

**FIRST AMENDMENT TO STANDARD CONTRACT
BETWEEN COUNTY OF SOLANO and Community Action Napa Valley**

This First Amendment ("First Amendment") is entered into as of the 18th day of September 2025, between the COUNTY OF SOLANO, a political subdivision of the State of California ("County") and Community Action Napa Valley, ("Contractor").

1. Recitals

- A. The parties entered into a contract dated May 28, 2025 (the "Contract"), in which Contractor agreed to provide congregate and home delivered meals in Napa County.
- B. The County now needs to modify the budget and scope of work.
- C. This First Amendment represents an increase of \$104,264 to the Contract.
- D. The parties agree to amend the Contract as set forth below.

2. Agreement.

A. Amount of Contract

Section 3 is amended as follows: The maximum amount of this Contract is \$642,978.

B. Scope of Work

Exhibit A Section A, 5.1 is deleted in its entirety and replaced with:

5.1 Congregate Meals: 21,988 Meals Served
Unduplicated seniors: 200

Exhibit A Section B, 4.1 is deleted in its entirety and replaced with:

4.1 Home Delivered Meals: 134,167 meals served

C. Budget

Exhibits B-1, B-1.1 and B-1.2 are deleted in their entirety and replaced with the attached Budget incorporated into this First Amendment as Exhibits B-2, B-2.1 and B-2.2.

3. Effectiveness of Contract.

Except as set forth in this First 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

Community Action Napa Valley

By _____
Bill Emlen
County Administrator

By Drene Johnson  09/18/2025 12:56 PM PDT
Drene Johnson
Executive Director

APPROVED AS TO FORM

By Megan Callaway  09/19/2025 02:54 PM PDT
Deputy County Counsel

EXHIBIT B-2
FUNDING SUMMARY

Contractor:		Community Action of Napa Valley						
Exhibit Ref	Funding Title, Description, and Service Type			Budgeted Cost	Funding			
					Contractor Program Income and Matching Contributions			Contract Amount
Ex #	Title	Desc	Service	Total	Program Income	Cash Match	In-Kind Match	Federal / State / Other
B-1.1	IIC-1	Congregate Programs	Congregate Meals	\$333,767	\$1,000	\$13,504	\$131,520	\$187,743
B-1.2	IIC-2	Home Delivered Programs	Home-Delivered Meals	\$901,301	\$15,000	\$246,746	\$184,320	\$455,235
			Total:	\$1,235,068	\$16,000	\$260,250	\$315,840	\$642,978

EXHIBIT B-2.1
BUDGET DETAIL

Contractor: Community Action of Napa Valley			
Funding Description: Federal Title IIIC-1			
Program/Service Type: Congregate Nutrition			
CFDA No.: 93.045			
A. BUDGETED COSTS			
Cost Category	CASH	IN-KIND	TOTAL
I. Personnel and Volunteers:			
<u>Title</u> <u>Annual Wages</u> <u>FTE</u>			
Program Director 42,640.00 0.5000	\$ 21,320		\$ 21,320
Program Manager/Assistant 37,310.00 0.2500	9,328		9,328
Site Manager 27,300.00 0.2500	6,825		6,825
Operations Manager 37,440.00 0.2500	9,360		9,360
Food Service Driver 26,520.00 0.2500	6,630		6,630
Food Service Worker 21,450.00 0.2500	5,363		5,363
Site Manager 32,760.00 0.2500	8,190		8,190
Sub-Total	\$ 67,015	-	\$ 67,015
Payroll Taxes Tax Rate: 11.00%	7,372		7,372
Employee Benefits Benefit Rate: 21.00%	14,073		14,073
Sub-Total Personnel	\$ 88,460	-	\$ 88,460
<u>Title</u>			
Volunteers		\$ 105,600	\$ 105,600
Sub-Total - Volunteers	-	\$ 105,600	\$ 105,600
Total Personnel and Volunteers	\$ 88,460	\$ 105,600	\$ 194,060
II. Operating Costs			
Staff Training	\$ 200	-	\$ 200
Food (used in delivering Congregate and Home-Delivered Meals)	59,782	-	59,782
Space		25,920	25,920
Utilities	2,250	-	2,250
Supplies	1,500	-	1,500
Vehicle fuel/ repair/maintenance	12,500	-	12,500
Vehicle Insurance	2,625	-	2,625
General Liability Insurance	1,500	-	1,500
Computer Support	750	-	750
Misc Other Costs	1,500	-	1,500
Telephone	800	-	800
Wellness Nurse	4,000	-	4,000
Total Operating Costs	\$ 87,407	\$ 25,920	\$ 113,327
A. TOTAL DIRECT COSTS	\$ 175,867	\$ 131,520	\$ 307,387
B. TOTAL INDIRECT COSTS IC Rate: 15.00%	\$ 26,380		\$ 26,380
TOTAL COSTS - CASH & IN-KIND	\$ 202,247	\$ 131,520	\$ 333,767
B. BUDGETED FUNDING			
Funding Category	CASH	IN-KIND	TOTAL
Program Income	\$ 1,000		\$ 1,000
Non-Matching Contributions	13,504	-	13,504
Nutrition Services Incentive Program (NSIP)	7,598		7,598
State Funding - GF	11,671		11,671
State Funding - Augmentation	27,664		27,664
Federal Funding	140,810		140,810
Required Matching Contributions	-	131,520	131,520
TOTAL FUNDING - CASH & IN-KIND	\$ 202,247	\$ 131,520	\$ 333,767

