

**AMENDMENT ONE TO THE AGREEMENT  
BETWEEN THE COUNTY OF SAN MATEO AND THE  
FAMILY SERVICE AGENCY**

THIS AMENDMENT TO THE AGREEMENT, entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the COUNTY OF SAN MATEO, hereinafter called "County," and the FAMILY SERVICE AGENCY, hereinafter called "Contractor";

W I T N E S S E T H:

WHEREAS, pursuant to Government Code Section 31000, County may contract with independent contractors for the furnishing of such services to or for County or any Department thereof;

WHEREAS, by Resolution 69659 the parties entered into an Agreement for the purpose of providing Case Management Program, Congregate Nutrition Program, Senior Employment Programs, and Transportation Program services on September 9, 2008; and

WHEREAS, the parties wish to amend the Agreement to add the Family Caregiver Support Program in the amount of \$5,000 and reduce the baseline funding for the Senior Employment Programs by \$17,764 for a total of \$265,333:

**NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES HERETO AS FOLLOWS:**

1. Section 3 of the Agreement is amended to read as follows:

In consideration of the services provided by Contractor in accordance with all terms, conditions and specifications set forth herein and in Schedule A – Amendment One, County shall make payment to Contractor based on the rates and in the manner specified in Schedule B – Amendment One. The County reserves the right to withhold payment if the County determines that the quantity or quality of the work performed is unacceptable. In no event shall the County's total fiscal obligation under this Agreement exceed TWO HUNDRED SIXTY-FIVE THOUSAND THREE HUNDRED THIRTY-THREE DOLLARS (\$265,333).

2. Schedule A and Schedule B of the Agreement are deleted and replaced and incorporated herein as Schedule A – Amendment One and Schedule B – Amendment One as attached.
3. **All other terms and conditions of the Agreement dated September 9, 2008, between the County and Contractor shall remain in full force and effect.**

IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives, have affixed their hands.

COUNTY OF SAN MATEO

By: \_\_\_\_\_  
Mark Church, President  
Board of Supervisors, San Mateo County

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

ATTEST:

By: \_\_\_\_\_  
Clerk of Said Board

**FAMILY SERVICE AGENCY**

\_\_\_\_\_  
Contractor's Signature

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

## SCHEDULE A – AMENDMENT ONE

### FAMILY SERVICE AGENCY

#### FY 2008-2009 DESCRIPTION OF SERVICES

Contractor shall operate the following Older Americans Act (OAA) and/or Community-Based Services (CBSP) program(s): a Case Management Program, a Congregate Nutrition Program, the Senior Employment Programs, and a Transportation Program. Services described in this Schedule A reflect program performance requirements (units of service) during fiscal year July 1, 2008 through June 30, 2009. These programs shall operate in accordance with the California Department of Aging and/or state licensing regulations and the standards and requirements established by Aging and Adult Services of San Mateo County. A monitoring will be conducted annually and onsite in accordance with the Area Agency on Aging Contract Monitoring Procedures Manual. Contractor agrees to provide requested programmatic and administrative documentation as part of the contract monitoring process.

#### Program Performance Measurement:

Contractor shall agree to distribute customer feedback surveys, which will be provided by County and returned to the County for data collection and analysis. Contractor agrees to attempt to obtain at least a 75% rating of good or better from client surveys. This percentage will serve as a baseline for performance in future years.

#### I. CASE MANAGEMENT PROGRAM

##### A. Units of Service

Contractor agrees to provide 24 unduplicated clients with the following services: 240 units of case monitoring, 30 units of comprehensive assessments, and 24 units of general assessments.

##### B. Unit Definitions

**Case Monitoring:** To determine quality and effectiveness of services provided to a client according to an individualized care plan, to maintain periodic client contact to determine if change has occurred, and to take appropriate action including advocacy, referral, and encouraging and assisting the client to overcome barriers to access.

**Unit of Service: One hour**

**Comprehensive Assessment:** To collect information about a client with multiple needs (social, environmental, physical and emotional), identify problems, determine eligibility and needed supportive services to meet those needs. Additional outcomes of the assessment are a determination of a client's functional capacity to live independently, the system, if any, that supports independent functioning, and what additional assistance is needed to sustain as much independence as possible. The assessment must be conducted in a home visit with the client by a case management social worker. When appropriate, an informal support person may be in attendance.

