

# CONTRACT SUMMARY SHEET

TO: THE OFFICE OF THE CITY CLERK,  
COUNCIL/PUBLIC SERVICES DIVISION  
ROOM 395, CITY HALL

DATE: 9-9-14

FROM (DEPARTMENT): Aging

CONTACT PERSON: Kevin Sower PHONE: 213) 202-5642

CONTRACT NO.: C-119333

COUNCIL FILE NO.: 14-1161

ADOPTED BY COUNCIL: 08-29-14  
DATE

APPROVED BY BPW: \_\_\_\_\_  
DATE

☐ NEW CONTRACT  
☒ AMENDMENT NO. 6  
☐ ADDENDUM NO. \_\_\_\_\_  
☐ SUPPLEMENTAL NO. \_\_\_\_\_  
☐ CHANGE ORDER NO. \_\_\_\_\_

CONTRACTOR NAME: San Fernando Valley Interfaith Council, Inc.

TERM OF CONTRACT: July 1, 2011 THROUGH: June 30, 2014

TOTAL AMOUNT: \$10,094,602

PURPOSE OF CONTRACT:

The Multipurpose, Social Services, Nutrition, and Transportation Project

**NOTE: CONTRACTS ARE PUBLIC RECORDS - SCANNED AND UPLOADED TO THE INTERNET**

SIXTH AMENDMENT  
TO AGREEMENT NUMBER C-119333 OF CITY OF LOS ANGELES CONTRACT  
BETWEEN  
THE CITY OF LOS ANGELES  
AND  
SAN FERNANDO VALLEY INTERFAITH COUNCIL, INC.  
RELATING TO  
THE MULTIPURPOSE, SOCIAL SERVICES, NUTRITION, AND TRANSPORTATION PROJECT

THIS SIXTH AMENDMENT to Agreement Number C-119333 of City of Los Angeles Contract is made and entered into by and between the City of Los Angeles ("City") and San Fernando Valley Interfaith Council, Inc. ("Contractor"), a California nonprofit corporation.

## RECITALS

WHEREAS, the City and Contractor have entered into an Agreement wherein Contractor shall provide certain services. Said Agreement was effective July 1, 2011, which together with all amendment(s) thereto shall hereinafter be referred to as the Agreement; and

WHEREAS, Section 619 of the Agreement provides for amendments;

WHEREAS, the Agreement contemplates that modifications and closeout activities may be required after the time set forth in Section 501 of the Agreement; and

WHEREAS, the City and Contractor are desirous of amending the Agreement as authorized by (refer to Council File Number 14-1161 dated September 8, 2014), which authorizes the General Manager of the LADOA, to prepare and execute an amendment to the Agreement for the purpose of:

- (a) amend additional service to the Agreement;
- (b) subtract funds in the amount of Six Hundred Fifty-Two Thousand Five Hundred Seventy-Eight Dollars (\$652,578) for a new total of Ten Million Ninety-Four Thousand Six Hundred Two Dollars (\$10,094,602);
- (c) update standard contract language;
- (d) add Appendix A – Standard Provisions for City Contracts (Rev. 4/9/14);
- (e) amend Exhibit I;
- (f) add Exhibit IV Certification Regarding Drug Free Workplace Act Requirements;
- (g) add Exhibit XIV List of Multi-Purpose Centers;
- (h) add Exhibit XV Subcontract and Procurement Procedures;
- (i) add Exhibit XVI Management Representation Statement;
- (j) add Exhibit XVII Inventions, Patents, and Copyrights;

(k) add Exhibit XVIII Contractor Requirement Mandated Reporting of Elder Abuse; and

WHEREAS, this Agreement is necessary and proper to continue and/or complete certain activities authorized by this Agreement.

NOW, THEREFORE, the City and the Contractor agree that the Agreement be amended effective July 1, 2013 as follows:

## AMENDMENT

1. Amend §203, Scope of Work and Contractor Responsibility:

- (a) Section D. Multipurpose Center – amend performance tables to reflect revised units of service:

July 1, 2012 – June 30, 2013

1. SOUTHEAST VALLEY AGING SERVICE AREA

PERSONAL CARE (PROGRAM NO. 1)	
222	Personal Care (in hourly increments)
7	New Clients Served
7	Unduplicated Clients Served

HOMEMAKER (PROGRAM NO. 2)	
817	Light Housework (in hourly increments)
33	New Clients Served
33	Unduplicated Clients Served

CHORE (PROGRAM NO. 3)	
214	Heavy Housework (in hourly increments)
30	New Clients Served
30	Unduplicated Clients Served

CASE MANAGEMENT (PROGRAM NO. 6 )	
267	Care Planning (in hourly increments)
374	Service Authorization (in hourly increments)
378	Case Monitoring (in hourly increments)
152	New Clients Served
153	Unduplicated Clients Served

INFORMATION & ASSISTANCE (PROGRAM NO. 13)	
21,169	Information (units are per contact)
14,106	Assistance (units are per contact)
12,459	Follow-Up (units are per contact)
621	New Clients Served
n/a	Unduplicated Clients Served

OUTREACH (PROGRAM NO. 14 )	
527	Outreach (units are per contact)
527	New Clients Served
n/a	Unduplicated Clients Served

OTHER SUPPORT SERVICES (PROGRAM NO.15 )	
214	Comprehensive Assessment (hourly increments)
941	Senior Center Activities (in hourly increments)
314	Visiting (in hourly increments)
1,410	Telephone Reassurance (units are per contact)
712	Personal Affairs (units are per contact)
317	New Clients Served



n/a	Unduplicated Clients Served
-----	-----------------------------

2. MID-VALLEY AGING SERVICE AREA

PERSONAL CARE (PROGRAM NO. 1)	
330	Personal Care (in hourly increments)
20	New Clients Served
20	Unduplicated Clients Served

HOMEMAKER (PROGRAM NO. 2 )	
831	Light Housework (in hourly increments)
27	New Clients Served
27	Unduplicated Clients Served

CHORE (PROGRAM NO. 3)	
230	Heavy Housework (in hourly increments)
19	New Clients Served
19	Unduplicated Clients Served

CASE MANAGEMENT (PROGRAM NO. 6)	
367	Care Planning (in hourly increments)
546	Service Authorization (in hourly increments)
544	Case Monitoring (in hourly increments)
239	New Clients Served
239	Unduplicated Clients Served

INFORMATION & ASSISTANCE (PROGRAM NO. 13)	
12,176	Information (units are per contact)
11,901	Assistance (units are per contact)
6,096	Follow-Up (units are per contact)
572	New Clients Served
n/a	Unduplicated Clients Served

OUTREACH (PROGRAM NO. 14 )	
996	Outreach (units are per contact)
32	New Clients Served
n/a	Unduplicated Clients Served

OTHER SUPPORT SERVICES (PROGRAM NO. 15)	
367	Comprehensive Assessment (hourly increments)
725	Senior Center Activities (in hourly increments)
190	Visiting (in hourly increments)
3,750	Telephone Reassurance (units are per contact)
1,687	Personal Affairs (units are per contact)
92	New Clients Served
n/a	Unduplicated Clients Served

3. NORTHEAST VALLEY AGING SERVICE AREA

PERSONAL CARE (PROGRAM NO. 1)	
227	Personal Care (in hourly increments)
12	New Clients Served

12	Unduplicated Clients Served
----	-----------------------------

HOMEMAKER (PROGRAM NO. 2 )	
842	Light Housework (in hourly increments)
39	New Clients Served
39	Unduplicated Clients Served

CHORE (PROGRAM NO. 3)	
187	Heavy Housework (in hourly increments)
15	New Clients Served
15	Unduplicated Clients Served

CASE MANAGEMENT (PROGRAM NO. 6)	
356	Care Planning (in hourly increments)
639	Service Authorization (in hourly increments)
1,143	Case Monitoring (in hourly increments)
264	New Clients Served
264	Unduplicated Clients Served

INFORMATION & ASSISTANCE (PROGRAM NO. 13)	
13,377	Information (units are per contact)
7,870	Assistance (units are per contact)
4,568	Follow-Up (units are per contact)
626	New Clients Served
n/a	Unduplicated Clients Served

OUTREACH (PROGRAM NO.14 )	
739	Outreach (units are per contact)
129	New Clients Served
n/a	Unduplicated Clients Served

OTHER SUPPORT SERVICES (PROGRAM NO.15)	
356	Comprehensive Assessment (hourly increments)
632	Senior Center Activities (in hourly increments)
748	Visiting (in hourly increments)
1,602	Telephone Reassurance (units are per contact)
703	Personal Affairs (units are per contact)
425	New Clients Served
n/a	Unduplicated Clients Served

4. NORTHWEST VALLEY AGING SERVICE AREA

PERSONAL CARE (PROGRAM NO. 1)	
230	Personal Care (in hourly increments)
7	New Clients Served
7	Unduplicated Clients Served

HOMEMAKER (PROGRAM NO. 2)	
919	Light Housework (in hourly increments)
24	New Clients Served
25	Unduplicated Clients Served

CHORE (PROGRAM NO. 3)	
210	Heavy Housework (in hourly increments)
8	New Clients Served
8	Unduplicated Clients Served

CASE MANAGEMENT (PROGRAM NO. 6)	
327	Care Planning (in hourly increments)
505	Service Authorization (in hourly increments)
541	Case Monitoring (in hourly increments)
143	New Clients Served
143	Unduplicated Clients Served

INFORMATION & ASSISTANCE (PROGRAM NO. 13)	
8,906	Information (units are per contact)
3,301	Assistance (units are per contact)
2,248	Follow-Up (units are per contact)
2,510	New Clients Served
n/a	Unduplicated Clients Served

OUTREACH (PROGRAM NO. 14 )	
743	Outreach (units are per contact)
674	New Clients Served
n/a	Unduplicated Clients Served

OTHER SUPPORT SERVICES (PROGRAM NO. 15)	
364	Comprehensive Assessment (hourly increments)
2,017	Senior Center Activities (in hourly increments)
553	Visiting (in hourly increments)
1,170	Telephone Reassurance (units are per contact)
718	Personal Affairs (units are per contact)
242	New Clients Served
n/a	Unduplicated Clients Served

July 1, 2013 – September 30, 2013

1. SOUTHEAST VALLEY AGING SERVICE AREA

PERSONAL CARE (PROGRAM NO. 1)	
0	Personal Care (in hourly increments)
0	New Clients Served
0	Unduplicated Clients Served

HOMEMAKER (PROGRAM NO. 2)	
0	Light Housework (in hourly increments)
0	New Clients Served
0	Unduplicated Clients Served

CHORE (PROGRAM NO. 3)	
0	Heavy Housework (in hourly increments)
0	New Clients Served
0	Unduplicated Clients Served

CASE MANAGEMENT (PROGRAM NO. 6 )	
75	Care Planning (in hourly increments)
82	Service Authorization (in hourly increments)
102	Case Monitoring (in hourly increments)
10	New Clients Served
0	Unduplicated Clients Served

INFORMATION & ASSISTANCE (PROGRAM NO. 13)	
4,369	Information (units are per contact)
3,781	Assistance (units are per contact)
3,537	Follow-Up (units are per contact)
133	New Clients Served
n/a	Unduplicated Clients Served

OUTREACH (PROGRAM NO. 14 )	
1,301	Outreach (units are per contact)
0	New Clients Served
n/a	Unduplicated Clients Served

OTHER SUPPORT SERVICES (PROGRAM NO.15 )	
67	Comprehensive Assessment (hourly increments)
285	Senior Center Activities (in hourly increments)
49	Visiting (in hourly increments)
280	Telephone Reassurance (units are per contact)
82	Personal Affairs (units are per contact)
0	New Clients Served
n/a	Unduplicated Clients Served

2. MID-VALLEY AGING SERVICE AREA

PERSONAL CARE (PROGRAM NO. 1)	
0	Personal Care (in hourly increments)
0	New Clients Served
0	Unduplicated Clients Served

HOMEMAKER (PROGRAM NO. 2 )	
0	Light Housework (in hourly increments)
0	New Clients Served
0	Unduplicated Clients Served

CHORE (PROGRAM NO. 3)	
0	Heavy Housework (in hourly increments)
0	New Clients Served
0	Unduplicated Clients Served

CASE MANAGEMENT (PROGRAM NO. 6)	
95	Care Planning (in hourly increments)
148	Service Authorization (in hourly increments)
148	Case Monitoring (in hourly increments)
11	New Clients Served
102	Unduplicated Clients Served

INFORMATION & ASSISTANCE (PROGRAM NO. 13)	
2,325	Information (units are per contact)
2,046	Assistance (units are per contact)
1,371	Follow-Up (units are per contact)
124	New Clients Served
n/a	Unduplicated Clients Served

OUTREACH (PROGRAM NO. 14 )	
514	Outreach (units are per contact)
0	New Clients Served
n/a	Unduplicated Clients Served

OTHER SUPPORT SERVICES (PROGRAM NO. 15)	
105	Comprehensive Assessment (hourly increments)
0	Senior Center Activities (in hourly increments)
0	Visiting (in hourly increments)
945	Telephone Reassurance (units are per contact)
529	Personal Affairs (units are per contact)
18	New Clients Served
n/a	Unduplicated Clients Served

3. NORTHEAST VALLEY AGING SERVICE AREA

PERSONAL CARE (PROGRAM NO. 1)	
0	Personal Care (in hourly increments)
0	New Clients Served
0	Unduplicated Clients Served

HOMEMAKER (PROGRAM NO. 2 )	
0	Light Housework (in hourly increments)
0	New Clients Served
0	Unduplicated Clients Served

CHORE (PROGRAM NO. 3)	
0	Heavy Housework (in hourly increments)
0	New Clients Served
0	Unduplicated Clients Served

CASE MANAGEMENT (PROGRAM NO. 6)	
52	Care Planning (in hourly increments)
55	Service Authorization (in hourly increments)
181	Case Monitoring (in hourly increments)
24	New Clients Served
88	Unduplicated Clients Served

INFORMATION & ASSISTANCE (PROGRAM NO. 13)	
3,140	Information (units are per contact)
1,949	Assistance (units are per contact)
1,306	Follow-Up (units are per contact)
112	New Clients Served

n/a	Unduplicated Clients Served
-----	-----------------------------

OUTREACH (PROGRAM NO. 14 )	
142	Outreach (units are per contact)
20	New Clients Served
n/a	Unduplicated Clients Served

OTHER SUPPORT SERVICES (PROGRAM NO. 15)	
52	Comprehensive Assessment (hourly increments)
107	Senior Center Activities (in hourly increments)
206	Visiting (in hourly increments)
259	Telephone Reassurance (units are per contact)
155	Personal Affairs (units are per contact)
72	New Clients Served
n/a	Unduplicated Clients Served

4. NORTHWEST VALLEY AGING SERVICE AREA

PERSONAL CARE (PROGRAM NO. 1)	
0	Personal Care (in hourly increments)
0	New Clients Served
0	Unduplicated Clients Served

HOMEMAKER (PROGRAM NO. 2)	
0	Light Housework (in hourly increments)
0	New Clients Served
0	Unduplicated Clients Served

CHORE (PROGRAM NO. 3)	
0	Heavy Housework (in hourly increments)
0	New Clients Served
0	Unduplicated Clients Served

CASE MANAGEMENT (PROGRAM NO. 6)	
104	Care Planning (in hourly increments)
131	Service Authorization (in hourly increments)
132	Case Monitoring (in hourly increments)
26	New Clients Served
70	Unduplicated Clients Served

INFORMATION & ASSISTANCE (PROGRAM NO. 13)	
2,083	Information (units are per contact)
794	Assistance (units are per contact)
547	Follow-Up (units are per contact)
620	New Clients Served
n/a	Unduplicated Clients Served

OUTREACH (PROGRAM NO. 14 )	
143	Outreach (units are per contact)
129	New Clients Served
n/a	Unduplicated Clients Served

OTHER SUPPORT SERVICES (PROGRAM NO. 15)	
127	Comprehensive Assessment (hourly increments)
525	Senior Center Activities (in hourly increments)
53	Visiting (in hourly increments)
231	Telephone Reassurance (units are per contact)
17	Personal Affairs (units are per contact)
36	New Clients Served
n/a	Unduplicated Clients Served

October 1, 2013 – June 30, 2014

1. SOUTHEAST VALLEY AGING SERVICE AREA

PERSONAL CARE (PROGRAM NO. 1)	
155	Personal Care (in hourly increments)
5	New Clients Served
5	Unduplicated Clients Served

HOMEMAKER (PROGRAM NO. 2)	
586	Light Housework (in hourly increments)
7	New Clients Served
25	Unduplicated Clients Served

CHORE (PROGRAM NO. 3)	
129	Heavy Housework (in hourly increments)
9	New Clients Served
23	Unduplicated Clients Served

CASE MANAGEMENT (PROGRAM NO. 6)	
217	Care Planning (in hourly increments)
319	Service Authorization (in hourly increments)
328	Case Monitoring (in hourly increments)
36	New Clients Served
114	Unduplicated Clients Served

INFORMATION & ASSISTANCE (PROGRAM NO. 13)	
5328	Information (units are per contact)
1988	Assistance (units are per contact)
1345	Follow-Up (units are per contact)
510	New Clients Served
n/a	Unduplicated Clients Served

OUTREACH (PROGRAM NO. 14)	
441	Outreach (units are per contact)
441	New Clients Served
n/a	Unduplicated Clients Served

OTHER SUPPORT SERVICES (PROGRAM NO. 15)	
217	Comprehensive Assessment (hourly increments)
157	Senior Center Activities (in hourly increments)



336	Visiting (in hourly increments)
710	Telephone Reassurance (units are per contact)
442	Personal Affairs (units are per contact)
279	New Clients Served
n/a	Unduplicated Clients Served

2. MID-VALLEY AGING SERVICE AREA

PERSONAL CARE (PROGRAM NO. 1)	
203	Personal Care (in hourly increments)
13	New Clients Served
14	Unduplicated Clients Served

HOMEMAKER (PROGRAM NO. 2)	
770	Light Housework (in hourly increments)
10	New Clients Served
20	Unduplicated Clients Served

CHORE (PROGRAM NO. 3)	
170	Heavy Housework (in hourly increments)
6	New Clients Served
14	Unduplicated Clients Served

CASE MANAGEMENT (PROGRAM NO. 6)	
286	Care Planning (in hourly increments)
419	Service Authorization (in hourly increments)
431	Case Monitoring (in hourly increments)
22	New Clients Served
75	Unduplicated Clients Served

INFORMATION & ASSISTANCE (PROGRAM NO. 13)	
7,003	Information (units are per contact)
2,613	Assistance (units are per contact)
1,768	Follow-Up (units are per contact)
750	New Clients Served
n/a	Unduplicated Clients Served

OUTREACH (PROGRAM NO. 14)	
580	Outreach (units are per contact)
580	New Clients Served
n/a	Unduplicated Clients Served

OTHER SUPPORT SERVICES (PROGRAM NO. 15)	
285	Comprehensive Assessment (hourly increments)
206	Senior Center Activities (in hourly increments)
441	Visiting (in hourly increments)
934	Telephone Reassurance (units are per contact)
580	Personal Affairs (units are per contact)
144	New Clients Served
n/a	Unduplicated Clients Served



3. NORTHEAST VALLEY AGING SERVICE AREA

PERSONAL CARE (PROGRAM NO. 1)	
166	Personal Care (in hourly increments)
5	New Clients Served
9	Unduplicated Clients Served

HOMEMAKER (PROGRAM NO. 2)	
627	Light Housework (in hourly increments)
15	New Clients Served
19	Unduplicated Clients Served

CHORE (PROGRAM NO. 3)	
138	Heavy Housework (in hourly increments)
10	New Clients Served
11	Unduplicated Clients Served

CASE MANAGEMENT (PROGRAM NO. 6)	
232	Care Planning (in hourly increments)
341	Service Authorization (in hourly increments)
350	Case Monitoring (in hourly increments)
75	New Clients Served
75	Unduplicated Clients Served

INFORMATION & ASSISTANCE (PROGRAM NO. 13)	
5,699	Information (units are per contact)
2,216	Assistance (units are per contact)
1,438	Follow-Up (units are per contact)
750	New Clients Served
n/a	Unduplicated Clients Served

OUTREACH (PROGRAM NO. 14 )	
472	Outreach (units are per contact)
472	New Clients Served
n/a	Unduplicated Clients Served

OTHER SUPPORT SERVICES (PROGRAM NO. 15)	
232	Comprehensive Assessment (hourly increments)
168	Senior Center Activities (in hourly increments)
359	Visiting (in hourly increments)
760	Telephone Reassurance (units are per contact)
472	Personal Affairs (units are per contact)
225	New Clients Served
n/a	Unduplicated Clients Served

4. NORTHWEST VALLEY AGING SERVICE AREA

PERSONAL CARE (PROGRAM NO. 1)	
191	Personal Care (in hourly increments)
1	New Clients Served
3	Unduplicated Clients Served

HOMEMAKER (PROGRAM NO. 2)	
724	Light Housework (in hourly increments)
3	New Clients Served
17	Unduplicated Clients Served

CHORE (PROGRAM NO. 3)	
160	Heavy Housework (in hourly increments)
1	New Clients Served
3	Unduplicated Clients Served

CASE MANAGEMENT (PROGRAM NO. 6)	
268	Care Planning (in hourly increments)
394	Service Authorization (in hourly increments)
406	Case Monitoring (in hourly increments)
15	New Clients Served
59	Unduplicated Clients Served

INFORMATION & ASSISTANCE (PROGRAM NO. 13)	
6,585	Information (units are per contact)
2,456	Assistance (units are per contact)
1,663	Follow-Up (units are per contact)
1,875	New Clients Served
n/a	Unduplicated Clients Served

OUTREACH (PROGRAM NO. 14)	
545	Outreach (units are per contact)
375	New Clients Served
n/a	Unduplicated Clients Served

OTHER SUPPORT SERVICES (PROGRAM NO. 15)	
268	Comprehensive Assessment (hourly increments)
194	Senior Center Activities (in hourly increments)
415	Visiting (in hourly increments)
877	Telephone Reassurance (units are per contact)
546	Personal Affairs (units are per contact)
83	New Clients Served
n/a	Unduplicated Clients Served

- (b) Section E. Congregate Nutrition Services (OAA Title III-C1)- amend performance tables to reflect revised units of service , and delete Golden Years Apartments as a location for the MID-VALLEY ASA.

July 1, 2012 – June 30, 2013

1. SOUTHEAST VALLEY AGING SERVICE AREA

The Contractor shall provide 121.6 hot or other appropriate meals with prior approval from LADOA in congregate setting one time(s) a day, Monday through Friday, except for authorized holidays, serving 547 new clients, and 547 unduplicated clients for the contract period, providing 30,277 meals for the contract period of 249 serving days.

Site Name: Sherman Oaks / East Valley Adult Center	
Meal Hours: 11:30 a.m. to 12:30 p.m.	
81.6	Meals Per Day
274	New Clients
274	Unduplicated Clients
20,327	Meals for Contract Period

Site Name: Valley Jewish Storefront	
Meal Hours: 11:30 a.m. to 12:30 p.m.	
40	Meals Per Day
273	New Clients
273	Unduplicated Clients
9,836	Meals for Contract Period

Site Name: St. Ann's Senior Club	
Meal Hours: 11:30 a.m. (Once a month for 3 months)	
38	Meals Per Day
n/a	New Clients
n/a	Unduplicated Clients
114	Meals for Contract Period

Site Name: Vic Vine Senior Club	
Meal Hours: 11:30 a.m. (6 months out of the year)	
0	Meals Per Day
n/a	New Clients
n/a	Unduplicated Clients
0	Meals for Contract Period

Site Name: Sherman Oaks Senior Club / NARFF	
Meal Hours: 11:30 a.m. (9 months out of the year)	
0	Meals Per Day
n/a	New Clients
n/a	Unduplicated Clients
0	Meals for Contract Period

## 2. MID-VALLEY AGING SERVICE AREA

The Contractor shall provide 163.56 hot or other appropriate meals with prior approval from LADOA in congregate setting one time(s) a day, Monday through Friday, except for authorized holidays, serving 696 new clients, and 696 unduplicated clients for the contract period, providing 40,726 meals for the contract period of 249 serving days.

Site Name: Bernardi MPC	
Meal Hours: 11:30 a.m. to 12:30 p.m.	
70	Meals Per Day
300	New Clients
300	Unduplicated Clients
17,452	Meals for Contract Period

Site Name: Mid Valley Sr. Center	
Meal Hours: 11:30 a.m. to 12:30 p.m.	
43	Meals Per Day
200	New Clients
200	Unduplicated Clients
10,598	Meals for Contract Period

Site Name: Casa Panorama	
Meal Hours: 11:30 a.m. to 12:30 p.m.	
12	Meals Per Day
50	New Clients
50	Unduplicated Clients
3,023	Meals for Contract Period

Site Name: Simpson Apartments	
Meal Hours: 11:30 a.m. to 12:30 p.m.	
15	Meals Per Day
50	New Clients
50	Unduplicated Clients
3,617	Meals for Contract Period

Site Name: Golden Years Apts. (July 1, 2012 – Sept 30, 2012)	
Meal Hours: 9:00 a.m. (Once a month)	
40	Meals Per Day
46	New Clients
46	Unduplicated Clients
120	Meals for Contract Period

Site Name: Fickett Towers	
Meal Hours: 9:00 a.m.	
24	Meals Per Day
50	New Clients
50	Unduplicated Clients
5,916	Meals for Contract Period

### 3. NORTHEAST VALLEY AGING SERVICE AREA

The Contractor shall provide 103.35 hot or other appropriate meals with prior approval from LADOA in congregate setting one time(s) a day, Monday through Friday, except for authorized holidays, serving 385 new clients, and 385 unduplicated clients for the contract period, providing 25,734 meals for the contract period of 249 serving days.

Site Name: Alicia Broadous-Duncan MPC	
Meal Hours: 11:30 a.m. to 12:30 p.m.	
45.29	Meals Per Day
200	New Clients
200	Unduplicated Clients
11,277	Meals for Contract Period



Site Name: St. John Baptist Church	
Meal Hours: 11:30 a.m. to 12:30 p.m. (Every Other Weds.)	
40	Meals Per Day
100	New Clients
100	Unduplicated Clients
1,054	Meals for Contract Period

July 1, 2013 – September 30, 2013

1. SOUTHEAST VALLEY AGING SERVICE AREA

The Contractor shall provide 110.453 hot or other appropriate meals with prior approval from LADOA in congregate setting one time(s) a day, Monday through Friday, except for authorized holidays, serving 25 new clients, and 382 unduplicated clients for the contract period, providing 7,069 meals for the contract period of 64 serving days.

Site Name: Sherman Oaks East Valley Adult Center	
Meal Hours: 11:30 a.m. to 12:30 p.m.	
68.469	Meals Per Day
15	New Clients
282	Unduplicated Clients
4,382	Meals for Contract Period

Site Name: Valley Jewish Storefront	
Meal Hours: 11:30 a.m. to 12:30 p.m.	
41.984	Meals Per Day
10	New Clients
100	Unduplicated Clients
2,687	Meals for Contract Period

Site Name: St. Ann's Senior Club	
Meal Hours: 11:30 a.m. (Once a month)	
0	Meals Per Day
0	New Clients
0	Unduplicated Clients
0	Meals for Contract Period

2. MID-VALLEY AGING SERVICE AREA

The Contractor shall provide 135.41 hot or other appropriate meals with prior approval from LADOA in congregate setting one time(s) a day, Monday through Friday, except for authorized holidays, serving 46 new clients, and 477 unduplicated clients for the contract period, providing 8,666 meals for the contract period of 64 serving days.

Site Name: Bernardi Multipurpose Center	
Meal Hours: 11:30 a.m. to 12:30 p.m.	
63.95	Meals Per Day
21	New Clients

300	Unduplicated Clients
4,093	Meals for Contract Period

Site Name: Mid Valley Senior Center (Kester) Meal Hours: 11:30 a.m. to 12:30 p.m.	
35.05	Meals Per Day
10	New Clients
100	Unduplicated Clients
2,243	Meals for Contract Period

Site Name: Casa Panorama Meal Hours: 11:30 a.m. to 12:30 p.m.	
6.64	Meals Per Day
5	New Clients
25	Unduplicated Clients
425	Meals for Contract Period

Site Name: Simpson Apartments Meal Hours: 9:00 a.m. to 1:00 p.m.	
9.32	Meals Per Day
5	New Clients
25	Unduplicated Clients
596	Meals for Contract Period

Site Name: Fickett Towers Meal Hours: 9:00 a.m.	
20.45	Meals Per Day
5	New Clients
27	Unduplicated Clients
1,309	Meals for Contract Period

### 3. NORTHEAST VALLEY AGING SERVICE AREA

The Contractor shall provide 96,563 hot or other appropriate meals with prior approval from LADOA in congregate setting one time(s) a day, Monday through Friday, except for authorized holidays, serving 92 new clients, and 354 unduplicated clients for the contract period, providing 6,180 meals for the contract period of 64 serving days.

Site Name: Alicia Broadous-Duncan MPC Meal Hours: 11:30 a.m. to 12:30 p.m.	
40.922	Meals Per Day
40	New Clients
200	Unduplicated Clients
2,619	Meals for Contract Period

Site Name: Sunland Senior Center Meal Hours: 11:30 a.m. to 12:30 p.m.	
21.438	Meals Per Day
20	New Clients

100	Unduplicated Clients
1,372	Meals for Contract Period

Site Name: Olive Manor / Sylmar Center Meal Hours: 11:30 a.m. to 12:30 p.m.	
23.266	Meals Per Day
20	New Clients
44	Unduplicated Clients
1,489	Meals for Contract Period

Site Name: Nikkei Village Meal Hours: 11:30 a.m. to 12:30 p.m.	
10.937	Meals Per Day
12	New Clients
10	Unduplicated Clients
700	Meals for Contract Period

#### 4. NORTHWEST VALLEY AGING SERVICE AREA

The Contractor shall provide 132.344 hot or other appropriate meals with prior approval from LADOA in congregate setting one time(s) a day, Monday through Friday, except for authorized holidays, serving 126 new clients, and 653 unduplicated clients for the contract period, providing 8,470 meals for the contract period of 64 serving days.

Site Name: Robert M. Wilkinson MPC Meal Hours: 11:30 a.m. to 12:30 p.m.	
40	Meals Per Day
40	New Clients
250	Unduplicated Clients
2,586	Meals for Contract Period

Site Name: Community Integration Services Meal Hours: 11:30 a.m. to 12:30 p.m.	
71	Meals Per Day
40	New Clients
250	Unduplicated Clients
4,530	Meals for Contract Period

Site Name: St. Stephen Church Meal Hours: 11:30 a.m. to 12:30 p.m.	
16	Meals Per Day
20	New Clients
53	Unduplicated Clients
1,034	Meals for Contract Period

Site Name: St. John Baptist Church Meal Hours: 11:30 a.m. to 12:30 p.m. (Every other Weds.)	
53	Meals Per Day
26	New Clients



100	Unduplicated Clients
320	Meals for Contract Period

October 1, 2013 – June 30, 2014

1. SOUTHEAST VALLEY AGING SERVICE AREA

The Contractor shall provide 196.568 hot or other appropriate meals with prior approval from LADOA in congregate setting one time(s) a day, Monday through Friday, except for authorized holidays, serving 75 new clients, and 190 unduplicated clients for the contract period, providing 36,365 meals for the contract period of 185 serving days.

Site Name: Sherman Oaks East Valley Adult Center Meal Hours: 11:30 a.m. to 12:30 p.m.	
94	Meals Per Day
30	New Clients
	Unduplicated Clients
17,466	Meals for Contract Period

Site Name: Valley Jewish Storefront Meal Hours: 11:30 a.m. to 12:30 p.m.	
100	Meals Per Day
30	New Clients
	Unduplicated Clients
18,467	Meals for Contract Period

Site Name: St. Ann's Senior Club Meal Hours: 11:30 a.m. (Once a month)	
48	Meals Per Day
15	New Clients
	Unduplicated Clients
432	Meals for Contract Period

2. MID-VALLEY AGING SERVICE AREA

The Contractor shall provide 261.784 hot or other appropriate meals with prior approval from LADOA in congregate setting one time(s) a day, Monday through Friday, except for authorized holidays, serving 75 new clients, and 190 unduplicated clients for the contract period, providing 48,430 meals for the contract period of 185 serving days.

Site Name: Bernardi Multipurpose Center Meal Hours: 11:30 a.m. to 12:30 p.m.	
97.530	Meals Per Day
17	New Clients
	Unduplicated Clients
18,043	Meals for Contract Period

Site Name: Mid Valley Senior Center (Kester)	
Meal Hours: 11:30 a.m. to 12:30 p.m.	
63,551	Meals Per Day
17	New Clients
	Unduplicated Clients
11,757	Meals for Contract Period

Site Name: Casa Panorama	
Meal Hours: 11:30 a.m. to 12:30 p.m.	
24,622	Meals Per Day
8	New Clients
	Unduplicated Clients
4,555	Meals for Contract Period

Site Name: Simpson Apartments	
Meal Hours: 9:00 a.m. to 1:00 p.m.	
23,697	Meals Per Day
8	New Clients
	Unduplicated Clients
4,384	Meals for Contract Period

Site Name: Fickett Towers	
Meal Hours: 9:00 a.m.	
52,384	Meals Per Day
17	New Clients
	Unduplicated Clients
9,691	Meals for Contract Period

### 3. NORTHEAST VALLEY AGING SERVICE AREA

The Contractor shall provide 217.72 hot or other appropriate meals with prior approval from LADOA in congregate setting one time(s) a day, Monday through Friday, except for authorized holidays, serving 75 new clients, and 190 unduplicated clients for the contract period, providing 40,279 meals for the contract period of 185 serving days.

Site Name: Alicia Broadous-Duncan MPC	
Meal Hours: 11:30 a.m. to 12:30 p.m.	
100	Meals Per Day
30	New Clients
	Unduplicated Clients
18,506	Meals for Contract Period

Site Name: Sunland Senior Center	
Meal Hours: 11:30 a.m. to 12:30 p.m.	
69	Meals Per Day
22	New Clients
	Unduplicated Clients
12,728	Meals for Contract Period

Site Name: Olive Manor / Sylmar Center	
Meal Hours: 11:30 a.m. to 12:30 p.m.	
20	Meals Per Day
12	New Clients
	Unduplicated Clients
3,700	Meals for Contract Period

Site Name: Nikkei Village ( July 1, 2013 – January 2014)	
Meal Hours: 11:30 a.m. to 12:30 p.m. (143 days)	
20	Meals Per Day
11	New Clients
	Unduplicated Clients
2,878	Meals for Contract Period

Site Name: Vista Crest (January 2014 – June 30, 2014)	
Meal Hours: 11:30 a.m. to 12:30 p.m. (123 days)	
20	Meals Per Day
11	New Clients
	Unduplicated Clients
2,467	Meals for Contract Period

#### 4. NORTHWEST VALLEY AGING SERVICE AREA

The Contractor shall provide 244 hot or other appropriate meals with prior approval from LADOA in congregate setting one time(s) a day, Monday through Friday, except for authorized holidays, serving 75 new clients, and 190 unduplicated clients for the contract period, providing 45,210 meals for the contract period of 185 serving days.

Site Name: Robert M. Wilkinson MPC	
Meal Hours: 11:30 a.m. to 12:30 p.m.	
126	Meals Per Day
40	New Clients
	Unduplicated Clients
23,321	Meals for Contract Period

Site Name: Community Integration Services	
Meal Hours: 11:30 a.m. to 12:30 p.m.	
93	Meals Per Day
15	New Clients
	Unduplicated Clients
17,289	Meals for Contract Period

Site Name: St. Stephen Church	
Meal Hours: 11:30 a.m. to 12:30 p.m.	
20	Meals Per Day
10	New Clients
	Unduplicated Clients
3,700	Meals for Contract Period

Site Name: St. John Baptist Church	
Meal Hours: 11:30 a.m. to 12:30 p.m. (Every other Weds.)	
45	Meals Per Day
10	New Clients
	Unduplicated Clients
900	Meals for Contract Period

- (c) Section F. Home-Delivered Services (OAA Title III-C2) - amend units of service for each ASA;

July 1, 2012 – June 30, 2013

1. SOUTHEAST VALLEY AGING SERVICE AREA

The Contractor shall provide 177.48 hot meals at the participants' residences one time(s) a day, Monday through Friday. Except for authorized holidays, prior approval from the LADOA is required if cold, frozen; dried, canned, or other appropriate meals are to be served. The Contractor shall serve 294 unduplicated clients and 294 new clients for the contract period, providing 44,192 meals for the contract period of 249 serving days, and an additional 185 meals funded by the Los Angeles Foundation on Aging (LAFA) for Thanksgiving meals.

2. MID-VALLEY AGING SERVICE AREA

The Contractor shall provide 155.88 hot meals at the participants' residences one time(s) a day, Monday through Friday. Except for authorized holidays, prior approval from the LADOA is required if cold, frozen; dried, canned, or other appropriate meals are to be served. The Contractor shall serve 223 unduplicated clients and 223 new clients for the contract period, providing 38,814 meals for the contract period of 249 serving days, and an additional 241 meals funded by the Los Angeles Foundation on Aging (LAFA) for Thanksgiving meals.

3. NORTHEAST VALLEY AGING SERVICE AREA

The Contractor shall provide 132.51 hot meals at the participants' residences one time(s) a day, Monday through Friday. Except for authorized holidays, prior approval from the LADOA is required if cold, frozen; dried, canned, or other appropriate meals are to be served. The Contractor shall serve 244 unduplicated clients and 244 new clients for the contract period, providing 32,996 meals for the contract period of 249 serving days, and an additional 220 meals funded by the Los Angeles Foundation on Aging (LAFA) for Thanksgiving meals.

4. NORTHWEST VALLEY AGING SERVICE AREA

The Contractor shall provide 177.53 hot meals at the participants' residences one time(s) a day, Monday through Friday. Except for authorized holidays, prior approval from the LADOA is required if cold, frozen; dried, canned, or other appropriate meals are to be

served. The Contractor shall serve 277 unduplicated clients and 277 new clients for the contract period, providing 44,204 meals for the contract period of 249 serving days, and an additional 140 meals funded by the Los Angeles Foundation on Aging (LAFA) for Thanksgiving meals.

July 1, 2013 – September 30, 2013

1. SOUTHEAST VALLEY AGING SERVICE AREA

The Contractor shall provide 173.22 hot meals at the participants' residences one time(s) a day, Monday through Friday. Except for authorized holidays, prior approval from the LADOA is required if cold, frozen; dried, canned, or other appropriate meals are to be served. The Contractor shall serve 201 unduplicated clients and 25 new clients for the contract period, providing 11,086 meals for the contract period of 64 serving days.

2. MID-VALLEY AGING SERVICE AREA

The Contractor shall provide 152.61 hot meals at the participants' residences one time(s) a day, Monday through Friday. Except for authorized holidays, prior approval from the LADOA is required if cold, frozen; dried, canned, or other appropriate meals are to be served. The Contractor shall serve 196 unduplicated clients and 33 new clients for the contract period, providing 9,767 meals for the contract period of 64 serving days.

3. NORTHEAST VALLEY AGING SERVICE AREA

The Contractor shall provide 152.70 hot meals at the participants' residences one time(s) a day, Monday through Friday. Except for authorized holidays, prior approval from the LADOA is required if cold, frozen; dried, canned, or other appropriate meals are to be served. The Contractor shall serve 186 unduplicated clients and 48 new clients for the contract period, providing 9,773 meals for the contract period of 64 serving days.

4. NORTHWEST VALLEY AGING SERVICE AREA

The Contractor shall provide 198.97 hot meals at the participants' residences one time(s) a day, Monday through Friday. Except for authorized holidays, prior approval from the LADOA is required if cold, frozen; dried, canned, or other appropriate meals are to be served. The Contractor shall serve 229 unduplicated clients and 43 new clients for the contract period, providing 12,734 meals for the contract period of 64 serving days.

October 1, 2013 – June 30, 2014

1. SOUTHEAST VALLEY AGING SERVICE AREA

The Contractor shall provide 186.55 hot meals at the participants' residences one time(s) a day, Monday through Friday. Except for authorized holidays, prior approval from the LADOA is required if cold, frozen; dried, canned, or other appropriate meals are to be

served. The Contractor shall serve 150 unduplicated clients and 75 new clients for the contract period, providing 34,511 meals for the contract period of 185 serving days, and an additional 140 meals funded by the Trust Fund for Thanksgiving meals.

2. MID-VALLEY AGING SERVICE AREA

The Contractor shall provide 160.71 hot meals at the participants' residences one time(s) a day, Monday through Friday. Except for authorized holidays, prior approval from the LADOA is required if cold, frozen; dried, canned, or other appropriate meals are to be served. The Contractor shall serve 150 unduplicated clients and 75 new clients for the contract period, providing 29,731 meals for the contract period of 185 serving days, and an additional 180 meals funded by the Trust Fund for Thanksgiving meals.

3. NORTHEAST VALLEY AGING SERVICE AREA

The Contractor shall provide 154.81 hot meals at the participants' residences one time(s) a day, Monday through Friday. Except for authorized holidays, prior approval from the LADOA is required if cold, frozen; dried, canned, or other appropriate meals are to be served. The Contractor shall serve 150 unduplicated clients and 75 new clients for the contract period, providing 28,640 meals for the contract period of 185 serving days, and an additional 225 meals funded by the Trust Fund for Thanksgiving meals.

4. NORTHWEST VALLEY AGING SERVICE AREA

The Contractor shall provide 179.92 hot meals at the participants' residences one time(s) a day, Monday through Friday. Except for authorized holidays, prior approval from the LADOA is required if cold, frozen; dried, canned, or other appropriate meals are to be served. The Contractor shall serve 150 unduplicated clients and 75 new clients for the contract period, providing 33,285 meals for the contract period of 185 serving days, and an additional 225 meals funded by the Trust Fund for Thanksgiving meals.

- (d) Section H. Transportation Assistance Program (Proposition A) - amend units of service, under item 4, relating to Proposition A transportation services for each ASA;

July 1, 2012 – June 30, 2013

1. SOUTHEAST VALLEY AGING SERVICE AREA

The Contractor shall provide Proposition A transportation services, which include, but not be limited to 12,326 one-way trips.

2. MID-VALLEY AGING SERVICE AREA

The Contractor shall provide Proposition A transportation services, which include, but not be limited to 7,644 one-way trips.

3. NORTHEAST VALLEY AGING SERVICE AREA

The Contractor shall provide Proposition A transportation services, which include, but not be limited to 12,511 one-way trips.

4. NORTHWEST VALLEY AGING SERVICE AREA

The Contractor shall provide Proposition A transportation services, which include, but not be limited to 7,779 one-way trips.

July 1, 2013–June 30, 2014

1. SOUTHEAST VALLEY AGING SERVICE AREA

The Contractor shall provide Proposition A transportation services, which include, but not be limited to 12,668 one-way trips.

2. MID-VALLEY AGING SERVICE AREA

The Contractor shall provide Proposition A transportation services, which include, but not be limited to 8,445 one-way trips.

3. NORTHEAST VALLEY AGING SERVICE AREA

The Contractor shall provide Proposition A transportation services, which include, but not be limited to 12,668 one-way trips.

4. NORTHWEST VALLEY AGING SERVICE AREA

The Contractor shall provide Proposition A transportation services, which include, but not be limited to 8,445 one-way trips.

(e) Section I. Senior Farmer's Market Nutrition Program:

Fiscal Year 2012 – 2013

1. SOUTHEAST VALLEY AGING SERVICE AREA

The Contractor shall distribute 350 (SFMNP) 2012 booklets to eligible low-income seniors within the ASA of the organization. Each participant may receive only one booklet worth \$20. Each booklet consists of ten \$2.00 coupons redeemable at selected farmers' markets in exchange for fresh fruits, herbs, and vegetables.

2. MID-VALLEY AGING SERVICE AREA

The Contractor shall distribute 350 (SFMNP) 2012 booklets to eligible low-income seniors within the ASA of the organization. Each participant may receive only one booklet worth \$20. Each booklet consists of ten \$2.00 coupons redeemable at selected farmers' markets in exchange for fresh fruits, herbs, and vegetables.

3. NORTHEAST VALLEY AGING SERVICE AREA

The Contractor shall distribute 350 (SFMNP) 2012 booklets to eligible low-income seniors within the ASA of the organization. Each



participant may receive only one booklet worth \$20. Each booklet consists of ten \$2.00 coupons redeemable at selected farmers' markets in exchange for fresh fruits, herbs, and vegetables.

#### 4. NORTHWEST VALLEY AGING SERVICE AREA

The Contractor shall distribute 350 (SFMNP) 2012 booklets to eligible low-income seniors within the ASA of the organization. Each participant may receive only one booklet worth \$20. Each booklet consists of ten \$2.00 coupons redeemable at selected farmers' markets in exchange for fresh fruits, herbs, and vegetables.

2. Amend §301A Compensation, by deleting the current total dollar amount of Ten Million Seven Hundred Forty-Seven Thousand One Hundred Eighty Dollars (\$10,747,180) and replacing with a new total dollar amount of Ten Million Ninety-Four Thousand Six Hundred Two Dollars (\$10,094,602).

This amendment decreases the total contract by Six Hundred Fifty-Two Thousand Five Hundred Seventy-Eight Dollars (\$652,578) for a new total of Ten Million Ninety-Four Thousand Six Hundred Two Dollars (\$10,094,602).

- (a) Amend the FY 2012-2013 portion of the senior services contracts, pertaining to the period July 1, 2012 through June 30, 2013, to reflect final closeout amounts, as follows:

SOUTHEAST VALLEY July 1, 2012 Through June 30, 2013	FY 2012-13 GRANT FUNDS	FY 2012-13 CITY GENERAL FUNDS	FY 2012-13 ONE- TIME-ONLY FUNDS*	FY 2012-13 NSIP	FY 2012-13 NSIP OTO	TOTAL FY 2012-13 FUNDING
OAA Title III-B	\$95,040	\$0	\$164	\$0	\$0	\$95,204
OAA Title III-C1	\$139,308	\$0	\$3,206	\$28,201	\$1,898	\$172,613
OAA Title III-C2	\$142,602	\$78,346	\$2,732	\$28,961	\$0	\$252,641
Proposition A	\$239,515	\$0	\$0	\$0	\$0	\$239,515
Farmer Mkt Vchr	\$7,000	\$0	\$0	\$0	\$0	\$7,000
TOTAL FUNDS	\$623,465	\$78,346	\$6,102	\$57,162	\$1,898	\$766,973

\* "ONE-TIME-ONLY FUNDS" Column is inclusive of "OTO" and "OTO Other" funding identified in the budget.

MID VALLEY July 1, 2012 Through June 30, 2013	FY 2012-13 GRANT FUNDS	FY 2012-13 CITY GENERAL FUNDS	FY 2012-13 ONE- TIME-ONLY FUNDS*	FY 2012-13 NSIP	FY 2012-13 NSIP OTO	TOTAL FY 2012-13 FUNDING
OAA Title III-B	\$129,367	\$0	\$539	\$0	\$0	\$129,906
OAA Title III-C1	\$168,711	\$0	\$4,802	\$37,071	\$2,405	\$212,989
OAA Title III-C2	\$186,660	\$31,802	\$3,089	\$36,165	\$0	\$257,716
Proposition A	\$190,818	\$0	\$0	\$0	\$0	\$190,818
Farmer Mkt Vchr	\$7,000	\$0	\$0	\$0	\$0	\$7,000
TOTAL FUNDS	\$682,556	\$31,802	\$8,430	\$73,236	\$2,405	\$798,429

\* "ONE-TIME-ONLY FUNDS" Column is inclusive of "OTO" and "OTO Other" funding identified in the budget.



NORTHEAST VALLEY July 1, 2012 Through June 30, 2013	FY 2012-13 GRANT FUNDS	FY 2012-13 CITY GENERAL FUNDS	FY 2012-13 ONE- TIME-ONLY FUNDS*	FY 2012-13 NSIP	FY 2012-13 NSIP OTO	TOTAL FY 2012-13 FUNDING
OAA Title III-B	\$97,851	\$0	\$12,980	\$0	\$0	\$110,831
OAA Title III-C1	\$127,866	\$0	\$3,350	\$30,166	\$1,558	\$162,940
OAA Title III-C2	\$152,266	\$39,869	\$2,456	\$29,428	\$0	\$224,019
Proposition A	\$271,619	\$0	\$0	\$0	\$0	\$271,619
Farmer Mkt Vchr	\$7,000	\$0	\$0	\$0	\$0	\$7,000
TOTAL FUNDS	\$656,602	\$39,869	\$18,786	\$59,594	\$1,558	\$776,409

\* "ONE-TIME-ONLY FUNDS" Column is inclusive of "OTO" and "OTO Other" funding identified in the budget.

NORTHWEST VALLEY July 1, 2012 Through June 30, 2013	FY 2012-13 GRANT FUNDS	FY 2012-13 CITY GENERAL FUNDS	FY 2012-13 ONE- TIME-ONLY FUNDS*	FY 2012-13 NSIP	FY 2012-13 NSIP OTO	TOTAL FY 2012-13 FUNDING
OAA Title III-B	\$103,105	\$0	\$1,987	\$0	\$0	\$105,092
OAA Title III-C1	\$151,557	\$0	\$0	\$34,853	\$1,907	\$188,317
OAA Title III-C2	\$176,162	\$48,679	\$2,455	\$33,999	\$0	\$261,295
Proposition A	\$173,601	\$0	\$0	\$0	\$0	\$173,601
Farmer Mkt Vchr	\$7,000	\$0	\$0	\$0	\$0	\$7,000
TOTAL FUNDS	\$611,425	\$48,679	\$4,442	\$68,852	\$1,907	\$735,305

\* "ONE-TIME-ONLY FUNDS" Column is inclusive of "OTO" and "OTO Other" funding identified in the budget.

- (b) Amend the FY 2013-2014 portion of the senior services contracts, pertaining to the period July 1, 2013 through September 30, 2013, to reflect final closeout amounts, as follows:

SOUTHEAST VALLEY July 1, 2013 Through September 30, 2013	3-MONTH FY 2013-14 GRANT FUNDS	3-MONTH FY 2013-14 NSIP	3-MONTH TOTAL FY 2013-14 FUNDING
OAA Title III-B	\$20,489	\$0	\$20,489
OAA Title III-C1	\$35,713	\$5,277	\$40,990
OAA Title III-C2	\$17,034	\$4,931	\$21,965
TOTAL FUNDS	\$73,236	\$10,208	\$83,444

MID-VALLEY	3-MONTH	3-MONTH	3-MONTH
------------	---------	---------	---------

July 1, 2013 Through September 30, 2013	FY 2013-14 GRANT FUNDS	FY 2013-14 NSIP	TOTAL FY 2013-14 FUNDING
OAA Title III-B	\$25,749	\$0	\$25,749
OAA Title III-C1	\$41,844	\$6,937	\$48,781
OAA Title III-C2	\$22,390	\$6,482	\$28,872
TOTAL FUNDS	\$89,983	\$13,419	\$103,402

NORTHEAST VALLEY  July 1, 2013 Through September 30, 2013	3-MONTH  FY 2013-14 GRANT FUNDS	3-MONTH  FY 2013-14 NSIP	3-MONTH  TOTAL FY 2013-14 FUNDING
OAA Title III-B	\$22,479	\$0	\$22,479
OAA Title III-C1	\$34,350	\$5,644	\$39,994
OAA Title III-C2	\$18,219	\$5,274	\$23,493
TOTAL FUNDS	\$75,048	\$10,918	\$85,966

NORTHWEST VALLEY  July 1, 2013 Through September 30, 2013	3-MONTH  FY 2013-14 GRANT FUNDS	3-MONTH  FY 2013-14 NSIP	3-MONTH  TOTAL FY 2013-14 FUNDING
OAA Title III-B	\$22,681	\$0	\$22,681
OAA Title III-C1	\$38,811	\$6,521	\$45,332
OAA Title III-C2	\$21,050	\$6,094	\$27,144
TOTAL FUNDS	\$82,542	\$12,615	\$95,157

- (c) Amend the FY 2013-2014 portion of the senior services contracts, pertaining to the period October 1, 2013 through June 30, 2014, to reflect increases in OAA grant and NSIP funds, including CDA-awarded One-Time-Only (OTO) and NSIP OTO funding, as follows:

SOUTHEAST VALLEY  October 1, 2013 Through June 30, 2014	9-MONTH  FY 2013-14 GRANT FUNDS	9-MONTH  FY 2013-14 NSIP	9-MONTH  FY 2013-14 ONE-TIME-ONLY FUNDS	9-MONTH  FY 2013-14 NSIP OTO	9-MONTH  TOTAL FY 2013-14 FUNDING
OAA Title III-B	\$78,520	\$0	\$3,705	\$0	\$82,225
OAA Title III-C1	\$131,046	\$21,292	\$4,453	\$114	\$156,905
OAA Title III-C2	\$63,814	\$19,897	\$0	\$0	\$83,711
Proposition A	\$0	\$0	\$0	\$0	\$0
Farmer Mkt Vchr	\$0	\$0	\$0	\$0	\$0
TOTAL FUNDS	\$273,380	\$41,189	\$8,158	\$114	\$322,841
MID-VALLEY	9-MONTH	9-MONTH	9-MONTH	9-MONTH	9-MONTH

October 1, 2013 Through June 30, 2014	FY 2013-14 GRANT FUNDS	FY 2013-14 NSIP	FY 2013-14 ONE-TIME-ONLY FUNDS	FY 2013-14 NSIP OTO	TOTAL FY 2013-14 FUNDING
OAA Title III-B	\$103,220	\$0	\$4,778	\$0	\$107,998
OAA Title III-C1	\$171,836	\$27,990	\$4,403	\$150	\$204,379
OAA Title III-C2	\$83,887	\$26,156	\$0	\$0	\$110,043
Proposition A	\$0	\$0	\$0	\$0	\$0
Farmer Mkt Vchr	\$0	\$0	\$0	\$0	\$0
TOTAL FUNDS	\$358,943	\$54,146	\$9,181	\$150	\$422,420

NORTHEAST VALLEY  October 1, 2013 Through June 30, 2014	9-MONTH  FY 2013-14 GRANT FUNDS	9-MONTH  FY 2013-14 NSIP	9-MONTH  FY 2013-14 ONE-TIME-ONLY FUNDS	9-MONTH  FY 2013-14 NSIP OTO	9-MONTH  TOTAL FY 2013-14 FUNDING
OAA Title III-B	\$71,948	\$0	\$3,176	\$0	\$75,124
OAA Title III-C1	\$139,995	\$22,776	\$1,469	\$122	\$164,362
OAA Title III-C2	\$68,260	\$21,284	\$8,742	\$0	\$98,286
Proposition A	\$0	\$0	\$0	\$0	\$0
Farmer Mkt Vchr	\$0	\$0	\$0	\$0	\$0
TOTAL FUNDS	\$280,203	\$44,060	\$13,387	\$122	\$337,772

NORTHWEST VALLEY  October 1, 2013 Through June 30, 2014	9-MONTH  FY 2013-14 GRANT FUNDS	9-MONTH  FY 2013-14 NSIP	9-MONTH  FY 2013-14 ONE-TIME-ONLY FUNDS	9-MONTH  FY 2013-14 NSIP OTO	9-MONTH  TOTAL FY 2013-14 FUNDING
OAA Title III-B	\$82,357	\$0	\$267	\$0	\$82,624
OAA Title III-C1	\$162,186	\$26,314	\$343	\$141	\$188,984
OAA Title III-C2	\$78,866	\$24,590	\$0	\$0	\$103,456
Proposition A	\$0	\$0	\$0	\$0	\$0
Farmer Mkt Vchr	\$0	\$0	\$0	\$0	\$0
TOTAL FUNDS	\$323,409	\$50,904	\$610	\$141	\$375,064

(d) Amend the FY 2013-2014 portion of the senior services contracts, pertaining to the period July 1, 2013 through June 30, 2014, to reflect the breakdown between State General Fund, Special Nutrition Fund, City General Purpose Award, and the Proposition A Transportation grant; and to add Trust Fund amounts as follows:

SOUTHEAST VALLEY July 1, 2013 Through June 30, 2014	12-MONTH FY 2013-14 STATE GENERAL FUNDS	12-MONTH FY 2013-14 STATE SPECIAL NUTRITION FUNDS	12-MONTH FY 2013-14 CITY GENERAL FUNDS	12-MONTH FY 2013-14 PROPOSITION A FUNDS	12-MONTH FY 2013-14 TRUST FUNDS	12-MONTH TOTAL FY 2013-14 FUNDING
OAA Title III-B	\$0	\$0	\$1,232	\$0	\$0	\$1,232
OAA Title III-C1	\$20,873	\$19,492	\$13,334	\$0	\$0	\$53,699
OAA Title III-C2	\$29,895	\$11,882	\$143,995	\$0	\$1,113	\$186,885
Proposition A	\$0	\$0	\$0	\$277,313	\$0	\$277,313
Farmer Mkt Vchr	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL FUNDS	\$50,768	\$31,374	\$158,561	\$277,313	\$1,113	\$519,129

MID-VALLEY July 1, 2013 Through June 30, 2014	12-MONTH FY 2013-14 STATE GENERAL FUNDS	12-MONTH FY 2013-14 STATE SPECIAL NUTRITION FUNDS	12-MONTH FY 2013-14 CITY GENERAL FUNDS	12-MONTH FY 2013-14 PROPOSITION A FUNDS	12-MONTH FY 2013-14 TRUST FUNDS	12-MONTH TOTAL FY 2013-14 FUNDING
OAA Title III-B	\$0	\$0	\$1,620	\$0	\$0	\$1,620
OAA Title III-C1	\$27,440	\$25,485	\$17,528	\$0	\$0	\$70,453
OAA Title III-C2	\$39,299	\$15,621	\$67,325	\$0	\$1,431	\$123,676
Proposition A	\$0	\$0	\$0	\$189,393	\$0	\$189,393
Farmer Mkt Vchr	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL FUNDS	\$66,739	\$41,106	\$86,473	\$189,393	\$1,431	\$385,142

NORTHEAST VALLEY July 1, 2013 Through June 30, 2014	12-MONTH FY 2013-14 STATE GENERAL FUNDS	12-MONTH FY 2013-14 STATE SPECIAL NUTRITION FUNDS	12-MONTH FY 2013-14 CITY GENERAL FUNDS	12-MONTH FY 2013-14 PROP A FUNDS	12-MONTH FY 2013-14 JARC FUNDS	12-MONTH FY 2013-14 NEW FREEDOM FUNDS	12-MONTH FY 2013-14 TRUST FUNDS	12-MONTH TOTAL FY 2013-14 FUNDING
OAA Title III-B	\$0	\$0	\$1,317	\$0	\$0	\$0	\$0	\$1,317
OAA Title III-C1	\$22,328	\$20,791	\$14,264	\$0	\$0	\$0	\$0	\$57,383
OAA Title III-C2	\$31,978	\$12,712	\$82,494	\$0	\$0	\$0	\$1,789	\$128,973
Proposition A	\$0	\$0	\$0	\$306,586	\$0	\$0	\$0	\$306,586
JARC	\$0	\$0	\$0	\$0	\$82,068	\$0	\$0	\$82,068
New Freedom	\$0	\$0	\$0	\$0	\$0	\$92,084	\$0	\$92,084
Farmer Mkt Vchr	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL FUNDS	\$54,306	\$33,503	\$98,075	\$306,586	\$82,068	\$92,084	\$1,789	\$668,411

NORTHWEST VALLEY July 1, 2013 Through June 30, 2014	12-MONTH FY 2013-14 STATE GENERAL FUNDS	12-MONTH FY 2013-14 STATE SPECIAL NUTRITION FUNDS	12-MONTH FY 2013-14 CITY GENERAL FUNDS	12-MONTH FY 2013-14 PROPOSITION A FUNDS	12-MONTH FY 2013-14 TRUST FUNDS	12-MONTH TOTAL FY 2013-14 FUNDING
OAA Title III-B	\$0	\$0	\$1,524	\$0	\$0	\$1,524
OAA Title III-C1	\$25,797	\$24,163	\$16,480	\$0	\$0	\$66,440
OAA Title III-C2	\$36,946	\$14,687	\$104,899	\$0	\$1,789	\$158,321
Proposition A	\$0	\$0	\$0	\$195,409	\$0	\$195,409
Farmer Mkt Vchr	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL FUNDS	\$62,743	\$38,850	\$122,903	\$195,409	\$1,789	\$421,694

3. Amend §501 Reporting Requirements by deleting in its entirety and replacing with the following:

#### **§501 REPORTING REQUIREMENTS**

- A. General Reporting: The Contractor shall furnish to the City at the times and on the forms and formats, electronically or manually, as the City may require all records, reports, data and information pertaining to matters covered by this Agreement. The Contractor shall use the Client Tracking System (CTS) for all services provided in this contract.
- B. Program Reporting: The Contractor shall submit to the City the following program reports as identified below. The Contractor shall submit to the City all required documents in accordance with all City procedures and Directives, which are incorporated herein by reference.
  1. Monthly Fiscal Report and Closeout Report
    - a. Expenditure Report—Due on or before the 5th day of each month, the Contractor shall submit the Expenditure Report to the City, which reflects accrued expenditures as of the previous month on forms provided by the City.
    - b. Management Information ("MIS")—Due on or before the 5th day of each month, the Contractor shall submit the Units of service Report to the City, which reflects units services provided as of the previous month on forms provided by the City.
  2. Closeout Report
    - a. Within 30 days following the termination of this Agreement, the Contractor shall submit to the City, on forms provided by the City, a complete and accurate final closeout invoice including accruals of allowable expenditures and a remittance for all unearned grant funds as identified in the closeout. Final requests to modify the Budget shall be submitted to the City before final closeout. By submission of the closeout invoice, the Contractor certifies that: i) Costs reported and payments requested are valid and consistent with the terms of the Agreement; and, ii) cash payments received from the City shall be used to pay only for expenditures reported in the final closeout invoices. Costs reported are subject to City verification.



- b. In the event the Contractor does not submit a final closeout or other required documentation within the prescribed time frame, the City reserves the right to unilaterally closeout the Agreement and use the invoice then on file at City for determination of the Contractor's final allowable expenditures. The City will not reimburse the Contractor for expenditures reported after the 30 day closeout date following the termination of this Agreement. The City shall provide to the Contractor the City closeout forms at least 30 days before termination of the Agreement.

- 4. Amend §502 Maintenance of Records by deleting in its entirety and replacing with the following:

**§502 MAINTENANCE OF RECORDS**

- A. Record Retention: Records, in their original form, shall be maintained in accordance with requirements prescribed by the Grantor and the City with respect to all matters covered by this Agreement. Original forms are to be maintained on file for all documents specified in this Agreement. Unaltered copies of eligibility documents are acceptable. These records shall be retained for a period of five years after termination of this Agreement and after final disposition of all "pending matters". Pending matters include, but are not limited to, an audit, litigation, or other actions involving records. The City may, at its discretion, take possession of and retain the records. Before destruction of records retained under this Agreement, the Contractor shall notify the City and request instructions on disposition of the records.
- B. Location of Records: Records (including, but not limited to, customer files and fiscal documents in their original form) pertaining to matters covered by this Agreement shall at all times, be retained within the County of Los Angeles unless authorization to remove them is granted in writing by the City.

- 5. Amend §503 Audits and Inspections by deleting in its entirety and replacing with the following:

**§503 AUDITS AND INSPECTIONS**

- A. At any time during normal business hours and as often as the Assistant Secretary, the U.S. Comptroller General, Auditor General of the State, the Grantor, or the City may deem necessary, the Contractor shall make available for examination, all of its records with respect to all matters covered by this Agreement. The City, the Assistant Secretary, the U.S. Comptroller General, and the Auditor General of the State shall have the authority to audit, examine and make excerpts, or transcripts from records, including all Contractor's invoices, materials, payrolls, records of personnel, conditions of employment, and other data relating to all matters covered by this Agreement.
- B. Access by the Assistant Secretary, the DOL, the Comptroller General of the United States, the State, the Grantor, City or any of their duly authorized representatives to any books, documents, papers, and records (including computer records) of the Contractor which are directly pertinent to charges to the program, shall not be denied in order to conduct audits and examinations, and make excerpts, transcripts, and photocopies. This right also includes timely and reasonable access to Contractor's and subcontractor's personnel for the purpose of interviews and discussions related to such documents.
- C. The Contractor agrees to provide any reports requested by the City regarding performance of the Agreement. When total expenditures under all federal programs in a fiscal year equal or exceed \$500,000, the Contractor shall conduct or have conducted on an annual basis, audits in accordance with the Single Audit Act of 1984, PL 98-502, implementing regulations in OMB Circulars A-133 as applicable, (City Council action dated February 4, 1987, C.F. No. 84-2259-S1) and administrative regulations or field memos implementing revisions or updates to the audit requirements. The auditor's reports, prepared in accordance with the

forementioned requirements, and any accompanying management reports on the operation of the contractor or this Agreement, shall be submitted to the City within nine (9) months after the close of the Contractor's fiscal year.

- D. The Contractor, should it meet the above threshold, shall annually subcontract with a qualified independent auditor.
- E. The audit is to be conducted annually to test the fiscal integrity of financial transactions as well as compliance with the applicable laws and regulations.
- F. The Contractor, not later than thirty (30) days following receipt of the final audit report and within nine (9) months after the close of the Contractor's fiscal year, shall submit a copy of the report to the LADOA's Financial Management Division.
- G. If the auditor's report or management report identifies deficiencies with internal controls or contract compliance, the Contractor shall prepare and submit a corrective action plan along with the auditor's reports. The plan shall address all deficiencies and provide specific details on corrective actions to be taken along with the date the action was or will be implemented.
- H. If the expenditures under all federal programs are less than \$500,000, the Contractor shall permit the City to conduct a performance review of this Agreement and all related records in accordance with directives received from the City.
- I. In the event that the Contractor is operating on a for-profit basis, the Contractor shall conduct a program-specific annual independent financial and compliance audit in accordance with generally accepted government auditing standards, or an organization-wide audit that includes coverage of the City program within its scope.
- J. The City reserves the right to impose any or all of the following sanctions for the Contractor's failure to comply with the Single Audit Act and the provisions of this Agreement:
  - 1. Withhold a percentage of payments, at the City's sole discretion, until the audit is completed satisfactorily and submitted to the LADOA, and/or.
  - 2. Suspend payments due to the Contractor until the audit is completed satisfactorily and submitted to the City; and/or Impose the Default, Probation, Suspension and Termination provisions of this Agreement as set forth herein.
- K. Director of the Office of Civil Rights, U.S. Comptroller General, Auditor General of the State, Grantor, and the City shall have the authority to audit, examine, and make excerpts or transcripts from records, including contracts, invoices, customer records and other records supporting this Agreement. Audits of earned funds are limited to determining if such funds were earned in accordance with this Agreement.
- L. City may require the Contractor who has inadequate fiscal or administrative procedures, to use any or all of the City's accounting or administrative procedures used in the planning, controlling, monitoring, and reporting of fiscal matters relating to this Agreement; or secure at the Contractor's expense the service of independent experts.
- M. City shall have the authority to make physical inspections and to require such physical safeguarding devices as locks, alarms, safes, fire extinguishers, sprinkler systems, etc., to safeguard property, records and/or equipment used in the performance of this Agreement.
- N. Should a fiscal or special audit determine that the Contractor has earned funds which are questioned under the criteria set forth herein, the Contractor shall be notified and given the

opportunity to justify questioned expenditures prior to the City's final determination of disallowed costs, in accordance with the procedures established under the Grant.

O. The Contractor shall ensure that the subcontractor single audit reports meet OMB Circular A-133 requirements:

1. Performed timely – not less frequently than annually and a report submitted timely. The audit is required to be submitted within 30 days after receipt of the auditor's report or nine months after the end of the audit period, whichever occurs first.
2. Properly procured – use procurement standards provided for in OMB Circular A-133 and provide maximum opportunities to small and minority audit firms.
3. Performed in accordance with Generally Accepted Government Auditing Standards – shall be performed by an independent auditor and be organization-wide.
4. All inclusive – includes an opinion (or disclaimer of opinion) of the financial statements; a report on internal control related to the financial statements and major programs; an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements; and the schedule of finding and questioned costs.
5. Performed in accordance with provisions applicable to this program as identified in OMB Circular A-133 Compliance Supplement.

P. Requirements identified in Section O above shall be included in contracts/agreements with the subcontractor. Further, the subcontractor shall be required to include in its contract with the independent auditor that the auditor will comply with all applicable audit requirements/standards, the Department shall have access to all audit reports and supporting work papers, and the Department has the option to perform additional work, as needed.

