239,942

* NSIP (Nutrition Services Incentive Program) funding must be spent on Food Only.

Riverside County Office on Aging
Standard Agreement
OOA 2020-21

Amendment No. 8

1. This Amendment No. 8 is entered into between the County of Riverside

OFFICE ON AGING

and

INLAND CAREGIVER RESOURCE CENTER ("Service Provider")

That certain Standard Agreement, approved July 25, 2017, Agenda Item 3.42 ("Agreement"), with a first amendment executed on March 20, 2018, a second amendment executed on May 15, 2018, a third amendment executed on August 15, 2018, a fourth amendment executed on February 13, 2019, a fifth amendment executed on June 20, 2019, a sixth amendment executed on August 5, 2019, and a seventh amendment executed on April 13, 2020, is hereby amended an eighth time as follows:

2. a. The Agreement period of performance is:

July 1, 2017 to June 30, 2020

2. b. This Amendment No. 8 extends the Agreement period of performance for three (3) months commencing on:

July 1, 2020 to September 30, 2020

3. The maximum obligation of the Office on Aging to pay the Service Provider for Fiscal Year 2020/21 is:

\$66,870

Twenty Five Thousand Eight Hundred Seventy Dollars

4. The parties agree to comply with the amended obligations as defined in the following documents, which are by this reference, incorporated into the Agreement for services:

Exhibit A. i. Scope of Service - Title IID: Supportive Services - Amendment No. 8

Exhibit A. ii. Scope of Service - Title III: Family Caregiver Support Program (FCSP) - Amendment No. 8

Exhibit B.1. Service Provider Budget Allocation Summary FY 2020/21 - Amendment No. 8

5. All other terms and conditions of the Agreement remain unchanged and in full force and effect.

6. This Amendment No. 8 to the Agreement shall become effective upon signature of both parties on July 1, 2020, whichever should come first.

IN WITNESS WHEREOF, this Amendment No. 8 for services has been executed by an authorized agent of each party.

CONTRACTOR	COUNTY OF RIVERSIDE
Inland Caregiver Resource Center	Office on Aging
Date Signed: 07-09-2020	Date Signed: AUG 04 2020
By: <i>Carmen Estrada</i>	By: <i>V. Manuel Perez</i>
Printed Name: Carmen Estrada	Printed Name: V. Manuel Perez
Title: Executive Director	Title: Chairman, Board of Supervisors
Address:	Address:
P.O. BOX 2265 Colton, CA 92324	2610 Central Avenue, Suite 300 Riverside, CA 92506

FORM APPROVED COUNTY COUNSEL
BY: *[Signature]*
DANIELLE D. MALAND

ATTEST:

KECIA R. HARPER, Clerk

By *[Signature]*
DEPUTY

AUG 04 2020 **3.34**

EXHIBIT A – 1 SCOPE OF SERVICE – AMENDMENT 8

Fiscal Year 2020/2021

July 1, 2020 through September 30, 2020

INLAND CAREGIVER RESOURCE CENTER TITLE IIIB -SUPPORTIVE SERVICES

I. SCOPE OF SERVICES

- A. Services will be provided as described in the awarded proposal, in response to the Request for Proposals #OAARC-017, and as described herein.
- B. Service Provider must use the referral and intake forms provided or approved by Riverside County Office on Aging (RCOoA), for each new client served, and take appropriate measures to provide, refer, or coordinate the necessary services as warranted by intake form. A copy of this form must be maintained on file and made available for review. RCOoA Intake Form can be found on the Office on Aging website at www.rcaging.org or by contacting RCOoA.
- C. All services to be provided will be initiated by RCOoA in the form of a written 'Service Referral' that includes a specified number of authorized services. The process will include:
1. RCOoA to complete an intake and functional assessment of potential service recipients to establish eligibility and service need;
 2. RCOoA will complete and submit to SERVICE PROVIDER a 'Service Referral and Provision of Service Authorization Form' for each new client. This will inform the SERVICE PROVIDER of the allowable type and quantity of service(s) to be provided.
 3. Any additional or different service will need another Service Referral from the RCOoA.
 4. Once the Service Referral is received by PROVIDER, the following timeline will be followed:

Action	Due
a. Return referral confirmation to RCOoA designee in a manner approved by RCOoA.	Within 24 hrs. of receipt of referral
b. Determine Capacity to provide service; accept/or decline referral in a manner approved by RCOoA	Within 48 hrs. of receipt of referral
c. Contact service recipient to acknowledge referral and discuss service plan.	Within 72 hrs. of receipt of referral
d. Follow-up: Provide written status update on each client referred; including service start and completion dates in a manner approved by RCOoA	Within 20 days of receipt of referral

5. PROVIDER shall coordinate and cooperate with RCOoA in the monitoring, assessing and evaluating the adequacy of service authorized to appropriately meet the needs of the service recipients.
6. PROVIDER has no authority to revise or modify a Provision of Service Authorization. Any change to the Service Authorization will be approved and referred by RCOoA in the form of a new Provision of Authorization.
7. PROVIDER may request a modification to the Provision of Service Authorization on behalf of the service recipient by completing and submitting to RCOoA a Change of Service Request Form for consideration and approval.
8. Service Provider will coordinate other or additional services with RCOoA on behalf of the service recipient, as appropriate, when it has been determined that other senior services are needed, i.e., transportation, housing, health providers, churches, civic groups, etc.

II. TARGET POPULATION

- A. Eligible Service Population for Title III B means individuals sixty (60) years of age or older, with emphasis on those in greatest economic need with particular attention to low-income minority older individuals, older individuals with Limited English Proficiency (LEP), and older individuals residing in rural areas. [OAA § 305 (a)(2)(E); 22CCR 7119, 7125, 7127, 7130, 7135 and 7638.7

III. SERVICE AREA(s) (SA) you will be serving:

- A. Services offered by this program will target the county's Service Areas 1-11 (SA 1-11) and will be administered from the Inland Empire Regional Office located in Colton, with multiple points of service delivery throughout the service area, including partner agency locations in Riverside County. The project will target the following areas:

SA1: Corona/Norco/Eastvale; Coronita, El Cerrito, Home Gardens, Mira Loma, Temescal Valley, Lake Mathews

SA2: Riverside/Jurupa Valley; El Sobrante, Glen Avon, Highgrove, Pedley, Rubidoux

SA3: Moreno Valley/Perris; Good Hope, Green Acres, March Air Reserve Base, Mead Valley, Nuevo, Lakeview

SA4: Menifee/Winchester/Lake Elsinore; includes Homeland, Canyon Lake, Romoland, Warm Springs, Sun City, Quail Valley, Lakeland Village

SA5: Murrieta/Temecula/Wildomar; includes; Aguanga, Anza, French Valley, Lake Riverside

SA6: Banning/Beaumont/Calimesa; Cabazon, Cherry Valley

SA7: Hemet/San Jacinto; East Hemet, Idyllwild-Pine Cove, Mountain Center, Valle Vista

SA8: Desert Hot Springs/Palm Springs/Cathedral City; Desert Edge, Garnet, Sky Valley, Thousand Palms, Whitewater

SA9: Rancho Mirage/Palm Desert/Indian Wells; Desert Palms

SA10: La Quinta/Indio/Coachella; Bermuda Dunes, Mecca, North Shore, Oasis, Thermal, Vista Santa Rosa

SA11: Blythe; Desert Center, Ripley, Mesa Verde

IV. SERVICE AND SERVICE OBJECTIVES for each service is as follows:

Supportive Services (Caring for Elderly)

A. Personal Care Services – 1 Hour = 1 Unit

Number of Units of Service to be provided: 1,286

Provision of personal assistance, stand-by assistance, supervision or cues (such as with eating, bathing, toileting, transferring in/out of bed/chair, walking, dressing, grooming).

B. Homemaker – 1 Hour = 1 Unit

Number of Units of Service to be provided: 833

Provision of assistance such as preparing meals, shopping for personal and household items, managing money, using the telephone or doing light housework.

Special Contract Objectives:

Demonstrate a plan for targeting populations of those older adults in greatest need.

C. Adult Day Care – 1 Hour = 1 Unit

Number of Units of Service to be provided: 1,320

Provision of personal care for dependent elders in a supervised, protective, and congregate setting during some portion of a day. Services offered in conjunction with adult day care typically include social and recreational activities, training, and counseling.

Special Contract Objectives:

Links to transportation and nutrition programs may also be provided.

V. ADDITIONAL REQUIREMENTS

The Service Provider shall perform the following for Title III B:

- A. Implement the statutory provisions of the Title III B Programs in accordance with State and federal laws and regulations. Performance shall not be unilaterally reduced or otherwise changed without prior consultation with, and written approval of RCOoA.

- B. Maintain an organization that shall have the ultimate accountability for funds received from the County and for the effective and efficient implementation of the activities as described in the Area Plan and all pertinent State and federal laws and regulations including data reporting requirements.
- C. Meet the requirements under the OAA, Section 301(a)(1) to secure and maintain maximum independence and dignity in a home environment for the eligible service population capable of self-care with appropriate supportive and nutrition services.
- D. Remove individual and social barriers to economic and personal independence for the eligible service population to the extent possible as required under OAA, Section 301(a)(2)(B).
- E. Provide a continuum of care for the vulnerable eligible service population as required under OAA, Section 301(a)(2)(C).
- F. Secure the opportunity for the eligible service population to receive managed in-home and long-term care services as required under OAA, Section 301(a)(2)(D).
- G. Conduct and/or promote activities for the prevention and treatment of elder abuse, neglect, and exploitation, as required under the OAA, Section 721.
- H. Contractor shall, to the extent feasible, ensure that all budgeted funds are expended by the end of each fiscal year.
- I. Cooperate fully with annual onsite program and fiscal monitoring.
- J. Provide program information and assistance to the public.
- K. Meet the requirements under the AB 1217 Lowenthal Home Care Services Consumer Protection Act laws that provides for the In-Home Supportive Services (IHSS) program, which includes eligibility requirements for individuals who provide services to recipients under the program.
- L. Service Provider hereby agrees to comply with the RCOoA policies and procedures that are based on Title 22 California Code of Regulations, Division 1.8 California Department of Aging.

EXHIBIT A – 2 SCOPE OF SERVICE – AMENDMENT 8

Fiscal Year 2020/2021

July 1, 2020 through September 30, 2020

Inland Caregiver Resource Center TITLE IIIIE- FAMILY CAREGIVER SUPPORT PROGRAM (FCSP)

I. SCOPE OF SERVICES

- A. Services will be provided as in accordance with regulations, described in the awarded proposal, in response to the Request for Proposals #OAARC-017, and as described herein.
- B. Service Provider must use the referral and intake forms provided or approved by Riverside County Office on Aging (RCOoA), for each new client served, and take appropriate measures to provide, refer, or coordinate the necessary services as warranted by intake form. A copy of this form must be maintained on file and made available for review. RCOoA Intake Form can be found on the Office on Aging website at www.rcaging.org or by contacting RCOoA.
- C. SERVICE Provider will coordinate service referrals and services with RCOoA as follows:
 - 1. RCOoA will complete and submit to PROVIDER, a Service Referral and Provision of Service Authorization Form for each new client. The Service Referral will include pertinent information needed to identify the service recipient and verify eligibility to receive service. The Provision of Service Authorization will designate the type and quantity of service to be provided;
 - 2. PROVIDER will coordinate all Caregiver Training and Caregiver Support Groups with RCOoA by submitting a proposed schedule to RCOoA, as instructed. PROVIDER will receive written approval of the proposed training or support group schedule, prior to starting service.
 - 3. RCOoA has final approval of all Caregiver Training and/or Caregiver Support group dates, times and locations.
 - 4. PROVIDER shall cooperate with RCOoA in monitoring, assessing and evaluating the adequacy of service authorized in meeting the needs of the service recipients.
- D. Service Provider will coordinate other or additional services with RCOoA on behalf of the service recipient, as appropriate, when it has been determined that other senior services are needed, i.e., transportation, housing, health providers, churches, civic groups, etc.

