

THE INFORMATION IN THIS BOX IS NOT A PART OF THE CONTRACT AND IS FOR COUNTY USE ONLY

**Contract Number**

21-570 A-1

SAP Number

4400017357

Department of Aging and Adult Services

Department Contract Representative
Telephone Number

Julie West
(909) 387-2462

Contractor

Victor Valley Community Services
Council

Contractor Representative
Telephone Number

Maxine DiDonato
(760) 243-9646

Contract Term

July 1, 2021 through June 30, 2024

Original Contract Amount

\$ 285,000

Amendment Amount

\$ 350,000

Total Contract Amount

\$ 635,000

Cost Center

5292001036

IT IS HEREBY AGREED AS FOLLOWS:

AMENDMENT NO. 1

It is hereby agreed to amend Contract No. 21-570, effective June 13, 2023, as follows:

SECTION I. DEFINITIONS

Amend Section I. to add additional definitions to read as follows:

- P. **Intergenerational (IG) Activity** – An activity that includes more than one (1) generation, specifically, older adults (sixty (60) years of age and older) and younger generations (ages fifty-nine (59) and younger). The activity must demonstrate efforts related to bringing participants of the Older Californians Nutrition Program (OCNP) together with children or adults. Mutually beneficial intergenerational activities promote greater understanding and respect between generations and strengthen older adult's recovery and resilience from the isolation and health impacts from the COVID-19 pandemic.

- Q. Older Californians Nutrition Program (OCNP) – The Title III C-1 Congregate Nutrition Services and Title III C-2 Home-Delivered Nutrition Services (Previously called Elderly Nutrition Program (ENP)).
- R. Older Adults Recovery and Resilience Funding (OARR) – A one (1) time General Fund augmentation that the CDA requested to strengthen older adult's recovery and resilience from severe isolation and heal impacts from long-term stay at home due to Coronavirus (COVID-19) pandemic. The funding provides financial resources to support and maintain service needs to several senior programs, such as Fall Prevention, Nutrition and Title III B and III E programs under the Federal Older Americans Act.
- S. Younger Generation – An adult between eighteen (18) years old and fifty-nine (59) years old or a child under eighteen (18) years old.
- T. Nutritious – A meal/snack that contains one-third (1/3) of the Dietary Reference Intakes (DRI) and complies with the most current Dietary Guidelines for Americans (DGA).
- U. Voluntary Contributions – Any monies received from participants of Title III-B Senior Supportive Services that contributes towards the cost of this program. Participants of Supportive Services programs have the right to contribute toward that program. Any contribution from a recipient must be voluntary, kept confidential, and may not be coerced. Voluntary contributions are considered as program income and can only be used for the sole purpose of expanding the programs/services for which the contribution is given and may not be used on other programs.

SECTION II. CONTRACTOR RESPONSIBILITIES

Amend Section II. to read as follows:

Contractor shall provide all services as outlined in the Work Plan/Scope of Work (Attachment A and Attachment A.1). The Work Plan will be reviewed and updated each fiscal year based upon funding allocation and service needs.

SECTION V. FISCAL PROVISIONS

Amend Section V, Paragraphs A., B., C., and D., and add Paragraphs J. and K. to read as follows:

- A. The maximum amount of cost reimbursement under this Contract shall not exceed a cumulative of \$635,000, of which \$635,000 may be Federally funded, and shall be subject to availability of funds to the County. The consideration to be paid to each Contractor, as provided herein, shall be in full payment for all Contractor's services and expenses incurred in the performance hereof, including travel and per diem. Overtime and holiday make-up time will not be permitted. Payments are subject to provisions in the Payments, Budgets, Closeout, and Audits. Funding for Intergenerational (IG) activities, in the amount of \$24,000 must be spent no later than December 31, 2023.
- B. Contractor shall be compensated on a cost reimbursement basis, limited to the obligations and expenditures outlined in the Program Budgets (Attachment E and Attachment E.1) annually, attached hereto and incorporated by reference into this Contract. The Program Budget (Attachment E and Attachment E.1 will be revised annually, but shall not exceed the aggregate amount over the term of the Contract. Note: The IG Budget (Attachment E.1) will be a one (1) time budget.
- C. **REPORTS**
 - 5. Reporting information remains the same in paragraphs 1-4, however, note that Monthly Expenditure Reports/Invoices must be completed separately for any request for reimbursement for billing/expenses related to IG activities and must be tracked separately from the scope of work for congregate sites and home-Delivered Meals under the Older Californians Nutrition Program (OCNP) (formerly known as Elderly Nutrition Services).
- J. Funding for IG activities expires December 31, 2023, therefore, the funding (\$24,000) for IG program must be expended by December 31, 2023.
- K. Matching Contributions, as specified in Paragraph D do not apply to IG funds.