Q. The Contractor shall prepare a summary worksheet of results from the contract resolutions performed of all subcontractors. The summary worksheet shall include, but not limited to, contract amount; amount resolved; variances; whether an audit was relied upon or the Contractor performed an independent expense verification review (alternative procedures) of the subcontractor in making a determination; whether audit findings were issued; and, if applicable, issuance date of the management letter; and any communication or follow-up performed to resolve the findings.

R. Unless prohibited by law, the cost of audits completed in accordance with provisions of the Single Audit Act Amendments of 1996, are allowable charges to Federal Awards. The cost may be considered a direct cost or an allocated indirect cost, as determined in accordance with the provisions of applicable OMB cost principle circulars.

S. The Contractor shall cooperate with and participate in any further audits which may be required by the State.

6. Amend §505 Accounting Practices by deleting in its entirety and replacing with the following:

**§505 ACCOUNTING PRACTICES**

A. The Contractor shall maintain a system of Internal Control in accordance with standard accounting practices.

1. In accordance with GAAP and City Directives, financial systems shall include:



- a. Information pertaining to sub-grant and contract awards, obligations, unobligated balances, assets, expenditures, and income;
- b. Effective internal controls to safeguard assets and assure their proper use;
- c. A comparison of actual expenditures with budgeted amounts for each subgrant and contract;
- d. Source documentation to support accounting records;
- e. Proper charging of costs and cost allocation and be sufficient to (i) permit preparation of required reports, and (ii) permit the tracing of funds to a level of expenditure adequate to establish that funds have not been used in violation of the applicable restrictions on the use of the funds; and
- f. "Internal Control" for purpose of this Agreement, comprises the plan or organization and all of the coordinated methods and measures adopted within an organization to safeguard its assets, check the adequacy and the reliability of its accounting data, promote operating efficiency, and assure adherence to prescribed management policies.

2. The Contractor shall submit its system of accounting procedures and Internal Control to the City before the City disburses any funds to the Contractor.

7. Amend §506 Documentation of Expenditures by deleting in its entirety and replacing with the following:

**§506 DOCUMENTATION OF EXPENDITURES**

- A. Expenditures shall be supported by properly executed payrolls, time records, invoices, vouchers, or other official documentation evidencing in proper detail the nature and propriety of the charges. Checks, payrolls, invoices, vouchers, orders, or other accounting documents shall be clearly identified and readily accessible.
- B. Payroll expenditures shall be supported by activity reports that may include but not be limited to case reports, mileage logs, attendance rosters and other documents supporting work related to City contract or program.
- C. The Contractor shall not release funds to any subcontractor for reimbursement of costs, until it has received adequate documentation from the subcontractor that the expenditures are reasonable and allowable under the sub-agreement. All documentation must remain on file at the Contractor's office.

8. Amend §603 Employment of Personnel by deleting in its entirety and replacing with the following:

**§603 CONTRACTOR'S STAFF**

1. The Contractor shall maintain adequate staff to meet the Contractor's obligations under this Agreement.
2. This staff shall be available to the Department for training and meetings which the Department may find necessary from time to time.

9. Amend §605 Property by deleting in its entirety and replacing with the following:

**§605 PROPERTY**

- A. Unless otherwise provided for in this section, property refers to all assets, used in operation of this agreement.
1. Property includes land, buildings, improvement, machinery, vehicles, furniture, tools, and intangibles, etc.
  2. Property does not include consumable office supplies such as paper, pencils, toner, file folders, etc.
- B. Property meeting all of the following criteria are subject to the reporting requirements:
1. Has a normal useful life of at least 1 year;
  2. Has a unit acquisition cost of at least \$500 (a desktop or laptop setup, including all peripherals is considered a unit, if purchased as a unit);
  3. Is used to conduct business under this Agreement.
- C. Additions, improvements, and betterments to assets meeting all of the conditions in Section B above must be reported. Additions typically involve physical extensions of existing units. Improvements and betterments typically do not increase the physical size of the asset. Instead, improvements and betterments enhance the condition of the asset (e.g., extend life, increase service capacity, and lower operating costs). Examples of assets that might be improved and bettered include roads, bridges, curbs and gutters, tunnels, parking lots, streets and sidewalks, drainage, and lighting systems.
- D. Intangibles are property which lack physical substance but give valuable right to the owner. Examples of intangible property include patents, copyrights, leases, and computer software. By contrast, hardware consists of tangible equipment (e.g., computer printer, terminal, etc.).
- Costs include all amounts incurred to acquire and to ready the intangible asset for its intended use. Typical intangible property costs include the purchase price, legal fees, and other costs incurred to obtain title to the asset.
- E. Disposal of Property
1. Contractor must remove all confidential, sensitive, or personal information from CDA property prior to disposal, including removal or destruction of data on computing devices with digital memory and storage capacity. This includes, but is not limited to magnetic tapes, flash drives, personal computers, personal digital assistants (PDAs), cellular or smart phones, multi-function printers, and laptops.
- F. The Contractor shall immediately investigate and within five (5) days fully document the loss, destruction, or theft of such property.
- G. The Department reserves title to all grant-purchased or financed property not fully consumed in the performance of this Agreement, unless otherwise required by federal law or regulations or as otherwise agreed by the parties.
- H. The Contractor shall exercise due care in the use, maintenance, protection, and preservation of such property during the period of the project, and shall assume responsibility for replacement or repair of such property during the period of the project, or until the Contractor has complied with all written instructions from the Department regarding the final disposition of the property.

- I. In the event of the Contractor's dissolution or upon termination of this Agreement, the Contractor shall provide a final property inventory to the Department. The Department reserves the right to require the Contractor to transfer such property to another entity, or to the Department.
  - J. To exercise the above right, no later than 120 days after termination of the Agreement or notification of the Contractor's dissolution the Department will issue specific written disposition instructions to the Contractor.
  - K. The Contractor shall use the property for the purpose for which it was intended under the Agreement. When no longer needed for that use, the Contractor shall use it, if needed, and with written approval of the Department for other purposes in this order:
    - 1. Another Department program providing the same or similar service
    - 2. Another Department-funded program
  - L. The Contractor may share use of the property and equipment or allow use by other programs, upon written approval of the Department. As a condition of the approval, the Department may require reimbursement under this Agreement for its use.
  - M. The Contractor or subcontractor shall not use equipment or supplies acquired under this Agreement with federal and/or State monies for personal gain or to usurp the competitive advantage of a privately-owned business entity.
  - N. If purchase of equipment is a reimbursable item, the equipment to be purchased will be specified in the budget.
  - O. The Contractor shall include the provisions contained in this Section in all its subcontracts awarded under this Agreement.
10. Amend §606 Site Selection and Lease by changing heading to "Site Selection"
11. Amend §607 Purchase or Lease of Equipment by deleting in its entirety and replacing with the following:

#### **§607 PURCHASE OR LEASE OF EQUIPMENT OR FACILITIES**

Prior to the purchase or lease of equipment the Contractor shall receive prior City approval in writing and shall comply with all requirements described in this Agreement.

The term "equipment" as used in this Agreement shall be defined to mean personal property.

The Contractor shall notify the City in writing before using equipment for this Agreement that was or is to be purchased or leased with public funds not provided by this Agreement. Purchase or lease payments for this equipment shall not be made from funds under the terms of this Agreement.

##### **A. Lease of Equipment**

A copy of each executed equipment lease agreement shall be submitted to the City before payment. Written amendments to equipment lease agreement shall comply with the conditions set forth in this Agreement.

##### **B. Purchase of Equipment**

All property real and personal, purchased under this Agreement with grant funds shall become the property of the City and shall be returned to the City upon termination of this Agreement, except as provided otherwise by the City in writing. The Contractor shall file all Uniform Commercial Code statements for any eligible property purchased with grant funds and deliver a copy of the filing to the City.

The property shall be used and maintained by the Contractor as follows:

1. Property shall be used solely in the performance of this Agreement.
  2. No modifications shall be made to the property without the prior written approval of City.
  3. The Contractor shall be liable for any and all loss, damage or destruction of property acquired under this Agreement during the period the property is under the control of the Contractor, except losses, damage or destruction resulting from reasonable wear and tear. Damage, loss, or destruction of the property shall be immediately reported to the City.
- C. Purchase of depreciable equipment including, but not limited to, computer hardware and software and vehicles require prior City written approval. Disposition of nonexpendable personal property shall be governed by City Directives, as applicable. All private for profit contractors shall acquire prior City approval before purchasing any nonexpendable personal property.
- D. Lease of Property or Facilities
1. All lease agreements shall incorporate the following provisions:
    - a. All leases of property or facilities procured to house a City program under this Agreement must contain a provision that allows the City, at its sole option, to assume the lease for its remaining term, under the same terms and conditions then in effect, in the event that the City terminates its Contractor's City Agreement or if the Contractor abandons the lease.
    - b. All leases of property or facilities procured to house a City program under this Agreement must contain a provision, which provides that any improvements made to the facility or property by the Contractor, inures to the benefit of the City, and the City may elect, at its sole option, to remove the improvements.
    - c. It is recommended that the Contractor, during lease negotiations, request the addition of a section to the lease agreement, whereby the lessor agrees that if lessee's grant funding for any calendar year decreases by \$500,000 or more from the previous calendar year, lessee may terminate the lease with 120 days written notice.

The Contractor shall amend any current lease agreements to incorporate the above provisions.
  2. A copy of all leases and lease amendments must be reviewed and approved by the City prior to signature and be on file with the City prior to the release of funding.



3. The Contractor shall not sublease, assign, or amend in any manner leases paid for with funds under this Agreement without prior written City approval.
4. The Contractor shall invoice for only that portion of the lease cost that is allocated to the program funded by this Agreement. The Contractor is responsible for collecting any portion of the rent due to the Contractor under sublease agreements with partners or other entities.

12. Amend §608 Subcontracts by deleting in its entirety and replacing with the following:

**§608 SUBCONTRACTS OR VENDOR AGREEMENTS**

- A. The Contractor shall require language in all subcontracts to require all subcontractors to comply with all applicable State and Federal laws.
- B. The Contractor shall satisfy, settle, and resolve all administrative, programmatic, and fiscal aspects of the program(s), including issues that arise out of any subcontracts and/or vendor agreements, and shall not delegate or contract these responsibilities to any other entity. This includes, but is not limited to, disputes, claims, protests of award, or other matters of a contractual nature.
- C. In the event any subcontractor is utilized by the Contractor for any portion of this Agreement, the Contractor shall retain the prime responsibility for all the terms and conditions set forth, including but not limited to, the responsibility for preserving the State's copyrights and rights in data in accordance with Article VII of this exhibit, and ensuring the keeping of, access to, availability, and retention of records of subcontractors in accordance with Article VI of this exhibit.
- D. Funds for this Agreement shall not be obligated in subcontracts and/or vendor agreements for services beyond the ending date of this Agreement, unless all funding under this Agreement is appropriated without regard for fiscal year, and the Department has agreed in writing to permit the specific expenditure for a specified period of time.
- E. The Contractor shall have no authority to contract for, or on behalf of, or incur obligations on behalf of the State.
- F. Copies of subcontracts, vendor agreements, Memorandums and/or Letters of Understanding shall be on file with the Contractor and shall be made available for review at the request of the Department.
- G. The Contractor shall monitor the insurance requirements of its subcontractors and/or vendors in accordance with the following:

"The Contractor shall require its subcontractors under this Agreement, other than units of local government which are similarly self-insured, to maintain adequate insurance coverage for general liability, worker's compensation liabilities, and if appropriate, auto liability including non-owned auto and professional liability, and further, the Contractor shall require all of its subcontractors to hold the Contractor harmless. The subcontractor's Certificate of Insurance excluding professional liability shall also name the Contractor, not the LADOA, as the certificate holder and additional insured. The Contractor shall maintain certificates of insurance for all its subcontractors."
- H. The Contractor shall require language in all subcontractor and/or vendor agreements to indemnify, defend, and save harmless the Contractor, its officers, agents, and employees from any and all claims and losses accruing to or resulting from any subcontractors, vendors, suppliers, laborers, and any other person, firm, or corporation furnishing or supplying work

services, materials, or supplies in connection with any activities performed for which funds from this Agreement were used and from any and all claims and losses accruing or resulting to any person, firm, or corporation who may be injured or damaged by the subcontractor and/or vendor in the performance of this Agreement.

- I. The Contractor shall ensure that the subcontractor and/or vendor will complete all reporting and expenditure documents requested by the Department. These reporting and expenditure documents shall be sent to the Contractor in a timely manner and at intervals as determined by the Department.
- J. Prior to awarding the subcontract to any for-profit entity, the Contractor shall submit the following to the Department for review and approval (per CCR, Title 22, Division 1.8, Section 7362):
  - 1. The RFP or IFB;
  - 2. All bid proposals received;
  - 3. The proposal or bid evaluation documentation, along with the Contractor's rationale for awarding the subcontract to a for-profit entity.

Where a program may be subcontracted to a for-profit organization, the Contractor should include in its contract with the for-profit entity a requirement for performance of a program specific audit of the subcontracted program by an independent audit firm.

- K. The Contractor shall require the subcontractor to maintain adequate staff to meet the subcontractor's Agreement with the Contractor. This staff shall be available to the Department for training and meetings which the State may find necessary from time to time.
- L. If a private nonprofit corporation, the subcontractor shall be in good standing with the Secretary of State of California and shall maintain that status throughout the term of the Agreement.
- M. The Contractor shall refer to the guidance in OMB Circular A-133 Section 210 in making a determination of whether a subcontractor and/or vendor relationship exists. If a vendor relationship exists then the Contractor shall follow the Procurement requirements in the applicable OMB guidance and record the vendor expenditures on Page 1 of the closeout under consultant or equipment costs if the Contractor purchased services or property respectively.

13. Amend §619 Amendment(s) to this Agreement by deleting in its entirety and replacing with the following:

**§619 AMENDMENTS, REVISIONS, OR MODIFICATIONS**

- A. No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed and approved by the city. No oral understanding or agreement not incorporated in this Agreement is binding on any of the parties.
- B. The Department reserves the right to revise, waive, or modify the Agreement to reflect any restrictions, limitations, or conditions enacted by Congress or the Legislature or as directed by the Executive Branch of State Government.

14. Amend §620 Restriction on Disclosures by deleting in its entirety and replacing with the following:

## **§620 RESTRICTION ON DISCLOSURES**

Prior to the release of any reports, analyses, studies, information, or data generated as a result of this Agreement, the Contractor shall notify the City of the request to release the information. Release of information shall be coordinated by the Contractor and the City and shall be in compliance with state and federal law.

15. Amend §624 Copyrights and Rights in Data by deleting in its entirety and replacing with the following:

### **§624 COPYRIGHTS AND RIGHTS IN DATA**

#### **A. Copyrights**

1. If any material funded by this Agreement is subject to copyright, the State reserves the right to copyright such material and the Contractor agrees not to copyright such material, except as set forth in subdivisions (b) and (c) of this section.
2. The Contractor may request permission to copyright material by writing to the Director of the Department. The Director shall consent to or give the reason for denial to the Contractor in writing within sixty (60) days of receipt of the request. If the material is copyrighted with the consent of the Department, the State and federal awarding department reserve a royalty-free, non-exclusive, and irrevocable license to reproduce, prepare derivative works, publish, distribute and use such materials, in whole or in part, and to authorize others to do so, provided written credit is given the author. At any time during the contract period, the Contractor shall deliver to the Department upon request, any materials, systems or other items developed, refined, or enhanced under the grant award.
3. Materials published or transferred by the Contractor, funded solely or in part by funds from this Agreement shall include the express acknowledgement: "This publication has been created or produced by a project funded by a contract with the California Department of Aging with financial assistance, in whole or in part, through a grant from the Administration for Community Living and the Centers for Medicare & Medicaid Services. Contractors undertaking projects under government sponsorship are encouraged to express their findings and conclusions. These contents do not necessarily represent the policy of the U.S. Department of Health and Human Services or the Department of Aging and the contractor should not assume endorsement by the Federal or State Government." All SHIP contractors and subcontractors are expected to use the SHIP Logo and Tagline on all SHIP publications.
4. The Contractor certifies that it has appropriate systems and controls in place to ensure that State funds will not be used in the performance of this contract for the acquisition, operation, or maintenance of computer software in violation of copyright laws.

#### **B. Rights in Data**

1. The Contractor shall not publish or transfer any materials, as defined in item 2 below, produced or resulting from activities supported by this Agreement without the express written consent of the Director of the Department. That consent shall be given or the reasons for denial shall be given and any conditions under which it is given or denied within thirty (30) days after the written request is received by the Department. The Department may request a copy of the material for review prior to approval of the request. This subsection is not intended to prohibit contractors from



sharing identifying client information authorized by the participant or summary program information which is not client-specific.

2. As used in this Agreement, the term "subject data" means writings, sound recordings, pictorial reproductions, drawings, designs or graphic representations, procedural manuals, forms, diagrams, workflow charts, equipment descriptions, data files and data processing or computer programs, and works of any similar nature (whether or not copyrighted or copyrightable) which are first produced or developed under this Agreement. The term does not include financial reports, cost analyses, and similar information incidental to contract administration, or the exchange of that information between Area Agencies on Aging to facilitate uniformity of contract and program administration on a statewide basis.
3. Subject only to the provisions of this Section, the State may use, duplicate, or disclose in any manner, and have or permit others to do so subject to State and federal law all subject data delivered under this Agreement.

16. Amend §627 Lobbying Prohibited by deleting in its entirety and replacing with the following:

**§627 LOBBYING CERTIFICATION**

The Contractor, by signing this Agreement, hereby certifies to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any deferral contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit "Disclosure of Lobbying Activities" (Standard Form-LLL), in accordance with its instructions (Exhibit XIV).
3. The Contractor shall require that the language of this certification be included in the award documents for all subcontracts at all tiers (including subgrants, and contracts under grants, loans, and cooperative agreements which exceed \$100,000) and that all subrecipients shall certify and disclose accordingly.
4. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into.
5. This certification is a prerequisite for making or entering into this transaction imposed by 31 USC 1352.
6. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

17. Amend §630 Press Releases by deleting in its entirety and replacing with the following:

## **§630 PRESS RELEASES--PUBLIC INFORMATION**

The Contractor shall make specific reference to the City as the sponsoring agency and that the Contractor is an Equal Opportunity/Affirmative Action Employer in all communications with the press, television, radio or any other means of communicating with the general community. The Contractor shall make specific reference to the LADOA as the sponsoring agency of the program regarding any items that are related to the program funded hereby. The Contractor shall also coordinate press releases with the media/public relations project for maximum impact.

18. Amend §636 Prohibition of Legal Proceedings by deleting in its entirety and replacing with the following:

### **§636 PROHIBITION OF LEGAL PROCEEDINGS**

The Contractor is prohibited from using Grant funds received under this Agreement for the purpose of instituting legal proceeding against the City their officials, employees, or representatives.

19. Add §641 Customer/Applicant Files :

### **§641 CUSTOMER/APPLICANT FILES CHECK**

The Contractor shall complete and maintain on-site in each customer's file the following documents, as prescribed by program requirements: 1) application for all applicants, 2) assessment documents, 3) progress reports, 4) counseling documents, 5) supportive services information, and 6) documentation of supportive services received.

20. Add §642 Equipment Records:

### **§642 EQUIPMENT RECORDS**

- A. Nonexpendable personal property (equipment) acquired with grant funds shall be properly maintained and accounted for as set forth below.

A record shall be maintained for each item of equipment acquired for the program. Equipment is nonexpendable property, which is not consumed or does not lose its identity by being incorporated into another item of equipment, which costs \$5,000 or more per unit, or is expected to have a useful life of one year or more. Items costing below \$5,000, but falling into the following categories are also considered equipment and records must be maintained for them: (1) electronic communications equipment for stationary or vehicular use, including cellular telephones acquired by lease or purchase, and (2) electronic office equipment as follows – facsimile machines, copiers, electric typewriters, personal computers (monitors and CPU's), terminals, and printers.

The record shall include: (1) description of the item of equipment, including model and serial number, if applicable; (2) date of acquisition; (3) the acquisition cost or assigned value to the program; and (4) source of acquisition.

- B. All equipment obtained under this Agreement shall have a CDA tag number or other tag identifying it as CDA property. The CDA tag number, when practical, shall be affixed where it is readily visible.
- C. A physical inventory shall be taken by the Contractor and reconciled with the record card annually or at other times as the City shall prescribe.

21. Add §643 Confidentiality of Information:

#### **§643 CONFIDENTIALITY OF INFORMATION**

- A. The Grantor, the City, and the Contractor will exchange various kinds of information pursuant to this Agreement. That information will include data, applications, program files and databases. These data and information are confidential when they define an individual or an employing unit. Confidential information requires special precautions to protect it from unauthorized use, access, disclosure, modification, and destruction. The sources of information may include, but are not limited to, the Employment Development Department, the California Department of Social Services, the California Department of Education, the County Welfare Department(s), the County IV-D Directors Office of Child Support, the Office of the District Attorney, the California Department of Mental Health, the California Office of Community Colleges, and the Department of Alcohol and Drug Programs.
- B. The City and the Contractor agree that:
1. Each party shall keep all information that is exchanged between them in the strictest confidence and make such information available to their own employees only on a "need-to-know" basis.
  2. Each party shall provide written instructions to all of its employees with access to information provided by the other party of the confidential nature of the information and of the penalties for unauthorized use or disclosure found in §1798.55 of the Civil Code, §502 of the Penal Code, §2111 of the Unemployment Insurance Code, §10850 of the Welfare and Institutions Code and other applicable local, State and Federal laws.
  3. Each party shall (where appropriate) store and process information in an electronic format, in such a way that unauthorized persons cannot reasonably retrieve the information by computer, remote terminal, or other means.
  4. Each party shall promptly return to the other party confidential information when its use ends or destroy the confidential information utilizing an approved method of destroying confidential information by shredding, burning, or certified, or witnessed destruction. Magnetic media are to be degaussed or returned to the other party.
  5. If the City or the Contractor enters into an agreement with a third party to provide services, the City or the Contractor agrees to include these data and security and confidentiality requirements in the agreement with that third party. In no event shall said information be disclosed to any individual outside of that third party's authorized staff, subcontractor(s), service providers, or employees.
  6. Each party shall designate an employee who shall be responsible for overall security and confidentiality of its data and information systems and, each party shall notify the other of any changes in that designation. In no event shall said information be disclosed to any individual outside of that third party's authorized staff, subcontractor(s), service providers, or employees.

22. Add §644 Security Clearance and Tuberculosis Test of Staff and Volunteers:

#### **§644 SECURITY CLEARANCE AND TUBERCULOSIS TEST OF STAFF AND VOLUNTEERS**

- A. The Contractor hereby certifies that by signing this Agreement, the Contractor and subcontractor staff working with youth, either as employees or volunteers, who have a supervisory or disciplinary authority over minors must be fingerprinted and pass the background check, as required by California Penal Code §11105.3 and California Education

Code §45125.1 and §10911.5. Fingerprinting and a background check may be required of other staff and volunteers depending upon how much contact the staff member will have with minors. The Contractor shall be responsible for obtaining security clearances for staff whose duties require a sufficient level of interaction with youth.

- B. The Contractor hereby certifies that by signing this Agreement, the Contractor shall have Tuberculosis (TB) tests completed on any staff member working with the youth.
- C. The Contractor shall maintain proof of Security Clearance and TB tests of all staff, including those of the subcontractors, and make these records available for future inspection.

23. Add §645 Management Information System Records and Reports:

**§645 MANAGEMENT INFORMATION SYSTEM RECORDS AND REPORTS**

- A. The Contractor shall report to the City numeric data, statistics, facts, news, details and information for its City-funded project(s) using forms and formats such as the electronic Integrated Services Information System prescribed by the City for this purpose.
- B. The City shall rely upon and use records and monthly invoices located at the City, and on-site verifications, as needed, to substantiate the Contractor's performance and expenditure data, including, but not limited to, enrollment, training services, placement activities, wages, business/job creation, and post-program services status.
- C. The City may contact Contractor staff, participants, subcontractors, training institutions or schools to verify the documentation supporting performance and compliance with this Agreement.

24. Add §646 Notice to City of Labor Disputes:

**§646 NOTICE TO CITY OF LABOR DISPUTES**

When the Contractor has knowledge that any actual or potential labor dispute involving participants or other employees is delaying or threatens to delay the timely performance of this Agreement the Contractor shall immediately give notice thereof, including all pertinent information, with regard to same to the City. No funds provided hereby shall be used to promote or deter union organizing.

25. Add §647 Listing of Contractor's Employment Opportunities with the Employment Development Department:

**§647 LISTING OF CONTRACTOR'S EMPLOYMENT OPPORTUNITIES WITH THE EMPLOYMENT DEVELOPMENT DEPARTMENT**

The Contractor shall list all the Contractor's job openings with the local Employment Development Department (EDD) Office when such job openings are funded, in full or in part, through monies provided hereby.

26. Add §648 Technical Assistance:

**§648 TECHNICAL ASSISTANCE**

Should the Contractor need technical assistance from the City regarding matters that are the subject of this Agreement, the Contractor shall submit a written request to the City identifying the nature of the problem, the action the Contractor has taken to resolve the problem, and the type of assistance needed.

27. Add §649 Notice to Eligible Beneficiaries of Contracted Services:

**§649 NOTICE TO ELIGIBLE BENEFICIARIES OF CONTRACTED SERVICES**

- A. The Contractor shall designate an employee to whom initial complaints or inquiries regarding national origin can be directed.  
(22 CCR §98325)
- B. The Contractor shall make available to ultimate beneficiaries of contracted services and programs information regarding the Department's procedure for filing a complaint and other information regarding provisions of GC §11135 et seq.  
(22 CCR §98326)
- C. The Contractor shall notify the Department immediately of a complaint alleging discrimination based upon a violation of State or Federal law.  
(22 CCR §98211, 98310, 98340)

28. Add §650 Faith-based Activities:

**§650 FAITH-BASED ACTIVITIES**

Organizations that are religious or faith-based are eligible, on the same basis as any other organization, to participate in the grant-funded program. However, a contractor that participates in a grant-funded program shall comply with the following provisions if it is deemed to be a religious or faith-based organization.

- A. The Contractor may not engage in inherently religious activities, such as worship, religious instruction, or proselytization, as part of the programs or services funded under this Agreement. If the Contractor conducts such activities, the activities must be offered separately, in time or location, from the programs or services funded under this Agreement, and participation must be voluntary for the beneficiaries of the grant-funded programs or services.
- B. A religious or faith-based contractor will retain its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs, provided that it does not use direct grant funds to support any inherently religious activities, such as worship, religious instruction, or proselytization.
- C. A religious or faith-based contractor may use space in their facilities to provide grant funded services, without removing religious art, icons, scriptures, or other religious symbols.
- D. A religious or faith-based contractor retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents.
- E. A religious or faith-based contractor shall not, in providing program assistance, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief.
- F. Grant funds may not be used for the acquisition, construction, or rehabilitation of structures to the extent that those structures are used for inherently religious activities.
- G. Grant funds may be used for the acquisition, construction, or rehabilitation of structures only to the extent that those structures are used for conducting eligible activities under this

section. Where a structure is used for both eligible and inherently religious activities, grant funds may not exceed the cost of those portions of the acquisition, construction, or rehabilitation that are attributable to eligible activities in accordance with the cost accounting requirements applicable to grant funds herein. Sanctuaries, chapels, or other rooms that a grant funded religious congregation uses as its principal place of worship, however, are ineligible for grant funded improvements. Disposition of real property after the term of the grant, or any change in use of the property during the term of the grant, is subject to government-wide regulations governing real property dispositions.

29. Add §651 Child Abuse:

**§651 CHILD ABUSE**

The Contractor shall comply with the provisions of the California Child Abuse and Neglect Reporting Act (California Penal Code §11164 *et seq.*), and specifically §§ 11165.7, 11165.9 and 11166 therein.

30. Add §652 Corporate Status:

**§652 CORPORATE STATUS**

1. The Contractor shall be a public or private nonprofit entity or Joint Powers Agreement (JPA). If a private nonprofit corporation or JPA, the Contractor shall be in good standing with the Secretary of State of California and shall maintain that status throughout the term of the Agreement.
2. The Contractor shall ensure that any subcontractors providing services under this Agreement shall be of sound financial status. Any private, subcontracting corporation or JPA shall be in good standing with the Secretary of State of California and shall maintain that status throughout the term of the Agreement.
3. Failure to maintain good standing by the contracting corporation or JPA shall result in suspension or termination of this Agreement with the Department until satisfactory status is restored. Failure to maintain good standing by a subcontracting corporation or JPA shall result in suspension or termination of the subcontract by the Contractor until satisfactory status is restored.

31. Add §653 Information Integrity and Security:

**§653 INFORMATION INTEGRITY AND SECURITY**

**A. Information Assets**

The Contractor shall have in place operational policies, procedures, and practices to protect State Information assets, i.e., public, confidential, sensitive and/or personal information as specified in State Administrative Manual, Section 5310, GC Section 11019, Department of Finance (DOF) Management Memo 06-12, and DOF Budget Letter 06-34.

Information assets include (but are not limited to):

- 1) Information collected and/or accessed in the administration of the State programs and services
- 2) Information stored in any media form, paper or electronic

**B. Encryption of Portable Computing Devices**



The Contractor is required to encrypt (or use an equally effective measure), any data collected under this Agreement that is confidential, sensitive, and/or personal including data stored on portable computing devices (including but not limited to, laptops, personal digital assistants, and notebook computers) and/or portable electronic storage media (including but not limited to, discs and thumb/flash drives, and portable hard drives).

C. Disclosure

1. The Contractor shall ensure that personal, sensitive, and confidential information is protected from inappropriate or unauthorized access or disclosure in accordance with applicable laws, regulations and State policies. The requirement to protect information shall remain in force until superseded by laws, regulations, or policies.
2. The Contractor shall protect from unauthorized disclosure names and other identifying information, concerning persons receiving services pursuant to this Agreement, except for statistical information not identifying any participant.
3. "Identifying information" shall include, but not be limited to, name, identifying number, social security number, state driver's license, or state identification number, financial account numbers, symbol or other identifying characteristic assigned to the individual, such as finger or voice print or a photograph.
4. The Contractor shall not use the identifying information in paragraph 3 above for any purpose other than carrying out the Contractor's obligations under this Agreement. The Contractor and its subcontractor are authorized to disclose and access identifying information for this purpose as required by the Older Americans Act.
5. The Contractor shall not, except as otherwise specifically authorized or required by this Agreement or court order, disclose any identifying information obtained under the terms of this Agreement to anyone other than LADOA without prior written authorization from LADOA. The Contractor may be authorized, in writing, by a participant to disclose identifying information specific to the authorizing participant.
6. The Contractor may allow a participant to authorize the release of information to specific entities, but shall not request or encourage any participant to give a blanket authorization or sign a blank release, nor shall the Contractor accept such blanket authorization from any participant.

D. Training/Education

1. The Contractor must provide ongoing education and training, at least annually, to all employees and subcontractors who handle personal, sensitive, or confidential information. The Contractor's employees, subcontractors, and volunteers must complete the required Security Awareness Training module located at [www.aging.ca.gov](http://www.aging.ca.gov) within 30 days of the start date of the Contract/Agreement or within 30 days of the start date of any new employee, subcontractor or volunteer. The Contractor must maintain certificates of completion on file and provide them to LADOA upon request. Training may be provided on an individual basis or in groups. A sign-in sheet is acceptable documentation for group training in lieu of individual certificates. If internet access is not available, a hardcopy of the training module may be provided to employees and/or volunteers for their completion.
2. The Contractor may substitute LADOA's Security Awareness Training program with its own Security Training provided such training met or exceeds LADOA's training requirement. Contractors/Vendors shall maintain documentation of training and education provided to their staff, volunteers, and/or subcontractors.



3. All employees and volunteers who handle personal, sensitive, or confidential information relating to LADOA's programs must participate in Security Awareness Training.

E. Health Insurance Portability and Accountability Act (HIPAA)

The Contractor agrees to comply with the privacy and security requirements of the HIPAA to the extent applicable and take all reasonable efforts to implement HIPAA requirements. The Contractor will make reasonable efforts to ensure that subcontractors comply with the privacy and security requirements of HIPAA.

F. Contractor Confidentiality Statement

The Contractor shall sign and return a Contractor/Vendor Confidentiality Statement CDA 1024 form with this Agreement. This is to ensure that Contractor/Vendors are aware of, and agree to comply with, their obligations to protect CDA information assets from unauthorized access and disclosure.

G. Security Incident Reporting

A security incident occurs when CDA information are accessed, modified, destroyed, or disclosed without proper authorization, or are lost, or stolen. The Contractor must report all security incidents to the appropriate CDA Program Manager immediately upon detection. A Security Incident Report form (CDA 1025) must be submitted to the CDA Information Security Officer within five (5) business days of the date the incident was detected.

H. Notification of Security Breach to Data Subjects

1. Notice must be given by the Contractor or subcontractor to any data subject whose personal information could have been breached.
2. Notice must be given in the most expedient time possible and without unreasonable delay except when notification would impede criminal investigation, or when necessary measures to restore system integrity are required.
3. Notice may be provided in writing, electronically, or by substitute notice in accordance with State law, regulation, or policy.

I. Software Maintenance

The Contractor shall apply security patches and upgrades and keep virus software up-to-date on all systems on which State data may be used.

J. Electronic Backups

The Contractor shall ensure that all electronic information is protected by performing regular backup of automated files and databases, and ensure the availability of information assets for continued business.

K. Provisions of this Section

The provisions contained in this Section shall be included in all contracts of both the Contractor and its subcontractors.

32. Add §654 Assurances:

**§654 ASSURANCES**

A. Law, Policy and Procedure, Licenses, and Certificates

The Contractor agrees to administer the Agreement and require any subcontractors to administer their subcontracts in accordance with this Agreement, and with all applicable local, State, and federal laws and regulations including, but not limited to, discrimination, wages and hours of employment, occupational safety, and to fire, safety, health, and sanitation regulations, directives, guidelines, and/or manual related to this Agreement and resolve all issues using good administrative practices and sound judgment. The Contractor and its subcontractors shall keep in effect all licenses, permits, notices, and certificates that are required by law.

B. Subcontracts

The Contractor shall require language in all subcontracts to require all subcontractors to comply with all applicable State and Federal laws.

C. Nondiscrimination

The Contractor shall comply with all federal statutes relating to nondiscrimination. These include those statutes and laws contained in the Contractor Certification Clauses (CCC 307) which is hereby incorporated by reference. In addition, Contractor shall comply with the following:

1. Equal Access to Federally Funded Benefits, Programs and Activities

The Contractor shall ensure compliance with Title VI of the Civil Rights Act of 1964 (42 USC, Section 2000d; 45 CFR Part 80), which prohibits recipients of federal financial assistance from discriminating against persons based on race, color, religion, or national origin.

2. Equal Access to State-Funded Benefits, Programs and Activities

The Contractor shall, unless exempted, ensure compliance with the requirements of Government Code sections 11135-11139.5, and Section 98000 et seq. Of Title 22 of the California Code of Regulations, which prohibit recipients of state financial assistance from discriminating against persons based on race, national origin, ethnic group identification, religion, age, sex, sexual orientation, color, or disability. (22 CCR 98323, Chapter 182, Statutes of 2006)

3. The Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. Sections 12101 et seq.)

4. The Contractor agrees to include these requirements in all contracts it enters into with subcontractors to provide services pursuant to this Agreement.

D. Conflict of Interest

1. The Contractor shall prevent employees, consultants, or members of governing bodies from using their positions for purposes including, but not limited to, the

selection of subcontractors, that are, or give the appearance of being, motivated by a desire for private gain for themselves or others, such as family, business, or other ties. In the event that the State determines that a conflict of interest exists, funds may be disallowed by the State and such a conflict may constitute grounds for termination of the Agreement.

2. This provision shall not be construed to prohibit employment of persons with whom the Contractor's officers, agents, or employees have family, business, or other ties, so long as the employment of such persons does not result in a conflict of interest (real or apparent) or increased costs over those associated with the employment of any other equally qualified applicant, and such persons have successfully competed for employment with the other applicants on a merit basis.

E. Covenant Against Contingent Fees

1. The Contractor warrants that no person or selling agency has been employed or retained to solicit this Agreement. There has been no agreement to make commission payments in order to obtain this Agreement.
2. For breach or violation of this warranty, the State shall the right to terminate this Agreement without liability or at its discretion to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingency fee.

F. Facility Construction or Repair

1. When applicable for purposes of construction or repair of facilities, the Contractor shall comply with the provisions contained in the following and shall include such provisions in any applicable agreements with subcontractors:
  - a. Copeland "Anti-Kickback" Act (18 USC 874, 40 USC 276c) (29 CFR, Part 3);
  - b. Davis-Bacon Act (40 USC 276a to 276a-7) (29 CFR, Part 5);
  - c. Contract Work Hours and Safety Standards Act (40 USC 327-333) (29 CFR, Part 5, 6, 7, 8);
  - d. Executive Order 11246 of September 14, 1965, entitled "Equal Employment Opportunity" as amended by Executive Order 11375 of October 13, 1967, as supplemented in Department of Labor Regulations (41 CFR, Part 60).
2. The Contractor shall not use payments for construction, renovation, alteration, improvement, or repair of privately-owned property which would enhance the owner's value of such property to the benefit of the owner except where permitted by law and by the Department.
3. When funding is provided for construction and non-construction activities, the Contractor or subcontractors must obtain prior written approval from the State before making any fund or budget transfers between construction and non-construction.

G. Contracts in Excess of \$100,000

If all funding provided herein exceeds \$100,000, the Contractor shall comply with all applicable orders or requirements issued under the following laws:

1. Clean Air Act, as amended (42 USC 1857);

2. Clean Water Act, as amended (33 USC 1368);
3. Federal Water Pollution Control Act, as amended (33 USC 1251, et seq.);
4. Environmental Protection Agency Regulations (40 CFR, Part 15 and Executive Order 11738);
5. Public Contract Code Section 10295.3.

H. Debarment, Suspension, and Other Responsibility Matters

1. The Contractor certifies to the best of its knowledge and belief, that it and its subcontractors:
  - a. Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
  - b. Have not within a three-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, State, or local) transaction or contract under a public transaction; violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification;
  - d. Have not within a three-year period preceding this Agreement had one or more public transactions (federal, State, or local) terminated for cause or default.
2. The Contractor shall report immediately to the Department in writing any incidents of alleged fraud and/or abuse by either Contractor or Contractor's subcontractor.
3. The Contractor shall maintain any records, documents, or other evidence of fraud and abuse until otherwise notified by the Department.
4. The Contractor agrees to timely execute any and all amendments to this Agreement or other required documentation relating to their subcontractor's debarment/suspension status.

I. Agreement Authorization

1. If a public entity, the Contractor shall submit to the Department a copy of the resolution, order, or motion referencing this Agreement number authorizing execution of this Agreement. If a private nonprofit entity, the Contractor shall submit to the Department an authorization by the board of directors to execute this Agreement, referencing this Agreement number.
2. These documents, including minute orders, must also identify the action taken.

3. Documentation in the form of a resolution, order, or motion by the Governing Board of the AAA is required for the original and each subsequent amendment to this Agreement. This requirement may also be met by a single resolution from the Governing Board of the Contractor authorizing the AAA Director or designee to execute the original and all subsequent amendments to this Agreement.

J. DUNS Number and Related Information

1. The DUNS Number must be provided to Department prior to the execution of this Agreement.
2. The Contractor must have complied with the federal requirement to keep DUNS Number and related updates on the website at <http://fedgov.dnb/webform>.
3. The Contractor shall review all DUNS information annually to ensure it is up to date.
4. If the Department cannot access the Contractor's DUNS information related to this federal subaward of the Federal Funding Accountability and Transparency Act Subaward Reporting System due to errors in the Contractor's data entry for their DUNS number, the Contractor must immediately update the information as required.

- K. The Contractor shall not require proof of age or citizenship as a condition of receiving services.

33. Add §655 Standards of Work:

**§655 STANDARDS OF WORK**

The Contractor agrees that the performance of work and services pursuant to the requirements of this Agreement shall conform to accepted professional standards.

34. Add §656 Reporting Terms:

**§656 REPORTING TERMS**

LADOA reserves the right to modify performance reporting terms and conditions to ensure compliance with federal government guidelines and requirements.

35. Add §657 Confidential Client Information:

**§657 CONFIDENTIAL CLIENT INFORMATION**

The Contractor shall ensure that all records containing confidential client information shall be handled in a confidential manner and in accordance with the requirements for monitoring, audits, and confidentiality.

After the authorized period has expired, confidential records shall be shredded and disposed of in a manner that will maintain confidentiality.

Authorized State representatives shall have the right to monitor and evaluate the Contractor's administrative, fiscal and program performance pursuant to this Agreement. Said monitoring and evaluation may include, but is not limited to, administrative processes, policies and procurement, audits, inspections of project premises, inspection of food preparation sites, and interviews of project staff and participants.

The Contractor shall cooperate with the State in monitoring and evaluation processes, which include making any Administrative program and fiscal staff available during any scheduled process.

36. Add §658 Commencement of Work:

**§658 COMMENCEMENT OF WORK**

Should the Contractor or subcontractor begin work in advance of receiving notice that this Agreement is approved, that work may be considered as having been performed at risk as a more volunteer and may not be reimbursed or compensated.

37. Add §659 Access:

**§659 ACCESS**

The Contractor shall provide access to the federal or State agency, the California State Auditor, the Controller General of the United States, the City or any of their duly authorized federal or State representatives to any books, documents, papers, records, and electronic files of the Contractor or subcontractor which are directly pertinent to this specific Agreement for the purpose of audit, examination, excerpts, and transcriptions. The Contractor shall include this requirement in its subcontracts.

38. Add §660 Monitoring and Evaluation:

**§660 MONITORING AND EVALUATION**

- A. Authorized Department representatives shall have the right to monitor and evaluate the Contractor's administrative, fiscal and program performance pursuant to this Agreement. Said monitoring and evaluation may include, but is not limited to, administrative processes, policies and procurement, audits, inspections of project premises, inspection of food preparation sites, and interviews of project staff and participants.
- B. The Contractor shall cooperate with the Department in the monitoring and evaluation processes, which include making any Administrative program and fiscal staff available during any scheduled process.
- C. The Contractor shall monitor contracts, subcontracts or grant agreements to ensure compliance with laws, regulations, and the provisions of contracts or grant agreements that may have a direct or material effect on each of its major programs.
- D. The Contractor is responsible for maintaining supporting documentation including financial and statistical records, contracts, subcontracts, or grant agreements monitoring reports, and all other pertinent records until an audit has occurred and an audit resolution has been issued or unless otherwise authorized in writing by the Department.

39. Add §661 Bilingual and Linguistic Program Services:

**§661 BILINGUAL AND LINGUISTIC PROGRAM SERVICES**

Title VI of the Civil Rights Act of 1964 (P.L. 88-352, 42 USC §2000d, and implementing regulations) which prohibits discrimination on the basis of race, color, or national origin and its implementing regulations and as applied through Executive Order No. 13166, entitled "Improving Access to Services for Persons with Limited English Proficiency" ("LEP"), which requires recipients of federal funds, including Contractor, to take reasonable steps to insure



meaningful access to its programs and activities by persons with LEP as more fully described in HUD's final guidance contained in Federal Register, Volume 72, No. 13.

40. Add §662 Records:

**§662 RECORDS**

- A. In the event of any litigation, claim, negotiation, audit exception, or other action involving the records, all records relative to such action shall be maintained and made available until every action has been cleared to the satisfaction of the Department and so stated in writing to the Contractor.
- B. Adequate source documentation of each transaction shall be maintained relative to the allowability of expenditures reimbursed by the Department under this Agreement. If the allowability of expenditures cannot be determined because records or documentation of the Contractor are nonexistent or inadequate according to Generally Accepted Accounting Principles and Procedures, the expenditures will be questioned in the audit and may be disallowed by the State during the audit resolution process.
- C. After the authorized period has expired, confidential records shall be shredded and disposed of in a manner that will maintain confidentiality.

41. Add §663 Dissolution of Entry:

**§663 DISSOLUTION OF ENTRY**

The Contractor shall notify the Department immediately of any intention to discontinue existence of the entity or to bring an action for dissolution.

42. Add §664 Trafficking Victims Protection Act of 2000:

**§664 TRAFFICKING VICTIMS PROTECTION ACT OF 2000**

- 1. This Agreement is subject to the requirement of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104).
- 2. Subrecipients under this award, and subrecipients' employees shall not:
  - a. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
  - b. Procure a commercial sex act during the period of time that the award is in effect; or
  - c. Use forced labor in the performance of the award or subawards under the award.
- 3. Violation of this Act by the contractor and subcontractor may result in termination of this award.

43. Add §665 Continuity of Service and Transition Plan:



## **§665 CONTINUITY OF SERVICE AND TRANSITION PLAN**

A. In the event of a change in Contractor or subcontractors during the term of this Contract, the Contractor shall assure that a subsequent subcontractor is available to complete any open cases or transactions during the transition period.

B. Transition Plan

The Contractor shall submit a transition plan to the Department for approval within 15 days of a written Notice of Termination by CDA or Notice of Intent to Terminate by the Contractor or subcontractor. The transition plan must be approved by the Department prior to implementation and shall at a minimum include the following:

1. A description of how open or active counseling and legal cases (if applicable) shall be transitioned to the new contractor or subcontractor.
2. A description of how names, addresses, and telephone numbers or current clients will be handled and transferred to the new contractor or subcontractor.
3. A description of how clients will be notified about the change and how their services will be continued.
4. A description of how communications with other HICAP sites, ADRC's (where applicable), local agencies and advocacy organizations may be made to assist in locating alternative services as needed.
5. A description of how community referral sources will be informed of the change of contractor or subcontractor and the continuation of services.
6. A description of how sensitive, confidential records, including personal health information, will be transferred to ensure adequate protection of the records.
7. A description of the qualifications of the requisite staff that would ensure continued provision of services through the term of the existing contract.
8. A plan that specifies a timeline for the transition.
9. A plan to conduct a property inventory and transfer, or return to the Department, all equipment purchased with this Contract funds as directed by the Department.
10. Additional information as necessary to effect a safe transition of clients from the outgoing Contractor to the new Contractor.

C. The Contractor shall implement the transition plan as approved by the Department.

D. The Department will monitor the Contractor's progress in carrying out all elements of the transition plan.

44. Delete Appendix A in its entirety and add Appendix A –Standard for City Contracts (Rev.4/9/14)

45. Amend Exhibit I

46. Delete Exhibit IV Certification of Drug-Free Workplace and Non-Delinquency in its entirety and add Exhibit IV Certification Regarding Drug Free Workplace Act Requirements

47. add Exhibit XIV List of Multi-Purpose Centers
48. add Exhibit XV Subcontract and Procurement Procedures
49. add Exhibit XVI Management Representation Statement
50. add Exhibit XVII Inventions, Patents, and Copyrights
51. add Exhibit XVIII Contractor Requirement Mandated Reporting of Elder Abuse;
52. Except as herein amended, all terms and conditions of the Agreement shall remain in full force and effect.
53. This Agreement is executed in three (3) duplicate originals, each of which are deemed to be an original. This Agreement includes Fifty-Nine (59) pages, which constitutes the entire understanding and agreement of the parties.

IN WITNESS THEREOF, the City of Los Angeles and the Contractor have caused this Agreement to be executed by their duly appointed representatives.

APPROVED AS TO FORM AND LEGALITY:

MICHAEL N. FEUER, City Attorney

By: Annette M. Sierra  
ANNETTE M. SIERRA  
Deputy City Attorney

Date: September 11, 2014

Executed this 11, day of  
September, 2014  
For: THE CITY OF LOS ANGELES

LAURA TREJO  
General Manager  
Los Angeles Department of Aging

ATTEST:

HOLLY L. WOLCOTT, City Clerk

By: Holly L. Wolcott  
Deputy City Clerk

Date: 09/12/14



(Contractor Corporate Seal)

By: Laura Trejo

Executed this 9TH, day of  
September, 2014  
For:

By: Beverly Ventress  
Name: Beverly Ventress  
Title: Interim President & CEO

ATTEST:

By: \_\_\_\_\_  
Name:  
Title:

D-U-N-S® Number: 08-837-1125

City Business License Number: 0000503722

Internal Revenue Service Number: 95-2653387

Council File Number: 14-1161 ; Date of Approval: 9-8-14

Agreement Number C-119333 of City Contracts, Amendment Number 6

**APPENDIX A**  
**STANDARD PROVISIONS FOR CITY CONTRACTS**

**TABLE OF CONTENTS**

PSC – 1.	CONSTRUCTION OF PROVISIONS AND TITLES HEREIN	2
PSC – 2.	NUMBER OF ORIGINALS	2
PSC – 3.	APPLICABLE LAW, INTERPRETATION AND ENFORCEMENT	2
PSC – 4.	TIME OF EFFECTIVENESS	2
PSC – 5.	INTEGRATED CONTRACT	2
PSC – 6.	AMENDMENT	3
PSC – 7.	EXCUSABLE DELAYS	3
PSC – 8.	BREACH	3
PSC – 9.	WAIVER	3
PSC – 10.	TERMINATION	3
PSC – 11.	INDEPENDENT CONTRACTOR	4
PSC – 12.	CONTRACTOR'S PERSONNEL	4
PSC – 13.	PROHIBITION AGAINST ASSIGNMENT OR DELEGATION	5
PSC – 14.	PERMITS	5
PSC – 15.	CLAIMS FOR LABOR AND MATERIALS	5
PSC – 16.	LOS ANGELES CITY BUSINESS TAX REGISTRATION CERTIFICATE	5
PSC – 17.	RETENTION OF RECORDS, AUDIT AND REPORTS	5
PSC – 18.	FALSE CLAIMS ACT	5
PSC – 19.	BONDS	5
PSC – 20.	INDEMNIFICATION	6
PSC – 21.	INTELLECTUAL PROPERTY INDEMNIFICATION	6
PSC – 22.	INTELLECTUAL PROPERTY WARRANTY	6
PSC – 23.	OWNERSHIP AND LICENSE	6
PSC – 24.	INSURANCE	7
PSC – 25.	DISCOUNT TERMS	7
PSC – 26.	WARRANTY AND RESPONSIBILITY OF CONTRACTOR	7
PSC – 27.	NON-DISCRIMINATION	7
PSC – 28.	EQUAL EMPLOYMENT PRACTICES	7
PSC – 29.	AFFIRMATIVE ACTION PROGRAM	9
PSC – 30.	CHILD SUPPORT ASSIGNMENT ORDERS	12
PSC – 31.	LIVING WAGE ORDINANCE	12
PSC – 32.	SERVICE CONTRACTOR WORKER RETENTION ORDINANCE	14
PSC – 33.	AMERICANS WITH DISABILITIES ACT	14
PSC – 34.	CONTRACTOR RESPONSIBILITY ORDINANCE	14
PSC – 35.	MINORITY, WOMEN, AND OTHER BUSINESS ENTERPRISE OUTREACH PROGRAM	14
PSC – 36.	EQUAL BENEFITS ORDINANCE	15
PSC – 37.	SLAVERY DISCLOSURE ORDINANCE	15
PSC – 38.	FIRST SOURCE HIRING ORDINANCE	15
PSC – 39.	COMPLIANCE WITH LOS ANGELES CITY CHARTER SECTION 470(C)(12)	16
PSC – 40.	IRAN CONTRACTING ACT OF 2010	16

## **STANDARD PROVISIONS FOR CITY CONTRACTS**

### **PSC – 1.      CONSTRUCTION OF PROVISIONS AND TITLES HEREIN**

All titles, subtitles, or headings in this contract have been inserted for convenience, and shall not be deemed to affect the meaning or construction of any of the terms or provisions hereof. The language of this contract shall be construed according to its fair meaning and not strictly for or against the City or Contractor. The word "Contractor" herein in this contract includes the party or parties identified in the contract. The singular shall include the plural; if there is more than one Contractor herein, unless expressly stated otherwise, their obligations and liabilities hereunder shall be joint and several. Use of the feminine, masculine, or neuter genders shall be deemed to include the genders not used.

### **PSC – 2.      NUMBER OF ORIGINALS**

The number of original texts of this contract shall be equal to the number of the parties hereto, one text being retained by each party. At the City's option, one or more additional original texts of this Contract may also be retained by the City.

### **PSC – 3.      APPLICABLE LAW, INTERPRETATION AND ENFORCEMENT**

Each party's performance hereunder shall comply with all applicable laws of the United States of America, the State of California, and the City including, but not limited to, laws regarding health and safety, labor and employment, wage and hours and licensing laws which affect employees. This contract shall be enforced and interpreted under the laws of the State of California without regard to conflict of law principles. Contractor shall comply with new, amended, or revised laws, regulations, and/or procedures that apply to the performance of this contract.

In any action arising out of this contract, Contractor consents to personal jurisdiction, and agrees to bring all such actions, exclusively in state or federal courts located in Los Angeles County, California.

If any part, term or provision of this contract is held void, illegal, unenforceable, or in conflict with any law of a federal, state or local government having jurisdiction over this contract the validity of the remaining parts, terms or provisions of the contract shall not be affected thereby.

### **PSC – 4.      TIME OF EFFECTIVENESS**

Unless otherwise provided, this contract shall take effect when all of the following events have occurred:

- A. This contract has been signed on behalf of Contractor by the person or persons authorized to bind Contractor hereto;
- B. This contract has been approved by the City Council or by the board, officer or employee authorized to give such approval;
- C. The Office of the City Attorney has indicated in writing its approval of this contract as to form; and
- D. This contract has been signed on behalf of the City by the person designated by the City Council, or by the board, officer or employee authorized to enter into this contract and has been attested to by the City Clerk.

### **PSC – 5.      INTEGRATED CONTRACT**

This contract contains the full and complete agreement between the parties, sets forth all of the rights and duties of the parties with respect to the subject matter hereof, and replaces any and all previous agreements or understandings, whether written or oral, relating thereto. No verbal agreement nor

conversation with any representative of either party shall affect or modify any of the terms and conditions of the contract.

**PSC – 6.      AMENDMENT**

Any change to the terms of the contract, including changes in the scope of work to be performed and any increase or decrease in the amount of compensation, which are agreed to by the parties shall be incorporated into the contract by a written amendment properly executed by the authorized representatives of the parties and effective pursuant to the provisions of PSC-4. No verbal agreement with any officer or employee shall affect or modify any of the terms or conditions of the contract.

**PSC – 7.      EXCUSABLE DELAYS**

In the event that performance on the part of any party hereto is delayed or suspended as a result of circumstances beyond the reasonable control and without the fault and negligence of said party, none of the parties shall incur any liability to the other parties as a result of such delay or suspension. Circumstances deemed to be beyond the control of the parties hereunder include, but are not limited to, acts of God or of the public enemy; insurrection; acts of the Federal Government or any unit of State or Local Government in either sovereign or contractual capacity; fires; floods; earthquakes; epidemics; quarantine restrictions; strikes; freight embargoes or delays in transportation, to the extent that they are not caused by the party's willful or negligent acts or omissions, and to the extent that they are beyond the party's reasonable control.

**PSC – 8.      BREACH**

Except for excusable delays as described in PSC-7, if any party fails to perform, in whole or in part, any promise, covenant, or agreement set forth herein, or should any representation made by it be untrue, any aggrieved party may avail itself of all rights and remedies, at law or equity, in the courts of law. Said rights and remedies are cumulative of those provided for herein except that in no event shall any party recover more than once, suffer a penalty or forfeiture, or be unjustly compensated.

**PSC – 9.      WAIVER**

A waiver of a default of any part, term or provision of this contract must be in writing and shall not be construed as a waiver of any succeeding default or as a waiver of the part, term or provision itself. A party's performance after the other party's default shall not be construed as a waiver of that default.

**PSC – 10.      TERMINATION**

**A.      TERMINATION FOR CONVENIENCE**

The City may terminate this contract for the City's convenience at any time by giving Contractor thirty days written notice thereof. Upon receipt of said notice, Contractor shall immediately take action not to incur any additional obligations, cost or expenses, except as may be reasonably necessary to terminate its activities. The City shall pay Contractor its reasonable and allowable costs through the effective date of termination and those reasonable and necessary costs incurred by Contractor to affect such termination. Thereafter, Contractor shall have no further claims against the City under this contract. All finished and unfinished documents and materials procured for or produced under this Contract, including all intellectual property rights thereto, shall become City property upon the date of such termination. Contractor agrees to execute any documents necessary for the City to perfect, memorialize, or record the City's ownership of rights provided herein.

**B.      TERMINATION FOR BREACH OF CONTRACT**

1.      Except for excusable delays as provided in PSC-7, if Contractor fails to perform any of the provisions of this contract or so fails to make progress as to endanger



timely performance of this contract, the City may give Contractor written notice of such default. If Contractor does not cure such default or provide a plan to cure such default which is acceptable to the City within the time permitted by the City, then the City may terminate this contract due to Contractor's breach of this contract

2. If a federal or state proceeding for relief of debtors is undertaken by or against Contractor, or if Contractor makes an assignment for the benefit of creditors, then the City may immediately terminate this contract.
3. If Contractor engages in any dishonest conduct related to the performance or administration of this contract or violates the City's lobbying policies, then the City may immediately terminate this contract.
4. In the event the City terminates this contract as provided in this section, the City may procure, upon such terms and in such manner as the City may deem appropriate, services similar in scope and level of effort to those so terminated, and Contractor shall be liable to the City for all of its costs and damages, including, but not limited to, any excess costs for such services.
5. All finished or unfinished documents and materials produced or procured under this contract, including all intellectual property rights thereto, shall become City property upon date of such termination. Contractor agrees to execute any documents necessary for the City to perfect, memorialize, or record the City's ownership of rights provided herein.
6. If, after notice of termination of this contract under the provisions of this section, it is determined for any reason that Contractor was not in default under the provisions of this section, or that the default was excusable under the terms of this contract, the rights and obligations of the parties shall be the same as if the notice of termination had not been issued pursuant to PSC-10(A) Termination for Convenience.
7. The rights and remedies of the City provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

**PSC – 11.     INDEPENDENT CONTRACTOR**

Contractor is acting hereunder as an independent contractor and not as an agent or employee of the City. No employee of Contractor has been, is, or shall be an employee of the City by virtue of the contract, and Contractor shall so inform each employee organization and each employee who is hired or retained under the contract. Contractor shall not represent or otherwise hold out itself or any of its directors, officers, partners, employees, or agents to be an agent or employee of the City.

**PSC – 12.     CONTRACTOR'S PERSONNEL**

Unless otherwise provided or approved by the City, Contractor shall use its own employees to perform the services described in this contract. The City shall have the right to review and approve any personnel who are assigned to work under this contract. Contractor agrees to remove personnel from performing work under this contract if requested to do so by the City.

Contractor shall not use subcontractors to assist in performance of this contract without the prior written approval of the City. If the City permits the use of subcontractors, Contractor shall remain responsible for performing all aspects of this contract. The City has the right to approve Contractor's subcontractors, and the City reserves the right to request replacement of subcontractors. The City does not have any



obligation to pay Contractor's subcontractors, and nothing herein creates any privity between the City and the subcontractors.

**PSC – 13.      PROHIBITION AGAINST ASSIGNMENT OR DELEGATION**

Contractor shall not, unless it has first obtained the prior written consent of the City (a) Assign or otherwise alienate any of its rights under this contract, including the right to payment; or (b) Delegate, subcontract, or otherwise transfer any of its duties under this contract.

**PSC – 14.      PERMITS**

Contractor and its directors, officers, partners, agents, employees, and subcontractors, to the extent allowed hereunder, shall obtain and maintain all licenses, permits, certifications and other documents necessary for Contractor's performance hereunder and shall pay any fees required therefore. Contractor certifies to immediately notify the City of any suspension, termination, lapses, non-renewals, or restrictions of licenses, permits, certificates, or other documents.

**PSC – 15.      CLAIMS FOR LABOR AND MATERIALS**

Contractor shall promptly pay when due all amounts payable for labor and materials furnished in the performance of this contract so as to prevent any lien or other claim under any provision of law from arising against any City property (including reports, documents, and other tangible or intangible matter produced by Contractor hereunder), against Contractor's rights to payments hereunder, or against the City, and shall pay all amounts due under the Unemployment Insurance Act with respect to such labor.

**PSC – 16.      LOS ANGELES CITY BUSINESS TAX REGISTRATION CERTIFICATE**

If applicable, Contractor represents that it has obtained and presently holds the Business Tax Registration Certificate(s) required by the City's Business Tax Ordinance, Section 21.00 *et seq.* of the Los Angeles Municipal Code. For the term covered by this contract, Contractor shall maintain, or obtain as necessary, all such Certificates required of it under the Business Tax Ordinance, and shall not allow any such Certificate to be revoked or suspended.

**PSC – 17.      RETENTION OF RECORDS, AUDIT AND REPORTS**

Contractor shall maintain all records, including records of financial transactions, pertaining to the performance of this contract, in their original form, in accordance with requirements prescribed by the City. These records shall be retained for a period of no less than five years following final payment made by the City hereunder or the expiration date of this contract, whichever occurs last. Said records shall be subject to examination and audit by authorized City personnel or by the City's representative at any time during the term of this contract or within the five years following final payment made by the City hereunder or the expiration date of this contract, whichever occurs last. Contractor shall provide any reports requested by the City regarding performance of this contract. Any subcontract entered into by Contractor, to the extent allowed hereunder, shall include a like provision for work to be performed under this contract.

**PSC – 18.      FALSE CLAIMS ACT**

Contractor acknowledges that it is aware of liabilities resulting from submitting a false claim for payment to the City under the False Claims Act (Cal. Gov. Code §§12650 *et seq.*), including treble damages, costs of legal actions to recover payments, and civil penalties of up to \$10,000 per false claim.

**PSC – 19.      BONDS**

All bonds which may be required for performance of services shall conform to City requirements established by Charter, ordinance or policy, and shall be filed with the Office of the City Administrative

Officer, Risk Management for its review and acceptance in accordance with Sections 11.47 through 11.56 of the Los Angeles Administrative Code.

**PSC – 20.      INDEMNIFICATION**

Except for the active negligence or willful misconduct of the City, or any of its boards, officers, agents, employees, assigns and successors in interest, Contractor undertakes and agrees to defend (with counsel subject to approval by City), indemnify and hold harmless the City and its boards, officers, agents, employees, assigns, and successors in interest from and against all suits and causes of action, claims, losses, demands and expenses, including, but not limited to, attorney's fees (both in house and outside counsel) and cost of litigation (including all actual litigation costs incurred by the City, including but not limited to, costs of experts and consultants), damages or liability of any nature whatsoever, for death or injury to any person, including Contractor's employees and agents, or damage or destruction of any property of either party hereto or of third parties, and/or for any other damages or losses of any kind or nature arising in any manner by reason of the negligent acts, errors, omissions or willful misconduct incident to the performance of this Contract by Contractor or its subcontractors of any tier. Rights and remedies available to the City under this provision are cumulative of those provided for elsewhere in this Contract and those allowed under the laws of the United States, the State of California, and the City. The provisions of PSC-20 shall survive expiration or termination of this Contract.

**PSC – 21.      INTELLECTUAL PROPERTY INDEMNIFICATION**

Contractor, at its own expense, undertakes and agrees to defend (with counsel subject to City approval), indemnify, and hold harmless the City, and its boards, officers, agents, employees, assigns and successors in interest from and against all suits and causes of action, claims, losses, demands and expenses, including, but not limited to, attorney's fees (both in house and outside counsel) and cost of litigation (including all actual litigation costs incurred by the City, including but not limited to, cost of experts and consultants), damages or liability of any nature whatsoever arising out of the infringement, actual or alleged, direct or contributory, of any intellectual property rights, including, without limitation, patent, copyright, trademark, trade secret, right of publicity and proprietary information right (1) on or in any design, medium, matter, article, process, method, application, equipment, device, instrumentation, software, hardware, or firmware used by Contractor, or its subcontractors of any tier, in performing the work under this contract; or (2) as a result of the City's actual or intended use of any work product furnished by Contractor, or its subcontractors of any tier, under the Agreement. Work Products are all works, tangible or not, created under this contract including, without limitation, documents, material, data, reports, manuals, specifications, artwork, drawings, sketches, computer programs and databases, schematics, photographs, video and audiovisual records, and sound recordings, marks, logos, graphic designs, notes, websites, domain names, inventions, processes, formulas matters and combinations thereof, and all forms of intellectual property. Rights and remedies available to the City under this provision are cumulative of those provided for elsewhere in this contract and those allowed under the laws of the United States, the State of California, and the City. The provisions of PSC-21 shall survive expiration or termination of this contract.

**PSC – 22.      INTELLECTUAL PROPERTY WARRANTY**

Contractor represents and warrants that its performance of all obligations under this contract does not infringe in any way, directly or contributorily, upon any third party's intellectual property rights, including, without limitation, patents, copyrights, trademarks, trade secrets, right of publicity and proprietary information.

**PSC – 23.      OWNERSHIP AND LICENSE**

Unless otherwise provided for herein, all Work Products originated and prepared by Contractor or its subcontractors of any tier under this contract shall be and remain the exclusive property of the City for its use in any manner it deems appropriate. Contractor hereby assigns, and agrees to assign, all goodwill, copyright, trademarks, patent, trade secret and all other intellectual property rights worldwide in any Work

Products originated and prepared by Contractor under this contract. Contractor further agrees to execute any documents necessary for the City to perfect, memorialize, or record the City's ownership of rights provided herein. For all Work Products delivered to the City that are not originated or prepared by Contractor or its subcontractors of any tier under this contract, Contractor hereby grants a non-exclusive perpetual license to use such Work Products for any City purposes.

Contractor shall not provide or disclose any Work Product to any third party without prior written consent of the City.

Any subcontract entered into by Contractor relating to this contract, to the extent allowed hereunder, shall include a like provision for work to be performed under this contract to contractually bind or otherwise oblige its subcontractors performing work under this contract such that the City's ownership and license rights of all Work Products are preserved and protected as intended herein. Failure of Contractor to comply with this requirement or to obtain the compliance of its subcontractors with such obligations shall subject Contractor to the imposition of any and all sanctions allowed by law including, but not limited to termination of the contract.

**PSC – 24.      INSURANCE**

During the term of this contract and without limiting Contractor's indemnification of the City, Contractor shall provide and maintain at its own expense a program of insurance having the coverages and limits customarily carried and actually arranged by Contractor, but not less than the amounts and types listed on the Required Insurance and Minimum Limits sheet (Form General 146), covering its operations hereunder. Such insurance shall conform to City requirements established by Charter, ordinance or policy, and the Instructions and Information on Complying with City Insurance Requirements and shall otherwise be in a form acceptable to the Office of the City Administrative Officer, Risk Management.

**PSC – 25.      DISCOUNT TERMS**

Contractor agrees to offer the City any discount terms that are offered to its best customers for the goods and services to be provided hereunder and apply such discount to payments made under this contract which meet the discount terms.

**PSC – 26.      WARRANTY AND RESPONSIBILITY OF CONTRACTOR**

Contractor warrants that the work performed hereunder shall be completed in a manner consistent with professional standards practiced among those firms within Contractor's profession, doing the same or similar work under the same or similar circumstances.

**PSC – 27.      NON-DISCRIMINATION**

Unless otherwise exempt, this contract is subject to the non-discrimination provisions in Sections 10.8 through 10.8.2 of the Los Angeles Administrative Code as amended from time to time. The Contractor shall comply with the applicable non-discrimination and affirmative action provisions of the laws of the United States of America, the State of California, and the City. In performing this contract, Contractor shall not discriminate in its employment practices against any employee or applicant for employment because of such person's race, religion, national origin, ancestry, sex, sexual orientation, age, disability, domestic partner status, marital state or medical condition. Any subcontract entered into by Contractor to the extent allowed hereunder, shall include a like provision for work to be performed under this contract.

Failure of Contractor to comply with this requirement or to obtain the compliance of its subcontractors with such obligations shall subject Contractor to the imposition of any and all sanctions allowed by law, including but not limited to termination of Contractor's contract with the City.

**PSC – 28.      EQUAL EMPLOYMENT PRACTICES**

Unless otherwise exempt, this Contract is subject to the equal employment practices provisions in Section 10.8.3 of the Los Angeles Administrative Code, as amended from time to time.

