

AMENDMENT 2 TO CONTRACT BETWEEN
CITY OF FRESNO
AS SERVICE PROVIDER
AND
FRESNO-MADERA AREA AGENCY ON AGING
(HEREINAFTER REFERRED TO AS AGENCY ON AGING)
3837 NORTH CLARK STREET
FRESNO, CA 93726

- A. Name and principal address of service contractor (hereinafter referred to as service provider):

City of Fresno
1515 E Divisadero Street
Fresno, CA 93721

- B. The starting date of this Agreement shall not precede the date the Agreement is signed by both parties hereto. The term of this Agreement is from July 1, 2017 to June 30, 2018, subject, however, to earlier termination as provided herein.
- C. No expenditure or obligation for the funding allocation for the July 1, 2017 through September 30, 2017 period may be incurred after September 30, 2017. No expenditure or obligation for the funding allocation for the October 1, 2017 through June 30, 2018 period may be incurred after June 30, 2018.
- D. Maximum funds available for the following program, **contingent upon sufficient funds made available from the State of California to the Agency on Aging and/or by the U.S. Government or the Budget Acts of the appropriate fiscal years for the purposes of this program:**

Approved by Fresno-Madera Area Agency on Aging Governing Board on November 16, 2017			
Federal Grantor:	U.S. Department of Health and Human Services		
Pass Through Grantor:	Fresno-Madera Area Agency on Aging		
Older Americans Act Title:	Title III C1 Congregate Nutrition, Federal CFDA No. 93.045		
Service	Agency on Aging Contract No.	Funding Period	Grant Amount
Site Management (Seven Sites)	18-0310	July 2017 - September 2017	\$17,000
		October 2017 - June 2018	\$51,000
	18-0310 Amendment 1	October 2017 – June 2018 One-Time Baseline Increase	\$68,000
	18-0310 Amendment 2	October 2017 – June 2018	\$0
Total Fiscal Year 2017-2018 Grant Award:			\$136,000

- E. This document, together with any attached program exhibits, assurances, budgets, and narratives contained in the original contract, and any budgets and program exhibits attached to this amendment, is a firm agreement to provide services for older Americans in Fresno and/or Madera counties (including

cities contained therein) as specified in a manner consistent with the intent of, and regulations applicable to, service programs under Title III/VII of the Older Americans Act as amended.

- F. The provisions of the Area Plan Grant Award Terms and Conditions Declaration (Articles I through XX) contained in the original contract, plus all enclosures listed, herein, constitute a part of this contract.

FOR SERVICE PROVIDER:



<i>Signature of individual named on Exhibit E, page 5, as having primary, hands-on involvement and oversight of the day-to-day operations of the contracted program.</i>	Date
Type Name of Signator	Title

Signature of Authorized Contracting Official (Refer to Appendix A)	Date
Type Name of Signator	Title

Signature	Date
Type Name of Signator	Title

Signature	Date
Type Name of Signator	Title

Contractor Federal Employer I.D. Number: 94-600338
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FOR FRESNO-MADERA AREA AGENCY ON AGING:	
	
Signature	Date
Jean Robinson	Executive Director

Title III C1 - Site Management

REVISION NO:

2

NOTE: If there is more than one employee per position, list each separately. Use additional pages as necessary.

IN-KIND PERSONNEL COSTS					
DESCRIPTION OF WORK PERFORMED					
	NUMBER OF VOLUNTEERS	AVE. ANNUAL HOURS PER VOLUNTEER	TOTAL ANNUAL HRS	RATE PER HOUR	TOTAL IN-KIND
Serving Meals, Counting Money, Paperwork, Cleaning Tables, Rolling Silverware	10	81.00	810	\$ 10.50	8,505
Serving Meals, Counting Money, Paperwork, Cleaning Tables, Rolling Silverware	10	81.00	810	\$ 11.00	8,910
					17,415

**FRESNO - MADERA AREA AGENCY ON AGING
PROGRAM BUDGET BY INCOME SOURCE: FY 2017-2018**

CONTRACTING AGENCY:

City of Fresno

CONTRACT NO: 18-0310

PROGRAM:

Title III C1 - Site Management

REVISION NO: 2

CATEGORY	A. FMAAA GRANT	B. PROGRAM DONATIONS	C. DONATIONS C-2	D. MATCHING FUNDS	E. NON- MATCHING FUNDS	F. TOTAL CASH	G. IN-KIND MATCH
1. SALARIES & BENEFITS							
a. Salaries	91,330	18,346			57,824	167,500	
b. Payroll Taxes	4,567	917			2,891	8,375	
c. Employee Benefits & Work. Comp.	16,439	3,337			13,286	33,062	
1. PERSONNEL COSTS	112,336	22,600			74,001	208,937	17,415
2. TRAVEL AND TRAINING							
a. Staff Travel							
b. Volunteer Travel							
c. Training							
2. TRAVEL AND TRAINING							
3. EQUIPMENT PURCHASE (*)							
4. CONSULTANTS							
5. MEALS							
6. PROGRAM/SITE SUPPLIES (**)	22,714					22,714	
7 OTHER COSTS:							
a. Liability Insurance							
b. Telephone							
c. Office Supplies	950					950	
d. Postage							
e. Building Rent							
f. Building Maintenance							
g. Equipment Maintenance							
h. Vehicle Maintenance							
i. Utilities							
j. Printing							
k. Memberships/Licenses							
l. Subscriptions/Publications							
m. Advertising							
n.							
o.							
7. OTHER COSTS:	950					950	
TOTAL DIRECT COSTS	136,000	22,600			74,001	232,601	17,415
8. INDIRECT COSTS (Attach narrative)							
TOTAL COSTS	136,000	22,600			74,001	232,601	17,415

* List all proposed equipment purchases on page 4. (Equipment is an asset with a per item purchase price in excess of \$500 including taxes, shipping and installation)

** List all proposed purchases on page 4 of single or individual items with a cost in excess of \$100 including taxes, shipping and installation.

(Revised June 2015)

**FRESNO - MADERA AREA AGENCY ON AGING
SCHEDULE OF FUNDING SOURCES: FY 2017-18**

CONTRACTING AGENCY: _____ City of Fresno
PROGRAM: _____ Title III C1 - Site Management

CONTRACT NO: 18-0310
REVISION NO: 2

	PROGRAM	
	B. CASH	C. IN-KIND
1. FMAAA Grant	136,000	
2. Program Donations:		
Current Year Program Donations	22,600	
Deferred Donations		
3. Home-Delivered Nutrition (C-2) Donations:		
Current Year Home-Delivered Nutrition (C-2) Donations		
Deferred Home-Delivered Nutrition (C-2) Donations		
4. Matching Funds - Cash & In-Kind (List Source):		
a. Volunteers		17,415
b.		
c.		
d.		
5. Non-Matching Funds [Federal Funds/Other Program Match] - Cash & In-Kind (List Source):		
a. CDBG Grant	74,001	
b. City of Fresno		
c.		
6. TOTAL FUNDING		
<i>(These totals must agree with the totals shown at the bottom of Page 2 column F and G)</i>	232,601	17,415
Total from Page 2, Columns F and G	232,601	17,415
Variance (must be zero)	0	0

FRESNO - MADERA AREA AGENCY ON AGING
SCHEDULE OF PROGRAM/SITE SUPPLIES AND EQUIPMENT PURCHASES: FY 2017-18

CONTRACTING AGENCY: City of Fresno CONTRACT NO: 18-0310
PROGRAM: Title III C1 - Site Management REVISION NO: 2

