DATE: May 28, 2015

TO: City Council

FROM: Terrel Harrison, Interim Recreation Superintendent

SUBJECT: Acceptance of Senior Nutrition Grant Funds from the Ventura County Area Agency on Aging (“VCAAA”) for FY 2015-2016.

RECOMMENDATION

That City Council:

1. Authorize the City Manager or designee to execute Amendment No. 8 to the Ventura County Area Agency on Aging Grant Contract No. 3C-007-071212 for the Provision of Services (Senior Nutrition Program) (“Senior Nutrition Program Grant Agreement”) and any other document or instrument necessary to carry out the purposes of Senior Nutrition grant; the Finance Director or designee to submit financial reports, grant claims and approve budget adjustments for the use of Senior Nutrition grant funds.

2. Approve a special budget appropriation to recognize the Senior Nutrition grant award in the amount of $85,906 and program donations for the FY 2015-2016 Senior Nutrition Program.

DISCUSSION

The VCAAA has awarded grant funds in the amount of $85,906 to the City of Oxnard Senior Nutrition Program for FY 2015-2016. The Senior Nutrition Program provides congregate and home-delivered meals to Oxnard area seniors, 60 years of age and older. The City’s Senior Services division is expected to serve approximately 10,000 congregate meals and 23,400 home-delivered meals to home-bound seniors during FY 2015-2016.

The City’s Senior Services division provides the administrative oversight and management of the Senior Nutrition Program, space to serve, prepare and distribute meals, along with volunteers to assist in the day-to-day operation of the Program. The Program also collects an estimated $16,000 in donations as a matching contribution.
FINANCIAL IMPACT

The City will receive Senior Nutrition Program grant funding pursuant to Amendment No. 8 to the Senior Nutrition Program Grant Agreement. Upon Council approval of a budget appropriation, grant revenues in the amount of $85,906 and program income in the amount of $16,000 will be appropriated to FY15-16 Senior Nutrition Program through June 30, 2016.

Attachment #1 - VCAA Contract Amendment #8 for July 1, 2015 - June 30, 2016

Attachment #2 - Special Budget Appropriation
The County of Ventura (County) and the City of Oxnard hereby agree that the grant agreement identified as Ventura County Area Agency on Aging Contract 3C-007-071212 previously entered into by the parties is amended effective July 1, 2015 as follows:

1. Contract term will be July 1, 2015 through June 30, 2016 subject to performance referenced in Article 1, Sections 1 through 4 of the Contract.

2. Contract not to exceed amount will be $85,906.00.

3. The funds provided under this contract are State and Federal Funds passed through from the California Department of Aging to the County of Ventura under contract AP-1516-18. Applicable CFDA Number for Federal Funds indicated herein is required and must be reported under the Single Audit Act.

   | Fiscal Year Funds: |  FY 2015-2016 |
   | Contract Number: |  3C-007-071212 |
   | Funding Agency Name (State / Federal): |  State of California |
   | CFDA No.: |  93.045 |
   | Program Name: |  Senior Nutrition |
   | State Fund Amount: |  $0 |
   | Federal Fund Amount: |  $55,960 (C1)  
                         |  $29,946 (C2)  
   | TOTAL CONTRACT AMOUNT: |  $85,906.00 |
   | Match (10% required, cash or in kind): |  $8,590.60 |
   | Contract Amount including Match: |  $94,496.60 |


5. Exhibit A (Scope of Work), Exhibit B (Other Assurances) and Exhibit C (Contingencies) are attached and are integral parts of this contract.

All other terms and conditions remain the same.

CONTINUED ON NEXT PAGE
EXHIBIT A

SCOPE OF WORK, SERVICES AND REPORTING REQUIREMENTS – FY 2015-16

GRANTEE: CITY OF OXNARD
PROJECT: SENIOR NUTRITION PROGRAM

Grantee agrees to provide and report the grant funded services that are described below.

1) Provide the quantity of Congregate and Home-Delivered meals listed below, to seniors aged 60 years and older. Seniors will be given the opportunity to make a donation for meals received.

SERVICE CATEGORIES:

A Congregate meal is defined as meeting the USDA’s Dietary Guidelines for Americans (DGA) as determined by the VCAAA Registered Dietitian and served in a social setting. A Home-Delivered meal is delivered to a homebound senior whose eligibility is assessed quarterly.