**Unit of Service: One hour**

**General Assessment:** To collect information about a client with multiple needs (social, environmental, physical, and emotional), identify problems, determine eligibility and needed support services to meet those needs. Does not require a home visit.

**Unit of Service: One hour**

C. Program Requirements

**Program Requirements** means Title III program requirements found in the Older Americans Act (OAA 42 USC Section 3001-3058), Code of Federal Regulations (45 CFR XIII, 1321); Title 22, California Code of Regulations (CCR), Section 7000 et seq., and Department Program Memoranda.

Contractor agrees to:

1. Employ at least a quarter-time social worker who shall function as a liaison between Aging and Adult Services (AAS);
2. Provide ongoing supervision to the social worker;
3. Assure that the Spanish-speaking community is aware of the availability of social work services for at-risk older adults and adults with disabilities and encourage the use of those services;
4. Provide local access to TIES line services; social worker shall attend the Adult Abuse Prevention Collaborative;
5. Provide short-term case management services for at-risk older adults and adults with disabilities that are consistent with Aging and Adult Services Response Criteria;
6. Coordinate with AAS on cases, as needed;
7. Refer all cases of suspected elder and dependent adult abuse to AAS;

8. Refer all appropriate individuals who have received either general or comprehensive assessments to the County's Centralized Intake Unit or TIES, when it appears these individuals are in need of direct County services (e.g., In-Home Supportive Services, conservatorship);
9. Provide back-up coverage when the social worker is on vacation, on sick leave, or out of the office during normal business hours. Back-up person shall have access to and be able to present information from client files to Adult Protective Services, Police, Fire, and other appropriate professionals;
10. Provide translation assistance for elder abuse cases involving Spanish-speaking clients referred to Aging and Adult Services;
11. Offer to each older individual seeking Title III case management services a list of agencies that provide similar services within the jurisdiction of the AAA as specified in subsection (i), (ii), and (iii), of the United States Code 42 Section 3026 (a)(8)(C).

Contractor assures that:

1. Means tests shall not be used to determine program/service eligibility;
2. Services shall not be denied to any client that does not contribute toward the cost of the services received;
3. Methods used to solicit voluntary contributions shall be non-coercive;
4. Donation letters sent to clients shall stipulate that contributions are voluntary and not required to receive service; and
5. Proof of age or citizenship shall not be required as a condition of receiving services.

Aging and Adult Services shall:

1. Accept appropriate referrals from liaison; investigate, complete reports, and follow up, as necessary, on all suspected elder and dependent adult abuse reported by the liaison; and
2. Assign AAS Community Liaison/Social Worker for consultation purposes. This role shall include, but not be limited to orientation to AAS standards, information about community resources, case consultation as needed, case review at least quarterly for utilization review, and provision of updates on policies and/or regulatory changes.

## II. CONGREGATE NUTRITION PROGRAM

### A. Units of Service

Contractor agrees to provide 355 unduplicated clients with 9,150 congregate meals, and four nutrition education presentations.

### B. Unit Definitions

**Meals:** To provide one meal that assures a minimum of one-third of the current Dietary Reference Intakes (DRI) for adults and complies with the current Dietary Guidelines for Americans, 2005.

**Unit of Service: One meal**

**Nutrition Education:** To provide regularly scheduled programs on nutrition, diet and health promotion issues. Programs and materials are to be approved by a qualified dietician or nutritionist. Methods of education may include demonstrations, audio-visual presentations or small group discussions for congregate program participants. Handout materials may be used as the sole education component for home-delivered meal program participants.

**Unit of Service: One presentation**

### C. Program Requirements

**Program Requirements** means Title III program requirements found in the Older Americans Act (OAA 42 USC Section 3001-3058), Code of Federal Regulations (45 CFR XIII, 1321); Title 22, California Code of Regulations (CCR), Section 7000 et seq., and Department Program Memoranda.

**Title III C-1 (Congregate Nutrition Services)** means nutrition services for older individuals in a congregate setting. Services include meals, nutrition and health promotion education, health promotion programs, nutrition risk screening, and opportunities for socialization. Each meal shall provide one-third (1/3) of the DRI and comply with the current Dietary Guidelines for Americans, 2005.