II. TARGET POPULATION

- A. Eligible Service Population for Title III E means an adult family member, or another individual, who is an informal provider of in-home and community care to an older individual or to an individual with Alzheimer's disease or a related disorder with neurological and organic brain dysfunction. [OAA § 302(3)]
- B. **Older relative caregiver** means a caregiver who is;
 - 1) Is age 55 or older; and
 - 2) lives with and is the informal provider of in-home and community care to, and is the primary caregiver for, a child or an individual with a disability;
 - 3) In the case of a caregiver for a child;

- a) is the grandparent, step grandparent, or other relative (other than the parent) by blood, marriage, or adoption, of the child;
 - b) is the primary caregiver of the child because the biological or adoptive parents are unable or unwilling to serve as the primary caregivers of the child; and
 - c) has a legal relationship to the child, such as legal custody, adoption, or guardianship, or is raising the child informally
- 4) In the case of a caregiver for an individual with a disability, is the parent, grandparent, or other relative by blood, marriage, or adoption, of the individual with a disability. [OAA § 372(a)(3)]

C. Priority Service Recipients for Title III E are:

- 1) Caregivers who are older individuals with greatest social need, and older individuals with greatest economic need (with particular attention to low-income older individuals)
- 2) Older relative caregivers of children with severe disabilities, or individuals with disabilities who have severe disabilities. [OAA§373(c)(2)(A-B)]
- 3) Family caregivers who provide care for individuals with Alzheimer's disease and related disorders with neurological and organic brain dysfunction. [OAA§ 372(b)]

III. SERVICE AREA(s) (SA) you will be serving:

- A. Services offered by this program will target the county's Service Areas 1-11 (SA 1-11) and will be administered from the Inland Empire Regional Office located in Colton, with multiple points of service delivery throughout the service area, including partner agency locations in Riverside County. The project will target the following areas:

SA1: Corona/Norco/Eastvale; Coronita, El Cerrito, Home Gardens, Mira Loma, Temescal Valley, Lake Mathews

SA2: Riverside/Jurupa Valley; El Sobrante, Glen Avon, Highgrove, Pedley, Rubidoux

SA3: Moreno Valley/Perris; Good Hope, Green Acres, March Air Reserve Base, Mead Valley, Nuevo, Lakeview

SA4: Menifee/Winchester/Lake Elsinore; includes Homeland, Canyon Lake, Romoland, Warm Springs, Sun City, Quail Valley, Lakeland Village

SA5: Murrieta/Temecula/Wildomar; includes; Aguanga, Anza, French Valley, Lake Riverside

SA6: Banning/Beaumont/Calimesa; Cabazon, Cherry Valley

SA7: Hemet/San Jacinto; East Hemet, Idyllwild-Pine Cove, Mountain Center, Valle Vista

SA8: Desert Hot Springs/Palm Springs/Cathedral City; Desert Edge, Garnet, Sky Valley, Thousand Palms, Whitewater

SA9: Rancho Mirage/Palm Desert/Indian Wells; Desert Palms

SA10: La Quinta/Indio/Coachella; Bermuda Dunes, Mecca, North Shore, Oasis, Thermal, Vista Santa Rosa

SA11: Blythe; Desert Center, Ripley, Mesa Verde

1. Service Provider will outreach to serve and/or involve members of target population groups as appropriate.

IV. SERVICE AND SERVICE OBJECTIVES for each service is as follows:

The FCSP services to the eligible population are limited to the following services and expected objectives:

A. Family Caregiver Support Services (Caring for Elderly)

1. Caregiver Assessment – 1 Hour = 1 Unit

Number of Units of Service to be provided: 62

Family Caregiver Assessment is conducted by persons trained and experienced in the skills required to deliver the service that should result in a plan that includes emergency back-up provisions and is periodically updated. The Caregiver Assessment will result with the options and courses of action for caregivers by identifying:

- a) a willingness to provide care;
- b) duration and care frequency preferences of client and caregiver events and activities;
- c) caregiving abilities;
- d) physical health, psychological, social support, and training needs;
- e) financial resources education caregiving; and
- f) strengths and weaknesses within the immediate caregiving environment, including caregiver's extended informal support system.

2. Caregiver Counseling – 1 Hour = 1 Unit

Number of Units of Service to be provided: 42

Family Caregiver Counseling is provided to a caregiver by a person appropriately trained and experienced in the skills required to deliver the level of support needed for stress, depression, and loss as a result of care giving responsibilities. This service may;

1. involve his or her informal support system;
2. be individual direct sessions and/or telephone consultations; and,
3. address caregiving-related financial and long-term care placement responsibilities.

3. Caregiver Support Group – 1 Hour = 1 Unit

Number of Units of Service to be provided: 22

A Family Caregiver Support Group is provided to a group of 3 - 12 caregivers that is led by a competent facilitator; conducted at least monthly within a supportive setting or via a controlled access, moderated online or teleconference approach; for the purpose of sharing experiences and ideas to ease the stress of caregiving, and to improve decision- making and problem-solving skills related to their caregiving responsibilities.

4. Caregiver Training – 1 Hour = 1 Unit

Number of Units of Service to be provided: 77

Family Caregiver Training consists of workshops or one-on-one individually tailored sessions, conducted either in person or electronically by a skilled and knowledgeable individual, to assist caregivers in developing the skills and

gaining the knowledge necessary to fulfill their caregiving responsibilities; and address the areas of health, nutrition, and financial literacy.

5. Caregiver Case Management – 1 Hour = 1 Unit
Number of Units of Service to be provided: 124

A Family Caregiver Case Management service is delivered by a person who is trained and experienced in the skills that are required to coordinate and monitor the provision of formal caregiver-related services in circumstances where caregivers are experiencing diminished capacities due to mental impairment or temporary severe stress and/or depression.

B. Family Caregiver Respite Care (Caring for Elderly) – 1 Hour = 1 Unit
Number of Units of Service to be provided: 350-In-Home, 670-ADC and 536 24-hour Respite

To provide temporary, substitute supports or living arrangements for a brief period of relief or rest for caregivers. It can be in the form of in-home respite, day care respite, or institutional respite for an overnight stay on occasion or emergency basis.

C. Access Assistance - Contact

Caregiver Information Assistance is a service that provides caregivers with;

1. Information on services available within the communities, including caregiving information related to assistive technology and caring for older individuals at risk for institutional placement;
2. Links and resources to services and opportunities available within their communities; and,
3. To the maximum extent practicable, establishes adequate follow-up procedures (caregiver may remain anonymous and refuse follow-up contact).

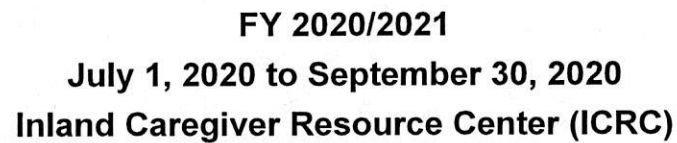
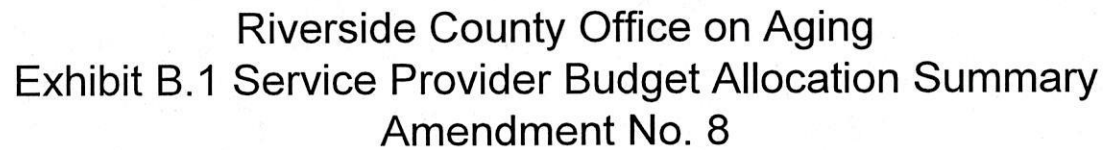
V. ADDITIONAL REQUIREMENTS

A. The Service Provider shall perform the following for Title III E:

1. Implement the statutory provisions of the Title III B Programs in accordance with State and federal laws and regulations. Performance shall not be unilaterally reduced or otherwise changed without prior consultation with, and written approval of, RCOoA.
2. Maintain an organization that shall have the ultimate accountability for funds received from the County and for the effective and efficient implementation of the activities as described in the Area Plan and all pertinent State and federal laws and regulations including data reporting requirements.
3. Meet the requirements under the OAA, Section 301(a)(1) to secure and maintain maximum independence and dignity in a home environment for the eligible service population capable of self-care with appropriate supportive and nutrition services.
4. Remove individual and social barriers to economic and personal independence for the eligible service population to the extent possible as required under OAA, Section 301(a)(2)(B).
5. Provide a continuum of care for the vulnerable eligible service population as required under OAA, Section 301(a)(2)(C).
6. Secure the opportunity for the eligible service population to receive managed in-home and long- term care

services as required under OAA, Section 301(a)(2)(D).

7. Conduct and/or promote activities for the prevention and treatment of elder abuse, neglect, and exploitation, as required under the OAA, Section 721.
8. Meet the requirements under the AB 1217 Lowenthal Home Care Services Consumer Protection Act laws that provides for the In-Home Supportive Services (IHSS) program, which includes eligibility requirements for individuals who provide services to recipients under the program.
9. Service Provider hereby agrees to comply with the Riverside Office on Aging policies and procedures that are based on Title 22 California Code of Regulations, Division 1.8 California Department on Aging.



Project Grant	Funded Program	Service Unit Reporting Description	CFDA #	Number of Units	Unit Rate	Federal Funding	RCOoA Maximum Obligation
OA60547FY21	Title IIIB: Adult Day Care	1 Hour	93.042	1,320	\$8.50	\$11,221	\$11,221
OA60103FY21	Title IIIB: Personal Care	1 Hour	93.042	1,286	\$24.00	\$30,852	\$30,852
OA60214FY21	Title IIIB: Homemaker Service	1 Hour	93.042	833	\$24.00	\$19,998	\$19,998
Subtotal IIIB							\$62,071
OA62637FY21	Title IIIE: Caregiver Assessment	1 Hour	93.052	62	\$48.00	\$2,964	\$2,964
OA62707FY21	Title IIIE: Caregiver Counseling	1 Hour	93.052	42	\$48.00	\$2,010	\$2,010
OA62718FY21	Title IIIE: Caregiver Support Group	1 Hour	93.052	22	\$48.00	\$1,068	\$1,068
OA62721FY21	Title IIIE: Caregiver Training-workshop	1 Hour	93.052	77	\$48.00	\$3,714	\$3,714
OA62636FY21	Title IIIE: Case Management	1 Hour	93.052	124	\$48.00	\$5,933	\$5,933
OA62836FY21	Title IIIE: Respite (In-Home)	1 Hour	93.052	350	\$24.00	\$8,393	\$8,393
OA62834FY21	Title IIIE: Respite-Adult Day Care	1 Hour	93.052	670	\$8.50	\$5,695	\$5,695
OA62835FY21	Title IIIE: Caregiver Respite 24-hour placement	1 Hour	93.052	536	\$7.50	\$4,022	\$4,022
Subtotal IIIE							\$33,799
FY 2020/21 BASELINE ALLOCATION TOTAL							\$95,870

1. This Amendment No. 5 is entered into between the County of Riverside

OFFICE ON AGING

and

INLAND COUNTIES LEGAL SERVICES ("Service Provider")

That certain Standard Agreement approved July 25, 2017, Agenda Item 3.42 ("Agreement"), with a first amendment executed on August 16, 2018, a second amendment executed on April 3, 2019, a third amendment executed on August 6, 2019, and a fourth amendment executed on May 23, 2020, is hereby amended a fifth time as follows:

2. a. The Agreement period of performance is:

July 1, 2017 to June 30, 2020

2. b. This Amendment No. 5 extends the Agreement period of performance for three (3) months commencing on:

July 1, 2020 to September 30, 2020

3. The maximum obligation of the Office on Aging to pay the Service Provider for Fiscal Year 2020/21 is:

\$19,550

Nineteen Thousand Five Hundred Fifty Nine Dollars

4. The parties agree to comply with the amended obligations as defined in the following documents, which are by this reference, incorporated into the Agreement for services:

Exhibit A: Scope of Service - Title III: Legal Assistance - Amendment No. 5

Exhibit B: Service Provider Budget Allocation Summary FY2020/21 - Amendment No. 5

5. All other terms and conditions of the Agreement remain unchanged and in full force and effect.

6. This Amendment No. 5 to the Agreement shall become effective upon signature of both parties on July 1, 2020, whichever should come first.