- A. During the performance of this contract, Contractor agrees and represents that it will provide equal employment practices and Contractor and each subcontractor hereunder will ensure that in his or her employment practices persons are employed and employees are treated equally and without regard to or because of race, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status or medical condition.
  - 1. This provision applies to work or service performed or materials manufactured or assembled in the United States.
  - 2. Nothing in this section shall require or prohibit the establishment of new classifications of employees in any given craft, work or service category.
  - 3. Contractor agrees to post a copy of Paragraph A hereof in conspicuous places at its place of business available to employees and applicants for employment.
- B. Contractor will, in all solicitations or advertisements for employees placed by or on behalf of Contractor, state that all qualified applicants will receive consideration for employment without regard to their race, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status or medical condition.
- C. As part of the City's supplier registration process, and/or at the request of the awarding authority, or the Board of Public Works, Office of Contract Compliance, Contractor shall certify in the specified format that he or she has not discriminated in the performance of City contracts against any employee or applicant for employment on the basis or because of race, religion, national origin, ancestry, sex, sexual orientation, age, disability, marital status or medical condition.
- D. Contractor shall permit access to and may be required to provide certified copies of all of his or her records pertaining to employment and to employment practices by the awarding authority or the Office of Contract Compliance for the purpose of investigation to ascertain compliance with the Equal Employment practices provisions of City contracts. Contractor shall, upon request, provide evidence that it has or will comply therewith.
- E. The failure of any Contractor to comply with the Equal Employment Practices provisions of this contract may be deemed to be a material breach of City contracts. Such failure shall only be established upon a finding to that effect by the awarding authority, on the basis of its own investigation or that of the Board of Public Works, Office of Contract Compliance. No such finding shall be made or penalties assessed except upon a full and fair hearing after notice, and an opportunity to be heard has been given to Contractor.
- F. Upon a finding duly made that Contractor has failed to comply with the Equal Employment Practices provisions of a City contract, the contract may be forthwith canceled, terminated or suspended, in whole or in part, by the awarding authority, and all monies due or to become due hereunder may be forwarded to and retained by the City. In addition such failure to comply may be the basis for a determination by the awarding authority or the Board of Public Works that the Contractor is an irresponsible bidder or proposer pursuant to the provisions of Section 371 of the Charter of the City of Los Angeles. In the event of such a determination, Contractor shall be disqualified from being awarded a contract with the City for a period of two years, or until Contractor shall establish and carry out a program in conformance with the provisions hereof.

- G. Notwithstanding any other provision of this contract, the City shall have any and all other remedies at law or in equity for any breach hereof.
- H. Intentionally blank.
- I. Nothing contained in this Contract shall be construed in any manner so as to require or permit any act which is prohibited by law.
- J. At the time a supplier registers to do business with the City, or when an individual bid or proposal is submitted, Contractor shall agree to adhere to the Equal Employment Practices specified herein during the performance or conduct of City Contracts.
- K. Equal Employment Practices shall, without limitation as to the subject or nature of employment activity, be concerned with such employment practices as:
  - 1. Hiring practices;
  - 2. Apprenticeships where such approved programs are functioning and other on-the-job training for non-apprenticeable occupations;
  - 3. Training and promotional opportunities; and
  - 4. Reasonable accommodations for persons with disabilities.
- L. Any subcontract entered into by Contractor, to the extent allowed hereunder, shall include a like provision for work to be performed under this Contract. Failure of Contractor to comply with this requirement or to obtain the compliance of its subcontractors with all such obligations shall subject Contractor to the imposition of any and all sanctions allowed by law, including but not limited to termination of the Contractor's Contract with the City.

**PSC – 29. AFFIRMATIVE ACTION PROGRAM**

Unless otherwise exempt, this contract is subject to the affirmative action program provisions in Section 10.8.4 of the Los Angeles Administrative Code as amended from time to time.

- A. During the performance of a City contract, Contractor certifies and represents that Contractor and each subcontractor hereunder will adhere to an affirmative action program to ensure that in its employment practices, persons are employed and employees are treated equally and without regard to or because of race, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status or medical condition.
  - 1. This provision applies to work or services performed or materials manufactured or assembled in the United States.
  - 2. Nothing in this section shall require or prohibit the establishment of new classifications of employees in any given craft, work or service category.
  - 3. Contractor shall post a copy of Paragraph A hereof in conspicuous places at its place of business available to employees and applicants for employment.
- B. Contractor will, in all solicitations or advertisements for employees placed by or on behalf of Contractor, state that all qualified applicants will receive consideration for employment without regard to their race, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status or medical condition.



- C. As part of the City's supplier registration process, and/or at the request of the awarding authority or the Office of Contract compliance, Contractor shall certify on an electronic or hard copy form to be supplied, that Contractor has not discriminated in the performance of City contracts against any employee or applicant for employment on the basis or because of race, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status or medical condition.
- D. Contractor shall permit access to and may be required to provide certified copies of all of its records pertaining to employment and to its employment practices by the awarding authority or the Office of Contract Compliance, for the purpose of investigation to ascertain compliance with the Affirmative Action Program provisions of City contracts. Contractor shall, upon request, provide evidence that it has or will comply therewith.
- E. The failure of any Contractor to comply with the Affirmative Action Program provisions of City contracts may be deemed to be a material breach of contract. Such failure shall only be established upon a finding to that effect by the awarding authority, on the basis of its own investigation or that of the Board of Public Works, Office of Contract Compliance. No such finding shall be made except upon a full and fair hearing after notice and an opportunity to be heard has been given to Contractor.
- F. Upon a finding duly made that Contractor has breached the Affirmative Action Program provisions of a City contract, the contract may be forthwith cancelled, terminated or suspended, in whole or in part, by the awarding authority, and all monies due or to become due hereunder may be forwarded to and retained by the City. In addition such breach may be the basis for a determination by the awarding authority or the Board of Public Works that said Contractor is an irresponsible bidder or proposer pursuant to the provisions of Section 371 of the Los Angeles City Charter. In the event of such determination, such Contractor shall be disqualified from being awarded a contract with the City for a period of two years, or until he or she shall establish and carry out a program in conformance with the provisions hereof.
- G. In the event of a finding by the Fair Employment and Housing Commission of the State of California, or the Board of Public Works of the City of Los Angeles, or any court of competent jurisdiction, that Contractor has been guilty of a willful violation of the California Fair Employment and Housing Act, or the Affirmative Action Program provisions of a City contract, there may be deducted from the amount payable to Contractor by the City under the contract, a penalty of ten dollars(\$10.00) for each person for each calendar day on which such person was discriminated against in violation of the provisions of a City contract.
- H. Notwithstanding any other provisions of a City contract, the City shall have any and all remedies at law or in equity for any breach hereof.
- I. Intentionally blank.
- J. Nothing contained in City contracts shall be construed in any manner so as to require or permit any act which is prohibited by law.
- K. Contractor shall submit an Affirmative Action Plan which shall meet the requirements of the Los Angeles Administrative Code at the time it submits its bid or proposal or at the time it registers to do business with the City. The Plan shall be subject to approval by the Office of Contract Compliance prior to award of the contract. The awarding authority may also require contractors and suppliers to take part in a pre-registration, pre-bid, pre-proposal, or pre-award conference in order to develop, improve or implement a qualifying Affirmative Action Plan. Affirmative Action Programs developed pursuant to this section



shall be effective for a period of twelve months from the date of approval by the Office of Contract Compliance. In case of prior submission of a Plan, Contractor may submit documentation that it has an Affirmative Action Plan approved by the Office of Contract Compliance within the previous twelve months. If the approval is 30 days or less from expiration, Contractor must submit a new Plan to the Office of Contract Compliance and that Plan must be approved before the contract is awarded.

1. Every contract of \$5,000 or more which may provide construction, demolition, renovation, conservation or major maintenance of any kind shall in addition comply with the requirements of Section 10.13 of the Los Angeles Administrative Code.
  2. Contractor may establish and adopt as its own Affirmative Action Plan, by affixing his or her signature thereto, an Affirmative Action Plan prepared and furnished by the Office of Contract Compliance, or it may prepare and submit its own Plan for approval.
- L. The Office of Contract Compliance shall annually supply the awarding authorities of the City with a list of contractors and suppliers who have developed Affirmative Action Programs. For each contractor and supplier the Office of Contract Compliance shall state the date the approval expires. The Office of Contract Compliance shall not withdraw its approval for any Affirmative Action Plan or change the Affirmative Action Plan after the date of contract award for the entire contract term without the mutual agreement of the awarding authority and Contractor.
- M. The Affirmative Action Plan required to be submitted hereunder and the pre-registration, pre-bid, pre-proposal or pre-award conference which may be required by the Board of Public Works, Office of Contract Compliance or the awarding authority shall, without limitation as to the subject or nature of employment activity, be concerned with such employment practices as:
1. Apprenticeship where approved programs are functioning and other on-the-job training for non-apprenticeable occupations;
  2. Classroom preparation for the job when not apprenticeable;
  3. Pre-apprenticeship education and preparation;
  4. Upgrading training and opportunities;
  5. Encouraging the use of contractors, subcontractors and suppliers of all racial and ethnic groups, provided, however, that any contract subject to this ordinance shall require the contractor, subcontractor or supplier to provide not less than the prevailing wage, working conditions and practices generally observed in private industries in the contractor's, subcontractor's or supplier's geographical area for such work;
  6. The entry of qualified women, minority and all other journeymen into the industry; and
  7. The provision of needed supplies or job conditions to permit persons with disabilities to be employed, and minimizes the impact of any disability.
- N. Any adjustments which may be made in the Contractor's or supplier's work force to achieve the requirements of the City's Affirmative Action Contract Compliance Program in purchasing and construction shall be accomplished by either an increase in the size of

the workforce or replacement of those employees who leave the workforce by reason of resignation, retirement or death and not by termination, layoff, demotion or change in grade.

- O. Affirmative Action Agreements resulting from the proposed Affirmative Action Plan or the pre-registration, pre-bid, pre-proposal or pre-award conferences shall not be confidential and may be publicized by the contractor at his or her discretion. Approved Affirmative Action Agreements become the property of the City and may be used at the discretion of the City in its contract compliance Affirmative Action Program.
- P. Intentionally blank.
- Q. All contractors subject to the provisions of this section shall include a like provision in all subcontracts awarded for work to be performed under the Contract and shall impose the same obligations, including but not limited to filing and reporting obligations, on the subcontractors as are applicable to the contractor. Failure of the contractor to comply with this requirement or to obtain the compliance of its subcontractors with all such obligations shall subject the contractor to the imposition of any and all sanctions allowed by law, including but not limited to termination of the Contract.

**PSC – 30. CHILD SUPPORT ASSIGNMENT ORDERS**

This Contract is subject to the Child Support Assignment Orders Ordinance, Section 10.10 of the Los Angeles Administrative Code, as amended from time to time. Pursuant to the Child Support Assignment Orders Ordinance, Contractor will fully comply with all applicable State and Federal employment reporting requirements for Contractor's employees. Contractor shall also certify (1) that Contractor will fully comply with all State and Federal employment reporting requirements applicable to Child Support Assignment Orders; (2) that the Principal Owner(s) of Contractor are in compliance with any Wage and Earnings Assignment Orders and Notices of Assignment applicable to them personally; (3) that Contractor will fully comply with all lawfully served Wage and Earnings Assignment Orders and Notices of Assignment in accordance with Section 5230, *et seq.*, of the California Family Code; and (4) that Contractor will maintain such compliance throughout the term of this Contract.

Pursuant to Section 10.10(b) of the Los Angeles Administrative Code, the failure of Contractor to comply with all applicable reporting requirements or to implement lawfully served Wage and Earnings Assignment Orders or Notices of Assignment, or the failure of any Principal Owner(s) of Contractor to comply with any Wage and Earnings Assignment Orders or Notices of Assignment applicable to them personally, shall constitute a default by the Contractor under this Contract, subjecting this contract to termination if such default shall continue for more than ninety (90) days after notice of such default to Contractor by the City.

Any subcontract entered into by Contractor, to the extent allowed hereunder, shall include a like provision for work to be performed under this Contract. Failure of Contractor to obtain compliance of its subcontractors shall constitute a default by Contractor under this Contract, subjecting this Contract to termination where such default shall continue for more than ninety (90) days after notice of such default to Contractor by the City.

Contractor certifies that, to the best of its knowledge, it is fully complying with the Earnings Assignment Orders of all employees, and is providing the names of all new employees to the New Hire Registry maintained by the Employment Development Department as set forth in Section 7110(b) of the California Public Contract Code.

**PSC – 31. LIVING WAGE ORDINANCE**

- A. Unless otherwise exempt, the Contract is subject to the applicable provisions of the Living Wage Ordinance (LWO), Section 10.37 *et seq.* of the Los Angeles Administrative Code, as amended from time to time. This Ordinance requires the following:

1. Contractor assures payment of a minimum initial wage rate to employees as defined in the LWO and as may be adjusted each July 1 and provision of compensated and uncompensated days off and health benefits, as defined in the LWO.
  2. Contractor further pledges that it will comply with federal law proscribing retaliation for union organizing and will not retaliate for activities related to the LWO. Contractor shall require each of its subcontractors within the meaning of the LWO to pledge to comply with the terms of federal law proscribing retaliation for union organizing. Contractor shall deliver the executed pledges from each such subcontractor to the City within ninety (90) days of the execution of the subcontract. Contractor's delivery of executed pledges from each such subcontractor shall fully discharge the obligation of Contractor with respect to such pledges and fully discharge the obligation of Contractor to comply with the provision in the LWO contained in Section 10.37.6(c) concerning compliance with such federal law.
  3. Contractor, whether an employer, as defined in the LWO, or any other person employing individuals, shall not discharge, reduce in compensation, or otherwise discriminate against any employee for complaining to the City with regard to the employer's compliance or anticipated compliance with the LWO, for opposing any practice proscribed by the LWO, for participating in proceedings related to the LWO, for seeking to enforce his or her rights under the LWO by any lawful means, or otherwise asserting rights under the LWO. Contractor shall post the Notice of Prohibition Against Retaliation provided by the City.
  4. Any subcontract entered into by Contractor relating to this Contract, to the extent allowed hereunder, shall be subject to the provisions of PSC-31 and shall incorporate the provisions of the LWO.
  5. Contractor shall comply with all rules, regulations and policies promulgated by the City's Designated Administrative Agency which may be amended from time to time.
  6. Contractor shall post a copy of the Notice to Employees Working on City Contracts Re: Living Wage Ordinance and Prohibition Against Retaliation, which is attached to the contract hereto as Exhibit C, in a prominent place in an area frequented by employees.
- B. Under the provisions of Section 10.37.6(c) of the Los Angeles Administrative Code, the City shall have the authority, under appropriate circumstances, to terminate this Contract and otherwise pursue legal remedies that may be available if the City determines that the subject Contractor has violated the LWO provision.
- C. Where under the LWO Section 10.37.6(d), the City's Designated Administrative Agency has determined (a) that Contractor is in violation of the LWO in having failed to pay some or all of the living wage, and (b) that such violation has gone uncured, the City in such circumstances may impound monies otherwise due Contractor in accordance with the following procedures. Impoundment shall mean that from monies due Contractor, City may deduct the amount determined to be due and owing by Contractor to its employees. Such monies shall be placed in the holding account referred to in LWO Section 10.37.6(d)(3) and disposed of under procedures described therein through final and binding arbitration. Whether Contractor is to continue work following an impoundment shall remain in the sole discretion of the City. Contractor may not elect to discontinue

work either because there has been an impoundment or because of the ultimate disposition of the impoundment by the arbitrator.

- D. Contractor shall inform employees making less than Twelve Dollars (\$12.00) per hour of their possible right to the federal Earned Income Credit (EIC). Contractor shall also make available to employees the forms informing them about the EIC and forms required to secure advance EIC payments from Contractor.

**PSC – 32. SERVICE CONTRACTOR WORKER RETENTION ORDINANCE**

Unless otherwise exempt, this Contract is subject to the provisions of the Service Contractor Worker Retention Ordinance (SCWRO), Section 10.36 *et seq.*, of the Los Angeles Administrative Code, as amended from time to time.

**PSC – 33. AMERICANS WITH DISABILITIES ACT**

Contractor hereby certifies that it will comply with the Americans with Disabilities Act, 42 USC §12101 *et seq.*, and its implementing regulations (ADA), the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), Pub. L. 110-325 and all subsequent amendments, Section 504 of the Rehabilitation Act of 1973 (Rehab. Act), as amended, 29 USC 794 and 24 CFR Parts 8 and 9, the Uniform Federal Accessibility Standards (UFAS), 24 CFR, Part 40, and the Fair Housing Act, 42 U.S.C. 3601, *et seq.*; 24 CFR Parts 100, 103, and 104 (FHA) and all implementing regulations. The Contractor will provide reasonable accommodations to allow qualified individuals with disabilities to have access to and to participate in its programs, services and activities in accordance with the provisions of the ADA, the ADAAA, the Rehab Act, the UFAS and the FHA and all subsequent amendments. Contractor will not discriminate against persons with disabilities or against persons due to their relationship to or association with a person with a disability. Any subcontract entered into by the Contractor, relating to this Agreement, to the extent allowed hereunder, shall be subject to the provisions of this paragraph.

**PSC – 34. CONTRACTOR RESPONSIBILITY ORDINANCE**

Unless otherwise exempt, this contract is subject to the provisions of the Contractor Responsibility Ordinance, Section 10.40 *et seq.*, of the Los Angeles Administrative Code, as amended from time to time, which requires Contractor to update its responses to the responsibility questionnaire within thirty calendar days after any change to the responses previously provided if such change would affect Contractor's fitness and ability to continue performing this contract.

In accordance with the provisions of the Contractor Responsibility Ordinance, by signing this contract, Contractor pledges, under penalty of perjury, to comply with all applicable federal, state and local laws in the performance of this contract, including but not limited to, laws regarding health and safety, labor and employment, wages and hours, and licensing laws which affect employees. Contractor further agrees to: (1) notify the City within thirty calendar days after receiving notification that any government agency has initiated an investigation which may result in a finding that Contractor is not in compliance with all applicable federal, state and local laws in performance of this contract; (2) notify the City within thirty calendar days of all findings by a government agency or court of competent jurisdiction that Contractor has violated the provisions of Section 10.40.3(a) of the Contractor Responsibility Ordinance; (3) unless exempt, ensure that its subcontractor(s), as defined in the Contractor Responsibility Ordinance, submit a Pledge of Compliance to the City; and (4) unless exempt, ensure that its subcontractor(s), as defined in the Contractor Responsibility Ordinance, comply with the requirements of the Pledge of Compliance and the requirement to notify the City within thirty calendar days after any government agency or court of competent jurisdiction has initiated an investigation or has found that the subcontractor has violated Section 10.40.3(a) of the Contractor Responsibility Ordinance in performance of the subcontract.

**PSC – 35. MINORITY, WOMEN, AND OTHER BUSINESS ENTERPRISE OUTREACH PROGRAM**

Contractor agrees and obligates itself to utilize the services of Minority, Women and Other business Enterprise firms on a level so designated in its proposal, if any. Contractor certifies that it has complied with Mayoral Directive 2001-26 regarding the Outreach Program for Personal Services Contracts Greater than \$100,000, if applicable. Contractor shall not change any of these designated subcontractors, nor shall Contractor reduce their level of effort, without prior written approval of the City, provided that such approval shall not be unreasonably withheld.

**PSC – 36. EQUAL BENEFITS ORDINANCE**

Unless otherwise exempt, this contract is subject to the provisions of the Equal Benefits Ordinance (EBO), Section 10.8.2.1 of the Los Angeles Administrative code as amended from time to time.

- A. During the performance of the contract, Contractor certifies and represents that Contractor will comply with the EBO.
- B. The failure of Contractor to comply with the EBO will be deemed to be a material breach of this contract by the City.
- C. If Contractor fails to comply with the EBO the City may cancel, terminate or suspend this contract, in whole or in part, and all monies due or to become due under this contract may be retained by the City. The City may also pursue any and all other remedies at law or in equity for any breach.
- D. Failure to comply with the EBO may be used as evidence against Contractor in actions taken pursuant to the provisions of Los Angeles Administrative Code Section 10.40 *et seq.*, Contractor Responsibility Ordinance.
- E. If the City's Designated Administrative Agency determines that a Contractor has set up or used its contracting entity for the purpose of evading the intent of the EBO, the City may terminate the contract. Violation of this provision may be used as evidence against Contractor in actions taken pursuant to the provisions of Los Angeles Administrative code Section 10.40 *et seq.*, Contractor Responsibility Ordinance.

Contractor shall post the following statement in conspicuous places at its place of business available to employees and applicants for employment:

"During the performance of a contract with the City of Los Angeles, the Contractor will provide equal benefits to its employees with spouses and its employees with domestic partners. Additional information about the City of Los Angeles' Equal Benefits Ordinance may be obtained from the Department of Public Works, Office of Contract Compliance at 213-847-1922."

**PSC – 37. SLAVERY DISCLOSURE ORDINANCE**

Unless otherwise exempt, this contract is subject to the Slavery Disclosure Ordinance, Section 10.41 of the Los Angeles Administrative Code as amended from time to time. Contractor certifies that it has complied with the applicable provisions of the Slavery Disclosure ordinance. Failure to fully and accurately complete the affidavit may result in termination of this contract.

**PSC – 38. FIRST SOURCE HIRING ORDINANCE**

Unless otherwise exempt, this contract is subject to the applicable provisions of the First Source Hiring Ordinance (FSHO), Section 10.44 *et seq.* of the Los Angeles Administrative Code as amended from time to time.



- A. Contractor shall, prior to the execution of the contract, provide to the Designated Administrative Agency (DAA) a list of anticipated employment opportunities that Contractor estimates it will need to fill in order to perform the services under the contract.
- B. Contractor further pledges that it will, during the term of the contract: (1) at least seven (7) business days prior to making an announcement of a specific employment opportunity, provide notifications of that employment opportunity to the Economic and Workforce Development Department (EWDD), which will refer individuals for interview; (2) interview qualified individuals referred by EWDD; and (3) prior to filing any employment opportunity, the Contractor shall inform the DAA of the names of the Referral Resources used, the names of the individuals they referred, the names of the referred individuals who the Contractor interviewed and the reasons why referred individuals were not hired.
- C. Any subcontract entered into by the Contractor relating to this contract, to the extent allowed hereunder, shall be subject to the provisions of FSHO, and shall incorporate the FSHO.
- D. Contractor shall comply with all rules, regulations and policies promulgated by the DAA, which may be amended from time to time.

Where under the provisions of Section 10.44.13 of the Los Angeles Administrative Code the DAA has determined that the Contractor intentionally violated or used hiring practices for the purpose of avoiding the FSHO, that determination will be documented in the Awarding Authority's Contractor Evaluation, required under Los Angeles Administrative Code Section 10.39 *et seq.*, and must be documented in each of the Contractor's subsequent Contractor Responsibility Questionnaires submitted under the Los Angeles Administrative Code Section 10.40 *et seq.* This measure does not limit the City's authority to act under the FSHO.

Under the provisions of Section 10.44.8 of the Los Angeles Administrative Code, the Awarding Authority shall, under appropriate circumstances, terminate this contract and otherwise pursue legal remedies that may be available if the DAA determines that the Contractor has violated provisions of the FSHO.

**PSC – 39. COMPLIANCE WITH LOS ANGELES CITY CHARTER SECTION 470(c)(12)**

The Contractor, Subcontractors, and their Principals are obligated to fully comply with City of Los Angeles Charter Section 470(c)(12) and related ordinances regarding limitations on campaign contributions and fundraising for certain elected City officials or candidates for elected City office if the contract is valued at \$100,000 or more and requires approval of a City elected official. Additionally, Contractor is required to provide and update certain information to the City as specified by law. Any Contractor subject to Charter Section 470(c)(12), shall include the following notice in any contract with a subcontractor expected to receive at least \$100,000 for performance under this contract:

**Notice Regarding Los Angeles Campaign Contribution and Fundraising Restrictions**

As provided in Charter Section 470(c)(12) and related ordinances, you are a subcontractor on City of Los Angeles Contract #\_\_\_\_\_. Pursuant to City Charter Section 470(c)(12), subcontractor and its principals are prohibited from making campaign contributions and fundraising for certain elected City officials or candidates for elected City office for 12 months after the City contract is signed. Subcontractor is required to provide to contractor names and addresses of the subcontractor's principals and contact information and shall update that information if it changes during the 12 month time period. Subcontractor's information included must be provided to Contractor within ten (10) business days. Failure to comply may result in termination of contract or any other available legal remedies including fines. Information about the restrictions may



be found at the City Ethics Commission's website at <http://ethics.lacity.org/> or by calling 213/978-1960.

Contractor, Subcontractors, and their Principals shall comply with these requirements and limitations. Violation of this provision shall entitle the City to terminate this Agreement and pursue any and all legal remedies that may be available.

**PSC – 40.      IRAN CONTRACTING ACT OF 2010**

In accordance with California Public Contract Code Sections 2200-2208, all bidders submitting proposals for, entering into, or renewing contracts with the City of Los Angeles for goods and services estimated at \$1,000,000 or more are required to complete, sign, and submit the "Iran Contracting Act of 2010 Compliance Affidavit."

## EXHIBIT IV

### **CERTIFICATION REGARDING DRUG FREE WORKPLACE REQUIREMENTS**

The Contractor certifies that it will provide a drug-free workplace, in accordance with the federal Drug-Free Workplace Act of 1988 (41 USC 8102 et seq.), 28 CFR Part 67; and the California Drug-Free Workplace Act of 1990, CA Gov't Code § 8350-8357:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Establishing a drug-free awareness program to inform employees about:
  - a. The dangers of drug abuse in the workplace;
  - b. The Contractor's policy of maintaining a drug-free workplace;
  - c. Any available drug counseling, rehabilitation and employee assistance programs; and
  - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. Making it a requirement that each employee to be engaged in the performance of the WIA program be given a copy of the statement required by paragraph 1. above.
4. Notifying the employee in the statement required by paragraph 1. that, as a condition of employment under the WIA program, the employee will:
  - a. Abide by the terms of the statement, and
  - b. Notify the Contractor of any criminal drug statute convictions for a violation occurring in the workplace no later than five days after such conviction.
5. Notifying the City within ten days after receiving notice under subparagraph 4. b. from an employee or otherwise receiving actual notice of such conviction.
6. Taking one of the following actions, within 30 days of receiving notice under subparagraph 4.b. with respect to any employee who is so convicted:
  - a. Taking appropriate personnel action against such an employee, up to and including termination (consistent with requirements of the Rehabilitation Act of 1973 and the Americans with Disabilities Act), or
  - b. Requiring the employee's satisfactory participation in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement or other appropriate agency.
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of the provision of this certification.

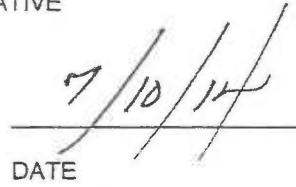
AGREEMENT NUMBER: (C-119333)

San Fernando Valley Interfaith Council, Inc.  
CONTRACTOR/BORROWER/AGENCY

Beverly Ventriss, Interim President & CEO

NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

  
SIGNATURE

  
DATE

**Exhibit XIV:**

## NORTHWEST VALLEY

ROBERT M. WILKINSON MULTIPURPOSE SENIOR CENTER.....Ph: (818) 885-5220  
8956 Van Alden Avenue Fax: (818) 756-9747  
Northridge, CA 91324

## NORTHEAST VALLEY

ALICIA BROADOUS-DUNCAN MULTIPURPOSE SENIOR CENTER.....Ph: (818) 834-6100  
11300 Glenoaks Blvd. Fax: (818) 834-6108  
Pacoima, CA 91331

## SOUTHEAST VALLEY

SHERMAN OAKS/EAST VALLEY ADULT CENTER.....Ph: (818) 981-1284  
5056 Van Nuys Blvd. Fax: (818) 981-1637  
Sherman Oaks, CA 91403

## MID-VALLEY

BERNARDI MULTIPURPOSE SENIOR CENTER.....Ph: (818) 781-1101  
6514 Sylmar Avenue Fax: (818) 909-7547  
Van Nuys, CA 91401

## SOUTHWEST VALLEY

ONEGENERATION SENIOR ENRICHMENT CENTER.....Ph: (818) 708-2345  
18255 Victory Blvd. Fax: (818) 705-2592  
Reseda, CA 91335

WESTSIDE

FELICIA MAHOOD MULTIPURPOSE SENIOR CENTER..... Ph: (310) 231-1039  
11338 Santa Monica Blvd. Fax: (310) 231-0679  
Los Angeles, CA 90025

NORTHSIDE

HOLLYWOOD MULTIPURPOSE SENIOR CENTER..... Ph: (323) 957-2222  
At Bethany Towers Fax: (323) 957-2210  
1745 N. Gramercy Place  
Los Angeles, CA 90028

WEST WILSHIRE

FREDA MOHR MULTIPURPOSE SENIOR CENTER..... Ph: (323) 937-5900  
330 N. Fairfax Avenue Fax: (323) 857-1872  
Los Angeles, CA 90036

CITY

ST. BARNABAS MULTIPURPOSE SENIOR CENTER.....Ph: (213) 388-4444, ext. 220  
675 S. Carondelet Street Fax: (213) 739-2972  
Los Angeles, CA 90057

EASTSIDE

INTERNATIONAL INSTITUTE OF LOS ANGELES.....Ph: (323) 264-6210  
435 South Boyle Avenue Fax: (323) 264-4623  
Los Angeles, CA 90033

WEST ADAMS

PEOPLE COORDINATED SERVICES (PCS) - WEST ADAMS  
MULTIPURPOSE SENIOR CENTER.....Ph: (323) 735-5799  
2528 West Blvd. Fax: (323) 735-6306  
Los Angeles, CA 90016

CENTRAL BUSINESS DISTRICT

SINGLE ROOM OCCUPANCY (SRO) HOUSING CORPORATION.....Ph: (213) 229-9672  
James M. Wood Community Center Fax: (213) 299-2834  
400 E. 5th Street  
Los Angeles, CA 90017

CENTRAL

THERESA LINDSAY MULTIPURPOSE SENIOR CENTER.....Ph: (323) 846-1920  
429 E. 42nd Place Fax: (323) 846-1930  
Los Angeles, CA 90011

SOUTH LOS ANGELES

BRADLEY MULTIPURPOSE SENIOR CENTER.....Ph: (323) 923-2761  
10957 S. Central Avenue Fax: (323) 923-2752  
Los Angeles, CA 90059

SOUTHWESTERN

PEOPLE COORDINATED SERVICES (PCS) - SOUTHWESTERN  
MULTIPURPOSE SENIOR CENTER.....Ph: (323) 294-5226  
5133 S. Crenshaw Blvd. Fax: (323) 294-9831  
Los Angeles, CA 90043

HARBOR

WILMINGTON JAYCEES FOUNDATION, INC.....Ph: (310) 518-4533  
1371 Eubank Avenue (Banning Park) Fax: (310) 518-9912  
Wilmington, CA 90744



## EXHIBIT XV

### **SUBCONTRACT AND PROCUREMENT PROCEDURES**

#### **§1 SUBCONTRACTS**

- A. For the purpose of this Agreement, subcontracts shall include, but not be limited to purchase agreement or lease or rental agreements (excluding real property agreements), third-party agreements, consultant services subcontracts and construction subcontracts.
- B. Subcontracts entered into in the performance of this Agreement shall:
  - 1. Be subject to the terms and conditions set forth in this Agreement. City may require incorporation of the applicable provisions in a written agreement.
  - 2. Specifically prohibit assignment or transfer of interest without prior written approval by the City.
  - 3. Contractor must specifically provide proof, when applicable, of the appropriate permits and/or business licenses.
- C. A copy of each executed subcontract, or amendment(s) thereto, shall be submitted to the City for approval prior to execution.
- D. A copy of each executed subcontract, or amendment(s) thereto, shall be maintained by Contractor and provided to City upon written request.
- E. Subcontractor's shall be procured consistent with the Procurement Procedures outlined in this Agreement.

#### **§2 PROCUREMENT PROCEDURES**

It is the policy of the City of Los Angeles (City) to encourage fair and open competition in its procurement for goods and services. The requirements for a fair and open competition include the development of written procurement policies that include, but are not limited to all of the following subsections. Several of the provisions herein include City mandated rules and procedures in addition to the other grant requirements. Such policies are applicable to subcontractors to the extent permitted by law.

- A. Purpose: It is the intent of these rules that these procedures shall apply to all subcontracts including, but not limited to purchase agreements, lease or rental agreements (excluding real property agreements), third-party agreements, and consultant services subcontracts. All contractors are required to prepare written procurement procedures. All written procedures and policies for procurement activities are to be available for public inspection.
- B. Competition: The City and each of its contractors shall conduct procurement in a manner that provides full and open competition. Some of the situations considered to be restrictive of competition include, but are not limited to:
  - 1. Placing unreasonable requirements on firms or organizations in order for them to qualify to do business;
  - 2. Requiring unnecessary experience and excessive bonding;
  - 3. Noncompetitive pricing practices between firms or organizations, or between affiliated companies or organizations;

4. Noncompetitive awards to consultants that are on retainer contracts;
5. Organizational conflicts of interest;
6. Specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance of other relevant requirements of the procurement;
7. Overly restrictive specifications; and
8. Any arbitrary action in the procurement process.

C. Responsibilities:

1. The following procedures shall apply to all procurements under this Agreement in order to ensure that all solicitations:
  - a. Incorporate a clear and accurate description of the technical requirements for the material, product or service to be procured. Such description shall not, in competitive procurement, contain features which unduly restrict competition; and
  - b. Identify all requirements that the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
2. Issue a Public Notification: The notification must be made through an announcement in a local public medium (e.g., newspaper) or other media that covers the entire service area.
3. All steps of each procurement must be documented, including a description of the documentation process and where the documentation will be located.
4. Contractor shall provide a copy of the bid package to anyone who requests it. Contractor shall compile a list of everyone requesting a copy of the bid package.
5. The Contractor shall ensure that all pre-qualified lists of persons, firms or other organizations that are used to acquire goods and services are current and include sufficient numbers of qualified sources to ensure maximum open and free competition. The agencies listed on the bidder's list may be individually notified.
6. The Contractor shall maintain records that are sufficient to detail the significant history of a procurement procedure. These records shall include, but are not limited to the following: rationale for the method of procurement; the selection of contract type; contractor selection or rejection; rational and reasonable rating criteria and the basis for the contract type.
7. The Contractor shall keep records sufficient to insure that funds have not been spent unlawfully.
8. The Contractor shall retain all records pertinent to any procurement agreement/contract within the County of Los Angeles for a period of five (5) years following termination of the Agreement and after final disposition of all pending matters. "Pending Matters" include, but are not limited to an audit, litigation, or other activities involving records. Prior to destruction of records retained under this Agreement, the Contractor shall notify the City and request instructions on disposition of said records.

9. The Contractor shall not contract with any party that is debarred, suspended or otherwise excluded from participation in Federal assistance programs. All contracts shall include a self-certification from the contractor that it is not a debarred party.

The Federal government prohibits awards to any party that is debarred. The Federal government compiles a list of debarred parties. The Federal list is published by the General Services Administration. A copy may be obtained by telephoning the Superintendent of Documents (202-512-1600). The list will be issued as an Information Bulletin in May of each year. It is the Contractor's responsibility to ensure that funds are not awarded to entities on the debarment list.

10. Procurement activities must be concluded in a confidential manner. Staff involved in procurements must not divulge advance purchasing information, specific proposal/offer evaluation criteria, and negotiations with bidders or in-house discussions regarding procurement until such time as this information is released to all parties.
11. Contractor shall receive and log in proposals and establish a method for recording the date and time of arrival of proposals using either a log-in sheet, or a date/time stamp. Contractor shall establish a single location for receipt of proposals. Contractor shall ensure that the only proposals received by the deadline specified in the bid package qualify for the evaluation process unless there is a valid legal reason for otherwise considering a late proposal.
12. Contractor shall establish proposal evaluation procedures that shall include, but not be limited to the following:
- a. Clear staff responsibilities: A procurement specialist shall be designated for each bid/proposal process. It shall be the responsibility of the specialist to insure compliance with these procurement rules;
  - b. Develop a standard worksheet or check-list for determining responsiveness of each proposal;
  - c. Establish and use evaluation criteria and a standard evaluation worksheet to be used in recording the evaluations of each proposal;
  - d. Prepare an analysis of costs to verify allowability and to determine reasonableness;
  - e. Identify staff responsibilities for completing proposal evaluation and for summarizing evaluation results;
  - f. Develop a description of methods for ensuring independence of ratings by those involved in the evaluation process (i.e., prohibit discussion among staff, sequestered evaluations);
  - g. Identify policy and process by which selection of awardee(s) will be made; and
  - h. Provide an opportunity for bidders to appeal staff recommendations.

Items a-c should be sufficiently completed before issuance of the bid package so relevant parts can be included.

13. Contractor shall identify complete and timely proposals. Contractor shall review the technical merits of these proposals based on the rating criteria contained in the bid package. Contractor shall review the cost proposals based on applicable cost principles and the technical proposal.

Contractor shall determine which proposals are in competitive range for technical response and based on the cost and price analysis conducted prior to the release of the bid package.

Contractor shall negotiate with organization(s) in the competitive range. Contractor shall establish policies and procedures governing face-to-face negotiations. Include in these policies opportunities to seek clarification of the proposal content, the offeror to submit a best and final proposal prior to final evaluation and award. Contractor shall include in the criteria that all responsive offerors in the competitive range are given fair and equal consideration based on the merits of their proposals. Contractor shall document these negotiations in writing.

14. Private for-profit entities must obtain prior written approval from the City for purchases of personal property (other than supplies) using Agreement funds.
15. Contractor shall conduct and document oversight to ensure compliance with these procurement procedures.
16. If the State of California, or the City of Los Angeles has established a debt against a service provider that has not been repaid or a repayment agreement plan has not been implemented, then the service provider shall be barred from receiving any future City funds.
17. Participation of Minorities, Women, Disadvantaged and Small Businesses  

To the fullest extent possible in the administration of this Agreement, Contractor agrees to provide opportunities for minorities, women, disadvantaged and small businesses to participate in procurements under this Agreement.
18. Procurement shall be conducted at least once every three (3) years.
19. The Contractor shall not use funds provided under this Agreement to duplicate facilities or services available in the area (with or without reimbursement) from Federal, State, or local sources, unless it is demonstrated that the Agreement-funded alternative services or facilities would be more effective or more likely to achieve performance goals.

D. Cost or Price Analysis:

1. Contractor shall establish standards for the performance of cost or price analysis.
2. Contractor shall perform a cost or price analysis in connection with every procurement action, including contract modifications to determine that the expenditure is reasonable. The method and degree of analysis depends on the facts surrounding the particular procurement and pricing situation, but at a minimum, the Contractor shall make independent estimates before receiving bids or proposals.
  - a. A cost analysis is necessary when the offeror is required to submit the elements of the estimated cost, when adequate price competition is lacking, and for sole source procurement, including contract modifications or change orders, unless price reasonableness can be established on the basis of a

catalog or market price of a commercial product sold in substantial quantities to the general public or based on prices set by law or regulation. As part of its bid, the offeror shall certify that to the best of its knowledge and belief, the cost data are accurate, complete and current at the time of agreement on price.

- b. Contracts or modifications negotiated in reliance on such data should provide the awarding agency a right to a price adjustment to exclude any significant sum by which the price was increased because the contractor had submitted data that were not accurate, complete or current as certified.
  - c. Any indirect costs in a proposal must be carefully reviewed to ensure that the costs are not duplicated by direct costs. Indirect costs must be allocated in accordance with an approved cost allocation plan.
  - d. If a bidder proposes to use a subcontractor as part of its proposal, all costs in the proposed subcontract must also be evaluated in the same manner as for the primary proposal.
  - e. Cost analysis must carefully evaluate salaries of owners of sole proprietorships or partnerships who submit offers to ensure that they are in line with the services to be performed.
3. A price analysis should be used in all other instances to determine the reasonableness of the proposed contract price. The following price analysis techniques shall be used: i) comparison of proposed prices received; ii) comparison of prior prices received and current contract proposed prices for the same or similar requirement; iii) application of rough yardsticks (e.g., dollars per square foot, dollars per placement); iv) comparison with competitive published price lists and published market prices; and v) comparison with agency's independent developed cost estimates.
- The following cost analysis shall be used to:
- a. Verify cost or pricing data and evaluate cost elements;
  - b. Evaluate the effect of the offeror's current practices on future costs;
  - c. Compare proposed costs for individual cost elements;
  - d. Verify that offeror's cost submissions are in accordance with cost principles (allowable/allocable); and
  - e. Review to determine that all necessary cost or pricing data have been submitted.
4. Agreement procurement shall not permit excess program income (for nonprofit and governmental entities) or excess profit (for private for-profit entities). If profit or program is included in the price, the City or the Contractor shall negotiate profit or program income as a separate element of the price for each contract/subcontract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit or program income, consideration shall be given to:
- a. The complexity of the work to be performed;

- b. The risk borne by the contractor;
- c. The contractor's investment;
- d. The amount of subcontracting;
- e. The quality of the contractor's record of past performance;
- f. Industry profit rates in the surrounding geographical area for similar work;  
and
- g. Market conditions in the surrounding geographical area.

5. The cost plus a percentage of cost method of contracting shall not be used.

#### E. Awarding of Agreement/Contract

1. Prior to an award of a contract, the City/Contractor shall make a determination that the Contractor/Subcontractor has demonstrated effectiveness in providing the requested services. Agreements/Contracts shall be made only with responsible Contractors/Subcontractors who possess the potential ability to perform successfully under the terms and conditions of a proposed procurement. The selected proposer must be a responsive entity that has submitted a proposal or bid which meets all requirements of the solicitation adequately, which includes responding to the Request for Proposal (RFP)/Request of Qualification (RFQ) within the required time frames, and completing all forms and documents. A responsible entity is one that has been determined to: 1) have a satisfactory record of integrity and business ethics; 2) have a satisfactory performance record; 3) have adequate financial resources to perform the contract or the ability to obtain such resources; 4) be able to comply with the required or proposed delivery of performance schedule, taking into consideration all existing commercial and business commitments; 5) have the needed organization, experience, accounting, operational control and technical skills or ability to obtain them; 6) have adequate production, construction or technical equipment and needed facilities or the ability to obtain them; 7) be able to meet the program design specifications; 8) be able to meet performance goals which includes a showing of demonstrated effectiveness in providing employment and training services; 9) be able to provide services that can lead to the achievement of competency standards for participants; and 10) be both qualified and eligible to receive the award under the applicable law and regulation. Contractor/Subcontractor shall make the award(s) and finalize the contract(s). Contractor/Subcontractor shall follow established procedures for formal notification of offerors of the results of the evaluations and selected process.
2. The City/Contractor and its contractors/subcontractors shall make positive efforts to utilize small business and minority-owned business as sources of supplies and services. Such efforts should allow these sources the maximum feasible opportunity to compete for contracts to be performed utilizing Federal grant funds. If applicable, Contractor/Subcontractor certifies that it has complied with Mayoral Directive 2001-26 regarding the Outreach Program for Personal Services Contracts Greater than \$100,000.
3. Where such advertised bids are obtained, the awards shall be made to the responsible bidder whose bid is responsive to the invitation and is most advantageous to the grantee, price and other factors considered. Factors such as discounts, transportation costs, and taxes may be considered in determining the lowest bid. No points shall be given for status as subcontractors or a contractor with



an approved childcare policy within existing delivery systems. However, if a bid results in a tie score, preference may be given to the contractor or a subcontractors with an approved child care policy.

4. Any or all bids may be rejected when it is in the City/Contractor's interest to do so, and such rejections are in accordance with applicable State and local law, rules, and regulations.

F. Funding Restrictions for High-Risk Contracts

1. A contractor may be considered "high-risk" if an awarding agency determines that the contractor is otherwise responsible but:

- a. Has a history of unsatisfactory performance;
- b. Is not financially stable;
- c. Has a management system that does not meet the management standards set forth in this part; or
- d. Has not conformed to terms and conditions of a previously awarded grant or sub-grant.

2. If the City/Contractor agency determines that a grant or sub-grant will be made to a "high-risk" contractor or subcontractors, then special funding restrictions that address the "high-risk" status may be included in the contract or subcontract. Funding restrictions may include, but are not limited to:

- a. Use of reimbursements rather than advances or payment upon completion of the project;
- b. Requiring additional and/or more detailed financial or performance reports;
- c. Additional monitoring;
- d. Requiring the contractor or subcontractors to obtain specific technical or management assistance, and/or
- e. Establishing additional prior approvals (e.g., requiring awarding agency approval prior to hiring/firing, award of small purchase contracts).

3. If the City/Contractor decides to impose such funding restrictions, the awarding official will notify the contractor or subcontractors as early as possible, in writing, of:

- a. The nature of the funding restriction(s);
- b. The reason(s) for imposing them;
- c. The corrective actions which must be taken before they will be removed and the time allowed for completing the corrective actions;
- d. The method of requesting reconsideration of the restrictions imposed; and
- e. Additional prior approvals.

G. City Code of Conduct

All contractors shall adopt a Code of Conduct in accordance with the requirements as set forth in §504 of this Agreement.

H. Methods of Procurement

Contractor shall use one (1) of the following methods of procurement either by bid or proposal, as appropriate for each procurement action, for entering into contracts with subcontractors. Contractors shall conduct procurement in a manner that provides full and open competition. Contractor shall perform a cost or price analysis in connection with every procurement action, including contract modifications to determine that the expenditure is reasonable. When any purchase is made, it can only be for an allowable cost. Invitations for bids shall clearly set forth all requirements that the bidder must fulfill in order for his bid to be evaluated by the grantee. Grievance process procedures shall be included in each of the following methods of advertised procurement. Specific requirements and procedures are set forth in 24 CFR §84.44, 24 CFR §85.36, Los Angeles City Charter §370-§372, and OMB Circular A-110, incorporated herein by reference.

Prior to entering into any subcontract that has a value of One Thousand Dollars (\$1,000) or more, the Contractor shall submit to the City evidence that it has received a minimum bid(s) for such subcontractors and documentation that justifies the selection of the successful bidder. The Contractor shall maintain records showing the parties solicited and the bids submitted.

1. Small Purchase Procedures: Small purchases are made from vendors for goods or services under \$100,000. Following the procedures for small purchases will constitute justification of the procurement method chosen. The bid must indicate the quantity, time frame and all other requirements of the product or service sought. Bids must be solicited from vendors that can reasonably be expected to provide the goods or services needed.

The requirements are:

Dollar Range of Purchase	Contract and Method
--------------------------	---------------------

\$1 to \$10,000	1 bid*
-----------------	--------

\*Bid may be a verbal quote, but must be documented for the project file.

\$10,001 to \$100,000	3 written bids received**
-----------------------	---------------------------

\*\*Three (3) bids must be received by Contractor. The bid process and bids received must be documented in writing in the file. The Request for Bid must either be provided in writing to the vendors, or transmitted as uniformly as possible over the telephone. To be considered, the bid response must be signed and dated by the vendor.

2. Purchase/Services Over \$100,000

- a. Sealed Bids—Formal Advertising: Contractor shall prepare an Invitation for Bid (IFB) or similar solicitation document which includes full and clear definitions and descriptions of the items to be procured and key performance criteria, dimensions or specifications. Sealed bids shall be solicited publicly for procurement for a firm-fixed-price contract (lump sum or unit price), or other fixed-price arrangement.

- b. Competitive Proposals: Proposals shall normally be conducted with more than one (1) source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. Contractors shall ensure that they use a documented methodology for technical evaluations and shall award the contract to the responsible offeror whose proposals are most advantageous to the program with price, technical, and other factors considered.
- c. Noncompetitive Proposals—Sole Source: To conduct a noncompetitive procurement the criteria here must be met. Sole source contracts are defined as solicitation of a proposal from only one (1) source, the funding of an unsolicited proposal, or after solicitation of a number of sources, when competition is determined inadequate.

Procurement by noncompetitive proposals may be used only when the award of a contract is infeasible under small purchase procedures, sealed bids, or competitive proposals and one (1) of the following circumstances applies:

- (1) The item or service is available only from a single source; or
- (2) The public exigency or emergency need for the item or service does not permit a delay resulting from competitive solicitation and the procurement is for a limited time only; or
- (3) The awarding agency authorizes noncompetitive proposals; or
- (4) After solicitation of a number of sources, competition is determined inadequate.

### 3. Contract Provisions

All contracts must contain at a minimum the following provisions:

- a. Specific deliverables and the basis for payment;
- b. Provisions requiring compliance with the CDA including, but not limited to other funding source regulations;
- c. Provisions that describe remedies for breach;
- d. Provisions that describe Grantors CDA and other funding sources patent and copyright rules;
- e. Provisions for termination for cause and convenience;
- f. Access to records for audit purposes;
- g. Audit requirements;
- h. Provisions for payment and delivery;
- i. Provisions describing contract amendment procedures;
- j. Provisions against assignment;

- k. Provisions for equal opportunity and non-discrimination;
- l. Provisions prohibiting conflicts of interest.

I. Appeal and Dispute Procedures: The City and its contractors shall have protest procedures to handle and resolve disputes relating to their procurement. A protester shall exhaust all administrative remedies with the contractor before pursuing a protest at a higher level. Notice of appeal rights and procedures must be given to all bidders.

J. Regardless of the amount of the award, if the Contractor receives State Community Services Block Grant (CSBG) funds as a funding source under this Agreement, all sub-recipients of such funding shall certify to a Drug-Free Workplace. All awards to sub-recipients in excess of \$100,000 shall certify that no funds shall be used for lobbying. All contracts and awards to vendors and sub-recipients in excess of \$25,000 shall include debarment certifications.

These guidelines are included to provide additional information regarding conflict of interest regulations in California, the California Multiple Awards System (CMAS), and sample procurement steps for sealed bids and request for proposals. The sub-recipients may use the CMAS for procurement following the small purchase guidelines for procurement under \$25,000; for procurement over \$25,000, three written quotes are required. If there are insufficient vendors to provide the quotes, a sole source justification should be written.

K. RFP/RFQ Procedures. It is a City policy to contract for services on the basis of demonstrated competence and reasonable price by obtaining bids or proposals. Before preparing a RFP for the procurement of services, several preliminary activities should be performed including the determination of the City's/Contractor's needs, consulting with contractors and other local governments, and developing an approach to the procurement process. Excluding small purchases, the Contractors must justify the procurement method used for each purchase. Once these activities are completed, the development of a RFP can begin.

The following guidelines apply to the preparation of written RFPs or RFQs. These provisions apply to this Agreement and to City Contractors who will need to make some modification to the language, which clarifies that the solicitation is from the Contractor and not the City. In the RFP process, cost is usually one of several selection criteria that proposers must address in their proposals. By contrast in the RFQ process, cost becomes a selection criterion only after qualified proposers have been identified from a review of their qualifications. RFQs are usually reserved for the selection of engineers, architects, or other highly specialized, technical providers.

The purpose of the guidelines is to present ideas and material that are characteristic of well prepared solicitations. The guidelines are not intended to provide total coverage of any topic. While the guidelines apply generally, exceptional circumstances may call for modifying or excluding one or more of the suggested provisions. In any case, the RFP or RFQ should be tailored to the job that needs to be done. The arrangement, adequacy, clarity, simplicity and appeal of the solicitation document shall remain the responsibility of the administering agency. To be most effective, a solicitation document should be clear and complete but avoid repetition, legalism or extraneous information. RFPs must be publicly advertised.

1. Standard RFP Format.

- a. Cover Page. The cover page should describe briefly the scope of services requested, the format, the issuance date and the deadline of date and time for submission of proposals, and the Contractor contact for further information about the RFP. Include the name, address, telephone number

and location of the person to whom the submission is to be made. Exhibit A depicts a sample cover page. If a proposers conference is appropriate, include information on the location, time and date of the event. All RFPs should include a deadline for receipt. Contractors shall have procedures to ensure that only proposals received in accordance with the date and time specified will be reviewed. All RFPs shall include the approximate date of the award notification.

b. Contents. The RFP should contain the following standard items which are discussed below:

- 1) Introduction
- 2) RFP Provisions
- 3) Statement of Work and Evaluation Criteria
- 4) Proposal Specifications
- 5) RFP Items Not Covered
- 6) References
- 7) Standard Contract Provisions
- 8) Indemnity and Insurance
- 9) Signatures and Declarations
- 10) Cover letter of proposal
- 11) Proposers Conference
- 12) Proposal evaluation for Request for Proposals
- 13) Disposition of Proposals
- 14) Description of failed competition and the rights and options in the event of a failure
- 15) RFP Revisions
- 16) Staff Reassignments
- 17) Grievance procedures to handle and resolve disputes relating to the procurement
- 18) Inclusion of Contractual Provisions Required by External Funding Source
- 19) City/Contractor Policy Issue Summaries
- 20) Affirmative Action
- 21) MBE, WBE and Other Business Enterprise Outreach Program.



22) Sample Policy Statement

23) Supplementary Instructions to Proposers and Proposer's Affidavit

Contractual provisions and certifications , including, but not limited to, a Certification Regarding Drug-Free Workplace Requirements, only if Contractor receives State CDA CSBG or WIA funds as a funding source under this Agreement; Certification Regarding Lobbying; Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transaction; Certification Regarding Compliance With Service Contract Worker Retention and Living Wage Ordinances; Certification of Compliance With Equal Benefits Ordinance/Reasonable Measures Application for Equal Benefits Ordinance.

- c. Introduction. Describe in general terms the nature, scope and schedule of the work to be contracted, and the Contractor that will be responsible for administering the contract, including name and address of contracting agency. Describe the Contractor's organizational structure that is in place or will be established to facilitate the types of relationships and interactions which will be required to successfully complete the engagement. Present sufficient background and historical information about the project and the Contractor or other agency involved to permit a full understanding of the work to be contracted. State that as a rule all proposals must be submitted in the English language, and that all numerical data must be the dollar-foot-pound-seconds units of measurement.

Describe the minimum and maximum amount of funding for the contract.

Request that proposals be prepared simply and economically, avoiding the use of unnecessary promotional materials. Proposals shall include a Table of Contents and a signature and date block for the offeror. Specify the number of copies of the proposal to be submitted to the Contractor. State that the Contractor shall accept no responsibility for the cost of preparing any proposal.

Request that proposals be enclosed in a single, sealed package plainly marked with the words "Proposal for (name of project as referenced in the RFP)." Declare that proposals shall be made as firm offers for a set period of time following the deadline for submittal. To ensure that the release of a RFP and receipt of any proposals are properly coordinated, contact the Purchasing Division, Department of General Services for assistance.

Direct proposers to address all questions regarding the RFP and their proposals to the assigned Contractor proposal administrator only. State that failure to comply with this requirement, other than as specifically permitted in the RFP, may disqualify a proposer from further consideration.

Contractor shall direct staff to respond to questions regarding the RFP and the submission requirements. Contractor shall record all responses, except those that are clearly answered in the RFP. Contractor shall provide a written copy of the responses to all parties to whom the RFP has been distributed, including those who attended the proposers' conference. This should be provided in a timely and frequent manner to ensure that all proposers are aware of the responses when preparing their proposal.



State that it is the Contractor's intent to award a contract, in a form approved by the Contractor, to the selected proposer. Indicate that the RFP and the Contractor's proposal or any part there of may be incorporated into and made a part of the contract. State that the Contractor reserves the right to further negotiate the terms and conditions of the contract. State that the Contractor, however, shall reserve the right to withdraw the RFP, to reject any proposal for noncompliance with RFP provisions, or not to award a contract at any time because of unforeseen circumstances or if it is determined to be in the best interest of the Contractor.

- d. Statement of Work. Describe the tasks that the subcontractor will be responsible to perform. Clearly define the type, scope, schedule, and other relevant characteristics of each task. Use quantitative language whenever possible to establish an objective basis from which to evaluate responses. Describe the status and/or progress reporting that will be required of the subcontractor. Specify any other items that proposers should address, including, but not limited to, the following:

- 1) Background or project content
- 2) General requirement description
- 3) Related projects
- 4) Problem statement
- 5) Statutory or regulatory foundation
- 6) \*Project objectives
- 7) \*Purpose
- 8) \*How results will be used
- 9) \*Scope of work
- 10) \*Population to be served
- 11) \*Number to be served
- 12) \*Training or services to be provided
- 13) \*Period of Performance
- 14) \*Performance Standards
- 15) \*Reporting Requirements

\*Must be included in the proposal

Generally RFP based contracts are awarded on the basis of several criteria, such as the level of effort and method proposed to do the work, the credentials and related work experience of subcontractor personnel assigned to do the work, City/Contractor policy issues and price. Describe in the RFP the general criteria the Contractor intends to use to evaluate the written responses, and the assigned weight of each criterion.

Proposed evaluation criteria can be complicated by the varying degrees to which the proposals meet, exceed, or fall below the specific requirements of the RFP. Scale the evaluation process to manageable proportions. The more complete and specific the RFP, the better it serves as a standard for measuring and evaluating proposals. Include a statement that the Contractor shall reserve the right to use such other criteria as may be deemed appropriate in evaluating the proposals, even if such criteria are not mentioned in the RFP. State that proposers submitting the highest-rated written responses may be called for an oral interview to further assess their qualifications. Describe the evaluation criteria that will be used in the interview if different from the written criteria in the RFP. A description of assigned weights may be included if appropriate.

If technical services are to be procured, a technical requirements section should be prepared. The technical requirements section should organize information in a form understandable to potential bidders and Contractor staff. For example, items that might be included in a technical requirements section to procure an automated system include:

- 1) Description of current hardware and software operating environment;
- 2) Detailed description of all hardware and software requirements;
- 3) Indication of need for data conversion assistance;
- 4) Outline of orientation and training requirements; and,
- 5) Indication of the need for a benchmark demonstration of system capabilities.

- e. Proposal Specifications. Request proposers to demonstrate their capability to fulfill the work to be contracted. Proposers should provide specific information about the personnel, including subcontractors, if possible, who will be assigned to perform the work; past performance on projects of a similar nature including a customer list, if possible; the proposed price to complete the work; adequate documentation on the financial status of the firm which will permit the Contractor to evaluate the proposer's ability to complete the work; and other work elements deemed necessary to evaluate the proposals. State that responses to the RFP must be made in accordance with the format set forth in the RFP. Indicate that a comprehensive index which includes a clear definition of the content of the proposal and which identifies the information set forth therein by sequential page number and appropriate reference number is required. State that failure to meet this requirement may be cause for rejection of the proposal as non-responsive. Generally, each proposer should be requested to address the following specifications:

- 1) Assigned Personnel. The names of the key personnel, whom the proposer employs or plans to employ or hire through subcontract, to perform the requested services. For each person listed, the following information should be provided:
  - a) Description of the work he or she will perform;

- b) Amount of time he or she will be assigned to work on the project;
    - c) Academic achievements, including all college undergraduate and graduate education;
    - d) Relevant work experience in years and level of responsibility.
    - e) An organization chart depicting the lines of authority, the relationships of the organizational units and the names of the key personnel who will be doing the work.
  - 2) Project Cost. The total cost to the Contractor, broken down in salaries, expenses, equipment, and in hours and total dollar amount by deliverable task.
    - a) Salary, or wage; billing rate for each employee.
    - b) The proposed schedule of payment.
    - c) All resources proposed to be supplied by the Contractor.
  - 3) Deliverables. The products that the subcontractor will deliver to the Contractor according to a set schedule, including the nature of the deliverables, e.g., oral or written reports, videotapes, or architectural models and, if applicable, number of copies to be provided of written products.
- f. RFP Items Not Covered. Proposals should cover the statement of work and all the RFP specifications. Otherwise, proposers should state why the RFP requirements are not being addressed. If proposers wish to present qualifications in addition to the required items such information should be presented under the heading "Additional Qualifications We Wish To Present". Proposers who do not wish to present such information should state: "There are no additional qualifications we wish to present".
  - g. References. Request proposers to support their presentations by listing successfully completed projects that resemble the work to be done and the dates of completion. Request the name, title, address and phone numbers of a contact for each project.
  - h. Standard Contract Provisions. Sample standard contract provisions have been provided by the City of Los Angeles for Contractor's use. The document, which is available from the City, is updated periodically. Check with the City to ascertain use of the latest version. Unless the standard provisions are incorporated by reference and attached to the RFP, the general contract provisions that are expected to be included in the contract should be excerpted from the standard provisions document and provided to prospective proposers.
  - i. Indemnity and Insurance. The standard City of Los Angeles insurance conditions are incorporated into the sample standard subcontract provisions. The specific insurance coverages and limits shall be described by contractor in the RFP. These coverages and limits should be tailored to the individual subcontract. For City contracts they are set by the City Risk Management

staff in the Office of the City Administrative Officer of the City of Los Angeles. There are special endorsement forms (Form Gen. 133 through Form Gen. 146) that correspond to each type of insurance required by the City. The appropriate blank forms corresponding to each item filled in on the Insurance Requirements Sheet should be obtained from the Contractor and attached to the RFP. Contractors will need to modify these forms for their own procurement.

- j. Signatures and Declarations. Each proposal must be signed on behalf of the proposer by an officer authorized to bind the proposer, and must include the following declaration:

This proposal is genuine, and not sham or collusive, nor made in the interest or in behalf of any person not herein named; the proposer has not directly or indirectly induced or solicited any other proposer to put in a sham bid, or any other person, firm or corporation to refrain from submitting a proposal; and the proposer has not in any manner sought by collusion to secure for himself an advantage over any other proposer.

- k. Cover Letter of Proposal. The cover letter of each proposal should be limited to one page. The letter must include the title, address and telephone number of the person or persons who will be authorized to represent the proposer. The letter must be signed by a company officer authorized to bind the company to all commitments made in the proposal.

- l. Proposers Conference. Determine if a proposers' conference will be conducted. A proposers' conference may be appropriate especially if the work to be contracted has not previously been done by contract or not done at all. If a proposers' conference is to be scheduled, designate a date, time and place at which proposers will be given the opportunity to pose questions about the RFP and notify all parties to whom the RFP has been distributed. The notification can be included in the RFP. Invite proposers to submit their questions in writing prior to the conference, and arrange, to the extent possible, for all questions to be answered at the conference. A memorandum for the proposers listing attendees, documenting in writing each question answered at the conference, any actions taken during the conference, etc. shall be prepared to document the conference and conveyed to the participants. Contractors shall provide this information directly to the proposers who received the RFP but were unable to attend the conference or as an addendum to the RFP for any subsequent requesters. The memorandum should be filed with the record set of contractual documents retained by the Contractor. Materials handed out at the proposer's conference shall be available to all other parties following the conference. If a proposers' conference was not initially planned but the number or extent of questions regarding the RFP indicates a need for one, a separate notice should be mailed and the RFP due date extended if necessary.

- m. Proposal Evaluation for Request for Proposals (RFP). Contractor/City shall develop proposal evaluation procedures in accordance with the requirements of Section D.14 above.

- n. Failed Competition. The RFP shall provide that it is the Contractor's/City's authority to determine that the procurement process has failed. The basis for failure should include a lack of response to RFP; not enough bidders; a determination that the responses do not agree with mandatory requirements

of the RFP; a determination that no proposer demonstrated effectiveness in providing the services solicited, and/or a determination that the award of a contract at this time to any proposer would not be cost effective, responsible or prudent. In the event that the City/Contractor determines that the procurement has failed, it may elect to negotiate a sole source agreement or develop and issue a new Request for Proposals.

- o. Disposition of Proposals. State that all proposals submitted in response to the RFP shall become the property of the Contractor/City and a matter of public record. Also, proposers must identify all copyrighted material, trade secrets or other proprietary information that they claim are exempt from disclosure under the Public Records Act (California Code Sections 6250 et seq.). In the event such an exemption is claimed, the proposer shall be requested to state in the proposal that he or she will defend any action brought against the Contractor/City for its refusal to disclose such material, trade secrets or other proprietary information to any party making a request therefore.
- p. RFP Revisions. Any revision made to an issued RFP shall be sent to all parties known to have received a copy of the original RFP.
- q. Staff Reassignments. If the original selection of a subcontractor will be based in part on the qualifications of specific key individuals named in the proposal, state that the Contractor/City must approve in advance any changes in individuals or levels of commitment to the project. State that the Contractor will reserve the right to have the subcontractor replace any subcontractor project personnel.
- r. Inclusion of Contractual Provision Required by External Funding Source. Federal, state and other funding agencies typically impose requirements on recipients of funds that apply to subcontractors. Such requirements should be reflected in RFPs and related contracts.
- s. City Policy Issue Summaries:
  - 1) Affirmative Action. The City of Los Angeles' Administrative Code (Division 10, Chapter 1, Article 1, Section 10.8) establishes an affirmative action program for vendors doing business with the City. State that as a condition of contract award, the selected proposer shall be required to comply with the provisions of the City's Affirmative Action program, including the submission of one of the following affirmative action plans: a) a trade association affirmative action plan, b) the proposer's own affirmative action plan, or c) an executed copy of the Los Angeles City Affirmative Action Plan. Refer to the provisions herein regarding nondiscrimination and affirmative action and recite the text of this provision in the RFP. Urge proposers to include an affirmative action plan in their proposals. Attach as an appendix to the RFP the City forms (GSS-AA 1) instructing prospective subcontractors about compliance with the City's Affirmative Action Program.
  - 2) MBE, WBE and Other Business Enterprise Outreach Program. It is the policy of the City to provide minority business enterprises (MBEs), women business enterprises (WBEs) and all other business enterprises an equal opportunity to participate in the performance of all Contractor contracts, including procurement, construction and



personal services. This policy applies to all Contractors. Be sure to comply with the provisions of City Executive Directive I-B and 1-C to ensure that MBEs, WBEs, and all other businesses are offered the greatest opportunity to compete for and perform subcontracts and provide personal services to the Contractor.

Include a statement that proposers are to assist the Contractor in implementing this policy by taking all reasonable steps to ensure that all available business enterprises, including MBEs and WBEs, have an equal opportunity to compete for and participate in Contractor subcontracts. Inform proposers that equal opportunity will be determined by their good faith efforts comply with the Contractor's outreach program. Advise proposers that participation by MBEs, WBEs, and all other businesses may be in the form of joint ventures or subcontracting. Contractor is responsible for the implementation of MBE/WBE procedures.

- 3) Child Care Policy. It is the policy of the City to encourage all its vendors to adopt a stated policy on child- care. This policy acknowledges the importance of quality, affordable and accessible child care and commits the Contractor to use its resources as an educator, employer, role model and facilitator to act as a catalyst in expanding the supply of quality, affordable and accessible child care.

Include a statement informing proposers of the City's Child Care Policy and that, to the extent permitted by law, proposers with stated child- care policies shall receive preference in contracting with the Contractor. Bids are not non-responsive if child- care documents are not provided.

2. Consultant Directory. To assist Contractors in identifying potential subcontractors, the Office of the City Administrative Officer of the City of Los Angeles (CAO) maintains a computerized consultant directory. Firms are listed according to their fields of expertise, e.g., bond counsel, CPA, and human resources. Contact the CAO Productivity Group for access to the directory and for lists of firms in the form of mailing labels, hard copy reports or both.



Exhibit XVI

**MANAGEMENT REPRESENTATION STATEMENT**

As a prerequisite to receipt of a City funded Contract, and as material facts upon which the City may rely in preparing the Contract, I, an authorized representative of the Contractor, make the following representations:

1. I am responsible for the fair presentation of the Contractor's financial records/reports in conformity with Generally Accepted Accounting Principles (GAAP) and have provided such records/reports accordingly to the City. I will make available to City all related data and information. I am not aware of any material transactions that have not been properly recorded and disclosed.  
True ☒ False ☐
2. The Contractor has adopted sound accounting policies and procedures in accordance with GAAP that include procedures for maintaining internal controls, and preventing and detecting fraud and abuse.  
True ☒ False ☐
3. I have advised and will continue to advise the City of any actions taken at meetings of Contractor's Board of Directors, and Committees of the Board of Directors which may have a material impact on Contractor's ability to perform the City's Contract.  
True ☒ False ☐
4. Except as recorded or disclosed to you herein, I know of no instances of:
  - a. Conflict of interests (direct or indirect), nepotism, related (direct or indirect) party transactions including revenues, expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties.  
True ☒ False ☐
  - b. Guarantees, whether written or oral, under which the Contractor is contingently liable.  
True ☒ False ☐
  - c. Actual, forthcoming or possible terminations of funding from regulatory agencies or other sources due to noncompliance, deficiencies, or for any other reason, that would affect the financial records and/or continuing viability of the Contractor as an on-going concern.  
True ☒ False ☐
5. I have no knowledge that a board member/s is/are also an employee of this Contractor whose salary costs are reimbursed under this agreement.  
True ☒ False ☐
6. I have no knowledge of and am not in receipt of any communication regarding allegations of fraud, suspected fraud or abuse affecting the Contractor involving management, employees who have significant roles in internal control, or others where fraud/abuse could have a material effect on the financial records or performance of the City Contract.  
True ☒ False ☐

7. I have no knowledge of any allegations, written or oral, of misstatements or misapplication of funds in the Contractor's conduct of its financial affairs or in its financial records.
- True ☒ False ☐
8. I am not aware of any pending litigation, bankruptcy, judgment, liens and other significant issues that may threaten the financial viability, legal and continuing existence of the Contractor.
- True ☒ False ☐
9. The Contractor has satisfactory title to all assets being used in the City's program, and there are no liens or encumbrances on such assets, nor has any asset been pledged as collateral.
- True ☒ False ☐
10. The Contractor has complied with all aspects of contractual agreements, related laws and regulations that could have a material effect on the financial records, the program/s, or on the organization as a whole.
- True ☒ False ☐
11. I have properly reported and paid to the appropriate governmental agencies all payroll taxes due on employees' (City program related or otherwise) compensation.
- True ☒ False ☐
12. I have responded fully to all the City's inquiries related to the Contractor's financial records and/or reports.
- True ☒ False ☐
13. I understand that the City's auditing and monitoring procedures of Contractor are limited to those which the City determines best meet its informational needs and may not necessarily disclose all errors, irregularities, including fraud or defalcation, or illegal acts, that may exist.
- True ☒ False ☐
14. I understand that the City audit and monitoring reports are intended solely for use by the Contractor and the other authorized parties, and are not intended for other purposes, unless otherwise required by law.
- True ☒ False ☐
15. If one or more of the above statements is found to be false, I understand that the City may terminate this contract immediately. I also understand that I have a continuing duty to report to City any material factual change to any of these statements.
- True ☒ False ☐

Use this space to provide any additional information:

I declare under penalty of perjury that I have read the foregoing statements and they are true and complete to the best of my knowledge.

