

**INTERAGENCY MEMORANDUM OF UNDERSTANDING
BETWEEN
THE TEHAMA COUNTY COMMUNITY ACTION AGENCY
AND TEHAMA COUNTY PROBATION DEPARTMENT**

This Interagency Memorandum of Understanding is entered into between the Tehama County Community Action Agency, hereafter referred to as “CAA” and Tehama County Probation Department, hereafter referred to as “Probation”, for the purpose of providing meals for the Meals on Wheels program.

1. RESPONSIBILITIES OF PROBATION

During the term of this agreement, Probation shall provide services in accordance with the Scope of Work, Exhibit B, attached hereto and made a part of this agreement.

2. RESPONSIBILITIES OF CAA

CAA shall compensate Probation for said services pursuant to Section 3 and 4 of this agreement and provide services in accordance with the Scope of Work, Exhibit B.

3. COMPENSATION

For work satisfactorily performed in accordance with the terms of this Agreement, as reasonably determined by CAA, Probation shall invoice CAA at the actual cost incurred in accordance with the budget sheet attached hereto and incorporated herein as Exhibit C. The Maximum Compensation payable under Agreement shall not exceed \$260,523. Probation may, with CAA approval, reallocate funds among each of the major cost categories listed in Exhibit “C”, to a maximum of 15% of each part, not to exceed the Maximum Compensation amount set forth above. Probation shall not be entitled to payment or reimbursement for any tasks or services performed, nor for any incidental or administrative expenses whatsoever incurred in or incidental to performance hereunder, except as specified herein. Probation shall have no claim against CAA for payment of any compensation or reimbursement, of any kind whatsoever, for any service provided by Probation after the expiration or other termination of this Agreement. Probation shall not

be paid any amount in excess of the Maximum Compensation amount set forth above, and Probation agrees that CAA has no obligation, whatsoever, to compensate or reimburse Probation for any expenses, direct or indirect costs, expenditures, or charges of any nature by Probation that exceed the Maximum Compensation amount set forth above. Should Probation receive any such payment it shall immediately notify CAA and shall immediately repay all such funds to CAA. This provision shall survive the expiration or other termination of this Agreement.

4. **BILLING AND PAYMENT**

On or before the 15th of each month, Probation shall submit to CAA an itemized invoice, similar to Exhibit D, for all services rendered during the preceding calendar month. CAA shall make payment of all undisputed amounts within 30 days of receipt of Probation's invoice. CAA shall be obligated to pay only for services properly invoiced in accordance with this section.

5. **TIMELY SUBMISSION**

Notwithstanding section #4, Probation shall submit a final undisputed invoice for payment no more than thirty (30) calendar days following the expiration or termination date of this Agreement. Said invoice should be clearly marked "Final Invoice", thus indicating that all payment obligations of the County under this Agreement have ceased and that no further payments are due or outstanding. County will not honor any delinquent invoice. Probation will be deemed to have forfeited its right to payment and shall have no claim against County for payment, of any kind whatsoever, for any delinquent invoice.

6. **TERM OF AGREEMENT**

This agreement shall commence on July 1, 2025 and shall terminate June 30, 2026, unless terminated in accordance with section 7 below.

7. **TERMINATION OF AGREEMENT**

If Probation fails to perform his/her duties to the satisfaction of the CAA, or if Probation fails to fulfill in a timely and professional manner his/her obligations under this agreement, or if Probation violates any of the terms or provisions of this agreement, then the CAA shall have the right to terminate this agreement effective immediately upon the CAA giving written notice thereof to the Probation. Either party may terminate this agreement on 30 days' written notice. CAA shall pay Probation for all work satisfactorily completed as of the date of notice. CAA may terminate this agreement immediately upon oral notice should funding cease or be materially decreased, or should the Tehama County Board of Supervisors fail to appropriate sufficient funds for this agreement in any fiscal year. The CAA's right to terminate this agreement may be exercised by the Director, the Chairperson of the Tehama County Board of Supervisors or the Purchasing Agent, as indicated on the signatory page.

8. **ENTIRE AGREEMENT; MODIFICATION**

This agreement for the services specified herein supersedes all previous agreements for these services and constitutes the entire understanding between the parties hereto.