SECTION X. GENERAL PROVISIONS

Amend Section X. to add Paragraph S. to read as follows:

- S. Executive Order N-6-22 Russian Sanctions – On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. “Economic Sanctions” refers to sanctions imposed by the U.S. government in response to Russia’s actions in Ukraine (<https://home.treasury.gov/policy-issues/financial-sanctions/sanctions-programs-and-country-information/ukraine-russia-related-sanctions>), as well as any sanctions imposed under state law (<https://www.dgs.ca.gov/OLS/Ukraine-Russia>). The EO directs state agencies and their contractors (including by agreement or receipt of a grant) to terminate contracts with, and to refrain from entering any new contracts with, individuals or entities that are determined to be a target of Economic Sanctions. Accordingly, should it be determined that Contractor is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for termination of this agreement. Contractor shall be provided advance written notice of such termination, allowing Contractor at least thirty (30) calendar days to provide a written response. Termination shall be at the sole discretion of the County.

ATTACHMENTS

Amend Attachments to revise, add, or replace as follows:

Attachment A, Work Plan for Supportive Services, Section F, Paragraph b, amended to read as follows:

- b. Client Contributions and Confidentiality
 - i. Recipients of Supportive Services shall be given the opportunity to contribute toward the cost of services received. Inform recipients that there is no obligation to contribute and any contributions are voluntary.
 - ii. Contractor shall encourage seniors to contribute to the cost of services by notifying them at least annually, using the DAAS Senior Services Programs “Voluntary Contribution Flyer,” that voluntary contributions are accepted and are important to maintaining the service(s) provided. Provider shall notify Title III-B Senior Service Program clients of voluntary contribution opportunities by posting the voluntary contribution flyer in a prominent area where services are provided (if not in-home) and by issuing the Voluntary Contribution Flyer (Attachment F) at the time of program enrollment. The provider shall not in any way employ tactics which could be viewed as coercive, embarrassing, and/or obligatory to the service being provided.
 - iii. Any voluntary contribution letters sent to clients for Title III services may not resemble a bill or a statement and shall stipulate that contributions are voluntary and not required to receive service.
 - iv. Contractor shall ensure that all voluntary contributions by eligible participants are kept confidential.
 - v. Contractor understands that all voluntary contributions received shall be identified as program income. Contractor shall establish appropriate procedures to safeguard and account for all voluntary contributions to protect from loss, mishandling, and theft.
 - vi. Contractor shall use all received voluntary contributions to expand the same service (for which the voluntary contributions were given (Supportive Services) and to supplement NOT supplant funds received under the OAA.

- vii. No eligible individual shall be denied participation because of failure or inability to contribute.

Attachment A.1 added: Scope of Work for Nutrition and Intergenerational Activities, and included in this amendment, 5 pages.

Attachment E, Supportive Services Budget, replace in its entirety, 1 page.

Attachment E.1 added: Nutrition and Intergenerational Activities Budget, and included in this amendment, 1 page.

Attachment F.1 added: Monthly Expenditure Report, Intergenerational Activities, and included in this amendment, 1 page.

All other terms and conditions of Contract No. 21-570 remain in full force and effect.

This Contract may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one and the same Contract. The parties shall be entitled to sign and transmit an electronic signature of this Contract (whether by facsimile, PDF or other email transmission), which signature shall be binding on the party whose name is contained therein. Each party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed Contract upon request.

SAN BERNARDINO COUNTY

►

Dawn Rowe

Dawn Rowe, Chair, Board of Supervisors

Dated: **JUN 13 2023**

SIGNED AND CERTIFIED THAT A COPY OF THIS DOCUMENT HAS BEEN DELIVERED TO THE CHAIRMAN OF THE BOARD.