AGREEMENT NUMBER C-119333

San Fernando Valley Interfaith Council, Inc.  
CONTRACTOR/BORROWER/AGENCY

Beverly Ventriss, Interim President & CEO  
NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

SIGNATURE



DATE

7/10/14

## EXHIBIT XVII

### INVENTIONS, PATENTS AND COPYRIGHTS

#### A. Reporting Procedure for Inventions

If any project produces any invention or discovery (Invention) patentable or otherwise under Title 35 of the U.S. Code, including, without limitation processes and business methods made in the course of work under this Agreement, the Contractor shall report the fact and disclose the Invention promptly and fully to the City. The City shall report the fact and disclose the Invention to the Grantor. Unless there is a prior agreement between the City and the Grantor, the Grantor shall determine whether to seek protection on the Invention. The Grantor shall determine how the rights in the Invention, including rights under any patent issued thereon, will be allocated and administered in order to protect the public interest consistent with the policy ("Policy") embodied in the Federal Acquisition Regulations System, which is based on Ch. 18 of Title 35 U.S.C. §200 *et seq.* (Pub.L. 95-517, Pub.L. 98-620, 37 CFR, Part 401); Presidential Memorandum on Government Patent Policy to the Heads of the Executive Departments and Agencies, dated 2/18/1983; and Executive Order 12591, 4/10/87, 52 FR 13414, 3 CFR, 1987 Comp., p. 220 (as amended by Executive Order 12618, 12/22/87, 52 FR 48661, 3 CFR, 1987 Comp. p. 262). Contractor hereby agrees to be bound by the Policy, and will contractually require its personnel to be bound by the Policy.

#### B. Rights to Use Inventions

City shall have an unencumbered right, and a non-exclusive, irrevocable, royalty-free license, to use, manufacture, improve upon, and allow others to do so for all government purposes, any Invention developed under this Agreement.

#### C. Copyright Policy

1. Unless otherwise provided by the terms of the Grantor or of this Agreement, when copyrightable material (Material) is developed under this Agreement, the author or the City, at the City's discretion, may copyright the Material. If the City declines to copyright the Material, the City shall have an unencumbered right, and a non-exclusive, irrevocable, royalty-free license, to use, access, manufacture, improve upon, and allow others to do so for all governmental purposes, any Material developed under this Agreement.
2. The Grantor shall have an unencumbered right, and a non-exclusive, irrevocable, royalty-free license, to use, manufacture, improve upon, and allow others to do so for all government purposes, any Material developed under this Agreement or any Copyright purchased under this Agreement. Contractor shall comply with 24 CFR 85.34.

#### D. Rights to Data

1. The Grantor and the City shall have unlimited rights or copyright license to any data first produced or delivered under this Agreement. "Unlimited rights" means the right to use, disclose, reproduce, prepare derivative works, distribute copies to the public, and perform and display publicly, or permit others to do so; as required by 48 CFR 27.401. Where the data are not first produced under this Agreement or are published copyrighted data with the notice of 17 U.S.C. §401 or §402, the Grantor acquires the data under a copyright license as set forth in 48 CFR 27.404(f) (2) instead of unlimited rights (48 CFR 27.404(a)).
2. Obligations Binding on Subcontractors Contractor shall require all subcontractors to comply with the obligations of this section by incorporating the terms of this section into all subcontracts.

#### E. Intellectual Property Provisions for California Sub-Grants – IF APPLICABLE

This Agreement is funded in part with federal "pass through" funds from the State of California (State). The following requirements are applicable to this Agreement. In any Contract funded in whole or in part by the federal government, City/State may acquire and maintain the Intellectual Property rights, title, and ownership, which

result directly or indirectly from the Contract, except as provided in 37 Code of Federal Regulations Part 401.14. However, pursuant to 29 CFR Part 97.34, the federal government shall have a royalty-free, non-exclusive, irrevocable, paid-up license throughout the world to use, duplicate, or dispose of such Intellectual Property throughout the world in any manner for governmental purposes and to have and permit others to do so.

F. Ownership

1. Except where City/State has agreed in a signed writing to accept a license, City/State shall be and remain, without additional compensation, the sole owner of any and all rights, title and interest in all intellectual property, from the moment of creation, whether or not jointly conceived, that are made, conceived, derived from, or reduced to practice by Contractor or City/State and which result directly or indirectly from this Agreement.
2. For the purposes of this Agreement, Intellectual Property means recognized protectable rights and interest such as: patents (whether or not issued,) copyrights, trademarks, service marks, applications for any of the foregoing: inventions, trade secrets, trade dress, logos, insignia, color combinations, slogans, moral rights, right of publicity, author's rights, contract and licensing rights, works, mask works, industrial design rights, rights of priority, know how, design flows, methodologies, devices, business processes, developments, innovations, good will any data or information maintained, collected or stored in the ordinary course of business by City/State, and all other legal rights protecting intangible proprietary information as may exist now and/or hereafter come into existence, and all renewals and extensions, regardless of whether those rights arise under the laws of the United States, or any other state, country, jurisdiction.
3. For the purposes of the definition of Intellectual Property, "works" means all literary works, writings and printed matter, including the medium by which they are recorded or reproduced, photographs, art work, pictorial and graphic representations and works of a similar nature, film, motion pictures, digital images, animation cells, and other audiovisual works, including positives and negatives thereof, sound recordings, tapes, educational materials, interactive videos, computer software and any other materials of products created, produced, conceptualized and fixed in a tangible medium of expression. It includes preliminary and final products and any materials and information developed for the purposes of producing those final products. "Works" does not include articles submitted to peer review or reference journals or independent research projects.
4. In the performance of this Agreement, Contractor may exercise and utilize certain of its Intellectual Property in existence prior to the effective date of this Agreement. In addition, under this Agreement, Contractor may access and utilize certain of City's/State's Intellectual Property in existence prior to the effective date of this Agreement. Except as otherwise set forth herein, Contractor shall not use any of City's/State's Intellectual Property now existing or hereafter existing for any purposes without the prior written permission of City/State. Except as otherwise set forth herein, neither Contractor nor City/State shall give any ownership interest in or rights to its Intellectual Property to the other Party. If, during the term of this Agreement, Contractor accesses any third-party Intellectual Property that is licensed to City/State, Contractor agrees to abide by all license and confidentiality restrictions applicable to City/State in the third-party's license agreement.
5. Contractor agrees to cooperate with City/State in establishing or maintaining City/State's exclusive rights in the Intellectual Property, and in assuring City's/State's sole rights against third-parties with respect to the Intellectual Property. If the Contractor enters into any agreements or subcontracts with other parties in order to perform this Agreement, Contractor shall require the terms of agreement(s) to include all Intellectual Property provisions herein. Such terms must include, but are not limited to, the subcontractor assigning and agreeing to assign to City/State all rights, title and interest in Intellectual Property made, conceived, derived from, or reduced to practice by the subcontractor, Contractor or City/State and which result directly indirectly from this Agreement or any subcontract.
6. The requirement for the Contractor to include all Intellectual Property Provisions in all agreements and subcontracts it enters into with other parties does not apply to agreements or subcontracts that are for customized and on-the-job-training as authorized under 20 CFR 663.700-730.

7. Contractor further agrees to assist and cooperate with City/State in all reasonable respects, and execute all documents and, subject to reasonable availability, give testimony, and take all further acts reasonably necessary to acquire, transfer, maintain, and enforce City's/State's Intellectual Property rights and interests.

G. Retained Rights/License Rights

1. Except for Intellectual Property made, conceived, derived from, or reduced to practice by Contractor or City/State and which result directly or indirectly from this Agreement, Contractor shall retain title to all of its Intellectual Property to the extent such Intellectual Property is in existence prior to the effective date of this Agreement. Contractor hereby grants to City/State, without additional compensation, a permanent, non-exclusive, royalty free, paid-up, worldwide, irrevocable, perpetual, non-terminable license to use, reproduce, manufacture, sell, offer to sell, import, export, modify, publicly and privately display/perform, distribute, and dispose of Contractor's Intellectual Property with the right to sub-license through multiple layers, for any purpose whatsoever, to the extent it is incorporated in the Intellectual Property resulting from this Agreement, unless Contractor assigns all rights, title and interest in the Intellectual Property as set forth herein.
2. Nothing in this provision shall restrict, limit, or otherwise prevent Contractor from using any ideas, concepts, know-how, methodology or techniques related to its performance under this Agreement, provided that Contractor's use does not infringe the patent, copyright, trademark rights, license or other Intellectual Property rights of City/State or third-party, or result in a breach or default of any provisions herein or result in a breach of any provisions of law relating to confidentiality.

H. Copyright

1. Contractor agrees that for purposes of copyright law, all works made by or on behalf of Contractor in connection with Contractor's performance of this Agreement shall be deemed "works for hire." Contractor further agrees that the work of each person utilized by Contractor in connection with the performance of this Agreement will be a "work made for hire," whether that person is an employee of Contractor or that person has entered into an agreement with Contractor to perform the work. Contractor shall enter into a written agreement with any such person that: (i) all work performed for Contractor shall be deemed a "work made for hire" under the Copyright Act and (ii) that person shall assign all right, title, and interest to City/State to any work product made, conceived, derived from or reduced to practice by Contractor or City/State and which result directly or indirectly from this Agreement.
2. All materials, including, but not limited to, computer software, visual works or text, reproduced or distributed pursuant to this Agreement that include Intellectual Property made, conceived, derived from, or reduced to practice by Contractor or City/State and which result directly or indirectly from this Agreement may not be reproduced or disseminated without prior written permission from City/State.

I. Patent Rights

With respect to inventions made by Contractor in the performance of this Agreement, which did not result from research and development specifically included in the Agreement's scope of work, Contractor hereby grants to City/State a license for devices or material incorporating, or made through the use of such inventions. If such inventions result from research and development work specifically included within the Agreement's scope of work, then Contractor agrees to assign to City/State, without additional compensation, all its rights, title and interest in and to such inventions and to assist City/State in securing United States and foreign patents with respect thereto.

J. Third-Party Intellectual Property

Except as provided herein, Contractor agrees that its performance of this Agreement shall not be dependent upon or include any Intellectual Property of Contractor or third-party without first: (i) obtaining City's/State's prior written approval; and (ii) granting to or obtaining for City's/State's, without additional compensation, a license, as described in Section F.3 above, for any of Contractor's or third-party's Intellectual Property in existence prior to the effective date of this Agreement. If such a license upon these terms is unattainable, and City/State



determines that the Intellectual Property should be included in or is required for Contractor's performance of this Agreement, Contractor shall obtain a license under terms acceptable to City/State.

K. Warranties

1. Contractor represents and warrants that:

- a. It has secured and will secure all rights and licenses necessary for its performance of this Agreement. Neither Contractor's performance of this Agreement, nor the exercise by either Party of the rights granted in this Agreement, nor any use, reproduction, manufacture, sale, offer to sell, import, export, modification, public and private display/performance, distribution, and disposition of the Intellectual Property made, conceived, derived from, or reduced to practice by Contractor or City/State and which result directly or indirectly from this Agreement will infringe upon or violate any Intellectual Property right, non-disclosure obligation, or other proprietary right or interest of any third-party or entity now existing under the laws of, or hereafter existing or issued by, any state, the United States, or any foreign country. There are currently no actual or threatened claims by any such third-party based on an alleged violation of any such right by Contractor.
- b. Neither Contractor's performance nor any part of its performance will violate the right of privacy of, or constitute a libel or slander against any person or entity.
- c. It has secured and will secure all rights and licenses necessary for Intellectual Property, including, but not limited to, consents, waivers or releases from all authors or music or performances used, and talent (radio, television, and motion picture talent), owners of any interest in and to real estate, site locations, property or props that may be used or shown.
- d. It has not granted and shall not grant to any person or entity any right that would or might derogate, encumber, or interfere with any of the rights granted to City/State in this Agreement.
- e. It has appropriate systems and controls in place to ensure that state funds will not be used in the performance of this Agreement for the acquisition, operation or maintenance or computer software in violation of copyright laws.
- f. It has not knowledge of any outstanding claims, licenses or other charges, liens, or encumbrances of any kind or nature whatsoever that could affect in any way Contractor's performance of this Agreement.

2. City/State makes no warranty that the intellectual property resulting from this sub-grant Agreement does not infringe upon any patent, trademark, copyright or the like, now existing or subsequently issued.

L. Intellectual Property Indemnity

1. Contractor shall indemnify, defend and hold harmless City/State and its licensees and assignees, and its officers, directors, employees, agents, representatives, successors, and users of its products ("Indemnities") from and against all claims, actions, damages, losses, liabilities (or actions or proceedings with respect to any thereof), whether or not rightful, arising from any and all actions or claims by any third-party or expenses related thereto (including, but not limited to, all legal expenses, court costs, and attorney's fees incurred in investigating, preparing, serving as a witness in, or defending against, any such claim action, or proceeding, commenced or threatened) to which any of the Indemnities may be subject, whether or not Contractor is a party to any pending or threatened litigation, which arise out of or are related to: (i) the incorrectness or breach of any of the representations, warranties, covenants or agreements of Contractor pertaining to Intellectual Property; or (ii) any Intellectual Property infringement, or any other type of actual or alleged infringement claim, arising out of City's/State's use, reproduction, manufacture, sale, offer to sell, distribution, import, export, modification, public and private performance/display, license, and disposition of the Intellectual Property made, conceived, derived from, or reduced to practice by Contractor or City/State and which result directly or indirectly from this Agreement. This indemnity obligation shall apply irrespective of whether the infringement claim is based on a patent, trademark or copyright registration that was issued after the effective date of this Agreement.

City/State reserves the right to participate in and/or control, at Contractor's expense, any such infringement action brought against City/State.

2. Should any Intellectual Property licensed by the Contractor to City/State under this Agreement become the subject of an Intellectual Property infringement claim, Contractor will exercise its authority reasonably and in good faith to preserve City's/State's right to use the licensed Intellectual Property in accordance with this Agreement at no expense to City/State. City/State shall have the right to monitor and appear through its own counsel (at Contractor's expense) in any such claim or action. In the defense or settlement of the claim, Contractor may obtain the right for City/State to continue using the licensed Intellectual Property, or replace or modify the licensed Intellectual Property so that the replaced or modified Intellectual Property becomes non-infringing provided that such replacement or modification is functionally equivalent to the original licensed Intellectual Property. If such remedies are not reasonably available, City/State may be entitled to a refund of all monies paid under this Agreement, without restriction or limitation of any other rights and remedies available at law or in equity.
3. Contractor agrees that damages alone would be inadequate to compensate City/State for breach of any term of these Intellectual Property provisions herein by Contractor. Contractor acknowledges City/State would suffer irreparable harm in the event of such breach and agrees City/State shall be entitled to obtain equitable relief, including without limitation an injunction, from a court of competent jurisdiction, without restriction or limitation of any other rights and remedies available at law or in equity.

M. Survival

The provisions set forth herein shall survive any termination or expiration of this Agreement or any project schedule.

## **EXHIBIT XVIII**

### **CONTRACTOR REQUIREMENT MANDATED REPORTING OF ELDER ABUSE**

#### **ELDER ABUSE AND DEPENDENT ADULT CIVIL PROTECTION ACT** Welfare and Institutions Code, Chapter 11, Article 3, Section 15630

Any person who has assumed full or intermittent responsibility for the care or custody of an elder or dependent adult, whether or not he or she receives compensation, including administrators, supervisors, and any licensed staff of a public or private facility that provides care or services for elder or dependent adults, or any elder or dependent adult care custodian, health practitioner, clergy member, or employee of a county adult protective services agency or a local law enforcement agency, is a mandated reporter.

Any mandated reporter who, in his or her professional capacity, or within the scope of his or her employment, has observed or has knowledge of an incident that reasonably appears to be physical abuse, abandonment, abduction, isolation, financial abuse, or neglect, or is told by an elder or dependent adult that he or she has experienced behavior, including an act or omission, constituting physical abuse, abandonment, abduction, isolation, financial abuse, or neglect, or reasonably suspects that abuse, shall report the known or suspected instance of abuse by telephone or through a confidential Internet reporting tool, as authorized by Section 15658, immediately or as soon as practicably possible. If reported by telephone, a written report shall be sent, or an Internet report shall be made through the confidential Internet reporting tool established in Section 15658, within two working days.

"Physical abuse" means any of the following:

- (a) Assault, as defined in Section 240 of the Penal Code.
- (b) Battery, as defined in Section 242 of the Penal Code.
- (c) Assault with a deadly weapon or force likely to produce great bodily injury, as defined in Section 245 of the Penal Code.
- (d) Unreasonable physical constraint, or prolonged or continual deprivation of food or water.
- (e) Sexual assault, that means any of the following:
  - 1) Sexual battery, as defined in Section 243.4 of the Penal Code.
  - 2) Rape, as defined in Section 261 of the Penal Code.
  - 3) Rape in concert, as described in Section 264.1 of the Penal Code.
  - 4) Spousal rape, as defined in Section 262 of the Penal Code.
  - 5) Incest, as defined in Section 285 of the Penal Code.
  - 6) Sodomy, as defined in Section 286 of the Penal Code.
  - 7) Oral copulation, as defined in Section 288a of the Penal Code.
  - 8) Sexual penetration, as defined in Section 289 of the Penal Code.
  - 9) Lewd or lascivious acts as defined in paragraph (2) of subdivision (b) of Section 288 of the Penal Code.

(f) Use of a physical or chemical restraint or psychotropic medication under any of the following conditions:

- 1) For punishment.
- 2) For a period beyond that for which the medication was ordered pursuant to the instructions of a physician and surgeon licensed in the State of California, who is providing medical care to the elder or dependent adult at the time the instructions are given.
- 3) For any purpose not authorized by the physician and surgeon.

Any mandated reporter who willfully fails to report, or impedes or inhibits a report of physical abuse, abandonment, abduction, isolation, financial abuse or neglect of an elder or dependent adult in violation of this section, if that abuse results in death or great bodily injury, shall be punished by not more than one year in a county jail, by a fine of not more than five thousand dollars (\$5,000), or by both that fine and imprisonment.

AGREEMENT NUMBER

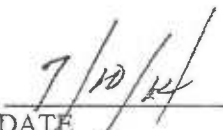
CONTRACTOR/BORROWER/AGENCY

San Fernando Valley Interfaith Council

Beverly Ventriess, Interim President and CEO

NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

  
SIGNATURE

  
DATE

The signature of the contracting agency's representative agrees that the agency's staff will be advised of their designation as a mandated reporter of elder abuse and are legally obligated to comply with Chapter 11, Article 3, Section 15630 of the State of California's Welfare and Institutions Code.

## EXHIBIT 1 - BUDGET DOCUMENTS

## PART A: PROJECT BUDGET SUMMARY BY COST CATEGORY AND PROJECTED EXPENDITURES BY MONTH

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: Southeast Valley

OAA - Title III-B - Social Services - F/Y - 2012-13

**FINAL**

## Program Budget Summary

COST CATEGORIES	Grant Share	OTO	Grant Share Total	Program Income	Match	Estimated Total Costs
Personnel Costs	63,131		63,131	9,009	82,167	154,307
Direct Costs	24,869		24,869	2,589		27,458
Equipment Costs		164	164			164
Indirect Costs	7,040		7,040			7,040
<b>TOTAL COSTS</b>	<b>95,040</b>	<b>164</b>	<b>95,204</b>	<b>11,598</b>	<b>82,167</b>	<b>188,969</b>

## Projected Monthly Expenditures

COST CATEGORIES	Grant Share	2012 JULY	AUG	SEPT	OCT	NOV	DEC	2013 JAN	FEB	MAR	APRIL	MAY	JUNE
Personnel Costs	63,131	5,687	5,687	5,686	5,488	4,775	4,894	5,344	5,249	4,847	5,523	5,137	4,814
Direct Costs	24,869	2,805	456	1,248	618	115	3,478	1,168	1,313	1,088	3,334	2,974	6,272
Equipment Costs													
Indirect Costs	7,040	679	491	556	488	391	670	520	526	475	708	649	887
<b>TOTAL COSTS</b>	<b>95,040</b>	<b>9,171</b>	<b>6,634</b>	<b>7,490</b>	<b>6,594</b>	<b>5,281</b>	<b>9,042</b>	<b>7,032</b>	<b>7,088</b>	<b>6,410</b>	<b>9,565</b>	<b>8,760</b>	<b>11,973</b>

Account Description	100% Month Wage	% Time on Project	Months to Work	Fund Sources					Line Item Total Budget
				Grant Share	OTO	Grant Share Total	Program Income	Match	
PERSONNEL COSTS									
WAGES									
Division Director MPC	4,806	54.057	12	21,407		21,407	7,895	1,874	31,176
Volunteers								77,170	77,170
Case Manager	3,242	83.444	12	32,420		32,420	43		32,463
Linkage & Service /Info & Assist	2,872	11.342	12	1,251		1,251		2,658	3,909
<b>TOTAL WAGES</b>				55,078		55,078	7,938	81,702	144,718
FRINGE BENEFITS									
FICA				4,213		4,213	607	347	5,167
SUI				1,001		1,001	257		1,258
W/C				1,410		1,410	207	118	1,735
Med Ins				1,429		1,429			1,429
<b>TOTAL FRINGE BENEFITS</b>				8,053		8,053	1,071	465	9,589
<b>TOTAL PERSONNEL COSTS</b>				63,131		63,131	9,009	82,167	154,307



## PART C: BUDGET JUSTIFICATIONS - DIRECT COSTS

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: Southeast Valley

OAA - Title III-B - Social Services - F/Y - 2012-13

Account Description	Fund Sources					Line Item Total Budget
	Grant Share	OTO	Grant Share Total	Program Income	Match	
DIRECT COSTS						
Personal Care	1,844		1,844			1,844
Chore-Heavy	2,128		2,128			2,128
Homemaker	10,785		10,785			10,785
Audit Fee	464		464			464
Utilities Bldg	3,013		3,013	146		3,159
Telephone	929		929			929
Office Supplies	996		996	463		9
Cleaning Service	2,637		2,637	1,511		4,148
Training/Conferences /Mileage	573		573	469		1,042
Insurance	1,500		1,500			1,500
<b>TOTAL DIRECT COSTS</b>	<b>24,869</b>		<b>24,869</b>	<b>2,589</b>		<b>27,458</b>

Account Description	Fund Sources					Line Item Total Budget
	Grant Share	OTO	Grant Share Total	Program Income	Match	
EQUIPMENT COSTS						
Equipment , Scanner		164	164			164
TOTAL EQUIPMENT COSTS		164	164			164

Account Description	Fund Sources					Line Item Total Budget
	Grant Share	OTO	Grant Share Total	Program Income	Match	
INDIRECT COSTS						
Indirect	7,040		7,040			7,040
TOTAL INDIRECT COSTS	7,040		7,040			7,040

SAN FERNANDO VALLEY INTERFAITH COUNCIL

Agency

Page 1 of 1

Amendment Number: 6

Agreement Number: C-119333

Fiscal Year: 2012 - 2013

Aging Service Area: Southeast Valley / Sherman Oaks East Valley Adult Center

SENIOR MULTIPURPOSE & NUTRITION SERVICES

Project Title

## OAA TITLE III-B SOCIAL SERVICES

COST CATEGORIES		AMENDMENT #2	AMENDMENT #3	AMENDMENT #6 *	DIFFERENCE + OR (-)
1000	Personnel Costs	\$69,279	\$63,920	\$63,131	(\$789)
2000	Direct Cost	\$29,182	\$30,851	\$24,869	(\$5,982)
	Personal Care	\$3,502	\$3,502	\$1,844	(\$1,658)
	Chore - Heavy	\$2,924	\$2,924	\$2,128	(\$796)
	Homemaker	\$13,277	\$13,277	\$10,785	(\$2,492)
	Audit Fee	\$700	\$700	\$464	(\$236)
	Utilities Bldg.	\$1,344	\$3,013	\$3,013	\$0
	Telephone	\$1,440	\$1,440	\$929	(\$511)
	Office Supplies	\$1,285	\$1,285	\$996	(\$289)
	Cleaning Service	\$2,637	\$2,637	\$2,637	\$0
	Training / Conferences / Mileage	\$573	\$573	\$573	\$0
	Insurance	\$1,500	\$1,500	\$1,500	\$0
	Other Costs (OTO)	\$0	\$0	\$0	\$0
3000	Equipment Cost	\$0	\$165	\$164	(\$1)
4000	Indirect Cost	\$7,877	\$7,582	\$7,040	(\$542)
TOTAL COST		\$106,338	\$102,518	\$95,204	(\$7,314)

\*Includes \$164 in OTO funds

**EXHIBIT 1 - BUDGET DOCUMENTS****PART A: PROJECT BUDGET SUMMARY BY COST CATEGORY AND PROJECTED EXPENDITURES BY MONTH**

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: Southeast Valley

OAA - Title III-C1 - Congregate Meals - F/Y - 2012-13

**Program Budget Summary**

<b>COST CATEGORIES</b>	<b>Grant Share</b>	<b>NSIP</b>	<b>OTO - Other*</b>	<b>OTO NSIP</b>	<b>Grant Share Total</b>	<b>Program Income</b>	<b>Match</b>	<b>Estimated Total Costs</b>
Personnel Costs	58,743				58,743	8,127	46,362	113,232
Direct Costs	70,008	28,201	3,206	1,898	103,313	24,822		128,135
Equipment Costs								0
Indirect Costs	10,557				10,557			10,557
<b>TOTAL COSTS</b>	<b>139,308</b>	<b>28,201</b>	<b>3,206</b>	<b>1,898</b>	<b>172,613</b>	<b>32,949</b>	<b>46,362</b>	<b>209,924</b>

\* OAA OTO Other funds specifically refers to sequestration restoration

**Projected Monthly Expenditures**

<b>COST CATEGORIES</b>	<b>Grant Share</b>	<b>2012 JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>2013 JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>
Personnel Costs	58,743	3,710	3,864	3,852	3,501	3,857	5,242	6,393	3,987	5,079	6,301	6,385	6,572
Direct Costs	70,008	5,619	6,011	6,190	6,107	6,190	6,060	2,331	2,447	10,446	8,167	10,139	301
Equipment Costs													
Indirect Costs	10,557	746	790	804	768	804	904	698	515	1,242	1,157	1,322	807
<b>TOTAL COSTS</b>	<b>139,308</b>	<b>10,075</b>	<b>10,665</b>	<b>10,846</b>	<b>10,376</b>	<b>10,851</b>	<b>12,206</b>	<b>9,422</b>	<b>6,949</b>	<b>16,767</b>	<b>15,625</b>	<b>17,846</b>	<b>7,680</b>

## OAA - Title III-C1 - Congregate Meals - F/Y - 2012-13

Account Description	100% Month Wage	% Time on Project	Months to Work	Fund Sources							Line Item Total Budget
				Grant Share	NSIP	OTO - Other	OTO NSIP	Grant Share Total	Program Income	Match	
PERSONNEL COSTS											
WAGES											
Director of Grants Administration	4,304	0.833	12							430	430
Bookkeeper	3,344	14.376	12						5,769		5,769
Division Director MPC	4,806	9.965	12	5,747				5,747			5,747
Dining Coordinator #1	2,000	50	12	12,000				12,000			12,000
Dining Coordinator #2	2,872	29.73	12	9,171				9,171	1,075		10,246
Nutrition Coordinator PT	2,203	46.335	12	12,249				12,249			12,249
Nutrition Director	6,120	12.651	12	9,291				9,291			9,291
Volunteers										45,932	45,932
<b>TOTAL WAGES</b>				48,458				48,458	6,844	46,362	101,664
FRINGE BENEFITS											
FICA				3,707				3,707	524		4,231
SUI				2,177				2,177	229		2,406
W/C				3,756				3,756	530		4,286
Med Ins				645				645			645
<b>TOTAL FRINGE BENEFITS</b>				10,285				10,285	1,283		11,568
<b>TOTAL PERSONNEL COSTS</b>				58,743				58,743	8,127	46,362	113,232

OAA - Title III-C1 - Congregate Meals - F/Y - 2012-13

Account Description	Fund Sources						Line Item Total Budget
	Grant Share	NSIP	OTO - Other	OTO NSIP	Grant Share Total	Program Income	
DIRECT COSTS							
Meal Cost	39,424	28,201	3,200	1,898	72,723	23,390	96,113
Audit Fee	747				747		747
Utilities	857				857		857
Telephone	2,290				2,290		2,290
Cleaning Service	9,600				9,600	1,395	10,995
Consultants (Nutrition Dining Coord - \$945 x 12 mo)	10,759		6		10,765		10,765
Supplies/Printing/Postage	1,000				1,000	37	1,037
Equipment Repair/Maintenance	483				483		483
Travel \$0.555/mile +training classes	2,848				2,848		2,848
Insurance	2,000				2,000		2,000
<b>TOTAL DIRECT COSTS</b>	<b>70,008</b>	<b>28,201</b>	<b>3,206</b>	<b>1,898</b>	<b>103,313</b>	<b>24,822</b>	<b>128,135</b>

\*. OAA OTO Other of \$3,206 sequestration restoration funds



## OAA - Title III-C1 - Congregate Meals - FY - 2012-13

Account Description	Fund Sources							Line Item Total Budget
	Grant Share	NSIP	OTO - Other	OTO NSIP	Grant Share Total	Program Income	Match	
EQUIPMENT COSTS								
TOTAL EQUIPMENT COSTS								

Account Description	Fund Sources							Line Item Total Budget
	Grant Share	NSIP	OTO - Other	OTO NSIP	Grant Share Total	Program Income	Match	
INDIRECT COSTS								
Indirect	10,557				10,557			10,557
TOTAL INDIRECT COSTS	10,557				10,557			10,557

SAN FERNANDO VALLEY INTERFAITH COUNCIL

Agency

Page 1 of 1

Amendment Number: 6

Agreement Number: C-119333

Fiscal Year: 2012 - 2013

Aging Service Area: Southeast Valley / Sherman Oaks East Valley Adult Center

SENIOR MULTIPURPOSE & NUTRITION SERVICES

Project Title

## OAA TITLE III-C1, CONGREGATE NUTRITION SERVICES

COST CATEGORIES		AMENDMENT #2	AMENDMENT #3	AMENDMENT #6 *	DIFFERENCE + OR (-)
1000	Personnel Costs	\$64,176	\$64,176	\$58,743	(\$5,433)
2000	Direct Cost	\$135,459	\$135,459	\$73,214	(\$62,245)
	Meal Costs	\$93,607	\$91,709	\$42,624	(\$49,085)
	Audit Fee	\$1,000	\$1,000	\$747	(\$253)
	Utilities	\$300	\$2,198	\$857	(\$1,341)
	Telephone	\$5,580	\$5,580	\$2,290	(\$3,290)
	Cleaning Service	\$9,600	\$9,600	\$9,600	\$0
	Consultants ( Nutrition Dining Coord - \$896 x 12 months)	\$11,340	\$11,340	\$10,765	(\$575)
	Supplies / Printing / Postage	\$1,000	\$1,000	\$1,000	\$0
	Equipment Repair / Maintenance	\$1,200	\$1,200	\$483	(\$717)
	Travel / Training Classes	\$9,832	\$9,832	\$2,848	(\$6,984)
	Insurance	\$2,000	\$2,000	\$2,000	\$0
	Other Costs (OTO Misc. Supplies)	\$0	\$0	\$0	\$0
3000	Equipment Cost	\$0	\$0	\$0	\$0
4000	Indirect Cost	\$15,971	\$15,971	\$10,557	(\$5,414)
TOTAL COST		\$215,606	\$215,606	\$142,514	(\$73,092)

\* Includes \$3,206 in OTO Other funds

**EXHIBIT 1 - BUDGET DOCUMENTS**
**PART A: PROJECT BUDGET SUMMARY BY COST CATEGORY AND PROJECTED EXPENDITURES BY MONTH**

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: Southeast Valley

OAA - Title III-C2 - Home Delivered Meals - F/Y - 2012-13

**Program Budget Summary**

<b>COST CATEGORIES</b>	<b>Grant Share*</b>	<b>OTO</b>	<b>NSIP</b>	<b>OTO - Other<sup>1</sup></b>	<b>OTO NSIP</b>	<b>Grant Share Total</b>	<b>Program Income</b>	<b>Match**</b>	<b>Estimated Total Costs</b>
Personnel Costs	91,017					91,017	4,584	13,143	108,744
Direct Costs	113,477	1,554	27,510	1,178	1,451	145,170	22,486	19,452	187,108
Equipment Costs									0
Indirect Costs	16,454					16,454			16,454
<b>TOTAL COSTS</b>	<b>220,948</b>	<b>1,554</b>	<b>27,510</b>	<b>1,178</b>	<b>1,451</b>	<b>252,641</b>	<b>27,070</b>	<b>32,595</b>	<b>3 306</b>

\* Includes \$78,346 in City General Funds

1. OAA OTO Other funds specifically refers to sequestration restoration funds

\*\*. \$1,452 funded by LAFA

**Projected Monthly Expenditures**

<b>COST CATEGORIES</b>	<b>Grant Share</b>	<b>2012 JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>2013 JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>
Personnel Costs	91,017	6,579	7,861	7,186	7,369	6,793	7,852	10,675	6,408	6,860	6,914	8,305	8,215
Direct Costs	113,477	8,012	11,937	8,882	9,612	11,184	9,977	9,110	9,102	8,814	9,512	8,600	8,735
Equipment Costs													
Indirect Costs	16,454	1,167	1,584	1,286	1,358	1,438	1,427	1,582	1,241	1,254	1,314	1,353	1,450
<b>TOTAL COSTS</b>	<b>220,948</b>	<b>15,758</b>	<b>21,382</b>	<b>17,354</b>	<b>18,339</b>	<b>19,415</b>	<b>19,256</b>	<b>21,367</b>	<b>16,751</b>	<b>16,928</b>	<b>17,740</b>	<b>18,258</b>	<b>1,000</b>

## OAA - Title III-C2 - Home Delivered Meals - F/Y - 2012-13

Account Description	100% Month Wage	% Time on Project	Months to Work	Fund Sources								Line Item Total Budget
				Grant Share	OTO	NSIP	OTO - Other	OTO NSIP	Grant Share Total	Program Income	Match	
PERSONNEL COSTS												
WAGES												
Director of Grants Administration	4,304	0.416	12								215	215
Bookkeeper	3,344	7.187	12							2,884		2,884
Division Director MPC	4,806	9.61	12	5,542					5,542			5,542
Nutrition Coordinator Homebound PT	2,501	41.287	12	12,391					12,391			12,391
Nutrition Director	6,120	8.249	12	6,058					6,058			8
Driver #4	1,624	10.997	12	1,595					1,595	548		2,143
Driver #1	1,624	20.017	12	3,901					3,901			3,901
Driver #3	1,624	36.705	12	7,153					7,153			7,153
Driver #2	1,624	36.971	12	7,205					7,205			7,205
Driver #7	1,809	31.813	12	6,906					6,906			6,906
Driver #5	1,809	37.479	12	8,136					8,136			8,136
Driver #6	1,809	37.479	12	8,136					8,136			8,136
Volunteers											12,928	12,928
Case Aide PT Assessment	2,144	30.426	12	7,828					7,828			7,828
<b>TOTAL WAGES</b>				74,851					74,851	3,432	13,143	91,426
FRINGE BENEFITS												
FICA				5,726					5,726	263		5,989
SUI				3,991					3,991	473		4,464
W/C				5,801					5,801	266		6,067
Med Ins				648					648	150		8
<b>TOTAL FRINGE BENEFITS</b>				16,166					16,166	1,152		17,318
<b>TOTAL PERSONNEL COSTS</b>				91,017					91,017	4,584	13,143	108,744

## OAA - Title III-C2 - Home Delivered Meals - F/Y - 2012-13

Account Description	Fund Sources							Line Item Total Budget
	Grant Share	OTO	NSIP	OTO - Other	OTO NSIP*	Grant Share Total	Program Income	
DIRECT COSTS								
Meal Cost	88,747		27,510	504	1,451	118,212	16,080	134,292
Meal Cost Tksgv meals								1,452
Audit Fee	747					747		747
Telephone	100					100		100
Service Contract	541					541		541
Supplies/Printing/Postage	431			669		1,100	110	1,210
Training/Conferences	923			5		928	983	1,911
Travel \$0.555/mile	19,988					19,988	5,313	25,301
Space (1,500 sq ft x \$1.00/sq ft x 12 mo)								18,000
Other Cost OTO misc supplies		1,554				1,554		1,554
Insurance	2,000					2,000		2,000
<b>TOTAL DIRECT COSTS</b>	<b>113,477</b>	<b>1,554</b>	<b>27,510</b>	<b>1,178</b>	<b>1,451</b>	<b>145,170</b>	<b>22,486</b>	<b>187,108</b>

\*. OAA OTO Other of \$1,178 sequestration restoration funds

## OAA - Title III-C2 - Home Delivered Meals - FY - 2012-13

Account Description	Fund Sources								Line Item Total Budget
	Grant Share	OTO	NSIP	OTO - Other	OTO NSIP	Grant Share Total	Program Income	Match	
EQUIPMENT COSTS									
TOTAL EQUIPMENT COSTS									

Account Description	Fund Sources								Line Item Total Budget
	Grant Share	OTO	NSIP	OTO - Other	OTO NSIP	Grant Share Total	Program Income	Match	
INDIRECT COSTS									
Indirect	16,454					16,454			16,454
TOTAL INDIRECT COSTS	16,454					16,454			16,454



SAN FERNANDO VALLEY INTERFAITH COUNCIL

Agency

Page 1 of 1

Amendment Number: 6

Agreement Number: C-119333

Fiscal Year: 2012 - 2013

Aging Service Area: Southeast Valley / Sherman Oaks East Valley Adult Center

SENIOR MULTIPURPOSE & NUTRITION SERVICES

Project Title

OAA TITLE III-C2, HOME-DELIVERED MEALS SERVICES

COST CATEGORIES		AMENDMENT #2	AMENDMENT #3	AMENDMENT #6 *	DIFFERENCE + OR (-)
1000	Personnel Costs	\$106,884	\$106,884	\$91,017	(\$15,867)
2000	Direct Cost	\$116,435	\$119,167	\$116,209	(\$2,958)
	Meal Costs	\$89,755	\$89,755	\$89,251	(\$504)
	Thanksgiving Meals	\$0	\$0	\$0	\$0
	Audit Fee	\$1,000	\$1,000	\$747	(\$253)
	Telephone	\$480	\$480	\$100	(\$380)
	Service Contract	\$612	\$612	\$541	(\$71)
	Supplies / Printing / Postage	\$1,100	\$1,100	\$1,100	\$0
	Training / Conferences	\$1,500	\$1,500	\$928	(\$572)
	Travel	\$19,988	\$19,988	\$19,988	\$0
	Space ( 1,500 sq. ft x \$1.00/sq. ft x 12 months)	\$0	\$0	\$0	\$0
	Insurance	\$2,000	\$2,000	\$2,000	\$0
	Other Costs (OTO Misc. Supplies)	\$0	\$2,732	\$1,554	(\$1,178)
3000	Equipment Cost	\$0	\$0	\$0	\$0
4000	Indirect Cost	\$17,865	\$17,865	\$16,454	(\$1,411)
TOTAL COST		\$241,184	\$243,916	\$223,680	(\$20,236)

\*Includes \$1,554 in OTO funds &amp; \$1,178 in OTO Other funds

**EXHIBIT 1 - BUDGET DOCUMENTS****PART A: PROJECT BUDGET SUMMARY BY COST CATEGORY AND PROJECTED EXPENDITURES BY MONTH**

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: Southeast Valley

OAA - Prop. A - Senior Cityride Program - F/Y - 2012-13

**Program Budget Summary**

<b>COST CATEGORIES</b>	<b>Grant Share</b>	<b>Program Income</b>	<b>Estimated Total Costs</b>
Personnel Costs	168,992		168,992
Direct Costs	52,781	6,723	59,504
Equipment Costs			0
Indirect Costs	17,742		17,742
<b>TOTAL COSTS</b>	<b>239,515</b>	<b>6,723</b>	<b>246,238</b>

**Projected Monthly Expenditures**

<b>COST CATEGORIES</b>	<b>Grant Share</b>	<b>2012 JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>2013 JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>
Personnel Costs	168,992	14,461	14,462	14,220	14,131	14,430	14,524	14,226	14,459	14,459	14,957	13,174	11,489
Direct Costs	52,781	6,584	5,482	6,780	5,139	1,640	6,948	2,629	675	4,715	3,224	4,015	4,950
Equipment Costs													
Indirect Costs	17,742	1,681	1,598	1,680	1,542	1,285	1,718	1,348	1,211	1,534	1,455	1,375	1,315
<b>TOTAL COSTS</b>	<b>239,515</b>	<b>22,726</b>	<b>21,542</b>	<b>22,680</b>	<b>20,812</b>	<b>17,355</b>	<b>23,190</b>	<b>18,203</b>	<b>16,345</b>	<b>20,708</b>	<b>19,636</b>	<b>18,564</b>	<b>17,754</b>

Account Description	100% Month Wage	% Time on Project	Months to Work	Fund Sources		Line Item Total Budget
				Grant Share	Program Income	
PERSONNEL COSTS						
WAGES						
Division Director MPC	4,806	9.651	12	5,566		5,566
Driver #1	2,121	100	12	25,452		25,452
Driver #2	2,121	100	12	25,452		25,452
Driver #3	2,237	87.018	12	23,359		23,359
Driver /Alt Coord #4	2,288	92.646	12	25,437		25,437
Transportation Coordinator /Dispatcher	2,679	100	12	32,148		32,148
<b>TOTAL WAGES</b>				<b>137,414</b>		<b>137,414</b>
FRINGE BENEFITS						
FICA				10,512		10,512
SUI				2,751		2,751
W/C				17,938		17,938
Med Ins				377		377
<b>TOTAL FRINGE BENEFITS</b>				<b>31,578</b>		<b>31,578</b>
<b>TOTAL PERSONNEL COSTS</b>				<b>168,992</b>		<b>168,992</b>

## PART C: BUDGET JUSTIFICATIONS - DIRECT COSTS

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: Southeast Valley

## OAA - Prop. A - Senior Cityride Program - F/Y - 2012-13

Account Description	Fund Sources		Line Item Total Budget
	Grant Share	Program Income	
DIRECT COSTS			
Communication Cost	4,388		4,388
Office Supplies	1,443		1,443
Gasoline/Fuel	18,515	6,249	24,764
Repairs & Maint. - Vehicle	9,653		9,653
Training, Permits & Licenses	5,000		5,000
Other Cost Transportation related expenses	882	474	1,356
Insurance	12,900		12,900
<b>TOTAL DIRECT COSTS</b>	<b>52,781</b>	<b>6,723</b>	<b>59,504</b>

CONTRIBUTIONS - EQUIPMENT AND INDIRECT COSTS

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: Southeast Valley

OAA - Prop. A - Senior Cityride Program - FY - 2012-13

Account Description	Fund Sources		Line Item Total Budget
	Grant Share	Program Income	
EQUIPMENT COSTS			
TOTAL EQUIPMENT COSTS			

Account Description	Fund Sources		Line Item Total Budget
	Grant Share	Program Income	
INDIRECT COSTS			
Indirect	17,742		17,742
TOTAL INDIRECT COSTS	17,742		17,742

SAN FERNANDO VALLEY INTERFAITH COUNCIL

Agency

Page 1 of 1

Amendment Number: 6

Agreement Number: C-119333

Fiscal Year: 2012 - 2013

Aging Service Area: Southeast Valley / Sherman Oaks East Valley Adult Center

SENIOR MULTIPURPOSE & NUTRITION SERVICES

Project Title

## OAA PROPOSITION A - LOCAL TRANSIT ASSISTANCE PROGRAM

COST CATEGORIES		AMENDMENT #2	AMENDMENT #3	AMENDMENT #6	DIFFERENCE + OR (-)
1000	Personnel Costs	\$176,025	\$176,025	\$168,992	(\$7,033)
2000	Direct Cost	\$76,123	\$71,945	\$52,781	(\$19,164)
	Communication Costs	\$5,760	\$5,760	\$4,388	(\$1,372)
	Office Supplies	\$3,600	\$3,600	\$1,443	(\$2,157)
	Uniforms	\$600	\$50	\$0	(\$50)
	Gasoline / Fuel	\$25,286	\$25,286	\$18,515	(\$6,771)
	Repairs & Maintenance - Vehicle	\$15,127	\$11,499	\$9,653	(\$1,846)
	Training, Permits, & Licenses	\$5,000	\$5,000	\$5,000	\$0
	Other Costs - Transportation related expenses	\$2,750	\$2,750	\$882	(\$1,868)
	Insurance	\$18,000	\$18,000	\$12,900	(\$5,100)
					\$0
3000	Equipment Cost	\$0	\$0	\$0	\$0
4000	Indirect Cost	\$20,172	\$19,838	\$17,742	(\$2,096)
	TOTAL COST	\$272,320	\$267,808	\$239,515	(\$28,293)



**EXHIBIT 1 - BUDGET DOCUMENTS****PART A: PROJECT BUDGET SUMMARY BY COST CATEGORY AND PROJECTED EXPENDITURES BY MONTH**

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: MID VALLEY

OAA - Title III-B - Social Services - F/Y - 2012-13

**Program Budget Summary**

<b>COST CATEGORIES</b>	<b>Grant Share</b>	<b>OTO</b>	<b>OTO - Other*</b>	<b>Grant Share Total</b>	<b>Program Income</b>	<b>Match</b>	<b>Estimated Total Costs</b>
Personnel Costs	79,058			79,058	5,455	23,958	108,471
Direct Costs	40,686		539	41,225		1,148	42,373
Equipment Costs							0
Indirect Costs	9,623			9,623			9,623
<b>TOTAL COSTS</b>	<b>129,367</b>		<b>539</b>	<b>129,906</b>	<b>5,455</b>	<b>25,106</b>	<b>155,367</b>

\* OAA OTO Other funds specifically refers to sequestration restoration funds

**Projected Monthly Expenditures**

<b>COST CATEGORIES</b>	<b>Grant Share</b>	<b>2012 JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>2013 JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>
Personnel Costs	79,058	6,907	6,836	6,664	6,123	5,674	7,057	8,618	6,179	7,140	7,523	5,764	4,573
Direct Costs	40,686	1,489	1,152	1,992	1,676	3,272	499	3,982	447	1,280	8,941	9,495	6,461
Equipment Costs													
Indirect Costs	9,623	672	639	692	624	716	604	1,008	530	674	1,317	1,221	926
<b>TOTAL COSTS</b>	<b>129,367</b>	<b>9,068</b>	<b>8,627</b>	<b>9,348</b>	<b>8,423</b>	<b>9,662</b>	<b>8,160</b>	<b>13,608</b>	<b>7,156</b>	<b>9,094</b>	<b>17,781</b>	<b>16,480</b>	<b>11,960</b>

Part B. BUDGET JUSTIFICATIONS - PERSONNEL COSTS (WAGES AND EMPLOYEE BENEFITS)

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: MID VALLEY

OAA - Title III-B - Social Services - F/Y - 2012-13

Account Description	100% Month Wage	% Time on Project	Months to Work	Fund Sources						Line Item Total Budget
				Grant Share	OTO	OTO - Other	Grant Share Total	Program Income	Match	
PERSONNEL COSTS										
WAGES										
Division Director MPC	4,653	44.6	12	23,992			23,992	675	236	24,903
Volunteers									10,216	10,216
Case Manager	3,421	77.073	12	30,739			30,739	112	789	31,640
Linkage & Service /Info & Assistant	2,203	94.848	12	9,797			9,797	3,857	11,420	25,074
Statistical Manager	2,568	35.446	4	3,338			3,338	303		3,641
<b>TOTAL WAGES</b>				67,866			67,866	4,947	22,661	95,474
FRINGE BENEFITS										
FICA				5,192			5,192	378	952	6,522
SUI				2,420			2,420		21	2,441
W/C				1,737			1,737	130	324	2,191
Med Ins				1,843			1,843			1,843
<b>TOTAL FRINGE BENEFITS</b>				11,192			11,192	508	1,297	12,997
<b>TOTAL PERSONNEL COSTS</b>				79,058			79,058	5,455	23,958	108,471

## OAA - Title III-B - Social Services - F/Y - 2012-13

Account Description	Fund Sources					Program Income	Match	Line Item Total Budget
	Grant Share	OTO	OTO - Other*	Grant Share Total				
DIRECT COSTS								
Personal Care	4,823			4,823				4,823
Chore-Heavy	4,978			4,978				4,978
Homemaker	17,316		239	17,555				17,555
Audit Fee	664			664				664
Utilities Bldg & Custodial	75			75		150		225
Telephone	3,693			3,693				3,693
Office Supplies	4,934		300	5,234		998		6,232
Training/Conferences /Mileage	1,840			1,840				0
Equipment Repair/Maintenance	515			515				515
Insurance	1,848			1,848				1,848
<b>TOTAL DIRECT COSTS</b>	<b>40,686</b>		<b>539</b>	<b>41,225</b>		<b>1,148</b>		<b>42,373</b>

\*. OAA OTO Other of \$539 sequestration restoration funds

Account Description	Fund Sources						Line Item Total Budget
	Grant Share	OTO	OTO - Other	Grant Share Total	Program Income	Match	
EQUIPMENT COSTS							
TOTAL EQUIPMENT COSTS							

Account Description	Fund Sources						Line Item Total Budget
	Grant Share	OTO	OTO - Other	Grant Share Total	Program Income	Match	
INDIRECT COSTS							
Indirect	9,623			9,623			9,623
TOTAL INDIRECT COSTS	9,623			9,623			9,623

SAN FERNANDO VALLEY INTERFAITH COUNCIL

Agency

Page 1 of 1

Amendment Number : 6

Agreement Number: C-119333

Fiscal Year: 2012 - 2013

Aging Service Area: Mid Valley / Bernardi MPC

SENIOR MULTIPURPOSE & NUTRITION SERVICES

Project Title

## OAA TITLE III-B SOCIAL SERVICES

COST CATEGORIES		AMENDMENT #2	AMENDMENT #3	AMENDMENT #6 *	DIFFERENCE + OR (-)
1000	Personnel Costs	\$86,267	\$79,060	\$79,058	(\$2)
2000	Direct Cost	\$43,167	\$45,076	\$41,225	(\$3,851)
	Personal Care	\$4,607	\$4,641	\$4,823	\$182
	Chore - Heavy	\$3,859	\$4,978	\$4,978	\$0
	Homemaker	\$17,459	\$13,465	\$17,316	\$3,851
	Audit Fee	\$1,000	\$1,000	\$664	(\$336)
	Utilities Bldg & Custodial	\$450	\$450	\$75	(\$375)
	Telephone	\$4,250	\$5,015	\$3,693	(\$1,322)
	Office Supplies	\$4,275	\$5,958	\$4,934	(\$1,024)
	Training / Conferences/ Mileage	\$3,816	\$2,816	\$1,840	(\$976)
	Equipment Repair / Maintenance	\$1,451	\$515	\$515	\$0
	Insurance	\$2,000	\$1,848	\$1,848	\$0
	Other Costs (OTO Other)	\$0	\$4,390	\$539	(\$3,851)
3000	Equipment Cost	\$0	\$0	\$0	\$0
4000	Indirect Cost	\$10,355	\$9,931	\$9,623	(\$308)
TOTAL COST		\$139,789	\$134,067	\$129,906	(\$4,161)

\* Includes \$539 in OTO Other funds

**EXHIBIT 1 - BUDGET DOCUMENTS****PART A: PROJECT BUDGET SUMMARY BY COST CATEGORY AND PROJECTED EXPENDITURES BY MONTH**

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: MID VALLEY

OAA - Title III-C1 - Congregate Meals - F/Y - 2012-13

**Program Budget Summary**

<b>COST CATEGORIES</b>	<b>Grant Share</b>	<b>NSIP</b>	<b>OTO - Other*</b>	<b>OTO NSIP</b>	<b>Grant Share Total</b>	<b>Program Income</b>	<b>Match</b>	<b>Estimated Total Costs</b>
Personnel Costs	92,872				92,872	7,664	17,532	118,068
Direct Costs	62,986	37,071	4,802	2,405	107,264	48,338		155,602
Equipment Costs								0
Indirect Costs	12,853				12,853			12,853
<b>TOTAL COSTS</b>	<b>168,711</b>	<b>37,071</b>	<b>4,802</b>	<b>2,405</b>	<b>212,989</b>	<b>56,002</b>	<b>17,532</b>	<b>286,523</b>

\* OAA OTO Other funds specifically refers to sequestration restoration funds

**Projected Monthly Expenditures**

<b>COST CATEGORIES</b>	<b>Grant Share</b>	<b>2012 JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>2013 JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>
Personnel Costs	92,872	5,376	5,558	6,624	6,187	6,273	7,815	9,126	9,757	8,857	9,611	9,479	8,209
Direct Costs	62,986	6,945	6,640	6,587	6,164	4,190	4,679	4,154	6,093	6,162	5,227	5,538	607
Equipment Costs													
Indirect Costs	12,853	986	976	1,056	988	838	999	1,062	1,268	1,202	1,937	442	1,099
<b>TOTAL COSTS</b>	<b>168,711</b>	<b>13,307</b>	<b>13,174</b>	<b>14,267</b>	<b>13,339</b>	<b>11,301</b>	<b>13,493</b>	<b>14,342</b>	<b>17,118</b>	<b>16,221</b>	<b>16,775</b>	<b>15,459</b>	<b>9,915</b>



## OAA - Title III-C1 - Congregate Meals - FY - 2012-13

				Fund Sources							
Account Description	100% Month Wage	% Time on Project	Months to Work	Grant Share	NSIP	OTO - Other	OTO NSIP	Grant Share Total	Program Income	Match	Line Item Total Budget
PERSONNEL COSTS											
WAGES											
Director of Grants Administration	4,304	0.833	12							430	430
Bookkeeper	3,344	14.374	12						5,768		5,768
Division Director MPC	4,653	8.113	12	4,530				4,530			4,530
Dining Coordinator #5	1,648	25.657	12	5,074				5,074			5,074
Dining Coordinator #1	1,648	41.49	12	8,205				8,205			8,205
Dining Coordinator #3	1,648	50	12	9,888				9,888			9,888
Dining Coordinator #4	1,648	50	12	9,888				9,888			9,888
Dining Coordinator #2	1,648	50	12	9,888				9,888			9,888
Nutrition Coordinator FT	2,203	76.086	12	20,114				20,114			20,114
Nutrition Director	6,120	12.27	12	9,011				9,011			9,011
Volunteers										17,102	17,102
TOTAL WAGES				76,598				76,598	5,768	17,532	99,898
FRINGE BENEFITS											
FICA				5,860				5,860	441		6,301
SUI				3,760				3,760	736		4,496
W/C				5,936				5,936	447		6,383
Med Ins				718				718	272		990
TOTAL FRINGE BENEFITS				16,274				16,274	1,896		18,170
TOTAL PERSONNEL COSTS				92,872				92,872	7,664	17,532	118,068

## PART C: BUDGET JUSTIFICATIONS - DIRECT COSTS

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: MID VALLEY

OAA - Title III-C1 - Congregate Meals - F/Y - 2012-13

Account Description	Fund Sources						Line Item Total Budget
	Grant Share	NSIP	OTO - Other*	OTO NSIP	Grant Share Total	Program Income	
DIRECT COSTS							
Meal Cost	42,163	37,071	4,798	2,405	86,437	45,473	131,910
Audit Fee	747				747		747
Utilities	50				50		50
Telephone	2,672				2,672		2,672
Cleaning Service	6,305				6,305	520	6,825
Supplies/Printing/Postage	654				654	509	1,163
Equipment Repair/Maintenance	1,272				1,272		2
Training/Conferences /Serv-safe	1,156				1,156	139	1,295
Travel /Mileage @\$0.555/mile	5,967		4		5,971	1,697	7,668
Insurance	2,000				2,000		2,000
<b>TOTAL DIRECT COSTS</b>	<b>62,986</b>	<b>37,071</b>	<b>4,802</b>	<b>2,405</b>	<b>107,264</b>	<b>48,338</b>	<b>155,602</b>

\*. OAA OTO Other of \$4,802 sequestration restoration funds

## PART D: BUDGET JUSTIFICATIONS - EQUIPMENT AND INDIRECT COSTS

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: MID VALLEY

OAA - Title III-C1 - Congregate Meals - F/Y - 2012-13

Account Description	Fund Sources							Line Item Total Budget
	Grant Share	NSIP	OTO - Other	OTO NSIP	Grant Share Total	Program Income	Match	
EQUIPMENT COSTS								
TOTAL EQUIPMENT COSTS								

Account Description	Fund Sources							Line Item Total Budget
	Grant Share	NSIP	OTO - Other	OTO NSIP	Grant Share Total	Program Income	Match	
INDIRECT COSTS								
Indirect	12,853				12,853			12,853
TOTAL INDIRECT COSTS	12,853				12,853			12,853

SAN FERNANDO VALLEY INTERFAITH COUNCIL

Agency

Page 1 of 1

Amendment Number : 6

Agreement Number: C-119333

Fiscal Year : 2012 - 2013

Aging Service Area: Mid Valley / Bernardi MPC

SENIOR MULTIPURPOSE & NUTRITION SERVICES

Project Title

## OAA TITLE III-C1, CONGREGATE NUTRITION SERVICES

COST CATEGORIES		AMENDMENT #2	AMENDMENT #3	AMENDMENT #6 *	DIFFERENCE + OR (-)
1000	Personnel Costs	\$105,471	\$105,471	\$92,872	(\$12,599)
2000	Direct Cost	\$156,959	\$156,959	\$67,788	(\$89,171)
	Meal Costs	\$124,498	\$122,093	\$46,961	(\$75,132)
	Audit Fee	\$1,000	\$1,000	\$747	(\$253)
	Utilities	\$150	\$150	\$50	(\$100)
	Telephone	\$5,490	\$5,490	\$2,672	(\$2,818)
	Cleaning Service	\$3,900	\$6,305	\$6,305	\$0
	Supplies / Printing / Postage	\$689	\$689	\$654	(\$35)
	Equipment Repair / Maintenance	\$3,188	\$3,188	\$1,272	(\$1,916)
	Training / Conferences / Serv-safe	\$2,495	\$2,495	\$1,156	(\$1,339)
	Travel / Mileage	\$13,549	\$13,549	\$5,971	(\$7,578)
	Insurance	\$2,000	\$2,000	\$2,000	\$0
	Other Costs (OTO Misc. Supplies)	\$0	\$0	\$0	\$0
3000	Equipment Cost	\$0	\$0	\$0	\$0
4000	Indirect Cost	\$20,994	\$20,994	\$12,853	(\$8,141)
TOTAL COST		\$283,424	\$283,424	\$173,513	(\$109,911)

\* Includes \$4,802 in OTO Other funds

**PART A: PROJECT BUDGET SUMMARY BY COST CATEGORY AND PROJECTED EXPENDITURES BY MONTH**

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: MID VALLEY

OAA - Title III-C2 - Home Delivered Meals - F/Y - 2012-13

**Program Budget Summary**

<b>COST CATEGORIES</b>	<b>Grant Share*</b>	<b>OTO</b>	<b>NSIP</b>	<b>OTO - Other<sup>1</sup></b>	<b>Grant Share Total</b>	<b>Program Income</b>	<b>Match**</b>	<b>Estimated Total Costs</b>
Personnel Costs	106,251				106,251	4,184	215	110,650
Direct Costs	95,855	743	36,165	2,346	135,109	20,779	19,892	175,780
Equipment Costs								0
Indirect Costs	16,356				16,356			16,356
<b>TOTAL COSTS</b>	<b>218,462</b>	<b>743</b>	<b>36,165</b>	<b>2,346</b>	<b>257,716</b>	<b>24,963</b>	<b>20,107</b>	<b>302,786</b>

\* Includes \$31,802 in City General Funds

1. OAA OTO Other funds specifically refers to sequestration restoration funds

\*\*. \$1,892 funded by LAFA

**Projected Monthly Expenditures**

<b>COST CATEGORIES</b>	<b>Grant Share</b>	<b>2012 JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>2013 JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>
Personnel Costs	106,251	7,910	7,813	7,906	7,872	7,698	9,423	10,153	9,803	9,909	10,165	9,196	8,403
Direct Costs	95,855	6,415	7,474	7,002	8,183	9,891	7,381	8,082	8,155	8,422	8,283	7,560	9,007
Equipment Costs													
Indirect Costs	16,356	1,146	1,223	1,193	1,284	1,407	1,344	1,459	1,437	1,466	1,476	1,341	1,580
<b>TOTAL COSTS</b>	<b>218,462</b>	<b>15,471</b>	<b>16,510</b>	<b>16,101</b>	<b>17,339</b>	<b>18,996</b>	<b>18,148</b>	<b>19,694</b>	<b>19,395</b>	<b>19,797</b>	<b>19,924</b>	<b>18,097</b>	<b>19,990</b>

## OAA - Title III-C2 - Home Delivered Meals - F/Y - 2012-13

Account Description	100% Month Wage	% Time on Project	Months to Work	Fund Sources							Line Item Total Budget
				Grant Share	OTO	NSIP	OTO - Other	Grant Share Total	Program Income	Match	
PERSONNEL COSTS											
WAGES											
Director of Grants Administration	4,304	0.416	12							215	215
Bookkeeper	3,344	7.187	12						2,884		2,884
Division Director MPC	4,653	7.896	12	4,409				4,409			4,409
Nutrition Coordinator Homebound PT	2,097	45.851	12	11,538				11,538			11,538
Nutrition Coordinator FT	2,203	19.035	12	5,032				5,032			5,032
Nutrition Director	6,120	8.419	12	6,183				6,183			6,183
Driver #8	1,624	9.221	12	1,797				1,797			1,797
Driver #7	1,624	29.331	12	5,716				5,716			5,716
Driver #2	1,624	30.583	12	5,960				5,960			5,960
Driver #4	1,624	37.5	12	7,308				7,308			7,308
Driver #1	1,624	37.5	12	7,308				7,308			7,308
Driver #3	1,624	37.5	12	7,308				7,308			7,308
Driver #5	1,715	37.498	12	7,717				7,717			7,717
Driver #6	1,807	36.529	12	7,921				7,921			7,921
Case Aide PT Assessment	2,144	36.027	12	9,269				9,269			9,269
<b>TOTAL WAGES</b>				87,466				87,466	2,884	215	90,565
FRINGE BENEFITS											
FICA				6,691				6,691	221		6,912
SUI				4,826				4,826	856		5,682
W/C				6,779				6,779	223		7,002
Med Ins				489				489			489
<b>TOTAL FRINGE BENEFITS</b>				18,785				18,785	1,300		20,085
<b>TOTAL PERSONNEL COSTS</b>				106,251				106,251	4,184	215	110,650



PART C: BUDGET JUSTIFICATIONS - DIRECT COSTS

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: MID VALLEY

OAA - Title III-C2 - Home Delivered Meals - F/Y - 2012-13

Account Description	Fund Sources							Line Item Total Budget
	Grant Share	OTO	NSIP	OTO - Other*	Grant Share Total	Program Income	Match <sup>TK</sup>	
DIRECT COSTS								
Meal Cost Tkgv Meals							1,892	1,892
Meal Cost	62,640		36,165	973	99,778	19,059		118,837
Audit Fee	747				747			747
Telephone	1,878				1,878	303		2,181
Supplies/Printing/Postage	454			323	777			777
Training/Conferences	417				417	417		834
Travel \$0.555/mile	27,719			1,050	28,769	1,000		29,769
Space (1,500 sq ft x \$1.00 x 12 mo)							18,000	18,000
Other Cost OTO Misc supplies		743			743			743
Insurance	2,000				2,000			2,000
<b>TOTAL DIRECT COSTS</b>	<b>95,855</b>	<b>743</b>	<b>36,165</b>	<b>2,346</b>	<b>135,109</b>	<b>20,779</b>	<b>19,892</b>	<b>175,780</b>

\*. OAA OTO Other of \$2,346 sequestration restoration funds

TK. Thanksgiving Meals

Account Description	Fund Sources							Line Item Total Budget
	Grant Share	OTO	NSIP	OTO - Other	Grant Share Total	Program Income	Match	
EQUIPMENT COSTS								
TOTAL EQUIPMENT COSTS								

Account Description	Fund Sources							Line Item Total Budget
	Grant Share	OTO	NSIP	OTO - Other	Grant Share Total	Program Income	Match	
INDIRECT COSTS								
Indirect	16,356				16,356			16,356
TOTAL INDIRECT COSTS	16,356				16,356			16,356

SAN FERNANDO VALLEY INTERFAITH COUNCIL

Agency

Page 1 of 1

Amendment Number: 6

Agreement Number: C-119333

Fiscal Year: 2012 - 2013

Aging Service Area: Mid Valley / Bernardi MPC

SENIOR MULTIPURPOSE & NUTRITION SERVICES

Project Title

## OAA TITLE III-C2, HOME-DELIVERED MEALS SERVICES

COST CATEGORIES		AMENDMENT #2	AMENDMENT #3	AMENDMENT #6 *	DIFFERENCE + OR (-)
1000	Personnel Costs	\$117,706	\$117,706	\$106,251	(\$11,455)
2000	Direct Cost	\$130,124	\$130,899	\$98,944	(\$31,955)
	Meal Costs	\$92,995	\$88,671	\$63,613	(\$25,058)
	Meal Costs Thanksgiving Meals	\$0	\$0	\$0	\$0
	Audit Fee	\$1,000	\$1,000	\$747	(\$253)
	Telephone	\$1,490	\$5,814	\$1,878	(\$3,936)
	Supplies / Printing / Postage	\$1,100	\$1,100	\$777	(\$323)
	Training / Conferences	\$1,720	\$1,720	\$417	(\$1,303)
	Travel	\$29,819	\$29,819	\$28,769	(\$1,050)
	Space	\$0	\$0	\$0	\$0
	Insurance	\$2,000	\$2,000	\$2,000	\$0
	Other Costs (OTO Misc. Supplies)	\$0	\$775	\$743	(\$32)
3000	Equipment Cost	\$0	\$0	\$0	\$0
4000	Indirect Cost	\$19,826	\$19,826	\$16,356	(\$3,470)
TOTAL COST		\$267,656	\$268,431	\$221,551	(\$46,880)

\* Includes \$743 in OTO funds &amp; \$2,346 in OTO Other funds

**EXHIBIT 1 - BUDGET DOCUMENTS****PART A: PROJECT BUDGET SUMMARY BY COST CATEGORY AND PROJECTED EXPENDITURES BY MONTH**

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: MID VALLEY

OAA - Prop. A - Senior Cityride Program - F/Y - 2012-13

**Program Budget Summary**

<b>COST CATEGORIES</b>	<b>Grant Share</b>	<b>Program Income</b>	<b>Estimated Total Costs</b>
Personnel Costs	139,880		139,880
Direct Costs	36,803	5,162	41,965
Equipment Costs			0
Indirect Costs	14,135		14,135
<b>TOTAL COSTS</b>	<b>190,818</b>	<b>5,162</b>	<b>195,980</b>

**Projected Monthly Expenditures**

<b>COST CATEGORIES</b>	<b>Grant Share</b>	<b>2012 JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>2013 JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>
Personnel Costs	139,880	11,516	11,664	11,522	11,517	11,515	11,798	11,808	11,699	11,427	11,804	11,804	11,806
Direct Costs	36,803	5,418	4,748	4,971	2,788	2,206	630	1,410	1,119	4,195	3,983	1,654	3,681
Equipment Costs													
Indirect Costs	14,135	1,355	1,313	1,319	1,145	1,097	994	1,058	1,025	1,250	1,263	1,077	1,239
<b>TOTAL COSTS</b>	<b>190,818</b>	<b>18,289</b>	<b>17,725</b>	<b>17,812</b>	<b>15,450</b>	<b>14,818</b>	<b>13,422</b>	<b>14,276</b>	<b>13,843</b>	<b>16,872</b>	<b>17,050</b>	<b>14,535</b>	<b>16,726</b>