EXHIBIT B-2.2
BUDGET DETAIL

Contractor: Community Action of Napa Valley			
Funding Description: Federal Title IIIC-2			
Program/Service Type: Home Delivered Meals			
CFDA No.: 93.045			
A. BUDGETED COSTS			
Cost Category	CASH	IN-KIND	TOTAL
I. Personnel and Volunteers:			
<u>Title</u> <u>Annual Wages</u> <u>FTE</u>			
Program Director 42,640.00 0.5000	\$ 21,320		\$ 21,320
Program Assistant 37,310.00 0.7500	27,983		27,983
Site Manager 27,300.00 0.7500	20,475		20,475
Operations Manager 37,440.00 0.7500	28,080		28,080
Food Service Driver 26,520.00 0.7500	19,890		19,890
Food Service Worker 21,450.00 0.7500	16,088		16,088
Site Manager 32,760.00 0.7500	24,570		24,570
Sub-Total	\$ 158,406	-	\$ 158,406
Payroll Taxes Tax Rate: 11.00%	17,425		17,425
Employee Benefits Benefit Rate: 21.00%	33,265		33,265
Sub-Total Personnel	\$ 209,096	-	\$ 209,096
Volunteers		\$ 158,400	\$ 158,400
Sub-Total - Volunteers	\$ -	\$ 158,400	\$ 158,400
Total Personnel and Volunteers	\$ 209,096	\$ 158,400	\$ 367,496
II. Operating Costs			
Staff Travel - In State (mileage, lodging, per diem and other travel costs)	\$ 2,000	-	\$ 2,000
Food (used in delivering Congregate and Home-Delivered Meals)	337,091	-	337,091
Space	-	25,920	25,920
Utilities	6,750	-	6,750
Supplies	1,500	-	1,500
Vehicle fuel/ repair/maintenance	37,500	-	37,500
General Liability Insurance	4,500	-	4,500
Vehicle Insurance	7,875	-	7,875
Computer Support	2,250	-	2,250
Misc Other Costs	4,500	-	4,500
Telephone	2,400	-	2,400
Wellness Nurse	8,000		8,000
Total Operating Costs	\$ 414,366	\$ 25,920	\$ 440,286
A. TOTAL DIRECT COSTS	\$ 623,462	\$ 184,320	\$ 807,782
B. TOTAL INDIRECT COSTS IC Rate: 15.00%	\$ 93,519		\$ 93,519
TOTAL COSTS - CASH & IN-KIND	\$ 716,981	\$ 184,320	\$ 901,301
B. BUDGETED FUNDING			
Funding Category	CASH	IN-KIND	TOTAL
Program Income	\$ 15,000		\$ 15,000
Non-Matching Contributions	246,746	-	246,746
Nutrition Services Incentive Program (NSIP)	96,666		96,666
State Funding - GF	26,916		26,916
State Funding - Augmentation	153,743		153,743
Federal Funding	177,910		177,910
Required Matching Contributions	-	184,320	184,320
TOTAL FUNDING - CASH & IN-KIND	\$ 716,981	\$ 184,320	\$ 901,301