IN WITNESS WHEREOF, this Amendment No. 5 for services has been executed by an authorized agent of each party.

CONTRACTOR	COUNTY OF RIVERSIDE
Inland Counties Legal Services	Office on Aging
Date Signed: <u>July 20, 2020</u>	Date Signed: <u>AUG 04 2020</u>
BY: <u>[Signature]</u>	BY: <u>[Signature]</u>
Printed Name: <u>Daniel K. Moore, Esq.</u>	Printed Name: <u>V. Manuel Perez</u>
Title: <u>Executive Director</u>	Title: <u>Chairman, Board of Supervisors</u>
Address:	Address:
<u>1040 Iowa Ave., Suite 105</u> <u>Riverside, CA 92507</u>	<u>3210 Central Avenue, Suite 300</u> <u>Riverside, CA 92506</u>

FORM APPROVED COUNTY COUNSEL

BY: [Signature]
DANIELLE D. MALAND

ATTEST:

KECIA B. HARPER, Clerk

By [Signature]
DEPUTY

AUG 04 2020 3.34

EXHIBIT A: SCOPE OF SERVICE – AMENDMENT 5

FY 2020/2021

July 1, 2020 through September 30, 2020

INLAND COUNTIES LEGAL SERVICES TITLE IIIB - SUPPORTIVE SERVICES – LEGAL ASSISTANCE

I. SCOPE OF SERVICES

- A. Services will be provided as described in the awarded proposal, in response to the Request for Proposals #OAARC-017, and as described herein.
- B. Service Provider must use the referral and intake forms provided or approved by Riverside County Office on Aging (RCOoA), for each new client served, and take appropriate measures to provide, refer, or coordinate the necessary services as warranted by intake form. A copy of this form must be maintained on file and made available for review. RCOoA Intake Form can be found on the Office on Aging website at www.rcaging.org or by contacting RCOoA.
- C. Service Provider will coordinate program services, as appropriate, with other senior services providers in the community, i.e., transportation, housing, health providers, churches, civic groups, etc.

II. TARGET POPULATION

- A. Eligible Service Population for Title III B means individuals sixty (60) years of age or older, with emphasis on those in greatest economic need with particular attention to low-income minority older individuals, older individuals with Limited English Proficiency (LEP), and older individuals residing in rural areas. [OAA § 305 (a)(2)(E); 22CCR 7119, 7125, 7127, 7130, 7135 and 7638.7]

III. SERVICE AREA(s) (SA) you will be serving:

- A. Services offered by this program will target the county's Service Areas 1-11 (SA 1-11) and will be administered from the Inland Counties Legal Services, Inc. Office located in Riverside, with multiple points of service delivery throughout the service area, including partner agency locations in Riverside County. The project will target the following areas:

SA1: Corona/Norco/Eastvale; Coronita, El Cerrito, Home Gardens, Mira Loma, Temescal Valley, Lake Mathews

SA2: Riverside/Jurupa Valley; El Sobrante, Glen Avon, Highgrove, Pedley, Rubidoux

SA3: Moreno Valley/Perris; Good Hope, Green Acres, March Air Reserve Base, Mead Valley, Nuevo, Lakeview

SA4: Menifee/Winchester/Lake Elsinore; includes Homeland, Canyon Lake, Romoland, Warm Springs, Sun City, Quail Valley, Lakeland Village

SA5: Murrieta/Temecula/Wildomar; includes; Aguanga, Anza, French Valley, Lake Riverside

SA6: Banning/Beaumont/Calimesa; Cabazon, Cherry Valley

SA7: Hemet/San Jacinto; East Hemet, Idyllwild-Pine Cove, Mountain Center, Valle Vista

SA8: Desert Hot Springs/Palm Springs/Cathedral City; Desert Edge, Garnet, Sky Valley, Thousand Palms, Whitewater

SA9: Rancho Mirage/Palm Desert/Indian Wells; Desert Palms

SA10: La Quinta/Indio/Coachella; Bermuda Dunes, Mecca, North Shore, Oasis, Thermal, Vista Santa Rosa

SA11: Blythe; Desert Center, Ripley, Mesa Verde

IV. SERVICE AND SERVICE OBJECTIVES for each service is as follows:

Supportive Services (Caring for Elderly)

Number of Units of Service to be provided: 721

A. Legal Assistance – 1 Hour = 1 Unit

Provision of legal advice, counseling and/or representation by an attorney or other person acting under the supervision of an attorney.

B. Special Contract Objectives:

1. The service provider shall demonstrate the ability to leverage government dollars through the use of pro bono legal services and volunteer law student interns, and shall demonstrate a willingness to provide a coordinated system of care through linkages with the Ombudsman program and the Health Insurance Counseling and Advocacy Program (HICAP).

C. SERVICE PROVIDER must:

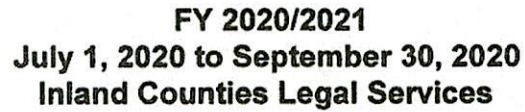
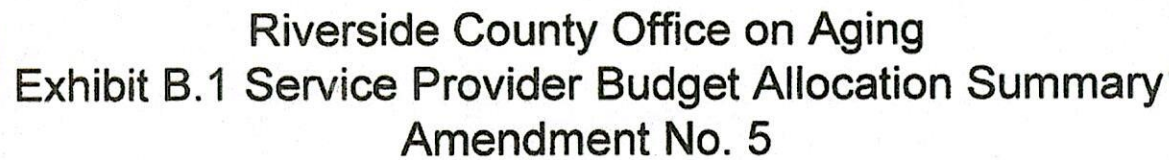
1. Enter into a Memorandum of Understanding or Cooperative Agreement with the Riverside County Long-Term Care Ombudsman Program in order to provide legal counsel and advice to Ombudsman Program staff and volunteers. A copy, signed by both parties, must be retained and available for review.
2. Enter into a Memorandum of Understanding or Cooperative Agreement with the Riverside County HICAP in order to provide legal counsel and advice to clients needing legal health insurance assistance and/or refer clients needing health insurance counseling to the Riverside County Office on Aging HICAP contractor/provider. A copy, signed by both parties, must be retained and available for review.
3. Ensure that staff are not practicing law outside of the contracted services.

4. Ensure that the following activities are restricted under this project:
 - a. The acceptance of fee-generating cases, fee award, and reimbursements for expenses;
 - b. Legislative and administrative lobbying, public demonstrations, picketing, and boycotting by Legal Services staff; and
 - c. Handling of cases involving any conflict of interest on the part of staff.

V. ADDITIONAL REQUIREMENTS

The Service Provider shall perform the following for Title III B:

- A. Implement the statutory provisions of the Title III B Programs in accordance with State and federal laws and regulations. Performance shall not be unilaterally reduced or otherwise changed without prior consultation with, and written approval of, RCOoA.
- B. Maintain an organization that shall have the ultimate accountability for funds received from the County and for the effective and efficient implementation of the activities as described in the Area Plan and all pertinent State and federal laws and regulations including data reporting requirements.
- C. Meet the requirements under the OAA, Section 301(a)(1) to secure and maintain maximum independence and dignity in a home environment for the eligible service population capable of self-care with appropriate supportive and nutrition services.
- D. Remove individual and social barriers to economic and personal independence for the eligible service population to the extent possible as required under OAA, Section 301(a)(2)(B).
- E. Provide a continuum of care for the vulnerable eligible service population as required under OAA, Section 301(a)(2)(C).
- F. Secure the opportunity for the eligible service population to receive managed in-home and long-term care services as required under OAA, Section 301(a)(2)(D).
- G. Conduct and/or promote activities for the prevention and treatment of elder abuse, neglect, and exploitation, as required under the OAA, Section 721.
- H. Contractor shall, to the extent feasible, ensure that all budgeted funds are expended by the end of each fiscal year.
- I. Cooperate fully with annual onsite program and fiscal monitoring.
- J. Provide program information and assistance to the public.
- K. Meet the requirements under the AB 1217 Lowenthal Home Care Services Consumer Protection Act laws that provides for the In-Home Supportive Services (IHSS) program, which includes eligibility requirements for individuals who provide services to recipients under the program.
- L. Service Provider hereby agrees to comply with the RCOoA policies and procedures that are based on Title 22 California Code of Regulations, Division 1.8 California Department of Aging.



Project Grant	Funded Program	Service Unit Reporting Description	CFDA #	Number of Units	Unit Rate	Federal Funding	RCOoA Maximum Obligation
OA61140FY21	Title IIIB - Legal	1 Hour	93.044	721	\$27.14	\$19,559	\$19,559
FY 2020/21 BASELINE ALLOCATION TOTAL							\$19,559

Riverside County Office on Aging
Standard Agreement
OOA 2020-21

Amendment No. 5

1. This Amendment No. 5 is entered into between the County of Riverside

OFFICE ON AGING

and

INDEPENDENT LIVING PARTNERSHIP ("Service Provider")

This certain Standard Agreement, approved July 25, 2017, Agency Item 3.42 ("Agreement"), with a first amendment executed on August 2, 2018, a second amendment executed on February 13, 2019, a third amendment executed on June 6, 2019, a fourth amendment executed on August 9, 2019, and a fifth amendment executed on April 11, 2020, is hereby amended a sixth time as follows:

2. a. The Agreement period of performance is:

July 1, 2017 to June 30, 2020

2. b. This Amendment No. 5 extends the Agreement period of performance for three (3) months commencing on

July 1, 2020 to September 30, 2020

3. The maximum obligation of the Office on Aging to pay the Service Provider for Fiscal Year 2020/21 is:

\$91,213

Ninety Thousand Two Hundred Thirteen Dollars

4. The parties agree to comply with the amended obligations as defined in the following documents, which are by this reference, incorporated into the Agreement for services:

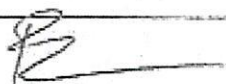
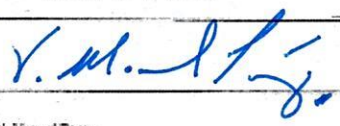
Exhibit A: Scope of Service - Title 180: Assisted Transportation - Amendment 4

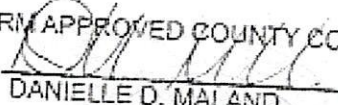
Exhibit B: Service Provider Budget Allocation Summary FY2020/21 - Amendment No. 6

5. All other terms and conditions of the Agreement remain unchanged and in full force and effect.

6. This Amendment No. 5 to the Agreement shall become effective upon signature of both parties on July 1, 2020, whichever should come first.

IN WITNESS WHEREOF, this Amendment No. 5 for services has been executed by an authorized agent of each party.

CONTRACTOR	COUNTY OF RIVERSIDE
Independent Living Partnership	Office on Aging
Date Signed: 7/6/2020	Date Signed: AUG 04 2020
BY: 	BY: 
Printed Name: Richard Smith	Printed Name: Y. Manuel Perez
Title: Chief Executive Officer	Title: Chairman, Board of Supervisors
Address:	Address:
6235 River Crest Drive, Suite D Riverside, CA 92507	3510 Central Ave. Suite 300 Riverside, CA 92506

FORM APPROVED COUNTY COUNSEL
BY: 
DANIELLE D. MALAND

ATTEST:

KECIA R. HARPER, Clerk

By: 
DEPUTY

AUG 04 2020 3.34

EXHIBIT A: SCOPE OF SERVICE - AMENDMENT 6

Fiscal Year 2020/2021

July 1, 2020 through September 30, 2020

INDEPENDENT LIVING PARTNERSHIP

TITLE IIIB - SUPPORTIVE SERVICES ASSISTED TRANSPORTATION

I. SCOPE OF SERVICES & GOALS:

- A. Services will be provided as described in the awarded proposal, in response to the Request for Proposals #OAARC-017, and as described herein.
- B. Service Provider must use the referral and intake forms provided or approved by Riverside County Office on Aging (RCOoA), for each new client served, and take appropriate measures to provide, refer, or coordinate the necessary services as warranted by intake form. A copy of this form must be maintained on file and made available for review. RCOoA Intake Form can be found on the Office on Aging website at www.rcaging.org or by contacting RCOoA.
- C. Service Provider will coordinate program services, as appropriate, with other senior services providers in the community, i.e., transportation, housing, health providers, churches, civic groups, etc.