## OAA - Prop. A - Senior Cityride Program - F/Y - 2012-13

Account Description	100% Month Wage	% Time on Project	Months to Work	Fund Sources		Line Item Total Budget
				Grant Share	Program Income	
PERSONNEL COSTS						
WAGES						
Division Director MPC	4,653	8.108	12	4,527		4,527
Driver #1	2,121	98.464	12	25,061		25,061
Driver #3	2,121	100	12	25,452		25,452
Driver #2	2,121	100	12	25,452		25,452
Transportation Coordinator	2,770	100	12	33,240		33,240
TOTAL WAGES				113,732		113,732
FRINGE BENEFITS						
FICA				8,700		8,700
SUI				1,834		1,834
W/C				13,521		13,521
Med Ins				2,093		2,093
TOTAL FRINGE BENEFITS				26,148		26,148
TOTAL PERSONNEL COSTS				139,880		139,880

**PART C: BUDGET JUSTIFICATIONS - DIRECT COSTS**

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: MID VALLEY

OAA - Prop. A - Senior Cityride Program - F/Y - 2012-13

Account Description	Fund Sources		Line Item Total Budget
	Grant Share	Program Income	
DIRECT COSTS			
Communication Cost	5,651		5,651
Office Supplies	3,186		3,186
Uniforms	1,956		1,956
Gasoline/Fuel	8,628	4,762	13,390
Repairs & Maint. - Vehicle	3,271		3,271
Training, Permits & Licenses	2,111		2,111
Other Cost Transportation related expenses		400	400
Insurance	12,000		12,000
<b>TOTAL DIRECT COSTS</b>	<b>36,803</b>	<b>5,162</b>	<b>41,965</b>



## OAA - Prop. A - Senior Cityride Program - FY - 2012-13

Account Description	Fund Sources		Line Item Total Budget
	Grant Share	Program Income	
EQUIPMENT COSTS			
TOTAL EQUIPMENT COSTS			

Account Description	Fund Sources		Line Item Total Budget
	Grant Share	Program Income	
INDIRECT COSTS			
Indirect	14,135		14,135
TOTAL INDIRECT COSTS	14,135		14,135

SAN FERNANDO VALLEY INTERFAITH COUNCIL

Agency

Page 1 of 1

Amendment Number: 6

Agreement Number: C-119333

Fiscal Year: 2012 - 2013

Aging Service Area: Mid Valley / Bernardi MPC

SENIOR MULTIPURPOSE & NUTRITION SERVICES

Project Title

## OAA PROPOSITION A - LOCAL TRANSIT ASSISTANCE PROGRAM

COST CATEGORIES		AMENDMENT #2	AMENDMENT #3	AMENDMENT #6	DIFFERENCE + OR (-)
1000	Personnel Costs	\$141,587	\$141,587	\$139,880	(\$1,707)
2000	Direct Cost	\$61,843	\$58,117	\$36,803	(\$21,314)
	Communication Costs	\$8,400	\$8,400	\$5,651	(\$2,749)
	Office Supplies	\$3,600	\$3,600	\$3,186	(\$414)
	Uniforms	\$2,604	\$2,604	\$1,956	(\$648)
	Gasoline / Fuel	\$18,472	\$16,746	\$8,628	(\$8,118)
	Repairs & Maintenance - Vehicle	\$11,425	\$9,425	\$3,271	(\$6,154)
	Training, Permits & Licenses	\$4,342	\$4,342	\$2,111	(\$2,231)
	Other Costs ( Transportation related expenses)	\$1,000	\$1,000	\$0	(\$1,000)
	Insurance	\$12,000	\$12,000	\$12,000	\$0
3000	Equipment Cost	\$0	\$0	\$0	\$0
4000	Indirect Cost	\$15,976	\$14,904	\$14,135	(\$769)
TOTAL COST		\$219,406	\$214,608	\$190,818	(\$23,790)

**EXHIBIT 1 - BUDGET DOCUMENTS****PART A: PROJECT BUDGET SUMMARY BY COST CATEGORY AND PROJECTED EXPENDITURES BY MONTH**

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: Northeast Valley

OAA - Title III-B - Social Services - F/Y - 2012-13

**Program Budget Summary**

<b>COST CATEGORIES</b>	<b>Grant Share</b>	<b>OTO</b>	<b>OTO - Other*</b>	<b>Grant Share Total</b>	<b>Program Income</b>	<b>Match</b>	<b>Estimated Total Costs</b>
Personnel Costs	72,535			72,535	13,831	89,067	175,433
Direct Costs	17,219		11,460	28,679			28,679
Equipment Costs		1,520		1,520			1,520
Indirect Costs	8,097			8,097			8,097
<b>TOTAL COSTS</b>	<b>97,851</b>	<b>1,520</b>	<b>11,460</b>	<b>110,831</b>	<b>13,831</b>	<b>89,067</b>	<b>2 729</b>

\* OAA OTO Other funds specifically refers to sequestration restoration funds

**Projected Monthly Expenditures**

<b>COST CATEGORIES</b>	<b>Grant Share</b>	<b>2012 JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>2013 JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>
Personnel Costs	72,535	6,399	6,435	6,202	6,098	6,073	5,310	6,191	5,998	5,565	6,550	5,527	6,187
Direct Costs	17,219	2,456	1,556	671	173	254	1,384	2,056	2,566	6,220	3,605	4,053	-7,775
Equipment Costs													
Indirect Costs	8,097	708	639	551	501	506	536	660	685	943	812	766	790
<b>TOTAL COSTS</b>	<b>97,851</b>	<b>9,563</b>	<b>8,630</b>	<b>7,424</b>	<b>6,772</b>	<b>6,833</b>	<b>7,230</b>	<b>8,907</b>	<b>9,249</b>	<b>12,728</b>	<b>10,967</b>	<b>10,346</b>	<b>-798</b>

Account Description	100% Month Wage	% Time on Project	Months to Work	Fund Sources						Line Item Total Budget
				Grant Share	OTO	OTO - Other	Grant Share Total	Program Income	Match	
PERSONNEL COSTS										
WAGES										
Division Director MPC	4,914	62.934	12	26,969			26,969	10,084	58	37,111
Volunteers									86,238	86,238
Case Manager	3,167	81.247	12	30,239			30,239	638		30,877
Linkage & Service /Info & Assist	2,477	34.938	12	6,122			6,122	1,771	2,492	10,385
<b>TOTAL WAGES</b>				63,330			63,330	12,493	88,788	164,611
FRINGE BENEFITS										
FICA				4,845			4,845	956	198	5,999
SUI				1,476			1,476	56	14	1,546
W/C				1,653			1,653	326	67	2,046
Med Ins				1,231			1,231			1,231
<b>TOTAL FRINGE BENEFITS</b>				9,205			9,205	1,338	279	10,822
<b>TOTAL PERSONNEL COSTS</b>				72,535			72,535	13,831	89,067	175,433

## OAA - Title III-B - Social Services - F/Y - 2012-13

Account Description	Fund Sources					Line Item Total Budget
	Grant Share	OTO	OTO - Other*	Grant Share Total	Program Income	Match
DIRECT COSTS						
Personal Care	1,537			1,537		1,537
Chore-Heavy	2,338			2,338		2,338
Homemaker	6,039		11,398	17,437		17,437
Audit Fee	464			464		464
Telephone	2,515			2,515		2,515
Office Supplies	1,275			1,275		1,275
Training/Conferences	726			726		726
Equipment Repair/Maintenance	825		62	887		887
Insurance	1,500			1,500		1,500
<b>TOTAL DIRECT COSTS</b>	<b>17,219</b>		<b>11,460</b>	<b>28,679</b>		<b>28,679</b>

\*. OAA OTO Other of \$11,460 sequestration restoration funds

PART D: BUDGET JUSTIFICATIONS - EQUIPMENT AND INDIRECT COSTS

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: Northeast Valley

OAA - Title III-B - Social Services - F/Y - 2012-13

Account Description	Fund Sources					Line Item Total Budget
	Grant Share	OTO	OTO - Other	Grant Share Total	Program Income	Match
EQUIPMENT COSTS						
Equipment Computers,monitors,tables		1,520		1,520		1,520
TOTAL EQUIPMENT COSTS		1,520		1,520		1,520

Account Description	Fund Sources					Line Item Total Budget
	Grant Share	OTO	OTO - Other	Grant Share Total	Program Income	Match
INDIRECT COSTS						
Indirect	8,097			8,097		8,097
TOTAL INDIRECT COSTS	8,097			8,097		8,097



SAN FERNANDO VALLEY INTERFAITH COUNCIL

Agency

Page 1 of 1

Amendment Number: 6

Agreement Number: C-119333

Fiscal Year: 2012 - 2013

Aging Service Area: Northeast Valley / Alicia Broadous-Duncan MPC

SENIOR MULTIPURPOSE & NUTRITION SERVICES

Project Title

OAA TITLE III-B SOCIAL SERVICES

COST CATEGORIES		AMENDMENT #2	AMENDMENT #3	AMENDMENT #6 *	DIFFERENCE + OR (-)
1000	Personnel Costs	\$78,410	\$73,112	\$72,535	(\$577)
2000	Direct Cost	\$26,914	\$29,385	\$28,679	(\$706)
	Personal Care	\$3,757	\$3,757	\$1,537	(\$2,220)
	Chore - Heavy	\$3,128	\$3,128	\$2,338	(\$790)
	Homemaker	\$14,212	\$14,212	\$17,437	\$3,225
	Audit Fee	\$700	\$700	\$464	(\$236)
	Telephone	\$1,515	\$2,515	\$2,515	\$0
	Office Supplies	\$1,275	\$1,275	\$1,275	\$0
	Training / Conferences	\$640	\$936	\$726	(\$210)
	Equipment Repair / Maintenance	\$187	\$887	\$887	\$0
	Insurance	\$1,500	\$1,500	\$1,500	\$0
	Other Costs (OTO supplies)	\$0	\$475	\$0	(\$475)
3000	Equipment Cost	\$0	\$1,973	\$1,520	(\$453)
4000	Indirect Cost	\$8,426	\$8,162	\$8,097	(\$65)
TOTAL COST		\$113,750	\$112,632	\$110,831	(\$1,801)

\* Includes \$12,980 in OTO funds

**EXHIBIT 1 - BUDGET DOCUMENTS****PART A: PROJECT BUDGET SUMMARY BY COST CATEGORY AND PROJECTED EXPENDITURES BY MONTH**

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: Northeast Valley

OAA - Title III-C1 - Congregate Meals - F/Y - 2012-13

**Program Budget Summary**

<b>COST CATEGORIES</b>	<b>Grant Share</b>	<b>NSIP</b>	<b>OTO - Other*</b>	<b>OTO NSIP</b>	<b>Grant Share Total</b>	<b>Program Income</b>	<b>Match</b>	<b>Estimated Total Costs</b>
Personnel Costs	87,199				87,199	8,015	31,680	126,894
Direct Costs	30,947	30,166	3,350	1,558	66,021	26,466		92,487
Equipment Costs								0
Indirect Costs	9,720				9,720			9,720
<b>TOTAL COSTS</b>	<b>127,866</b>	<b>30,166</b>	<b>3,350</b>	<b>1,558</b>	<b>162,940</b>	<b>34,481</b>	<b>31,680</b>	<b>27,001</b>

\* OAA OTO Other funds specifically refers to sequestration restoration funds

**Projected Monthly Expenditures**

<b>COST CATEGORIES</b>	<b>Grant Share</b>	<b>2012 JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>2013 JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>
Personnel Costs	87,199	8,382	8,234	8,629	7,317	7,326	7,404	6,964	5,181	6,520	7,089	7,393	6,760
Direct Costs	30,947	2,579	4,170	2,391	2,685	2,243	3,309	3,400	3,142	2,621	3,463	3,071	-2,127
Equipment Costs													
Indirect Costs	9,720	877	992	882	800	765	858	829	665	732	844	837	639
<b>TOTAL COSTS</b>	<b>127,866</b>	<b>11,838</b>	<b>13,396</b>	<b>11,902</b>	<b>10,802</b>	<b>10,334</b>	<b>11,571</b>	<b>11,193</b>	<b>8,988</b>	<b>9,873</b>	<b>11,396</b>	<b>11,301</b>	<b>5,272</b>

Account Description	100% Month Wage	% Time on Project	Months to Work	Fund Sources							Line Item Total Budget
				Grant Share	NSIP	OTO - Other	OTO NSIP	Grant Share Total	Program Income	Match	
PERSONNEL COSTS											
WAGES											
Director of Grants Administration	4,304	0.833	12							430	430
Janitorial/Maintenance Custodian	1,624	42.96	12	8,372				8,372			8,372
Bookkeeper	3,344	14.374	12						5,768		5,768
Division Director MPC	4,916	9.588	12	5,656				5,656			5,656
Dining Coordinator #2	1,648	25.172	12	4,978				4,978			4,978
Dining Coordinator #1	1,648	48.877	12	9,666				9,666			9,666
Dining Coordinator #4	1,648	49.808	12	9,850				9,850			9,850
Dining Coordinator #3	1,798	50	12	10,788				10,788			10,788
Nutrition Coordinator PT	2,133	40.874	12	10,462				10,462			10,462
Nutrition Director	6,120	16.194	12	11,893				11,893			11,893
Volunteers										31,250	31,250
<b>TOTAL WAGES</b>				71,665				71,665	5,768	31,680	109,113
FRINGE BENEFITS											
FICA				5,482				5,482	442		5,924
SUI				3,010				3,010	1,019		4,029
W/C				5,554				5,554	447		6,001
Med Ins				1,488				1,488	339		1,827
<b>TOTAL FRINGE BENEFITS</b>				15,534				15,534	2,247		17,781
<b>TOTAL PERSONNEL COSTS</b>				87,199				87,199	8,015	31,680	126,894

## OAA - Title III-C1 - Congregate Meals - F/Y - 2012-13

Account Description	Fund Sources							Line Item Total Budget
	Grant Share	NSIP	OTO - Other*	OTO NSIP	Grant Share Total	Program Income	Match	
DIRECT COSTS								
Meal Cost	23,688	30,166		1,558	55,412	25,018		80,430
Audit Fee	883				883			883
Telephone	1,854				1,854			1,854
Service Contract (Copy Machine/Air Cond)	770				770			770
Supplies	965				965	287		1,252
Training/Conferences	27		450		477	261		738
Travel (\$0.555 per mile)	760		2,900		3,660	900		4,560
Insurance	2,000				2,000			2,000
<b>TOTAL DIRECT COSTS</b>	<b>30,947</b>	<b>30,166</b>	<b>3,350</b>	<b>1,558</b>	<b>66,021</b>	<b>26,466</b>		<b>92,487</b>

\*. OAA OTO Other of \$3,350 sequestration restoration funds

PART D: BUDGET JUSTIFICATIONS - EQUIPMENT AND INDIRECT COSTS

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: Northeast Valley

OAA - Title III-C1 - Congregate Meals - F/Y - 2012-13

Account Description	Fund Sources							Line Item Total Budget
	Grant Share	NSIP	OTO - Other	OTO NSIP	Grant Share Total	Program Income	Match	
EQUIPMENT COSTS								
TOTAL EQUIPMENT COSTS								

Account Description	Fund Sources							Line Item Total Budget
	Grant Share	NSIP	OTO - Other	OTO NSIP	Grant Share Total	Program Income	Match	
INDIRECT COSTS								
Indirect	9,720				9,720			9,720
TOTAL INDIRECT COSTS	9,720				9,720			9,720

SAN FERNANDO VALLEY INTERFAITH COUNCIL

Agency

Page 1 of 1

Amendment Number: 6

Agreement Number: C-119333

Fiscal Year: 2012 - 2013

Aging Service Area: Northeast Valley / Alicia Broadous-Duncan MPC

SENIOR MULTIPURPOSE & NUTRITION SERVICES

Project Title

OAA TITLE III-C1, CONGREGATE NUTRITION SERVICES

COST CATEGORIES		AMENDMENT #2	AMENDMENT #3	AMENDMENT #6 *	DIFFERENCE + OR (-)
1000	Personnel Costs	\$104,075	\$99,945	\$87,199	(\$12,746)
2000	Direct Cost	\$109,470	\$113,600	\$34,297	(\$79,303)
	Meal Costs	\$95,026	\$95,026	\$23,688	(\$71,338)
	Audit Fee	\$1,200	\$1,200	\$883	(\$317)
	Telephone	\$4,200	\$4,200	\$1,854	(\$2,346)
	Service Contract ( Copy Machine & Air Conditioner)	\$800	\$800	\$770	(\$30)
	Supplies	\$1,100	\$1,100	\$965	(\$135)
	Training / Conferences	\$1,530	\$2,660	\$477	(\$2,183)
	Travel	\$3,614	\$6,614	\$3,660	(\$2,954)
	Insurance	\$2,000	\$2,000	\$2,000	\$0
	Other Costs (OTO tables, table cloths)	\$0	\$0	\$0	\$0
3000	Equipment Cost	\$0	\$0	\$0	\$0
4000	Indirect Cost	\$17,084	\$17,084	\$9,720	(\$7,364)
TOTAL COST		\$230,629	\$230,629	\$131,216	(\$99,413)

\* Includes \$3,350 in OTO Other funds



## EXHIBIT 1 - BUDGET DOCUMENTS

## PART A: PROJECT BUDGET SUMMARY BY COST CATEGORY AND PROJECTED EXPENDITURES BY MONTH

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: Northeast Valley

OAA - Title III-C2 - Home Delivered Meals - F/Y - 2012-13

## Program Budget Summary

COST CATEGORIES	Grant Share*	OTO	NSIP	OTO - Other <sup>1</sup>	Grant Share Total	Program Income	Match**	Estimated Total Costs
Personnel Costs	89,845				89,845	7,944	7,339	105,128
Direct Costs	87,944	924	29,428	1,532	119,828	16,403	19,727	155,958
Equipment Costs								0
Indirect Costs	14,346				14,346			14,346
<b>TOTAL COSTS</b>	<b>192,135</b>	<b>924</b>	<b>29,428</b>	<b>1,532</b>	<b>224,019</b>	<b>24,347</b>	<b>27,066</b>	<b>211,132</b>

\* Includes \$39,869 in City General Funds

1. OAA OTO Other funds specifically refers to sequestration restoration funds

\*\*. \$1,727 funded by LAFA

## Projected Monthly Expenditures

COST CATEGORIES	Grant Share	2012 JULY	AUG	SEPT	OCT	NOV	DEC	2013 JAN	FEB	MAR	APRIL	MAY	JUNE
Personnel Costs	89,845	7,866	7,747	8,588	6,970	6,968	7,617	7,372	6,769	6,538	8,015	7,849	7,546
Direct Costs	87,944	5,530	6,087	5,366	6,047	7,630	6,239	7,287	6,763	7,313	10,138	9,201	10,343
Equipment Costs													
Indirect Costs	14,346	1,072	1,106	1,117	1,041	1,168	1,108	1,173	1,083	1,108	1,452	1,364	1,554
<b>TOTAL COSTS</b>	<b>192,135</b>	<b>14,468</b>	<b>14,940</b>	<b>15,071</b>	<b>14,058</b>	<b>15,766</b>	<b>14,964</b>	<b>15,832</b>	<b>14,615</b>	<b>14,959</b>	<b>19,605</b>	<b>18,414</b>	<b>143</b>

## OAA - Title III-C2 - Home Delivered Meals - F/Y - 2012-13

Account Description	100% Month Wage	% Time on Project	Months to Work	Fund Sources							Line Item Total Budget
				Grant Share	OTO	NSIP	OTO - Other	Grant Share Total	Program Income	Match	
PERSONNEL COSTS											
WAGES											
Director of Grants Administration	4,304	0.416	12							215	215
Bookkeeper	3,344	7.187	12						2,884		2,884
Division Director MPC	4,914	9.587	12	5,653				5,653			5,653
Nutrition Coordinator HomeboundPT	2,160	43.943	12	11,390				11,390			11,390
Nutrition Director	6,120	9.736	12	7,150				7,150			0
Driver #7	1,624	12.5	12						2,436		2,436
Driver #3	1,624	31.466	12	6,132				6,132			6,132
Driver #1	1,624	36.664	12	7,145				7,145			7,145
Driver #2	1,624	37.5	12	7,308				7,308			7,308
Driver #4	1,624	37.5	12	7,308				7,308			7,308
Driver #5	1,809	37.479	12	8,136				8,136			8,136
Driver #6	1,809	37.479	12	8,136				8,136			8,136
Volunteers										7,124	7,124
Case Aide PT Assessment	2,190	21.469	12	5,642				5,642			5,642
<b>TOTAL WAGES</b>				74,000				74,000	5,320	7,339	86,659
FRINGE BENEFITS											
FICA				5,661				5,661	407		6,068
SUI				3,400				3,400	1,805		5,205
W/C				5,735				5,735	412		6,147
Med Ins				1,049				1,049			9
<b>TOTAL FRINGE BENEFITS</b>				15,845				15,845	2,624		18,469
<b>TOTAL PERSONNEL COSTS</b>				89,845				89,845	7,944	7,339	105,128

PART C: BUDGET JUSTIFICATIONS - DIRECT COSTS

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: Northeast Valley

OAA - Title III-C2 - Home Delivered Meals - F/Y - 2012-13

Account Description	Fund Sources							Line Item Total Budget
	Grant Share	OTO	NSIP	OTO - Other*	Grant Share Total	Program Income	Match	
<b>DIRECT COSTS</b>								
Meal Cost	56,838		29,428	1,532	87,798	13,181		100,979
Meal Cost thkgv meals							1,727	1,727
Audit Fee	747				747			747
Telephone	2,384				2,384			2,384
Supplies/Printing/Postage	639				639			639
Training/Conferences	2,583				2,583	600		3,183
Travel (\$0.555 per mile)	22,753				22,753	2,622		25,375
Space (1,500 sq ft x \$1.00sq ft x 12 mo)							18,000	18,000
Other Cost Thermal Bags,Headsets & envelopes		924			924			924
Insurance	2,000				2,000			2,000
<b>TOTAL DIRECT COSTS</b>	<b>87,944</b>	<b>924</b>	<b>29,428</b>	<b>1,532</b>	<b>119,828</b>	<b>16,403</b>	<b>19,727</b>	<b>155,958</b>

\*. OAA OTO Other of \$1,532 sequestration restoration funds

## PART D: BUDGET JUSTIFICATIONS - EQUIPMENT AND INDIRECT COSTS

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: Northeast Valley

OAA - Title III-C2 - Home Delivered Meals - F/Y - 2012-13

Account Description	Fund Sources							Line Item Total Budget
	Grant Share	OTO	NSIP	OTO - Other	Grant Share Total	Program Income	Match	
EQUIPMENT COSTS								
TOTAL EQUIPMENT COSTS								

Account Description	Fund Sources							Line Item Total Budget
	Grant Share	OTO	NSIP	OTO - Other	Grant Share Total	Program Income	Match	
INDIRECT COSTS								
Indirect	14,346				14,346			14,346
TOTAL INDIRECT COSTS	14,346				14,346			14,346

SAN FERNANDO VALLEY INTERFAITH COUNCIL

Agency

Page 1 of 1

Amendment Number: 6

Agreement Number: C-119333

Fiscal Year: 2012 - 2013

Aging Service Area: Northeast Valley / Alicia Broadous-Duncan MPC

SENIOR MULTIPURPOSE & NUTRITION SERVICES

Project Title

OAA TITLE III-C2, HOME-DELIVERED MEALS SERVICES

COST CATEGORIES		AMENDMENT #2	AMENDMENT #3	AMENDMENT #6*	DIFFERENCE + OR (-)
1000	Personnel Costs	\$103,400	\$103,400	\$89,845	(\$13,555)
2000	Direct Cost	\$120,853	\$121,808	\$90,400	(\$31,408)
	Meal Costs	\$89,500	\$84,934	\$58,370	(\$26,564)
	Meal Costs Thanksgiving Meals	\$0	\$0	\$0	\$0
	Audit Fee	\$1,000	\$1,000	\$747	(\$253)
	Telephone	\$3,000	\$4,566	\$2,384	(\$2,182)
	Supplies / Printing / Postage	\$1,100	\$1,100	\$639	(\$461)
	Training / Conferences	\$1,500	\$4,500	\$2,583	(\$1,917)
	Travel ( \$0.51 per mile)	\$22,753	\$22,753	\$22,753	\$0
	Space (1,500 sq. ft x 12 months)	\$0	\$0	\$0	\$0
	Insurance	\$2,000	\$2,000	\$2,000	\$0
	Other Costs OTO ( thermal meal bags, thermal pads)	\$0	\$955	\$924	(\$31)
					\$0
3000	Equipment Cost	\$0	\$0	\$0	\$0
4000	Indirect Cost	\$17,940	\$17,940	\$14,346	(\$3,594)
TOTAL COST		\$242,193	\$243,148	\$194,591	(\$48,557)

\* Includes \$924 in OTO funds &amp; \$1,532 in OTO Other funds

**EXHIBIT 1 - BUDGET DOCUMENTS****PART A: PROJECT BUDGET SUMMARY BY COST CATEGORY AND PROJECTED EXPENDITURES BY MONTH**

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: Northeast Valley

OAA - Prop. A - Senior Cityride Program - F/Y - 2012-13

**Program Budget Summary**

<b>COST CATEGORIES</b>	<b>Grant Share</b>	<b>Program Income</b>	<b>Estimated Total Costs</b>
Personnel Costs	178,181		178,181
Direct Costs	73,318	2,807	76,125
Equipment Costs			0
Indirect Costs	20,120		20,120
<b>TOTAL COSTS</b>	<b>271,619</b>	<b>2,807</b>	<b>274,426</b>

**Projected Monthly Expenditures**

<b>COST CATEGORIES</b>	<b>Grant Share</b>	<b>2012 JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>2013 JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>
Personnel Costs	178,181	14,923	14,923	14,903	14,854	14,934	15,005	14,922	14,322	14,923	14,928	14,922	14,622
Direct Costs	73,318	7,244	5,076	5,939	6,112	12,701	5,501	4,626	642	11,037	7,216	4,684	2,540
Equipment Costs													
Indirect Costs	20,120	1,681	1,681	1,679	1,677	2,211	1,640	1,564	1,197	2,077	1,771	1,569	1,373
<b>TOTAL COSTS</b>	<b>271,619</b>	<b>23,848</b>	<b>21,680</b>	<b>22,521</b>	<b>22,643</b>	<b>29,846</b>	<b>22,146</b>	<b>21,112</b>	<b>16,161</b>	<b>28,037</b>	<b>23,915</b>	<b>21,175</b>	<b>18,535</b>



OAA - Prop. A - Senior Cityride Program - F/Y - 2012-13

Account Description	100% Month Wage	% Time on Project	Months to Work	Fund Sources		Line Item Total Budget
				Grant Share	Program Income	
PERSONNEL COSTS						
WAGES						
Division Director MPC	4,914	9.573	12	5,645		5,645
Driver #3	2,121	98.075	12	24,962		24,962
Driver #1	2,121	100	12	25,452		25,452
Driver #2	2,121	100	12	25,452		25,452
Driver /Coordinator Backup #4	2,195	99.989	12	26,337		26,337
Transportation Coordinator Dispatcher	3,085	100	12	37,020		37,020
TOTAL WAGES				144,868		144,868
FRINGE BENEFITS						
FICA				11,082		11,082
SUI				2,293		2,293
W/C				16,467		16,467
Med Ins				3,471		3,471
TOTAL FRINGE BENEFITS				33,313		33,313
TOTAL PERSONNEL COSTS				178,181		178,181

Account Description	Fund Sources		Line Item Total Budget
	Grant Share	Program Income	
DIRECT COSTS			
Communication Cost	4,624		4,624
Office Supplies	3,014		3,014
Uniforms	3,726		3,726
Gasoline/Fuel	33,752	2,728	36,480
Repairs & Maint. - Vehicle	11,551		11,551
Training, Permits & Licenses	651		651
Other Cost Transportation related expenses		79	79
Insurance	16,000		16,000
<b>TOTAL DIRECT COSTS</b>	<b>73,318</b>	<b>2,807</b>	<b>76,125</b>

## OAA - Prop. A - Senior Cityride Program - F/Y - 2012-13

Account Description	Fund Sources		Line Item Total Budget
	Grant Share	Program Income	
EQUIPMENT COSTS			
TOTAL EQUIPMENT COSTS			

Account Description	Fund Sources		Line Item Total Budget
	Grant Share	Program Income	
INDIRECT COSTS			
Indirect	20,120		20,120
TOTAL INDIRECT COSTS	20,120		20,120

SAN FERNANDO VALLEY INTERFAITH COUNCIL

Agency

Page 1 of 1

Amendment Number: 6

Agreement Number: C-119333

Fiscal Year: 2012 - 2013

Aging Service Area: Northeast Valley / Alicia Broadous-Duncan MPC

SENIOR MULTIPURPOSE & NUTRITION SERVICES

Project Title

## OAA PROPOSITION A - LOCAL TRANSIT ASSISTANCE PROGRAM

COST CATEGORIES		AMENDMENT #2	AMENDMENT #3	AMENDMENT #6	DIFFERENCE + OR (-)
1000	Personnel Costs	\$179,031	\$179,031	\$178,181	(\$850)
2000	Direct Cost	\$73,117	\$73,117	\$73,318	\$201
	Communication Costs	\$5,400	\$5,400	\$4,624	(\$776)
	Office Supplies	\$3,600	\$3,600	\$3,014	(\$586)
	Uniforms	\$5,400	\$5,400	\$3,726	(\$1,674)
	Gasoline / Fuel	\$25,667	\$27,667	\$33,752	\$6,085
	Repairs & Maintenance - Vehicle	\$12,000	\$10,000	\$11,551	\$1,551
	Training, Permits & Licenses	\$2,000	\$2,000	\$651	(\$1,349)
	Other Costs - Transportation related expenses)	\$1,050	\$1,050	\$0	(\$1,050)
	Insurance	\$18,000	\$18,000	\$16,000	(\$2,000)
3000	Equipment Cost	\$0	\$0	\$0	\$0
4000	Indirect Cost	\$20,172	\$20,172	\$20,120	(\$52)
TOTAL COST		\$272,320	\$272,320	\$271,619	(\$701)

**EXHIBIT 1 - BUDGET DOCUMENTS****PART A: PROJECT BUDGET SUMMARY BY COST CATEGORY AND PROJECTED EXPENDITURES BY MONTH**

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: NORTHWEST VALLEY

OAA - Title III-B - Social Services - F/Y - 2012-13

**Program Budget Summary**

<b>COST CATEGORIES</b>	<b>Grant Share</b>	<b>OTO</b>	<b>Grant Share Total</b>	<b>Program Income</b>	<b>Match</b>	<b>Estimated Total Costs</b>
Personnel Costs	60,264		60,264	10,142	60,500	130,906
Direct Costs	35,204	131	35,335			35,335
Equipment Costs		1,856	1,856			1,856
Indirect Costs	7,637		7,637			7,637
<b>TOTAL COSTS</b>	103,105	1,987	105,092	10,142	60,500	17,34

**Projected Monthly Expenditures**

<b>COST CATEGORIES</b>	<b>Grant Share</b>	<b>2012 JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>2013 JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>
Personnel Costs	60,264	4,686	4,625	4,776	4,304	3,893	4,798	5,795	5,576	5,065	5,333	5,411	6,002
Direct Costs	35,204	3,551	711	897	692	522	4,547	3,069	961	3,615	4,195	3,325	9,119
Equipment Costs													
Indirect Costs	7,637	659	427	454	399	354	747	709	523	695	762	699	1,209
<b>TOTAL COSTS</b>	103,105	8,896	5,763	6,127	5,395	4,769	10,092	9,573	7,060	9,375	10,290	9,435	16,330

Account Description	100% Month Wage	% Time on Project	Months to Work	Fund Sources					Line Item Total Budget
				Grant Share	OTO	Grant Share Total	Program Income	Match	
PERSONNEL COSTS									
WAGES									
Division Director MPC	4,653	43.343	12	19,022		19,022	5,179		24,201
Volunteers								60,500	60,500
Case Manager	3,242	75	12	29,178		29,178			29,178
Linkage & Service /Info & Assist	2,477	23.473	12	3,344		3,344	3,633		6,977
<b>TOTAL WAGES</b>				51,544		51,544	8,812	60,500	120,856
FRINGE BENEFITS									
FICA				3,943		3,943	674		4,617
SUI				1,807		1,807	426		2,233
W/C				1,345		1,345	230		1,575
Med Ins				1,625		1,625			1,625
<b>TOTAL FRINGE BENEFITS</b>				8,720		8,720	1,330		10,050
<b>TOTAL PERSONNEL COSTS</b>				60,264		60,264	10,142	60,500	130,906

## PART C: BUDGET JUSTIFICATIONS - DIRECT COSTS

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: NORTHWEST VALLEY

OAA - Title III-B - Social Services - F/Y - 2012-13

Account Description	Fund Sources					Line Item Total Budget
	Grant Share	OTO	Grant Share Total	Program Income	Match	
DIRECT COSTS						
Personal Care	4,112		4,112			4,112
Chore-Heavy	3,978		3,978			3,978
Homemaker	17,965		17,965			17,965
Audit Fee	1,000		1,000			1,000
Utilities Bldg	2,292		2,292			2,292
Telephone	98		98			98
Office Supplies	977		977			977
Training/Conferences	1,782		1,782			1,782
Other Cost OTO Microsoft Office		131	131			131
Insurance	3,000		3,000			3,000
<b>TOTAL DIRECT COSTS</b>	<b>35,204</b>	<b>131</b>	<b>35,335</b>			<b>35,335</b>



Account Description	Fund Sources					Line Item Total Budget
	Grant Share	OTO	Grant Share Total	Program Income	Match	
EQUIPMENT COSTS						
Equipment ,laptops,printer/scanner,card table		1,856	1,856			1,856
<b>TOTAL EQUIPMENT COSTS</b>		1,856	1,856			1,856

Account Description	Fund Sources					Line Item Total Budget
	Grant Share	OTO	Grant Share Total	Program Income	Match	
INDIRECT COSTS						
Indirect	7,637		7,637			7,637
<b>TOTAL INDIRECT COSTS</b>	7,637		7,637			7,637

SAN FERNANDO VALLEY INTERFAITH COUNCIL

Agency

Page 1 of 1

Amendment Number: 6

Agreement Number: C-119333

Fiscal Year: 2012 - 2013

Aging Service Area: Northwest Valley / Wilkinson MPC

SENIOR MULTIPURPOSE & NUTRITION SERVICES

Project Title

OAA TITLE III-B SOCIAL SERVICES

COST CATEGORIES		AMENDMENT #2	AMENDMENT #3	AMENDMENT #6*	DIFFERENCE + OR (-)
1000	Personnel Costs	\$75,837	\$75,837	\$60,264	(\$15,573)
2000	Direct Cost	\$45,850	\$36,363	\$35,335	(\$1,028)
	Personal Care	\$4,335	\$4,335	\$4,112	(\$223)
	Chore - Heavy	\$3,621	\$3,621	\$3,978	\$357
	Homemaker	\$16,422	\$16,422	\$17,965	\$1,543
	Audit Fee	\$1,500	\$1,500	\$1,000	(\$500)
	Utilities Bldg	\$732	\$3,432	\$2,292	(\$1,140)
	Telephone	\$3,542	\$98	\$98	\$0
	Office Supplies	\$3,600	\$1,371	\$977	(\$394)
	Service Contract Copy Machine	\$673	\$673	\$0	(\$673)
	Training / Conferences	\$8,425	\$1,780	\$1,782	\$2
	Insurance	\$3,000	\$3,000	\$3,000	\$0
	Other Costs (OTO Other)	\$0	\$131	\$131	\$0
3000	Equipment Cost	\$0	\$2,098	\$1,856	(\$242)
4000	Indirect Cost	\$9,735	\$8,966	\$7,637	(\$1,329)
TOTAL COST		\$131,422	\$123,264	\$105,092	(\$18,172)

\* Includes \$1,987 in OTO funds

**EXHIBIT 1 - BUDGET DOCUMENTS**

**PART A: PROJECT BUDGET SUMMARY BY COST CATEGORY AND PROJECTED EXPENDITURES BY MONTH**

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: NORTHWEST VALLEY

OAA - Title III-C1 - Congregate Meals - F/Y - 2012-13

**Program Budget Summary**

<b>COST CATEGORIES</b>	<b>Grant Share</b>	<b>NSIP</b>	<b>OTO NSIP</b>	<b>Grant Share Total</b>	<b>Program Income</b>	<b>Match</b>	<b>Estimated Total Costs</b>
Personnel Costs	71,462			71,462	7,801	28,032	107,295
Direct Costs	68,869	34,853	1,907	105,629	21,665		127,294
Equipment Costs							0
Indirect Costs	11,226			11,226			11,226
<b>TOTAL COSTS</b>	<b>151,557</b>	<b>34,853</b>	<b>1,907</b>	<b>188,317</b>	<b>29,466</b>	<b>28,032</b>	<b>247,815</b>

**Projected Monthly Expenditures**

<b>COST CATEGORIES</b>	<b>Grant Share</b>	<b>2012 JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>2013 JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>
Personnel Costs	71,462	6,875	6,584	6,716	6,407	6,475	6,689	7,559	5,116	5,044	4,623	4,564	4,810
Direct Costs	68,869	5,987	7,369	6,538	6,333	4,956	5,286	5,892	6,342	3,856	6,902	5,749	3,659
Equipment Costs													
Indirect Costs	11,226	1,029	1,116	1,061	1,019	914	958	1,076	917	712	922	825	677
<b>TOTAL COSTS</b>	<b>151,557</b>	<b>13,891</b>	<b>15,069</b>	<b>14,315</b>	<b>13,759</b>	<b>12,345</b>	<b>12,933</b>	<b>14,527</b>	<b>12,375</b>	<b>9,612</b>	<b>12,447</b>	<b>11,138</b>	<b>9,146</b>

## OAA - Title III-C1 - Congregate Meals - F/Y - 2012-13

Account Description	100% Month Wage	% Time on Project	Months to Work	Fund Sources						Line Item Total Budget
				Grant Share	NSIP	OTO NSIP	Grant Share Total	Program Income	Match	
PERSONNEL COSTS										
WAGES										
Director of Grants Administration	4,304	0.833	12						430	430
Janitorial/Maintenance	1,624	42.878	12	8,356			8,356			8,356
Bookkeeper	3,344	14.374	12					5,768		5,768
Division Director MPC	4,653	7.701	12	4,300			4,300			4,300
Dining Coordinator #3	1,648	10.002	12	1,978			1,978			1,978
Dining Coordinator #4	1,648	30.572	12	6,046			6,046			6,046
Dining Coordinator #1	1,648	39.138	12	7,740			7,740			7,740
Dining Coordinator #2	1,648	50	12	9,888			9,888			9,888
Nutrition Coordinator	1,994	45.762	12	10,950			10,950			10,950
Nutrition Director	6,120	13.597	12	9,986			9,986			9,986
Volunteers									27,602	27,602
<b>TOTAL WAGES</b>				59,244			59,244	5,768	28,032	93,044
FRINGE BENEFITS										
FICA				4,532			4,532	441		4,973
SUI				2,877			2,877	945		3,822
W/C				4,591			4,591	647		5,238
Med Ins				218			218			218
<b>TOTAL FRINGE BENEFITS</b>				12,218			12,218	2,033		14,251
<b>TOTAL PERSONNEL COSTS</b>				71,462			71,462	7,801	28,032	107,295

## OAA - Title III-C1 - Congregate Meals - F/Y - 2012-13

Account Description	Fund Sources					Match	Line Item Total Budget
	Grant Share	NSIP	OTO NSIP	Grant Share Total	Program Income		
DIRECT COSTS							
Meal Cost	57,941	34,853	1,907	94,701	21,315		116,016
Audit Fee	1,083			1,083			1,083
Office Supplies	1,099			1,099			1,099
Copier Maintenance & Lease	309			309			309
Training/Conferences /ServSafe	1,122			1,122	350		1,472
Travel /Mileage @\$0.555/mile	4,648			4,648			4,648
Insurance	2,667			2,667			2,667
<b>TOTAL DIRECT COSTS</b>	<b>68,869</b>	<b>34,853</b>	<b>1,907</b>	<b>105,629</b>	<b>21,665</b>		<b>127,294</b>

PART D: BUDGET JUSTIFICATIONS - EQUIPMENT AND INDIRECT COSTS

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: NORTHWEST VALLEY

OAA - Title III-C1 - Congregate Meals - F/Y - 2012-13

Account Description	Fund Sources						Line Item Total Budget
	Grant Share	NSIP	OTO NSIP	Grant Share Total	Program Income	Match	
EQUIPMENT COSTS							
TOTAL EQUIPMENT COSTS							

Account Description	Fund Sources						Line Item Total Budget
	Grant Share	NSIP	OTO NSIP	Grant Share Total	Program Income	Match	
INDIRECT COSTS							
Indirect	11,226			11,226			11,226
TOTAL INDIRECT COSTS	11,226			11,226			11,226

SAN FERNANDO VALLEY INTERFAITH COUNCIL

Agency

Page 1 of 1

Amendment Number: 6

Agreement Number: C-119333

Fiscal Year: 2012 - 2013

Aging Service Area: Northwest Valley / Wilkinson MPC

SENIOR MULTIPURPOSE & NUTRITION SERVICES

Project Title

OAA TITLE III-C1, CONGREGATE NUTRITION SERVICES

COST CATEGORIES		AMENDMENT #2	AMENDMENT #3	AMENDMENT #6	DIFFERENCE + OR (-)
1000	Personnel Costs	\$97,209	\$97,209	\$71,462	(\$25,747)
2000	Direct Cost	\$149,515	\$149,515	\$68,869	(\$80,646)
	Meal Costs	\$112,654	\$112,654	\$57,941	(\$54,713)
	Audit Fee	\$1,500	\$1,500	\$1,083	(\$417)
	Telephone	\$4,800	\$4,800	\$0	(\$4,800)
	Office Supplies	\$2,823	\$2,823	\$1,099	(\$1,724)
	Copier Maintenance & Lease	\$3,000	\$3,000	\$309	(\$2,691)
	Training / Conferences / ServSafe	\$3,921	\$3,921	\$1,122	(\$2,799)
	Travel / Mileage	\$17,817	\$17,817	\$4,648	(\$13,169)
	Insurance	\$3,000	\$3,000	\$2,667	(\$333)
3000	Equipment Cost	\$0	\$0	\$0	\$0
4000	Indirect Cost	\$15,059	\$19,738	\$11,226	(\$8,512)
TOTAL COST		\$261,783	\$266,462	\$151,557	(\$114,905)



## EXHIBIT 1 - BUDGET DOCUMENTS

## PART A: PROJECT BUDGET SUMMARY BY COST CATEGORY AND PROJECTED EXPENDITURES BY MONTH

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: NORTHWEST VALLEY

OAA - Title III-C2 - Home Delivered Meals - F/Y - 2012-13

## Program Budget Summary

COST CATEGORIES	Grant Share*	OTO	NSIP	OTO - Other <sup>1</sup>	Grant Share Total	Program Income	Match**	Estimated Total Costs
Personnel Costs	86,333				86,333	3,535	215	90,083
Direct Costs	121,740	923	33,999	1,532	158,194	15,954	19,099	193,247
Equipment Costs								0
Indirect Costs	16,768				16,768			16,768
<b>TOTAL COSTS</b>	<b>224,841</b>	<b>923</b>	<b>33,999</b>	<b>1,532</b>	<b>261,295</b>	<b>19,489</b>	<b>19,314</b>	<b>300,098</b>

\* Includes \$48,679 in City General Funds

1. OAA OTO Other funds specifically refers to sequestration reductions/restoration

\*\* \$1,099 funded by LAFA

## Projected Monthly Expenditures

COST CATEGORIES	Grant Share	2012 JULY	AUG	SEPT	OCT	NOV	DEC	2013 JAN	FEB	MAR	APRIL	MAY	JUNE
Personnel Costs	86,333	7,120	6,904	7,702	7,545	7,791	7,591	8,417	7,121	6,619	6,023	6,467	7,033
Direct Costs	121,740	6,120	10,409	8,471	9,542	11,006	9,069	11,248	10,513	10,502	12,025	10,300	12,535
Equipment Costs													
Indirect Costs	16,768	1,059	1,385	1,294	1,367	1,504	1,333	1,573	1,411	1,369	1,444	1,341	1,688
<b>TOTAL COSTS</b>	<b>224,841</b>	<b>14,299</b>	<b>18,698</b>	<b>17,467</b>	<b>18,454</b>	<b>20,301</b>	<b>17,993</b>	<b>21,238</b>	<b>19,045</b>	<b>18,490</b>	<b>19,492</b>	<b>18,108</b>	<b>21,256</b>

OAA - Title III-C2 - Home Delivered Meals - F/Y - 2012-13

Account Description	100% Month Wage	% Time on Project	Months to Work	Fund Sources							Line Item Total Budget
				Grant Share	OTO	NSIP	OTO - Other	Grant Share Total	Program Income	Match	
PERSONNEL COSTS											
WAGES											
Director of Grants Administration	4,304	0.416	12							215	215
Bookkeeper	3,344	7.187	12						2,884		2,884
Division Director MPC	4,653	7.708	12	4,304				4,304			4,304
Nutrition Coordinator PT	1,994	12.5	12	2,991				2,991			2,991
Nutrition Coordinator HomeboundPT	2,160	50	12	12,960				12,960			12,960
Nutrition Director	6,120	8.912	12	6,545				6,545			6,545
Driver #6	1,624	4.398	12	857				857			857
Driver #5	1,624	32.687	12	6,370				6,370			6,370
Driver #1	1,624	34.416	12	6,707				6,707			6,707
Driver #3	1,624	37.5	12	7,308				7,308			7,308
Driver #4	1,624	37.5	12	7,308				7,308			7,308
Driver #2	1,624	37.5	12	7,308				7,308			7,308
Case Aide PT Assessment	1,994	37.5	12	8,973				8,973			8,973
<b>TOTAL WAGES</b>				71,631				71,631	2,884	215	74,730
FRINGE BENEFITS											
FICA				5,480				5,480	221		5,701
SUI				3,253				3,253	206		3,459
W/C				5,551				5,551	224		5,775
Med Ins				418				418			418
<b>TOTAL FRINGE BENEFITS</b>				14,702				14,702	651		15,353
<b>TOTAL PERSONNEL COSTS</b>				86,333				86,333	3,535	215	90,083

## PART C: BUDGET JUSTIFICATIONS - DIRECT COSTS

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: NORTHWEST VALLEY

## OAA - Title III-C2 - Home Delivered Meals - F/Y - 2012-13

Account Description	Fund Sources							Line Item Total Budget
	Grant Share	OTO	NSIP	OTO - Other*	Grant Share Total	Program Income	Match	
DIRECT COSTS								
Meal Cost	89,106		33,999	1,532	124,637	9,831		134,468
Meal Cost Thksg meals							1,099	1,099
Audit Fee	751				751			751
Office Supplies	1,453				1,453			1,453
Training/Conferences	3,500				3,500	139		3,639
Travel /mileage	24,263				24,263	5,984		30,247
Space (1,500 sq ft x \$1.00 x 12 mo)							18,000	18,000
Other Cost OTO thermal bags		923			923			
Insurance	2,667				2,667			2,667
<b>TOTAL DIRECT COSTS</b>	<b>121,740</b>	<b>923</b>	<b>33,999</b>	<b>1,532</b>	<b>158,194</b>	<b>15,954</b>	<b>19,099</b>	<b>193,247</b>

\*. OAA OTO Other of \$1,532 sequestration funds

Account Description	Fund Sources						Line Item Total Budget
	Grant Share	OTO	NSIP	OTO - Other	Grant Share Total	Program Income	
EQUIPMENT COSTS							
TOTAL EQUIPMENT COSTS							

Account Description	Fund Sources						Line Item Total Budget
	Grant Share	OTO	NSIP	OTO - Other	Grant Share Total	Program Income	
INDIRECT COSTS							
Indirect	16,768				16,768		16,768
TOTAL INDIRECT COSTS	16,768				16,768		16,768

SAN FERNANDO VALLEY INTERFAITH COUNCIL

Agency

Page 1 of 1

Amendment Number: 6

Agreement Number: C-119333

Fiscal Year: 2012 - 2013

Aging Service Area: Northwest Valley / Wilkinson MPC

SENIOR MULTIPURPOSE & NUTRITION SERVICES

Project Title

OAA TITLE III-C2, HOME-DELIVERED MEALS SERVICES

COST CATEGORIES		AMENDMENT #2	AMENDMENT #3	AMENDMENT #6*	DIFFERENCE + OR (-)
1000	Personnel Costs	\$113,075	\$113,075	\$86,333	(\$26,742)
2000	Direct Cost	\$130,064	\$132,551	\$124,195	(\$8,356)
	Meal Costs	\$94,267	\$94,267	\$90,638	(\$3,629)
	Thanksgiving Meals	\$0	\$0	\$0	\$0
	Audit Fee	\$1,000	\$1,000	\$751	(\$249)
	Telephone	\$2,400	\$2,400	\$0	(\$2,400)
	Office Supplies	\$1,634	\$1,634	\$1,453	(\$181)
	Training / Conferences	\$3,500	\$3,500	\$3,500	\$0
	Travel / Mileage	\$24,263	\$24,263	\$24,263	\$0
	Space ( 1,500 sq. ft x \$1.00 x 12 months)	\$0	\$0	\$0	\$0
	Insurance	\$3,000	\$3,000	\$2,667	(\$333)
	Other Costs (OTO paper, thermal bags, racks, headsets, etc.)	\$0	\$2,487	\$923	(\$1,564)
3000	Equipment Cost	\$0	\$0	\$0	\$0
4000	Indirect Cost	\$19,451	\$19,451	\$16,768	(\$2,683)
TOTAL COST		\$262,590	\$265,077	\$227,296	(\$37,781)

\* Includes \$923 in OTO funds &amp; \$1,532 in OTO Other funds

**EXHIBIT 1 - BUDGET DOCUMENTS****PART A: PROJECT BUDGET SUMMARY BY COST CATEGORY AND PROJECTED EXPENDITURES BY MONTH**

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: NORTHWEST VALLEY

OAA - Prop. A - Senior Cityride Program - F/Y - 2012-13

**Program Budget Summary**

<b>COST CATEGORIES</b>	<b>Grant Share</b>	<b>Program Income</b>	<b>Estimated Total Costs</b>
Personnel Costs	117,673		117,673
Direct Costs	43,069	6,113	49,182
Equipment Costs			0
Indirect Costs	12,859		12,859
<b>TOTAL COSTS</b>	<b>173,601</b>	<b>6,113</b>	<b>179,714</b>

**Projected Monthly Expenditures**

<b>COST CATEGORIES</b>	<b>Grant Share</b>	<b>2012 JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>2013 JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>
Personnel Costs	117,673	8,676	8,675	8,618	8,675	8,676	8,867	8,962	10,247	11,567	11,571	11,569	11,570
Direct Costs	43,069	8,101	7,434	3,265	3,424	1,854	3,353	2,786	2,631	5,061	2,116	1,423	1,621
Equipment Costs													
Indirect Costs	12,859	1,342	1,289	951	967	843	977	940	1,031	1,330	1,095	1,039	1,055
<b>TOTAL COSTS</b>	<b>173,601</b>	<b>18,119</b>	<b>17,398</b>	<b>12,834</b>	<b>13,066</b>	<b>11,373</b>	<b>13,197</b>	<b>12,688</b>	<b>13,909</b>	<b>17,958</b>	<b>14,782</b>	<b>14,031</b>	<b>14,246</b>

## OAA - Prop. A - Senior Cityride Program - F/Y - 2012-13

Account Description	100% Month Wage	% Time on Project	Months to Work	Fund Sources		Line Item Total Budget
				Grant Share	Program Income	
PERSONNEL COSTS						
WAGES						
Division Director MPC	4,653	7.706	12	4,303		4,303
Driver /Coordinator Backup	2,121	73.767	6.1	9,544		9,544
Driver #1	2,121	100	12	25,452		25,452
Driver #2	2,121	100	12	25,452		25,452
Transportation Coordinator	2,579	100	12	30,948		30,948
<b>TOTAL WAGES</b>				95,699		95,699
FRINGE BENEFITS						
FICA				7,321		7,321
SUI				2,293		2,293
W/C				12,160		12,160
Med Ins				200		200
<b>TOTAL FRINGE BENEFITS</b>				21,974		21,974
<b>TOTAL PERSONNEL COSTS</b>				117,673		117,673



PART C: BUDGET JUSTIFICATIONS - DIRECT COSTS

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: NORTHWEST VALLEY

OAA - Prop. A - Senior Cityride Program - F/Y - 2012-13

Account Description	Fund Sources		Line Item Total Budget
	Grant Share	Program Income	
DIRECT COSTS			
Communication Cost	2,189		2,189
Office Supplies	936		936
Gasoline/Fuel	11,904	5,839	17,743
Training, Permits & Licenses	4,955		4,955
Other Cost Transportation related expenses		274	274
Vehicle Mainenance	11,085		11,085
Insurance	12,000		12,000
<b>TOTAL DIRECT COSTS</b>	<b>43,069</b>	<b>6,113</b>	<b>49,182</b>

## OAA - Prop. A - Senior Cityride Program - F/Y - 2012-13

Account Description	Fund Sources		Line Item Total Budget
	Grant Share	Program Income	
EQUIPMENT COSTS			
TOTAL EQUIPMENT COSTS			

Account Description	Fund Sources		Line Item Total Budget
	Grant Share	Program Income	
INDIRECT COSTS			
Indirect	12,859		12,859
TOTAL INDIRECT COSTS	12,859		12,859

SAN FERNANDO VALLEY INTERFAITH COUNCIL

Agency

Page 1 of 1

Amendment Number: 6

Agreement Number: C-119333

Fiscal Year: 2012 - 2013

Aging Service Area: Northwest Valley / Wilkinson MPC

SENIOR MULTIPURPOSE & NUTRITION SERVICES

Project Title

## OAA PROPOSITION A - LOCAL TRANSIT ASSISTANCE PROGRAM

COST CATEGORIES		AMENDMENT #2	AMENDMENT #3	AMENDMENT #6	DIFFERENCE + OR (-)
1000	Personnel Costs	\$139,291	\$123,416	\$117,673	(\$5,743)
2000	Direct Cost	\$64,139	\$70,635	\$43,069	(\$27,566)
	Communication Costs	\$5,400	\$5,400	\$2,189	(\$3,211)
	Office Supplies	\$3,600	\$3,600	\$936	(\$2,664)
	Uniforms	\$180	\$180	\$0	(\$180)
	Gasoline / Fuel	\$25,174	\$25,174	\$11,904	(\$13,270)
	Training, Permits & Licenses	\$4,735	\$6,735	\$4,955	(\$1,780)
	Other Costs / Transportation related expenses	\$1,050	\$1,050	\$0	(\$1,050)
	Vehicle Maintenance	\$12,000	\$16,496	\$11,085	(\$5,411)
	Insurance	\$12,000	\$12,000	\$12,000	\$0
3000	Equipment Cost	\$0	\$0	\$0	\$0
4000	Indirect Cost	\$16,274	\$15,524	\$12,859	(\$2,665)
TOTAL COST		\$219,704	\$209,575	\$173,601	(\$35,974)

**PART A: PROJECT BUDGET SUMMARY BY COST CATEGORY AND PROJECTED EXPENDITURES BY MONTH**

**AGING SERVICE AREA:** Southeast Valley

OAA - 3 Month - Title III-B - Social Services - F/Y - 2013-14

### Program Budget Summary

COST CATEGORIES	Grant Share	Program Income	Match	Estimated Total Costs
Personnel Costs	15,352	3,206	13,468	32,026
Direct Costs	3,624	313		3,937
Equipment Costs				0
Indirect Costs	1,513			1,513
<b>TOTAL COSTS</b>	<b>20,489</b>	<b>3,519</b>	<b>13,468</b>	<b>37,476</b>

### Projected Monthly Expenditures

[illegible]

OAA - 3 Month - Title III-B - Social Services - F/Y - 2013-14

Account Description	100% Month Wage	% Time on Project	Months to Work	Fund Sources			Line Item Total Budget
				Grant Share	Program Income	Match	
PERSONNEL COSTS							
WAGES							
Division Director MPC	4,806	59.752	3	6,143	2,472		8,615
Volunteers						13,468	13,468
Case Manager	3,242	74.995	3	7,290	4		7,294
Linkage & Service /Info & Assist	2,872	3.656	3	315			315
<b>TOTAL WAGES</b>				<b>13,748</b>	<b>2,476</b>	<b>13,468</b>	<b>29,692</b>
FRINGE BENEFITS							
FICA				1,052	189		1,241
SUI					159		159
W/C				359	64		423
Med Ins				193	318		511
<b>TOTAL FRINGE BENEFITS</b>				<b>1,604</b>	<b>730</b>		<b>2,334</b>
<b>TOTAL PERSONNEL COSTS</b>				<b>15,352</b>	<b>3,206</b>	<b>13,468</b>	<b>32,026</b>

**PART C: BUDGET JUSTIFICATIONS - DIRECT COSTS**

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: Southeast Valley

OAA - 3 Month - Title III-B - Social Services - F/Y - 2013-14

Account Description	Fund Sources			Line Item Total Budget
	Grant Share	Program Income	Match	
<b>DIRECT COSTS</b>				
Audit Fee	250			250
Utilities Bldg	446	254		700
Telephone	829			829
Office Supplies	119	46		165
Cleaning Service	1,230			1,230
Training/Conferences /Mileage	250	13		263
Insurance	500			500
<b>TOTAL DIRECT COSTS</b>	<b>3,624</b>	<b>313</b>		

PART D: BUDGET JUSTIFICATIONS - EQUIPMENT AND INDIRECT COSTS

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: Southeast Valley

OAA - 3 Month - Title III-B - Social Services - F/Y - 2013-14

Account Description	Fund Sources			Line Item Total Budget
	Grant Share	Program Income	Match	
EQUIPMENT COSTS				
TOTAL EQUIPMENT COSTS				

Account Description	Fund Sources			Line Item Total Budget
	Grant Share	Program Income	Match	
INDIRECT COSTS				
Indirect	1,513			1,513
TOTAL INDIRECT COSTS	1,513			1,513



SAN FERNANO VALLEY INTERFAITH COUNCIL, INC.

Agency

Page 1 of 1

Amendment Number: 6

Agreement Number: C-119333

Fiscal Year: 2013 - 2014

Aging Service Area: Southeast Valley/Sherman Oaks East Valley Adult CenterSENIOR MULTIPURPOSE & NUTRITION SERVICES

Project Title

OAA TITLE III-B SOCIAL SERVICES (3 MONTH)

COST CATEGORIES		AMENDMENT #4	AMENDMENT #6	DIFFERENCE + OR (-)
1000	Personnel Costs	\$16,227	\$15,352	(\$875)
2000	Direct Cost	\$8,390	\$3,624	(\$4,766)
	Personal Care	\$850	\$0	(\$850)
	Chore - Heavy	\$714	\$0	(\$714)
	Homemaker	\$3,145	\$0	(\$3,145)
	Audit Fee	\$250	\$250	\$0
	Utilities Bldg	\$446	\$446	\$0
	Telephone	\$875	\$829	(\$46)
	Office Supplies	\$100	\$119	\$19
	Cleaning Service	\$1,260	\$1,230	(\$30)
	Training / Conferences / Mileage	\$250	\$250	\$0
	Insurance	\$500	\$500	\$0
3000	Equipment Cost	\$0	\$0	\$0
4000	Indirect Cost	\$1,969	\$1,513	(\$456)
TOTAL COST		\$26,586	\$20,489	(\$6,097)

**EXHIBIT 1 - BUDGET DOCUMENTS****PART A: PROJECT BUDGET SUMMARY BY COST CATEGORY AND PROJECTED EXPENDITURES BY MONTH**

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: Southeast Valley

OAA - 9 Month - Title III-B - Social Services - F/Y - 2013-14

**Program Budget Summary**

<b>COST CATEGORIES</b>	<b>Grant Share</b>	<b>OTO</b>	<b>Grant Share Total</b>	<b>Program Income</b>	<b>Match - Cash</b>	<b>Match - In-Kind</b>	<b>Estimated Total Costs</b>
Personnel Costs	50,505		50,505	8,400	5,096	4,320	68,321
Direct Costs	22,199		22,199	618	2,229		25,046
Equipment Costs		3,705	3,705				3,705
Indirect Costs	5,816		5,816				5,816
<b>TOTAL COSTS</b>	<b>78,520</b>	<b>3,705</b>	<b>82,225</b>	<b>9,018</b>	<b>7,325</b>	<b>4,320</b>	<b>102,888</b>

**Projected Monthly Expenditures**

<b>COST CATEGORIES</b>	<b>Grant Share</b>	<b>2013 JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>2014 JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>
Personnel Costs	50,505				5,445	5,122	5,309	5,528	5,287	5,448	8,183	7,916	2,267
Direct Costs	22,199				1,829	449	2,545	2,602	911	4,056	2,422	363	7,022
Equipment Costs													
Indirect Costs	5,816				582	446	628	650	496	690	848	772	704
<b>TOTAL COSTS</b>	<b>78,520</b>				<b>7,856</b>	<b>6,017</b>	<b>8,482</b>	<b>8,780</b>	<b>6,694</b>	<b>10,194</b>	<b>11,453</b>	<b>9,051</b>	<b>9,993</b>

Account Description	100% Month Wage	% Time on Project	Months to Work	Fund Sources						Line Item Total Budget
				Grant Share	OTO	Grant Share Total	Program Income	Match - Cash	Match - In- Kind	
PERSONNEL COSTS										
WAGES										
Division Director MPC	4,806	62.501	9	19,543		19,543	7,407	84		27,034
Volunteers									4,320	4,320
Case Manager	3,242	83.299	9	21,870		21,870	5	2,430		24,305
Linkage & Service /Info & Assist	2,872	12.5	9	2,469		2,469	25	737		3,231
Information & Assistance	2,872	12.5	3					1,077		1,077
<b>TOTAL WAGES</b>				43,882		43,882	7,437	4,328	4,320	59,
FRINGE BENEFITS										
FICA				3,357		3,357	569	331		4,257
SUI				1,500		1,500	150	274		1,924
W/C				1,145		1,145	194	113		1,452
Med Ins				621		621	50	50		721
<b>TOTAL FRINGE BENEFITS</b>				6,623		6,623	963	768		8,354
<b>TOTAL PERSONNEL COSTS</b>				50,505		50,505	8,400	5,096	4,320	68,321

Account Description	Fund Sources						Line Item Total Budget
	Grant Share	OTO	Grant Share Total	Program Income	Match - Cash	Match - In-Kind	
DIRECT COSTS							
Personal Care	2,618		2,618	17			2,635
Chore-Heavy	2,176		2,176	17			2,193
Homemaker	6,445		6,445	17			6,462
Audit Fee	500		500				500
Utilities Bldg	446		446	446	446		1,338
Telephone	2,967		2,967	25	625		3,617
Office Supplies	1,600		1,600	46	25		1,671
Cleaning Service	3,697		3,697	25	560		4,282
Training/Conferences /Mileage	250		250	25	573		848
Insurance	1,500		1,500				1,500
<b>TOTAL DIRECT COSTS</b>	<b>22,199</b>		<b>22,199</b>	<b>618</b>	<b>2,229</b>		<b>25,046</b>

Account Description	Fund Sources						Line Item Total Budget
	Grant Share	OTO	Grant Share Total	Program Income	Match - Cash	Match - In-Kind	
EQUIPMENT COSTS							
Equipment Desktop printer		1,200	1,200				1,200
Equipment Software accessories		1,000	1,000				1,000
Equipment Sign holders		137	137				137
Equipment Easel		82	82				82
Equipment Card Tables and chairs		250	250				250
Equipment Folding Chairs		348	348				348
Equipment 60" Round Plastic Tables		219	219				219
Equipment Wireless Microphone System		110	110				
Equipment PA System		359	359				359
<b>TOTAL EQUIPMENT COSTS</b>		3,705	3,705				3,705

Account Description	Fund Sources						Line Item Total Budget
	Grant Share	OTO	Grant Share Total	Program Income	Match - Cash	Match - In-Kind	
INDIRECT COSTS							
Indirect	5,816		5,816				5,816
<b>TOTAL INDIRECT COSTS</b>	5,816		5,816				5,816

SAN FERNANO VALLEY INTERFAITH COUNCIL, INC.

Agency

Page 1 of 1

Amendment Number: 6

Agreement Number: C-119333

Fiscal Year: 2013 - 2014

Aging Service Area: Southeast Valley/Sherman Oaks East Valley Adult Center

SENIOR MULTIPURPOSE & NUTRITION SERVICES

Project Title

OAA TITLE III-B SOCIAL SERVICES (9 MONTH)

COST CATEGORIES		AMENDMENT #4	AMENDMENT #6 *	DIFFERENCE + OR (-)
1000	Personnel Costs	\$50,505	\$50,505	\$0
2000	Direct Cost	\$22,199	\$22,199	\$0
	Personal Care	\$2,618	\$2,618	\$0
	Chore - Heavy	\$2,176	\$2,176	\$0
	Homemaker	\$9,945	\$6,445	(\$3,500)
	Audit Fee	\$500	\$500	\$0
	Utilities Bldg	\$446	\$446	\$0
	Telephone	\$967	\$2,967	\$2,000
	Office Supplies	\$100	\$1,600	\$1,500
	Cleaning Service	\$3,697	\$3,697	\$0
	Training / Conferences / Mileage	\$250	\$250	\$0
	Insurance	\$1,500	\$1,500	\$0
3000	Equipment Cost	\$0	\$3,705	\$3,705
4000	Indirect Cost	\$5,816	\$5,816	\$0
TOTAL COST		\$78,520	\$82,225	\$3,705

\* Includes \$3,705 in OTO funds

**EXHIBIT 1 - BUDGET DOCUMENTS****PART A: PROJECT BUDGET SUMMARY BY COST CATEGORY AND PROJECTED EXPENDITURES BY MONTH**

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: Southeast Valley

City - 12 Month - Title III-B - Social Services - F/Y - 2013-14

**Program Budget Summary**

<b>COST CATEGORIES</b>	<b>City General Fund</b>	<b>Program Income</b>	<b>Match - Cash</b>	<b>Estimated Total Costs</b>
Personnel Costs				0
Direct Costs	1,141	124	148	1,413
Equipment Costs				0
Indirect Costs	91			91
<b>TOTAL COSTS</b>	<b>1,232</b>	<b>124</b>	<b>148</b>	<b>1,504</b>

**Projected Monthly Expenditures**

<b>COST CATEGORIES</b>	<b>Grant Share</b>	<b>2013 JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>2014 JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>
Personnel Costs													
Direct Costs	1,141				1,141								
Equipment Costs													
Indirect Costs	91				91								
<b>TOTAL COSTS</b>	<b>1,232</b>				<b>1,232</b>								



Account Description	100% Month Wage	% Time on Project	Months to Work	Fund Sources			Line Item Total Budget
				City General Fund	Program Income	Match - Cash	
PERSONNEL COSTS							
WAGES							
FRINGE BENEFITS							
TOTAL PERSONNEL COSTS							

**PART C: BUDGET JUSTIFICATIONS - DIRECT COSTS**

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

**AGING SERVICE AREA:** Southeast Valley

**City - 12 Month - Title III-B - Social Services - F/Y - 2013-14**

Account Description	Fund Sources			Line Item Total Budget
	City General Fund	Program Income	Match - Cash	
DIRECT COSTS				
Telephone	841			841
Mileage	300	124	148	572
<b>TOTAL DIRECT COSTS</b>	<b>1,141</b>	<b>124</b>	<b>148</b>	<b>1,413</b>

Account Description	Fund Sources			Line Item Total Budget
	City General Fund	Program Income	Match - Cash	
EQUIPMENT COSTS				
TOTAL EQUIPMENT COSTS				

Account Description	Fund Sources			Line Item Total Budget
	City General Fund	Program Income	Match - Cash	
INDIRECT COSTS				
Indirect	91			91
TOTAL INDIRECT COSTS	91			91

SAN FERNANO VALLEY INTERFAITH COUNCIL, INC.

