



Contract Number
24-915 A-1

SAP Number

Department of Aging and Adult Services – Public Guardian

Department Contract Representative Telephone Number	Jammie Maalouf, Contracts Analyst (909) 386-8395
Contractor	True Escape Marriage and Family Therapy
Contractor Representative Telephone Number	Mercedes D. Green (442) 243-2714
Contract Term	October 1, 2024 through September 30, 2026
Original Contract Amount	\$290,000
Amendment Amount	\$290,000
Total Contract Amount	\$580,000
Cost Center	5292501036
Grant Number (if applicable)	800292

IT IS HEREBY AGREED AS FOLLOWS:

AMENDMENT NO. 1

It is hereby agreed to amend Contract No. 24-915, as follows:

SECTION D. TERM OF CONTRACT

Amend Section D. Term of Contract to read as follows:

1. This Contract is effective as of October 1, 2024 and expires September 30, 2026 but may be terminated earlier in accordance with provisions of this Contract. The Contract term may be extended for two (2) additional one (1) year periods by mutual agreement of the parties.

SECTION F. FISCAL PROVISIONS

Amend Section F. Fiscal Provisions to read as follows:

2. The maximum amount of reimbursement under this Contract shall not exceed \$580,000 and shall be subject to availability of other funds to the County. The consideration to be paid to 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.

ATTACHMENT A-1: SCOPE OF WORK

Add Contract Attachment A-1, titled "Scope of Work," which is attached to this Amendment and incorporated herein by this reference.

All other terms and conditions of Contracts No. 24-915 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, Chair, Board of Supervisors

Dated: _____
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 _____
Deputy

True Escape Marriage and Family
Therapy

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

By ► _____
(Authorized signature - sign in blue ink)

Name Mercedes Green
(Print or type name of person signing contract)

Title Owner
(Print or Type)

Dated: _____

Address 13261 Spring Valley Parkway, 203
Victorville, CA 92395

FOR COUNTY USE ONLY

Approved as to Legal Form

► _____
Jacqueline Carey-Wilson, County Counsel

Date _____

Reviewed for Contract Compliance

► _____
Patty Steven, Contracts Manager

Date _____

Reviewed/Approved by Department

► _____
Sharon Nevins, Director

Date _____

San Bernardino County
Modernization of Older Californians Act - Nutrition Services
SCOPE OF WORK
October 1, 2025 through September 30, 2026

Contractor: **True Escape Marriage and Family Therapy**

SCOPE OF WORK - INTERGENERATIONAL ACTIVITIES

Service Area: **High Desert**

A. The Contractor shall:

1. Provide meals in accordance with the OAA and California Code of Regulations (CCR).
2. Promote and maintain high standards of food safety and sanitation as required by the California Retail Food Code.
3. Conduct services and activities that support the goal to provide more meals to more older adults and/or the goal to pursue and conduct intergenerational activities for the purpose of connecting older adults with children/adults in conjunction with the OCNP. Examples of intergenerational activities include, but are not limited to the following:
 - a. Development or maintenance of partnerships and collaborative efforts with programs serving children to foster intergenerational connections between older adults and children.
 - b. Planning, development, or implementation of shared sites with programs serving meals to children to promote intergenerational meal programs.
 - c. Planning, development, or implementation of intergenerational cooking demonstrations or classes.
 - d. Planning, development, or implementation of shared garden site and intergenerational gardening activities.
 - e. Virtual or in person intergenerational social activities related to the C-1 or C-2 program.
 - f. Virtual or in person adult lunch companion for C-2 participants.
4. Use funding to provide meals for participants and activities that support intergenerational connections; however, funding may not supplant funds that would otherwise be available for other nutrition programs.
5. The Contractor shall provide a minimum of twelve (12) activities to twelve hundred fifty (1,250) clients over the period of October 1, 2025 through September 30, 2026 while servicing at least sixty (60) unduplicated clients. The Contractor shall be able to provide accurate records of minimum units produced and number of unique clients.
6. The contractor shall not conduct business that is otherwise billable to any entity during the execution of an Intergenerational activity. This includes but is not limited to:
 - a. Counseling services in which an entity is billed for services such as the consumer, an insurance company, Medicare or Medi-Cal

Program	Amount	Activities	Clients	Unduplicated Clients
Intergenerational Activities	\$90,000	12	1,250	60

REPORTING REQUIREMENTS/DELIVERABLES

- A. The Contractor shall report the following information monthly in Intergenerational Activities Data Reporting Tool (IGDRT).
1. The service units (meals) and estimated unduplicated client count for OCNP clients.
 2. The service units (meals) and estimated participant count for participants under age sixty (60).
 3. The service units (intergenerational activities) and estimated unduplicated client count for OCNP clients.
 4. The service units (intergenerational activities) and estimated participant count for participants under age sixty (60).
 5. A monthly narrative report describing intergenerational activities, demographics of participants of intergenerational activities, and successes and challenges, collaboration efforts, any capacity building strategies, and success stories that were a result of this program.