Contractor agrees to:

1. Conform to the appropriate federal, state and local requirements, especially the standards and practices identified in California Code of Regulations, Title 22, California Department of Aging Title III Program Manual, Occupational Safety and Health Administration (OSHA) requirements, current California Retail Food Code (CRFC) and San Mateo County Health Department policies and procedures;

2. Operate the program five days a week and serve at least one meal per day (or as negotiated for less or alternative service);

Contractor assures that:

1. Means tests shall not be used to determine program/service eligibility;
2. Services shall not be denied to any client that does not contribute toward the cost of the services received;
3. Methods used to solicit voluntary contributions shall be non-coercive;
4. Donation letters sent to clients shall stipulate that contributions are voluntary and not required to receive service; and
5. Proof of age or citizenship shall not be required as a condition of receiving services.

### III. FAMILY CAREGIVER SUPPORT PROGRAM

#### A. Units of Service

There are no Units of Service required for Fiscal Year 2008-09.

#### B. Unit Definitions

**Information Services:** means the provision of public information on caregiving and/or community education on caregiving, including information about available services.

**Public Information on Caregiving:** means an Information Service designed to provide information about available FCSP and other caregiver support resources and services by disseminating publications, conducting media campaigns, and maintaining electronic information systems.

**Unit of Service: One activity**

**Community Education on Caregiving:** means an Information Service designed to educate groups of current or potential caregivers and those who may provide them with assistance about available FCSP and other caregiver support resources and services.

**Unit of Service: One activity**

#### C. Program Requirements

1. **Program Requirements** means requirements found in the Older Americans Act (OAA), Title III, Part E, Sections 371 through 374;

2. **Eligible Service Population** for Title III E means:
  - a. A Family Caregiver
  - b. A Grandparent or Older Individual Who is a Relative Caregiver;
3. **A Family Caregiver** is defined in Title III, Part A, Sections 302(3) of the OAA as 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 (of any age) with Alzheimer’s disease or a related disorder with neurological and organic brain dysfunction. “Family Caregiver” is used interchangeably with “informal caregiver”. “Informal” means that the care is not provided as part of a public or private formal service program.

A Family Caregiver provides care without pay. FCSP funds cannot be used to pay the Family Caregiver a stipend or salary for providing care. FCSP funds may be used to pay another family member or friend to provide respite care or supplemental services to the Family Caregiver.

The broader term “Caregiver” as defined in Title I, Section 102(18)(B) of the OAA is not applicable to Title III of the OAA since it also means an individual who—voluntarily or because of compensation—has responsibility for the care of an older individual and is providing this care on behalf of the Family Caregiver or on behalf of a public or private agency or organization.

4. **A Grandparent or Older Individual Who is a Relative Caregiver** is defined as a grandparent or step-grandparent of a child, or a relative of a child by blood, marriage, or adoption, who is 55 years of age or older, and who meets the following additional criteria in Title III, Part E, Section 372 (3) of the OAA:
  - a. Lives with a child (but is not the older adult parent of the child or individual of any age with a disability);
  - b. Is the primary caregiver of the child because the biological or adoptive parents are unable or unwilling to serve as the primary caregiver of the child; and
  - c. Has legal relationship with child, such as legal custody or guardianship, or is raising the child informally.



5. **An Older Individual Receiving Care (Care Receiver)** is defined as one who is 60 years of age or older, or an individual (of any age) with Alzheimer's disease or a related disorder with neurological and organic brain dysfunction [Title III, Part, A Section 302(3); Title I, Section 102(22)]. Family Caregivers cannot receive FCSP-funded respite and supplemental services specified in paragraph 7 of this section unless the Care Receiver meets the more restrictive eligibility criteria specified in Title III, Part E, Section 373 (c) (1) (B) of the OAA and the definition of "frail" in OAA Section 102 (26), which requires that the Care Receiver is unable to perform at least two activities of daily living (ADLs) [e.g., human assistance is needed for eating, toileting, continence, transferring in/out of bed or chair, bathing, dressing] or requires substantial supervision due to a cognitive or other mental impairment.
6. **A Child (who receives care from a Grandparent or Older Individual who is a Relative Caregiver)** is defined in Title III, Part E, Section 372(a)(1) of the OAA as an individual who is not more than 18 years of age or is an individual (of any age) with a disability.
7. **Individual with Severe Disabilities** is defined in Title I, Section 102(48) of the OAA as a person with a severe, chronic disability attributable to mental or physical impairment, that is likely to continue indefinitely and results in substantial limitation in 3 or more of the following areas of major life activity:
  - a. Self-care
  - b. Receptive and expressive language
  - c. Learning
  - d. Mobility
  - e. Self-direction
  - f. Capacity for Independent Living
  - g. Economic self-sufficiency
  - h. Cognitive functioning
  - i. Emotional adjustment