SERVICE AND REPORTING REQUIREMENTS:

<table>
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<tr>
<th>Service Category</th>
<th>Number of Service Units to be Provided July 1, 2015 – June 30, 2016</th>
<th>Funding</th>
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<tbody>
<tr>
<td>Congregate Meals</td>
<td>10,000</td>
<td>Title III C1</td>
</tr>
<tr>
<td>Home Delivered Meals</td>
<td>23,400</td>
<td>Title III C2</td>
</tr>
<tr>
<td>Totals</td>
<td>33,400</td>
<td>100%</td>
</tr>
</tbody>
</table>

NOTE: Service requirements are contingent upon funding and are subject to change accordingly. Reference California Department on Aging Contract #AP-1516-18.
EXHIBIT B
ADDITIONAL TERMS – FY 2015-16

Contractor: CITY OF OXNARD

Project Description: FY 2015-16 Senior Nutrition Program

Contract Number: 3C-007-071212

The services and activities provided by the City of Oxnard’s Senior Nutrition Program shall include but not be limited to the following: Service of congregate and home-delivered meals in the Oxnard area in accordance with all local, state and federal laws.

ADDITIONAL ASSURANCES REQUIRED OF ALL TITLE III C GRANTEES

Eligibility for Senior Nutrition Services

Individuals eligible to receive Senior Nutrition Program meals are as follows:

- Congregate Meals - Individuals eligible to receive meals at a congregate site are as follows:
  a) Any individual aged 60 and older; or
  b) The spouse of a participant; or
  c) A disabled individual who resides at home with and accompanies an eligible participant.

- Home Delivered Meals - Individuals eligible to receive a home delivered meal are as follows:
  a) Any individual aged 60 and older who is frail and homebound by reason of disability, illness or isolation; or
  b) A spouse of a home delivered meal recipient, regardless of age, if it is determined that providing a meal is in the best interest of the homebound participant; or
  c) An individual with a disability who resides at home with a participant if it is determined that providing a meal is in the best interest of the homebound individual.

Volunteers may be offered a meal if doing so will not deprive a participant of a meal. Grantee shall establish in writing and implement a policy for providing and accounting for meals provided to Senior Nutrition Program volunteers. The grantee shall report to the Area Agency volunteer meals on their weekly rosters and on their monthly meal counts. In all cases of eligibility, priority shall be given to individuals aged 60 and older.

Meal Contributions

Grantee shall develop in writing and implement a policy that determines a suggested monetary contribution for meal recipients. When developing the suggested contribution...
amount, each grantee shall take into account the income ranges of the older individuals in their community as well as other sources of program income. The suggested contribution cannot exceed the actual cost of the meal. A sign shall be posted at the congregate meal site that states the suggested contribution amount and the fee for guests.

Grantee shall ensure that an eligible participant who receives a meal shall be given the opportunity to contribute towards the cost of the meal; however, no eligible individual can be denied a meal due to failure to contribute. Furthermore, the grantee shall ensure that the amount of each individual's contribution is kept confidential.

All contributions and fees are to be identified as "program income." The grantee shall develop written procedures and implement accounting measures to accurately collect and protect meal contributions on a daily basis. The written policy shall include measures to counter any loss, mishandling and/or theft of funds.

Grantee shall establish a separate account for Senior Nutrition Program income. 90% of the total contributions may be used by the grantee to increase the numbers of meals served without prior approval of the Area Agency. The grantee shall maintain a minimum reserve of 10% of the total contributions. The Area Agency reserves the right to use the 10% minimum reserves toward annual program enhancements. Such program enhancements will be at the discretion of the Area Agency, however, the particular needs of each site will be considered on a case by case basis.

Limited English-Speaking Participants

Grantee agrees to provide the Area Agency with the following information regarding program participants: number or proportion of limited English-speaking (LEP) persons likely to be encountered by the program, frequency with which LEP individuals come in contact with the program, nature and importance of the services provided to people's lives.

Grantee shall take reasonable steps to ensure that "alternative communication services" are available to non-English speaking or LEP beneficiaries of services under this Agreement. "Alternative communication services" include, but are not limited to, the provision of services and programs by means of the following: Interpreters or bilingual providers and provider staff, contracts with interpreter services, use of telephone interpreter lines, sharing of language assistance materials and services with other providers, translated written information materials, including but not limited to, enrollment information and descriptions of available services and programs and referral to culturally and linguistically appropriate community service programs.

Inquiries and Complaints regarding National Origin
Grantee must designate an employee to whom initial complaints or inquiries regarding national origin can be directed. The name of the individual shall be provided to the Ventura County Area Agency on Aging's Grants and Planning Manager within 30 days of this
contract being in effect. Any subsequent changes in the designation must be reported as soon as possible.

