

**MOORPARK CITY COUNCIL  
AGENDA REPORT**

**TO:** Honorable City Council

**FROM:** Jeremy Laurentowski, Parks and Recreation Director <sup>JK</sup>

**PREPARED BY:** Angel Sierra, Active Adult Center Supervisor <sup>AS</sup>

**DATE:** May 21, 2015 (CC Meeting of 6/3/15)

**SUBJECT:** Consider Resolution Approving the Renewal of a Grant Contract Agreement Amendment No. 8 with the Ventura County Area Agency on Aging (VCAAA) Older American Act Title III-C Funding for the Operation of the Senior Nutrition Program

**SUMMARY**

The Moorpark Active Adult Center (AAC), through funding from the Ventura County Area Agency on Aging (VCAAA), has offered a Senior Nutrition Program (SNP) for seniors in the Moorpark community for many years. The program offers a noon-time hot meal to seniors over the age of 60 for a nominal suggested donation. The program includes a congregate meal site and meals delivered to homebound seniors.

Beginning on July 1, 2012, the AAC entered into a contract with the VCAAA to offer this much needed program to the Moorpark community, which was renewable for four years. Since its initiation, the center has served over 9,695 meals to homebound seniors and over 7,109 meals in our congregate meal program and has received \$76,065 in grant funds over the last three years.

On April 23, 2015, staff submitted an application to renew the Senior Nutrition Program Grant of Older American Act Title III-C grant funds available through the VCAAA. On May 14, 2015, the City of Moorpark was informed that it had been awarded a renewal grant in the amount of \$21,282 for the operation of the Senior Nutrition Program for FY 2015/16. On May 20, 2015, the City Council adopted Resolution No. 2015-3398, approving One-Time-Only budget Amendment No. 7 and authorizing the City Manager to serve as signatory for the City Council on all matters related to the administration of this grant.

## **DISCUSSION**

The City Council is being asked to adopt a Resolution (Attachment A) approving the renewal of a grant contract agreement for FY 2015/16 with the VCAAA for Older American Act Title III-C monies and authorize the City Manager to continue to serve as signatory for the City Council on all matters related to the administration of this grant. The grant funds awarded to the City of Moorpark are for SNP meal site operations, which includes congregate and home delivered meals. Congregate and home delivered meals are cooked onsite, Monday through Friday, excluding holidays. Congregate meals are served at noon and home delivered meal service is provided between 11:00 a.m. and noon.

Since FY 2012/13, the City has received senior nutrition grant funds to provide congregate and home delivered meals at the Active Adult Center. The funds and respective program expenditures have been included in subsequent approved City budgets. The grant funds, along with the meal donations, typically cover the program's direct costs (part-time Senior Nutrition Coordinator, supplies, and mileage for volunteer drivers). Starting in FY 2012/13, the center received \$20,000 to operate the senior nutrition program, with an additional \$2,834 (Amendment No. 1) received for the purchase of a microwave, meat slicer, insulated bags, and ice machine. In its second year of a four year grant cycle, FY 2013/14, the AAC received a grant in the amount of \$4,914 (Amendment No. 2) to operate the Senior Nutrition Program for the first quarter of the FY, with an additional \$15,086 (Amendment No. 3) being added for the remaining last three quarters of the fiscal year. In May of 2014, the AAC received an additional \$1,100 (Amendment No. 4) to serve additional off-menu meals at the center. In FY 2014/2015, the AAC received a grant in the amount of \$20,000 (Amendment No. 5) to operate the program, with an approved increase of \$10,849 (Amendment No. 6) in November 2014 that is allocated for the purchase of a new oven and new sinks for AAC kitchen. In March of 2015, VCAAA approved a countywide Consumer Price Index (CPI) increase of 6.41% for all SNP grantees, which resulted in a \$1,282 (Amendment No. 7) increase. In July 2012 the City Council authorized the City Manager to sign all documents related to the SNP grant. In total, the AAC has received \$76,065 in funding since the Agreement with VCAAA was executed in July 2012, which exceeds the City Manager's authority to execute contracts. The City Council is currently being asked to approve a contract agreement renewal by signing Amendment No. 8 for operation of the Senior Nutrition Program for FY 2015/16 in the amount of \$21,282.

As part of the grant agreement, the AAC offers clients the opportunity to contribute towards the program, but does not deny service to anyone because of their inability to make a contribution. Due to the option made available to clients, the AAC has collected over \$10,400 in donations since the start of this grant cycle starting in FY 2012/13, including a \$550 donation from the Senior Nutrition Action Council, a Camarillo based non-profit that serves countywide senior nutrition programs.