8. **Title III E (Family Caregiver Support Program)** is defined in Title III, Part E, Section 373(b) as support services that include (1) information to caregivers, potential caregivers, and those who may assist caregivers about available services; (2) assistance to caregivers in gaining access to the services; (3) individual counseling, organization of support groups, and caregiver training (individual or group) to assist the caregivers in the areas of health, nutrition, and financial literacy, and in making decisions and solving problems relating to their caregiving roles; (4) respite care to enable caregivers to be temporarily relieved from their caregiving responsibilities; and (5) supplemental services, on a limited basis, to complement the care provided by caregivers. In accordance with Title III, Part E, Section 373(e) (1), the Department has established for the five support service categories additional service standards that must be met. These standards are documented in the FCSP Service Matrix, which the Department publishes periodically, as necessary.
- a. In providing Family Caregiver Support Program (FCSP) services to a family caregiver, or a grandparent or older individual who is a relative caregiver, priority shall be given for services under OAA, Section (373)(2) to:
- (1) Family Caregivers who provide care for older individuals with Alzheimer's disease and related disorders with neurological and organic brain dysfunction;
  - (2) Grandparents or other older relatives who provide care for children with severe disabilities;
  - (3) Family Caregivers and Grandparents or relative caregivers who are older individuals 60 year of age or older [as defined in Title I, Section 102(40)] with greatest social need, with greatest economic need, and with particular attention to low-income individuals; and
  - (4) Family Caregivers and Grandparents or relative caregivers who are older individuals 60 years of age or older [as defined in Title I Section 102(40)] who provide care for individuals with severe disabilities, including children with severe disabilities.
- b. The Contractor and/or subcontractor shall make use of trained volunteers to expand the provision of FCSP activities in accordance with Title III, Part E, Section 373(d) of the OAA and, if possible, work in coordination with organizations that have experience in providing training, placement, and stipends for volunteers or participants in community service settings (and programs).

9. Contractor agrees to:

Comply with the data standards of California Department of Aging (CDA) that will be reported through the California Aging Reporting System (CARS).

Contractors will be required to collect and document specific caregiver and care receiver data elements required for Aging and Adult Services.

10. Contractor assures that:

- a. Means tests shall not be used to determine program/service eligibility;
- b. Services shall not be denied to any client that does not contribute toward the cost of the services received;
- c. Methods used to solicit voluntary contributions shall be non-coercive;
- d. Donation letters sent to clients shall stipulate that contributions are voluntary and not required to receive service; and
- e. Proof of age or citizenship shall not be required as a condition of receiving services.

#### IV. SENIOR EMPLOYMENT PROGRAMS

##### A. Units of Service

###### **Title IIIB – Employment/Second Career Program**

Contractor agrees to provide 295 unduplicated seniors with a total of 87 placements and 1,054 community education units.

###### **Title V - Senior Community Services Employment Program**

Contractor will provide services providing to the Performance Measures outlined below in D. Scope of Work, #2.

**Title V Senior Community Service Employment program (SCSEP)** means a program that serves low-income persons who are 55 years of age and older and who have poor employment prospects by placing them in part-time community service assignments and by assisting them to transition to unsubsidized employment [Older Americans Act (OAA), 20 CFR Part 641].

**Eligible Service Population** means unemployed low-income California residents who are 55 year of age or older and who have poor employment prospects. Preference must be given to Veterans and qualified spouses at least 60 years old; other individuals at least 60 years old; Veterans and qualified spouses aged 55 to 59; and other individuals aged 55-59. [OAA, 20 CFR Part 641 and 29 CFR Part 89 and Jobs for Veterans Act (Public Law 107-288)].