Complaints relating to national origin discrimination shall be handled by the grantee. If the complaint is not resolved, the complainant shall be provided with the name and phone number of the person of the Area Agency on Aging who handles complaints regarding national origin. Christine Voth is the designated staff person at the Area Agency on Aging to handle these types of complaints. She can be reached at (805) 477-7300. If a complaint is made by a program participant alleging discrimination based upon a violation of State of Federal Law (22 CCR 98211, 98310, 98340) the Grantee agrees to notify the Area Agency on Aging immediately.

**Matching Requirements**

- The required program matching contributions for Title III C is ten (10) percent.
- Minimum matching requirements are calculated on net costs, which are total costs less program income, non-matching contributions, and State funds.
- Matching contributions generated in excess of the minimum required are considered overmatch.

**Grantee Security Awareness Training Requirement**

All employees of the Grantee will complete the required Security Awareness Training module located at [www.aging.ca.gov](http://www.aging.ca.gov) within 30 days of the start of this contract or within 30 days of the state date of any new employees. The Grantee may substitute the California Department of Aging’s Security Awareness Training program with its own Security Training provided such training meets or exceed CDA’s training requirement. The Area Agency on Aging must approve any substitute training beforehand.

Grantee must retain names of dates of training of staff and make available to the Area Agency on Aging upon request.

**Administrative Responsibilities**

Senior Nutrition Program grantees shall adhere to weekly, monthly, quarterly and annual reporting requirements as determined by the Area Agency. Administrative reporting requirements include, but are not limited to, the timely and accurate reporting of monthly meal counts, weekly participant Meal Registration and Home Delivered Meals Application forms, Requests For Funds (RFF) and the ordering of food.

**Staff Qualifications**

- Site Coordinator - Each Senior Nutrition Program grantee shall employ a Site Coordinator that is responsible for the day to day administration and operations at their site. The Site Coordinator shall have one of the following qualifications:
a) An Associate Degree in Institutional Food Service or closely related field, and two years' experience as a food service supervisor; or
b) Demonstrable experience in food service and, within twelve months of hire, successfully complete twenty hours of college level coursework in food service management, business administration and/or personnel; or
c) Two years' experience in food service management as verified by a Registered Dietitian prior to hire.

• Program Staff - Each Senior Nutrition Program grantee shall ensure that there are sufficient numbers of paid staff and/or volunteers to carry out the requirements of the program. The total number of qualified staff shall be determined by the scope and level of services provided.

Staff and Volunteer Training Requirements

All staff, paid and volunteer, shall be oriented and trained to perform their assigned responsibilities and tasks. Grantee shall have a written grievance policy posted for staff that ensures an equitable process for handling staff complaints.

Training by the Area Agency Registered Dietitian (RD) shall include at a minimum, food safety (Serve Safe), prevention of foodborne illness and Hazard Analysis Critical control Points (HACCP). All new Site Coordinators must be Serve Safe trained prior to the commencement of serving food. The RD will provide a yearly written plan for staff training that shall be maintained at each Senior Nutrition Program site. A minimum of four hours per year of approved staff training shall be provided for paid and non-paid food service staff at each Senior Nutrition Program site by the RD. Training sessions shall be conducted quarterly, documented with attendance records and evaluated by those receiving the training. All training records shall be submitted to the Area Agency quarterly.

Safety

Grantee is responsible for contracting with local fire safety departments to provide accident prevention, fire safety, first aid, choking, earthquake preparedness and other emergency procedures training required at each congregate meal site. A current Fire Inspection Certification shall be displayed at each site. Each meal site and/or Home Delivered Meals distributor is also required to maintain and make available to staff upon request current Material Safety Data Sheets (MSDS) at their site(s) per 29 CFR. Furthermore, each meal site and/or home delivered meals distributor must display a State of California Health Certification. Each congregate meal site must also display a Serve Safe Certification.

Nutrition Education Services for Participants

Nutrition education for program participants shall be provided at a minimum of four times per year. All training shall be conducted by the RD who develops and maintains a yearly nutrition education plan. Nutrition education for congregate meal participants may include
demonstrations, presentations, lectures and group discussions, all of which may be augmented with printed materials. Distribution of printed materials shall constitute nutrition education for home delivered meal recipients. Accurate training records shall be kept by each grantee that indicate the type and duration of training. Training records shall be submitted to the Area Agency on a quarterly basis to ensure that training requirements are being met.