**FISCAL IMPACT**

There will be zero net impact to the General Fund (1000) as funding is included in the draft budget of FY 2015/16.

**STAFF RECOMMENDATION**

1. Adopt Resolution No. 2015-\_\_\_\_\_ approving a grant contract agreement renewal by signing Amendment No. 8 with the Ventura County Area Agency on Aging for Older American Act Title III-C Funding for the Operation of the Senior Nutrition Program.
2. Authorize the City Manager to sign all related Ventura County Area Agency on Aging Agreements for Older American Act Title III-C Grant Funds.

Attachment: Resolution No. 2015-\_\_\_\_\_

ATTACHMENT A

RESOLUTION NO. 2015-\_\_\_\_\_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MOORPARK, CALIFORNIA, APPROVING A GRANT RENEWAL AGREEMENT WITH THE VENTURA COUNTY AREA AGENCY ON AGING FOR OLDER AMERICAN ACT TITLE III-C GRANT FUNDS

WHEREAS, the City Council is dedicated to the support of beneficial programs for older Americans in the City of Moorpark; and

WHEREAS, meeting the nutrition needs of older Americans is a significant means of maintaining health and wellness in our older population; and

WHEREAS, funds for the Senior Nutrition Program at the Active Adult Center are available in the form of a grant through the Ventura County Area Agency on Aging; and

WHEREAS, grant renewal agreement in the amount of \$20,000 was signed on June 19, 2012; and

WHEREAS, Amendment No. 1 in the amount of \$2,834 was signed on March 22, 2013; and

WHEREAS, Amendment No. 2 in the amount of \$4,914 was signed on June 27, 2013; and

WHEREAS, Amendment No. 3 in the amount of \$15,086 was signed on June 27, 2013; and

WHEREAS, Amendment No. 4 in the amount of \$1,100 was signed on May 22, 2014; and

WHEREAS, Amendment No. 5 in the amount of \$20,000 was signed on July 17, 2014; and

WHEREAS, Amendment No. 6 in the amount of \$10,849 was signed on February 25, 2015; and

WHEREAS, Amendment No. 7 in the amount of \$1,282 was signed on April 23, 2015; and

WHEREAS, on April 23, 2015, the City of Moorpark applied to renew the Senior Nutrition Program grant of Older American Act Title III-C grant funds available through the VCAA and on May 14, 2015, the City of Moorpark was awarded a renewal grant in the amount of \$21,282 for the operation of the Senior Nutrition Program for FY 2015/16; and

WHEREAS, a staff report has been presented to the City Council requesting an approval to renew a grant contract agreement with the Ventura County Area Agency on Aging for Older American Act Title III-C Funding for the Operation of the Senior Nutrition.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MOORPARK DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That City Council hereby approves the renewal of a grant contract agreement with the Ventura County Area Agency on Aging for Older American Act Title III-C Funding for the Operation of the Senior Nutrition and authorizes the City Manager to serve as signatory for the City Council on all matters related to the administration of this grant.

SECTION 2. The City Clerk shall certify to the adoption of the resolution and shall cause a certified resolution to be filed in the book of original resolutions.

PASSED AND ADOPTED this 3<sup>rd</sup> day of June, 2015.

\_\_\_\_\_  
Janice S. Parvin, Mayor

ATTEST:

\_\_\_\_\_  
Maureen Benson, City Clerk

Attachment: Amendment No. 8

**AMENDMENT #8 TO VENTURA COUNTY AREA AGENCY ON AGING GRANT CONTRACT  
#3C-006-071212 FOR THE PROVISION OF SERVICES  
(SENIOR NUTRITION PROGRAM)**

The County of Ventura (County) and the City of Moorpark hereby agree that the grant agreement identified as Ventura County Area Agency on Aging Contract 3C-006-071212 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 \$21,282.00.
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-006-071212
Funding Agency Name (State/Federal):	State of California
CFDA No.:	93.045
Program Name:	Senior Nutrition
State Fund Amount:	\$0.00
Federal Fund Amount	\$ 9,172 (C1)
	\$ 12,110 (C2)
<b>TOTAL CONTRACT AMOUNT:</b>	<b>\$ 21,282.00</b>
Match (10% required, cash or in kind):	\$ 2,128.20
Contract Amount plus Match:	\$ 23,410.20

4. Reference State of California Contract number AP-1516-18 for July 1, 2015 through June 30, 2016 (fiscal year 2015-2016).
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**

**COUNTY OF VENTURA:**

**GRANTEE: City of Moorpark**

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Steven Kueny  
Printed Name

\_\_\_\_\_  
Buyer, GSA Procurement  
Title

\_\_\_\_\_  
City Manager  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**CONTRACT AMENDMENT #8 - EXHIBIT A**

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

**GRANTEE:** CITY OF MOORPARK  
**PROJECT:** SENIOR NUTRITION PROGRAM

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

Provide Congregate and Home-Delivered meals to seniors aged 60 years and older on a donation basis.