Lynna Monell
Clerk of the Board of Supervisors
San Bernardino County

By

Jennifer [Signature]

Deputy



Victor Valley Community Services Council

(Print or type name of corporation, company, contractor, etc.)

By

Maxine DiDonato

SCF01877C04548D...

(Authorized signature - sign in blue ink)

Name Maxine DiDonato

(Print or type name of person signing contract)

Title Executive Director

(Print or Type)

Dated: June 1, 2023

Address Post Office Box 1992

Victorville, CA 92393

FOR COUNTY USE ONLY

Approved as to Legal Form

Jacqueline Carey-Wilson

Jacqueline Carey-Wilson, Deputy County Counsel

Reviewed for Contract Compliance

Patty Steven

Patty Steven, Contracts Manager

Date June 1, 2023

Reviewed/Approved by Department

Sharon Mvins, Director - Public Gv

Sharon Mvins, Director

Date June 1, 2023

June 1, 2023

Date

San Bernardino County
Nutrition and Intergenerational (IG) Activities
Scope of Work
Scope of Work Term: March 21, 2023 – December 31, 2023

This Scope of Work (SOW) contains program requirements mandated by the California Department of Aging (CDA) and the Department of Aging and Adult Services (DAAS) and required Inland Caregiver Resource Center, Inc. The SOW specifies and establishes program description, requirements, reporting and outcomes.

Contractor: Victor Valley Community Services Council

Region/Service Location: Desert, West Valley, East Valley, and Mountain areas.

Program Description:

- A. **Program Duration:** Contract start date through December 31, 2023.
- B. **Funding:** Older Adults' Recovery and Resilience fund - Home and Community Based Services (OARR-HCBS).
- C. **Purpose:** The purpose of this program is to provide OARR-HCBS funds to encourage mutually beneficial nutrition and intergenerational activities to connect older adults with younger generations. The program serves to promote greater understanding and respect between generations and strengthen older adult's recovery and resilience from the isolation and health impacts from the COVID-19 pandemic.
 - 1. **Goal:** Strengthen the recovery and resilience from isolation and health impacts from the COVID-19 pandemic to serve more meals to additional older adults and reestablish community-based meal sites.
 - 2. **Objective:** Provide an intergenerational activity that offers an opportunity for older adults to socialize with younger generations (virtual or in-person), or to enhance the OCNP by offering activities and/or nutritious meals or snacks that are attractive to all participants.
- D. **Target population:** Older adults and younger generations.

Requirements

- A. **Participants:** Participants for meals and/or activities provided under this funding must include older individuals and younger generations. Older individuals are not required to be OCNP participants, however, should be encouraged and provided with information to participate in the OCNP. The eligibility criteria for OCNP participants is:
 - 1. **Congregate (C1):** Individuals eligible to receive a meal at a congregate nutrition site shall include the following:
 - a. Any older individual.
 - b. The spouse of any older individual.
 - c. A person with a disability, under age sixty (60) who resides in housing facilities occupied primarily by older individuals at which congregate nutrition services are provided.
 - d. A disabled individual who resides at home with and accompanies an older individual who participates in the program.