II. TARGET POPULATION

- A. Eligible Service Population for Title III B means individuals sixty (60) years of age or older, with emphasis on those in greatest economic need with particular attention to low-income minority older individuals, older individuals with Limited English Proficiency (LEP), and older individuals residing in rural areas. [OAA § 305 (a)(2)(E); 22CCR 7119, 7125, 7127, 7130, 7135 and 7638.7]

III. SERVICE AREA(s) (SA) you will be serving:

- A. Services offered by this program will target the county's Service Areas 1-11 (SA 1-11) and will be administered from the Independent Living Partnership Office located in Riverside, with multiple points of service delivery throughout the service area, including partner agency locations in Riverside County. The project will target the following areas:

SA1: Corona/Norco/Eastvale; Coronita, El Cerrito, Home Gardens, Mira Loma, Temescal Valley, Lake Mathews

SA2: Riverside/Jurupa Valley; El Sobrante, Glen Avon, Highgrove, Pedley, Rubidoux

SA3: Moreno Valley/Perris; Good Hope, Green Acres, March Air Reserve Base, Mead Valley, Nuevo, Lakeview

SA4: Menifee/Winchester/Lake Elsinore; includes Homeland, Canyon Lake, Romoland, Warm Springs, Sun City, Quail Valley, Lakeland Village

SA5: Murrieta/Temecula/Wildomar; includes; Aguanga, Anza, French Valley, Lake Riverside

SA6: Banning/Beaumont/Calimesa; Cabazon, Cherry Valley

SA7: Hemet/San Jacinto; East Hemet, Idyllwild-Pine Cove, Mountain Center, Valle Vista

SA8: Desert Hot Springs/Palm Springs/Cathedral City; Desert Edge, Garnet, Sky Valley, Thousand Palms, Whitewater

SA9: Rancho Mirage/Palm Desert/Indian Wells; Desert Palms

SA10: La Quinta/Indio/Coachella; Bermuda Dunes, Mecca, North Shore, Oasis, Thermal, Vista Santa Rosa

SA11: Blythe; Desert Center, Ripley, Mesa Verde

IV. SERVICE AND SERVICE OBJECTIVES for each service is as follows:

Supportive Services (Caring for Elderly)

Number of Units of Service to be provided: 3,493

A. Assisted Transportation – 1 One Way Trip = 1 Unit

Provision of assistance and transportation, including escort, to a person who has difficulties (physical or cognitive) using regular vehicular transportation. The selected provider will conduct information intake, referral, funding administration and disbursement, certification of completed trips, and quality assurance. The selected provider will also leverage additional funding including government dollars with volunteer time and effort in order to purchase a maximum of assisted transportation services for frail older persons as a means of supporting self-sufficiency and interdependence, and to keep them from becoming homebound.

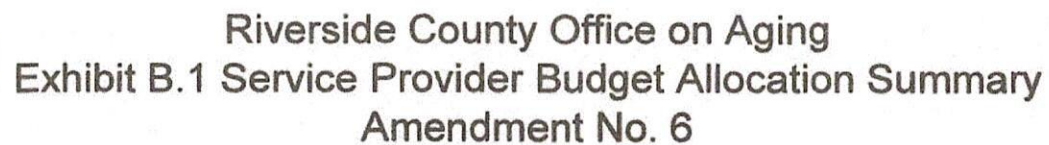
Special Contract Objectives:

The service provider will conduct information intake, referral, funding administration and disbursement, certification of completed trips, and quality assurance. The selected provider will also leverage additional funding including government dollars with volunteer time and effort in order to maximize assisted transportation services for frail older persons as a means of supporting self-sufficiency and interdependence, and to keep them from becoming homebound or institutionalized.

V. ADDITIONAL REQUIREMENTS

The Service Provider shall perform the following for Title III B:

- A. Implement the statutory provisions of the Title III B Programs in accordance with State and federal laws and regulations. Performance shall not be unilaterally reduced or otherwise changed without prior consultation with, and written approval of, RCOoA.
- B. Maintain an organization that shall have the ultimate accountability for funds received from the County and for the effective and efficient implementation of the activities as described in the Area Plan and all pertinent State and federal laws and regulations including data reporting requirements.
- C. Meet the requirements under the OAA, Section 301(a)(1) to secure and maintain maximum independence and dignity in a home environment for the eligible service population capable of self-care with appropriate supportive and nutrition services.
- D. Remove individual and social barriers to economic and personal independence for the eligible service population to the extent possible as required under OAA, Section 301(a)(2)(B).
- E. Provide a continuum of care for the vulnerable eligible service population as required under OAA, Section 301(a)(2)(C).
- F. Secure the opportunity for the eligible service population to receive managed in-home and long-term care services as required under OAA, Section 301(a)(2)(D).
- G. Conduct and/or promote activities for the prevention and treatment of elder abuse, neglect, and exploitation, as required under the OAA, Section 721.
- H. Contractor shall, to the extent feasible, ensure that all budgeted funds are expended by the end of each fiscal year.
- I. Cooperate fully with annual onsite program and fiscal monitoring.
- J. Provide program information and assistance to the public.
- K. Meet the requirements under the AB 1217 Lowenthal Home Care Services Consumer Protection Act laws that provides for the In-Home Supportive Services (IHSS) program, which includes eligibility requirements for individuals who provide services to recipients under the program.
- L. Service Provider hereby agrees to comply with the RCOoA policies and procedures that are based on Title 22 California Code of Regulations, Division 1.8 California Department of Aging.



FY 2020/2021
July 1, 2020 to September 30, 2020
Independent Living Partnership

Project Grant	Funded Program	Service Unit Reporting Description	CFDA#	Number of Units	Unit Rate	Federal Funding	RCOoA Maximum Obligation
OA60910FY21	Title IIIB: Assisted Transportation	1 Way Trip	93.044	3,493	\$5.50	\$19,213	\$19,213
FY 2020/21 BASELINE ALLOCATION TOTAL							\$19,213

Riverside County Office on Aging
Standard Agreement
OOA 2020-21

Amendment No. 10

1. This Amendment No. 10 is entered into between the County of Riverside

OFFICE ON AGING

and

MIZELL CENTER (formerly MIZELL SENIOR CENTER OF PALM SPRINGS) ("Service Provider")

That certain Standard Agreement, approved July 25, 2017, Agenda Item 3.42 ("Agreement"), with a first amendment executed on April 3, 2018, a second amendment executed on June 18, 2018, a third amendment executed on August 2, 2018, a fourth amendment executed on January 30, 2019, a fifth amendment executed on May 8, 2019, a sixth amendment executed on June 18, 2019, a seventh amendment executed on September 10, 2019, an eighth amendment executed on April 15, 2020, and a ninth amendment executed on May 20, 2020, is hereby amended a tenth time as follows:

2. a. The Agreement period of performance is:

July 1, 2017 to June 30, 2020

2. b. This Amendment No. 10 extends the Agreement period of performance for three (3) months commencing on:

July 1, 2020 to September 30, 2020

3. The maximum obligation of the Office on Aging to pay the Service Provider for Fiscal Year 2020/21 is:

\$271,292

Two Hundred Seventy-One Thousand Two Hundred Ninety-Two Dollars

4. The parties agree to comply with the amended obligations as defined in the following documents, which are by this reference, incorporated into the Agreement for services:

Exhibit A: Scope of Service - Title III C1 & Title III C2: Elderly Nutrition Program - Amendment No. 10

Exhibit B.1: Service Provider Budget Allocation Summary FY2020/21 - Amendment No. 10

5. All other terms and conditions of the Agreement remain unchanged and in full force and effect.

6. This Amendment No. 10 to the Agreement shall become effective upon signature of both parties or July 1, 2020, whichever should come first.

IN WITNESS WHEREOF, this Amendment No. 10 for services has been executed by an authorized agent of each party.

CONTRACTOR	COUNTY OF RIVERSIDE
Mizell Center	Office on Aging
Date Signed: 7/7/2020	Date Signed: AUG 04 2020
BY: [Signature]	BY: [Signature]
Printed Name: Wesa Wint	Printed Name: V. Manuel Perez
Title: Executive Director	Title: Chairman, Board of Supervisors
Address: 430 South Sunrise Way	Address: 3610 Central Ave., Suite 300

FORM APPROVED COUNTY COUNSEL
BY: [Signature]
DANIELLE D. MALAND

ATTEST:

KECIA R. HARPER, Clerk

By [Signature]
DEPUTY

AUG 04 2020 3.34

EXHIBIT A: SCOPE OF SERVICE – AMENDMENT 10

Fiscal Year 2020/2021

July 1, 2020 through September 30, 2020

MIZELL CENTER

TITLE IIIC-1 & C-2 ELDERLY NUTRITION PROGRAM

I. SCOPE OF SERVICES & GOALS:

- A. Services will be provided as described in the awarded proposal, in response to the Request for Proposals #RCOAA-017, and as described herein.
- B. Service Provider will coordinate, refer, and provide program services, as appropriate, with other senior services providers in the community, i.e., transportation, housing, health providers, churches, civic groups, etc.
- C. Service Provider must use the referral and intake forms provided or approved by Riverside County Office on Aging (RCOoA), for each new client served, and take appropriate measures to provide or refer appropriate services as warranted by intake form. A copy of this form must be maintained on file and made available for review. RCOoA Intake Form can be found on the Office on Aging website at www.rcaging.org or by contacting RCOoA.
- D. The guidelines for nutrition services are found in the State of California Code of Regulations, Title 22, Division 1.8, Chapter 4.(1), Article 5. The Elderly Nutrition Program is governed by federal guidelines, State laws and regulations, and by California Department on Aging (CDA) Program Memos issued.
- E. The goals of the Elderly Nutrition Program are to maintain or improve the physical, psychological, and social well-being of older individuals, by providing or securing appropriate nutrition services. The objectives are to:
 - 1. Each meal provided must contain one-third (1/3) of the current Recommended Dietary Allowances (RDAs), is safe and of good quality.
 - 2. Promote and maintain high food safety and sanitation standards.
 - 3. Promote good health behaviors through a nutrition screening of participants and nutrition education.
 - 4. Promote and/or maintain coordination with other nutrition-related supportive services.
 - 5. Promote socialization among the target population through this setting.
- F. Meet the requirements under the OAA, Section 301(a)(1) to secure and maintain maximum independence and dignity in a home environment for the eligible service population capable of self-care with appropriate supportive and nutrition services.
- G. Remove individual and social barriers to economic and personal independence for the eligible service population to the extent possible as required under OAA, Section 301(a)(2)(B).

- H. Provide a continuum of care for the vulnerable eligible service population as required under OAA, Section 301(a)(2)(C).
- I. Refer, as appropriate, the eligible target population to receive managed in-home and long-term care services as required under OAA, Section 301(a)(2)(D).
- J. Conduct and/or promote activities for the prevention and treatment of elder abuse, neglect, and exploitation, as required under the OAA, Section 721.
- K. Service Provider hereby agrees to comply with the Riverside Office on Aging policies and procedures that are based on Title 22 California Code of Regulations, Division 1.8 California Department on Aging.

II. **TARGET POPULATION:**

A. Service Area:

Congregate and Home Delivered Nutrition Services will be provided in Service Areas (SAs) as follows:

SA8: Desert Hot Springs/Palm Springs/Cathedral City; Desert Edge, Garnet, Sky Valley, Thousand Palms, Whitewater

SA9: Rancho Mirage/Palm Desert/Indian Wells; Desert Palms

SA10: La Quinta/Indio/Coachella; Bermuda Dunes, Mecca, North Shore, Oasis, Thermal, Vista Santa Rosa

Congregate meal site locations and home delivered meal preparation sites are further identified in Section V. Service Objectives. This section also includes the number of units expected of SERVICE PROVIDER to meet the expectations identified in the Agency Area Plan.