Probation shall be entitled to no other benefits other than those specified herein. No changes, amendments, or alterations shall be effective unless in writing and signed by both parties. Probation specifically acknowledges that in entering into and executing this agreement, Probation relies solely upon the provisions contained in this agreement and no other oral or written representation.

9. **NONASSIGNMENT OF AGREEMENT**

Inasmuch as this agreement is intended to secure the specialized services of Probation, Probation may not assign, transfer, delegate, or sublet any interest herein without the prior written consent of the CAA.

10. **INSURANCE**

CAA acknowledges that Probation participates in the County of Tehama's program of self-insurance established by the Tehama County Board of Supervisors. CAA further

acknowledges that Probation is required to contribute a portion of the funds necessary to operate this program.

11. **NON-DISCRIMINATION**

Probation shall not employ discriminatory practices in the treatment of persons in relation to the circumstances provided for herein, including assignment of accommodations, employment of personnel, or in any other respect on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation.

12. **GREEN PROCUREMENT POLICY**

Tehama County Resolution No. 2021-140, the County adopted the Recovered Organic Waste Product Procurement Policy (available upon request) to (1) protect and conserve natural resources, water and energy; (2) minimize the jurisdiction's contribution to pollution and solid waste disposal; (3) comply with state requirements as contained in 14 CCR Division 7, Chapter 12, Article 12 (SB 1383); (4) support recycling and waste reduction; and (5) promote the purchase of products made with recycled materials, in compliance with the California Integrated Waste Management Act of 1989 (AB 939) and SB1382 when product fitness and quality are equal and they are available at the same or lesser cost of non-recycled products. Contractor shall adhere to this policy as required therein and is otherwise encouraged to conform to this policy.

13. **COMPLIANCE WITH LAWS AND REGULATIONS**

All services to be performed by Probation under this Agreement shall be performed in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. Any change in status, licensure, or ability to perform activities, as set forth herein, must be reported to the CAA immediately.

14. **LAW AND VENUE**

This agreement shall be deemed to be made in, and shall be governed by and construed in accordance with the laws of the State of California (excepting any conflict of laws provisions, which would serve to defeat application of California substantive law). Venue for any action arising from this agreement shall be in Tehama County, California.

15. **AUTHORITY**

Each party executing this Agreement and each person executing this Agreement in any representative capacity, hereby fully and completely warrants to all other parties that he or she has full and complete authority to bind the person or entity on whose behalf the signing party is purposing to act.

16. **NOTICES**

Any notice required to be given pursuant to the terms and provisions of this agreement shall be in writing and shall be sent first class mail to the following addresses:

NOTICES TO CAA:	NOTICES TO PROBATION:
Bekkie F. Emery, ex officio Executive Director Tehama County Community Action Agency P. O. Box 8263 Red Bluff, CA 96080 Fax: 530-527-5410	Pamela Gonzalez, Chief Probation Officer, Tehama County Probation Department PO Box 99 Red Bluff, CA 96080 Fax: 530-527-2717
INVOICES SUBMITTED TO CAA:	PERSON RESPONSIBLE FOR INVOICING:
Community Action Agency P.O. Box 1515 Red Bluff, CA 96080 OR delivered in person to: 310 S. Main Street., Red Bluff, CA 96080 Fax: 530-527-5410 OR emailed to caurand@tcdss.org	Oscar Morales, Program Analyst Tehama County Probation Department PO Box 99 Red Bluff, CA 96080 Phone: 530-527-4052 ext. 3028 omorales@tcprobation.org

Notice shall be deemed to be effective two days after mailing.

17. **RESOLUTION OF AMBIGUITIES**

If an ambiguity exists in this Agreement, or in a specific provision hereof, neither the Agreement nor such provision shall be construed against the party who drafted the Agreement or such provision.

18. **NO THIRD PARTY BENEFICIARIES**

Neither party intends that any person shall have a cause of action against either of them as a third party beneficiary under this Agreement. The parties expressly acknowledge that it is not their intent to create any rights or obligations in any third person or entity under this Agreement. The parties agree that this Agreement does not create, by implication or otherwise, any specific, direct or indirect obligation, duty, promise, benefit and/or special right to any person, other than the parties hereto, their successors and permitted assigns, and legal or equitable rights, remedy, or claim under or in respect to this Agreement or provisions herein.

