



Contract Number

22-662-A2

SAP Number

4400019244

**Department of Aging and Adult
Services**

Department Contract Representative	Julie West
Telephone Number	909-387-2462
Contractor	Barstow Senior Citizens Center
Contractor Representative	Maurice Lessard
Telephone Number	760-256-9111 x 203
Contract Term	July 1, 2022 through June 30, 2025
Original Contract Amount	\$5,330,000
Amendment Amount	\$ 168,000
Total Contract Amount	\$5,498,000
Cost Center	5292001036

IT IS HEREBY AGREED AS FOLLOWS:

AMENDMENT NO. 2

It is hereby agreed to amend Contract No. 22-662, effective March 28, 2023 as follows:

SECTION I. DEFINITIONS

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

CCC. 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 also strengthen older adult's recovery and resilience from the isolation and health impacts from the COVID-19 pandemic.

- DDD. 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)).
- EEE. 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.
- FFF. Younger Generation – An adult between eighteen (18) years old and fifty-nine (59) years old or a child under eighteen (18) years old.
- GGG. Nutritious – A meal/snack that contains one-third (1/3) of the Dietary Reference Intakes (DRI) and complies with most current Dietary Guidelines for Americans (DGA).

SECTION II. CONTRACTOR SERVICE RESPONSIBILITIES

Amend Section II. to read as follows:

Contractor shall provide all services as outlined in the Scopes of Work (Attachment C and Attachment C.1) and shall be compensated on cost reimbursement basis.

SECTION III. CONTRACTOR GENERAL RESPONSIBILITIES

Amend Section III. to add Paragraph SS to read as follows:

- SS. Executive Order N-6-22 Russian Sanctions (applies to contracts utilizing State funding)– 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.

SECTION V. FISCAL PROVISIONS

Amend Section V, Paragraphs A, B, D, and L and add Paragraph N to read as follows:

- A. The maximum amount payable under this Contract shall not exceed \$5,498,000, of which a portion will be federally funded, and shall be subject to availability of 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. Funding for IG activities, in the amount of \$168,000, must be spent no later than December 31, 2023.
- B. Contract shall be compensated on a cost reimbursement basis, limited to the obligations and expenditures outlined in the Program Budgets (Attachment H and Attachment H.1) annually, attached hereto and incorporated by reference into this Contract. The Program Budget (Attachment H and Attachment H.1) will be revised annually, but shall not exceed the aggregate amount over the term of the Contract. Note: The IG Budget (Attachment H.1) will be a one (1) time budget.
- D. Reports
1. Contractor, at such times and in such forms as DAAS may require, shall furnish statements, records, reports, data, and information requested by DAAS pertaining to the Contractor's

performance of services hereunder and other matters covered by this Contract. The forms shall be reviewed for timeliness, completeness, and correctness of the information submitted, by the Program Director or his/her designee, prior to submission to DAAS. Incomplete forms shall be returned to the Contractor for completion. (In the event of changes in these forms, DAAS shall advise the Contractor via written notice.) The Contractor shall develop and implement a process for ensuring quality control. Contractor shall meet the following standards for the submission of required financial reports:

- a. Financial Reporting – Accurate, current and complete disclosure of the financial results of the program shall be made in accordance with the financial reporting requirements of this Contract. The following reports are to be submitted to DAAS when indicated:

- 1) Monthly

- a) Monthly Expenditure Reports: Elderly Nutrition Services (Attachment J) and Nutrition and Intergenerational Activities (Request for reimbursement form) (Attachment J.1), including all back-up documentation, are due to DAAS Administration, Aging Fiscal, the tenth (10th) working day of the month following the month of services to the address stated below:

DAAS Administration
Attention: Aging Fiscal
Nutrition Program Staff Analyst
784 E. Hospitality Lane
San Bernardino, CA 92415-0515

Note: Monthly Expenditure Reports 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).

- 2) Annually – The following reports are due on an annual basis by no later than July 15:

- a) Financial Close-out Report
- b) Periodic Inventory Report
- c) Single Audit or Financial Statement
- d) Schedule of Expenditures of Federal Awards (SEFA)

- 3) Single Audit – If Contractor is a Single Audit entity as defined in this Contract, Contractor shall:

- a) Communicate the Catalog of Federal Domestic Assistance (CFDA) number to the independent auditor conducting the organization's Single Audit. The CFDA number for the III C Services is 93.045 and 93.053.
- b) Provide a copy of Contractor's Schedule of Expenditures of Federal Awards (SEFA) to DAAS on an annual basis.

L. General program income shall be used to increase the number of elderly served by a project, to facilitate access to such meals, and to provide supportive services directly related to nutrition as defined in the Scope of Works (Attachment C and Attachment C.1). General program income shall be used within the program in which it was earned.

N. Funding for IG activities expires December 31, 2023, therefore, the funding for IG program must be expended by December 31, 2023.

SECTION VIII. TERM

Amend Section VIII. to read as follows:

This Contract is effective as of July 1, 2022 and expires June 30, 2025, but may be terminated earlier in accordance with provisions of Section IX of the Contract. The Contract term may be extended for two (2) additional one (1) year periods by mutual agreement of the parties. All funding pertaining to any IG activities must be spent by December 31, 2023.

ATTACHMENTS

Amend Attachments Section to add new attachments as follows:

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

Attachment H.1, Nutrition and Intergenerational Activities Budget, included in this amendment, 1 page..