ITEM QUANTITY (Must List number)	Item Type / Description	Estimated Month of Purchase	Estimated per unit purchase cost (***)	How is the item to be used for the program the grant is funding?	Estimated amount paid by FMAAA / GRANT funding	Estimated amount paid by DONATION funding	Estimated amount paid by MATCH funding
1 PURCHASES FOR "PROGRAM / SITE SUPPLIES" EXCEEDING \$100 PER INDIVIDUAL OR SINGLE ITEM:							
a 54	Dining Chairs	Mar	132	New Dining Location	7,128	None	None
b 10	Dining Chairs (w/Arms)	Mar	137	New Dining Location	1,370	None	None
c 8	30x8 foot Tables	Mar	201	New Dining Location	1,608	None	None
d 1	Chair Carts	Mar	447	Storage for Chairs - New Location	447	None	None
e 1	Chair Carts	Mar	260	Storage for Chairs - New Location	260	None	None
f 1	Table Carts	Mar	420	Storage for Tables - New Location	420	None	None
g 1	File Cabinet	Mar	362	File Cabinet for Security of Files	362	None	None
h 1	Microwave Oven	Mar	425	Heating Food - New Location	425	None	None
i 18	Dining Chairs (w/Arms)	Mar	137	Add to Existing Sites	2,466	None	None
j 30	Dining Chairs	Mar	132	Add to Existing Sites	3,960	None	None
k 5	30x8 Foot Tables	Mar	201	Add to Existing Sites	1,005	None	None
l 1	Chair Carts	Mar	260	Add to Existing Sites	260	None	None
m 2	Chair Carts	Mar	447	Add to Existing Sites	894	None	None
n 1	Table Carts	Mar	420	Add to Existing Sites	420	None	None
o							
p							
q							
TOTAL PURCHASES FOR "PROGRAM / SITE SUPPLIES" EXCEEDING \$100 PER INDIVIDUAL OR SINGLE ITEM:					21,025		
2 PURCHASES FOR "EQUIPMENT PURCHASE" EXCEEDING \$500 PER INDIVIDUAL OR SINGLE ITEM:							
a							
b							
c							
d							
e							
TOTAL PURCHASES FOR "EQUIPMENT PURCHASE" EXCEEDING \$500 PER INDIVIDUAL OR SINGLE ITEM:							

Extension	Proof
7,128	
1,370	
1,608	
447	
260	
420	
362	
425	
2,466	
3,960	
1,005	
260	
894	
420	
21,025	

*** Costs to include estimated purchase of the individual / single item to be purchased, any taxes, any shipping and installation costs.

EXHIBIT C

ANNUAL SUMMARY OF ACTIVITIES

PROGRAM:	Elderly Nutrition Program Site Management
SERVICE PROVIDER:	City of Fresno
CONTRACT NUMBER:	18-0310, Amendment 2
SITES:	Seven Sites in City of Fresno (See List Below)
CONTRACT EFFECTIVE:	July 1, 2017 to June 30, 2018

GOAL: The goal of the Elderly Nutrition Program is to reduce hunger and food insecurity; promote health and well-being; promote socialization; and delay adverse health conditions of older individuals.

DEFINITION: **Site Management** is defined as 1) oversight and responsibility for the day-to-day operations of an Elderly Nutrition Program nutrition site with respect to meals; 2) oversight of and responsibility for Elderly Nutrition Program staff and volunteers, including provision of required program training; 3) collection of required Elderly Nutrition Program data from program participants; 4) keeping records and preparing reports concerning meals ordered and served, nutrition volunteer hours, and donations; and 5) ensuring the Elderly Nutrition Program nutrition site meets all federal, state, and local regulations, including applicable licensing laws and ordinances related to food service operations and sanitation.

Congregate Nutrition Meal Sites
Inspiration Park
Lafayette Neighborhood Center
Mary Ella Brown Community Center
Mosqueda Community Center
Pinedale Community Center
Senior Citizens Village
Ted C. Wills Community Center

Meals are subject to allocation and reallocation at any time by the Agency on Aging based upon available funding and nutrition program participation. When allocations are imposed, any meals allocated but not served revert to the Agency on Aging for reallocation.

Exhibit E Program Narrative

1. AGENCY'S HISTORY OF SERVICE TO OLDER ADULTS

City of Fresno	1885
Organization Name	Year Established

Type of Organization (Check One)			
X	City Government	<input type="checkbox"/>	Non-Profit 501(c)(3)
<input type="checkbox"/>	County Government	<input type="checkbox"/>	For-Profit
<input type="checkbox"/>	Joint Powers Authority (JPA)	<input type="checkbox"/>	Other: _____

List programs/services your organization provides for older adults, and the number of years your organization has provided the program/service.	
Program/Service	# of Years
Congregate Nutrition Program	22

2. SERVICE AREA

Where will the contracted program be provided?		
Street Address	City	Zip Code
Inspiration Park 5770 W Gettysburg	Fresno	93722
Lafayette Neighborhood Center 1516 E Princeton Ave	Fresno	93704
Mary Ella Brown Community Center 1350 E Annadale Ave	Fresno	93706
Mosqueda Community Center 4670 E Butler Ave	Fresno	93702
Pinedale Community Center 7170 N San Pablo Ave	Fresno	93650
Senior Citizens Village 1917 S Chestnut Ave	Fresno	93702
Ted C. Wills Community Center 770 N San Pablo Ave	Fresno	93728

