

**FOURTH AMENDMENT TO STANDARD CONTRACT
BETWEEN COUNTY OF SOLANO and MEALS ON WHEELS SOLANO COUNTY**

This Fourth Amendment ("Fourth Amendment") is entered into as of the 30 day of October 2025, between the COUNTY OF SOLANO, a political subdivision of the State of California ("County") and MEALS ON WHEELS SOLANO COUNTY, ("Contractor").

1. Recitals

- A. The parties entered into a contract dated July 1, 2023 (the "Contract"), in which Contractor agreed to provide Residential Repairs and Home Modifications.
- B. The parties amended the contract (First Amendment) on May 16, 2024, to amend the budget of the contract.
- C. The parties amended the contract (Second Amendment) on January 21, 2025, to amend the budget of the contract.
- D. The parties amended the contract (Third Amendment) on May 20, 2025, to amend the budget of the contract.
- E. The County now needs to Amend the Budget of the Contract.
- F. This Fourth Amendment represents an increase of \$83,761 to the Contract.
- G. The parties agree to amend the Contract as set forth below.

2. Agreement.

A. Amount of Contract

Section 3 is deleted in its entirety and replaced with: The maximum amount of this Contract is: \$464,230.

B. Scope of Work

Exhibit A is being amended to add 50 clients, 400 assistive devices, and 100 risk assessment and prevention materials.

C. Budget.

Exhibit B-4, B-4.1 and B-4.2 are deleted and their entirety and replaced with the attached Budget incorporated into this Fourth Amendment as Exhibit B-5, B-5.1 and B-5.2.

3. Effectiveness of Contract.

Except as set forth in this Fourth Amendment, all other terms and conditions specified in the Contract remain in full force and effect.

COUNTY OF SOLANO, a Political
Subdivision of the State of California

MEALS ON WHEELS SOLANO COUNTY

By: _____
Ian M. Goldberg
County Administrator

By: Laurie Hartmann  11/12/2025 05:32 PM EST
Laurie Hartmann
Executive Director

APPROVED AS TO FORM

By: Megan Callaway  11/12/2025 07:17 PM EST
Deputy County Counsel

EXHIBIT A
SCOPE OF WORK

PROGRAM AREA: Fall Prevention Home Repairs/Modifications

1. Program Overview: The Home Repair/Modification program provides services for seniors (Age 60+) and permanently disabled adults who are deemed a fall risk by providing the home repairs/modifications, necessary to help them remain independent and lower their fall risk.
2. California Department of Aging Service Category Definition:

Modification

Residential modification of a home that is necessary to facilitate the ability of older individuals to remain at home and that are not available under other programs. Includes minor repairs/renovations to meet safety, health issues, and code standards.

Assistive Device

Any equipment or product or system (ranging from a lift chair, walker, or bathtub transfer bench to an emergency alert fall prevention device) that will help reduce falls or the fear of falling. Assistive devices are movable, not anchored to a wall or floor.

3. Program Requirements: Under this Agreement, Contractor will:

3.1. Provide priority to senior participants 60 years of age and who may be one or more of the following:

- a) Minority
- b) Limited English proficient
- c) Socially isolated
- d) Residing in rural areas
- e) Have the greatest economic and social need
- f) Are at risk for institutional placement

Targeted individuals who are frail isolated older adults at risk of losing their independence due to an elevated risk of falling, who could benefit from installation of assistive devices or minor home improvements.

- 3.2. Create a centralized intake/referral system for fall prevention home repairs/modifications funded by the Area Agency on Aging (AAA).
- 3.3. Utilize only qualified Occupational/Physical Therapists to conduct in-home assessments and a licensed contractor for home modifications.
- 3.4. Install or provide only new equipment into people's homes. Refurbished modification equipment or assistive devices may not be used for this contract.
- 3.5. Establish and follow protocols for identifying seniors most at risk of falling, using the Napa/Solano AAA approved assessment tools.
- 3.6. Conduct outreach to inform community members of fall prevention services.
- 3.7. Incorporate CDC approved Timed Up and Go (TUG), 30-Second Chair Stand, Fall Hazard Checklist, and Fall Risk Assessment materials into screening and evaluation protocols.
<https://www.cdc.gov/steady/materials.html>.
- 3.8. Maintain a wait list of clients waiting for fall prevention services, with priority given to clients with the greatest need.
- 3.9. Create and distribute fall risk assessment materials. Materials must be approved by the AAA prior to distribution.
- 3.10. Prevent disclosure of any information about the participant without written consent of the individual.
- 3.11. Follow up with clients 90 days post service completion with a phone interview to determine outcomes.