19. **NON-EXCLUSIVE AGREEMENT**

Probation understands that this is not an exclusive agreement, and that CAA shall have the right to negotiate with and enter into agreements with others providing the same or similar services to those provided by Probation, or to perform such services with CAA's own forces, as CAA desires.

21. **HAZARDOUS MATERIALS**

Contractor shall provide to County all Safety Data Sheets covering all Hazardous Materials to be furnished, used, applied, or stored by Contractor, or any of its Subcontractors, in connection with the services on County property. Contractor shall provide County with copies of any such Safety Data Sheets prior to entry to County property or with a document certifying that no Hazardous Materials will be brought onto County property by Contractor, or any of its Subcontractors, during the performance of the services. County shall provide Safety Data Sheets for any Hazardous Materials that Contractor may be exposed to while on County property.

22. **HARASSMENT**

Contractor agrees to make itself aware of and comply with the County's Harassment Policy, TCPR §8102: Harassment, which is available upon request. The County will not tolerate or condone harassment, discrimination, retaliation, or any other abusive behavior. Violations of this policy may cause termination of this agreement

23. **EXHIBITS**

Probation shall comply with all provisions of Exhibits A through E, attached hereto, and incorporated by reference. In the event of a conflict between the provisions of the main body of this Agreement and any attached Exhibit(s), the main body of the Agreement shall take precedence.

24. **STANDARDS OF THE PROFESSION**

Probation agrees to perform its duties and responsibilities pursuant to the terms and conditions of this agreement in accordance with the standards of the profession for which Probation has been properly licensed to practice.

25. **LICENSING OR ACCREDITATION**

Where applicable the Probation shall maintain the appropriate license or accreditation through the life of this contract.

26. **OWNERSHIP OF DOCUMENTS**

All documents, notes, reports, electronic storage media, plans, or any other materials produced by Probation during the term of this agreement for any purpose related to the agreement shall become the property of the CAA. Probation shall deliver, upon full payment by the CAA for services rendered hereunder, all such materials to CAA.

27. **DOCUMENTS AND RETENTION**

1. Probation and CAA agree to retain all documents relevant to this agreement for five years from the termination of the agreement or until all audits, Federal and/or State, are complete, whichever is later. Upon request, Probation shall make available these records to the CAA, State, or Federal government representatives.

2. "Probation shall provide CAA all finished and unfinished reports, data, studies, photographs, charts and other documents prepared by Probation pursuant to this agreement, should this agreement be terminated."
3. Probation shall develop and maintain records concerning the services provided pursuant to this agreement. Probation shall also provide all information necessary for quarterly reports or other reports required by County, State or the Federal government. Probation shall fully cooperate with the CAA in providing any information needed by any governmental entity concerning this agreement.

28. **SEXUAL HARASSMENT**

Probation shall not employ sexual harassment or discriminatory practices in the treatment of persons in relation to the circumstances provided for herein, including assignment of accommodations, employment of personnel, or in any other respect on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation. Probation shall provide services in accordance with Exhibit A, Nondiscrimination Clause, attached hereto, and the Tehama County Sexual Harassment Policy, available upon request; both made part of this agreement.

29. **CONFLICT OF INTEREST**

Probation and Probation's employees shall have no interest and shall not acquire any interest, direct or indirect, which will conflict in any manner or degree with the performance of services required under this agreement.

30. **CONFIDENTIALITY**

The intent of this agreement is for Probation to provide meals for the Meals on Wheels program. However, should specific information regarding the CAA's clients become known to Probation, the following confidentiality rules shall apply:

- a. Probation shall require all employees, volunteers, agents, and officers to comply with the provisions of Section 10850 of the Welfare and Institutions Code and Manual of Policies and Procedures (MPP) Division 19, which provide that:

- 1.) All applications and records concerning any individual made or kept by Probation shall be confidential and shall not be open to examination for any purpose not directly connected to the administration of this program.
 - 2.) No person shall publish, disclose, use, permit or cause to be published or disclosed any list of persons receiving public social services, except as provided by law.
 - 3.) No person shall publish, disclose, use, permit or cause to be published, disclosed or used any confidential information pertaining to an applicant or recipient, except as provided by law.
- b. Probation shall ensure all employees, volunteers, agents, and officers comply with the above provisions, and shall inform all employees, agents, and officers that any person knowingly and intentionally violating such provisions is guilty of a misdemeanor.
 - c. During the term of this agreement, both parties may have access to information that is confidential or proprietary in nature. Both parties agree to preserve the confidentiality of and to not disclose any such information to any third party without the express written consent of the other party or as required by law. This provision shall survive the termination, expiration, or cancellation of the agreement.
 - d. Notwithstanding any other provision of this Agreement, the Probation agrees to protect the confidentiality of any and all patient, client, or resident medical information, which may be viewed in the process of doing his/her/its contracted services. The Probation understands that he/she/it is subject to all of the confidentiality requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA); Title 42, Section 2.1 through 2.67-1, Code of Federal Regulations; and Confidentiality of Medical Information Act [Part 2.6 (commencing with Section 56)] of Division 1 of the Civil Code. Violation of the confidentiality of patient, client, or resident medical information may result in federally imposed fines and penalties and the cancellation of this agreement.

31. **AVAILABILITY OF FUNDS**

All funding under this agreement is subject to the availability of Federal, State, and County funds. If at any time during the period covered by this agreement the funding from any source is discontinued or decreased, this agreement shall no longer be binding upon the CAA or the Probation, effective with the date funding is discontinued or decreased.

In the event of an audit exception or exceptions, the party responsible for not meeting the program requirement or requirements shall be responsible for the deficiency.

32. **MONITORING, VIOLATIONS, BREACHES OF AGREEMENT**

The CAA may monitor the Probation's performance to assure compliance with the terms, conditions, and specifications of this agreement.

Probation shall develop and make known to recipients the procedure for presenting grievances or complaints regarding services and shall be able to present the procedure to CAA at any time. This shall include informing recipients of their right to a State hearing.

The CAA may take appropriate remedies, such as fiscal penalties or withhold payment in instances whereas the Probation or any person employed by Probation, in any capacity during the progress of the work, whether by negligence or otherwise breach or violate any provision of this agreement.

33. **MISCELLANEOUS PROVISIONS**

Probation will recognize the mandatory standards and policies relating to energy efficiency in the state energy conservation plan. {Title 24, California Administrative Code}.

If the amount of this agreement is in excess of \$10,000.00, Probation is required to comply with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 and as supplemented in Department of Labor regulations (41 CFR Part 60).

If the amount of this agreement is in excess of \$100,000.00, Probation is required to comply with Section 306 of the Clean Air Act (42 USC 1857 (h)), Section 508 of the Clean Water Act (33 USC 1368), Executive Order 11738 and Environmental Protection Agency regulations (40 CFR Part 15).

34. **DUPLICATION OF SERVICES AND REFERRALS**

Probation, Probation's employees and partners, and any Sub-contractors agree to refer clients to other existing services as appropriate. New and Existing services shall be coordinated to prevent duplication of services.

Probation certifies, by signing this agreement, that the services being provided would not otherwise be available to registrants free of charge in the absence of CAA funding.

IN WITNESS WHEREOF, CAA and Probation have executed this agreement on the day and year set forth below. Agreement not valid without signatures of authorized representatives from all parties.

TEHAMA COUNTY COMMUNITY ACTION AGENCY

Executed at Red Bluff, California, 8/24/2025 by Bekkie F. Emery
Date Bekkie F. Emery, ex officio Executive Director

TEHAMA COUNTY PROBATION DEPARTMENT

Executed at Red Bluff, California, 8/19/25 by P. Gonzalez
Date Pamela Gonzalez, Chief Probation Officer