Exhibit E Program Narrative

3. LANGUAGE TRANSLATION NEEDS & PROVISIONS

	Enter an "X" in the boxes below to indicate who speaks the language listed to the left.		
	Program Participants	Program Staff	Program Volunteers
English	X	X	X
Spanish	X	X	X
Hmong	X	X	X
Arabic			
Armenian	X		
Cantonese			
Farsi (Persian)			
Filipino (Pilipino/Tagalog)			
Hindi			
Japanese	X		
Khmer (Cambodian)	X		
Khmu			
Korean			
Lao	X		
Mandarin (Putonghua)			
Mien (Yao)			
Mixteco			
Portuguese			
Punjabi			
Russian	X		
Thai			
Ukrainian			
Urdu			
Vietnamese	X		
Other: _____			

Exhibit E Program Narrative

What resources does your organization use, or have available to use, when interpretation is needed for a program participant?

Staff and volunteers fluent in respective language will translate or interpret documents, pamphlets, menus, presentations, daily activities and assist individuals with filling out forms.
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How does your organization provide the contracted service to individuals who speak a language that is not spoken by program staff or volunteers?
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Assistance/translation can be obtained from the following agencies/organizations: Fresno Center for New Americans, FIRM, Fresno Metro Ministries, PARCS staff and local non profits.
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4. CONFIDENTIALITY PROCEDURES

How does your organization protect the confidentiality of the program participant during verbal discussions? <i>(For example, asking the program participant for their date of birth, phone number, and any other information that identifies the individual and is needed to complete the client intake form)</i>
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Participant interviews are conducted in private and remain confidential.
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How does your organization protect confidential information obtained from program participants, such as client intake forms, from disclosure?

Nutrition program records, including client intake forms, client reassessments and program reports are filed and kept in locked file drawers, cabinet and/or behind locked door.
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Exhibit E Program Narrative

Contracted Program:	Title III C Nutrition Site Management
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5. PROGRAM DESCRIPTION

Provide a brief description of how your organization provides the contracted program.

The city of Fresno provides congregate nutrition site management at six (6) safe locations, offering a nutritious meal, social activities, educational presentations and resources to maintain and improve the physical and social being of older adults.

What was the primary accomplishment achieved by the contracted program in the past year?

Increasing participation by expanding center activities available to seniors and bringing in speakers to present informational seminars.

Please describe another accomplishment achieved by the contracted program in the past year.

Spring Fling – brought seniors from all over Fresno to receive information that would enhance their lives.

6. CASE STUDY

Briefly describe how the contracted program successfully met the needs of a program participant in the past year. Do not use real names.

A single male has been attending the senior site for the past 20 years. He has been a real asset as a volunteer in the nutrition program. He had a catastrophic event resulting in loss of vision. The seniors from the site visited him on a regular basis, helping when they could by giving encouragement as he underwent treatment to restore his vision. After a long struggle he is back at the site, and now able to volunteer again in a very limited but much appreciated manner.

Exhibit E Program Narrative

7. STAFFING

Please provide the names and titles of all staff listed in the Personnel section of the contract budget (Exhibit B).

Name	Title
Shaun Schaefer	Community Recreation Supvr II
Rich Rodriguez	Community Recreation Supvr I
Daniela Gonzalez	Recreation Specialist
Dana Liberty	Services Aide – Clerical
Bonnie Audas	Site Manager
Lucia Terra	Site Coordinator – TCW
Caroline Garcia	Site Coordinator – TCW
Lischa Hinojosa	Site Coordinator – Pinedale
Karen Gill	Site Coordinator - Mosqueda
Suzanne Wise	Site Coordinator – Inspiration Park

***Please provide the name and contact information for the person who has primary, hands-on involvement and oversight of the day-to-day operations of the contracted program.**

Shaun Schaefer	Community Recreation Supvr II
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Name

Title

(559) 621-2910	Shaun.Schaefer@fresno.gov
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Telephone Number

E-mail Address

➔ ***Attach the following documents to the “Documents Required to Execute Contract” checklist:**

- The **job description** for this position;
- The **resume** for the person occupying this position.