Records, Reports, Distribution of Information and Confidentiality

Grantee shall maintain current and accurate records on congregate and home-delivered meal participants as follows:

a) Both congregate and home delivered meal participants shall have a Senior Nutrition Program Meal Registration form on file.
b) Each home-delivered meal recipient shall also have a Senior Nutrition Program Home Delivered Meal Application form on file.
c) New Meal Registration and HDM Application forms shall be provided to the Area Agency on a weekly basis in order to ensure proper meal inventories.
d) Each Senior Nutrition Program Site Coordinator shall use the Meal Registration forms to generate weekly meal rosters for both home delivered and congregate meal recipients.
e) Weekly rosters shall be forwarded to the Area Agency upon their completion.
f) Each Senior Nutrition Program grantee shall report to the Area Agency in a timely and accurate manner the total number of meals served monthly.

Nutrition Services Requirements

Grantee shall ensure that the congregate meal site adheres to the following requirements:

a) Each participant is registered for a meal using the Senior Nutrition Program Meal Registration form; and
b) Provide a means by which to obtain participants’ views about the services received; and
c) Provide meals, if available, to all participants regardless of reservation status; and
d) Ensure that trained staff (paid and/or non-paid) is physically present during the time that meals are being served; and
e) Provide restrooms, lighting and ventilation at the site that meets the requirements of the California Uniform Retail Food Facilities Law (CURFFL); and
f) Provide equipment, including tables and chairs, that is sturdy and appropriate for older individuals; and
g) Arrange tables and chairs in such a manner as to be conducive to and encourage socialization among participants.

-Grantee contracting for home delivered meal service shall adhere to the following requirements:

EXHIBIT B – Title III C
a) Eligible participants are registered and assessed for need using the Senior Nutrition Program Meal Registration and Home Delivered Meal Application forms; and
b) Initial assessments may be done by telephone, however, a written assessment shall be conducted at the participants’ homes within two weeks of the beginning of meal service; and
c) Participants shall be assessed for other, nutrition-related supportive services and referred as needed; and
d) Participants shall be reassessed in their homes every six months and by telephone every other quarter to ensure eligibility.

A waiting list shall be established whenever a grantee is unable to provide home delivered meals to all eligible participants. Waiting lists must be pre-approved by the Area Agency. The decision to place an eligible individual on a waiting list and their ranking on that list shall be determined by greatest social and economic need.

Nutritional Requirements of Meals

Area Agency shall provide each Senior Nutrition Program grantee with five meals per week that meet nutritional criteria outlined in the USDA’s Dietary Guidelines for Americans (DGAs) for older adults. Each meal shall provide the following:

a) A weekly average caloric range of 600 to 800 kilocalories per meal; and
b) Three ounces of cooked, edible protein in the form of meat, fish, poultry, eggs, cheese or the protein equivalent; and
c) At least two one-half cup servings of different vegetables or fruits or their juices; and
d) At least one serving of whole grain; and
e) Eight ounces of fortified fat-free or low-fat milk; and
f) One-half cup serving of dessert; and
g) Foods containing a minimum of 30 milligrams of Vitamin C; and

Additionally, food(s) containing a minimum of 300 micrograms of Vitamin A shall be served at least three times per week.

These meals and any other Sr. Nutrition Program meals served by grantee shall constitute the menu provided to participants of the Senior Nutrition Program. Any and all supplemental foods and/or enhancements must be reviewed and approved by the Area Agency.
The performance of this contract is subject to the contingencies (if any) identified below.

- The Area Agency shall not be compelled to perform any obligation pursuant to this Agreement unless and until all Contingencies are met to the satisfaction of the Area Agency.
- The Area Agency shall notify the Grantee in writing when Grantee has satisfied the Contingencies.
- A Grantee that provides services under the terms of this contract prior to receiving a Written Notification of Satisfaction of Contingencies from the Area Agency does so at Grantee’s sole risk.

**CONTRACT CONTINGENCIES**

- None -
REQUEST FOR BUDGET APPROPRIATION

Department: Recreation
Project/Program: Recreation
Manager: Greg Barnes

Date: June 9, 2015
Phone: 805-385-8022

Reason for Appropriation:
To recognize the FY 15-16 Senior Nutrition grant from the Ventura County Area Agency on Aging and program donations as matching contribution.

Accounts and Descriptions

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<td>261-5390-581-75.08 MISCELLANEOUS REVENUES / DONATIONS</td>
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Net Change to Fund Balance: 0

Approvals

Department Director

Chief Financial Officer

City Manager

ATTACHMENT 2
PAGE 1 OF 1

REQUIRES CITY COUNCIL AUTHORIZATION

BA# (Finance Use Only)  
BA Doc# (Finance Use Only)  
Revised: 2/23/2012