**SERVICE CATEGORIES:**

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

**SERVICE AND REPORTING REQUIREMENTS:**

Service Category	Number of Service Units to be Provided July 1, 2015 – June 30, 2016	Funding
Congregate Meals (Title III C1)	3,262	45% Title III C1
Home Delivered Meals (Title III C2)	3,988	55% Title III C2
Totals	7,250	100%

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 MOORPARK

Service of congregate and home-delivered meals in the City of Moorpark and surrounding areas 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/full-time caregiver of an eligible 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 or full-time caregiver 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 comply with the most current Ventura County Area Agency on Aging (VCAAA) Contractor's handbook for providing and accounting for meals provided to Senior Nutrition Program volunteers. The grantee shall report to the VCAAA volunteer meals on their monthly rosters and meal counts entered into CareAccess/Q. In all cases of eligibility, priority shall be given to individuals aged 60 and older and Native Americans aged 45 and older.

**Voluntary Meal Contributions**

Grantee shall comply with the Senior Nutrition Program Handbook and the VCAAA Contractor's Manual in determining a suggested monetary contribution for meals. When developing the suggested contribution amount, 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 required fee for non-seniors. 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, grantee shall ensure that the amount of each individual's contribution is kept confidential. Grantee shall track paid meals on the monthly roster and report them monthly in CareAccess/Q. VCAAA will invoice grantee quarterly for non-senior paid meals.

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.

#### Limited English-Speaking Participants

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 VCAAA Senior Nutrition Grants Manager.

Complaints relating to national origin discrimination shall be handled by the grantee. If the complaint is not resolved the complainant shall be provided to the VCAAA Senior Nutrition Grants Manager. If a complaint is made by a program participant alleging discrimination based upon a violation of State or Federal Law (22 CCR 98211, 98310, 98340) the Grantee agrees to notify the VCAAA immediately.

#### Matching Requirements

- The required program matching contributions for Title III C is ten percent (10%).
- 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 start 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 exceeds 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 monthly, quarterly and annual reporting requirements as determined by the VCAAA. Administrative reporting requirements include, but are not limited to, the timely and accurate reporting of monthly meal counts and Requests for Funds (RFF), quarterly Home Delivered Meals Assessments, and the weekly 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 VCAA Registered Dietitian (RD) shall include at a minimum, food safety (Serve Safe) and prevention of foodborne illness. All new Site Coordinators must be Serve Safe trained. 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 VCAA 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 as 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 (is 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 current 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 VCAA 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

In accordance with the VCAA Contractors Manual and the Senior Nutrition Program Handbook, 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 in Care Access/Q.
- b) Each home-delivered meal recipient shall also have a current Senior Nutrition Program Home Delivered Meal Assessment Worksheet on file in CareAccess/Q.
- c) Grantees shall update the Nutritional Risk and ADL/IADL assessments for home-delivered meal recipients in CareAccess/Q within three months of the last meal served.

- d) Grantees shall update the Nutritional Risk Assessment of all congregate participants in CareAccess/Q annually.
- e) Each Senior Nutrition Program Site Coordinator shall use the Meal Registration forms to generate monthly rosters from CareAccess/Q for both home delivered and congregate meal recipients.
- f) Each Senior Nutrition Program grantee shall report to the VCAA by the 10<sup>th</sup> of the month following the month of service the total number of meals served monthly.
- g) Grantee shall ensure confidentiality of all Senior Nutrition Program participant records.

#### 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 California law; 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 assessment requirements:

- a) Eligible participants are registered and assessed for need using the Senior Nutrition Program Meal Registration form and the Home Delivered Meal Assessment Worksheet; 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 VCAA. 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

VCAAA shall provide each Senior Nutrition Program grantee with a weekly delivery of meals construed by the RD to 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 >550 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 (fruit); and
- g) Foods containing a minimum of 25 milligrams of Vitamin C; and

Additionally, food(s) containing a minimum of 233 micrograms of Vitamin A shall be served at least three times per week.

These meals and any other Senior 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 VCAAA RD prior to service. The VCAAA will provide grantee with a menu two (2) weeks in advance of meal service.

**FY 2015-16 AMENDMENT #8**  
**EXHIBIT C - CONTINGENCIES**

**GRANTEE:** CITY OF MOORPARK

**PROJECT:** SENIOR NUTRITION PROGRAM

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 -