B. Eligibility requirements for the Elderly Nutrition Program:

1. Congregate Meal Eligibility:

- a. Any person sixty (60) years of age or older; or
- b. The spouse of any person sixty (60) years of age or older; or
- c. A disabled person as defined in Older Americans Act (OAA) Sec. 102 (8) (9) under age sixty (60) who resides in housing facilities occupied primarily by older persons at which congregate nutrition services are provided; or
- d. A disabled individual who resides at home and accompanies an older individual eligible under the OAA.
- e. Preference is given to older individuals who are in the greatest economic or social need with particular attention to low income minority individuals.

2. Home Delivered Meal Eligibility:

- a. Any person sixty (60) years of age or older AND who is frail and homebound by reason of illness, disability, or isolation.
- b. A spouse of an eligible person, regardless of age or condition, if an assessment concludes that it 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.
- d. Priority shall be given to older individuals.

III. SERVICE REQUIREMENTS:

A. Congregate and Home Delivered Meals:

1. Provide a hot or otherwise appropriate meal five (5) or more days a week and any additional meals which the SERVICE PROVIDER may elect to provide. Offering this service less than five (5) days per week is discouraged and will require approval of the RCOoA.
2. Meal must provide a minimum of one-third of the current Dietary Reference Intakes by the Food and Nutrition Board, Institute of Medicine, National Academy of Sciences as specified in Section 7638.5.
3. Develop a menu that meets the requirements on a monthly basis. Distribute the menu to the service participants before the beginning of the month the menu begins. The approved menu shall be submitted to the OoA no later than the 25th of each preceding month.
4. SERVICE PROVIDER shall initially assess participant nutritional risk using instruments including, but not limited to, the Determine Your Nutritional Risk checklist published by the Nutrition Screening Initiative. This checklist can be found at www.rcaging.org. Nutrition screening instruments shall be scored and collected from all participants in compliance with requirements in subsection 7636.1(b)(7) of Title 22 Division 1.8.
5. SERVICE PROVIDER shall complete an "intake" for each participant. The Intake forms shall remain on file with SERVICE PROVIDER.
6. An eligible individual who receives a meal shall be given the opportunity to voluntarily contribute anonymously to the cost of the meal. No eligible individual shall be denied participation because of failure or inability to contribute.
7. Provide a minimum of four (4) nutrition education sessions annually to participants. Nutrition education is defined as demonstrations, presentations, lectures, or small group discussions. A registered dietitian shall provide input and approve the content of nutrition education prior to the presentation.
8. Nutrition counseling shall be provided as needed and appropriate; when participant nutritional risk is high or when requested by the participant. Other nutrition services, as appropriate, based on the needs of meal participants will also be provided.
9. Include procedures and methods for obtaining the views of participants about the services received.

B. Congregate Nutrition Services:

1. SERVICE PROVIDER shall annually assess participant nutritional risk using instruments including, but not limited to, the Determine Your Nutritional Risk checklist published by the Nutrition Screening Initiative. This checklist can be found at www.rcaging.org.
2. Provide the meal in a congregate setting, where seniors may typically gather, including, but not limited to adult day care facilities, community center, and/or senior centers.

C. Home Delivered Meal:

1. When necessary, establish a waiting list for home-delivered meals. The decision to place eligible recipients of a home-delivered meal on a waiting list, and their position on such a list, will be based on greatest need.
2. SERVICE PROVIDER shall quarterly assess participant nutritional risk using instruments including, but not limited to, the Determine Your Nutritional Risk checklist published by the Nutrition Screening Initiative. This checklist can be found at www.rcaging.org.

D. Elderly Nutrition Program Management:

1. A Manager shall conduct the day-to-day management and administrative functions of the program. The Manager shall have the following skills/experience:
 - a. An associate degree in institutional food service management, plus 2 years of experience as a food service supervisor; or,
 - b. Demonstrate experience in food service, and within 12 months of hire successfully complete a minimum of 20 hours specifically related to food service management, business administration, or personnel management; or,
 - c. Two years- experience managing food services.
2. Each SERVICE PROVIDER shall establish and administer the nutrition program with the advice of a registered dietitian (or individuals with comparable expertise.) The registered dietitian shall:
 - a. Participate in developing the nutrition services policies, procedures, and standards.
 - b. Participate in developing and evaluating the AAA Request for Proposal (RFP) concerning nutrition services, as described in Sections 7352 through 7364 of this Title 22 Division 1.8.
 - d. Participate in Area Plan development related to nutrition services, as described in Sections 7300 through 7320 of Title 22 Division 1.8.
 - e. Conduct appropriate meal analysis to ensure each meal provided meets the 1/3 of the Recommended Dietary Allowances (RDAs) and are safe and of good quality. Documentation of analysis must be retained on file and made available for review upon request.
3. Comply with the California Retail Food Code (CRFC) and the local health department regarding safe and sanitary preparation and service of meals.
4. Comply with the Division of Occupational Safety and Health (Cal/OSHA), California Department of Industrial Relations requirements regarding staff and participant safety.
5. At a minimum, perform quarterly monitoring of service delivery practices ensuring safe food handling and sanitation practices of food facilities are being followed.
6. Equipment utilized in the delivery of service, may include tables and chairs. These items need to be sturdy and appropriate for older individuals. Tables will be arranged to assure ease of access and encourage socialization.
7. Program data is required to be entered into the RCOoA approved database. Data must be accurate,

verifiable, timely and complete.

E. Staffing Responsibilities:

1. All staff and volunteer(s) providing service(s) shall receive a minimum of 4 hours of training annually to perform their assigned responsibilities. The training curriculum content for all staff training complies with subsection 7636.5(c). At a minimum, training shall include the following topics:
 - a. Food safety, prevention of foodborne illness, and Hazard Analysis Critical Control Point (HACCP) principles.
 - b. Accident prevention, instruction on fire safety, first aid, choking, driving, earthquake preparedness, and other emergency procedures.
 - c. Elder Abuse detection and reporting processes.
2. A volunteer under age 60 may be offered a meal if doing so will not deprive an older individual of a meal.

IV. PROGRAM REQUIREMENTS:

A. Nutrition Service Provider Administration:

1. Nutrition SERVICE PROVIDER shall implement Policies and Procedures to achieve success in the delivery of the Elderly Nutrition Program. The Policies and Procedures shall be reported to RCOoA and include the following:
 - a. Establish outreach activities to encourage participation of eligible older persons. Service Provider will involve eligible participants in the planning and service delivery, as appropriate;
 - b. Provide services to eligible persons in greatest economic or social need and to low income minority individuals;
 - c. Establish the number and frequency of meals to be served;
 - d. Develop and/or maintain coordination with other supportive services;
 - e. Compliance with State and local laws regarding safety and sanitary preparation and service of meals;
 - f. Plan for monitoring progress toward achieving these requirements.
2. SERVICE PROVIDER will be monitored by RCOoA. The monitoring will consist of an on-site review to evaluate the provision and delivery of the Elderly Nutrition Program to ensure compliance with the laws and regulations that govern the Elderly Nutrition Program.

V. SERVICE OBJECTIVES

A. Congregate Meal Program:

- | | |
|---------------------------------------|---------------|
| 1. Number of annual units of service | 14,019 |
| 2. Number of new seniors to be served | 10 |
| 3. Meals are provided | 5 days a week |

4. Meals are provided 64 days a year
5. Total number of volunteers 0
6. Suggested eligible participant donation \$3.00
7. Non-eligible fee per meal \$5.00
8. The following sites are approved Congregate Meal locations.

Site: <u>Mizell Senior Center</u> Address: <u>480 S. Sunrise Way</u> <u>Palm Springs, CA</u> Phone #: <u>760-323-5689</u> Staff person: <u>Laura Castillo</u> Hours of Operation: <u>11:15am – 12:15pm</u> Number of meals: _____ Annual site costs: _____	Site: <u>The Pointe</u> Address: <u>3200 Baristo Rd</u> <u>Palm Springs, CA</u> Phone #: <u>760-320-8756</u> Staff person: <u>Paula Padelford</u> Hours of Operation: <u>T, Th- 11:30-noon</u> Number of meals: _____ Annual site costs: _____
Site: <u>Mecca Center</u> Address: <u>65250 Cahuilla St</u> <u>Mecca, CA</u> Phone #: <u>760-347-3484</u> Staff person: <u>Kanna Rodriguez</u> Hours of Operation: <u>T,W,Th: 11:30am-12:30pm</u> Number of meals: _____ Annual site costs: _____	Site: <u>Desert Hot Springs Senior Center</u> Address: <u>11-777 West Drive</u> <u>Desert Hot Springs, CA</u> Phone #: <u>760-329-0222</u> Staff person: <u>TBD</u> Hours of Operation: <u>M-F 11:30am-12:30pm</u> Number of meals: _____ Annual site costs: _____
Site: <u>Cathedral City Senior Center</u> Address: <u>37171 Buddy Rogers Dr</u> <u>Cathedral City, CA</u> Phone #: <u>760-321-1548</u> Staff person: <u>Robert McKechnie</u> Hours of Operation: <u>M-F 11:am-12:00pm</u> Number of meals: _____ Annual site costs: _____	Site: <u>Indio Senior Center</u> Address: <u>45700 Aladdin St</u> <u>Indio, CA</u> Phone #: <u>760-391-4171</u> Staff person: <u>Nancy Vance</u> Hours of Operation: <u>T, Th- 11:30am -12:15pm</u> Number of meals: _____ Annual site costs: _____
Site: <u>Coachella Senior Center</u> Address: <u>1540 7th St.</u> <u>Coachella, CA</u> Phone #: <u>760-398-0104</u> Staff person: <u>Maria Arcos</u> Hours of Operation: <u>M-F. 11:30am-12:30pm</u> Number of meals: _____ Annual site costs: _____	Site: <u>Jerry Rummonds Senior Center</u> Address: <u>87229 Church St</u> <u>Thermal, CA</u> Phone #: <u>760-347-3484</u> Staff person: <u>Kanna Rodriguez</u> Hours of Operation: <u>M-F 11:30am-noon</u> Number of meals: _____ Annual site costs: _____

PILOT SITE: Joslyn Center (Palm Desert)	PILOT SITE: North Shore Beach & Yacht Club
Address: 73750 Catalina Way	Address: 99155 Sea View Dr.
Palm Desert, CA	North Shore, CA
Phone #: 760-340-3220	Phone #: 760-347-3484
Staff person:	Staff person:
Hours of Operation: W and F 11:45am-12:30pm	Hours of Operation: Tues and Thurs 11:30am-noon
Number of meals:	Number of meals:
Annual site costs:	Annual site costs:
PILOT June 1, 2019 - June 30, 2020	PILOT June 1, 2019 - June 30, 2020

B. Home Delivered Meals Program:

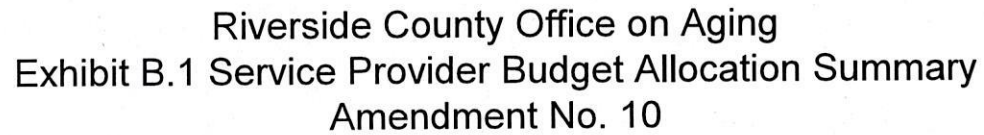
- Number of annual units of service 27,784
- Number of new seniors to be served _____
- Meals are delivered 5 days a week
- Meals are provided for 7 days a week
- Meals are provided 92 days a year
- Total number of volunteers 0
- Suggested eligible participant donation \$3.00

- Meals for HDM are prepared at the following address, (please include the telephone number, where home delivered meals are prepared.

Site: Mizell Senior Center	_____
Address: 480 S. Sunrise Way	_____
Palm Springs CA 92262	_____
Phone #: 760-323-5689	_____

- List the routes for each site and number of miles per day for each route.