Attachment J.1, Nutrition and Intergenerational Activities Monthly Expenditures Report included in this amendment, 1 page.

All other terms and conditions of Contract No. 22-662 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

Barstow Senior Citizen Center

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

►

Dawn Rowe, Chair, Board of Supervisors

By ►

(Authorized signature - sign in blue ink)

Dated: _____

Name Maurice Lessard

(Print or type name of person signing contract)

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

Title Program Director

(Print or Type)

Lynna Monell
Clerk of the Board of Supervisors
San Bernardino County

By _____

Deputy

Dated: _____

Address 555 Melissa Avenue

Barstow, CA 92311

FOR COUNTY USE ONLY

Approved as to Legal Form

Reviewed for Contract Compliance

Reviewed/Approved by Department

►

Jacqueline Carey-Wilson, County Counsel

►

Patty Steven, Contracts Manager

►

Sharon Nevins, Director

Date _____

Date _____

Date _____

San Bernardino County
Nutrition and Intergenerational (IG) Activities
Scope of Work

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 of Barstow Senior Citizens Center. The SOW specifies and establishes program description, requirements, reporting and outcomes.

Contractor: Barstow Senior Citizens Center

Region: Northwestern Desert, Victor Valley

Service Location: Barstow Senior Citizens Center. Contractor's other congregate sites in Apple Valley, Hesperia, and Victorville may also offer IG activities.

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:** The goal of the program is to 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:** The objectives of the program are to 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 that are attractive to all participants.
- D. **Target population:** The target population are 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.
- 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 submitted via email to the Program Analyst at least forty-five (45) days prior to event. 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 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.

- 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) to three (3) 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)	1,350	1,350 (80 unduplicated)
YOUNGER GENERATION (under 60)	2,400	2,400

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

Reporting

- A. Service units for both meals 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 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.
 - 1. IG Registration Sheet: Document that records information at the time of the activity and serves as supporting documentation for report (Attachment C.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 C.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	0

Activities Provided (choose all that apply)

☐ Plan/develop IG activities. ☐ Develop partnerships or other collaborative efforts for the development of IG ☐ Develop shared site with programs serving meals to children for IG meal program. ☐ IG cooking demonstration or cooking classes.	☐ IG gardening activity. ☐ Virtual or in-person IG social activity. ☐ Virtual or in-person lunch companion for home-delive ☐ Other Activities Provided
--	---

Please enter a response for each sentence below.

1	Describe the services/activities provided this quarter for each item checked above)
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.

Provider Name:		Page 1 of: _		Program:															
Activity Date:																			
Activity Type / Location:																			
Nutritious Meal or Snack:																			
REGISTRATION SHEET																			
		DEMOGRAPHICS										PARTICIPATION							
		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		GENDER			AGE GROUP							MEAL COUNT				PERSON COUNT			
		0			0							0				0			
0		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																			
8																			
9																			
10																			
11																			
12																			
13																			
14																			
15																			
16																			
17																			
18																			
19																			
20																			
TOTALS																			

COUNTY OF SAN BERNARDINO NUTRITION INTERGENERATIONAL SERVICES
CONGREGATE/HOME DELIVERED MEAL PROGRAM BUDGET

Provider: **Barstow**Fiscal Year/Period: **April 1, 2023 - December 31, 2023**Orig ☒

Service		C-1 Meals		C-2 Meals		
Meal count		6,250				
Expenditure Category:		Cash	In-Kind	Cash	In-Kind	Total
1	Personnel	\$ 38,500				\$ 38,500
2	Staff Travel & Training					\$ -
3	Equipment					\$ -
4	Non-Inventoriable Equipment					\$ -
5	Consultants					\$ -
6	Catered Food					\$ -
7	Raw Food	\$ 70,000				\$ 70,000
8	Other Expenses:					
a	Supplies	\$ 47,500				\$ 47,500
b	Insurance					\$ -
c	Repair & Maintenance					\$ -
d	Rent/Building Space					\$ -
e	Utilities					\$ -
f	Vehicle Operations					\$ -
g	Miscellaneous	\$ 12,000				\$ 12,000
9	Indirect Cost					\$ -
Total Expenditures (add lines 1-7)		\$ 168,000	\$ -	\$ -	\$ -	\$ 168,000
Revenue Sources:		Cash	In-Kind			Total
State Funds		\$ 168,000				\$ 168,000
Program Income						\$ -
Matching Cash						\$ -
Matching In-Kind						\$ -
Non-Match Cash						\$ -
Non-Match In-Kind						\$ -
Total Revenue		\$ 168,000	\$ -	\$ -	\$ -	\$ 168,000

Submitted by:

M Lessard
Printed Name

DAAS Approval:

Jeffrey Young
Printed Name

[Signature]
Signature

2/2/23
Date

[Signature]
Signature

2/3/2023
Date

MONTHLY EXPENDITURE REPORT

Older Adults' Recovery and Resilience (OARR)			
Older Californians Nutrition Program (OCNP) and Intergenerational Activities			
			FY 2022-23
COUNTY OF SAN BERNARDINO		CONTRACTOR NAME	
DEPARTMENT OF AGING AND ADULT SERVICES			
CONGREGATE SITES C 1 ☐		HOME DELIVERED MEALS C2 ☐	
		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:
<i>* Requires Indirect Cost Rate Plan approved by DAAS</i>			Received: _____
<i>** 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.</i>			