ATTACHMENT A.1

- e. A volunteer under age sixty (60), if doing so will not deprive an older individual sixty (60) or older of a meal. [CCR 7636.9(b)(3); CCR 7638.7(b); and OAA 339(H)]
2. Home-delivered (C2): Individuals eligible to receive a home-delivered meal are individuals who are:
 - a. Frail as defined by 22 CCR 7119, homebound by reason of illness or disability, or otherwise isolated. (These individuals shall be given priority in the delivery of services.) [45 Code of Federal Regulations (CFR) 1321.69(a)].
 - b. A spouse of a person defined in 22 CCR 7638.7(c)(2), regardless of age or condition if an assessment concludes that 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.
- B. Allowable Activities: The program for nutrition and intergenerational activities support the goal of connecting older adults and younger generations. Activities must have an intergenerational (IG) component (includes older adults and younger generations) and include a meal, healthy snack, and/or nutrition education component. Any adjustments to program activities, after contract award, must be pre-approved by DAAS, prior to conducting the activity, to ensure that it is appropriate under the funding requirements. Activity requests are to be submitted via email to the Program Analyst at least forty-five (45) days prior to event. Examples of allowable activities include, but are not limited to:
 1. Social Activities
 - a. Movie event
 - b. Painting or Craft activity
 - c. Meal Companion (includes virtual to include home-bound individuals)
 - d. Cultural food event
 - e. Game activity
 2. Demonstration/classes
 - a. Cooking demonstrations supporting healthy eating
 - b. Indoor/outdoor gardening class(es)
- C. Meals: Meals provided with an IG activities must be in accordance with the [Older Americans' Act \(OAA\)](#) and [California Code of Regulations \(CCR\)](#). All meals will promote high standards of food safety and sanitation as required by the [California Retail Food Code \(CRFC\)](#). Healthy snacks may be included as part of an intergenerational activity but will not be reported as meals. Healthy snacks are considered part of the intergenerational activity.
 1. Meals provided are to be good quality and follow the requirements as the [Dietary Guidelines for Americans \(DGA\)](#) and provide one third (1/3) of the Dietary References Intakes (DRI).
 2. Meals provided to other age groups should be of the same nutritional value as meals provided to older adults.
 3. Intergenerational activities may be hosted during the senior nutrition program, provided all participants will receive a meal.
- E. Equipment/Supplies: Purchases are allowable up to \$5,000 excluding computing devices. All requests for equipment and vehicles costing \$5,000 or more and any computing devices, regardless of cost (including, but not limited to: workstations, servers, laptops, personal digital assistants, notebook computers, tablets, smartphones, and cellphones), and all portable electronic storage media regardless of cost (including, but not limited to: thumb/flash drives and portable hard drives) included in the budget, require a written request and DAAS approval prior to purchases being made.

ATTACHMENT A.1

- F. Inventory: Inventory records must be kept on items purchased with the OARR funds. These are items of value that can be reused several times throughout the program. (i.e., Projector, karaoke machine, etc.).
- G. Tracking: The following data must be tracked separately from any other contracted activities and not entered into the WellSky database:
1. Participants under the following categories:
 - a. Eligible participants of Congregate (C1) (unduplicated count) (if a IIIC provider or if partnering with a IIIC provider).
 - b. Eligible participants of Home Delivered meals (C2) (unduplicated count) (if a IIIC provider or if partnering with a IIIC provider).
 - c. Not currently eligible participants to OCNP (estimated).
 - d. Intergenerational participants (estimated).
 2. Meals (service units) provided under the following categories: (Meals can only be counted once to the program funding the meal).
 - a. Congregate meals (C1) (only applies to a IIIC provider or IIIC partnership).
 - b. Home Delivered meals (C2) (only applies to a IIIC provider or IIIC partnership).
 - c. Not currently eligible OCNP participant.
 - d. Intergenerational participants.
 3. Expenses and equipment.

Performance Outcomes

- A. Provide a minimum of two (2) activities per month, which includes a nutritious meal/snack.
- B. Meet a minimum of 95% of the total number of participants and meals for the contract period of this scope: of work as listed below.

AGE CATEGORY	MEALS	PARTICIPANTS
OLDER GENERATION (over 60)	N/A	100 (unduplicated)
YOUNGER GENERATION (under 60)	N/A	100

- C. Demonstrate accomplishment of the program with an increase in activities and/or participation.

Reporting

- A. Service units for both meals (if provided) and intergenerational activities are required to be reported. Contractors will submit the IG Activities Report monthly to report all the activities and meals provided. The report is due by the twenty-fifth (25th) calendar day following the month of service. The IG Registration Sheet is a tool to use at each event to capture the data needed for the IG Activities Report. This form must be submitted with the IG Activities Report each month. IF MEALS ARE NOT PROVIDED, DO NOT REPORT SNACKS AS MEALS.
1. IG Registration Sheet: Document that records information at the time of the activity and serves as supporting documentation for report (Attachment A.1, page 5).
 2. IG Activities Report: Describe the activities conducted and includes count of participants, demographics and a brief narrative describing successes and challenges of the program (Attachment A.1, page 4).

San Bernardino County
Department of Aging and Adult Services

INTERGENERATIONAL (IG) ACTIVITIES REPORT

* Due by the 25th business day of the month following the month of service.