Agency

Page 1 of 1

Amendment Number: 6

Agreement Number: C-119333

Fiscal Year: 2013 - 2014

Aging Service Area: Southeast Valley/Sherman Oaks East Valley Adult CenterSENIOR MULTIPURPOSE & NUTRITION SERVICES

Project Title

OAA TITLE III-B SOCIAL SERVICES (12 MONTH)

COST CATEGORIES		AMENDMENT #4	AMENDMENT #6	DIFFERENCE + OR (-)
1000	Personnel Costs	\$0	\$0	\$0
2000	Direct Cost	\$1,141	\$1,141	\$0
	Telephone	\$841	\$841	\$0
	Mileage	\$300	\$300	\$0
3000	Equipment Cost	\$0	\$0	\$0
4000	Indirect Cost	\$91	\$91	\$0
TOTAL COST		\$1,232	\$1,232	\$0

**PART A: PROJECT BUDGET SUMMARY BY COST CATEGORY AND PROJECTED EXPENDITURES BY MONTH**

**Agreement Nbr:** C-119333 **Amendment Nbr:** 6 **Contractor:** San Fernando Valley Interfaith Council

**AGING SERVICE AREA: Southeast Valley**

**OAA - 3 Month - Title III-C1 - Congregate Meals - F/Y - 2013-14**

## Program Budget Summary

COST CATEGORIES	Grant Share	NSIP	Grant Share Total	Program Income	Match	Estimated Total Costs
Personnel Costs	14,959		14,959	5,193	14,424	34,576
Direct Costs	18,109	5,277	23,386	3,101		26,487
Equipment Costs						0
Indirect Costs	2,645		2,645			2,645
<b>TOTAL COSTS</b>	<b>35,713</b>	<b>5,277</b>	<b>40,990</b>	<b>8,294</b>	<b>14,424</b>	<b>708</b>

### Projected Monthly Expenditures

[illegible]

## EXHIBIT 1 - BUDGET DOCUMENTS

## Part B: BUDGET JUSTIFICATIONS - PERSONNEL COSTS (WAGES AND EMPLOYEE BENEFITS)

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: Southeast Valley

OAA - 3 Month - Title III-C1 - Congregate Meals - F/Y - 2013-14

Account Description	100% Month Wage	% Time on Project	Months to Work	Fund Sources					Line Item Total Budget
				Grant Share	NSIP	Grant Share Total	Program Income	Match	
PERSONNEL COSTS									
WAGES									
Bookkeeper	3,344	15.002	3				1,505		1,505
Division Director MPC	4,806	10.001	3	1,442		1,442			1,442
Dining Coordinator #1	2,000	50	3	3,000		3,000			3,000
Dining Coordinator #2	2,872	50	3	1,575		1,575	2,733		4,308
Nutrition Coordinator PT	2,133	50.008	3	3,200		3,200			0
Nutrition Director	6,120	18.557	3	3,145		3,145	262		3,407
Volunteers								14,424	14,424
<b>TOTAL WAGES</b>				12,362		12,362	4,500	14,424	31,286
FRINGE BENEFITS									
FICA				946		946	344		1,290
SUI				297		297			297
W/C				958		958	349		1,307
Med Ins				396		396			396
<b>TOTAL FRINGE BENEFITS</b>				2,597		2,597	693		3,290
<b>TOTAL PERSONNEL COSTS</b>				14,959		14,959	5,193	14,424	34,576

## EXHIBIT 1 - BUDGET DOCUMENTS

## PART C: BUDGET JUSTIFICATIONS - DIRECT COSTS

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: Southeast Valley

OAA - 3 Month - Title III-C1 - Congregate Meals - F/Y - 2013-14

Account Description	Fund Sources					Line Item Total Budget
	Grant Share	NSIP	Grant Share Total	Program Income	Match	
DIRECT COSTS						
Meal Cost	10,478	5,277	15,755	1,119		16,874
Audit Fee	100		100			100
Utilities	400		400	238		638
Telephone	580		580	629		1,209
Cleaning Service	2,095		2,095	1,115		3,210
Consultants (Nutrition Dining Coord - \$945 x 3 mo)	2,835		2,835			2,835
Equipment Repair/Maintenance	99		99			99
Travel \$0.555/mile +training classes	522		522			522
Insurance	1,000		1,000			1,000
<b>TOTAL DIRECT COSTS</b>	<b>18,109</b>	<b>5,277</b>	<b>23,386</b>	<b>3,101</b>		<b>26,487</b>



Account Description	Fund Sources					Line Item Total Budget
	Grant Share	NSIP	Grant Share Total	Program Income	Match	
EQUIPMENT COSTS						
TOTAL EQUIPMENT COSTS						

Account Description	Fund Sources					Line Item Total Budget
	Grant Share	NSIP	Grant Share Total	Program Income	Match	
INDIRECT COSTS						
Indirect	2,645		2,645			2,645
TOTAL INDIRECT COSTS	2,645		2,645			2,645

SAN FERNANDO VALLEY INTERFAITH COUNCIL, INC.

Agency

Page 1 of 1

Amendment Number: 6

Agreement Number: C-119333

Fiscal Year: 2013 - 2014

Aging Service Area: Southeast Valley/Sherman Oaks East Valley Adult Center

SENIOR MULTIPURPOSE & NUTRITION SERVICES

Project Title

OAA TITLE III-C-1, CONGREGATE NUTRITION SERVICES (3 MONTH)

COST CATEGORIES		AMENDMENT #4	AMENDMENT #6	DIFFERENCE + OR (-)
1000	Personnel Costs	\$15,202	\$14,959	(\$243)
2000	Direct Cost	\$17,866	\$18,109	\$243
	Meal Costs	\$10,013	\$10,478	\$465
	Audit Fee	\$100	\$100	\$0
	Utilities	\$400	\$400	\$0
	Telephone	\$580	\$580	\$0
	Cleaning Service	\$2,095	\$2,095	\$0
	Consultants (Nutrition Dining Coord - \$945 x 12 months)	\$2,835	\$2,835	\$0
	Supplies / Printing / Postage	\$300	\$0	(\$300)
	Equipment Repair / Maintenance	\$100	\$99	(\$1)
	Travel / Training Classes	\$443	\$522	\$79
	Insurance	\$1,000	\$1,000	\$0
3000	Equipment Cost	\$0	\$0	\$0
4000	Indirect Cost	\$2,645	\$2,645	\$0
TOTAL COST		\$35,713	\$35,713	\$0

## EXHIBIT 1 - BUDGET DOCUMENTS

## PART A: PROJECT BUDGET SUMMARY BY COST CATEGORY AND PROJECTED EXPENDITURES BY MONTH

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: Southeast Valley

OAA - 9 Month - Title III-C1 - Congregate Meals - F/Y - 2013-14

## Program Budget Summary

COST CATEGORIES	Grant Share	OTO	NSIP	OTO NSIP	Grant Share Total	Program Income	Match - Cash	Match - In-Kind	Estimated Total Costs
Personnel Costs	48,634				48,634	15,502	4,213	5,952	74,301
Direct Costs	72,705	200	21,292	114	94,311	1,022	5,341		100,674
Equipment Costs		4,253			4,253				4,253
Indirect Costs	9,707				9,707				9,707
<b>TOTAL COSTS</b>	<b>131,046</b>	<b>4,453</b>	<b>21,292</b>	<b>114</b>	<b>156,905</b>	<b>16,524</b>	<b>9,554</b>	<b>5,952</b>	<b>188,935</b>

## Projected Monthly Expenditures

COST CATEGORIES	Grant Share	2013 JULY	AUG	SEPT	OCT	NOV	DEC	2014 JAN	FEB	MAR	APRIL	MAY	JUNE
Personnel Costs	48,634				5,356	5,294	5,127	5,126	5,368	5,293	4,834	4,832	7,404
Direct Costs	72,705				6,378	6,205	4,821	3,981	13,414	6,166	-993	7,335	25,398
Equipment Costs													
Indirect Costs	9,707				939	920	796	912	1,686	1,100	307	1,380	1,667
<b>TOTAL COSTS</b>	<b>131,046</b>				<b>12,673</b>	<b>12,419</b>	<b>10,744</b>	<b>10,019</b>	<b>20,468</b>	<b>12,559</b>	<b>4,148</b>	<b>13,547</b>	<b>34,469</b>

OAA - 9 Month - Title III-C1 - Congregate Meals - F/Y - 2013-14

Account Description	100% Month Wage	% Time on Project	Months to Work	Fund Sources								Line Item Total Budget
				Grant Share	OTO	NSIP	OTO NSIP	Grant Share Total	Program Income	Match - Cash	Match - In- Kind	
PERSONNEL COSTS												
WAGES												
Director of Grants Administration	4,304	9.998	3							1,291		1,291
Bookkeeper	3,344	14.999	9						4,514			4,514
Division Director MPC	4,806	9.999	9	4,325				4,325				4,325
Dining Coordinator #1	2,000	50	9	9,000				9,000				9,000
Dining Coordinator #2	2,872	50	9	4,022				4,022	8,902			12,924
Nutrition Coordinator PT	2,133	50.003	9	9,599				9,599				9,599
Nutrition Director	6,120	26.115	9	14,384				14,384				14,384
Volunteers											5,952	5,952
Grant Administrator	2,947	9.999	3							884		884
Project Coordinator	3,553	10.001	3							1,066		1,066
<b>TOTAL WAGES</b>				41,330				41,330	13,416	3,241	5,952	63,939
FRINGE BENEFITS												
FICA				3,065				3,065	1,026	248		4,339
SUI				1,889				1,889	10	123		2,022
W/C				1,097				1,097	1,040	251		2,388
Med Ins				1,253				1,253	10	350		1,613
<b>TOTAL FRINGE BENEFITS</b>				7,304				7,304	2,086	972		10,362
<b>TOTAL PERSONNEL COSTS</b>				48,634				48,634	15,502	4,213	5,952	74,301

Account Description	Fund Sources								Line Item Total Budget
	Grant Share	OTO	NSIP	OTO NSIP	Grant Share Total	Program Income	Match - Cash	Match - In-Kind	
<b>DIRECT COSTS</b>									
Meal Cost	40,794		21,292	114	62,200	739	3,500		66,439
Audit Fee	300				300				300
Utilities	3,468				3,468	33			3,501
Telephone	5,802				5,802	50			5,852
Cleaning Service	5,660				5,660	50			5,710
Consultants (Nutrition Dining Coord - \$945 x 9 mo)	8,505				8,505				8,
Supplies/Printing/Postage	900	200			1,100	50			1,150
Equipment Repair/Maintenance	100				100	50			150
Travel \$0.555/mile +training classes	6,176				6,176	50	1,841		8,067
Insurance	1,000				1,000				1,000
<b>TOTAL DIRECT COSTS</b>	<b>72,705</b>	<b>200</b>	<b>21,292</b>	<b>114</b>	<b>94,311</b>	<b>1,022</b>	<b>5,341</b>		<b>100,674</b>

Account Description	Fund Sources								Line Item Total Budget
	Grant Share	OTO	NSIP	OTO NSIP	Grant Share Total	Program Income	Match - Cash	Match - In-Kind	
EQUIPMENT COSTS									
Equipment Desktop Computer		499			499				499
Equipment Computer monitor		240			240				240
Equipment Printer		300			300				300
Equipment Crowd Control Black Ropes		400			400				400
Equipment Crowd Control Red Ropes		400			400				400
Equipment Coffee Maker		300			300				300
Equipment Donation Lockbox		240			240				240
Equipment 60" Dining Tables		900			900				900
Equipment 8 pack dining room chairs		974			974				974
<b>TOTAL EQUIPMENT COSTS</b>		4,253			4,253				4,253

Account Description	Fund Sources								Line Item Total Budget
	Grant Share	OTO	NSIP	OTO NSIP	Grant Share Total	Program Income	Match - Cash	Match - In-Kind	
INDIRECT COSTS									
Indirect	9,707				9,707				9,707
<b>TOTAL INDIRECT COSTS</b>	9,707				9,707				9,707

SAN FERNANDO VALLEY INTERFAITH COUNCIL, INC.

Agency

Page 1 of 1

Amendment Number: 6

Agreement Number: C-119333

Fiscal Year: 2013 - 2014

Aging Service Area: Southeast Valley/Sherman Oaks East Valley Adult Center

SENIOR MULTIPURPOSE & NUTRITION SERVICES

Project Title

OAA TITLE III-C-1, CONGREGATE NUTRITION SERVICES (9 MONTH)

COST CATEGORIES		AMENDMENT #4	AMENDMENT #6 *	DIFFERENCE + OR (-)
1000	Personnel Costs	\$46,202	\$48,634	\$2,432
2000	Direct Cost	\$72,705	\$72,905	\$200
	Meal Costs	\$40,794	\$40,794	\$0
	Audit Fee	\$300	\$300	\$0
	Utilities	\$3,468	\$3,468	\$0
	Telephone	\$5,802	\$5,802	\$0
	Cleaning Service	\$5,660	\$5,660	\$0
	Consultants (Nutrition Dining Coord - \$945 x 12 months)	\$8,505	\$8,505	\$0
	Supplies / Printing / Postage	\$900	\$1,100	\$200
	Equipment Repair / Maintenance	\$100	\$100	\$0
	Travel / Training Classes	\$6,176	\$6,176	\$0
	Insurance	\$1,000	\$1,000	\$0
3000	Equipment Cost	\$0	\$4,253	\$4,253
4000	Indirect Cost	\$9,512	\$9,707	\$195
TOTAL COST		\$128,419	\$135,499	\$7,080

\* Includes \$4,453 in OTO funds



## AGING SERVICE AREA: Southeast Valley

[illegible]

Account Description	100% Month Wage	% Time on Project	Months to Work	Fund Sources							Line Item Total Budget
				City General Fund	STATE	State Special Nutrition Fund	Grant Share Total	Program Income	Match - Cash	Match - In- Kind	
PERSONNEL COSTS											
WAGES											
Director of Grants Administration	4,304	9.998	3						1,291		1,291
Volunteers										1,984	1,984
Grant Administrator	2,947	9.999	3						884		884
Project Coordinator	3,553	10.001	3						1,066		1,066
<b>TOTAL WAGES</b>									3,241	1,984	5
FRINGE BENEFITS											
FICA									248		248
SUI									123		123
W/C									251		251
Med Ins									350		350
<b>TOTAL FRINGE BENEFITS</b>									972		972
<b>TOTAL PERSONNEL COSTS</b>									4,213	1,984	6,197

## EXHIBIT 1 - BUDGET DOCUMENTS

## PART C: BUDGET JUSTIFICATIONS - DIRECT COSTS

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: Southeast Valley

## City - 12 Month - Title III-C1 - Congregate Meals - F/Y - 2013-14

Account Description	Fund Sources							Line Item Total Budget
	City General Fund	STATE	State Special Nutrition Fund	Grant Share Total	Program Income	Match - Cash	Match - In-Kind	
DIRECT COSTS								
Meal Cost	12,346	12,539	19,492	44,377	4,026			48,403
Telephone		2,796		2,796	1,409			4,205
Travel \$0.555/mile +training classes		2,500		2,500				2,500
<b>TOTAL DIRECT COSTS</b>	12,346	17,835	19,492	49,673	5,435			55,108

Account Description	Fund Sources							Line Item Total Budget
	City General Fund	STATE	State Special Nutrition Fund	Grant Share Total	Program Income	Match - Cash	Match - In-Kind	
EQUIPMENT COSTS								
TOTAL EQUIPMENT COSTS								

Account Description	Fund Sources							Line Item Total Budget
	City General Fund	STATE	State Special Nutrition Fund	Grant Share Total	Program Income	Match - Cash	Match - In-Kind	
INDIRECT COSTS								
Indirect	988	3,038		4,026				4,026
TOTAL INDIRECT COSTS	988	3,038		4,026				4,026

SAN FERNANDO VALLEY INTERFAITH COUNCIL, INC.

Agency

Page 1 of 1

Amendment Number: 6

Agreement Number: C-119333

Fiscal Year: 2013 - 2014

Aging Service Area: Southeast Valley/Sherman Oaks East Valley Adult Center

SENIOR MULTIPURPOSE & NUTRITION SERVICES

Project Title

OAA TITLE III-C-1, CONGREGATE NUTRITION SERVICES (12 MONTH)

COST CATEGORIES		AMENDMENT #4	AMENDMENT #6	DIFFERENCE + OR (-)
1000	Personnel Costs	\$0	\$0	\$0
2000	Direct Cost	\$50,316	\$49,673	(\$643)
	Meal Costs	\$28,383	\$44,377	\$15,994
	Audit Fee	\$800	\$0	(\$800)
	Utilities	\$200	\$0	(\$200)
	Telephone	\$2,796	\$2,796	\$0
	Cleaning Service	\$8,340	\$0	(\$8,340)
	Consultants (Nutrition Dining Coord - \$945 x 12 months)	\$0	\$0	\$0
	Supplies / Printing / Postage	\$100	\$0	(\$100)
	Equipment Repair / Maintenance	\$2,200	\$0	(\$2,200)
	Travel / Training Classes	\$7,497	\$2,500	(\$4,997)
3000	Equipment Cost	\$0		\$0
4000	Indirect Cost	\$4,026	\$4,026	\$0
TOTAL COST		\$54,342	\$53,699	(\$643)

**PART A: PROJECT BUDGET SUMMARY BY COST CATEGORY AND PROJECTED EXPENDITURES BY MONTH**

**Agreement Nbr:** C-119333 **Amendment Nbr:** 6 **Contractor:** San Fernando Valley Interfaith Council

**AGING SERVICE AREA:** Southeast Valley

**OAA - 3 Month - Title III-C2 - Home Delivered Meals - F/Y - 2013-14**

## Program Budget Summary

COST CATEGORIES	Grant Share	NSIP	Grant Share Total	Program Income	Match	Estimated Total Costs
Personnel Costs	10,402		10,402	868		11,270
Direct Costs	5,370	4,931	10,301	5,057	4,500	19,858
Equipment Costs						0
Indirect Costs	1,262		1,262			1,262
<b>TOTAL COSTS</b>	17,034	4,931	21,965	5,925	4,500	32,390

### Projected Monthly Expenditures

[illegible]

## EXHIBIT 1 - BUDGET DOCUMENTS

## Part B: BUDGET JUSTIFICATIONS - PERSONNEL COSTS (WAGES AND EMPLOYEE BENEFITS)

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: Southeast Valley

OAA - 3 Month - Title III-C2 - Home Delivered Meals - F/Y - 2013-14

Account Description	100% Month Wage	% Time on Project	Months to Work	Fund Sources					Line Item Total Budget
				Grant Share	NSIP	Grant Share Total	Program Income	Match	
PERSONNEL COSTS									
WAGES									
Bookkeeper	3,344	7.506	3				753		753
Nutrition Director	6,120	7.642	3	1,403		1,403			1,403
Driver #1	1,624	37.5	3	1,827		1,827			1,827
Driver #2	1,624	37.5	3	1,827		1,827			1,827
Driver #3	1,624	37.5	3	1,827		1,827			1,827
Case Aide PT Assessment	2,097	25.417	3	1,599		1,599			1,599
<b>TOTAL WAGES</b>				8,483		8,483	753		9,236
FRINGE BENEFITS									
FICA				649		649	57		706
SUI				400		400			400
W/C				657		657	58		715
Med Ins				213		213			213
<b>TOTAL FRINGE BENEFITS</b>				1,919		1,919	115		2,034
<b>TOTAL PERSONNEL COSTS</b>				10,402		10,402	868		11,270



Account Description	Fund Sources					Line Item Total Budget
	Grant Share	NSIP	Grant Share Total	Program Income	Match	
DIRECT COSTS						
Meal Cost	1,466	4,931	6,397	2,484		8,881
Audit Fee	50		50			50
Travel \$0.555/mile	3,549		3,549	2,573		6,122
Space (1,500 sq ft x \$1.00/sq ft x mo)					4,500	4,500
Insurance	305		305			305
<b>TOTAL DIRECT COSTS</b>	<b>5,370</b>	<b>4,931</b>	<b>10,301</b>	<b>5,057</b>	<b>4,500</b>	<b>19,858</b>

Account Description	Fund Sources					Line Item Total Budget
	Grant Share	NSIP	Grant Share Total	Program Income	Match	
EQUIPMENT COSTS						
TOTAL EQUIPMENT COSTS						

Account Description	Fund Sources					Line Item Total Budget
	Grant Share	NSIP	Grant Share Total	Program Income	Match	
INDIRECT COSTS						
Indirect	1,262		1,262			1,262
TOTAL INDIRECT COSTS	1,262		1,262			1,262

SAN FERNANDO VALLEY INTERFAITH COUNCIL, INC.

Agency

Page 1 of 1

Amendment Number: 6

Agreement Number: C-119333

Fiscal Year: 2013 - 2014

Aging Service Area: Southeast Valley/Sherman Oaks East Valley Adult Center

SENIOR MULTIPURPOSE & NUTRITION SERVICES

Project Title

OAA TITLE III-C-2 HOME DELIVERED MEALS (3 MONTH)

COST CATEGORIES		AMENDMENT #4	AMENDMENT #6	DIFFERENCE + OR (-)
1000	Personnel Costs	\$10,402	\$10,402	\$0
2000	Direct Cost	\$5,370	\$5,370	\$0
	Meal Costs	\$1,466	\$1,466	\$0
	Audit Fee	\$50	\$50	\$0
	Service Contract	\$9	\$0	(\$9)
	Supplies / Printing / Postage	\$5	\$0	(\$5)
	Training / Conferences	\$10	\$0	(\$10)
	Travel	\$3,525	\$3,549	\$24
	Space ( 1,500 sq ft x \$1.00/ sq ft x mo)		\$0	\$0
	Insurance	\$305	\$305	\$0
3000	Equipment Cost	\$0	\$0	\$0
4000	Indirect Cost	\$1,262	\$1,262	\$0
	TOTAL COST	\$17,034	\$17,034	\$0

## EXHIBIT 1 - BUDGET DOCUMENTS

## PART A: PROJECT BUDGET SUMMARY BY COST CATEGORY AND PROJECTED EXPENDITURES BY MONTH

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: Southeast Valley

OAA - 9 Month - Title III-C2 - Home Delivered Meals - F/Y - 2013-14

## Program Budget Summary

COST CATEGORIES	Grant Share	NSIP	Grant Share Total	Program Income	Match - Cash	Match - In-Kind	Estimated Total Costs
Personnel Costs	36,432		36,432	5,291	5,209	3,680	50,612
Direct Costs	22,655	19,897	42,552	4,575	4,809		51,936
Equipment Costs							0
Indirect Costs	4,727		4,727				4,727
<b>TOTAL COSTS</b>	<b>63,814</b>	<b>19,897</b>	<b>83,711</b>	<b>9,866</b>	<b>10,018</b>	<b>3,680</b>	<b>107,275</b>

## Projected Monthly Expenditures

COST CATEGORIES	Grant Share	2013 JULY	AUG	SEPT	OCT	NOV	DEC	2014 JAN	FEB	MAR	APRIL	MAY	JUNE
Personnel Costs	36,432				4,752	6,074	3,600	5,385	2,846	2,829	3,069	3,541	4,336
Direct Costs	22,655				3,327	5,120	1,203	3,350	2,577	1,501	2,039	2,022	1,516
Equipment Costs													
Indirect Costs	4,727				646	896	379	699	605	518	581	310	93
<b>TOTAL COSTS</b>	<b>63,814</b>				<b>8,725</b>	<b>12,090</b>	<b>5,182</b>	<b>9,434</b>	<b>6,028</b>	<b>4,848</b>	<b>5,689</b>	<b>5,873</b>	<b>5,945</b>

OAA - 9 Month - Title III-C2 - Home Delivered Meals - F/Y - 2013-14

Account Description	100% Month Wage	% Time on Project	Months to Work	Fund Sources						Line Item Total Budget
				Grant Share	NSIP	Grant Share Total	Program Income	Match - Cash	Match - In- Kind	
PERSONNEL COSTS										
WAGES										
Director of Grants Administration	4,304	9.998	3					1,291		1,291
Bookkeeper	3,344	7.499	9				2,257			2,257
Nutrition Coordinator Homebound PT	2,501	15.549	9	3,500		3,500				3,500
Nutrition Director	6,120	8.912	9	4,909		4,909				4,909
Driver #4	1,624	11.316	9	1,654		1,654				1,654
Driver #1	1,624	27.237	9	3,981		3,981				1
Driver #2	1,624	37.5	9	5,481		5,481				5,481
Driver #3	1,624	37.5	9	5,481		5,481				5,481
Volunteers									3,680	3,680
Grant Administrator	2,947	9.999	3					884		884
Project Coordinator	3,553	10.001	3					1,066		1,066
Case Aide PT Assessment	2,097	37.498	9	4,797		4,797	2,280			7,077
<b>TOTAL WAGES</b>				29,803		29,803	4,537	3,241	3,680	41,261
FRINGE BENEFITS										
FICA				2,280		2,280	347	248		2,875
SUI				1,400		1,400	5	474		1,879
W/C				2,310		2,310	352	251		2,913
Med Ins				639		639	50	995		1,684
<b>TOTAL FRINGE BENEFITS</b>				6,629		6,629	754	1,968		9,351
<b>TOTAL PERSONNEL COSTS</b>				36,432		36,432	5,291	5,209	3,680	55,412

## OAA - 9 Month - Title III-C2 - Home Delivered Meals - F/Y - 2013-14

Account Description	Fund Sources						Line Item Total Budget
	Grant Share	NSIP	Grant Share Total	Program Income	Match - Cash	Match - In-Kind	
DIRECT COSTS							
Meal Cost	11,986	19,897	31,883	2,475	9		34,367
Audit Fee	750		750				750
Service Contract	9		9				9
Supplies/Printing/Postage	800		800	100			900
Training/Conferences	298		298				298
Travel \$0.555/mile	7,812		7,812	2,000	300		10,112
Space (1,500 sq ft x \$1.00/sq ft x 3 mo)					4,500		4,500
Insurance	1,000		1,000				1,000
<b>TOTAL DIRECT COSTS</b>	<b>22,655</b>	<b>19,897</b>	<b>42,552</b>	<b>4,575</b>	<b>4,809</b>		<b>51,936</b>

## EXHIBIT 1 - BUDGET DOCUMENTS

## PART D: BUDGET JUSTIFICATIONS - EQUIPMENT AND INDIRECT COSTS

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: Southeast Valley

OAA - 9 Month - Title III-C2 - Home Delivered Meals - F/Y - 2013-14

Account Description	Fund Sources						Line Item Total Budget
	Grant Share	NSIP	Grant Share Total	Program Income	Match - Cash	Match - In-Kind	
EQUIPMENT COSTS							
TOTAL EQUIPMENT COSTS							

Account Description	Fund Sources						Line Item Total Budget
	Grant Share	NSIP	Grant Share Total	Program Income	Match - Cash	Match - In-Kind	
INDIRECT COSTS							
Indirect	4,727		4,727				4,727
TOTAL INDIRECT COSTS	4,727		4,727				4,727



SAN FERNANDO VALLEY INTERFAITH COUNCIL, INC.

Agency

Page 1 of 1

Amendment Number: 6

Agreement Number: C-119333

Fiscal Year: 2013 - 2014

Aging Service Area: Southeast Valley/Sherman Oaks East Valley Adult Center

SENIOR MULTIPURPOSE & NUTRITION SERVICES

Project Title

OAA TITLE III-C-2 HOME DELIVERED MEALS (9 MONTH)

COST CATEGORIES		AMENDMENT #4	AMENDMENT #6	DIFFERENCE + OR (-)
1000	Personnel Costs	\$36,432	\$36,432	\$0
2000	Direct Cost	\$21,496	\$22,655	\$1,159
	Meal Costs	\$10,827	\$11,986	\$1,159
	Thanksgiving Meals	\$0	\$0	\$0
	Audit Fee	\$750	\$750	\$0
	Service Contract	\$9	\$9	\$0
	Supplies / Printing / Postage	\$800	\$800	\$0
	Training / Conferences	\$298	\$298	\$0
	Travel	\$7,812	\$7,812	\$0
	Space ( 1,500 sq ft x \$1.00/ sq ft x 12 months)	\$0	\$0	\$0
	Insurance	1,000	1,000	\$0
3000	Equipment Cost	\$0	\$0	\$0
4000	Indirect Cost	\$4,634	\$4,727	\$93
TOTAL COST		\$62,562	\$63,814	\$1,252

**EXHIBIT 1 - BUDGET DOCUMENTS****PART A: PROJECT BUDGET SUMMARY BY COST CATEGORY AND PROJECTED EXPENDITURES BY MONTH**

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: Southeast Valley

City - 12 Month - Title III-C2 - Home Delivered Meals - F/Y - 2013-14

**Program Budget Summary**

<b>COST CATEGORIES</b>	<b>City General Fund</b>	<b>STATE</b>	<b>State Special Nutrition Fund</b>	<b>Grant Share Total</b>	<b>Program Income</b>	<b>Trust Fund</b>	<b>Match - Cash</b>	<b>Match - In-Kind</b>	<b>Estimated Total Costs</b>
Personnel Costs	47,554	10,943		58,497			12,690	3,680	74,867
Direct Costs	85,775	16,737	11,882	114,394	18,581	1,113	4,500		138,588
Equipment Costs									0
Indirect Costs	10,666	2,215		12,881					12,881
<b>TOTAL COSTS</b>	<b>143,995</b>	<b>29,895</b>	<b>11,882</b>	<b>185,772</b>	<b>18,581</b>	<b>1,113</b>	<b>17,190</b>	<b>3,680</b>	<b>2. 336</b>

**Projected Monthly Expenditures**

<b>COST CATEGORIES</b>	<b>Grant Share</b>	<b>2013 JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>2014 JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>
Personnel Costs	47,554		6,105	8,342	2,918	2,095		3,138	4,836	4,806	5,017	5,097	5,200
Direct Costs	85,775	8,273	8,381	9,142	7,768	7,536	6,674	6,760	6,340	7,369	4,056	6,328	7,148
Equipment Costs													
Indirect Costs	10,666	662	1,159	1,398	855	771	533	792	894	974	822	1,043	763
<b>TOTAL COSTS</b>	<b>143,995</b>	<b>8,935</b>	<b>15,645</b>	<b>18,882</b>	<b>11,541</b>	<b>10,402</b>	<b>7,207</b>	<b>10,690</b>	<b>12,070</b>	<b>13,149</b>	<b>9,895</b>	<b>12,468</b>	<b>13,111</b>

## EXHIBIT 1 - BUDGET DOCUMENTS

## Part B: BUDGET JUSTIFICATIONS - PERSONNEL COSTS (WAGES AND EMPLOYEE BENEFITS)

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: Southeast Valley

City - 12 Month - Title III-C2 - Home Delivered Meals - F/Y - 2013-14

Account Description	100% Month Wage	% Time on Project	Months to Work	Fund Sources								Line Item Total Budget
				City General Fund	STATE	State Special Nutrition Fund	Grant Share Total	Program Income	Trust Fund	Match - Cash	Match - In-Kind	
PERSONNEL COSTS												
WAGES												
Director of Grants Administration	4,304	9.998	9							3,873		3,873
Program Coordinator	3,553	10.001	9							3,198		3,198
Division Director MPC	4,806	14.118	12	6,700	1,442		8,142					8,142
Nutrition Coordinator Homebound PT	2,097	54.228	12	10,500	3,146		13,646					13,646
Nutrition Director	6,120	8.445	12	4,800	1,402		6,202					6,202
Driver	500	100	4	2,000			2,000					2,000
Driver #4	1,624	22.203	12	2,500	1,827		4,327					4,327
Driver #7	1,624	37.5	12	5,481	1,827		7,308					7,308
Driver	1,809	27.792	12	6,033			6,033					6,033
Volunteers											3,680	3,680
Grant Administrator	2,947	9.999	9							2,652		2,652
<b>TOTAL WAGES</b>				38,014	9,644		47,658			9,723	3,680	61,061
FRINGE BENEFITS												
FICA				2,814	592		3,406			744		4,150
SUI				2,800	56		2,856			474		3,330
W/C				2,851	599		3,450			754		4,204
Med Ins				1,075	52		1,127			995		2,122
<b>TOTAL FRINGE BENEFITS</b>				9,540	1,299		10,839			2,967		13,806
<b>TOTAL PERSONNEL COSTS</b>				47,554	10,943		58,497			12,690	3,680	74,867

## City - 12 Month - Title III-C2 - Home Delivered Meals - F/Y - 2013-14

Account Description	Fund Sources							Line Item Total Budget
	City General Fund	STATE	State Special Nutrition Fund	Grant Share Total	Program Income	Trust Fund	Match - Cash	Match - In-Kind
DIRECT COSTS								
Meal Cost	84,201	14,746	11,882	110,829	13,761			124,590
Thanksgiving Meals						1,113		1,113
Supplies/Printing/Postage		100		100				100
Travel \$0.555/mile	1,574	1,592		3,166	4,820			7,986
Space (1,500 sq ft x \$1.00/sq ft x 3)							4,500	4,500
Insurance		299		299				299
<b>TOTAL DIRECT COSTS</b>	<b>85,775</b>	<b>16,737</b>	<b>11,882</b>	<b>114,394</b>	<b>18,581</b>	<b>1,113</b>	<b>4,500</b>	<b>138</b>

## PART D: BUDGET JUSTIFICATIONS - EQUIPMENT AND INDIRECT COSTS

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: Southeast Valley

City - 12 Month - Title III-C2 - Home Delivered Meals - F/Y - 2013-14

Account Description	Fund Sources								Line Item Total Budget
	City General Fund	STATE	State Special Nutrition Fund	Grant Share Total	Program Income	Trust Fund	Match - Cash	Match - In-Kind	
EQUIPMENT COSTS									
TOTAL EQUIPMENT COSTS									

Account Description	Fund Sources								Line Item Total Budget
	City General Fund	STATE	State Special Nutrition Fund	Grant Share Total	Program Income	Trust Fund	Match - Cash	Match - In-Kind	
INDIRECT COSTS									
Indirect	10,666	2,215		12,881					12,881
TOTAL INDIRECT COSTS	10,666	2,215		12,881					12,881

SAN FERNANDO VALLEY INTERFAITH COUNCIL, INC.

Agency

Page 1 of 1

Amendment Number: 6

Agreement Number: C-119333

Fiscal Year: 2013 - 2014

Aging Service Area: Southeast Valley/Sherman Oaks East Valley Adult CenterSENIOR MULTIPURPOSE & NUTRITION SERVICES

Project Title

OAA TITLE III-C-2 HOME DELIVERED MEALS (12 MONTH)

COST CATEGORIES		AMENDMENT #4	AMENDMENT #6	DIFFERENCE + OR (-)
1000	Personnel Costs	\$62,079	\$58,497	(\$3,582)
2000	Direct Cost	\$109,932	\$114,394	\$4,462
	Meal Costs	\$106,367	\$110,829	\$4,462
	Thanksgiving Meals	\$0	\$0	\$0
	Audit Fee	\$0	\$0	\$0
	Telephone	\$0	\$0	\$0
	Service Contract	\$0	\$0	\$0
	Supplies / Printing / Postage	\$100	\$100	\$0
	Training / Conferences	\$0	\$0	\$0
	Travel	\$3,166	\$3,166	\$0
	Space ( 1,500 sq ft x \$1.00/ sq ft x 12 months)	\$0	\$0	\$0
	Insurance	299	299	\$0
3000	Equipment Cost	\$0	\$0	\$0
4000	Indirect Cost	\$13,761	\$12,881	(\$880)
TOTAL COST		\$185,772	\$185,772	\$0

**EXHIBIT 1 - BUDGET DOCUMENTS****PART A: PROJECT BUDGET SUMMARY BY COST CATEGORY AND PROJECTED EXPENDITURES BY MONTH**

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: Southeast Valley

City - 12 Month - Proposition A - Senior Cityride Program - F/Y - 2013-14

**Program Budget Summary**

<b>COST CATEGORIES</b>	<b>Grant Share</b>	<b>Program Income</b>	<b>Estimated Total Costs</b>
Personnel Costs	165,903		165,903
Direct Costs	36,887	6,334	43,221
Equipment Costs	55,000		55,000
Indirect Costs	19,523		19,523
<b>TOTAL COSTS</b>	<b>277,313</b>	<b>6,334</b>	<b>283,647</b>

**Projected Monthly Expenditures**

<b>COST CATEGORIES</b>	<b>Grant Share</b>	<b>2013 JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>2014 JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>
Personnel Costs	165,903	11,711	11,671	11,591	11,710	11,712	12,089	12,492	12,553	12,223	14,107	14,102	29,942
Direct Costs	36,887	5,316	6,074	9,068	1,923	3,181	1,490	165	1,297	318	1,736	3,219	3,100
Equipment Costs	55,000												55,000
Indirect Costs	19,523	1,362	1,420	1,652	1,091	1,192	1,086	1,013	1,108	1,003	1,267	1,429	5,900
<b>TOTAL COSTS</b>	<b>277,313</b>	<b>18,389</b>	<b>19,165</b>	<b>22,311</b>	<b>14,724</b>	<b>16,085</b>	<b>14,665</b>	<b>13,670</b>	<b>14,958</b>	<b>13,544</b>	<b>17,110</b>	<b>18,750</b>	<b>93,942</b>



## City - 12 Month - Proposition A - Senior Cityride Program - F/Y - 2013-14

Account Description	100% Month Wage	% Time on Project	Months to Work	Fund Sources		Line Item Total Budget
				Grant Share	Program Income	
PERSONNEL COSTS						
WAGES						
Division Director MPC	4,806	10.75	12	6,200		6,200
Driver # 4	2,121	100	9	19,089		19,089
Driver #1	2,121	100	12	25,452		25,452
Driver #3	2,121	100	12	25,452		25,452
Driver #2	2,121	100	12	25,452		25,452
Transportation Coordinator /Dispatcher	2,830	100	12	33,960		33,960
<b>TOTAL WAGES</b>				135,605		135,605
FRINGE BENEFITS						
FICA				9,530		9,530
SUI				2,918		2,918
W/C				14,528		14,528
Med Ins				3,322		3,322
<b>TOTAL FRINGE BENEFITS</b>				30,298		30,298
<b>TOTAL PERSONNEL COSTS</b>				165,903		165,903

## City - 12 Month - Proposition A - Senior Cityride Program - F/Y - 2013-14

Account Description	Fund Sources		Line Item Total Budget
	Grant Share	Program Income	
DIRECT COSTS			
Communication Cost	3,000		3,000
Office Supplies	1,487		1,487
Gasoline/Fuel	13,400	6,334	19,734
Repairs & Maint. - Vehicle	3,500		3,500
Training, Permits & Licenses	3,500		3,500
Insurance	12,000		12,000
<b>TOTAL DIRECT COSTS</b>	<b>36,887</b>	<b>6,334</b>	<b>43,221</b>

**PART D: BUDGET JUSTIFICATIONS - EQUIPMENT AND INDIRECT COSTS**

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: Southeast Valley

City - 12 Month - Proposition A - Senior Cityride Program - F/Y - 2013-14

Account Description	Fund Sources		Line Item Total Budget
	Grant Share	Program Income	
EQUIPMENT COSTS			
Equipment Vehicle	55,000		55,000
TOTAL EQUIPMENT COSTS	55,000		55,000

Account Description	Fund Sources		Line Item Total Budget
	Grant Share	Program Income	
INDIRECT COSTS			
Indirect	19,523		19,523
TOTAL INDIRECT COSTS	19,523		19,523

SAN FERNANDO VALLEY INTERFAITH COUNCIL, INC.

Agency

Page 1 of 1

Amendment Number: 6

Agreement Number: C-119333

Fiscal Year: 2013 - 2014

Aging Service Area: Southeast Valley/ Sherman Oaks East Valley Adult Center

SENIOR MULTIPURPOSE & NUTRITION SERVICES

Project Title

## PROPOSITION A - LOCAL TRANSIT ASSISTANCE PROGRAM (12 MONTH)

COST CATEGORIES		AMENDMENT #4	AMENDMENT #6	DIFFERENCE + OR (-)
1000	Personnel Costs	\$164,031	\$165,903	\$1,872
2000	Direct Cost	\$88,117	\$36,887	(\$51,23
	Communication Costs	\$6,571	\$3,000	(\$3,571)
	Office Supplies	\$3,600	\$1,487	(\$2,113)
	Uniforms	\$0	\$0	\$0
	Gasoline / Fuel	\$34,196	\$13,400	(\$20,796)
	Repairs & Maintenance - Vehicle	\$18,000	\$3,500	(\$14,500)
	Training, Permits & Licenses	\$5,000	\$3,500	(\$1,500)
	Other Costs Transportation related expenses	\$2,750	\$0	(\$2,750)
	Insurance	\$18,000	\$12,000	(\$6,000)
3000	Equipment Cost	\$0	\$55,000	\$55,000
4000	Indirect Cost	\$20,172	\$19,523	(\$649)
TOTAL COST		\$272,320	\$277,313	\$4,993

**PART A: PROJECT BUDGET SUMMARY BY COST CATEGORY AND PROJECTED EXPENDITURES BY MONTH**

AGING SERVICE AREA: MID VALLEY

**OAA - 3 Month - Title III-B - Social Services - F/Y - 2013-14**

## Program Budget Summary

COST CATEGORIES	Grant Share	Program Income	Match	Estimated Total Costs
Personnel Costs	18,361	1,245	14,850	34,456
Direct Costs	5,518	75	2,976	8,569
Equipment Costs				0
Indirect Costs	1,870			1,870
<b>TOTAL COSTS</b>	<b>25,749</b>	<b>1,320</b>	<b>17,826</b>	<b>44,895</b>

### Projected Monthly Expenditures

[illegible]

## EXHIBIT 1 - BUDGET DOCUMENTS

## Part B: BUDGET JUSTIFICATIONS - PERSONNEL COSTS (WAGES AND EMPLOYEE BENEFITS)

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: MID VALLEY

OAA - 3 Month - Title III-B - Social Services - F/Y - 2013-14

Account Description	100% Month Wage	% Time on Project	Months to Work	Fund Sources			Line Item Total Budget
				Grant Share	Program Income	Match	
PERSONNEL COSTS							
WAGES							
Division Director MPC	4,653	59.99	3	7,398	697	279	8,374
Volunteers						8,840	8,840
Case Manager	3,421	74.998	3	7,597	100		7,697
Linkage & Service /Info & Assistant	2,203	100	3	1,105	332	5,172	6,609
<b>TOTAL WAGES</b>				<b>16,100</b>	<b>1,129</b>	<b>14,291</b>	<b>31,520</b>
FRINGE BENEFITS							
FICA				1,232	86	417	1,735
W/C				420	30	142	592
Med Ins				609			609
<b>TOTAL FRINGE BENEFITS</b>				<b>2,261</b>	<b>116</b>	<b>559</b>	<b>2,936</b>
<b>TOTAL PERSONNEL COSTS</b>				<b>18,361</b>	<b>1,245</b>	<b>14,850</b>	<b>34,456</b>

Account Description	Fund Sources			Line Item Total Budget
	Grant Share	Program Income	Match	
DIRECT COSTS				
Audit Fee	500			500
Utilities Bldg & Custodial	437			437
Telephone	1,081			1,081
Office Supplies	993	75	2,976	4,044
Training/Conferences /Mileage	546			546
Equipment Repair/Maintenance	761			761
Insurance	1,200			1,200
<b>TOTAL DIRECT COSTS</b>	<b>5,518</b>	<b>75</b>	<b>2,976</b>	<b>8,</b>



Account Description	Fund Sources			Line Item Total Budget
	Grant Share	Program Income	Match	
EQUIPMENT COSTS				
TOTAL EQUIPMENT COSTS				

Account Description	Fund Sources			Line Item Total Budget
	Grant Share	Program Income	Match	
INDIRECT COSTS				
Indirect	1,870			1,
TOTAL INDIRECT COSTS	1,870			1,870

SAN FERNANO VALLEY INTERFAITH COUNCIL, INC.

Agency

Page 1 of 1

Amendment Number: 6

Agreement Number: C-119333

Fiscal Year: 2013 - 2014

Aging Service Area: Mid Valley/Bernardi MPCSENIOR MULTIPURPOSE & NUTRITION SERVICES

Project Title

OAA TITLE III-B SOCIAL SERVICES (3 MONTH)

COST CATEGORIES		AMENDMENT #4	AMENDMENT #6	DIFFERENCE + OR (-)
1000	Personnel Costs	\$19,800	\$18,361	(\$1,439)
2000	Direct Cost	\$12,560	\$5,518	(\$7,042)
	Personal Care	\$1,156	\$0	(\$1,156)
	Chore - Heavy	\$969	\$0	(\$969)
	Homemaker	\$4,352	\$0	(\$4,352)
	Audit Fee	\$500	\$500	\$0
	Utilities Bldg & Custodial	\$450	\$437	(\$13)
	Telephone	\$1,254	\$1,081	(\$173)
	Office Supplies	\$524	\$993	\$469
	Training / Conferences/ Mileage	\$704	\$546	(\$158)
	Equipment Repair / Maintenance	\$1,451	\$761	(\$690)
	Insurance	\$1,200	\$1,200	\$0
				\$0
3000	Equipment Cost	\$0	\$0	\$0
4000	Indirect Cost	\$2,589	\$1,870	(\$719)
TOTAL COST		\$34,949	\$25,749	(\$9,200)

**EXHIBIT 1 - BUDGET DOCUMENTS****PART A: PROJECT BUDGET SUMMARY BY COST CATEGORY AND PROJECTED EXPENDITURES BY MONTH**

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: MID VALLEY

OAA - 9 Month - Title III-B - Social Services - F/Y - 2013-14

**Program Budget Summary**

<b>COST CATEGORIES</b>	<b>Grant Share</b>	<b>OTO</b>	<b>Grant Share Total</b>	<b>Program Income</b>	<b>Match - Cash</b>	<b>Match - In-Kind</b>	<b>Estimated Total Costs</b>
Personnel Costs	66,325		66,325	10,397	13,115	5,472	95,309
Direct Costs	29,249	508	29,757	276	1,298		31,331
Equipment Costs		4,270	4,270				4,270
Indirect Costs	7,646		7,646				7,646
<b>TOTAL COSTS</b>	<b>103,220</b>	<b>4,778</b>	<b>107,998</b>	<b>10,673</b>	<b>14,413</b>	<b>5,472</b>	<b>138,556</b>

**Projected Monthly Expenditures**

<b>COST CATEGORIES</b>	<b>Grant Share</b>	<b>2013 JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>2014 JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>
Personnel Costs	66,325				7,059	7,307	6,271	6,980	6,805	6,513	6,912	6,916	11,562
Direct Costs	29,249				1,064	1,974	2,430	2,594	4,246	4,432	1,020	5,254	6,235
Equipment Costs													
Indirect Costs	7,646				650	742	696	766	884	695	634	1,242	1,337
<b>TOTAL COSTS</b>	<b>103,220</b>				<b>8,773</b>	<b>10,023</b>	<b>9,397</b>	<b>10,340</b>	<b>11,935</b>	<b>11,640</b>	<b>8,566</b>	<b>13,412</b>	<b>19,134</b>

Account Description	100% Month Wage	% Time on Project	Months to Work	Fund Sources						Line Item Total Budget
				Grant Share	OTO	Grant Share Total	Program Income	Match - Cash	Match - In- Kind	
PERSONNEL COSTS										
WAGES										
Division Director MPC	4,653	62.5	9	24,847		24,847	863	463		26,173
Volunteers									5,472	5,472
Case Manager	3,421	75.001	9	22,992		22,992	50	50		23,092
Linkage & Service /Info & Assistant	2,203	100	9	9,323		9,323	8,242	2,262		19,827
Case Aide Coordinator	2,203	49.585	8.5				220	9,065		9,285
<b>TOTAL WAGES</b>				57,162		57,162	9,375	11,840	5,472	83,109
FRINGE BENEFITS										
FICA				4,373		4,373	717	906		5,996
SUI				1,423		1,423	10	10		1,443
W/C				1,492		1,492	245	309		2,046
Med Ins				1,875		1,875	50	50		1,975
<b>TOTAL FRINGE BENEFITS</b>				9,163		9,163	1,022	1,275		11,460
<b>TOTAL PERSONNEL COSTS</b>				66,325		66,325	10,397	13,115	5,472	95,309

Account Description	Fund Sources						Line Item Total Budget
	Grant Share	OTO	Grant Share Total	Program Income	Match - Cash	Match - In-Kind	
DIRECT COSTS							
Personal Care	3,434		3,434	17			3,451
Chore-Heavy	2,873		2,873	17			2,890
Homemaker	10,573		10,573	17			10,590
Audit Fee	500		500				500
Utilities Bldg & Custodial	2,950		2,950	50	150		3,150
Telephone	3,761		3,761	50	50		3,861
Office Supplies	1,146		1,146	50	998		2,194
Supplies		508	508				508
Training/Conferences /Mileage	1,811		1,811	50	50		1,911
Equipment Repair/Maintenance	1,451		1,451	25	50		1,526
Insurance	750		750				750
<b>TOTAL DIRECT COSTS</b>	<b>29,249</b>	<b>508</b>	<b>29,757</b>	<b>276</b>	<b>1,298</b>		<b>31,331</b>

## EXHIBIT 1 - BUDGET DOCUMENTS

## PART D: BUDGET JUSTIFICATIONS - EQUIPMENT AND INDIRECT COSTS

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: MID VALLEY

OAA - 9 Month - Title III-B - Social Services - F/Y - 2013-14

Account Description	Fund Sources						Line Item Total Budget
	Grant Share	OTO	Grant Share Total	Program Income	Match - Cash	Match - In-Kind	
EQUIPMENT COSTS							
Equipment Bunn coffee machine		457	457				457
Equipment Fax machine		152	152				152
Equipment Cash lock box		358	358				358
Equipment Desktop PC		490	490				490
Equipment Computer monito		187	187				187
Equipment Folding chairs		487	487				487
Equipment Cushion folding chairs		435	435				
Equipment Shredder		98	98				98
Equipment File cabinet		196	196				196
Equipment Outdoor lighting		300	300				300
Equipment Wii Console and Games Pack		180	180				180
Equipment 40		495	495				495
Equipment 72		435	435				435
<b>TOTAL EQUIPMENT COSTS</b>		4,270	4,270				4,270

Account Description	Fund Sources						Line Item Total Budget
	Grant Share	OTO	Grant Share Total	Program Income	Match - Cash	Match - In-Kind	
INDIRECT COSTS							
Indirect	7,646		7,646				7,646
<b>TOTAL INDIRECT COSTS</b>	7,646		7,646				7,646

SAN FERNANO VALLEY INTERFAITH COUNCIL, INC.

Agency

Page 1 of 1

Amendment Number: 6

Agreement Number: C-119333

Fiscal Year: 2013 - 2014

Aging Service Area: Mid Valley/Bernardi MPC

SENIOR MULTIPURPOSE & NUTRITION SERVICES

Project Title

OAA TITLE III-B SOCIAL SERVICES (9 MONTH)

COST CATEGORIES		AMENDMENT #4	AMENDMENT #6 *	DIFFERENCE + OR (-)
1000	Personnel Costs	\$66,325	\$66,325	\$0
2000	Direct Cost	\$29,249	\$29,757	\$508
	Personal Care	\$3,434	\$3,434	\$0
	Chore - Heavy	\$2,873	\$2,873	\$0
	Homemaker	\$13,073	\$10,573	(\$2,500)
	Audit Fee	\$500	\$500	\$0
	Utilities Bldg & Custodial	\$450	\$2,950	\$2,500
	Telephone	\$3,761	\$3,761	\$0
	Office Supplies	\$696	\$1,146	\$450
	Training / Conferences/ Mileage	\$1,811	\$1,811	\$0
	Equipment Repair / Maintenance	\$1,451	\$1,451	\$0
	Insurance	\$1,200	\$750	(\$450)
	Supplies (OTO)	\$0	\$508	\$508
3000	Equipment Cost	\$0	\$4,270	\$4,270
4000	Indirect Cost	\$7,646	\$7,646	\$0
TOTAL COST		\$103,220	\$107,998	\$4,778

\* Includes \$4,778 in OTO funds



**PART A: PROJECT BUDGET SUMMARY BY COST CATEGORY AND PROJECTED EXPENDITURES BY MONTH**

**Agreement Nbr:** C-119333 **Amendment Nbr:** 6 **Contractor:** San Fernando Valley Interfaith Council

**AGING SERVICE AREA: MID VALLEY**

City - 12 Month - Title III-B - Social Services - F/Y - 2013-14

## Program Budget Summary

COST CATEGORIES	City General Fund	Program Income	Match - Cash	Estimated Total Costs
Personnel Costs				0
Direct Costs	1,500	164	182	1,846
Equipment Costs				0
Indirect Costs	120			120
<b>TOTAL COSTS</b>	<b>1,620</b>	<b>164</b>	<b>182</b>	<b>1,966</b>

### Projected Monthly Expenditures

[illegible]

## EXHIBIT 1 - BUDGET DOCUMENTS

## Part B: BUDGET JUSTIFICATIONS - PERSONNEL COSTS (WAGES AND EMPLOYEE BENEFITS)

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: MID VALLEY

City - 12 Month - Title III-B - Social Services - F/Y - 2013-14

				Fund Sources			Line Item Total Budget
Account Description	100% Month Wage	% Time on Project	Months to Work	City General Fund	Program Income	Match - Cash	
PERSONNEL COSTS							
WAGES							
FRINGE BENEFITS							
TOTAL PERSONNEL COSTS							

## EXHIBIT 1 - BUDGET DOCUMENTS

## PART C: BUDGET JUSTIFICATIONS - DIRECT COSTS

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: MID VALLEY

City - 12 Month - Title III-B - Social Services - F/Y - 2013-14

Account Description	Fund Sources			Line Item Total Budget
	City General Fund	Program Income	Match - Cash	
DIRECT COSTS				
Office Supplies	1,200	164	182	1,546
Travel /mileage	300			300
TOTAL DIRECT COSTS	1,500	164	182	1,846

PART D: BUDGET JUSTIFICATIONS - EQUIPMENT AND INDIRECT COSTS

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: MID VALLEY

City - 12 Month - Title III-B - Social Services - F/Y - 2013-14

Account Description	Fund Sources			Line Item Total Budget
	City General Fund	Program Income	Match - Cash	
EQUIPMENT COSTS				
TOTAL EQUIPMENT COSTS				

Account Description	Fund Sources			Line Item Total Budget
	City General Fund	Program Income	Match - Cash	
INDIRECT COSTS				
Indirect	120			120
TOTAL INDIRECT COSTS	120			120

SAN FERNANO VALLEY INTERFAITH COUNCIL, INC.

Agency

Page 1 of 1

Amendment Number: 6

Agreement Number: C-119333

Fiscal Year: 2013 - 2014

Aging Service Area:Mid Valley/Bernardi MPCSENIOR MULTIPURPOSE & NUTRITION SERVICES

Project Title

OAA TITLE III-B SOCIAL SERVICES (12 MONTH)

COST CATEGORIES		AMENDMENT #4	AMENDMENT #6	DIFFERENCE + OR (-)
1000	Personnel Costs	\$0	\$0	\$0
2000	Direct Cost	\$1,500	\$1,500	\$
	Office Supplies	\$1,200	\$1,200	\$0
	Travel / Mileage	\$300	\$300	\$0
3000	Equipment Cost	\$0	\$0	\$0
4000	Indirect Cost	\$120	\$120	\$
TOTAL COST		\$1,620	\$1,620	\$0

**PART A: PROJECT BUDGET SUMMARY BY COST CATEGORY AND PROJECTED EXPENDITURES BY MONTH**

AGING SERVICE AREA: MID VALLEY

**OAA - 3 Month - Title III-C1 - Congregate Meals - F/Y - 2013-14**

## Program Budget Summary

COST CATEGORIES	Grant Share	NSIP	Grant Share Total	Program Income	Match	Estimated Total Costs
Personnel Costs	22,647		22,647	2,998	4,304	29,949
Direct Costs	16,097	6,937	23,034	9,880		32,914
Equipment Costs						0
Indirect Costs	3,100		3,100			3,100
<b>TOTAL COSTS</b>	41,844	6,937	48,781	12,878	4,304	66,863

### Projected Monthly Expenditures

[illegible]

## OAA - 3 Month - Title III-C1 - Congregate Meals - F/Y - 2013-14

Account Description	100% Month Wage	% Time on Project	Months to Work	Fund Sources					Line Item Total Budget
				Grant Share	NSIP	Grant Share Total	Program Income	Match	
PERSONNEL COSTS									
WAGES									
Bookkeeper	3,344	15.002	3				1,505		1,505
Division Director MPC	4,653	10.001	3	1,396		1,396			1,396
Dining Coordinator #5	1,648	50	3	2,472		2,472			2,472
Dining Coordinator #1	1,648	50	3	2,472		2,472			2,472
Dining Coordinator #2	1,648	50	3	2,472		2,472			2,472
Dining Coordinator #3	1,648	50	3	2,472		2,472			2,472
Dining Coordinator #4	1,648	50	3	2,472		2,472			2,472
Nutrition Coordinator FT	2,203	14.828	3	600		600	380		980
Nutrition Director	6,120	22.222	3	4,080		4,080			4,080
Volunteers								4,304	4,304
<b>TOTAL WAGES</b>				18,436		18,436	1,885	4,304	24,625
FRINGE BENEFITS									
FICA				1,411		1,411	144		1,555
SUI				874		874	32		906
W/C				1,429		1,429	146		1,575
Med Ins				497		497	791		1,288
<b>TOTAL FRINGE BENEFITS</b>				4,211		4,211	1,113		5,324
<b>TOTAL PERSONNEL COSTS</b>				22,647		22,647	2,998	4,304	29,949



## OAA - 3 Month - Title III-C1 - Congregate Meals - F/Y - 2013-14

Account Description	Fund Sources					Line Item Total Budget
	Grant Share	NSIP	Grant Share Total	Program Income	Match	
DIRECT COSTS						
Meal Cost	15,382	6,937	22,319	7,651		29,970
Audit Fee	100		100			100
Telephone	101		101	509		610
Cleaning Service /Util	25		25	975		1,000
Supplies/Printing/Postage	179		179	144		323
Training/Conferences /Serv-safe	50		50			50
Travel /Mileage @\$0.555/mile	160		160	601		761
Insurance	100		100			100
<b>TOTAL DIRECT COSTS</b>	<b>16,097</b>	<b>6,937</b>	<b>23,034</b>	<b>9,880</b>		<b>32,914</b>

Account Description	Fund Sources					Line Item Total Budget
	Grant Share	NSIP	Grant Share Total	Program Income	Match	
EQUIPMENT COSTS						
TOTAL EQUIPMENT COSTS						

Account Description	Fund Sources					Line Item Total Budget
	Grant Share	NSIP	Grant Share Total	Program Income	Match	
INDIRECT COSTS						
Indirect	3,100		3,100			3,100
TOTAL INDIRECT COSTS	3,100		3,100			3,100

SAN FERNANDO VALLEY INTERFAITH COUNCIL, INC.

Agency

Page 1 of 1

Amendment Number: 6

Agreement Number: C-119333

Fiscal Year: 2013 - 2014

Aging Service Area: Mid Valley/Bernardi MPCSENIOR MULTIPURPOSE & NUTRITION SERVICES

Project Title

OAA TITLE III-C-1, CONGREGATE NUTRITION SERVICES (3 MONTH)

COST CATEGORIES		AMENDMENT #4	AMENDMENT #6	DIFFERENCE + OR (-)
1000	Personnel Costs	\$24,103	\$22,647	(\$1,456)
2000	Direct Cost	\$19,366	\$16,097	(\$3,269)
	Meal Costs	\$18,580	\$15,382	(\$3,198)
	Audit Fee	\$100	\$100	\$0
	Telephone	\$101	\$101	\$0
	Cleaning Service / Utilities	\$25	\$25	\$0
	Supplies / Printing / Postage	\$200	\$179	(\$21)
	Equipment Repair/Maintenance	\$50	\$0	(\$50)
	Training / Conferences / Serv-safe	\$50	\$50	\$0
	Travel / Mileage	\$160	\$160	\$0
	Insurance	\$100	\$100	\$0
3000	Equipment Cost	\$0	\$0	\$0
4000	Indirect Cost	\$3,478	\$3,100	(\$378)
TOTAL COST		\$46,947	\$41,844	(\$5,103)

**EXHIBIT 1 - BUDGET DOCUMENTS****PART A: PROJECT BUDGET SUMMARY BY COST CATEGORY AND PROJECTED EXPENDITURES BY MONTH**

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

**AGING SERVICE AREA: MID VALLEY****OAA - 9 Month - Title III-C1 - Congregate Meals - F/Y - 2013-14****Program Budget Summary**

<b>COST CATEGORIES</b>	<b>Grant Share</b>	<b>OTO</b>	<b>NSIP</b>	<b>OTO NSIP</b>	<b>Grant Share Total</b>	<b>Program Income</b>	<b>Match</b>	<b>Match - Cash</b>	<b>Match - In-Kind</b>	<b>Estimated Total Costs</b>
Personnel Costs	84,364				84,364	7,667		6,415	10,992	109,438
Direct Costs	74,743	138	27,990	150	103,021	13,726		5,050		121,797
Equipment Costs		4,265			4,265					4,265
Indirect Costs	12,729				12,729					12,729
<b>TOTAL COSTS</b>	<b>171,836</b>	<b>4,403</b>	<b>27,990</b>	<b>150</b>	<b>204,379</b>	<b>21,393</b>		<b>11,465</b>	<b>10,992</b>	<b>248,229</b>

**Projected Monthly Expenditures**

<b>COST CATEGORIES</b>	<b>Grant Share</b>	<b>2013 JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>2014 JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>
Personnel Costs	84,364				7,082	7,281	6,222	6,006	6,870	6,809	8,986	9,605	25,503
Direct Costs	74,743				4,258	5,222	5,809	5,085	4,636	4,673	1,744	3,361	39,955
Equipment Costs													
Indirect Costs	12,729				907	1,000	962	1,129	1,162	1,160	1,099	1,524	3,786
<b>TOTAL COSTS</b>	<b>171,836</b>				<b>12,247</b>	<b>13,503</b>	<b>12,993</b>	<b>12,220</b>	<b>12,668</b>	<b>12,642</b>	<b>11,829</b>	<b>14,490</b>	<b>69,244</b>

OAA - 9 Month - Title III-C1 - Congregate Meals - F/Y - 2013-14

				Fund Sources									
Account Description	100% Month Wage	% Time on Project	Months to Work	Grant Share	OTO	NSIP	OTO NSIP	Grant Share Total	Program Income	Match	Match - Cash	Match - In- Kind	Line Item Total Budget
PERSONNEL COSTS													
WAGES													
Director of Grants Administration	4,304	9.998	3								1,291		1,291
Bookkeeper	3,344	14.999	9						4,514				4,514
Division Director MPC	4,653	11.94	9	5,000				5,000					5,000
Dining Coordinator #1	1,648	60.68	9	9,000				9,000					9,000
Dining Coordinator #2	1,648	60.68	9	9,000				9,000					9,000
Dining Coordinator #3	1,648	60.68	9	9,000				9,000					9,000
Dining Coordinator #4	1,648	60.68	9	9,000				9,000					9,000
Dining Coordinator #5	1,648	60.68	9	9,000				9,000					9,000
Nutrition Coordinator FT	2,203	40.001	9	6,571				6,571	1,360				7,931
Nutrition Director	6,120	16.34	12	12,000				12,000					12,000
Volunteers												10,992	10,992
Grant Administrator	2,947	9.999	3								884		884
Project Coordinator	3,553	10.001	3								1,066		1,066
TOTAL WAGES				68,571				68,571	5,874		3,241	10,992	88,678
FRINGE BENEFITS													
FICA				5,133				5,133	449		248		5,830
SUI				3,780				3,780	389		675		4,844
W/C				4,148				4,148	455		251		4,854
Med Ins				2,732				2,732	500		2,000		5,232
TOTAL FRINGE BENEFITS				15,793				15,793	1,793		3,174		20,760
TOTAL PERSONNEL COSTS				84,364				84,364	7,667		6,415	10,992	109,438

## PART C: BUDGET JUSTIFICATIONS - DIRECT COSTS

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: MID VALLEY

OAA - 9 Month - Title III-C1 - Congregate Meals - F/Y - 2013-14

Account Description	Fund Sources								Line Item Total Budget
	Grant Share	OTO	NSIP	OTO NSIP	Grant Share Total	Program Income	Match	Match - Cash	Match - In-Kind
DIRECT COSTS									
Meal Cost	65,217		27,990	150	93,357	8,257		50	
Audit Fee	500				500				
Telephone	2,065				2,065	4,358			
Office Supplies		138			138				
Cleaning Service /Util	1,611				1,611	100			
Supplies/Printing/Postage	800				800	100			
Equipment Repair/Maintenance	1,000				1,000	25			
Training/Conferences /Serv-safe	50				50	25		5,000	
Travel /Mileage @\$0.555/mile	2,000				2,000	861			
Insurance	1,500				1,500				
<b>TOTAL DIRECT COSTS</b>	<b>74,743</b>	<b>138</b>	<b>27,990</b>	<b>150</b>	<b>103,021</b>	<b>13,726</b>		<b>5,050</b>	

Account Description	Fund Sources									Line Item Total Budget
	Grant Share	OTO	NSIP	OTO NSIP	Grant Share Total	Program Income	Match	Match - Cash	Match - In-Kind	
EQUIPMENT COSTS										
Equipment Desktop PC		499			499					499
Equipment PC Monitor		260			260					260
Equipment Refrigerator		439			439					439
Equipment Coffee maker		394			394					394
Equipment Electric steam table		1,427			1,427					1,427
Equipment Trash liners		587			587					587
Equipment Printer		259			259					
Equipment Latex gloves		100			100					100
Equipment Dining tables		300			300					300
<b>TOTAL EQUIPMENT COSTS</b>		4,265			4,265					4,265

Account Description	Fund Sources									Line Item Total Budget
	Grant Share	OTO	NSIP	OTO NSIP	Grant Share Total	Program Income	Match	Match - Cash	Match - In-Kind	
INDIRECT COSTS										
Indirect	12,729				12,729					12,729
<b>TOTAL INDIRECT COSTS</b>	12,729				12,729					12,729



SAN FERNANDO VALLEY INTERFAITH COUNCIL, INC.

Agency

Page 1 of 1

Amendment Number: 6

Agreement Number: C-119333

Fiscal Year: 2013 - 2014

Aging Service Area: Mid Valley/Bernardi MPCSENIOR MULTIPURPOSE & NUTRITION SERVICES

Project Title

OAA TITLE III-C-1, CONGREGATE NUTRITION SERVICES (9 MONTH)

COST CATEGORIES		AMENDMENT #4	AMENDMENT #6 *	DIFFERENCE + OR (-)
1000	Personnel Costs	\$65,962	\$84,364	\$18,402
2000	Direct Cost	\$90,345	\$74,881	(\$15,464)
	Meal Costs	\$65,217	\$65,217	\$0
	Audit Fee	\$500	\$500	\$0
	Telephone	\$2,065	\$2,065	\$0
	Cleaning Service / Utilities	\$8,000	\$1,611	(\$6,389)
	Supplies / Printing / Postage	\$800	\$800	\$0
	Equipment Repair/Maintenance	\$3,990	\$1,000	(\$2,990)
	Training / Conferences / Serv-safe	\$50	\$50	\$0
	Travel / Mileage	\$8,723	\$2,000	(\$6,723)
	Insurance	\$1,000	\$1,500	\$500
	OTO (office supplies)	\$0	\$138	\$138
3000	Equipment Cost	\$0	\$4,265	\$4,265
4000	Indirect Cost	\$12,505	\$12,729	\$224
TOTAL COST		\$168,812	\$176,239	\$7,427

\* Includes \$4,403 in OTO funds

[illegible]

## City - 12 Month - Title III-C1 - Congregate Meals - F/Y - 2013-14

Account Description	100% Month Wage	% Time on Project	Months to Work	Fund Sources							Line Item Total Budget
				City General Fund	STATE	State Special Nutrition Fund	Grant Share Total	Program Income	Match - Cash	Match - In- Kind	
PERSONNEL COSTS											
WAGES											
Director of Grants Administration	4,304	9.998	3						1,291		1,291
Nutrition Coordinator	2,203	43.006	12		11,369		11,369				11,369
Nutrition Director	6,120	8.333	12		6,120		6,120				6,120
Volunteers										3,680	3,680
Grant Administrator	2,947	9.999	3						884		884
Project Coordinator	3,553	10.001	3						1,066		1,066
<b>TOTAL WAGES</b>					17,489		17,489		3,241	3,680	24,410
FRINGE BENEFITS											
FICA					1,338		1,338		248		1,586
SUI					1,137		1,137		474		1,611
W/C					1,355		1,355		251		1,606
Med Ins									995		995
<b>TOTAL FRINGE BENEFITS</b>					3,830		3,830		1,968		5,798
<b>TOTAL PERSONNEL COSTS</b>					21,319		21,319		5,209	3,680	30,208

## City - 12 Month - Title III-C1 - Congregate Meals - F/Y - 2013-14

Account Description	Fund Sources							Line Item Total Budget
	City General Fund	STATE	State Special Nutrition Fund	Grant Share Total	Program Income	Match - Cash	Match - In-Kind	
DIRECT COSTS								
Meal Cost	16,230	138	25,485	41,853	5,291			47,144
Telephone					200	200		400
Supplies/Printing/Postage					300			300
Training/Conferences /Serv-safe					200			200
Travel /Mileage @\$0.555/mile		1,990		1,990	1,159			3,149
<b>TOTAL DIRECT COSTS</b>	<b>16,230</b>	<b>2,128</b>	<b>25,485</b>	<b>43,843</b>	<b>7,150</b>	<b>200</b>		<b>51,193</b>

PART D: BUDGET JUSTIFICATIONS - EQUIPMENT AND INDIRECT COSTS

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: MID VALLEY

City - 12 Month - Title III-C1 - Congregate Meals - F/Y - 2013-14

Account Description	Fund Sources							Line Item Total Budget
	City General Fund	STATE	State Special Nutrition Fund	Grant Share Total	Program Income	Match - Cash	Match - In-Kind	
EQUIPMENT COSTS								
TOTAL EQUIPMENT COSTS								

Account Description	Fund Sources							Line Item Total Budget
	City General Fund	STATE	State Special Nutrition Fund	Grant Share Total	Program Income	Match - Cash	Match - In-Kind	
INDIRECT COSTS								
Indirect	1,298	3,993		5,291				5,291
TOTAL INDIRECT COSTS	1,298	3,993		5,291				5,291

SAN FERNANDO VALLEY INTERFAITH COUNCIL, INC.