- 3.12. Report outcome data to AAA within 30 days following contract expiration. Specifically, report on the following for each client served:
Number of falls 6 months prior to intervention and 3 months post intervention

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Number of 9-1-1 fall calls 6 months prior to intervention and 3 months post intervention

Number of falls resulting in hospitalization 6 months prior to intervention and 3 months post intervention

4. Location of Services:

Solano County

5. Units of Service Requirements for Contracted Services:

5.1. Assessments of Unduplicated Seniors: 355

Unit: One unduplicated Consumer

5.2. Home Repairs/Modifications: 2,145

Unit: One Modification or Assistive Device

5.3. Distribute Fall Risk Assessment and Prevention materials to community members: 1,630

Unit: One unduplicated Consumer

5.4. Conduct Fall Prevention Community Meetings: 18

Unit: One Meeting lasting at least 15 minutes at 4 unduplicated locations

6. Reporting Units of Service:

6.1. Data reported must be timely, complete, accurate, and verifiable.

6.2. Units of service are based on total program budget which depends on other funding sources in addition to the AAA.

6.3. Activities will be reported to the AAA monthly, utilizing the software and forms supplied by the AAA. Reports are due by the tenth of each month for activities of the previous month, i.e. activities occurring in July will be reported by August 10.

6.4. Data collection and reporting requirements include:

6.4.1. Participant characteristics including date of birth, zip code, rural designation, gender, race, ethnicity, poverty status, living arrangement;

6.4.2. Activities of Daily Living and Fall Risk as collected assessment data as required by AAA.

6.4.3. Sexual Orientation Gender Identity (SOGI) data.

6.5. The contractor shall submit program performance reports in accordance with AAA requirements.

7. Voluntary Donations/Program Income:

7.1. Provide each senior with the opportunity to voluntarily contribute to the cost of the service by developing a suggested contribution schedule. Suggested contribution schedule or other documents provided to participants regarding donations or contributions shall be identified as "voluntary" and contain language that "no individual can be denied participation because of failure or inability to contribute". Documents cannot include the words "bill, invoice or statement" or otherwise indicate or infer a contribution is required. The template for voluntary donations must be submitted to AAA Program Staff within thirty (30) days of the contract's start date. Any changes to this template must be communicated to AAA Program Staff prior to use.

7.2. Protect the privacy of each senior with respect to contribution made. This privacy protection is to include establishing procedures to safeguard and account for all contributions. Procedures must be submitted to AAA Program Staff within thirty (30) days of the contract's start date.

7.3. Program income means revenue generated by the Contractor from contract-supported activities, including voluntary contributions received from a participant for services received. Program Income must be reported and expended under the same terms and conditions as the program funds from which it is generated. See Exhibit B.

8. Contract Funding:

8.1. The Contractor agrees not to use contract funds to pay the salary or expenses of any individual who is engaging in activities designed to influence legislation or appropriations pending before the Congress (22 CCR § 7364 (a) 2 and Exhibit D-2).

8.2. Comply with budget reduction in the event the service levels specified in Section 5 are not attained (22 CCR § 7364 (a) 3).