SCOPE OF WORK – GROCERIES

Service Area: **High Desert, West Valley, Central Valley, and East Valley**

- A. The Contractor shall:
1. Use funds to provide groceries to OAA participants. Potential scenarios include:
 - a. Clients living in rural areas with limited access to grocery stores.
 - b. During emergencies when meals may not be available or clients are unable to obtain other food.
 - c. Clients with dietary restrictions that prevent them from consuming the majority of OCNP meals.
 - d. Provide liquid nutrition supplements (e.g., Ensure, Boost, etc.) to clients at high risk for malnutrition as determined by physician or Registered Dietitian.
 2. Provide groceries that may be delivered to, or picked up by participants at a designated site, such as a congregate meal site.
 3. Evaluate the availability of similar services in the community to avoid duplication of services. Similar services include but are not limited to food bank services, Brown Bag program, and Commodity Supplemental Food Program.
 4. Evaluate clients prior to grocery services for:
 - a. Ability to store and prepare meals from groceries provided.
 - b. Use of other federal food assistance programs to ensure there is not a duplication of services.
 5. Provide groceries consisting of food items only. There are no requirements for the amount or types of food offered as groceries. Groceries should be appropriate for the older adult population, such as produce, whole grain products, low fat dairy products, lean proteins, and lower sodium products.

6. Gift cards for groceries are not allowable and may not be used.
7. The contractor shall provide a minimum of seventeen hundred and fifty (1,750) units over the course of the period of October 1, 2025 through September 30, 2026 while servicing at least thirty (30) unduplicated clients. The contractor shall be able to provide accurate records of the minimum units produced and number of unique clients.

Program	Amount	Units	Unduplicated Clients
Groceries	\$200,000	1,750	30

B. The Contractor shall not:

1. Solicit voluntary contributions because services are provided to individuals at or below 185% of the Federal Poverty Level.
2. Charge fees are for the distribution or receipt of the food, regardless of delivery method.

REPORTING REQUIREMENTS/DELIVERABLES

- A. The Contractor shall report the following information monthly as "Material Aid- Groceries," in Groceries Data Reporting Tool (GDRT.)
1. Service units (one service unit is one grocery delivery, regardless of number of bags provided.)
 2. Estimated unduplicated client count
 - a. Groceries and liquid nutrition supplements (e.g., Ensure, Boost, etc.) cannot be counted toward Title IIIC meal counts or NSIP meal counts.

ADDITIONAL RESPONSIBILITIES

- A. Contractor shall provide a system through which clients will have the opportunity to express and have considered their views, grievances, and concerns regarding the delivery of services. The procedure must be in writing, be approved by DAAS-PG, and made available to all recipients of services.

B. Contractor shall:

1. Submit monthly invoice to DAAS-PG no later than the tenth (10th) business day of the following month. (i.e.: January invoice will be due by the tenth (10th) business day in February).
2. Provide DAAS-PG with three (3) contact persons for communication. Contractor must respond no later than two (2) business days of receiving communication from DAAS-PG.
3. Attend provider quarterly meetings with DAAS-PG.
4. Participate in County collaboration events to promote and/or provide Senior Supportive Services offered in County service area.
5. Provide notice within twenty-four (24) hours to DAAS-PG of any changes to the Program that could restrict the operations of or access to, MOGA - Nutrition Services. These changes include but are not limited to natural disasters, personnel changes, program or project phone number changes, headquarters office address changes and mailing address changes.
6. Contractor shall adhere to allowable activities and cost/cost principles per MOGA - Nutrition Services program guidelines, County, CDA and/or Federal regulations. In addition, Contractor shall make available all reasonable information necessary to substantiate that expenditures under the Contract are allowable.
7. Ensure all posters, signs, and brochures (materials) are prepared in English and Spanish. DAAS-PG may request material to be prepared in other languages as necessary. These materials

should be posted and distributed in locations that serve minority communities such as churches, community service centers, and small stores within minority communities.

8. Ensure staff providing services with access to personal identifiable information must go through a thorough background check, with evaluation of the results to assure there is no indication that the person may present a risk to the security or integrity of confidential data or a risk for theft or misuse of confidential data. The Contractor shall retain each person's background check documentation for a period of three (3) years following contract termination.
9. Conduct outreach in the communities served to community groups and organizations. All outreach activities will be documented and kept on file to be reviewed during program monitoring to be scheduled and conducted by DAAS-PG staff.