Agency

Page 1 of 1

Amendment Number: 6

Agreement Number: C-119333

Fiscal Year: 2013 - 2014

Aging Service Area:Mid Valley/Bernardi MPCSENIOR MULTIPURPOSE & NUTRITION SERVICES

Project Title

OAA TITLE III-C-1, CONGREGATE NUTRITION SERVICES (12 MONTH)

COST CATEGORIES		AMENDMENT #4	AMENDMENT #6	DIFFERENCE + OR (-)
1000	Personnel Costs	\$21,319	\$21,319	\$0
2000	Direct Cost	\$44,826	\$43,843	(\$983)
	Meal Costs	\$37,315	\$41,853	\$4,538
	Audit Fee	\$400	\$0	(\$400)
	Telephone	\$0	\$0	\$0
	Cleaning Service / Utilities	\$875	\$0	(\$875)
	Supplies / Printing / Postage	\$0	\$0	\$0
	Equipment Repair/Maintenance	\$990	\$0	(\$990)
	Training / Conferences / Serv-safe	\$200	\$0	(\$200)
	Travel / Mileage	\$4,146	\$1,990	(\$2,156)
	Insurance	\$900	\$0	(\$900)
3000	Equipment Cost	\$0	\$0	\$0
4000	Indirect Cost	\$5,291	\$5,291	\$0
TOTAL COST		\$71,436	\$70,453	(\$983)

[illegible]



## OAA - 3 Month - Title III-C2 - Home Delivered Meals - F/Y - 2013-14

Account Description	100% Month Wage	% Time on Project	Months to Work	Fund Sources					Line Item Total Budget
				Grant Share	NSIP	Grant Share Total	Program Income	Match	
PERSONNEL COSTS									
WAGES									
Bookkeeper	3,344	8.752	3	376		376	502		878
Nutrition Coordinator Homebound PT	2,097	38.054	3	2,394		2,394			2,394
Nutrition Director	6,120	7.642	3	1,403		1,403			1,403
Driver #8	1,624	4.351	3	212		212			212
Driver #7	1,624	9.072	3	213		213	229		442
Driver #1	1,624	37.5	3	1,827		1,827			1,827
Driver #2	1,624	37.5	3	1,827		1,827			1,827
Driver #5	1,715	37.493	3	1,929		1,929			1,929
Case Aide PT Assessment	1,994	37.496	3	2,243		2,243			2,243
<b>TOTAL WAGES</b>				12,424		12,424	731		13,155
FRINGE BENEFITS									
FICA				950		950	56		1,006
SUI				425		425	72		497
W/C				963		963	57		1,020
Med Ins				514		514	244		758
<b>TOTAL FRINGE BENEFITS</b>				2,852		2,852	429		3,281
<b>TOTAL PERSONNEL COSTS</b>				15,276		15,276	1,160		16,436

## OAA - 3 Month - Title III-C2 - Home Delivered Meals - F/Y - 2013-14

Account Description	Fund Sources					Line Item Total Budget
	Grant Share	NSIP	Grant Share Total	Program Income	Match	
DIRECT COSTS						
Meal Cost	2,187	6,482	8,669	647		9,316
Audit Fee	25		25			25
Telephone	547		547			547
Supplies/Printing/Postage	200		200	17		217
Travel \$0.555/mile	1,747		1,747	4,377		6,124
Space (1,500 sq ft x \$1.00 x 3 mo)					4,500	4,500
Insurance	750		750			750
<b>TOTAL DIRECT COSTS</b>	<b>5,456</b>	<b>6,482</b>	<b>11,938</b>	<b>5,041</b>	<b>4,500</b>	<b>29</b>

## EXHIBIT 1 - BUDGET DOCUMENTS

## PART D: BUDGET JUSTIFICATIONS - EQUIPMENT AND INDIRECT COSTS

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: MID VALLEY

OAA - 3 Month - Title III-C2 - Home Delivered Meals - F/Y - 2013-14

Account Description	Fund Sources					Line Item Total Budget
	Grant Share	NSIP	Grant Share Total	Program Income	Match	
EQUIPMENT COSTS						
TOTAL EQUIPMENT COSTS						

Account Description	Fund Sources					Line Item Total Budget
	Grant Share	NSIP	Grant Share Total	Program Income	Match	
INDIRECT COSTS						
Indirect	1,658		1,658			1,658
TOTAL INDIRECT COSTS	1,658		1,658			1,658

SAN FERNANDO VALLEY INTERFAITH COUNCIL, INC.

Agency

Page 1 of 1

Amendment Number: 6

Agreement Number: C-119333

Fiscal Year: 2013 - 2014

Aging Service Area:Mid Valley/Bernardi MPCSENIOR MULTIPURPOSE & NUTRITION SERVICES

Project Title

OAA TITLE III-C-2 HOME DELIVERED MEALS (3 MONTH)

COST CATEGORIES		AMENDMENT #4	AMENDMENT #6	DIFFERENCE + OR (-)
1000	Personnel Costs	\$15,276	\$15,276	\$0
2000	Direct Cost	\$5,456	\$5,456	\$
	Meal Costs	\$2,187	\$2,187	\$
	Audit Fee	\$25	\$25	\$0
	Telephone	\$1,053	\$547	(\$506)
	Supplies / Printing / Postage	\$200	\$200	\$0
	Training / Conferences	\$149	\$0	(\$149)
	Travel	\$1,092	\$1,747	\$655
	Space ( 1,500 sq. ft. x \$1.00 x 12 months)	\$0	\$0	\$0
	Insurance	\$750	\$750	\$0
3000	Equipment Cost	\$0	\$0	\$0
4000	Indirect Cost	\$1,658	\$1,658	\$0
TOTAL COST		\$22,390	\$22,390	\$

**EXHIBIT 1 - BUDGET DOCUMENTS****PART A: PROJECT BUDGET SUMMARY BY COST CATEGORY AND PROJECTED EXPENDITURES BY MONTH**

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

**AGING SERVICE AREA: MID VALLEY****OAA - 9 Month - Title III-C2 - Home Delivered Meals - F/Y - 2013-14****Program Budget Summary**

<b>COST CATEGORIES</b>	<b>Grant Share</b>	<b>NSIP</b>	<b>Grant Share Total</b>	<b>Program Income</b>	<b>Match - Cash</b>	<b>Match - In-Kind</b>	<b>Estimated Total Costs</b>
Personnel Costs	54,673		54,673	7,315	7,771	920	70,679
Direct Costs	23,000	26,156	49,156	6,419	9,559		65,134
Equipment Costs							0
Indirect Costs	6,214		6,214				6,214
<b>TOTAL COSTS</b>	<b>83,887</b>	<b>26,156</b>	<b>110,043</b>	<b>13,734</b>	<b>17,330</b>	<b>920</b>	<b>140,027</b>

**Projected Monthly Expenditures**

<b>COST CATEGORIES</b>	<b>Grant Share</b>	<b>2013 JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>2014 JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>
Personnel Costs	54,673				6,294	6,461	5,591	4,872	4,943	4,920	5,372	5,141	11,079
Direct Costs	23,000				2,745	4,376	1,499	1,799	2,117	1,599	1,599	1,350	5,916
Equipment Costs													
Indirect Costs	6,214				723	867	502	534	649	747	784	943	465
<b>TOTAL COSTS</b>	<b>83,887</b>				<b>9,762</b>	<b>11,704</b>	<b>7,592</b>	<b>7,205</b>	<b>7,709</b>	<b>7,266</b>	<b>7,755</b>	<b>7,434</b>	<b>17,460</b>

## OAA - 9 Month - Title III-C2 - Home Delivered Meals - F/Y - 2013-14

Account Description	100% Month Wage	% Time on Project	Months to Work	Fund Sources						Line Item Total Budget
				Grant Share	NSIP	Grant Share Total	Program Income	Match - Cash	Match - In-Kind	
PERSONNEL COSTS										
WAGES										
Director of Grants Administration	4,304	9.998	3					1,291		1,291
Bookkeeper	3,344	22.498	3				2,257			2,257
Nutrition Coordinator Homebound PT	2,097	33.429	9	5,181		5,181	1,128			6,309
Nutrition Coordinator FT	2,203	13.33	9	440		440	2,203			2,643
Nutrition Director	6,120	11.271	9	6,208		6,208				6,208
Driver #8	1,624	12.541	9	1,833		1,833				3
Driver #7	1,624	14.115	9	1,834		1,834	229			2,063
Driver #3	1,624	18.747	9	2,740		2,740				2,740
Driver #4	1,624	18.753	9	2,741		2,741				2,741
Driver #1	1,624	37.5	9	5,481		5,481				5,481
Driver #2	1,624	37.5	9	5,481		5,481				5,481
Driver #5	1,715	37.499	9	5,788		5,788				5,788
Volunteers									920	920
Grant Administrator	2,947	9.999	3					884		884
Project Coordinator	3,553	10.001	3					1,066		1,066
Case Aide PT Assessment	1,994	37.501	9	6,730		6,730				6,730
<b>TOTAL WAGES</b>				44,457		44,457	5,817	3,241	920	54,435
FRINGE BENEFITS										
FICA				3,401		3,401	445	248		4,094
SUI				1,745		1,745	302	1,097		3,144
W/C				3,445		3,445	451	251		7
Med Ins				1,625		1,625	300	2,934		4,859
<b>TOTAL FRINGE BENEFITS</b>				10,216		10,216	1,498	4,530		16,244
<b>TOTAL PERSONNEL COSTS</b>				54,673		54,673	7,315	7,771	920	70,679

## EXHIBIT 1 - BUDGET DOCUMENTS

## PART C: BUDGET JUSTIFICATIONS - DIRECT COSTS

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: MID VALLEY

OAA - 9 Month - Title III-C2 - Home Delivered Meals - F/Y - 2013-14

Account Description	Fund Sources						Line Item Total Budget
	Grant Share	NSIP	Grant Share Total	Program Income	Match - Cash	Match - In-Kind	
DIRECT COSTS							
Meal Cost )	15,018	26,156	41,174	1,994	2,009		45,177
Audit Fee	395		395				395
Telephone	300		300	50	50		400
Supplies/Printing/Postage	150		150	50			200
Training/Conferences	149		149	825			974
Travel \$0.555/mile	5,988		5,988	3,500	3,000		12,488
Space (1,500 sq ft x \$1.00 x 3 mo)					4,500		4,500
Insurance	1,000		1,000				1,000
<b>TOTAL DIRECT COSTS</b>	<b>23,000</b>	<b>26,156</b>	<b>49,156</b>	<b>6,419</b>	<b>9,559</b>		<b>65,134</b>



OAA - 9 Month - Title III-C2 - Home Delivered Meals - FY - 2013-14

Account Description	Fund Sources						Line Item Total Budget
	Grant Share	NSIP	Grant Share Total	Program Income	Match - Cash	Match - In-Kind	
EQUIPMENT COSTS							
TOTAL EQUIPMENT COSTS							

Account Description	Fund Sources						Line Item Total Budget
	Grant Share	NSIP	Grant Share Total	Program Income	Match - Cash	Match - In-Kind	
INDIRECT COSTS							
Indirect	6,214		6,214				6,214
TOTAL INDIRECT COSTS	6,214		6,214				6,214

SAN FERNANDO VALLEY INTERFAITH COUNCIL, INC.

Agency

Page 1 of 1

Amendment Number: 6

Agreement Number: C-119333

Fiscal Year: 2013 - 2014

Aging Service Area: Mid Valley/Bernardi MPC

SENIOR MULTIPURPOSE & NUTRITION SERVICES

Project Title

OAA TITLE III-C-2 HOME DELIVERED MEALS (9 MONTH)

COST CATEGORIES		AMENDMENT #4	AMENDMENT #6	DIFFERENCE + OR (-)
1000	Personnel Costs	\$54,673	\$54,673	\$0
2000	Direct Cost	\$21,476	\$23,000	\$1,524
	Meal Costs	\$13,494	\$15,018	\$1,524
	Thanksgiving Meals	\$0	\$0	\$0
	Audit Fee	\$395	\$395	\$0
	Telephone	\$2,082	\$300	(\$1,782)
	Supplies / Printing / Postage	\$850	\$150	(\$700)
	Training / Conferences	\$149	\$149	\$0
	Travel	\$3,056	\$5,988	\$2,932
	Space ( 1,500 sq. ft. x \$1.00 x 12 months)	\$0	\$0	\$0
	Insurance	\$1,450	\$1,000	(\$450)
3000	Equipment Cost	\$0	\$0	\$0
4000	Indirect Cost	\$6,092	\$6,214	\$122
TOTAL COST		\$82,241	\$83,887	\$1,646

**EXHIBIT 1 - BUDGET DOCUMENTS****PART A: PROJECT BUDGET SUMMARY BY COST CATEGORY AND PROJECTED EXPENDITURES BY MONTH**

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: MID VALLEY

City - 12 Month - Title III-C2 - Home Delivered Meals - F/Y - 2013-14

**Program Budget Summary**

<b>COST CATEGORIES</b>	<b>City General Fund</b>	<b>STATE</b>	<b>State Special Nutrition Fund</b>	<b>Grant Share Total</b>	<b>Program Income</b>	<b>Trust Fund</b>	<b>Match - Cash</b>	<b>Match - In-Kind</b>	<b>Estimated Total Costs</b>
Personnel Costs		36,388		36,388			7,771	920	45,079
Direct Costs	62,338		15,621	77,959	12,225	1,431	7,123		98,738
Equipment Costs									0
Indirect Costs	4,987	2,911		7,898					7,898
<b>TOTAL COSTS</b>	<b>67,325</b>	<b>39,299</b>	<b>15,621</b>	<b>122,245</b>	<b>12,225</b>	<b>1,431</b>	<b>14,894</b>	<b>920</b>	<b>177,115</b>

**Projected Monthly Expenditures**

<b>COST CATEGORIES</b>	<b>Grant Share</b>	<b>2013 JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>2014 JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>
Personnel Costs													
Direct Costs	62,338	5,931	6,526	8,346	6,150	6,025	2,213	5,472	4,731	5,250	7,006	4,688	
Equipment Costs													
Indirect Costs	4,987	474	523	667	492	482	177	587	572	613	400		
<b>TOTAL COSTS</b>	<b>67,325</b>	<b>6,405</b>	<b>7,049</b>	<b>9,013</b>	<b>6,642</b>	<b>6,507</b>	<b>2,390</b>	<b>6,059</b>	<b>5,303</b>	<b>5,863</b>	<b>7,406</b>	<b>4,688</b>	

City - 12 Month - Title III-C2 - Home Delivered Meals - F/Y - 2013-14

Account Description	100% Month Wage	% Time on Project	Months to Work	Fund Sources								Line Item Total Budget
				City General Fund	STATE	State Special Nutrition Fund	Grant Share Total	Program Income	Trust Fund	Match - Cash	Match - In-Kind	
PERSONNEL COSTS												
WAGES												
Director of Grants Administration	4,304	9.998	3							1,291		1,291
Nutrition Coordinator Homebound PT	2,097	5.977	12		1,504		1,504					1,504
Nutrition Coordinator FT	2,203	5.674	12		1,500		1,500					1,500
Nutrition Director	6,120	2.723	12		2,000		2,000					2,000
Director MPC	4,653	5.552	12		3,100		3,100					3,100
Driver #4	1,624	9.375	12		1,827		1,827					1,827
Driver #7	1,624	25.826	12		5,033		5,033					5,033
Driver #8	1,624	25.826	12		5,033		5,033					5,033
Driver #3	1,624	37.5	12		7,308		7,308					7,308
Driver #6	1,807	37.502	6		4,066		4,066					4,066
Volunteers											920	920
Grant Administrator	2,947	9.999	3							884		884
Project Coordinator	3,553	10.001	3							1,066		1,066
<b>TOTAL WAGES</b>					31,371		31,371			3,241	920	35,532
FRINGE BENEFITS												
FICA					2,183		2,183			248		2,431
SUI					224		224			1,097		1,321
W/C					2,400		2,400			251		2,651
Med Ins					210		210			2,934		3,144
<b>TOTAL FRINGE BENEFITS</b>					5,017		5,017			4,530		9,547
<b>TOTAL PERSONNEL COSTS</b>					36,388		36,388			7,771	920	45,079

## City - 12 Month - Title III-C2 - Home Delivered Meals - F/Y - 2013-14

Account Description	Fund Sources								Line Item Total Budget
	City General Fund	STATE	State Special Nutrition Fund	Grant Share Total	Program Income	Trust Fund	Match - Cash	Match - In-Kind	
DIRECT COSTS									
Meal Cost	62,338		15,621	77,959	6,432		2,623		87,014
Telephone					200				200
Thanksgiving Meals						1,431			1,431
Supplies/Printing/Postage					200				200
Training/Conferences					300				300
Travel \$0.555/mile					5,093				5,093
Space (1,500 sq ft x \$1.00 x 3 mo)							4,500		4,500
<b>TOTAL DIRECT COSTS</b>	<b>62,338</b>		<b>15,621</b>	<b>77,959</b>	<b>12,225</b>	<b>1,431</b>	<b>7,123</b>		<b>9,884</b>

## City - 12 Month - Title III-C2 - Home Delivered Meals - F/Y - 2013-14

Account Description	Fund Sources								Line Item Total Budget
	City General Fund	STATE	State Special Nutrition Fund	Grant Share Total	Program Income	Trust Fund	Match - Cash	Match - In-Kind	
EQUIPMENT COSTS									
TOTAL EQUIPMENT COSTS									

Account Description	Fund Sources								Line Item Total Budget
	City General Fund	STATE	State Special Nutrition Fund	Grant Share Total	Program Income	Trust Fund	Match - Cash	Match - In-Kind	
INDIRECT COSTS									
Indirect	4,987	2,911		7,898					7,898
TOTAL INDIRECT COSTS	4,987	2,911		7,898					7,898

SAN FERNANDO VALLEY INTERFAITH COUNCIL, INC.

Agency

Page 1 of 1

Amendment Number: 6

Agreement Number: C-119333

Fiscal Year: 2013 - 2014

Aging Service Area: Mid Valley/Bernardi MPCSENIOR MULTIPURPOSE & NUTRITION SERVICES

Project Title

OAA TITLE III-C-2 HOME DELIVERED MEALS (12 MONTH)

COST CATEGORIES		AMENDMENT #4	AMENDMENT #6	DIFFERENCE + OR (-)
1000	Personnel Costs	\$43,811	\$36,388	(\$7,423)
2000	Direct Cost	\$69,379	\$77,959	\$8,580
	Meal Costs	\$69,379	\$77,959	\$8,580
	Thanksgiving Meals	\$0	\$0	\$0
	Telephone	\$0	\$0	\$0
	Supplies / Printing / Postage	\$0	\$0	\$0
	Training / Conferences	\$0	\$0	\$0
	Travel	\$0	\$0	\$0
	Space ( 1,500 sq. ft. x \$1.00 x 12 months)	\$0	\$0	\$0
3000	Equipment Cost	\$0	\$0	\$0
4000	Indirect Cost	\$9,055	\$7,898	(\$1,157)
TOTAL COST		\$122,245	\$122,245	\$0

**EXHIBIT 1 - BUDGET DOCUMENTS****PART A: PROJECT BUDGET SUMMARY BY COST CATEGORY AND PROJECTED EXPENDITURES BY MONTH**

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: MID VALLEY

City - 12 Month - Proposition A - Senior Cityride Program - F/Y - 2013-14

**Program Budget Summary**

<b>COST CATEGORIES</b>	<b>Grant Share</b>	<b>Program Income</b>	<b>Estimated Total Costs</b>
Personnel Costs	141,082		141,082
Direct Costs	34,241	4,223	38,464
Equipment Costs			0
Indirect Costs	14,070		14,070
<b>TOTAL COSTS</b>	<b>189,393</b>	<b>4,223</b>	<b>193,616</b>

**Projected Monthly Expenditures**

<b>COST CATEGORIES</b>	<b>Grant Share</b>	<b>2013 JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>2014 JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>
Personnel Costs	141,082	11,804	9,799	10,502	11,496	11,806	11,886	12,496	12,464	12,187	11,571	11,571	13,500
Direct Costs	34,241	2,251	4,428	8,111	2,369	2,863	920	200	1,113	2,092	1,709	2,389	5,796
Equipment Costs													
Indirect Costs	14,070	1,124	1,138	1,490	1,109	1,173	1,025	1,016	1,086	1,142	1,062	1,161	1,544
<b>TOTAL COSTS</b>	<b>189,393</b>	<b>15,179</b>	<b>15,365</b>	<b>20,103</b>	<b>14,974</b>	<b>15,842</b>	<b>13,831</b>	<b>13,712</b>	<b>14,663</b>	<b>15,421</b>	<b>14,342</b>	<b>15,121</b>	<b>20,840</b>



## City - 12 Month - Proposition A - Senior Cityride Program - F/Y - 2013-14

Account Description	100% Month Wage	% Time on Project	Months to Work	Fund Sources		Line Item Total Budget
				Grant Share	Program Income	
PERSONNEL COSTS						
WAGES						
Division Director MPC	4,653	10.001	12	5,584		5,584
Driver #1	2,121	100	12	25,452		25,452
Driver #3	2,121	100	12	25,452		25,452
Driver #2	2,121	100	12	25,452		25,452
Transportation Coordinator	2,770	100	12	33,240		33,240
<b>TOTAL WAGES</b>				115,180		115,180
FRINGE BENEFITS						
FICA				8,661		8,661
SUI				1,924		1,924
W/C				12,614		12,614
Med Ins				2,703		2,703
<b>TOTAL FRINGE BENEFITS</b>				25,902		25,902
<b>TOTAL PERSONNEL COSTS</b>				141,082		141,082

Account Description	Fund Sources		Line Item Total Budget
	Grant Share	Program Income	
DIRECT COSTS			
Communication Cost	3,600		3,600
Office Supplies	1,750		1,750
Uniforms	2,491		2,491
Gasoline/Fuel	7,000	4,223	11,223
Repairs & Maint. - Vehicle	6,200		6,200
Training, Permits & Licenses	3,200		3,200
Other Cost Transportation related expenses	1,000		1,000
Insurance	9,000		0
<b>TOTAL DIRECT COSTS</b>	<b>34,241</b>	<b>4,223</b>	<b>38,464</b>

## City - 12 Month - Proposition A - Senior Cityride Program - F/Y - 2013-14

Account Description	Fund Sources		Line Item Total Budget
	Grant Share	Program Income	
EQUIPMENT COSTS			
TOTAL EQUIPMENT COSTS			

Account Description	Fund Sources		Line Item Total Budget
	Grant Share	Program Income	
INDIRECT COSTS			
Indirect	14,070		14,070
TOTAL INDIRECT COSTS	14,070		14,070

SAN FERNANDO VALLEY INTERFAITH COUNCIL, INC.

Agency

Page 1 of 1

Amendment Number: 6

Agreement Number: C-119333

Fiscal Year: 2013 - 2014

Aging Service Area: Mid Valley/ Bernardi MPC

SENIOR MULTIPURPOSE & NUTRITION SERVICES

Project Title

## PROPOSITION A - LOCAL TRANSIT ASSISTANCE PROGRAM (12 MONTH)

COST CATEGORIES		AMENDMENT #4	AMENDMENT #6	DIFFERENCE + OR (-)
1000	Personnel Costs	\$141,587	\$141,082	(\$505)
2000	Direct Cost	\$65,083	\$34,241	(\$30,842)
	Communication Costs	\$5,400	\$3,600	(\$1,800)
	Office Supplies	\$3,600	\$1,750	(\$1,850)
	Uniforms	\$2,604	\$2,491	(\$113)
	Gasoline / Fuel	\$21,712	\$7,000	(\$14,712)
	Repairs & Maintenance - Vehicle	\$11,425	\$6,200	(\$5,225)
	Training, Permits & Licenses	\$4,342	\$3,200	(\$1,142)
	Other Costs (Transportation related expences)	\$1,000	\$1,000	\$0
	Insurance	\$15,000	\$9,000	(\$6,000)
3000	Equipment Cost	\$0	\$0	\$0
4000	Indirect Cost	\$16,534	\$14,070	(\$2,464)
TOTAL COST		\$223,204	\$189,393	(\$33,811)

**PART A: PROJECT BUDGET SUMMARY BY COST CATEGORY AND PROJECTED EXPENDITURES BY MONTH**

**Agreement Nbr:** C-119333 **Amendment Nbr:** 6 **Contractor:** San Fernando Valley Interfaith Council

**AGING SERVICE AREA:** Northeast Valley

**OAA - 3 Month - Title III-B - Social Services - F/Y - 2013-14**

### Program Budget Summary

COST CATEGORIES	Grant Share	Program Income	Match	Estimated Total Costs
Personnel Costs	18,103	1,119	12,283	31,505
Direct Costs	2,715		902	3,617
Equipment Costs				0
Indirect Costs	1,661			1,661
<b>TOTAL COSTS</b>	<b>22,479</b>	<b>1,119</b>	<b>13,185</b>	<b>36,783</b>

### Projected Monthly Expenditures

[illegible]

Account Description	100% Month Wage	% Time on Project	Months to Work	Fund Sources			Line Item Total Budget
				Grant Share	Program Income	Match	
PERSONNEL COSTS							
WAGES							
Janitorial/Maintenance	1,624	20.587	3	594	409		1,003
Division Director MPC	4,914	63.363	3	8,309	536	496	9,341
Volunteers						11,728	11,728
Case Manager	3,167	75.003	3	7,048	78		7,126
<b>TOTAL WAGES</b>				15,951	1,023	12,224	29,198
FRINGE BENEFITS							
FICA				1,220	78	38	1,336
W/C				416	18	21	455
Med Ins				516			516
<b>TOTAL FRINGE BENEFITS</b>				2,152	96	59	2,307
<b>TOTAL PERSONNEL COSTS</b>				18,103	1,119	12,283	31,505

**PART C: BUDGET JUSTIFICATIONS - DIRECT COSTS**

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: Northeast Valley

OAA - 3 Month - Title III-B - Social Services - F/Y - 2013-14

Account Description	Fund Sources			Line Item Total Budget
	Grant Share	Program Income	Match	
DIRECT COSTS				
Audit Fee	500			500
Telephone	895		500	1,395
Office Supplies	374		402	776
Training/Conferences	196			196
Insurance	750			750
TOTAL DIRECT COSTS	2,715		902	3,617

**PART D: BUDGET JUSTIFICATIONS - EQUIPMENT AND INDIRECT COSTS**

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: Northeast Valley

OAA - 3 Month - Title III-B - Social Services - F/Y - 2013-14

Account Description	Fund Sources			Line Item Total Budget
	Grant Share	Program Income	Match	
EQUIPMENT COSTS				
TOTAL EQUIPMENT COSTS				

Account Description	Fund Sources			Line Item Total Budget
	Grant Share	Program Income	Match	
INDIRECT COSTS				
Indirect	1,661			1,661
TOTAL INDIRECT COSTS	1,661			1,661



SAN FERNANO VALLEY INTERFAITH COUNCIL, INC.

Agency

Page 1 of 1

Amendment Number: 6

Agreement Number: C-119333

Fiscal Year: 2013 - 2014

Aging Service Area: Northeast Valley/Alicia Broadous-Duncan MPC

SENIOR MULTIPURPOSE & NUTRITION SERVICES

Project Title

OAA TITLE III-B SOCIAL SERVICES (3 MONTH)

COST CATEGORIES		AMENDMENT #4	AMENDMENT #6	DIFFERENCE + OR (-)
1000	Personnel Costs	\$19,519	\$18,103	(\$1,416)
2000	Direct Cost	\$6,813	\$2,715	(\$4,098)
	Personal Care	\$800	\$0	(\$800)
	Chore - Heavy	\$700	\$0	(\$700)
	Homemaker	\$2,553	\$0	(\$2,553)
	Audit Fee	\$500	\$500	\$0
	Telephone	\$932	\$895	(\$37)
	Office Supplies	\$319	\$374	\$55
	Training / Conferences	\$234	\$196	(\$38)
	Equipment Repair / Maintenance	\$25	\$0	(\$25)
	Insurance	\$750	\$750	\$0
3000	Equipment Cost	\$0	\$0	\$0
4000	Indirect Cost	\$2,107	\$1,661	(\$446)
TOTAL COST		\$28,439	\$22,479	(\$5,960)

**EXHIBIT 1 - BUDGET DOCUMENTS****PART A: PROJECT BUDGET SUMMARY BY COST CATEGORY AND PROJECTED EXPENDITURES BY MONTH**

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: Northeast Valley

OAA - 9 Month - Title III-B - Social Services - FY - 2013-14

**Program Budget Summary**

<b>COST CATEGORIES</b>	<b>Grant Share</b>	<b>OTO</b>	<b>Grant Share Total</b>	<b>Program Income</b>	<b>Match</b>	<b>Match - Cash</b>	<b>Match - In-Kind</b>	<b>Estimated Total Costs</b>
Personnel Costs	52,856		52,856	5,581		4,646	4,624	67,707
Direct Costs	13,762		13,762	3,271		67		17,100
Equipment Costs		3,176	3,176					3,176
Indirect Costs	5,330		5,330					5,330
<b>TOTAL COSTS</b>	<b>71,948</b>	<b>3,176</b>	<b>75,124</b>	<b>8,852</b>		<b>4,713</b>	<b>4,624</b>	<b>90,133</b>

**Projected Monthly Expenditures**

<b>COST CATEGORIES</b>	<b>Grant Share</b>	<b>2013 JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>2014 JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>
Personnel Costs	52,856				6,015	6,497	6,308	6,549	6,218	6,282	7,662	7,671	-346
Direct Costs	13,762				281	1,344	361	626	289	3,474	3,201	4,186	
Equipment Costs													
Indirect Costs	5,330				504	627	534	574	521	763	869	966	-28
<b>TOTAL COSTS</b>	<b>71,948</b>				<b>6,800</b>	<b>8,468</b>	<b>7,203</b>	<b>7,749</b>	<b>7,028</b>	<b>10,519</b>	<b>11,732</b>	<b>12,823</b>	<b>-374</b>

## OAA - 9 Month - Title III-B - Social Services - F/Y - 2013-14

Account Description	100% Month Wage	% Time on Project	Months to Work	Fund Sources							Line Item Total Budget
				Grant Share	OTO	Grant Share Total	Program Income	Match	Match - Cash	Match - In- Kind	
PERSONNEL COSTS											
WAGES											
Janitorial/Maintenance	1,624	27.634	9	2,200		2,200	1,815		24		4,039
Division Director MPC	4,914	58.592	9	23,217		23,217	2,228		468		25,913
Volunteers										4,624	4,624
Case Manager	3,167	74.459	9	20,584		20,584	600		39		21,223
Linkage & Service /Info & Assist	2,477	37.505	3				25		2,762		2,787
<b>TOTAL WAGES</b>				46,001		46,001	4,668		3,293	4,624	58,586
FRINGE BENEFITS											
FICA				3,051		3,051	357		252		3,660
SUI				1,164		1,164	34		15		1,213
W/C				1,032		1,032	122		86		1,240
Med Ins				1,608		1,608	400		1,000		3,008
<b>TOTAL FRINGE BENEFITS</b>				6,855		6,855	913		1,353		9,121
<b>TOTAL PERSONNEL COSTS</b>				52,856		52,856	5,581		4,646	4,624	67,707

**PART C: BUDGET JUSTIFICATIONS - DIRECT COSTS**

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: Northeast Valley

OAA - 9 Month - Title III-B - Social Services - F/Y - 2013-14

Account Description	Fund Sources							Line Item Total Budget
	Grant Share	OTO	Grant Share Total	Program Income	Match	Match - Cash	Match - In-Kind	
DIRECT COSTS								
Personal Care	702		702	17		17		736
Chore-Heavy	1,502		1,502	17		17		1,536
Homemaker	5,756		5,756	17		17		5,790
Audit Fee	500		500					500
Telephone	1,678		1,678	1,500		16		3,194
Office Supplies	1,731		1,731	25				1,756
Training/Conferences /milege	911		911	833				1,7
Equipment Repair/Maintenance	232		232	862				1,0
Insurance	750		750					750
TOTAL DIRECT COSTS	13,762		13,762	3,271		67		17,100

## PART D: BUDGET JUSTIFICATIONS - EQUIPMENT AND INDIRECT COSTS

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: Northeast Valley

OAA - 9 Month - Title III-B - Social Services - F/Y - 2013-14

Account Description	Fund Sources							Line Item Total Budget
	Grant Share	OTO	Grant Share Total	Program Income	Match	Match - Cash	Match - In-Kind	
EQUIPMENT COSTS								
Equipment Telephone Switchboard unit		1,200	1,200					1,200
Equipment PC with Windows 8		492	492					492
Equipment Desktop PC		380	380					380
Equipment 6 Folding Tables		625	625					625
Equipment Desk		235	235					235
Equipment Brochure holder		102	102					102
Equipment Printer/Scanner		142	142					142
<b>TOTAL EQUIPMENT COSTS</b>		3,176	3,176					3,176

Account Description	Fund Sources							Line Item Total Budget
	Grant Share	OTO	Grant Share Total	Program Income	Match	Match - Cash	Match - In-Kind	
INDIRECT COSTS								
Indirect	5,330		5,330					5,330
<b>TOTAL INDIRECT COSTS</b>	5,330		5,330					5,330

SAN FERNANO VALLEY INTERFAITH COUNCIL, INC.

Agency

Page 1 of 1

Amendment Number: 6

Agreement Number: C-119333

Fiscal Year: 2013 - 2014

Aging Service Area: Northeast Valley/Alicia Broadous-Duncan MPC

SENIOR MULTIPURPOSE & NUTRITION SERVICES

Project Title

OAA TITLE III-B SOCIAL SERVICES (9 MONTH)

COST CATEGORIES		AMENDMENT #4	AMENDMENT #6 *	DIFFERENCE + OR (-)
1000	Personnel Costs	\$57,791	\$52,856	(\$4,935)
2000	Direct Cost	\$19,981	\$13,762	(\$6,219)
	Personal Care	\$2,788	\$702	(\$2,086)
	Chore - Heavy	\$2,312	\$1,502	(\$810)
	Homemaker	\$10,625	\$5,756	(\$4,869)
	Audit Fee	\$500	\$500	\$0
	Telephone	\$974	\$1,678	\$704
	Office Supplies	\$974	\$1,731	\$757
	Training / Conferences	\$1,033	\$911	(\$122)
	Equipment Repair / Maintenance	\$25	\$232	\$207
	Insurance	\$750	\$750	\$0
3000	Equipment Cost	\$0	\$3,176	\$3,176
4000	Indirect Cost	\$6,222	\$5,330	(\$892)
TOTAL COST		\$83,994	\$75,124	(\$8,870)

\* Includes \$3,176 in OTO funds

**PART A: PROJECT BUDGET SUMMARY BY COST CATEGORY AND PROJECTED EXPENDITURES BY MONTH**

**AGING SERVICE AREA:** Northeast Valley

## Program Budget Summary

### Projected Monthly Expenditures

[illegible]

				Fund Sources			Line Item Total Budget
Account Description	100% Month Wage	% Time on Project	Months to Work	City General Fund	Program Income	Match - Cash	
PERSONNEL COSTS							
WAGES							
FRINGE BENEFITS							
TOTAL PERSONNEL COSTS							



**PART C: BUDGET JUSTIFICATIONS - DIRECT COSTS**

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: Northeast Valley

City - 12 Month - Title III-B - Social Services - F/Y - 2013-14

Account Description	Fund Sources			Line Item Total Budget
	City General Fund	Program Income	Match - Cash	
DIRECT COSTS				
Telephone	17			17
Office Supplies	1,202	133	147	1,482
<b>TOTAL DIRECT COSTS</b>	<b>1,219</b>	<b>133</b>	<b>147</b>	<b>1,499</b>

PART D: BUDGET JUSTIFICATIONS - EQUIPMENT AND INDIRECT COSTS

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: Northeast Valley

City - 12 Month - Title III-B - Social Services - F/Y - 2013-14

Account Description	Fund Sources			Line Item Total Budget
	City General Fund	Program Income	Match - Cash	
EQUIPMENT COSTS				
TOTAL EQUIPMENT COSTS				

Account Description	Fund Sources			Line Item Total Budget
	City General Fund	Program Income	Match - Cash	
INDIRECT COSTS				
Indirect	98			98
TOTAL INDIRECT COSTS	98			98

SAN FERNANO VALLEY INTERFAITH COUNCIL, INC.

Agency

Page 1 of 1

Amendment Number: 6

Agreement Number: C-119333

Fiscal Year: 2013 - 2014

Aging Service Area: Northeast Valley/Alicia Broadous-Duncan MPC

SENIOR MULTIPURPOSE & NUTRITION SERVICES

Project Title

OAA TITLE III-B SOCIAL SERVICES (12 MONTH)

COST CATEGORIES		AMENDMENT #4	AMENDMENT #6	DIFFERENCE + OR (-)
1000	Personnel Costs	\$0	\$0	\$0
2000	Direct Cost	\$1,219	\$1,219	\$0
	Telephone	\$17	\$17	\$0
	Office Supplies	\$1,202	\$1,202	\$0
3000	Equipment Cost	\$0	\$0	\$0
4000	Indirect Cost	\$98	\$98	\$
TOTAL COST		\$1,317	\$1,317	\$0

**PART A: PROJECT BUDGET SUMMARY BY COST CATEGORY AND PROJECTED EXPENDITURES BY MONTH**

AGING SERVICE AREA: Northeast Valley

## Program Budget Summary

COST CATEGORIES	Grant Share	NSIP	Grant Share Total	Program Income	Match	Estimated Total Costs
Personnel Costs	19,592		19,592	4,512	9,912	34,016
Direct Costs	12,214	5,644	17,858	4,152		22,010
Equipment Costs						0
Indirect Costs	2,544		2,544			544
<b>TOTAL COSTS</b>	<b>34,350</b>	<b>5,644</b>	<b>39,994</b>	<b>8,664</b>	<b>9,912</b>	<b>58,570</b>

### Projected Monthly Expenditures

[illegible]

## OAA - 3 Month - Title III-C1 - Congregate Meals - F/Y - 2013-14

Account Description	100% Month Wage	% Time on Project	Months to Work	Fund Sources					Line Item Total Budget
				Grant Share	NSIP	Grant Share Total	Program Income	Match	
PERSONNEL COSTS									
WAGES									
Janitorial/Maintenance Custodian	1,624	32.163	3	1,567		1,567			1,567
Bookkeeper	3,344	14.992	3	693		693	811		1,504
Division Director MPC	4,914	10.012	3				1,476		1,476
Dining Coordinator #2	1,648	50	3	2,472		2,472			2,472
Dining Coordinator #4	1,648	50	3	2,472		2,472			2,472
Dining Coordinator #3	1,798	50	3	2,697		2,697			2,697
Nutrition Coordinator PT	2,133	50.008	3	3,200		3,200			3,200
Nutrition Director	6,120	15.419	3	2,831		2,831			2,831
Volunteers								9,912	9,912
<b>TOTAL WAGES</b>				15,932		15,932	2,287	9,912	28,131
FRINGE BENEFITS									
FICA				1,219		1,219	175		1,394
SUI				766		766	465		1,231
W/C				1,235		1,235	177		1,412
Med Ins				440		440	1,408		1,848
<b>TOTAL FRINGE BENEFITS</b>				3,660		3,660	2,225		5,885
<b>TOTAL PERSONNEL COSTS</b>				19,592		19,592	4,512	9,912	34,016

## OAA - 3 Month - Title III-C1 - Congregate Meals - F/Y - 2013-14

Account Description	Fund Sources					Line Item Total Budget
	Grant Share	NSIP	Grant Share Total	Program Income	Match	
DIRECT COSTS						
Meal Cost	10,535	5,644	16,179	4,152		20,331
Audit Fee	400		400			400
Telephone	185		185			185
Supplies	67		67			67
Travel (\$0.555 per mile)	927		927			927
Insurance	100		100			100
<b>TOTAL DIRECT COSTS</b>	<b>12,214</b>	<b>5,644</b>	<b>17,858</b>	<b>4,152</b>		<b>22,010</b>

Account Description	Fund Sources					Line Item Total Budget
	Grant Share	NSIP	Grant Share Total	Program Income	Match	
EQUIPMENT COSTS						
TOTAL EQUIPMENT COSTS						

Account Description	Fund Sources					Line Item Total Budget
	Grant Share	NSIP	Grant Share Total	Program Income	Match	
INDIRECT COSTS						
Indirect	2,544		2,544			2,544
TOTAL INDIRECT COSTS	2,544		2,544			2,544

SAN FERNANDO VALLEY INTERFAITH COUNCIL, INC.

Agency

Page 1 of 1

Amendment Number: 6

Agreement Number: C-119333

Fiscal Year: 2013 - 2014

Aging Service Area: Northeast Valley/Alicia Broadous-Duncan MPC

SENIOR MULTIPURPOSE & NUTRITION SERVICES

Project Title

OAA TITLE III-C-1, CONGREGATE NUTRITION SERVICES (3 MONTH)

COST CATEGORIES		AMENDMENT #4	AMENDMENT #6	DIFFERENCE + OR (-)
1000	Personnel Costs	\$23,179	\$19,592	(\$3,587)
2000	Direct Cost	\$12,193	\$12,214	\$21
	Meal Costs	\$9,016	\$10,535	\$1,519
	Audit Fee	\$400	\$400	\$0
	Telephone	\$350	\$185	(\$165)
	Supplies	\$200	\$67	(\$133)
	Equipment Repair ( Copy Machine / Air Cond)	\$25	\$0	(\$25)
	Training / Conferences	\$0	\$0	\$0
	Travel	\$2,102	\$927	(\$1,175)
	Insurance	\$100	\$100	\$0
3000	Equipment Cost	\$0	\$0	\$0
4000	Indirect Cost	\$2,830	\$2,544	(\$286)
TOTAL COST		\$38,202	\$34,350	(\$3,852)



**PART A: PROJECT BUDGET SUMMARY BY COST CATEGORY AND PROJECTED EXPENDITURES BY MONTH**

**Agreement Nbr:** C-119333 **Amendment Nbr:** 6 **Contractor:** San Fernando Valley Interfaith Council

AGING SERVICE AREA: Northeast Valley

OAA - 9 Month - Title III-C1 - Congregate Meals - F/Y - 2013-14

## Program Budget Summary

COST CATEGORIES	Grant Share	OTO	NSIP	OTO NSIP	Grant Share Total	Program Income	Match	Match - Cash	Match - In-Kind	Estimated Total Costs
Personnel Costs	75,840				75,840	14,645		4,848	8,160	103,493
Direct Costs	53,785		22,776	122	76,683	3,625		6,500		86,808
Equipment Costs		1,469			1,469					1,469
Indirect Costs	10,370				10,370					10,370
<b>TOTAL COSTS</b>	<b>139,995</b>	<b>1,469</b>	<b>22,776</b>	<b>122</b>	<b>164,362</b>	<b>18,270</b>		<b>11,348</b>	<b>8,160</b>	<b>202,140</b>

### Projected Monthly Expenditures

[illegible]

## OAA - 9 Month - Title III-C1 - Congregate Meals - F/Y - 2013-14

Account Description	100% Month Wage	% Time on Project	Months to Work	Fund Sources									Line Item Total Budget
				Grant Share	OTO	NSIP	OTO NSIP	Grant Share Total	Program Income	Match	Match - Cash	Match - In- Kind	
PERSONNEL COSTS													
WAGES													
Director of Grants Administration	4,304	9.998	3								1,291		1,291
Janitorial/Maintenance Custodian	1,624	49.083	9	6,994				6,994	180				7,174
Bookkeeper	3,344	14.999	9						4,514				4,514
Division Director MPC	4,914	10.003	9						4,424				4,424
Dining Coordinator #1	1,648	50	9	6,592				6,592	824				7,416
Dining Coordinator #2	1,648	50	9	7,416				7,416					7,416
Dining Coordinator #4	1,648	50	9	7,416				7,416					7,416
Dining Coordinator #3	1,798	50	9	8,091				8,091					8,091
Nutrition Coordinator	2,133	50.003	9	9,599				9,599					9,599
Nutrition Director	6,120	27.233	9	15,000				15,000					15,000
Volunteers												8,160	8,160
Grant Administrator	2,947	9.999	3								884		884
Project Coordinator	3,553	10.001	3								1,066		1,066
<b>TOTAL WAGES</b>				61,108				61,108	9,942		3,241	8,160	82,451
FRINGE BENEFITS													
FICA				4,464				4,464	760		248		5,472
SUI				3,346				3,346	1,092		1,058		5,496
W/C				4,522				4,522	771		251		5,544
Med Ins				2,400				2,400	2,080		50		4,530
<b>TOTAL FRINGE BENEFITS</b>				14,732				14,732	4,703		1,607		21,042
<b>TOTAL PERSONNEL COSTS</b>				75,840				75,840	14,645		4,848	8,160	103,493

**PART C: BUDGET JUSTIFICATIONS - DIRECT COSTS**

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: Northeast Valley

OAA - 9 Month - Title III-C1 - Congregate Meals - F/Y - 2013-14

	Fund Sources									
Account Description	Grant Share	OTO	NSIP	OTO NSIP	Grant Share Total	Program Income	Match	Match - Cash	Match - In-Kind	Line Item Total Budget
DIRECT COSTS										
Meal Cost	48,389		22,776	122	71,287	3,125		6,500		80,912
Audit Fee	400				400					400
Telephone	350				350	25				375
Service Contract :Equip	25				25	25				50
Supplies/Printing/Postage	200				200	100				300
Training/Conferences	712				712	139				851
Travel (\$0.555 per mile)	2,509				2,509	211				2,720
Insurance	1,200				1,200					1,200
TOTAL DIRECT COSTS	53,785		22,776	122	76,683	3,625		6,500		86,808

PART D: BUDGET JUSTIFICATIONS - EQUIPMENT AND INDIRECT COSTS

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: Northeast Valley

OAA - 9 Month - Title III-C1 - Congregate Meals - F/Y - 2013-14

Account Description	Fund Sources									Line Item Total Budget
	Grant Share	OTO	NSIP	OTO NSIP	Grant Share Total	Program Income	Match	Match - Cash	Match - In-Kind	
EQUIPMENT COSTS										
Equipment Desktop PC		686			686					686
Equipment PC monitor		153			153					153
Equipment Printer/scanner		436			436					436
Equipment Cordless phone		43			43					43
Equipment Thermoworks Thermapen		108			108					108
Equipment Shredder		43			43					43
<b>TOTAL EQUIPMENT COSTS</b>		1,469			1,469					1,469

Account Description	Fund Sources									Line Item Total Budget
	Grant Share	OTO	NSIP	OTO NSIP	Grant Share Total	Program Income	Match	Match - Cash	Match - In-Kind	
INDIRECT COSTS										
Indirect	10,370				10,370					10,370
<b>TOTAL INDIRECT COSTS</b>	10,370				10,370					10,370

SAN FERNANDO VALLEY INTERFAITH COUNCIL, INC.

Agency

Page 1 of 1

Amendment Number: 6

Agreement Number: C-119333

Fiscal Year: 2013 - 2014

Aging Service Area:Northeast Valley/Alicia Broadous-Duncan MPCSENIOR MULTIPURPOSE & NUTRITION SERVICES

Project Title

## OAA TITLE III-C-1, CONGREGATE NUTRITION SERVICES

COST CATEGORIES		AMENDMENT #4	AMENDMENT #6 *	DIFFERENCE + OR (-)
1000	Personnel Costs	\$71,591	\$75,840	\$4,249
2000	Direct Cost	\$55,601	\$53,785	(\$1,816)
	Meal Costs	\$50,205	\$48,389	(\$1,816)
	Audit Fee	\$400	\$400	\$0
	Telephone	\$350	\$350	\$0
	Service Contract : Equipment	\$25	\$25	\$0
	Supplies / Printing / Postage	\$200	\$200	\$0
	Training / Conferences	\$712	\$712	\$0
	Travel	\$2,509	\$2,509	\$0
	Insurance	\$1,200	\$1,200	\$0
3000	Equipment Cost	\$0	\$1,469	\$1,469
4000	Indirect Cost	\$10,175	\$10,370	\$195
TOTAL COST		\$137,367	\$141,464	\$4,097

\* Includes \$1,469 in OTO funds

**PART A: PROJECT BUDGET SUMMARY BY COST CATEGORY AND PROJECTED EXPENDITURES BY MONTH**

**AGING SERVICE AREA:** Northeast Valley

**City - 12 Month - Title III-C1 - Congregate Meals - F/Y - 2013-14**

COST CATEGORIES	City General Fund	STATE	State Special Nutrition Fund	Grant Share Total	Program Income	Match - Cash	Match - In-Kind	Estimated Total Costs
Personnel Costs						4,848	3,680	8,528
Direct Costs	13,208	19,078	20,791	53,077	5,817	594		59,488
Equipment Costs								0
Indirect Costs	1,056	3,250		4,306				4,306
<b>TOTAL COSTS</b>	14,264	22,328	20,791	57,383	5,817	5,442	3,680	73,322

[illegible]

## City - 12 Month - Title III-C1 - Congregate Meals - F/Y - 2013-14

Account Description	100% Month Wage	% Time on Project	Months to Work	Fund Sources							Line Item Total Budget
				City General Fund	STATE	State Special Nutrition Fund	Grant Share Total	Program Income	Match - Cash	Match - In- Kind	
PERSONNEL COSTS											
WAGES											
Director of Grants Administration	4,304	9.998	3						1,291		1,291
Volunteers										3,680	3,680
Grant Administrator	2,947	9.999	3						884		884
Project Coordinator	3,553	10.001	3						1,066		1,066
<b>TOTAL WAGES</b>									3,241	3,680	6,921
FRINGE BENEFITS											
FICA									248		248
SUI									1,058		1,058
W/C									251		251
Med Ins									50		50
<b>TOTAL FRINGE BENEFITS</b>									1,607		1,607
<b>TOTAL PERSONNEL COSTS</b>									4,848	3,680	8,528

PART C: BUDGET JUSTIFICATIONS - DIRECT COSTS

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: Northeast Valley

City - 12 Month - Title III-C1 - Congregate Meals - F/Y - 2013-14

Account Description	Fund Sources							Line Item Total Budget
	City General Fund	STATE	State Special Nutrition Fund	Grant Share Total	Program Income	Match - Cash	Match - In-Kind	
DIRECT COSTS								
Meal Cost	13,208	11,078	20,791	45,077	3,712	594		49,383
Supplies					1,000			1,000
Travel (\$0.555 per mile)		8,000		8,000	1,105			9,105
<b>TOTAL DIRECT COSTS</b>	<b>13,208</b>	<b>19,078</b>	<b>20,791</b>	<b>53,077</b>	<b>5,817</b>	<b>594</b>		<b>59,488</b>



## PART D: BUDGET JUSTIFICATIONS - EQUIPMENT AND INDIRECT COSTS

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: Northeast Valley

City - 12 Month - Title III-C1 - Congregate Meals - F/Y - 2013-14

Account Description	Fund Sources							Line Item Total Budget
	City General Fund	STATE	State Special Nutrition Fund	Grant Share Total	Program Income	Match - Cash	Match - In-Kind	
EQUIPMENT COSTS								
TOTAL EQUIPMENT COSTS								

Account Description	Fund Sources							Line Item Total Budget
	City General Fund	STATE	State Special Nutrition Fund	Grant Share Total	Program Income	Match - Cash	Match - In-Kind	
INDIRECT COSTS								
Indirect	1,056	3,250		4,306				4,306
TOTAL INDIRECT COSTS	1,056	3,250		4,306				4,306

SAN FERNANDO VALLEY INTERFAITH COUNCIL, INC.

Agency

Page 1 of 1

Amendment Number: 6

Agreement Number: C-119333

Fiscal Year: 2013 - 2014

Aging Service Area: Northeast Valley/Alicia Broadous-Duncan MPCSENIOR MULTIPURPOSE & NUTRITION SERVICES

Project Title

OAA TITLE III-C-1, CONGREGATE NUTRITION SERVICES (12 MONTH)

COST CATEGORIES		AMENDMENT #4	AMENDMENT #6	DIFFERENCE + OR (-)
1000	Personnel Costs	\$0	\$0	\$0
2000	Direct Cost	\$53,823	\$53,077	(\$746)
	Meal Costs	\$30,356	\$45,077	\$14,721
	Audit Fee	\$100	\$0	(\$100)
	Telephone	\$6,000	\$0	(\$6,000)
	Supplies	\$600	\$0	(\$600)
	Equipment Repair ( Copy Machine / Air Cond)	\$2,964	\$0	(\$2,964)
	Training / Conferences	\$3,946	\$0	(\$3,946)
	Travel	\$8,000	\$8,000	\$0
	Insurance	\$1,857	\$0	(\$1,857)
3000	Equipment Cost	\$0	\$0	\$0
4000	Indirect Cost	\$4,306	\$4,306	\$0
TOTAL COST		\$58,129	\$57,383	(\$746)

[illegible]

## OAA - 3 Month - Title III-C2 - Home Delivered Meals - FY - 2013-14

Account Description	100% Month Wage	% Time on Project	Months to Work	Fund Sources					Line Item Total Budget
				Grant Share	NSIP	Grant Share Total	Program Income	Match	
PERSONNEL COSTS									
WAGES									
Bookkeeper	3,344	7.496	3				752		752
Division Director MPC	4,914	10.005	3				1,475		1,475
Driver #2	1,624	37.5	3	1,827		1,827			1,827
Driver #3	1,624	37.5	3	1,827		1,827			1,827
Driver #4	1,624	37.5	3	1,827		1,827			1,827
Driver #6	1,809	37.498	3	2,035		2,035			2,035
Volunteers								3,624	3,624
<b>TOTAL WAGES</b>				7,516		7,516	2,227	3,624	13,367
FRINGE BENEFITS									
FICA				575		575	170		745
SUI				100		100	130		230
W/C				582		582	173		755
Med Ins				394		394			394
<b>TOTAL FRINGE BENEFITS</b>				1,651		1,651	473		2,124
<b>TOTAL PERSONNEL COSTS</b>				9,167		9,167	2,700	3,624	15,491

## OAA - 3 Month - Title III-C2 - Home Delivered Meals - F/Y - 2013-14

Account Description	Fund Sources					Line Item Total Budget
	Grant Share	NSIP	Grant Share Total	Program Income	Match	
DIRECT COSTS						
Meal Cost	757	5,274	6,031	1,545		7,576
Audit Fee	500		500			500
Supplies/Printing/Postage	141		141	166		307
Travel (\$0.555 per mile)	5,304		5,304	2,438		7,742
Space (1,500 sq ft x \$1.00sq ft x 1 mo)					4,500	4,500
Insurance	1,000		1,000			1,000
<b>TOTAL DIRECT COSTS</b>	<b>7,702</b>	<b>5,274</b>	<b>12,976</b>	<b>4,149</b>	<b>4,500</b>	<b>21,255</b>

PART D: BUDGET JUSTIFICATIONS - EQUIPMENT AND INDIRECT COSTS

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: Northeast Valley

OAA - 3 Month - Title III-C2 - Home Delivered Meals - F/Y - 2013-14

Account Description	Fund Sources					Line Item Total Budget
	Grant Share	NSIP	Grant Share Total	Program Income	Match	
EQUIPMENT COSTS						
TOTAL EQUIPMENT COSTS						

Account Description	Fund Sources					Line Item Total Budget
	Grant Share	NSIP	Grant Share Total	Program Income	Match	
INDIRECT COSTS						
Indirect	1,350		1,350			1,350
TOTAL INDIRECT COSTS	1,350		1,350			1,350

SAN FERNANDO VALLEY INTERFAITH COUNCIL, INC.

Agency

Page 1 of 1

Amendment Number: 6

Agreement Number: C-119333

Fiscal Year: 2013 - 2014

Aging Service Area: Northeast Valley/Alicia Broadous-Duncan MPC

SENIOR MULTIPURPOSE & NUTRITION SERVICES

Project Title

OAA TITLE III-C-2 HOME DELIVERED MEALS (3 MONTH)

COST CATEGORIES		AMENDMENT #4	AMENDMENT #6	DIFFERENCE + OR (-)
1000	Personnel Costs	\$9,223	\$9,167	(\$56)
2000	Direct Cost	\$7,646	\$7,702	\$56
	Meal Costs	\$2,679	\$757	(\$1,922)
	Thanksgiving Meals	\$0	\$0	\$0
	Audit Fee	\$500	\$500	\$0
	Telephone	\$25	\$0	(\$25)
	Supplies / Printing / Postage	\$141	\$141	\$0
	Training / Conferences	\$149	\$0	(\$149)
	Travel (\$0.51 per mile)	\$3,152	\$5,304	\$2,152
	Space ( 1,500 sq. ft x \$1.00 sq. ft x 12 months)	\$0	\$0	\$0
	Insurance	\$1,000	\$1,000	\$0
3000	Equipment Cost	\$0	\$0	\$0
4000	Indirect Cost	\$1,350	\$1,350	\$0
TOTAL COST		\$18,219	\$18,219	\$0

**EXHIBIT 1 - BUDGET DOCUMENTS****PART A: PROJECT BUDGET SUMMARY BY COST CATEGORY AND PROJECTED EXPENDITURES BY MONTH**

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: Northeast Valley

OAA - 9 Month - Title III-C2 - Home Delivered Meals - F/Y - 2013-14

**Program Budget Summary**

<b>COST CATEGORIES</b>	<b>Grant Share</b>	<b>OTO</b>	<b>NSIP</b>	<b>Grant Share Total</b>	<b>Program Income</b>	<b>Match - Cash</b>	<b>Match - In-Kind</b>	<b>Estimated Total Costs</b>
Personnel Costs	45,823			45,823	11,148	5,749	400	63,120
Direct Costs	17,381	8,742	21,284	47,407	2,889	8,313		58,609
Equipment Costs								0
Indirect Costs	5,056			5,056				5,056
<b>TOTAL COSTS</b>	<b>68,260</b>	<b>8,742</b>	<b>21,284</b>	<b>98,286</b>	<b>14,037</b>	<b>14,062</b>	<b>400</b>	<b>117,785</b>

**Projected Monthly Expenditures**

<b>COST CATEGORIES</b>	<b>Grant Share</b>	<b>2013 JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>2014 JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>
Personnel Costs	45,823				7,224	6,777	5,039	7,090	6,623	6,565	5,511	6,893	-5,899
Direct Costs	17,381				1,967	3,295	2,657	2,515	2,051	1,997	1,467	1,432	
Equipment Costs													
Indirect Costs	5,056				735	806	601	768	878	869	300		99
<b>TOTAL COSTS</b>	<b>68,260</b>				<b>9,926</b>	<b>10,878</b>	<b>8,297</b>	<b>10,373</b>	<b>9,552</b>	<b>9,431</b>	<b>7,278</b>	<b>8,325</b>	<b>-5,800</b>



## EXHIBIT 1 - BUDGET DOCUMENTS

## Part B: BUDGET JUSTIFICATIONS - PERSONNEL COSTS (WAGES AND EMPLOYEE BENEFITS)

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: Northeast Valley

OAA - 9 Month - Title III-C2 - Home Delivered Meals - F/Y - 2013-14

Account Description	100% Month Wage	% Time on Project	Months to Work	Fund Sources							Line Item Total Budget
				Grant Share	OTO	NSIP	Grant Share Total	Program Income	Match - Cash	Match - In-Kind	
PERSONNEL COSTS											
WAGES											
Director of Grants Administration	4,304	9.998	3						1,291		1,291
Bookkeeper	3,344	7.499	9					2,257			2,257
Division Director MPC	4,914	10.001	9					4,423			4,423
Nutrition Coordinator HomeboundPT	2,160	27.186	9	5,285			5,285				5,285
Nutrition Director	6,120	1.698	9	935			935				935
Driver #1	1,624	28.359	9	2,741			2,741	1,404			4,145
Driver #2	1,624	37.5	9	5,481			5,481				5,481
Driver #3	1,624	37.5	9	5,481			5,481				5,481
Driver #4	1,624	37.5	9	5,481			5,481				5,481
Driver #5	1,809	18.752	9	3,053			3,053				3,053
Driver #7	1,809	29.814	9	4,567			4,567	287			4,854
Driver #6	1,809	37.498	9	6,105			6,105				6,105
Volunteers										400	400
Grant Administrator	2,947	9.999	3						884		884
Project Coordinator	3,553	10.001	3						1,066		1,066
<b>TOTAL WAGES</b>				39,129			39,129	8,371	3,241	400	51,141
FRINGE BENEFITS											
FICA				2,775			2,775	640	248		3,663
SUI				608			608	1,188	1,009		2,805
W/C				2,811			2,811	649	251		3,711
Med Ins				500			500	300	1,000		1,800
<b>TOTAL FRINGE BENEFITS</b>				6,694			6,694	2,777	2,508		11,979
<b>TOTAL PERSONNEL COSTS</b>				45,823			45,823	11,148	5,749	400	63,120

Account Description	Fund Sources							Line Item Total Budget
	Grant Share	OTO	NSIP	Grant Share Total	Program Income	Match - Cash	Match - In-Kind	
DIRECT COSTS								
Meal Cost	11,077	8,742	21,284	41,103	1,445	100		42,648
Audit Fee	500			500				500
Telephone					250			250
Supplies/Printing/Postage	600			600	300			900
Training/Conferences	417			417	50			467
Travel (\$0.555 per mile)	3,787			3,787	844	3,713		8,344
Space (1,500 sq ft x \$1.00sq ft x 3 mo)						4,500		0
Insurance	1,000			1,000				1,000
<b>TOTAL DIRECT COSTS</b>	<b>17,381</b>	<b>8,742</b>	<b>21,284</b>	<b>47,407</b>	<b>2,889</b>	<b>8,313</b>		<b>58,609</b>

## EXHIBIT 1 - BUDGET DOCUMENTS

## PART D: BUDGET JUSTIFICATIONS - EQUIPMENT AND INDIRECT COSTS

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: Northeast Valley

OAA - 9 Month - Title III-C2 - Home Delivered Meals - F/Y - 2013-14

Account Description	Fund Sources							Line Item Total Budget
	Grant Share	OTO	NSIP	Grant Share Total	Program Income	Match - Cash	Match - In-Kind	
EQUIPMENT COSTS								
TOTAL EQUIPMENT COSTS								

Account Description	Fund Sources							Line Item Total Budget
	Grant Share	OTO	NSIP	Grant Share Total	Program Income	Match - Cash	Match - In-Kind	
INDIRECT COSTS								
Indirect	5,056			5,056				5,056
TOTAL INDIRECT COSTS	5,056			5,056				5,056

SAN FERNANDO VALLEY INTERFAITH COUNCIL, INC.

Agency

Page 1 of 1

Amendment Number: 6

Agreement Number: C-119333

Fiscal Year: 2013 - 2014

Aging Service Area: Northeast Valley/Alicia Broadous-Duncan MPCSENIOR MULTIPURPOSE & NUTRITION SERVICES

Project Title

OAA TITLE III-C-2 HOME DELIVERED MEALS

COST CATEGORIES		AMENDMENT #4	AMENDMENT #6*	DIFFERENCE + OR (-)
1000	Personnel Costs	\$42,968	\$45,823	\$2,855
2000	Direct Cost	\$18,996	\$26,123	\$7,127
	Meal Costs	\$12,692	\$19,819	\$7,127
	Thanksgiving Meals	\$0	\$0	\$0
	Audit Fee	\$500	\$500	\$0
	Telephone	\$0	\$0	\$0
	Supplies / Printing / Postage	\$600	\$600	\$0
	Training / Conferences	\$417	\$417	\$0
	Travel (\$0.51 per mile)	\$3,787	\$3,787	\$0
	Space ( 1,500 sq. ft x \$1.00 sq. ft x 12 months)	\$0	\$0	\$0
	Insurance	\$1,000	\$1,000	\$0
3000	Equipment Cost	\$0	\$0	\$0
4000	Indirect Cost	\$4,957	\$5,056	\$99
TOTAL COST		\$66,921	\$77,002	\$10,081

\* Includes \$8,742 in OTO funds

**EXHIBIT 1 - BUDGET DOCUMENTS****PART A: PROJECT BUDGET SUMMARY BY COST CATEGORY AND PROJECTED EXPENDITURES BY MONTH**

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: Northeast Valley

City - 12 Month - Title III-C2 - Home Delivered Meals - F/Y - 2013-14

**Program Budget Summary**

<b>COST CATEGORIES</b>	<b>City General Fund</b>	<b>STATE</b>	<b>State Special Nutrition Fund</b>	<b>Grant Share Total</b>	<b>Program Income</b>	<b>Trust Fund</b>	<b>Match - Cash</b>	<b>Match - In-Kind</b>	<b>Estimated Total Costs</b>
Personnel Costs		24,826		24,826	5,832		9,489	240	40,387
Direct Costs	76,383	4,783	12,712	93,878	10,218	1,789	6,000		111,885
Equipment Costs									0
Indirect Costs	6,111	2,369		8,480					8,480
<b>TOTAL COSTS</b>	<b>82,494</b>	<b>31,978</b>	<b>12,712</b>	<b>127,184</b>	<b>16,050</b>	<b>1,789</b>	<b>15,489</b>	<b>240</b>	<b>161,522</b>

**Projected Monthly Expenditures**

<b>COST CATEGORIES</b>	<b>Grant Share</b>	<b>2013 JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>2014 JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>
Personnel Costs													
Direct Costs	76,383	4,311	9,913	9,801	7,333	7,532	7,633	5,776	936				23,148
Equipment Costs													
Indirect Costs	6,111	345	793	784	587	602	611		537				1,852
<b>TOTAL COSTS</b>	<b>82,494</b>	<b>4,656</b>	<b>10,706</b>	<b>10,585</b>	<b>7,920</b>	<b>8,134</b>	<b>8,244</b>	<b>5,776</b>	<b>1,473</b>				<b>25,000</b>

City - 12 Month - Title III-C2 - Home Delivered Meals - F/Y - 2013-14

Account Description	100% Month Wage	% Time on Project	Months to Work	Fund Sources								Line Item Total Budget
				City General Fund	STATE	State Special Nutrition Fund	Grant Share Total	Program Income	Trust Fund	Match - Cash	Match - In-Kind	
PERSONNEL COSTS												
WAGES												
Director of Grants Administration	4,304	9.998	6							2,582		2,582
Nutrition Coordinator Homebound PT	2,160	8.299	12		2,151		2,151					2,151
Nutrition Director	6,120	15.196	12		6,021		6,021	5,139				11,160
Driver #7	1,624	6.435	12		1,254		1,254					1,254
Driver #1	1,624	10.263	12		2,000		2,000					2
Driver #5	1,809	11.516	12		2,500		2,500					2,500
Volunteers											240	240
Grant Administrator	2,947	9.999	6							1,768		1,768
Project Coordinator	3,553	10.001	6							2,132		2,132
Case Aide PT Assessment	1,994	33.434	12		8,000		8,000					8,000
<b>TOTAL WAGES</b>					21,926		21,926	5,139		6,482	240	33,787
FRINGE BENEFITS												
FICA					1,321		1,321	316		496		2,133
SUI					125		125	30		1,009		1,164
W/C					1,337		1,337	319		502		2,158
Med Ins					117		117	28		1,000		1,145
<b>TOTAL FRINGE BENEFITS</b>					2,900		2,900	693		3,007		6,600
<b>TOTAL PERSONNEL COSTS</b>					24,826		24,826	5,832		9,489	240	40,387

PART C: BUDGET JUSTIFICATIONS - DIRECT COSTS

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: Northeast Valley

City - 12 Month - Title III-C2 - Home Delivered Meals - F/Y - 2013-14

Account Description	Fund Sources							Line Item Total Budget
	City General Fund	STATE	State Special Nutrition Fund	Grant Share Total	Program Income	Trust Fund	Match - Cash	Match - In-Kind
DIRECT COSTS								
Meal Cost	76,383	4,783	12,712	93,878	7,569			101,447
Thanksgiving Meals						1,789		1,789
Supplies/Printing/Postage					200			200
Training/Conferences					449			449
Travel (\$0.555 per mile)					2,000			2,000
Space (1,500 sq ft x \$1.00sq ft x 3mo)							6,000	6,000
<b>TOTAL DIRECT COSTS</b>	<b>76,383</b>	<b>4,783</b>	<b>12,712</b>	<b>93,878</b>	<b>10,218</b>	<b>1,789</b>	<b>6,000</b>	<b>111,447</b>

City - 12 Month - Title III-C2 - Home Delivered Meals - F/Y - 2013-14

Account Description	Fund Sources								Line Item Total Budget
	City General Fund	STATE	State Special Nutrition Fund	Grant Share Total	Program Income	Trust Fund	Match - Cash	Match - In-Kind	
EQUIPMENT COSTS									
TOTAL EQUIPMENT COSTS									

Account Description	Fund Sources								Line Item Total Budget
	City General Fund	STATE	State Special Nutrition Fund	Grant Share Total	Program Income	Trust Fund	Match - Cash	Match - In-Kind	
INDIRECT COSTS									
Indirect	6,111	2,369		8,480					8,480
TOTAL INDIRECT COSTS	6,111	2,369		8,480					8,480



SAN FERNANDO VALLEY INTERFAITH COUNCIL, INC.