9. Service Compliance:

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- 9.1. Ensure contract is in full contract compliance within 120 days of the beginning date of the contract. County shall evaluate the contractor's capacity to fulfill contract goals if full compliance by this time period has not occurred (22 CCR § 7364 (c)).
- 9.2. Comply with program standards, service priorities, and responsibilities consistent with statewide standards as they are released or identified by AAA or state licensing body.
10. Service Changes: Proposed changes affecting the provision of services such as changes in paid program staff, program structure/activities, hours/day(s) of service, site additions, site renovations, and temporary or permanent site closures must be communicated in writing via email to AAA Program Staff within 10 (ten) days of proposed date of the change. The AAA may negotiate modifications or revisions to assure that all necessary service/program requirements are covered (22 CCR § 7364 (a) 1).
11. Grievance Policy: Ensure grievance policy is publicly posted and is in compliance per 22 CCR, §7400 Grievance Process. A copy of the Grievance Policy must be submitted to the AAA Program Manager within thirty (30) days of the contract's start date.
12. Mandated Reporting: Report suspected abuse, neglect, or exploitation of program participants to Solano County Adult Protective Services and/or law enforcement. Training provided by Solano County Adult Protective Services. All staff must attend this training.
13. Service Provider Meetings Requirement: The AAA hosts service provider meetings to share new information with service providers (contractors). Contractors shall designate a representative to attend each Service Provider meeting. Should a representative be unable to attend, the contractor will notify AAA Program Staff.
14. Security Awareness Training: Contractor's employees, subcontractors/vendors, and volunteers who handle confidential, sensitive and/or personal identifying information must complete the Security Awareness Training module by July 30, or within 30 days of the start date of the contract, or within thirty (30) days of the start date of any new employee, Subcontractor/Vendor, or volunteer's employment. Contractor will send signed certificates to AAA staff. Training may be on an individual or group basis. A sign in sheet for a group presentation is acceptable for group trainings. Choose the Information Security Awareness Training link under Resources from the following link: <https://www.aging.ca.gov/ProgramsProviders/>
15. Transition Plan: In the event the agreement is terminated prior to end of the contract term, Contractor shall submit a transition plan to ensure there will be no break in continued service. Transition plan must be received by County within 15 days of delivery of a written Notice of Termination initiated by Contractor, County, or State. At such time, County will provide required elements to be included in the transition plan to Contractor.
16. Community Focal Points: Contractor will be aware of the list of Community Focal Points (Exhibit D-3) and refer older adults to those focal points when appropriate.

EXHIBIT B-5
FUNDING SUMMARY

Contractor:		Meals on Wheels (Home Mods Division)						
Exhibit Ref	Funding Title, Description, and Service Type			Budgeted Cost	Funding			
					Contractor Program Income and Matching Contributions			Contract Amount
Ex #	Terms	Desc	Service	Total	Program Income	Cash Match	In-Kind Match	Federal / State / Other
B-1.1	07/01/2023-03/31/2025	Supportive Service	OSS-Residential Repairs/Mods (In-Home)	\$281,148	\$0	\$41,571	\$0	\$239,577
B-1.2	07/01/2023-03/31/2026	Supportive Services	OSS-Residential Repairs/Mods (In-Home)	\$237,202	\$0	\$12,549	\$0	\$224,653
			Total:	\$518,350	\$0	\$54,120	\$0	\$464,230