ROUTE	MILES	ROUTE	MILES
S. Palm Springs	35	N. Palm Springs	40
Cathedral City	60	LaQuinta, PD, RM, IW	110
N. PD, Indio, Coachella	115	NShore, Thermal, Mecca	160
Desert Hot Springs	65		



Mizell Center

[illegible]

Riverside County Office on Aging
Standard Agreement
COA 2020-21

Amendment No. 6

1. This Amendment No. 6 is entered into between the County of Riverside

OFFICE ON AGING

and

RIVERSIDE-SAN BERNARDINO COUNTY INDIAN HEALTH INC. (Service Provider)

This certain Standard Agreement, approved July 25, 2017, Agenda Item 3.42 (Agreement), with a first amendment executed on August 15, 2018, a second amendment executed on January 31, 2019, a third amendment executed on August 9, 2019, a fourth amendment executed on April 21, 2020, and a fifth amendment executed on June 1, 2020, is hereby amended a sixth time as follows:

2. a. This Agreement period of performance is:

July 1, 2017 to June 30, 2020

2. b. This Amendment No. 6 extends the Agreement period of performance for twelve (12) months commencing on July 1, 2020 to September 30, 2020

3. The maximum obligation of the Office on Aging to pay the Service Provider for Fiscal Year 2020/21 is:

\$79,200

Seventy Nine Thousand Two Hundred Sixty-Six Dollars

4. The parties agree to comply with the amended obligations as defined in the following documents, which are by this reference, incorporated into the Agreement for services:

Exhibit A: Scope of Service - Title WCI1 & Title WCI2: Elderly Nutrition Program - Amendment No. 6

Exhibit B: Service Provider Budget Allocation Summary FY2020/21 - Amendment No. 6

5. All other terms and conditions of the Agreement remain unchanged and in full force and effect.

6. This Amendment No. 6 to the Agreement shall become effective upon signature of both parties on July 1, 2020, whichever should come first.
IN WITNESS WHEREOF, this Amendment No. 6 for services has been executed by an authorized agent of each party.

CONTRACTOR		COUNTY OF RIVERSIDE	
Riverside - San Bernardino County Indian Health, Inc.		Office on Aging	
Date Signed	7/6/2020	Date Signed	AUG 04 2020
BY:	B. Wain	BY:	V. M. D. Maland
Printed Name: B.J. Thomson		Printed Name: V. Maland	
Title: Chief Operating Officer		Title: Chairman, Board of Supervisors	
Address:		Address:	
11880 Mt. Vernon Avenue		3670 Central Ave. Suite 200	
Grand Terrace, CA 92523		Riverside, CA 92503	

FORM APPROVED COUNTY COUNSEL
BY: Danielle D. Maland
DANIELLE D. MALAND

ATTEST:
KECIA R. HARPER, Clerk
By: Priscilla Kasso
DEPUTY

AUG 04 2020 3.34

EXHIBIT A: SCOPE OF SERVICE – AMENDMENT 6

Fiscal Year 2020/2021

July 1, 2020 through September 30, 2020

RIVERSIDE-SAN BERNARDINO COUNTY INDIAN HEALTH, INC.

TITLE IIIC-1 & Title IIIC-2 ELDERLY NUTRITION PROGRAM

I. SCOPE OF SERVICES & GOALS:

- A. Services will be provided as described in the awarded proposal, in response to the Request for Proposals #RCOAA-017, and as described herein.
- B. Service Provider will coordinate, refer, and provide program services, as appropriate, with other senior services providers in the community, i.e., transportation, housing, health providers, churches, civic groups, etc.
- C. Service Provider must use the referral and intake forms provided or approved by Riverside County Office on Aging (RCOoA), for each new client served, and take appropriate measures to provide or refer appropriate services as warranted by intake form. A copy of this form must be maintained on file and made available for review. RCOoA Intake Form can be found on the Office on Aging website at www.rcaging.org or by contacting RCOoA.
- D. The guidelines for nutrition services are found in the State of California Code of Regulations, Title 22, Division 1.8, Chapter 4.(1), Article 5. The Elderly Nutrition Program is governed by federal guidelines, State laws and regulations, and by California Department on Aging (CDA) Program Memos issued.
- E. The goals of the Elderly Nutrition Program are to maintain or improve the physical, psychological, and social well-being of older individuals, by providing or securing appropriate nutrition services. The objectives are to:
 - 1. Each meal provided must contain one-third (1/3) of the current Recommended Dietary Allowances (RDAs), is safe and of good quality.
 - 2. Promote and maintain high food safety and sanitation standards.
 - 3. Promote good health behaviors through a nutrition screening of participants and nutrition education.
 - 4. Promote and/or maintain coordination with other nutrition-related supportive services.
 - 5. Promote socialization among the target population through this setting.
- F. Meet the requirements under the OAA, Section 301(a)(1) to secure and maintain maximum independence and dignity in a home environment for the eligible service population capable of self-care with appropriate supportive and nutrition services.
- G. Remove individual and social barriers to economic and personal independence for the eligible service population to the extent possible as required under OAA, Section 301(a)(2)(B).

- H. Provide a continuum of care for the vulnerable eligible service population as required under OAA, Section 301(a)(2)(C).
- I. Refer, as appropriate, the eligible target population to receive managed in-home and long-term care services as required under OAA, Section 301(a)(2)(D).
- J. Conduct and/or promote activities for the prevention and treatment of elder abuse, neglect, and exploitation, as required under the OAA, Section 721.
- K. Service Provider hereby agrees to comply with the Riverside Office on Aging policies and procedures that are based on Title 22 California Code of Regulations, Division 1.8 California Department on Aging.

II. **TARGET POPULATION:**

A. **Service Area:**

Congregate and Home Delivered Nutrition Services will be provided in Service Areas (SAs) as follows:

- SA5: Murrieta/Temecula/Wildomar; includes; Aguanga, Anza, French Valley, Lake Riverside
- SA6: Banning/Beaumont/Calimesa; Cabazon, Cherry Valley
- SA7: Hemet/San Jacinto; East Hemet, Idyllwild-Pine Cove, Mountain Center, Valle Vista
- SA8: Desert Hot Springs/Palm Springs/Cathedral City; Desert Edge, Garnet, Sky Valley, Thousand Palms, Whitewater
- SA9: Rancho Mirage/Palm Desert/Indian Wells; Desert Palms

Congregate meal site locations and home delivered meal preparation sites are further identified in Section V. Service Objectives. This section also includes the number of units expected of SERVICE PROVIDER to meet the expectations identified in the Agency Area Plan.

B. **Eligibility requirements for the Congregate Meals Elderly Nutrition Program:**

1. Congregate Meal Eligibility:
 - a. Any person sixty (60) years of age or older; or
 - b. The spouse of any person sixty (60) years of age or older; or
 - c. A disabled person as defined in Older Americans Act (OAA) Sec. 102 (8) (9) under age sixty (60) who resides in housing facilities occupied primarily by older persons at which congregate nutrition services are provided; or
 - d. A disabled individual who resides at home and accompanies an older individual eligible under the OAA.
 - e. Preference is given to older individuals who are in the greatest economic or social need with particular attention to low income minority individuals.
2. Home Delivered Meal Eligibility:
 - a. Any person sixty (60) years of age or older AND who is frail and homebound by reason of illness, disability, or isolation.
 - b. A spouse of an eligible person, regardless of age or condition, if an assessment concludes that it 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.

- d. Priority shall be given to older individuals.

III. **SERVICE REQUIREMENTS:**

A. Congregate and Home Delivered Meals:

1. Provide a hot or otherwise appropriate meal five (5) or more days a week and any additional meals which the SERVICE PROVIDER may elect to provide. Offering this service less than five (5) days per week is discouraged and will require approval of the RCOoA.
2. Meal must provide a minimum of one-third of the current Dietary Reference Intakes by the Food and Nutrition Board, Institute of Medicine, National Academy of Sciences as specified in Section 7638.5.
3. Develop a menu that meets the requirements on a monthly basis. Distribute the menu to the service participants before the beginning of the month the menu begins. The approved menu shall be submitted to the OoA no later than the 25th of each preceding month.
4. SERVICE PROVIDER shall initially assess participant nutritional risk using instruments including, but not limited to, the Determine Your Nutritional Risk checklist published by the Nutrition Screening Initiative. This checklist can be found at www.rcaging.org. Nutrition screening instruments shall be scored and collected from all participants in compliance with requirements in subsection 7636.1(b)(7) of Title 22 Division 1.8.
5. SERVICE PROVIDER shall complete an "intake" for each participant. The Intake forms shall remain on file with SERVICE PROVIDER.
6. An eligible individual who receives a meal shall be given the opportunity to voluntarily contribute anonymously to the cost of the meal. No eligible individual shall be denied participation because of failure or inability to contribute.
7. Provide a minimum of four (4) nutrition education sessions annually to participants. Nutrition education is defined as demonstrations, presentations, lectures, or small group discussions. A registered dietitian shall provide input and approve the content of nutrition education prior to the presentation.
8. Nutrition counseling shall be provided as needed and appropriate; when participant nutritional risk is high or when requested by the participant. Other nutrition services, as appropriate, based on the needs of meal participants will also be provided.
9. Include procedures and methods for obtaining the views of participants about the services received.

B. Congregate Nutrition Services:

1. SERVICE PROVIDER shall annually assess participant nutritional risk using instruments including, but not limited to, the Determine Your Nutritional Risk checklist published by the Nutrition Screening Initiative. This checklist can be found at www.rcaging.org.
2. Provide the meal in a congregate setting, where seniors may typically gather, including, but not limited to adult day care facilities, community center, and/or senior centers.

C. Home Delivered Meal:

1. When necessary, establish a waiting list for home-delivered meals. The decision to place eligible recipients of a home-delivered meal on a waiting list, and their position on such a list, will be based on greatest need.
2. SERVICE PROVIDER shall quarterly assess participant nutritional risk using instruments including, but not limited to, the Determine Your Nutritional Risk checklist published by the Nutrition Screening Initiative. This checklist can be found at www.rcaging.org.

D. Elderly Nutrition Program Management:

1. A Manager shall conduct the day-to-day management and administrative functions of the program. The Manager shall have the following skills/experience:
 - a. An associate degree in institutional food service management, plus 2 years of experience as a food service supervisor, or
 - b. Demonstrate experience in food service, and within 12 months of hire successfully complete a minimum of 20 hours specifically related to food service management, business administration, or personnel management, or
 - c. Two years- experience managing food services.
2. Each SERVICE PROVIDER shall establish and administer the nutrition program with the advice of a registered dietitian (or individuals with comparable expertise.) The registered dietitian shall:
 - a. Participate in developing the nutrition services policies, procedures, and standards.
 - b. Participate in developing and evaluating the AAA Request for Proposal (RFP) concerning nutrition services, as described in Sections 7352 through 7364 of this Title 22 Division 1.8.
 - c. Participate in Area Plan development related to nutrition services, as described in Sections 7300 through 7320 of Title 22 Division 1.8.
 - d. Conduct appropriate meal analysis to ensure each meal provided meets the 1/3 of the Recommended Dietary Allowances (RDAs) and are safe and of good quality. Documentation of analysis must be retained on file and made available for review upon request.
3. Comply with the California Retail Food Code (CRFC) and the local health department regarding safe and sanitary preparation and service of meals.
4. Comply with the Division of Occupational Safety and Health (Cal/OSHA), California Department of Industrial Relations requirements regarding staff and participant safety.
5. At a minimum, perform quarterly monitoring of service delivery practices ensuring safe food handling and sanitation practices of food facilities are being followed.
6. Equipment utilized in the delivery of service, may include tables and chairs. These items need to be sturdy and appropriate for older individuals. Tables will be arranged to assure ease of access and

encourage socialization.

7. Program data is required to be entered into the RCOoA approved database. Data must be accurate, verifiable, timely and complete.

E. Staffing Responsibilities:

1. All staff and volunteer(s) providing service(s) shall receive a minimum of 4 hours of training annually to perform their assigned responsibilities. The training curriculum content for all staff training complies with subsection 7636.5(c). At a minimum, training shall include the following topics:
 - a. Food safety, prevention of foodborne illness, and Hazard Analysis Critical Control Point (HACCP) principles.
 - b. Accident prevention, instruction on fire safety, first aid, choking, driving, earthquake preparedness, and other emergency procedures.
 - c. Elder Abuse detection and reporting processes.
2. A volunteer under age 60 may be offered a meal if doing so will not deprive an older individual of a meal.