**Service to Most-in-Need** means service to participants who are over the age of 60 and have one or more of the following: an income at or below the poverty level; physical or mental disabilities, language barriers, LEP, cultural, social or geographical isolation; poor employment history or prospects; or other social barriers.

B. Unit Definitions

**Community Education:** To educate groups of individuals, their families, friends, and community organizations/facility staff of the rights, benefits and entitlements for older adults, especially in the area of senior employment.

**Unit of Service: One hour**

**Placement:** To assist an older adult in securing appropriate part-time/full-time employment.

**Unit of Service: One placement**

C. Program Requirements

Contractor agrees to provide these services in accordance with Title III/V of the Older Americans Act and all applicable state and local standards.

D. Scope of Work

1. The Contractor shall perform the following if operating as a direct Title V program; for a Title V contracted program the Contractor shall ensure that the subcontractor shall perform the following:
  - a. Implement statutory provisions of the Title V SCSEP in accordance with all applicable laws and regulations [OAA, Public Law 89-73, 20 CFR Part 641 – April 9, 2004, and 29 CFR Part 89; WIA, Public Law 105-220), Regulations section 121(b)(1)(B)(vi), 29 U.S.C. 2841 (b)(1)(B)(vi) and 29 CFR Part 662 Subpart B §§ 662.200 through 662.280 and Parts 660-671; The Jobs for Veterans Act (Public Law 107-288) (2002) (38 U.S.C. 4215); the Title V SCSEP Manual as issued by the Department, and any other subsequent memos, bulletins, or similar instructions issued during the term of this Agreement by DoL;

- b. Develop methods of recruitment and selection that will assure the maximum number of eligible individuals the opportunity to participate in the program;
- c. List all SCSEP community service assignments with the local OSCC;
- d. Provide an orientation to participants that includes information on project goals and objectives; community service training assignments; training opportunities; available supportive services; the availability of a free physical examination; participant's rights and responsibilities; and permitted and prohibited political activities;
- e. Conduct individual assessments of the participants' work history; skills and interests; talents; physical capabilities; aptitudes; occupational preferences; need for supportive services; potential for performing proposed community service assignment duties; and potential for transition to unsubsidized employment. Assessments must be conducted no less frequently than two times during a 12-month period;
- f. Provide an IEP for each participant based on an assessment. IEPs shall be developed in partnership with each participant and will reflect the needs as well as the expressed interests and desires of the participant. IEPs shall be updated as necessary to reflect information gathered during the participants' assessment. IEPs shall contain goals, action steps to achieve goals, and timelines to complete goals;
- g. Provide or arrange for training for participants specific to their community service assignment or in support of their training needs identified in their IEP;
- h. Submit all requests for an OJE to the Department for approval prior to exercising the OJE with any participants;
- i. Obtain and record the personal information necessary for a proper determination of eligibility for all participants and maintain documentation supporting their eligibility. The income of each participant shall be recertified once every 12 months. Documentation records shall be maintained in a confidential manner;

- j. Cooperate with community, employment, and training agencies, including agencies under the WIA and provided through OSCC, to provide services to low-income older workers;
  - k. Participate in the development of the SCSE P State Plan. Local activities must support the strategic focuses outlined in the SCSEP State Plan. [641.315(a)];
  - l. Follow-up with participants placed into unsubsidized employment to determine whether they are still employed and to make certain that participants receive any follow-up services they may need to ensure retention. [OAA Section 513(c)(2)(B)];
  - m. As mandated partner under the WIA, the Title V SCSEP must have a signed Memorandum of Understanding with the Local Workforce Investment Board(s) and the OSCC(s) detailing how services will be provided. [WIA Sections 662.200-300];
  - n. The MOU must contain the following components: (1) a description of the functions/services to be performed for One-Stop clients; (2) an explanation of how the costs of these functions/services and One-Stop operations will be funded; (3) a description of the methods to be used for referring clients among the partners, and (4) the duration of the MOU and procedures for amending it. [20 CFR Part 652 et.al];
  - o. Maintain an up-to-date Title V SCSEP Manual, Charter Oak Group (COG) Data Collection Handbook, Mathematics (MPR User's Guide, and related departmental requirements so that all responsible persons have ready access to standards, policies, and procedures;
  - p. Monitor on a monthly basis the COG and MPR websites to be informed of DCS updates and to view the "ask the Experts" frequently asked questions. [641.879(e)-(i)];
  - q. Use the program data collection and reporting system as required by the Department; and
  - r. Submit all request for the Transfer/Change utility transaction in SPARQ to the Department for prior approval. [641.879(e)-(i)].
2. The Contractor shall or if subcontracted the subcontractor shall meet the annual negotiated performance measures established by the U. S. Department of Labor, which include:

- a. Unsubsidized Placement Rate – 27% (The number of successful placements divided by the number of modified slots);
- b. Service Level- 162% (The number of participants active at any time during the reporting period divided by the number of modified slots);
- c. Employment Retention Rate- 76% (The number of participants employed in unsubsidized employment six months and one year after the earliest start employment date);
- d. Community Service Hours- % Not Established (The total number of hours of community service);
- e. Most in Need- 72% (The number of participants active at any time during the reporting period who are 60 or over and who have one or more of the specified barriers to employment divided by the number of participants who were active at any time during the reporting period);
- f. Customer Satisfaction (This measure, which is in three parts, reports the average American Customer Satisfaction Index (ACSI) score for employers, participants, and host agencies.)
  - (1) Employer- 87% in 2005-06 (2007-08 no goal established)
  - (2) Host Agency- 84% in 2005-06 (2007-08 no goal established)
  - (3) Participant- 85% in 2005-06 (2007-08 no goal established)
- g. Earnings Increase- % Not Established (Average earnings gain for all exiters who were employed in the first quarter after the quarter of exit)

## V. TRANSPORTATION PROGRAM

### A. Units of Service

Contractor agrees to provide 30 unduplicated clients with 3,530 trips.

### B. Unit Definition

**Transportation:** To take a client from one location (home, senior center facility, etc.) to another.

**Unit of Service: One one-way trip**

### C. Program Requirements

**Program Requirements** means Title III program requirements found in the Older Americans Act (OAA 42 USC Section 3001-3058), Code of Federal Regulations (45 CFR XIII, 1321); Title 22, California Code of Regulations (CCR), Section 7000 et seq., and Department Program Memoranda

Contractor agrees to:

1. Coordinate services with all other relevant transit providers, especially paratransit services available from Redi-Wheels and Redi-Coast;
2. Provide transportation for clients of senior centers or adult day programs as the established priority. Agencies should provide additional shopping assistance or medical trip services only if there is a defined need and only if resources permit;

Contractor assures that:

1. Means tests shall not be used to determine program/service eligibility;
2. Services shall not be denied to any client that does not contribute toward the cost of the services received;
3. Methods used to solicit voluntary contributions shall be non-coercive;
4. Donation letters sent to clients shall stipulate that contributions are voluntary and not required to receive service; and
5. Proof of age or citizenship shall not be required as a condition of receiving services.



## **SCHEDULE B – AMENDMENT ONE**

### **FAMILY SERVICE AGENCY**

#### **FY 2008-2009 FISCAL SUMMARY**

Contractor shall operate the following Older Americans Act (OAA) and/or Community-Based Services (CBSP) program(s): a Case Management Program, a Congregate Nutrition Program, the Senior Employment Programs, and a Transportation Program. Services described in this Schedule B reflect program funding and payment methods during fiscal year July 1, 2008 through June 30, 2009. These programs shall operate in accordance with the California Department of Aging and/or state licensing regulations, applicable federal laws, and the standards and requirements established by Aging and Adult Services of San Mateo County.

#### **I. CASE MANAGEMENT PROGRAM**

Aging and Adult Services will pay Contractor in consideration of Case Management Program services rendered through OAA funds, the rate of one-twelfth of the total reimbursement for this program per month, as long as this amount does not exceed the total cost of case management services rendered.

The maximum reimbursement for the Case Management Program during the contract term July 1, 2008 through June 30, 2009 shall not exceed TEN THOUSAND DOLLARS (\$10,000).

#### **II. CONGREGATE NUTRITION PROGRAM**

Aging and Adult Services will pay Contractor in consideration of Congregate Nutrition Program services rendered through combined OAA and Nutrition Services Incentive Program (NSIP) funds, the rate of \$3.70 per meal.