**Exhibit B-5.1
Budget Detail**

Contractor: Meals on Wheels Solano County			
Funding Description: SGF			
Program/Service Type: Modernization of Old Californians Act-OSS-Residential Repairs/Mods(in-Home)			
1ST TERM: 07/01/23-3/31/2025			
A. BUDGETED COSTS			
Cost Category	CASH	IN-KIND	TOTAL
I. Personnel and Volunteers:			
<u>Title</u> <u>Annual Wages</u> <u>FTE</u>			
Executive Director \$ 152,620.00 0.0559	\$ 8,527		\$ 8,527
Director of Operations & Finance 99,237.00 0.0539	5,351		5,351
Programs Manager 68,099.00 0.0699	4,759		4,759
Fall Prevention Coordinator 41,215.00 0.4965	20,463		20,463
Admin Manager 60,320.00 0.0587	3,539		3,539
Development Associate 58,510.00 0.0793	4,640		4,640
Data Coordinator 49,920.00 0.0742	3,706		3,706
Sub-Total	\$ 50,985	-	\$ 50,985
Payroll Taxes Tax Rate: 8.88%	4,525		4,525
Employee Benefits Benefit Rate: 5.92%	3,017		3,017
Sub-Total Personnel	58,527	-	58,527
Total Personnel and Volunteers	58,527	-	58,527
II. Operating Costs			
Audit	\$ 1,000	-	\$ 1,000
Auto-Staff Travel for program	1,508	-	1,508
Facilities	9,693	-	9,693
Printing	1,113	-	1,113
Program Expenses (materials/other costs)	50,000	-	50,000
Rent	3,792	-	3,792
Staff Training	1,408	-	1,408
Workers Comp Insurance	1,275	-	1,275
Total Operating Costs	\$ 69,789	\$ -	\$ 69,789
A. TOTAL DIRECT COSTS	\$ 128,316	-	\$ 128,316
B. TOTAL INDIRECT COSTS IC Rate: 10.00%	\$ 12,832		\$ 12,832
Subcontracted Direct Services			
Program Expenses (subcontractors)	\$ 140,000		\$ 140,000
C. TOTAL SUBCONTRACTED SERVICES COSTS	\$ 140,000	-	\$ 140,000
TOTAL COSTS - CASH & IN-KIND	\$ 281,148	-	\$ 281,148
B. BUDGETED FUNDING			
Funding Category	CASH	IN-KIND	TOTAL
Non-Matching Contributions	\$ 41,571	-	\$ 41,571
Local / Other funds (YDWN)	40,000		40,000
State Funding	199,577		199,577
TOTAL FUNDING - CASH & IN-KIND	\$ 281,148	-	\$ 281,148

**Exhibit B-5.2
Budget Detail**

Contractor: Meals on Wheels Solano County			
Funding Description: SGF			
Program/Service Type: Modernization of Old Californians Act-OSS-Residential Repairs/Mods(in-Home)			
2ND TERM: 07/01/23-3/31/2026			
A. BUDGETED COSTS			
Cost Category	CASH	IN-KIND	TOTAL
I. Personnel and Volunteers:			
<u>Title</u> <u>Annual Wages</u> <u>FTE</u>			
Executive Director \$ 152,620.00 0.0550	\$ 8,394		\$ 8,394
Director of Operations & Finance 99,237.00 0.0500	4,962		4,962
Programs Manager 68,099.00 0.0550	3,745		3,745
Fall Prevention Coordinator 47,840.00 1.0000	47,840		47,840
Admin Manager 60,320.00 0.0770	4,644		4,644
Development Associate 2,340.00 1.1000	2,574		2,574
Data Coordinator 1,806.00 1.1002	1,987		1,987
Sub-Total	\$ 74,146	-	\$ 74,146
Payroll Taxes Tax Rate: 9.73%	7,214		7,214
Employee Benefits Benefit Rate: 4.42%	3,279		3,279
Sub-Total Personnel	\$ 84,639	-	\$ 84,639
Total Personnel and Volunteers	\$ 84,639	-	\$ 84,639
II. Operating Costs			
Audit	\$ 1,492	-	\$ 1,492
Auto-Staff Travel for program	2,750	-	2,750
Facilities	6,714	-	6,714
Printing	825	-	825
Program Expenses (materials/other costs)	67,250	-	67,250
Rent	4,587	-	4,587
Staff Training	1,200	-	1,200
Workers Comp Insurance	500	-	500
Total Operating Costs	\$ 85,318	-	\$ 85,318
A. TOTAL DIRECT COSTS	\$ 169,957	-	\$ 169,957
B. TOTAL INDIRECT COSTS IC Rate: 10.00%	\$ 16,995		\$ 16,995
Subcontracted Direct Services			
Program Expenses (subcontractors)	\$ 50,250		\$ 50,250
C. TOTAL SUBCONTRACTED SERVICES COSTS	\$ 50,250	-	\$ 50,250
TOTAL COSTS - CASH & IN-KIND	\$ 237,202	-	\$ 237,202
B. BUDGETED FUNDING			
Funding Category	CASH	IN-KIND	TOTAL
Non-Matching Contributions	\$ 12,549	-	\$ 12,549
Local / Other funds (YDWN)	20,000		20,000
State Funding	204,653		204,653
TOTAL FUNDING - CASH & IN-KIND	\$ 237,202	-	\$ 237,202