IV. PROGRAM REQUIREMENTS:

A. Nutrition Service Provider Administration:

1. Nutrition SERVICE PROVIDER shall implement Policies and Procedures to achieve success in the delivery of the Elderly Nutrition Program. The Policies and Procedures shall be reported to RCOoA and include the following:
 - a. Establish outreach activities to encourage participation of eligible older persons. Service Provider will involve eligible participants in the planning and service delivery, as appropriate;
 - b. Provide services to eligible persons in greatest economic or social need and to low income minority individuals;
 - c. Establish the number and frequency of meals to be served;
 - d. Develop and/or maintain coordination with other supportive services;
 - e. Compliance with State and local laws regarding safety and sanitary preparation and service of meals;
 - f. Plan for monitoring progress toward achieving these requirements.
2. SERVICE PROVIDER will be monitored by RCOoA. The monitoring will consist of an on-site review to evaluate the provision and delivery of the Elderly Nutrition Program to ensure compliance with the laws and regulations that govern the Elderly Nutrition Program.

V. SERVICE OBJECTIVES

A. Congregate Meal Program:

- | | |
|---------------------------------------|---------------|
| 1. Number of annual units of service | 1,311 |
| 2. Number of new seniors to be served | 10 |
| 3. Meals are provided | 5 days a week |

4. Meals are provided 64 days a year
5. Total number of volunteers 1
6. Suggested eligible participant donation \$3.00
7. Non-eligible fee per meal \$5.00
8. The following sites are approved Congregate Meal locations.

Site: <u>Morongo Clinic</u> Address: <u>11555 1/2 Potrero Rd</u> <u>Banning, CA 92220</u> Phone #: <u>800-732-8805</u> Staff person: <u>Chrystal Dhaughtery</u> Hours of Operation: <u>6:30am – 1:30pm</u> Number of meals: _____ Annual site costs: _____	Site: <u>Pechanga</u> Address: <u>12784 Pechanga Rd</u> <u>Temecula, CA 92390</u> Phone #: <u>800-732-8805</u> Staff person: <u>Emedt Oyo</u> Hours of Operation: <u>6:30am – 1:30pm</u> Number of meals: _____ Annual site costs: _____
Site: <u>Torrez-Martinez</u> Address: <u>66725 Martinez Rd.</u> <u>Thermal, CA 92220</u> Phone #: <u>760-397-0300</u> Staff person: <u>Arlene</u> Hours of Operation: <u>10:00am – 12:30pm</u> Number of meals: _____ Annual site costs: _____	Site: <u>Soboba Tribal Hall</u> Address: <u>23904 Soboba Rd.</u> <u>San Jacinto, CA 92539</u> Phone #: <u>(800) 732 8805 ext. 1799</u> Staff person: _____ Hours of Operation: <u>Mon., Wed. & Thurs.</u> <u>11:30am – 12:30pm</u> Number of meals: _____ Annual site costs: _____
Site: <u>Anza Community Center</u> Address: <u>56630 Hwy. 371</u> <u>Anza, CA 92539</u> Phone #: <u>(800) 732-8805 Ext. 1899</u> Staff person: _____ Hours of Operation: <u>Tues. and Fri. 11:30am – 12pm</u> Number of meals: _____ Annual site costs: _____	Site: _____ Address: _____ Phone #: _____ Staff person: _____ Hours of Operation: _____ Number of meals: _____ Annual site costs: _____

B. Home Delivered Meals Program:

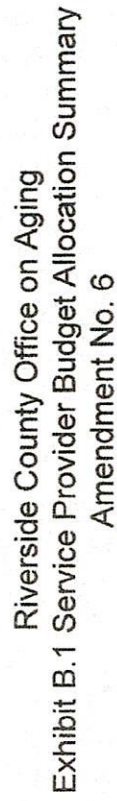
1. Number of annual units of service 2,510
2. Number of new seniors to be served 10
3. Meals are delivered 5 days a week
4. Meals are provided for 7 days a week
5. Meals are provided 92 days a year
6. Total number of volunteers 0
7. Suggested eligible participant donation \$3.00

8. Meals for HDM are prepared at the following address, (please include the telephone number, where home delivered meals are prepared.

Site: Morongo	Site: Pechanga
Address: 11555 1/2 Potrero Rd	Address: 12784 Pechanga
Banning, CA 92220	Temecula, CA 92390
Phone #: 800-732-8805	Phone #: 800-732-8805

9. List the routes for each site and number of miles per day for each route.

ROUTE	MILES	ROUTE	MILES
Morongo/Soboba	50		
Morongo/TM	120		
Pechanga/Anza	125		



July 1, 2020 to September 30, 2020

Riverside - San Bernardino County Indian Health, Inc.

[illegible]

Riverside County Office on Aging
Standard Agreement
OOA 2020-21

Amendment No. 8

1. This Amendment No. 8 is entered into between the County of Riverside

OFFICE ON AGING

and

SCDEXO AMERICA, LLC ("Service Provider")

That contain Standard Agreement, approved July 25, 2017, Agenda Item 2-42 ("Agreement"), with a first amendment executed April 3, 2019, a second amendment executed August 30, 2019, a third amendment executed April 3, 2019, a fourth amendment executed August 1, 2019, a fifth amendment executed September 11, 2019, a sixth amendment executed April 21, 2020, and a seventh amendment executed May 13, 2020, is hereby amended an eighth time as follows:

2. a. The Agreement period of performance is:

July 1, 2017 to June 30, 2020

2. b. This Amendment No. 8 extends the Agreement period of performance for three (3) months commencing on:

July 1, 2020 to September 30, 2020

3. The maximum obligation of the Office on Aging to pay the Service Provider for Fiscal Year 2020/21 is:

\$277,550

Three Hundred Seventy-Seven Thousand Six Hundred Fifty Dollars

4. The parties agree to comply with the amended obligations as defined in the following documents, which are by this reference, incorporated into the Agreement for services:

Exhibit A: Scope of Service - Title BIC-1 and Title BIC-2: Elderly Nutrition Program - Amendment No. 8

Exhibit B: Service Provider Budget Allocation Summary FY 2020/21 - Amendment No. 8

5. All other terms and conditions of the Agreement remain unchanged and in full force and effect.

6. This Amendment No. 8 to the Agreement shall become effective upon signature of both parties on July 1, 2020, whichever should come first.

IN WITNESS WHEREOF, this Amendment No. 8 for services has been executed by an authorized agent of each party.

CONTRACTOR		COUNTY OF RIVERSIDE	
Sodexo America, LLC		Office on Aging	
Date Signed: Jul 8, 2020		Date Signed: AUG 04 2020	
BY: Jennifer King		BY: V. M. P. [Signature]	
Printed Name: Jennifer King		Printed Name: V. Manuel Pantoja	
Title: Senior Vice President		Title: Chairman, Board of Supervisors	
Address:		Address:	
2833 Cranes Road Blvd, Suite 200		6610 Central Ave, Suite 300	
Altamonte Springs, FL 32701		Riverside, CA 92505	

FORM APPROVED COUNTY COUNSEL

BY: DANIELLE D. MALAND

ATTEST:

KECIA R. HARPER, Clerk

By: [Signature] DEPUTY

AUG 04 2020 3.34

EXHIBIT A: SCOPE OF SERVICE – AMENDMENT 8

Fiscal Year 2020/2021

July 1, 2020 through September 30, 2020

SODEXO AMERICA, LLC

TITLE IIIC-1 & Title IIIC-2 ELDERLY NUTRITION PROGRAM

I. SCOPE OF SERVICES & GOALS:

- A. Services will be provided as described in the awarded proposal, in response to the Request for Proposals #RCOAA-017, and as described herein.
- B. Service Provider will coordinate, refer, and provide program services, as appropriate, with other senior services providers in the community, i.e., transportation, housing, health providers, churches, civic groups, etc.
- C. Service Provider must use the referral and intake forms provided or approved by Riverside County Office on Aging (RCOoA), for each new client served, and take appropriate measures to provide or refer appropriate services as warranted by intake form. A copy of this form must be maintained on file and made available for review. RCOoA Intake Form can be found on the Office on Aging website at www.rcaging.org or by contacting RCOoA.
- D. The guidelines for nutrition services are found in the State of California Code of Regulations, Title 22, Division 1.8, Chapter 4.(1), Article 5. The Elderly Nutrition Program is governed by federal guidelines, State laws and regulations, and by California Department on Aging (CDA) Program Memos issued.
- E. The goals of the Elderly Nutrition Program are to maintain or improve the physical, psychological, and social well-being of older individuals, by providing or securing appropriate nutrition services. The objectives are to:
 - 1. Each meal provided must contain one-third (1/3) of the current Recommended Dietary Allowances (RDAs), is safe and of good quality.
 - 2. Promote and maintain high food safety and sanitation standards.
 - 3. Promote good health behaviors through a nutrition screening of participants and nutrition education.
 - 4. Promote and/or maintain coordination with other nutrition-related supportive services.
 - 5. Promote socialization among the target population through this setting.
- F. Meet the requirements under the OAA, Section 301(a)(1) to secure and maintain maximum independence and dignity in a home environment for the eligible service population capable of self-care with appropriate supportive and nutrition services.
- G. Remove individual and social barriers to economic and personal independence for the eligible service population to the extent possible as required under OAA, Section 301(a)(2)(B).
- H. Provide a continuum of care for the vulnerable eligible service population as required under OAA, Section 301(a)(2)(C).

- I. Refer, as appropriate, the eligible target population to receive managed in-home and long-term care services as required under OAA, Section 301(a)(2)(D).
- J. Conduct and/or promote activities for the prevention and treatment of elder abuse, neglect, and exploitation, as required under the OAA, Section 721.
- K. Service Provider hereby agrees to comply with the Riverside Office on Aging policies and procedures that are based on Title 22 California Code of Regulations, Division 1.8 California Department on Aging.

II. **TARGET POPULATION:**

A. **Service Area:**

Congregate and Home Delivered Nutrition Services will be provided in Service Areas (SAs) as follows:

- SA1: Corona/Norco/Eastvale; Coronita, El Cerrito, Home Gardens, Mira Loma, Temescal Valley, Lake Mathews
- SA2: Riverside/Jurupa Valley; El Sobrante, Glen Avon, Pedley, Rubidoux; Highgrove C-2 only
- SA3: Perris (C2 only); Good Hope, Green Acres, March Air Reserve Base, Mead Valley, Nuevo, Lakeview
- SA4: Menifee (C2 only); Winchester/Lake Elsinore; includes Homeland, Canyon Lake, Romoland, Warm Springs, Sun City, Quail Valley, Lakeland Village
- SA5: Murrieta/Temecula/Wildomar; includes; Aguanga, Anza, French Valley, Lake Riverside
- SA6: Banning/Beaumont/Calimesa; Cabazon, Cherry Valley – C2 Only

Congregate meal site locations and Home Delivered Meal preparation sites are further identified in Section V. Service Objectives. This section also includes the number of units SERVICE PROVIDER is expected to meet as included in the current Agency Area Plan.

B. **Eligibility requirements for the Elderly Nutrition Program:**

1. Congregate Meal Eligibility:
 - a. Any person sixty (60) years of age or older; or
 - b. The spouse of any person sixty (60) years of age or older; or
 - c. A disabled person as defined in Older Americans Act (OAA) Sec. 102 (8) (9) under age sixty (60) who resides in housing facilities occupied primarily by older persons at which congregate nutrition services are provided; or
 - d. A disabled individual who resides at home and accompanies an older individual eligible under the OAA.
 - e. Preference is given to older individuals who are in the greatest economic or social need with particular attention to low income minority individuals.
2. Home Delivered Meal Eligibility:
 - a. Any person sixty (60) years of age or older AND who is frail and homebound by reason of illness, disability, or isolation.
 - b. A spouse of an eligible person, regardless of age or condition, if an assessment concludes that it 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 it is in the best interest of the homebound older individual who participates in the program.

- d. Priority shall be given to older individuals.