Provider Name:		Program:		Report Month:																
Contact Person:		Contact Number:		Fiscal Year:																
		DEMOGRAPHICS				PARTICIPATION														
		GENDER		AGE				MEAL COUNT		PERSON COUNT										
Activity Date		Activity Type / Location		Male	Female	Other	12 or under	13-19	20-39	40-59	60-79	80-99	100+	C1	C2	OAA	IG	C1	OAA	IG
1																				
2																				
3																				
4																				
5																				
TOTALS				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Activities Provided (choose all that apply)																				
<input type="checkbox"/> Plan/develop IG activities.																				
<input type="checkbox"/> Develop partnerships or other collaborative efforts for the development of IG																				
<input type="checkbox"/> Develop shared site with programs serving meals to children for IG meal program.																				
<input type="checkbox"/> IG cooking demonstration or cooking classes.																				
<input type="checkbox"/> IG gardening activity.																				
<input type="checkbox"/> Virtual or in-person IG social activity.																				
<input type="checkbox"/> Virtual or in-person lunch companion for home-delive																				
<input type="checkbox"/> Other Activities Provided																				
Please enter a response for each sentence below.																				
Describe the services/activities provided this quarter for each item checked above)																				
1																				
2	Describe the demographics of the participants.																			
3	Describe any successes and challenges. If there were challenges, describe any actions taken to address them.																			
4	Describe any service collaboration efforts.																			
5	Describe any capacity building strategies.																			

INTERGENERATIONAL ACTIVITIES

Provider Name:		Page 1 of: _		Program:																	
Activity Date:																					
Activity Type / Location:																					
Nutritious Meal or Snack:																					
REGISTRATION SHEET																					
0		DEMOGRAPHICS										PARTICIPATION									
		GENDER		AGE GROUP								MEAL COUNT		PERSON COUNT							
		0		0								0		0							
PRINT FULL NAME		PHONE NUMBER	Male	Female	Other	12 or under	13-19	20-39	40-59	60-79	80-99	100+	C1	C2	OAA	IG	C1	C2	OAA	IG	
1																					
2																					
3																					
4																					
5																					
6																					
7																					
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19																					
20																					
TOTALS																					

**COUNTY OF SAN BERNARDINO
III B SUPPORT SERVICES PROGRAM BUDGET**

Provider: Victor Valley Community Services Council

Fiscal Year: 2023-24

Orig ☒ Amend ☐

Match Requirement: \$ 30,198

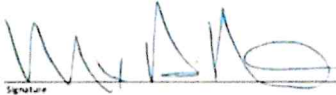
SERVICE	Assisted Transportation		Homemaker		Residential Repair		Senior Center Activities		Chore		
Expected Service Units:											
Expenditure Category:	Cash	In-Kind	Cash	In-Kind	Cash	In-Kind	Cash	In-Kind	Cash	In-Kind	Total
1 Personnel	\$ 21,000		\$ 18,000		\$ 32,000		\$ 29,500		\$ 12,500		\$ 113,000
2 Staff Travel & Training											\$ -
3 Equipment											\$ -
4 Non-Inventoriable Equipment											\$ -
5 Consultants											\$ -
6 Other Expenses:											\$ -
a Supplies/repair parts	\$ 1,400		\$ 2,300		\$ 28,000		\$ 8,000		\$ 3,000		\$ 42,700
b Insurance	\$ 1,500		\$ 1,500		\$ 1,500		\$ 1,500		\$ 1,500		\$ 7,500
c Repair & Maintenance hired			\$ 8,000		\$ 23,000		\$ 2,000		\$ 8,000		\$ 41,000
d Volunteer time		\$ 1,198		\$ 3,000		\$ 20,000		\$ 3,000		\$ 3,000	\$ 30,198
e Utilities	\$ 2,200		\$ 2,200		\$ 2,200		\$ 2,200		\$ 2,200		\$ 11,000
f Vehicle Operations	\$ 400		\$ 1,000				\$ 800				\$ 2,200
g Miscellaneous											\$ -
7 Indirect Cost											\$ -
Total Expenditures (add lines 1-7)	\$ 26,500	\$ 1,198	\$ 33,000	\$ 3,000	\$ 86,700	\$ 20,000	\$ 44,000	\$ 3,000	\$ 27,200	\$ 3,000	\$ 247,598
Revenue Sources:	Cash	In-Kind	Cash	In-Kind	Cash	In-Kind	Cash	In-Kind	Cash	In-Kind	Total
Federal Funds	\$ 8,150		\$ 9,150		\$ 21,000		\$ 12,300		\$ 11,400		\$ 62,000
Federal Funds ARP	\$ 20,100		\$ 23,000		\$ 52,300		\$ 31,000		\$ 29,000		\$ 155,400
Program Income											\$ -
Deferred Income											\$ -
Matching Cash											\$ -
Matching In-Kind											\$ -
Non-Match Cash											\$ -
Non-Match In-Kind											\$ -
Total Revenue	\$ 28,250	\$ -	\$ 32,150	\$ -	\$ 73,300	\$ -	\$ 43,300	\$ -	\$ 40,400	\$ -	\$ 217,400