Exhibit E Program Narrative

8. SERVICE PROVIDER TIME FRAME

What days and hours will the Nutrition Site Management program be available? *(Please note that these are not necessarily the same hours your organization/facility is open.)*

Site	Days Open	Start Time	Close Time
Inspiration Park	M-T-W-Th-F	9:00 AM	1:00 PM
Lafayette	M-T-W-Th-F	9:00 AM	1:00 PM
Mary Ella Brown	M-T-W-Th-F	9:00 AM	1:00 PM
Mosqueda	M-T-W-Th-F	9:00 AM	1:00 PM
Pinedale	M-T-W-Th-F	9:00 AM	1:00 PM
Senior Citizens Village	M-T-W-Th-F	9:00 AM	1:00 PM
Ted C. Wills	M-T-W-Th-F	9:00 AM	1:00 PM

Month	Enter Dates of Holidays & Other Planned Closures	Total Days Service to be Provided
July 2017	7/4/17	20
August 2017		23
September 2017	9/4/17	20
October 2017		22
November 2017	11/10/17, 11/23/17, 11/24/17	19
December 2017	12/25/17	20
January 2018	1/1/18, 1/15/18	21
February 2018	2/19/18	19
March 2018		22
April 2018		21
May 2018	5/28/18	22
June 2018		21
Total Days of Contracted Service to be Provided under this Agreement:		250

Exhibit E Program Narrative

9. PROGRAM EVALUATION/IMPROVEMENT

In reviewing the past year's performance, identify areas that your organization could focus on for improvement of the contracted program.

The city provides on-going training of SHM program staff to provide a better experience at the meal sites. We have several organizations that make presentations to the participants on living a healthy life and ways to eat healthier.

How would participants of the contracted program benefit from these improvements?

Our goal is to provide to our participants a better quality of life by having one nutritious meal daily to supplement their own meals. We also provide activities to stimulate individuals both mentally and physically.

The city also sponsors a monthly senior dance where seniors can meet and enjoy music and dance.

Describe the specific steps your organization will take to make these improvements during the current fiscal year.

The city continues to make outreach efforts to the surrounding communities, and will provide a survey to get feedback on the center, the food and the services offered.

Staff attends events to provide information on our programs.

Describe how you will know if your improvement efforts are successful, and how you will measure your achievements.

The site monitor visits the sites a minimum of twice monthly to check on the level of service and to sit with participants and talk with them regarding participation satisfaction.

Exhibit E Program Narrative

10. OUTREACH ACTIVITIES/TARGETING PLAN (22 CCR § 7310, WIC § 9103)

Targeted Group of Older Individuals	How will the Targeted Group be informed of the contracted program & encouraged to participate?	Month(s) Scheduled
Reside in rural areas	Target faith based organizations around the Mary Ella Brown Center and contact businesses and schools with information about the center	November & April
Greatest economic need (Income level at or below the federal poverty line)	Provide information on SHM program to seniors, their children and/or caregivers at the September Carnival at Mosqueda, October Kids Fest @ Holmes Playground, Spring Fling in May at Mosqueda and the Big Fresno Fair in October	September October May
Greatest social need (Need caused by non-economic factors)	Promote SHM program to older adults who have lost a love one by inviting them to the center for companionship and a hot meal.	November
Native Americans	SHM staff will target Tribal TANF in order to reach older Native Americans. We will provide a flyer handout for the Board/Chapter meeting.	January
Minorities with greatest economic and/or social need	Provide a discussion seminar regarding program opportunities that exist for older adults.	March
Limited English proficiency	Flyers in both English and Spanish will be given to Central La Familia and local faith based organizations.	January Thru June
Severe disabilities (Severe, chronic physical and/or mental impairment that is likely to continue indefinitely & results in substantial functional limitation in 3 or more major life activities)	Contact Valley Caregiver Resource Center and Resources for Independence, Central Valley to give their information to SHM program participants and give them information on our program.	February
Alzheimer's disease or related disorders with neurological & organic brain disfunction (and the caregivers of these individuals)	Contact Valley Caregiver Resource Center to give them information on the SHM program to handout to their clients.	May
Lesbian, gay, bisexual, or transgender	Make a presentation to the Gay Fresno quarterly meeting with information on the SHM program	November