III. SERVICE REQUIREMENTS:

A. Congregate and Home Delivered Meals:

1. Provide a hot or otherwise appropriate meal five (5) or more days a week and any additional meals which the SERVICE PROVIDER may elect to provide. Offering this service less than five (5) days per week is discouraged and will require approval of the RCOoA.
2. Meal must provide a minimum of one-third of the current Dietary Reference Intakes by the Food and Nutrition Board, Institute of Medicine, National Academy of Sciences as specified in Section 7638.5.
3. Develop a menu that meets the requirements on a monthly basis. Distribute the menu to the service participants before the beginning of the month the menu begins. The approved menu shall be submitted to the OoA no later than the 25th of each preceding month.
4. SERVICE PROVIDER shall initially assess participant nutritional risk using instruments including, but not limited to, the Determine Your Nutritional Risk checklist published by the Nutrition Screening Initiative. This checklist can be found at www.rcaging.org. Nutrition screening instruments shall be scored and collected from all participants in compliance with requirements in subsection 7636.1(b)(7) of Title 22 Division 1.8.
5. SERVICE PROVIDER shall complete an "intake" for each participant. The Intake forms shall remain on file with SERVICE PROVIDER.
6. An eligible individual who receives a meal shall be given the opportunity to voluntarily contribute anonymously to the cost of the meal. No eligible individual shall be denied participation because of failure or inability to contribute.
7. Provide a minimum of four (4) nutrition education sessions annually to participants. Nutrition education is defined as demonstrations, presentations, lectures, or small group discussions. A registered dietitian shall provide input and approve the content of nutrition education prior to the presentation.
8. Nutrition counseling shall be provided as needed and appropriate; when participant nutritional risk is high or when requested by the participant. Other nutrition services, as appropriate, based on the needs of meal participants will also be provided.
9. Include procedures and methods for obtaining the views of participants about the services received.

B. Congregate Nutrition Services:

1. SERVICE PROVIDER shall annually assess participant nutritional risk using instruments including, but not limited to, the Determine Your Nutritional Risk checklist published by the Nutrition Screening Initiative. This checklist can be found at www.rcaging.org.
2. Provide the meal in a congregate setting, where seniors may typically gather, including, but not limited to adult day care facilities, community center, and/or senior centers.

C. Home Delivered Meal:

1. When necessary, establish a waiting list for home-delivered meals. The decision to place eligible recipients of a home-delivered meal on a waiting list, and their position on such a list, will be based on greatest need.
2. SERVICE PROVIDER shall quarterly assess participant nutritional risk using instruments including, but not limited to, the Determine Your Nutritional Risk checklist published by the Nutrition Screening Initiative. This checklist can be found at www.rcaging.org.

D. Elderly Nutrition Program Management:

1. A Manager shall conduct the day-to-day management and administrative functions of the program. The Manager shall have the following skills/experience:
 - a. An associate degree in institutional food service management, plus 2 years of experience as a food service supervisor, or
 - b. Demonstrate experience in food service, and within 12 months of hire successfully complete a minimum of 20 hours specifically related to food service management, business administration, or personnel management, or
 - c. Two years- experience managing food services.
2. Each SERVICE PROVIDER shall establish and administer the nutrition program with the advice of a registered dietitian (or individuals with comparable expertise.) The registered dietitian shall:
 - a. Participate in developing the nutrition services policies, procedures, and standards.
 - b. Participate in developing and evaluating the AAA Request for Proposal (RFP) concerning nutrition services, as described in Sections 7352 through 7364 of this Title 22 Division 1.8.
 - c. Participate in Area Plan development related to nutrition services, as described in Sections 7300 through 7320 of Title 22 Division 1.8.
 - d. Conduct appropriate meal analysis to ensure each meal provided meets the 1/3 of the Recommended Dietary Allowances (RDAs) and are safe and of good quality. Documentation of analysis must be retained on file and made available for review upon request.
3. Comply with the California Retail Food Code (CRFC) and the local health department regarding safe and sanitary preparation and service of meals.
4. Comply with the Division of Occupational Safety and Health (Cal/OSHA), California Department of Industrial Relations requirements regarding staff and participant safety.
5. At a minimum, perform quarterly monitoring of service delivery practices ensuring safe food handling and sanitation practices of food facilities are being followed.
6. Equipment utilized in the delivery of service, may include tables and chairs. These items need to be sturdy and appropriate for older individuals. Tables will be arranged to assure ease of access and encourage socialization.

7. Program data is required to be entered into the RCOoA approved database. Data must be accurate, verifiable, timely and complete.

E. Staffing Responsibilities:

1. All staff and volunteer(s) providing service(s) shall receive a minimum of 4 hours of training annually to perform their assigned responsibilities. The training curriculum content for all staff training complies with subsection 7636.5(c). At a minimum, training shall include the following topics:
 - a. Food safety, prevention of foodborne illness, and Hazard Analysis Critical Control Point (HACCP) principles.
 - b. Accident prevention, instruction on fire safety, first aid, choking, driving, earthquake preparedness, and other emergency procedures.
 - c. Elder Abuse detection and reporting processes.
2. A volunteer under age 60 may be offered a meal if doing so will not deprive an older individual of a meal.

IV. PROGRAM REQUIREMENTS:

A. Nutrition Service Provider Administration:

1. Nutrition SERVICE PROVIDER shall implement Policies and Procedures to achieve success in the delivery of the Elderly Nutrition Program. The Policies and Procedures shall be reported to RCOoA and include the following:
 - a. Establish outreach activities to encourage participation of eligible older persons. Service Provider will involve eligible participants in the planning and service delivery, as appropriate;
 - b. Provide services to eligible persons in greatest economic or social need and to low income minority individuals;
 - c. Establish the number and frequency of meals to be served;
 - d. Develop and/or maintain coordination with other supportive services;
 - e. Compliance with State and local laws regarding safety and sanitary preparation and service of meals;
 - f. Plan for monitoring progress toward achieving these requirements.
2. SERVICE PROVIDER will be monitored by RCOoA. The monitoring will consist of an on-site review to evaluate the provision and delivery of the Elderly Nutrition Program to ensure compliance with the laws and regulations that govern the Elderly Nutrition Program.

V. SERVICE OBJECTIVES

A. Congregate Meal Program:

1. Number of annual units of service 29,384
2. Number of new seniors to be served _____
3. Meals are provided 5 days a week
4. Meals are provided 64 days a year

5. Total number of volunteers 10
6. Suggested eligible participant donation \$3.00
7. Non-eligible fee per meal \$5.00

Congregate sites where services will be delivered are identified below:

Site: Norco Senior Center Address: 2690 Clark Ave. Norco, CA 92861 Phone #: 951-270-5646 Staff person: James Yorty Hours of Operation: M-F 11:30am – 12:30pm Number of meals: 24 per day Annual site costs:	Site: Charles Meigs Senior Center Address: 21091 Rider St. Mead Valley, CA 92570 Phone #: 951-210-1580 Staff person: Reyes Navarro Hours of Operation: M-F 12:00pm-1:00pm Number of meals: 54 per day Annual site costs:
Site: Lake Elsinore Senior Center Address: 420 E. Lakeshore Dr. Lake Elsinore, CA 92530 Phone #: 951-674-3124 Staff person: Chanda Benz Hours of Operation: M-F 11:30am to 12:30pm Number of meals: 37 per day Annual site costs:	Site: Moses-Shaffer Comm. Ctr. Address: 21565 Steele Peak Dr. Perris, CA 92570 Phone #: 951-943-9126 Staff person: Jack Woodruff Hours of Operation: M-F 12:00pm to 1:00pm Number of meals: 13 per day Annual site costs:
Site: Murrieta Senior Center Address: 41717 Juniper St. Murrieta, CA 92595 Phone #: 951-461-6122 Staff person: Rhonda Favero Hours of Operation: M-F 11:30am – 12:30pm Number of meals: 28 per day Annual site costs:	Site: Mary Phillips Senior Center Address: 41845 Sixth St. Temecula, CA 92595 Phone #: 951-694-6464 Staff person: Vanessa Caberera Hours of Operation: M-F 11:30am -12:30pm Number of meals: 32 per day Annual site costs:
Site: UCR Extension Address: 1200 University Ave. Riverside, CA 92507 Phone #: 951-827-3613 Staff person:	Site: Stratton Senior Center Address: 2008 Martin Luther King Riverside, CA 92507 Phone #: 951-826-5355 Staff person: Volunteer

Hours of Operation:	M-F 11:00am-12:00pm	Hours of Operation:	M-F 11:30am – 12:30pm
Number of meals:	10 per day	Number of meals:	15 per day
Annual site costs:		Annual site costs:	
Site:	Goseke Senior Center	Site:	Corona
Address:	5257 Sierra St Riverside, CA 92509	Address:	801 Magnolia Ave. Corona, CA 92879
Phone #:	951-351-9163	Phone #:	951-279-8406
Staff person:		Staff person:	Volunteer
Hours of Operation:	M-F 11:30am-12:30pm	Hours of Operation:	M-F 11:30am – 12:30pm
Number of meals:	55 per day	Number of meals:	79 per day
Annual site costs:		Annual site costs:	
Site:		Site:	Villegas Senior Center
Address:		Address:	7240 Marguerita St. Riverside, CA 92503
Phone #:		Phone #:	951-351-6142
Staff person:		Staff person:	Volunteer
Hours of Operation:		Hours of Operation:	M-F 11:30am -12:30pm
Number of meals:		Number of meals:	12 per day
Annual site costs:		Annual site costs:	

B. Home Delivered Meals Program:

- Number of annual units of service 37,457
- Number of new seniors to be served _____
- Meals are delivered 5 days a week
- Meals are provided for 7 days a week
- Meals are provided 92 days a year
- Total number of volunteers 0
- Suggested eligible participant donation \$3.00

Meals for HDM are prepared at the following address, (please include the telephone number, where home delivered meals are prepared).

Site:	UCR Extension	Site:	
Address:	1200 University Ave. Riverside, CA 92507	Address:	
Phone #:	951-827-3613	Phone #:	

7. List the routes for each site and number of miles per day for each route.

ROUTE _____ MILES ☐ ROUTE _____ MILES

Norco	75	Temecula	150
Lake Elsinore	175	Rubidoux	70
Corona	100	Riverside	220
Banning/Beaumont/Cabazon	150	Calimesa	75
Perris/Canyon Lake/Mead	200		
Valley Sun City			



Riverside County Office on Aging
Exhibit B.1 Service Provider Budget Allocation Summary
Amendment No. 8



FY2020/2021
July 1, 2020 to September 30, 2020
Sodexo America, LLC

		Service Unit	Number of			Federal	State	County	RCOoA
Project Grant	Funded Program	Reporting Description	CFDA #	Units	Unit Rate	Funding	Funding	Funding	Maximum Obligation
OA60751FY21	Title IIIC1: Congregate Nutrition	1 Meal Served	93.045	12,754	\$5.65	\$72,063	\$0	\$0	\$72,063
OA60782FY21	Title IIIC1: Congregate Nutrition	1 Meal Served	93.045	4,698	\$5.65	\$0	\$0	\$26,546	\$26,546
OA60753FY21	C1: Congregate General Fund	1 Meal Served	93.045	6,450	\$5.65	\$0	\$36,445	\$0	\$36,445
OA60750FY21	C1: NSIP Congregate*	1 Meal Served	93.053	5,481	\$5.65	\$30,966	\$0	\$0	\$30,966
				29,384		C1: Congregate Nutrition Subtotal			\$166,019
OA60451FY21	Title IIIC2: Home Delivered Nutrition	1 Meal Served	93.045	15,731	\$5.65	\$88,881	\$0.00	\$0.00	\$88,881
OA60482FY21	Title IIIC2: Home Delivered Nutrition	1 Meal Served	93.045	4,698	\$5.65	\$0.00	\$0.00	\$26,546	\$26,546
OA60453FY21	Title IIIC2: Home Delivered Nutrition	1 Meal Served	93.045	8,481	\$5.65	\$0.00	\$47,920	\$0.00	\$47,920
OA60450FY21	C2: NSIP Home Delivered*	1 Meal Served	93.053	8,546	\$5.65	\$48,284	\$0.00	\$0.00	\$48,284
				37,457		C2: Home Delivered Nutrition Subtotal			\$211,631
FY 2020/21 BASELINE ALLOCATION TOTAL									\$377,650

* NSIP (Nutrition Services Incentive Program) funding must be spent on Food Only.