Submitted by:


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DAAS Approval:

 Gina Gonzales
 print


 Signature

 5/4/23
 Date


 Signature

 5/8/2023
 Date

 AP 11B FAIN 2201CA0A0A-01
 ARP 11B FAIN 2101CASSC6-00
 Dated 7-1-2022

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San Bernardino County
Nutrition and Intergenerational Activities Program

Fiscal Year: through December 31, 2023

Provider: Victor Valley Community Services Council

Amendment ☒ ☐

SERVICE		Intergenerational Activities							
Expenditure Category:		Cash	In-Kind	Cash	In-Kind	Total		Total	
1	Personnel	\$ 9,600						\$	9,600
2	Staff Travel & Training							\$	-
3	Equipment							\$	-
4	Non-Inventoriable Equipment							\$	-
5	Consultants							\$	-
6	Other Expenses/Meals	\$ 8,600						\$	8,600
	a) Supplies & Materials	\$ 5,800						\$	5,800
	b) Insurance							\$	-
	c) Repair & Maintenance							\$	-
	d) Rent/Building Space							\$	-
	e) Utilities							\$	-
	f) Vehicle Operations							\$	-
	g) Miscellaneous - Sub-Contractor							\$	-
7	Indirect Cost							\$	
Total Expenditures (add lines 1-7)		\$ 24,000	\$ -					\$	24,000

Revenue Sources:		Cash	In-Kind	Cash	In-Kind	Cash	In-Kind	Total
OARR Funds		\$ 24,000						\$ 24,000
Program Income								\$ -
Deferred Income								\$ -
Matching Cash								\$ -
Matching In-Kind								\$ -
Non-Match Cash								\$ -
Non-Match In-Kind								\$ -
Total Revenue		\$ 24,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,000

Submitted by

Midge M. Nicosia

Jeffrey Young

print

Signature

Date

Signature

Date

MONTHLY EXPENDITURE REPORT

Older Adults' Recovery and Resilience (OARR)			
Older Californians Nutrition Program (OCNP) and Intergenerational Activities			
			FY 2022-23
SAN BERNARDINO COUNTY DEPARTMENT OF AGING AND ADULT SERVICES		<div style="border: 1px solid black; padding: 5px;">CONTRACTOR NAME</div> <div style="background-color: #c0e0c0; height: 40px; margin-top: 5px;"></div>	
CONGREGATE SITES C 1 <input type="checkbox"/>		HOME DELIVERED MEALS C2 <input type="checkbox"/>	
		Service Month: Invoice Date: 	
OARR OCNP			
Expenditures:	Cash	In-kind	
Personnel			0.00
Equipment**			0.00
Operating Expenses			0.00
Contracted Services			0.00
Indirect Cost*			0.00
Total Expenditures:	-	-	0.00
Deductions:	Cash	In-kind	
Program Income			0.00
Non-Match Cash			0.00
Cash Match			0.00
In-kind Contributions			0.00
Total Deductions:	-	-	0.00
Request for Reimbursement			0.00
	DAAS USE ONLY		
	Reimbursement Amount		
	Internal Order		
	PO Number		
	Please Pay		
Signature of Preparer:		Date:	
Authorized Agency Signature:		Date:	
<div style="display: flex; justify-content: space-between;"> <div> <p>* Requires Indirect Cost Rate Plan approved by DAAS</p> <p>** Tangible personal property purchased with CDA funds, having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit or any item that has memory. Requires CDA approval prior to purchase.</p> </div> <div style="text-align: right;"> <p>Received: _____</p> </div> </div>			