Agency

Page 1 of 1

Amendment Number: 6

Agreement Number: C-119333

Fiscal Year: 2013 - 2014

Aging Service Area: Northeast Valley/Alicia Broadous-Duncan MPC

SENIOR MULTIPURPOSE & NUTRITION SERVICES

Project Title

OAA TITLE III-C-2 HOME DELIVERED MEALS (12 MONTH)

COST CATEGORIES		AMENDMENT #4	AMENDMENT #6	DIFFERENCE + OR (-)
1000	Personnel Costs	\$36,597	\$24,826	(\$11,771)
2000	Direct Cost	\$58,018	\$93,878	\$35,860
	Meal Costs	\$58,018	\$93,878	\$35,860
	Thanksgiving Meals	\$0	\$0	\$0
	Supplies / Printing / Postage	\$0	\$0	\$0
	Training / Conferences	\$0	\$0	\$0
	Travel (\$0.555 per mile)	\$0	\$0	\$0
	Space ( 1,500 sq. ft x \$1.00 sq. ft x 12 months)	\$0	\$0	\$0
				\$0
				\$0
				\$0
3000	Equipment Cost	\$0	\$0	\$0
4000	Indirect Cost	\$7,569	\$8,480	\$911
TOTAL COST		\$102,184	\$127,184	\$25,000

**EXHIBIT 1 - BUDGET DOCUMENTS****PART A: PROJECT BUDGET SUMMARY BY COST CATEGORY AND PROJECTED EXPENDITURES BY MONTH**

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: Northeast Valley

City - 12 Month - Proposition A - Senior Cityride Program - F/Y - 2013-14

**Program Budget Summary**

<b>COST CATEGORIES</b>	<b>Grant Share</b>	<b>Program Income</b>	<b>Estimated Total Costs</b>
Personnel Costs	178,858		178,858
Direct Costs	50,018	6,334	56,352
Equipment Costs	55,000		55,000
Indirect Costs	22,710		22,710
<b>TOTAL COSTS</b>	<b>306,586</b>	<b>6,334</b>	<b>312,920</b>

**Projected Monthly Expenditures**

<b>COST CATEGORIES</b>	<b>Grant Share</b>	<b>2013 JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>2014 JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>
Personnel Costs	178,858	14,924	14,924	14,320	14,318	14,319	15,518	16,148	16,069	15,425	14,901	14,885	13,107
Direct Costs	50,018	6,641	9,193	7,506	2,397	1,729	3,877	180	1,741	5,184	2,308	4,113	5,149
Equipment Costs	55,000												55,000
Indirect Costs	22,710	1,725	1,929	1,747	1,337	1,284	1,577	1,306	1,425	1,649	1,377	1,542	5,812
<b>TOTAL COSTS</b>	<b>306,586</b>	<b>23,290</b>	<b>26,046</b>	<b>23,573</b>	<b>18,052</b>	<b>17,332</b>	<b>20,972</b>	<b>17,634</b>	<b>19,235</b>	<b>22,258</b>	<b>18,586</b>	<b>20,540</b>	<b>79,068</b>

City - 12 Month - Proposition A - Senior Cityride Program - F/Y - 2013-14

Account Description	100% Month Wage	% Time on Project	Months to Work	Fund Sources		Line Item Total Budget
				Grant Share	Program Income	
PERSONNEL COSTS						
WAGES						
Division Director MPC	4,914	10	12	5,897		5,897
Driver #3	2,121	100	12	25,452		25,452
Driver #2	2,121	100	12	25,452		25,452
Driver #1	2,121	100	12	25,452		25,452
Driver /coordinator #4	2,195	100	12	26,340		26,340
Transportation Coordinator Dispatcher	3,085	100	12	37,020		37,020
<b>TOTAL WAGES</b>				<b>145,613</b>		<b>145,613</b>
FRINGE BENEFITS						
FICA				11,139		11,139
SUI				2,405		2,405
W/C				16,501		16,501
Med Ins				3,200		3,200
<b>TOTAL FRINGE BENEFITS</b>				<b>33,245</b>		<b>33,245</b>
<b>TOTAL PERSONNEL COSTS</b>				<b>178,858</b>		<b>178,858</b>

Account Description	Fund Sources		Line Item Total Budget
	Grant Share	Program Income	
DIRECT COSTS			
Communication Cost	2,500		2,500
Office Supplies	3,000		3,000
Uniforms	2,500		2,500
Gasoline/Fuel	20,867	5,934	26,801
Repairs & Maint. - Vehicle	10,000		10,000
Training, Permits & Licenses	651		651
Other Cost Transportation related expenses	500	400	900
Insurance	10,000		10,000
<b>TOTAL DIRECT COSTS</b>	<b>50,018</b>	<b>6,334</b>	<b>56,352</b>

PART D: BUDGET JUSTIFICATIONS - EQUIPMENT AND INDIRECT COSTS

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: Northeast Valley

City - 12 Month - Proposition A - Senior Cityride Program - F/Y - 2013-14

Account Description	Fund Sources		Line Item Total Budget
	Grant Share	Program Income	
EQUIPMENT COSTS			
Equipment Vehicle	55,000		55,000
<b>TOTAL EQUIPMENT COSTS</b>	<b>55,000</b>		<b>55,000</b>

Account Description	Fund Sources		Line Item Total Budget
	Grant Share	Program Income	
INDIRECT COSTS			
Indirect	22,710		22,710
<b>TOTAL INDIRECT COSTS</b>	<b>22,710</b>		<b>22,710</b>

SAN FERNANDO VALLEY INTERFAITH COUNCIL, INC.

Agency

Page 1 of 1

Amendment Number: 6

Agreement Number: C-119333

Fiscal Year: 2013 - 2014

Aging Service Area: Northeast Valley/ Alicia Broadous-Duncan MPC

SENIOR MULTIPURPOSE & NUTRITION SERVICES

Project Title

**PROPOSITION A - LOCAL TRANSIT ASSISTANCE PROGRAM (12 MONTH)**

COST CATEGORIES		AMENDMENT #4	AMENDMENT #6	DIFFERENCE + OR (-)
1000	Personnel Costs	\$178,858	\$178,858	\$0
2000	Direct Cost	\$73,290	\$50,018	(\$23,272)
	Communication Costs	\$5,400	\$2,500	(\$2,900)
	Office Supplies	\$3,000	\$3,000	\$0
	Uniforms	\$4,000	\$2,500	(\$1,500)
	Gasoline / Fuel	\$31,739	\$20,867	(\$10,872)
	Repairs & Maintenance - Vehicle	\$10,000	\$10,000	\$0
	Training, Permits & Licenses	\$651	\$651	\$0
	Other Costs Transportation related expenses	\$500	\$500	\$0
	Insurance	\$18,000	\$10,000	(\$8,000)
3000	Equipment Cost	\$0	\$55,000	\$55,000
4000	Indirect Cost	\$20,172	\$22,710	\$2,538
TOTAL COST		\$272,320	\$306,586	\$34,266

**EXHIBIT 1 - BUDGET DOCUMENTS****PART A: PROJECT BUDGET SUMMARY BY COST CATEGORY AND PROJECTED EXPENDITURES BY MONTH****Agreement Nbr:** C-119333 **Amendment Nbr:** 6 **Contractor:** San Fernando Valley Interfaith Council**AGING SERVICE AREA:** Northeast Valley**City - 12 Month - LACMTA - JARC - F/Y - 2013-14****Program Budget Summary**

<b>COST CATEGORIES</b>	<b>JARC - LACMTA</b>	<b>Match</b>	<b>Estimated Total Costs</b>
Personnel Costs	29,402	29,402	58,804
Direct Costs	5,304	5,304	10,608
Equipment Costs	44,585	11,147	55,732
Indirect Costs	2,777	2,777	5,554
<b>TOTAL COSTS</b>	<b>82,068</b>	<b>48,630</b>	<b>130,698</b>

**Projected Monthly Expenditures**

<b>COST CATEGORIES</b>	<b>Grant Share</b>	<b>2013 JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>2014 JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>
Personnel Costs	29,402							4,900	4,900	4,900	4,900	4,900	4,902
Direct Costs	5,304							884	884	884	884	884	884
Equipment Costs	44,585							44,585					
Indirect Costs	2,777							463	463	463	463	463	462
<b>TOTAL COSTS</b>	<b>82,068</b>							<b>50,832</b>	<b>6,247</b>	<b>6,247</b>	<b>6,247</b>	<b>6,247</b>	<b>6,248</b>

Part B: BUDGET JUSTIFICATIONS - PERSONNEL COSTS (WAGES AND EMPLOYEE BENEFITS)

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: Northeast Valley

City - 12 Month - LACMTA - JARC - F/Y - 2013-14

Account Description	100% Month Wage	% Time on Project	Months to Work	Fund Sources		Line Item Total Budget
				JARC - LACMTA	Match	
PERSONNEL COSTS						
WAGES						
Driver 4 part-time 498 hrs @\$12.00	3,984	50	12	23,904		23,904
Volunteers					29,402	29,402
<b>TOTAL WAGES</b>				23,904	29,402	53,306
FRINGE BENEFITS						
FICA				1,829		1,829
SUI				1,448		1,448
W/C				2,221		2,221
<b>TOTAL FRINGE BENEFITS</b>				5,498		5,498
<b>TOTAL PERSONNEL COSTS</b>				29,402	29,402	58,804



Account Description	Fund Sources		Line Item Total Budget
	JARC - LACMTA	Match	
DIRECT COSTS			
Gasoline/Fuel	5,304	5,304	10,608
TOTAL DIRECT COSTS	5,304	5,304	10,608

## PART D: BUDGET JUSTIFICATIONS - EQUIPMENT AND INDIRECT COSTS

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: Northeast Valley

City - 12 Month - LACMTA - JARC - F/Y - 2013-14

Account Description	Fund Sources		Line Item Total Budget
	JARC - LACMTA	Match	
EQUIPMENT COSTS			
Equipment Vehicle	44,585	11,147	55,732
<b>TOTAL EQUIPMENT COSTS</b>	<b>44,585</b>	<b>11,147</b>	<b>55,732</b>

Account Description	Fund Sources		Line Item Total Budget
	JARC - LACMTA	Match	
INDIRECT COSTS			
Indirect Indirect Costs	2,777	2,777	5,554
<b>TOTAL INDIRECT COSTS</b>	<b>2,777</b>	<b>2,777</b>	<b>5,554</b>

SAN FERNANDO VALLEY INTERFAITH COUNCIL, INC.

Agency

Page 1 of 1

Amendment Number: 6

Agreement Number: C-119333

Fiscal Year: 2013 - 2014

Aging Service Area: Northeast Valley/ Alicia Broadous-Duncan MPC

SENIOR MULTIPURPOSE & NUTRITION SERVICES

Project Title

JARC (12 MONTH)

COST CATEGORIES		AMENDMENT #5	AMENDMENT #6	DIFFERENCE + OR (-)
1000	Personnel Costs	\$29,402	\$29,402	\$0
2000	Direct Cost	\$5,304	\$5,304	\$0
	Gasoline / Fuel	\$5,304	\$5,304	\$0
3000	Equipment Cost	\$44,585	\$44,585	\$0
4000	Indirect Cost	\$2,777	\$2,777	\$0
TOTAL COST		\$82,068	\$82,068	\$0

**EXHIBIT 1 - BUDGET DOCUMENTS****PART A: PROJECT BUDGET SUMMARY BY COST CATEGORY AND PROJECTED EXPENDITURES BY MONTH**

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: Northeast Valley

City - 12 Month - LACMTA - New Freedom - F/Y - 2013-14

**Program Budget Summary**

<b>COST CATEGORIES</b>	<b>New Freedom - LACMTA</b>	<b>Match</b>	<b>Estimated Total Costs</b>
Personnel Costs	26,825	26,825	53,650
Direct Costs	4,848	4,848	9,696
Equipment Costs	57,877	14,470	72,347
Indirect Costs	2,534	2,534	5,068
<b>TOTAL COSTS</b>	<b>92,084</b>	<b>48,677</b>	<b>140,761</b>

**Projected Monthly Expenditures**

<b>COST CATEGORIES</b>	<b>Grant Share</b>	<b>2013 JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>2014 JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>
Personnel Costs	26,825							4,471	4,471	4,471	4,471	4,471	4,470
Direct Costs	4,848							808	808	808	808	808	808
Equipment Costs	57,877							57,877					
Indirect Costs	2,534							422	422	423	422	422	423
<b>TOTAL COSTS</b>	<b>92,084</b>							<b>63,578</b>	<b>5,701</b>	<b>5,702</b>	<b>5,701</b>	<b>5,701</b>	<b>5,701</b>

Part B: BUDGET JUSTIFICATIONS - PERSONNEL COSTS (WAGES AND EMPLOYEE BENEFITS)

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: Northeast Valley

City - 12 Month - LACMTA - New Freedom - F/Y - 2013-14

Account Description	100% Month Wage	% Time on Project	Months to Work	Fund Sources		Line Item Total Budget
				New Freedom - LACMTA	Match	
PERSONNEL COSTS						
WAGES						
Driver	996	100	12	11,952		11,952
Volunteers					26,825	26,825
Driver Prop A/Assistant Coordinator	830	100	12	9,960		9,960
<b>TOTAL WAGES</b>				<b>21,912</b>	<b>26,825</b>	<b>48,737</b>
FRINGE BENEFITS						
FICA				1,676		1,676
SUI				1,337		1,337
W/C				1,900		1,900
<b>TOTAL FRINGE BENEFITS</b>				<b>4,913</b>		<b>4,913</b>
<b>TOTAL PERSONNEL COSTS</b>				<b>26,825</b>	<b>26,825</b>	<b>53,650</b>

PART C: BUDGET JUSTIFICATIONS - DIRECT COSTS

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: Northeast Valley

City - 12 Month - LACMTA - New Freedom - F/Y - 2013-14

Account Description	Fund Sources		Line Item Total Budget
	New Freedom - LACMTA	Match	
DIRECT COSTS			
Gasoline/Fuel	4,848	4,848	9,696
TOTAL DIRECT COSTS	4,848	4,848	9,696

Account Description	Fund Sources		Line Item Total Budget
	New Freedom - LACMTA	Match	
EQUIPMENT COSTS			
Equipment Vehicles	57,877	14,470	72,347
<b>TOTAL EQUIPMENT COSTS</b>	<b>57,877</b>	<b>14,470</b>	<b>72,347</b>

Account Description	Fund Sources		Line Item Total Budget
	New Freedom - LACMTA	Match	
INDIRECT COSTS			
Indirect Indirect Costs	2,534	2,534	5,068
<b>TOTAL INDIRECT COSTS</b>	<b>2,534</b>	<b>2,534</b>	<b>5,068</b>

SAN FERNANDO VALLEY INTERFAITH COUNCIL, INC.

Agency

Page 1 of 1

Amendment Number: 6

Agreement Number: C-119333

Fiscal Year: 2013 - 2014

Aging Service Area: Northeast Valley/ Alicia Broadous-Duncan MPC

SENIOR MULTIPURPOSE & NUTRITION SERVICES

Project Title

NEW FREEDOM (12 MONTH)

COST CATEGORIES		AMENDMENT #5	AMENDMENT #6	DIFFERENCE + OR (-)
1000	Personnel Costs	\$26,825	\$26,825	\$0
2000	Direct Cost	\$4,848	\$4,848	\$0
	Gasoline / Fuel	\$4,848	\$4,848	\$0
3000	Equipment Cost	\$57,877	\$57,877	\$0
4000	Indirect Cost	\$2,534	\$2,534	\$0
TOTAL COST		\$92,084	\$92,084	\$0



**OAA - 3 Month - Title III-B - Social Services - F/Y - 2013-14**

[illegible]

## OAA - 3 Month - Title III-B - Social Services - F/Y - 2013-14

Account Description	100% Month Wage	% Time on Project	Months to Work	Fund Sources			Line Item Total Budget
				Grant Share	Program Income	Match	
PERSONNEL COSTS							
WAGES							
Division Director MPC	4,653	49.839	3	6,224	733		6,957
Volunteers						16,574	16,574
Case Manager	3,242	68.229	3	6,636			6,636
Linkage & Service /Info & Assist	2,477	30.655	3	910	1,368		2,278
<b>TOTAL WAGES</b>				<b>13,770</b>	<b>2,101</b>	<b>16,574</b>	<b>32,445</b>
FRINGE BENEFITS							
FICA				1,053	160		1,213
SUI				116	92		208
W/C				359	55		414
Med Ins				516	110		626
<b>TOTAL FRINGE BENEFITS</b>				<b>2,044</b>	<b>417</b>		<b>2,461</b>
<b>TOTAL PERSONNEL COSTS</b>				<b>15,814</b>	<b>2,518</b>	<b>16,574</b>	<b>34,906</b>

## PART C: BUDGET JUSTIFICATIONS - DIRECT COSTS

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: NORTHWEST VALLEY

OAA - 3 Month - Title III-B - Social Services - F/Y - 2013-14

Account Description	Fund Sources			Line Item Total Budget
	Grant Share	Program Income	Match	
DIRECT COSTS				
Audit Fee	500			500
Utilities Bldg	768			768
Office Supplies	361			361
Service Contract Copy Machine	566			566
Training/Conferences /Travel mileage	492			492
Insurance	2,500			2,500
<b>TOTAL DIRECT COSTS</b>	<b>5,187</b>			<b>5,187</b>

## OAA - 3 Month - Title III-B - Social Services - F/Y - 2013-14

Account Description	Fund Sources			Line Item Total Budget
	Grant Share	Program Income	Match	
EQUIPMENT COSTS				
TOTAL EQUIPMENT COSTS				

Account Description	Fund Sources			Line Item Total Budget
	Grant Share	Program Income	Match	
INDIRECT COSTS				
Indirect	1,680			1,680
TOTAL INDIRECT COSTS	1,680			1,680

SAN FERNANO VALLEY INTERFAITH COUNCIL, INC.

Agency

Page 1 of 1

Amendment Number: 6

Agreement Number: C-119333

Fiscal Year: 2012 - 2013

Aging Service Area: Northwest Valley/Wilkinson MPCSENIOR MULTIPURPOSE & NUTRITION SERVICES

Project Title

OAA TITLE III-B SOCIAL SERVICES (3 MONTH)

COST CATEGORIES		AMENDMENT #4	AMENDMENT #6	DIFFERENCE + OR (-)
1000	Personnel Costs	\$16,446	\$15,814	(\$632)
2000	Direct Cost	\$13,976	\$5,187	(\$8,789)
	Personal Care	\$1,071	\$0	(\$1,071)
	Chore - Heavy	\$884	\$0	(\$884)
	Homemaker	\$4,000	\$0	(\$4,000)
	Audit Fee	\$500	\$500	\$0
	Utilities Bldg	\$1,858	\$768	(\$1,090)
	Telephone	\$25	\$0	(\$25)
	Office Supplies	\$1,200	\$361	(\$839)
	Service Contract Copy Machine	\$673	\$566	(\$107)
	Training / Conferences / Travel Mileage	\$1,265	\$492	(\$773)
	Insurance	\$2,500	\$2,500	\$0
3000	Equipment Cost	\$0	\$0	\$0
4000	Indirect Cost	\$2,434	\$1,680	(\$754)
TOTAL COST		\$32,856	\$22,681	(\$10,175)

**EXHIBIT 1 - BUDGET DOCUMENTS****PART A: PROJECT BUDGET SUMMARY BY COST CATEGORY AND PROJECTED EXPENDITURES BY MONTH**

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: NORTHWEST VALLEY

OAA - 9 Month - Title III-B - Social Services - F/Y - 2013-14

**Program Budget Summary**

<b>COST CATEGORIES</b>	<b>Grant Share</b>	<b>OTO</b>	<b>Grant Share Total</b>	<b>Program Income</b>	<b>Match - Cash</b>	<b>Match - In-Kind</b>	<b>Estimated Total Costs</b>
Personnel Costs	56,069		56,069	10,707	11,648	7,304	85,728
Direct Costs	20,187		20,187	332	2,896		23,415
Equipment Costs		267	267				267
Indirect Costs	6,101		6,101				6,101
<b>TOTAL COSTS</b>	<b>82,357</b>	<b>267</b>	<b>82,624</b>	<b>11,039</b>	<b>14,544</b>	<b>7,304</b>	<b>115,511</b>

**Projected Monthly Expenditures**

<b>COST CATEGORIES</b>	<b>Grant Share</b>	<b>2013 JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>2014 JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>
Personnel Costs	56,069				5,703	5,839	5,697	5,990	5,686	5,497	8,027	7,630	6,000
Direct Costs	20,187				683	3,019	360	29	623	5,233	4,379	4,421	1,440
Equipment Costs													
Indirect Costs	6,101				511	709	524	482	505	858	992	1,096	424
<b>TOTAL COSTS</b>	<b>82,357</b>				<b>6,897</b>	<b>9,567</b>	<b>6,581</b>	<b>6,501</b>	<b>6,814</b>	<b>11,588</b>	<b>13,398</b>	<b>13,147</b>	<b>7,864</b>

Account Description	100% Month Wage	% Time on Project	Months to Work	Fund Sources						Line Item Total Budget
				Grant Share	OTO	Grant Share Total	Program Income	Match - Cash	Match - In- Kind	
PERSONNEL COSTS										
WAGES										
Division Director MPC	4,653	63.694	9	20,240		20,240	4,846	1,587		26,673
Volunteers									7,304	7,304
Case Manager	3,242	81.25	9	21,430		21,430	1,061	1,216		23,707
Linkage & Service /Info & Assist	2,477	30	9	5,218		5,218	1,470			6,688
Case Aide Coordinator	2,203	57.941	9	1,574		1,574	2,243	7,671		11,488
<b>TOTAL WAGES</b>				48,462		48,462	9,620	10,474	7,304	75,790
FRINGE BENEFITS										
FICA				3,665		3,665	736	801		5,202
SUI				1,451		1,451	50	50		1,551
W/C				1,031		1,031	251	273		1,555
Med Ins				1,460		1,460	50	50		1,560
<b>TOTAL FRINGE BENEFITS</b>				7,607		7,607	1,087	1,174		9,868
<b>TOTAL PERSONNEL COSTS</b>				56,069		56,069	10,707	11,648	7,304	85,728

## PART C: BUDGET JUSTIFICATIONS - DIRECT COSTS

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: NORTHWEST VALLEY

OAA - 9 Month - Title III-B - Social Services - F/Y - 2013-14

Account Description	Fund Sources						Line Item Total Budget
	Grant Share	OTO	Grant Share Total	Program Income	Match - Cash	Match - In-Kind	
DIRECT COSTS							
Personal Care	1,861		1,861	17			1,878
Chore-Heavy	2,204		2,204	17			2,221
Homemaker	10,547		10,547	114			10,661
Audit Fee	500		500				500
Utilities Bldg	1,351		1,351	84	84		1,519
Telephone	25		25	25	2,000		2,050
Office Supplies	768		768	25	25		818
Service Contract Copy Machine				25	87		
Training/Conferences /Mileage	931		931	25	700		1,656
Insurance	2,000		2,000				2,000
<b>TOTAL DIRECT COSTS</b>	<b>20,187</b>		<b>20,187</b>	<b>332</b>	<b>2,896</b>		<b>23,415</b>



PART D: BUDGET JUSTIFICATIONS - EQUIPMENT AND INDIRECT COSTS

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: NORTHWEST VALLEY

OAA - 9 Month - Title III-B - Social Services - F/Y - 2013-14

Account Description	Fund Sources						Line Item Total Budget
	Grant Share	OTO	Grant Share Total	Program Income	Match - Cash	Match - In-Kind	
EQUIPMENT COSTS							
Equipment (2) Chairs		267	267				267
TOTAL EQUIPMENT COSTS		267	267				267

Account Description	Fund Sources						Line Item Total Budget
	Grant Share	OTO	Grant Share Total	Program Income	Match - Cash	Match - In-Kind	
INDIRECT COSTS							
Indirect	6,101		6,101				6,101
TOTAL INDIRECT COSTS	6,101		6,101				6,101

SAN FERNANO VALLEY INTERFAITH COUNCIL, INC.

Agency

Page 1 of 1

Amendment Number: 6

Agreement Number: C-119333

Fiscal Year: 2012 - 2013

Aging Service Area: Northwest Valley/Wilkinson MPCSENIOR MULTIPURPOSE & NUTRITION SERVICES

Project Title

OAA TITLE III-B SOCIAL SERVICES (9 MONTH)

COST CATEGORIES		AMENDMENT #4	AMENDMENT #6 *	DIFFERENCE + OR (-)
1000	Personnel Costs	\$54,949	\$56,069	\$1,120
2000	Direct Cost	\$34,905	\$20,187	(\$14,718)
	Personal Care	\$3,230	\$1,861	(\$1,369)
	Chore - Heavy	\$2,703	\$2,204	(\$499)
	Homemaker	\$12,194	\$10,547	(\$1,647)
	Audit Fee	\$1,000	\$500	(\$500)
	Utilities Bldg	\$3,545	\$1,351	(\$2,194)
	Telephone	\$25	\$25	\$0
	Office Supplies	\$4,270	\$768	(\$3,502)
	Service Contract Copy Machine	\$673	\$0	(\$673)
	Training / Conferences / Travel Mileage	\$4,265	\$931	(\$3,334)
	Insurance	\$3,000	\$2,000	(\$1,000)
3000	Equipment Cost	\$0	\$267	\$267
4000	Indirect Cost	\$7,188	\$6,101	(\$1,087)
TOTAL COST		\$97,042	\$82,624	(\$14,418)

\* Includes \$267 in OTO funds

**PART A: PROJECT BUDGET SUMMARY BY COST CATEGORY AND PROJECTED EXPENDITURES BY MONTH**

**AGING SERVICE AREA: NORTHWEST VALLEY**

**City - 12 Month - Title III-B - Social Services - F/Y - 2013-14**

COST CATEGORIES	City General Fund	Program Income	Match - Cash	Estimated Total Costs
Personnel Costs				0
Direct Costs	1,411	153	220	1,784
Equipment Costs				0
Indirect Costs	113			113
<b>TOTAL COSTS</b>	<b>1,524</b>	<b>153</b>	<b>220</b>	<b>397</b>

[illegible]

**EXHIBIT 1 - BUDGET DOCUMENTS****Part B: BUDGET JUSTIFICATIONS - PERSONNEL COSTS (WAGES AND EMPLOYEE BENEFITS)**

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

**AGING SERVICE AREA: NORTHWEST VALLEY****City - 12 Month - Title III-B - Social Services - F/Y - 2013-14**

				Fund Sources			Line Item Total Budget
Account Description	100% Month Wage	% Time on Project	Months to Work	City General Fund	Program Income	Match - Cash	
PERSONNEL COSTS							
WAGES							
FRINGE BENEFITS							
TOTAL PERSONNEL COSTS							

EXHIBIT 1 - BUDGET DOCUMENTS  
PART C: BUDGET JUSTIFICATIONS - DIRECT COSTS

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: NORTHWEST VALLEY

City - 12 Month - Title III-B - Social Services - F/Y - 2013-14

Account Description	Fund Sources			Line Item Total Budget
	City General Fund	Program Income	Match - Cash	
DIRECT COSTS				
Office Supplies	1,099		50	1,149
Travel /mileage	312	153	170	635
TOTAL DIRECT COSTS	1,411	153	220	1,784

Account Description	Fund Sources			Line Item Total Budget
	City General Fund	Program Income	Match - Cash	
EQUIPMENT COSTS				
<b>TOTAL EQUIPMENT COSTS</b>				

Account Description	Fund Sources			Line Item Total Budget
	City General Fund	Program Income	Match - Cash	
INDIRECT COSTS				
Indirect	113			
<b>TOTAL INDIRECT COSTS</b>	113			113

SAN FERNANO VALLEY INTERFAITH COUNCIL, INC.

Agency

Page 1 of 1

Amendment Number: 6

Agreement Number: C-119333

Fiscal Year: 2013 - 2014

Aging Service Area: Northwest Valley/Wilkinson MPCSENIOR MULTIPURPOSE & NUTRITION SERVICES

Project Title

OAA TITLE III-B SOCIAL SERVICES (12 MONTH)

COST CATEGORIES		AMENDMENT #4	AMENDMENT #6	DIFFERENCE + OR (-)
1000	Personnel Costs	\$0	\$0	\$0
2000	Direct Cost	\$1,411	\$1,411	\$0
	Office Supplies	\$1,099	\$1,099	\$0
	Travel / Mileage	\$312	\$312	\$0
3000	Equipment Cost	\$0	\$0	\$0
4000	Indirect Cost	\$113	\$113	\$0
TOTAL COST		\$1,524	\$1,524	\$0

[illegible]



OAA - 3 Month - Title III-C1 - Congregate Meals - F/Y - 2013-14

Account Description	100% Month Wage	% Time on Project	Months to Work	Fund Sources					Line Item Total Budget
				Grant Share	NSIP	Grant Share Total	Program Income	Match	
PERSONNEL COSTS									
WAGES									
Janitorial/Maintenance	1,624	44.992	3	2,192		2,192			2,192
Bookkeeper	3,344	19.996	3	1,003		1,003	1,003		2,006
Division Director MPC	4,653	13.332	3				1,861		1,861
Dining Coordinator #1	1,648	23.321	3	1,153		1,153			1,153
Dining Coordinator #3	1,648	33.172	3	1,640		1,640			1,640
Dining Coordinator #2	1,648	50	3	2,472		2,472			2
Nutrition Coordinator	1,994	49.03	3	2,933		2,933			2,933
Nutrition Director	6,120	12.478	3	2,291		2,291			2,291
Volunteers								6,532	6,532
<b>TOTAL WAGES</b>				13,684		13,684	2,864	6,532	23,080
FRINGE BENEFITS									
FICA				1,047		1,047	219		1,266
SUI				232		232	87		319
W/C				1,061		1,061	222		1,283
Med Ins				594		594	242		836
<b>TOTAL FRINGE BENEFITS</b>				2,934		2,934	770		3,704
<b>TOTAL PERSONNEL COSTS</b>				16,618		16,618	3,634	6,532	26,784

Account Description	Fund Sources					Line Item Total Budget
	Grant Share	NSIP	Grant Share Total	Program Income	Match	
DIRECT COSTS						
Meal Cost	17,579	6,521	24,100	1,964		26,064
Audit Fee	100		100			100
Office Supplies	100		100	553		653
Copier Maintenance & Lease	100		100			100
Training/Conferences /ServSafe	3		3	259		262
Travel /Mileage @\$0.555/mile	1,196		1,196			1,196
Insurance	240		240			240
<b>TOTAL DIRECT COSTS</b>	<b>19,318</b>	<b>6,521</b>	<b>25,839</b>	<b>2,776</b>		<b>28,615</b>

## EXHIBIT 1 - BUDGET DOCUMENTS

## PART D: BUDGET JUSTIFICATIONS - EQUIPMENT AND INDIRECT COSTS

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: NORTHWEST VALLEY

OAA - 3 Month - Title III-C1 - Congregate Meals - F/Y - 2013-14

Account Description	Fund Sources					Line Item Total Budget
	Grant Share	NSIP	Grant Share Total	Program Income	Match	
EQUIPMENT COSTS						
TOTAL EQUIPMENT COSTS						

Account Description	Fund Sources					Line Item Total Budget
	Grant Share	NSIP	Grant Share Total	Program Income	Match	
INDIRECT COSTS						
Indirect	2,875		2,875			2,875
TOTAL INDIRECT COSTS	2,875		2,875			2,875

SAN FERNANDO VALLEY INTERFAITH COUNCIL, INC.

Agency

Page 1 of 1

Amendment Number: 6

Agreement Number: C-119333

Fiscal Year: 2013 - 2014

Aging Service Area: Northwest Valley/Wilkinson MPCSENIOR MULTIPURPOSE & NUTRITION SERVICES

Project Title

OAA TITLE III-C-1, CONGREGATE NUTRITION SERVICES (3 MONTH)

COST CATEGORIES		AMENDMENT #4	AMENDMENT #6	DIFFERENCE + OR (-)
1000	Personnel Costs	\$23,007	\$16,618	(\$6,389)
2000	Direct Cost	\$17,861	\$19,318	\$1,457
	Meal Costs	\$14,407	\$17,579	\$3,172
	Audit Fee	\$100	\$100	\$0
	Telephone	\$0	\$0	\$0
	Office Supplies	\$100	\$100	\$0
	Copier Maintenance & Lease	\$50	\$100	\$50
	Training / Conferences / ServSafe	\$139	\$3	(\$136)
	Travel / Mileage	\$2,825	\$1,196	(\$1,629)
	Insurance	\$240	\$240	\$0
3000	Equipment Cost	\$0	\$0	\$0
4000	Indirect Cost	\$3,269	\$2,875	(\$394)
TOTAL COST		\$44,137	\$38,811	(\$5,326)

**EXHIBIT 1 - BUDGET DOCUMENTS****PART A: PROJECT BUDGET SUMMARY BY COST CATEGORY AND PROJECTED EXPENDITURES BY MONTH**

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: NORTHWEST VALLEY

OAA - 9 Month - Title III-C1 - Congregate Meals - F/Y - 2013-14

**Program Budget Summary**

<b>COST CATEGORIES</b>	<b>Grant Share</b>	<b>OTO</b>	<b>NSIP</b>	<b>OTO NSIP</b>	<b>Grant Share Total</b>	<b>Program Income</b>	<b>Match - Cash</b>	<b>Match - In-Kind</b>	<b>Estimated Total Costs</b>
Personnel Costs	76,377				76,377	10,548	4,702	8,768	100,395
Direct Costs	73,795	247	26,314	141	100,497	8,397	7,000		115,894
Equipment Costs		96			96				96
Indirect Costs	12,014				12,014				12,014
<b>TOTAL COSTS</b>	<b>162,186</b>	<b>343</b>	<b>26,314</b>	<b>141</b>	<b>188,984</b>	<b>18,945</b>	<b>11,702</b>	<b>8,768</b>	<b>228,999</b>

**Projected Monthly Expenditures**

<b>COST CATEGORIES</b>	<b>Grant Share</b>	<b>2013 JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>2014 JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>
Personnel Costs	76,377				5,607	5,594	5,563	5,813	6,303	6,329	6,445	6,825	27,898
Direct Costs	73,795				6,933	5,008	7,344	6,313	5,838	5,831	5,303	6,061	25,164
Equipment Costs													
Indirect Costs	12,014				1,003	848	1,033	1,197	1,198	1,197	1,167	1,461	2,910
<b>TOTAL COSTS</b>	<b>162,186</b>				<b>13,543</b>	<b>11,450</b>	<b>13,940</b>	<b>13,323</b>	<b>13,339</b>	<b>13,357</b>	<b>12,915</b>	<b>14,347</b>	<b>55,972</b>

## OAA - 9 Month - Title III-C1 - Congregate Meals - F/Y - 2013-14

Account Description	100% Month Wage	% Time on Project	Months to Work	Fund Sources								Line Item Total Budget
				Grant Share	OTO	NSIP	OTO NSIP	Grant Share Total	Program Income	Match - Cash	Match - In-Kind	
PERSONNEL COSTS												
WAGES												
Director of Grants Administration	4,304	9.998	3							1,291		1,291
Janitorial/Maintenance	1,624	44.999	9	6,577				6,577				6,577
Bookkeeper	3,344	14.999	9	502				502	4,012			4,514
Division Director MPC	4,653	10.001	9						4,188			4,188
Dining Coordinator #3	1,648	37.5	9	5,412				5,412	150			5,562
Dining Coordinator #5	1,648	37.5	9	5,562				5,562				5,562
Dining Coordinator #4	1,648	37.5	9	5,562				5,562				5,562
Dining Coordinator #1	1,648	50	9	7,340				7,340	76			7,416
Dining Coordinator #2	1,648	75	6	7,416				7,416				7,416
Nutrition Coordinator	1,994	67.068	9	12,036				12,036				12,036
Nutrition Director	6,120	24.51	9	13,500				13,500				13,500
Volunteers											8,768	8,768
Grant Administrator	2,947	9.999	3							884		884
Project Coordinator	3,553	3.334	9							1,066		1,066
<b>TOTAL WAGES</b>				63,907				63,907	8,426	3,241	8,768	84,342
FRINGE BENEFITS												
FICA				3,750				3,750	645	248		4,643
SUI				2,988				2,988	100	912		4,000
W/C				3,750				3,750	653	251		4,654
Med Ins				1,982				1,982	724	50		2,756
<b>TOTAL FRINGE BENEFITS</b>				12,470				12,470	2,122	1,461		16,053
<b>TOTAL PERSONNEL COSTS</b>				76,377				76,377	10,548	4,702	8,768	100,395

Account Description	Fund Sources								Line Item Total Budget
	Grant Share	OTO	NSIP	OTO NSIP	Grant Share Total	Program Income	Match - Cash	Match - In-Kind	
DIRECT COSTS									
Meal Cost	59,726		26,314	141	86,181	6,897	2,500		95,578
Audit Fee	100				100				100
Telephone	2,000				2,000	50			2,050
Office Supplies	1,000				1,000	100			1,100
Service Contract :Equip	1,453				1,453				1,453
Supplies		247			247				247
Training/Conferences /ServSafe	3,273				3,273	350	4,500		8,123
Travel /Mileage @\$0.555/mile	6,003				6,003	1,000			7,003
Insurance	240				240				240
<b>TOTAL DIRECT COSTS</b>	<b>73,795</b>	<b>247</b>	<b>26,314</b>	<b>141</b>	<b>100,497</b>	<b>8,397</b>	<b>7,000</b>		<b>115,894</b>

Account Description	Fund Sources								Line Item Total Budget
	Grant Share	OTO	NSIP	OTO NSIP	Grant Share Total	Program Income	Match - Cash	Match - In-Kind	
EQUIPMENT COSTS									
Equipment Cordless Phone		96			96				96
<b>TOTAL EQUIPMENT COSTS</b>		96			96				96

Account Description	Fund Sources								Line Item Total Budget
	Grant Share	OTO	NSIP	OTO NSIP	Grant Share Total	Program Income	Match - Cash	Match - In-Kind	
INDIRECT COSTS									
Indirect	12,014				12,014				12,014
<b>TOTAL INDIRECT COSTS</b>	12,014				12,014				12,014



SAN FERNANDO VALLEY INTERFAITH COUNCIL, INC.

Agency

Page 1 of 1

Amendment Number: 6

Agreement Number: C-119333

Fiscal Year: 2013 - 2014

Aging Service Area: Northwest Valley/Wilkinson MPCSENIOR MULTIPURPOSE & NUTRITION SERVICES

Project Title

## OAA TITLE III-C-1, CONGREGATE NUTRITION SERVICES

COST CATEGORIES		AMENDMENT #4	AMENDMENT #6 *	DIFFERENCE + OR (-)
1000	Personnel Costs	\$73,158	\$76,377	\$3,219
2000	Direct Cost	\$73,795	\$74,042	\$247
	Meal Costs	\$59,726	\$59,726	\$0
	Audit Fee	\$100	\$100	\$0
	Telephone	\$2,000	\$2,000	\$0
	Office Supplies	\$1,000	\$1,000	\$0
	Copier Maintenance & Lease	\$1,453	\$1,453	\$0
	Training / Conferences / ServSafe	\$3,273	\$3,273	\$0
	Travel / Mileage	\$6,003	\$6,003	\$0
	Insurance	\$240	\$240	\$0
	OTO (office supplies)	0	247	\$247
3000	Equipment Cost	\$0	\$96	\$96
4000	Indirect Cost	\$11,756	\$12,014	\$258
TOTAL COST		\$158,709	\$162,529	\$3,820

\* Includes \$343 in OTO funds

**PART A: PROJECT BUDGET SUMMARY BY COST CATEGORY AND PROJECTED EXPENDITURES BY MONTH**

AGING SERVICE AREA: NORTHWEST VALLEY

**City - 12 Month - Title III-C1 - Congregate Meals - F/Y - 2013-14**

COST CATEGORIES	City General Fund	STATE	State Special Nutrition Fund	Grant Share Total	Program Income	Match - Cash	Match - In-Kind	Estimated Total Costs
Personnel Costs						4,702	3,704	8,406
Direct Costs	15,259	22,043	24,163	61,465	6,720			68,185
Equipment Costs								0
Indirect Costs	1,221	3,754		4,975				4,975
<b>TOTAL COSTS</b>	16,480	25,797	24,163	66,440	6,720	4,702	3,704	81,666

[illegible]

City - 12 Month - Title III-C1 - Congregate Meals - F/Y - 2013-14

Account Description	100% Month Wage	% Time on Project	Months to Work	Fund Sources							Line Item Total Budget
				City General Fund	STATE	State Special Nutrition Fund	Grant Share Total	Program Income	Match - Cash	Match - In- Kind	
PERSONNEL COSTS											
WAGES											
Director of Grants Administration	4,304	9.998	3						1,291		1,291
Volunteers										3,704	3,704
Grant Administrator	2,947	9.999	3						884		884
Project Coordinator	3,553	10.001	3						1,066		1,066
<b>TOTAL WAGES</b>									3,241	3,704	6,945
FRINGE BENEFITS											
FICA									248		248
SUI									912		912
W/C									251		251
Med Ins									50		50
<b>TOTAL FRINGE BENEFITS</b>									1,461		1,461
<b>TOTAL PERSONNEL COSTS</b>									4,702	3,704	8,406

## EXHIBIT 1 - BUDGET DOCUMENTS

## PART C: BUDGET JUSTIFICATIONS - DIRECT COSTS

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: NORTHWEST VALLEY

City - 12 Month - Title III-C1 - Congregate Meals - F/Y - 2013-14

Account Description	Fund Sources							Line Item Total Budget
	City General Fund	STATE	State Special Nutrition Fund	Grant Share Total	Program Income	Match - Cash	Match - In-Kind	
DIRECT COSTS								
Meal Cost (13,353 catered meals @\$3.00)	15,259	19,825	24,163	59,247	4,975			64,222
Telephone					1,000			1,000
Office Supplies					745			745
Travel /Mileage @\$0.555/mile		2,218		2,218				2,218
<b>TOTAL DIRECT COSTS</b>	15,259	22,043	24,163	61,465	6,720			68,185

## City - 12 Month - Title III-C1 - Congregate Meals - F/Y - 2013-14

Account Description	Fund Sources							Line Item Total Budget
	City General Fund	STATE	State Special Nutrition Fund	Grant Share Total	Program Income	Match - Cash	Match - In-Kind	
EQUIPMENT COSTS								
TOTAL EQUIPMENT COSTS								

Account Description	Fund Sources							Line Item Total Budget
	City General Fund	STATE	State Special Nutrition Fund	Grant Share Total	Program Income	Match - Cash	Match - In-Kind	
INDIRECT COSTS								
Indirect	1,221	3,754		4,975				4,975
TOTAL INDIRECT COSTS	1,221	3,754		4,975				4,975

SAN FERNANDO VALLEY INTERFAITH COUNCIL, INC.

Agency

Page 1 of 1

Amendment Number: 6

Agreement Number: C-119333

Fiscal Year: 2013 - 2014

Aging Service Area: Northwest Valley/Wilkinson MPCSENIOR MULTIPURPOSE & NUTRITION SERVICES

Project Title

OAA TITLE III-C-1, CONGREGATE NUTRITION SERVICES (12 MONTH)

COST CATEGORIES		AMENDMENT #4	AMENDMENT #6	DIFFERENCE + OR (-)
1000	Personnel Costs	\$0	\$0	\$0
2000	Direct Cost	\$62,186	\$61,465	(\$721)
	Meal Costs	\$35,084	\$59,247	\$24,163
	Audit Fee	\$800	\$0	(\$800)
	Telephone	\$4,080	\$0	(\$4,080)
	Office Supplies	\$2,096	\$0	(\$2,096)
	Insurance General Liability	\$4,000	\$0	(\$4,000)
	Service Contract : Equipment	\$1,500	\$0	(\$1,500)
	Training / Conferences / ServSafe	\$3,390	\$0	(\$3,390)
	Travel / Mileage	\$11,236	\$2,218	(\$9,018)
3000	Equipment Cost	\$0	\$0	\$0
4000	Indirect Cost	\$4,975	\$4,975	\$0
TOTAL COST		\$67,161	\$66,440	(\$721)

**PART A: PROJECT BUDGET SUMMARY BY COST CATEGORY AND PROJECTED EXPENDITURES BY MONTH**

**Agreement Nbr:** C-119333 **Amendment Nbr:** 6 **Contractor:** San Fernando Valley Interfaith Council

AGING SERVICE AREA: NORTHWEST VALLEY

**OAA - 3 Month - Title III-C2 - Home Delivered Meals - F/Y - 2013-14**

## Program Budget Summary

COST CATEGORIES	Grant Share	NSIP	Grant Share Total	Program Income	Match	Estimated Total Costs
Personnel Costs	11,549		11,549	2,907		14,456
Direct Costs	7,942	6,094	14,036	3,098	4,500	21,634
Equipment Costs						0
Indirect Costs	1,559		1,559			1,559
<b>TOTAL COSTS</b>	21,050	6,094	27,144	6,005	4,500	37,749

### Projected Monthly Expenditures

[illegible]

## OAA - 3 Month - Title III-C2 - Home Delivered Meals - F/Y - 2013-14

Account Description	100% Month Wage	% Time on Project	Months to Work	Fund Sources					Line Item Total Budget
				Grant Share	NSIP	Grant Share Total	Program Income	Match	
PERSONNEL COSTS									
WAGES									
Bookkeeper	3,344	7.496	3				752		752
Division Director MPC	4,653	10.001	3				1,396		1,396
Nutrition Coordinator PT	1,994	12.504	3	748		748			748
Nutrition Coordinator HomeboundPT	2,160	12.5	12	3,240		3,240			3,240
Driver #3	1,624	37.5	3	1,827		1,827			1,827
Driver #1	1,624	37.5	3	1,827		1,827			1,827
Driver #2	1,624	37.5	3	1,827		1,827			1,827
<b>TOTAL WAGES</b>				9,469		9,469	2,148		11,617
FRINGE BENEFITS									
FICA				724		724	164		888
SUI				261		261			261
W/C				734		734	80		814
Med Ins				361		361	515		876
<b>TOTAL FRINGE BENEFITS</b>				2,080		2,080	759		2,839
<b>TOTAL PERSONNEL COSTS</b>				11,549		11,549	2,907		14,456



## OAA - 3 Month - Title III-C2 - Home Delivered Meals - F/Y - 2013-14

Account Description	Fund Sources					Line Item Total Budget
	Grant Share	NSIP	Grant Share Total	Program Income	Match	
DIRECT COSTS						
Meal Cost	3,352	6,094	9,446	1,528		10,974
Audit Fee	50		50			50
Office Supplies	100		100	50		150
Training/Conferences	94		94			94
Travel /mileage	3,856		3,856	1,520		5,376
Space (1,500 sq ft x \$1.00 x 3mo)					4,500	4,500
Insurance	490		490			490
<b>TOTAL DIRECT COSTS</b>	<b>7,942</b>	<b>6,094</b>	<b>14,036</b>	<b>3,098</b>	<b>4,500</b>	<b>21,634</b>

## OAA - 3 Month - Title III-C2 - Home Delivered Meals - F/Y - 2013-14

Account Description	Fund Sources					Line Item Total Budget
	Grant Share	NSIP	Grant Share Total	Program Income	Match	
EQUIPMENT COSTS						
TOTAL EQUIPMENT COSTS						

Account Description	Fund Sources					Line Item Total Budget
	Grant Share	NSIP	Grant Share Total	Program Income	Match	
INDIRECT COSTS						
Indirect	1,559		1,559			1,559
TOTAL INDIRECT COSTS	1,559		1,559			1,559

SAN FERNANDO VALLEY INTERFAITH COUNCIL, INC.

Agency

Page 1 of 1

Amendment Number: 6

Agreement Number: C-119333

Fiscal Year: 2013 - 2014

Aging Service Area: Northwest Valley/Wilkinson MPCSENIOR MULTIPURPOSE & NUTRITION SERVICES

Project Title

OAA TITLE III-C-2 HOME DELIVERED MEALS (3 MONTH)

COST CATEGORIES		AMENDMENT #4	AMENDMENT #6	DIFFERENCE + OR (-)
1000	Personnel Costs	\$11,549	\$11,549	\$0
2000	Direct Cost	\$7,942	\$7,942	\$0
	Meal Costs	\$3,352	\$3,352	\$0
	Thanksgiving Meals	\$0	\$0	\$0
	Audit Fee	\$50	\$50	\$0
	Telephone	\$25	\$0	(\$25)
	Office Supplies	\$100	\$100	\$0
	Training / Conferences	\$94	\$94	\$0
	Travel / Mileage	\$3,831	\$3,856	\$25
	Space ( 1,500 sq. ft x \$1.00 X 12 months)	\$0	\$0	\$0
	Insurance	\$490	\$490	\$0
3000	Equipment Cost	\$0	\$0	\$0
4000	Indirect Cost	\$1,559	\$1,559	\$0
TOTAL COST		\$21,050	\$21,050	\$0

**EXHIBIT 1 - BUDGET DOCUMENTS****PART A: PROJECT BUDGET SUMMARY BY COST CATEGORY AND PROJECTED EXPENDITURES BY MONTH**

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: NORTHWEST VALLEY

OAA - 9 Month - Title III-C2 - Home Delivered Meals - F/Y - 2013-14

**Program Budget Summary**

<b>COST CATEGORIES</b>	<b>Grant Share</b>	<b>NSIP</b>	<b>Grant Share Total</b>	<b>Program Income</b>	<b>Match - Cash</b>	<b>Match - In-Kind</b>	<b>Estimated Total Costs</b>
Personnel Costs	45,659		45,659	15,377	5,005	456	66,497
Direct Costs	27,365	24,590	51,955	1,310	12,118		65,383
Equipment Costs							0
Indirect Costs	5,842		5,842				5,842
<b>TOTAL COSTS</b>	<b>78,866</b>	<b>24,590</b>	<b>103,456</b>	<b>16,687</b>	<b>17,123</b>	<b>456</b>	<b>1,000,000</b>

**Projected Monthly Expenditures**

<b>COST CATEGORIES</b>	<b>Grant Share</b>	<b>2013 JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>2014 JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>
Personnel Costs	45,659				6,006	6,255	5,091	5,376	5,183	5,198	4,683	3,754	4,113
Direct Costs	27,365				5,799	5,303	1,658	3,347	1,658	2,228	1,658	1,658	4,056
Equipment Costs													
Indirect Costs	5,842				944	925	490	698	832	914	719	205	115
<b>TOTAL COSTS</b>	<b>78,866</b>				<b>12,749</b>	<b>12,483</b>	<b>7,239</b>	<b>9,421</b>	<b>7,673</b>	<b>8,340</b>	<b>7,060</b>	<b>5,617</b>	<b>8,284</b>

## OAA - 9 Month - Title III-C2 - Home Delivered Meals - F/Y - 2013-14

				Fund Sources						
Account Description	100% Month Wage	% Time on Project	Months to Work	Grant Share	NSIP	Grant Share Total	Program Income	Match - Cash	Match - In- Kind	Line Item Total Budget
PERSONNEL COSTS										
WAGES										
Director of Grants Administration	4,304	3.333	9					1,291		1,291
Bookkeeper	3,344	7.499	9				2,257			2,257
Division Director MPC	4,653	10.001	9				4,188			4,188
Nutrition Coordinator PT	1,994	12.499	9	2,243		2,243				2,243
Nutrition Coordinator HomeboundPT	2,160	25	9	4,860		4,860				0
Driver #4	1,624	25	9	3,654		3,654				3,654
Driver #3	1,624	37.5	9	5,481		5,481				5,481
Driver #5	1,624	37.5	9	5,481		5,481				5,481
Driver #6	1,624	37.5	9				5,481			5,481
Driver #1	1,624	37.5	9	5,481		5,481				5,481
Driver #2	1,624	37.5	9	5,481		5,481				5,481
Volunteers									456	456
Grant Administrator	2,947	9.999	3					884		884
Project Coordinator	3,553	3.334	9					1,066		1,066
Case Aide PT Assessment	1,994	25.003	9	4,487		4,487				4,487
TOTAL WAGES				37,168		37,168	11,926	3,241	456	52,791
FRINGE BENEFITS										
FICA				2,843		2,843	912	248		4,003
SUI				2,206		2,206	1,100	1,215		4,521
W/C				2,881		2,881	924	251		4,056
Med Ins				561		561	515	50		1,126
TOTAL FRINGE BENEFITS				8,491		8,491	3,451	1,764		13,706
TOTAL PERSONNEL COSTS				45,659		45,659	15,377	5,005	456	66,497

SAN FERNANDO VALLEY INTERFAITH COUNCIL, INC.

Agency

Page 1 of 1

Amendment Number: 6

Agreement Number: C-119333

Fiscal Year: 2013 - 2014

Aging Service Area: Northwest Valley/Wilkinson MPCSENIOR MULTIPURPOSE & NUTRITION SERVICES

Project Title

OAA TITLE III-C-2 HOME DELIVERED MEALS

COST CATEGORIES		AMENDMENT #4	AMENDMENT #6	DIFFERENCE + OR (-)
1000	Personnel Costs	\$45,659	\$45,659	\$0
2000	Direct Cost	\$25,933	\$27,365	\$1,432
	Meal Costs	\$14,924	\$16,356	\$1,432
	Thanksgiving Meals	\$0	\$0	\$0
	Audit Fee	\$200	\$200	\$0
	Telephone	\$25	\$25	\$0
	Office Supplies	\$800	\$800	\$0
	Training / Conferences	\$139	\$139	\$0
	Travel / Mileage	\$9,345	\$9,345	\$0
	Space ( 1,500 sq. ft x \$1.00 X 12 months)	\$0	\$0	\$0
	Insurance	\$500	\$500	\$0
3000	Equipment Cost	\$0	\$0	\$0
4000	Indirect Cost	\$5,727	\$5,842	\$115
TOTAL COST		\$77,319	\$78,866	\$1,547

**EXHIBIT 1 - BUDGET DOCUMENTS****PART A: PROJECT BUDGET SUMMARY BY COST CATEGORY AND PROJECTED EXPENDITURES BY MONTH**

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: NORTHWEST VALLEY

City - 12 Month - Title III-C2 - Home Delivered Meals - F/Y - 2013-14

**Program Budget Summary**

<b>COST CATEGORIES</b>	<b>City General Fund</b>	<b>STATE</b>	<b>State Special Nutrition Fund</b>	<b>Grant Share Total</b>	<b>Program Income</b>	<b>Trust Fund</b>	<b>Match - Cash</b>	<b>Match - In-Kind</b>	<b>Estimated Total Costs</b>
Personnel Costs		28,838		28,838			5,005	4,888	38,731
Direct Costs	97,128	5,371	14,687	117,186	20,072	1,789	7,500		146,547
Equipment Costs									0
Indirect Costs	7,771	2,737		10,508					108
<b>TOTAL COSTS</b>	<b>104,899</b>	<b>36,946</b>	<b>14,687</b>	<b>156,532</b>	<b>20,072</b>	<b>1,789</b>	<b>12,505</b>	<b>4,888</b>	<b>195,786</b>

**Projected Monthly Expenditures**

<b>COST CATEGORIES</b>	<b>Grant Share</b>	<b>2013 JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>2014 JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>
Personnel Costs													
Direct Costs	97,128	7,922	10,999	15,227	9,852	9,535	10,342	10,501	10,179	7,818	4,753		
Equipment Costs													
Indirect Costs	7,771	634	880	1,218	788	763	827	930	995		736		
<b>TOTAL COSTS</b>	<b>104,899</b>	<b>8,556</b>	<b>11,879</b>	<b>16,445</b>	<b>10,640</b>	<b>10,298</b>	<b>11,169</b>	<b>11,431</b>	<b>11,174</b>	<b>7,818</b>	<b>5,489</b>		



Account Description	Fund Sources						Line Item Total Budget
	Grant Share	NSIP	Grant Share Total	Program Income	Match - Cash	Match - In-Kind	
EQUIPMENT COSTS							
TOTAL EQUIPMENT COSTS							

Account Description	Fund Sources						Line Item Total Budget
	Grant Share	NSIP	Grant Share Total	Program Income	Match - Cash	Match - In-Kind	
INDIRECT COSTS							
Indirect	5,842		5,842				5,842
TOTAL INDIRECT COSTS	5,842		5,842				5,842



## City - 12 Month - Title III-C2 - Home Delivered Meals - F/Y - 2013-14

Account Description	100% Month Wage	% Time on Project	Months to Work	Fund Sources								Line Item Total Budget
				City General Fund	STATE	State Special Nutrition Fund	Grant Share Total	Program Income	Trust Fund	Match - Cash	Match - In- Kind	
PERSONNEL COSTS												
WAGES												
Director of Grants Administration	4,304	9.998	3							1,291		1,291
Nutrition Coordinator Homebound PT	2,160	23.148	12		6,000		6,000					6,000
Nutrition Director	6,120	11.166	12		8,200		8,200					8,200
Driver #6	1,624	9.375	12		1,827		1,827					1,827
Driver #8	1,624	10.776	12		2,100		2,100					2,100
Driver #4	1,624	14.368	12		2,800		2,800					2,800
Volunteers											4,888	4,888
Grant Administrator	2,947	9.999	3							884		884
Project Coordinator	3,553	10.001	3							1,066		1,066
Case Aide PT Assessment	1,994	18.748	12		4,486		4,486					4,486
<b>TOTAL WAGES</b>					25,413		25,413			3,241	4,888	33,542
FRINGE BENEFITS												
FICA					1,560		1,560			248		1,808
SUI					147		147			1,215		1,362
W/C					1,580		1,580			251		1,831
Med Ins					138		138			50		188
<b>TOTAL FRINGE BENEFITS</b>					3,425		3,425			1,764		5,189
<b>TOTAL PERSONNEL COSTS</b>					28,838		28,838			5,005	4,888	38,731

City - 12 Month - Proposition A - Senior Cityride Program - F/Y - 2013-14

Account Description	100% Month Wage	% Time on Project	Months to Work	Fund Sources		Line Item Total Budget
				Grant Share	Program Income	
PERSONNEL COSTS						
WAGES						
Division Director MPC	4,653	13.681	12	7,639		7,639
Driver #3	2,121	100	12	25,452		25,452
Driver #1	2,121	100	12	25,452		25,452
Driver #2	2,121	100	12	25,452		25,452
Transportation Coordinator	2,704	100	12	32,448		32,448
<b>TOTAL WAGES</b>				<b>116,443</b>		<b>116,443</b>
FRINGE BENEFITS						
FICA				8,228		8,228
SUI				2,519		2,519
W/C				13,166		13,166
Med Ins				2,868		2,868
<b>TOTAL FRINGE BENEFITS</b>				<b>26,781</b>		<b>26,781</b>
<b>TOTAL PERSONNEL COSTS</b>				<b>143,224</b>		<b>143,224</b>

**EXHIBIT 1 - BUDGET DOCUMENTS****PART A: PROJECT BUDGET SUMMARY BY COST CATEGORY AND PROJECTED EXPENDITURES BY MONTH**

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

**AGING SERVICE AREA: NORTHWEST VALLEY****City - 12 Month - Proposition A - Senior Cityride Program - F/Y - 2013-14****Program Budget Summary**

<b>COST CATEGORIES</b>	<b>Grant Share</b>	<b>Program Income</b>	<b>Estimated Total Costs</b>
Personnel Costs	143,224		143,224
Direct Costs	37,670	4,223	41,893
Equipment Costs			0
Indirect Costs	14,515		14,515
<b>TOTAL COSTS</b>	<b>195,409</b>	<b>4,223</b>	<b>199,632</b>

**Projected Monthly Expenditures**

<b>COST CATEGORIES</b>	<b>Grant Share</b>	<b>2013 JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>2014 JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>
Personnel Costs	143,224	11,570	11,570	11,573	11,174	11,571	12,081	12,592	12,539	12,187	11,571	11,571	13,225
Direct Costs	37,670	3,987	5,045	6,273	1,056	2,493	1,846	133	3,146	2,092	1,709	2,389	7,501
Equipment Costs													
Indirect Costs	14,515	1,245	1,329	1,427	979	1,125	1,114	1,018	1,255	1,142	1,062	1,161	1,658
<b>TOTAL COSTS</b>	<b>195,409</b>	<b>16,802</b>	<b>17,944</b>	<b>19,273</b>	<b>13,209</b>	<b>15,189</b>	<b>15,041</b>	<b>13,743</b>	<b>16,940</b>	<b>15,421</b>	<b>14,342</b>	<b>15,121</b>	<b>22,384</b>

SAN FERNANDO VALLEY INTERFAITH COUNCIL, INC.

Agency

Page 1 of 1

Amendment Number: 6

Agreement Number: C-119333

Fiscal Year: 2013 - 2014

Aging Service Area:Northwest Valley/Wilkinson MPCSENIOR MULTIPURPOSE & NUTRITION SERVICES

Project Title

OAA TITLE III-C-2 HOME DELIVERED MEALS (12 MONTH)

COST CATEGORIES		AMENDMENT #4	AMENDMENT #6	DIFFERENCE + OR (-)
1000	Personnel Costs	\$36,481	\$28,838	(\$7,643)
2000	Direct Cost	\$108,455	\$117,186	\$8,731
	Meal Costs	\$90,575	\$105,762	\$15,187
	Thanksgiving Meals	\$0	\$0	\$0
	Audit Fee	\$450	\$0	(\$450)
	Telephone	\$0	\$0	\$0
	Office Supplies	\$234	\$234	\$0
	Insurance General Liability	\$1,100	\$0	(\$1,100)
	Travel : Emp Training	\$500	\$0	(\$500)
	Travel / Mileage	\$15,596	\$11,190	(\$4,406)
	Space (1500 sq ft x \$1.00 x 3 mo)	\$0	\$0	\$0
3000	Equipment Cost	\$0	\$0	\$0
4000	Indirect Cost	\$11,596	\$10,508	(\$1,088)
TOTAL COST		\$156,532	\$156,532	\$0

Account Description	Fund Sources								Line Item Total Budget
	City General Fund	STATE	State Special Nutrition Fund	Grant Share Total	Program Income	Trust Fund	Match - Cash	Match - In-Kind	
EQUIPMENT COSTS									
TOTAL EQUIPMENT COSTS									

Account Description	Fund Sources								Line Item Total Budget
	City General Fund	STATE	State Special Nutrition Fund	Grant Share Total	Program Income	Trust Fund	Match - Cash	Match - In-Kind	
INDIRECT COSTS									
Indirect	7,771	2,737		10,508					10,508
TOTAL INDIRECT COSTS	7,771	2,737		10,508					10,508

## PART C: BUDGET JUSTIFICATIONS - DIRECT COSTS

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: NORTHWEST VALLEY

City - 12 Month - Title III-C2 - Home Delivered Meals - F/Y - 2013-14

Account Description	Fund Sources								Line Item Total Budget
	City General Fund	STATE	State Special Nutrition Fund	Grant Share Total	Program Income	Trust Fund	Match - Cash	Match - In-Kind	
DIRECT COSTS									
Meal Cost	87,128	3,947	14,687	105,762	7,274		3,000		116,036
Thanksgiving Meals						1,789			1,789
Office Supplies		234		234	800				1,034
Travel :Emp Training					1,894				1,894
Travel /mileage	10,000	1,190		11,190	10,104				21,294
Space (1,500 sq ft x \$1.00 x 3 mo)							4,500		4,500
<b>TOTAL DIRECT COSTS</b>	<b>97,128</b>	<b>5,371</b>	<b>14,687</b>	<b>117,186</b>	<b>20,072</b>	<b>1,789</b>	<b>7,500</b>		<b>146,</b>

SAN FERNANDO VALLEY INTERFAITH COUNCIL, INC.

Agency

Page 1 of 1

Amendment Number: 6

Agreement Number: C-119333

Fiscal Year: 2013 - 2014

Aging Service Area: Northwest Valley/ Wilkinson MPC

SENIOR MULTIPURPOSE & NUTRITION SERVICES

Project Title

## PROPOSITION A - LOCAL TRANSIT ASSISTANCE PROGRAM (12 MONTH)

COST CATEGORIES		AMENDMENT #4	AMENDMENT #6	DIFFERENCE + OR (-)
1000	Personnel Costs	\$138,849	\$143,224	\$4,375
2000	Direct Cost	\$67,821	\$37,670	(\$30,151)
	Communication Costs	\$5,400	\$2,100	(\$3,300)
	Office Supplies	\$3,600	\$1,000	(\$2,600)
	Gasoline / Fuel	\$25,431	\$14,020	(\$11,411)
	Training, Permits & Licenses	\$5,000	\$3,800	(\$1,200)
	Other Cost Transportation related expenses	\$1,050	\$250	(\$800)
	Vehicle Maintenance	\$15,340	\$7,500	(\$7,840)
	Insurance	\$12,000	\$9,000	(\$3,000)
3000	Equipment Cost	\$0	\$0	\$0
4000	Indirect Cost	\$16,534	\$14,515	(\$2,019)
TOTAL COST		\$223,204	\$195,409	(\$27,795)

## OAA - 9 Month - Title III-C2 - Home Delivered Meals - F/Y - 2013-14

Account Description	Fund Sources						Line Item Total Budget
	Grant Share	NSIP	Grant Share Total	Program Income	Match - Cash	Match - In-Kind	
DIRECT COSTS							
Meal Cost	16,356	24,590	40,946	985	543		42,474
Audit Fee	200		200				200
Telephone	25		25				25
Office Supplies	800		800	25	75		900
Training/Conferences	139		139		7,000		7,139
Travel /mileage	9,345		9,345	300			9,645
Space (1,500 sq ft x \$1.00 x 3mo)					4,500		4,500
Insurance	500		500				
<b>TOTAL DIRECT COSTS</b>	<b>27,365</b>	<b>24,590</b>	<b>51,955</b>	<b>1,310</b>	<b>12,118</b>		<b>65,383</b>



PART D: BUDGET JUSTIFICATIONS - EQUIPMENT AND INDIRECT COSTS

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: NORTHWEST VALLEY

City - 12 Month - Proposition A - Senior Cityride Program - F/Y - 2013-14

Account Description	Fund Sources		Line Item Total Budget
	Grant Share	Program Income	
EQUIPMENT COSTS			
TOTAL EQUIPMENT COSTS			

Account Description	Fund Sources		Line Item Total Budget
	Grant Share	Program Income	
INDIRECT COSTS			
Indirect	14,515		14,515
TOTAL INDIRECT COSTS	14,515		14,515

**PART C: BUDGET JUSTIFICATIONS - DIRECT COSTS**

Agreement Nbr: C-119333 Amendment Nbr: 6 Contractor: San Fernando Valley Interfaith Council

AGING SERVICE AREA: NORTHWEST VALLEY

City - 12 Month - Proposition A - Senior Cityride Program - F/Y - 2013-14

Account Description	Fund Sources		Line Item Total Budget
	Grant Share	Program Income	
DIRECT COSTS			
Communication Cost	2,100		2,100
Office Supplies	1,000		1,000
Gasoline/Fuel	14,020	3,823	17,843
Training, Permits & Licenses	3,800		3,800
Other Cost Transportation related expenses	250	400	650
Vehicle Maintenance	7,500		7,500
Insurance	9,000		9,000
<b>TOTAL DIRECT COSTS</b>	<b>37,670</b>	<b>4,223</b>	<b>41,893</b>