The maximum reimbursement for the Congregate Nutrition Program during the contract term July 1, 2008 through June 30, 2009 shall not exceed THIRTY-THREE THOUSAND EIGHT HUNDRED FIFTY-FIVE DOLLARS (\$33,855).

#### **III. FAMILY CAREGIVER SUPPORT PROGRAM**

Aging and Adult Services will pay Contractor in consideration of Family Caregiver Support services rendered through OAA funds, the rate of one-twelfth of the total reimbursement for this program per month, as long as this amount does not exceed the total amount of Family Caregiver Support Program services rendered.

AAS will pay the Contractor \$5,000 in One-Time-Only funds to provide cultural competence training to caregivers, staff and volunteers which includes training in serving the Lesbian, Gay, Bi-sexual, Transgender population.

The maximum reimbursement for the Family Caregiver Support Program during the contract term July 1, 2008 through June 30, 2009 shall not exceed FIVE THOUSAND DOLLARS (\$5,000).

#### **IV. SENIOR EMPLOYMENT PROGRAMS**

Aging and Adult Services will pay Contractor in consideration of Title IIIB, Employment/Second Career Program services rendered through IIIB OAA funds, the rate of one-twelfth of the total reimbursement or the actual cost of this program per month.

The maximum reimbursement for the Title IIIB, Employment/Second Career Program during the contract term July 1, 2008 through June 30, 2009 shall not exceed NINETEEN THOUSAND DOLLARS (\$19,000).

Aging and Adult Services will pay Contractor in consideration of Title V, Senior Community Services Employment Program services rendered through Title V OAA funds, the rate of one-twelfth of the total reimbursement or the actual cost of this program per month, as long as this amount does not exceed the total cost of senior community services employment services rendered.

The maximum reimbursement for the Title V, Senior Community Services Employment Program during the contract term July 1, 2008 through June 30, 2009 shall not exceed ONE HUNDRED SEVENTY-FOUR THOUSAND NINE HUNDRED SEVENTEEN DOLLARS (\$174,917).

#### **V. TRANSPORTATION PROGRAM**

Aging and Adult Services will pay Contractor in consideration of Transportation Program services rendered through IIIB OAA funds, the rate of one-twelfth of the total reimbursement of this program per month, as long as this amount does not exceed the total cost of transportation services rendered.

The maximum reimbursement for the Transportation Program during the contract term July 1, 2008 through June 30, 2009 shall not exceed SEVEN THOUSAND SIXTY DOLLARS (\$7,060).

---

Contractor agrees to the following:

- A. Contractor is responsible for covering the cost of all components of each program outlined above and shall be reimbursed for actual expenditures on the approved budget for each program;
- B. A mid-year review, scheduled for January, will require a reconciliation of year-to-date outcomes. Based on these outcomes, a budget revision may be required;
- C. Submit client intake forms as appropriate, monthly program reports, and invoices by the tenth (10<sup>th</sup>) of each month. (Invoices submitted more than two months past the month of service may not be reimbursed. Statistical reports submitted more than one month past the month of service may result in withholding of payments until reports are brought current.);
- D. Offer services throughout the twelve-month contract period, unless prior written approval is received from Aging and Adult Services;
- E. Submit a closing report with supporting documentation of expenses by July 31, 2009;

Documentation should include the following:

- General ledger of expenditures for the contracted program
  - Applicable payroll register
  - Lease agreements and allocation percentage for rent cost
  - Equipment invoices
  - Vendor invoices for large purchases
  - CDA 32 form – Report of property furnished/purchased
- F. Program Income must be reported and expended under the same terms and conditions as the program funds from which it is generated; and
  - G. Program Income must be used to pay for current allowable costs of the program in the same fiscal year that the income was earned.

The maximum reimbursement for contracted services between San Mateo County Aging and Adult Services and Family Service Agency is \$249,832 in OAA and NSIP funds, and \$33,265 in County General Funds for general program support for a total amount of TWO HUNDRED EIGHTY-THREE THOUSAND NINETY-SEVEN DOLLARS (\$283,097) for the contract term July 1, 2008 through June 30, 2009.