102826
Vendor Number

5063-53230
Budget Account Number

93.053, 90.045
Federal Funding CFDA #

EXHIBIT A

NONDISCRIMINATION CLAUSE

The Probation agrees to comply with Title VI of the Civil Rights Act of 1964 as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975; as amended; the Food Stamp Act of 1977, as amended, and in particular Section 272.6; Title II of the Americans with Disabilities Act of 1990; California Civil Code Section 51 et seq., as amended; California Government Code Section 11135-11139.5, as amended; California Government Code Section 12940 (c), (h) (1), (I), and (j); California Government Code, Section 4450; Title 22, California Code of Regulations Section 98000-98413; the Dymally-Alatorre Bilingual Services Act; Section 1808 Removal of Barriers to Inter Ethnic Adoption Act of 1996 and other applicable federal and state laws, as well as their implementing regulations [including 45 Code of Federal Regulations (CFR) Parts 80, 84, and 91; 7 CFR Part 15; and 28 CFR Part 35], by ensuring that employment practices and the administration of public assistance and social services programs are nondiscriminatory, to the effect that no person shall because of age, sex, color disability, national origin, race, marital status, religion or political affiliation be excluded from participation in or be denied the benefits of, or be otherwise subject to discrimination under any program or activity receiving federal or state financial assistance; and HERREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement. THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal and state assistance; and HEREBY GIVES ASSURANCE THAT administrative methods/procedures which have the effect of subjecting individuals to discrimination or defeating the objectives of the California Department of Social Services (CDSS) Manual of Policies and Procedures (MPP) Chapter 21, will be prohibited. By ACCEPTING THE ASSURANCE, the Probation agrees to compile data, maintain records and submit reports as required, to permit effective enforcement of the aforementioned laws, rules and regulations and permit authorized CCAA and /or federal government personnel, during normal working hours, to review such records, books and accounts as needed to ascertain compliance. If there are any violations of this assurance, CCAA shall have the right to invoke fiscal sanctions or other legal remedies in accordance with Welfare and Institutions Code Section 10605, or Government Code Section 11135-11139.5, or any other laws, or the issue may be referred to the appropriate federal agency for further compliance action and enforcement of this assurance. This ASSURANCE is binding on the Probation directly or through contract, license, or other provider services, as long as it receives federal or state assistance.

EXHIBIT B

Meals on Wheels

Tehama County Probation Department

The Tehama County Meals on Wheels program provides meals to seniors through its congregate and home-delivered meal service in partnership with the Tehama County Probation Department. The Probation Department will prepare and package meals at the Juvenile Detention Facility for delivery to the Meals on Wheels congregate sites in Red Bluff and Corning and for delivery to homebound seniors. The Probation Department will manage food supply and maintain their facility to meet nutritional and regulatory guidelines while adhering to budgetary constraints.

PURPOSE

Prepare the lunch meal for the Meals on Wheels program in accordance with the current Office of Disease Prevention and Health Promotion (ADPHP) Dietary Guidelines for Americans (<https://health.gov/dietaryguidelines/2015/guidelines/>).

POPULATION TO BE SERVED

Senior Citizens, 60 or older, requiring assistance getting a nutritious meal.

CONTRACTOR AGREES TO

1. Ensure at least one staff member has successfully completed the Food Protection Manager Certification Examination in accordance with the California Health and Safety Code, Part 7, §113947.1 and §113947.3.
 - a. Evidence of current certification is to be submitted to the Community Action Agency (CAA) Supervisor at the beginning of the fiscal year.
2. Maintain appropriate staffing to support the Meals on Wheels program including, but not limited to, ordering food; preparing the lunch meal; safely packaging food for home or congregate site delivery; delivering food to Red Bluff congregate site; serving meals; and providing clean-up services.
 - a. Meals shall be provided Monday through Friday, excluding holidays and other days closed by mutual agreement of Probation and CAA.
3. All paid and volunteer food service staff shall participate in in-service training at least once per quarter.
 - a. Materials for the training will be provided by the CSA II, and the training is to be provided by the Probation Nutritional Programs Supervisor.

- b. During the year, at least two trainings shall address the prevention of food-borne illness.
 - c. Documentation of trainings and training attendees shall be provided to the CAA Supervisor by quarter end.
 - 4. Maintain food preparation and food packaging facilities to meet all California Retail Food Code regulatory guidelines for food handling and sanitation practices (California Health and Safety Code, Part 7, §113700 - §114437).
 - 5. Permit monitoring of food facilities to be conducted by each of the inspection entities identified below and within the guidelines outlined below:
 - a. Tehama County
 - i. Semi-annual Environmental Health inspections by the Tehama County Department of Environmental Health. These inspection visits will be unannounced.
 - b. Area Agency on Aging
 - i. Annual comprehensive site assessment by the Area Agency on Aging Project Director.
 - ii. Regular site monitoring, no less than once per calendar quarter, by the Project's Registered Dietician (RD) or Project Director.
 - iii. No less than once per year of every home delivery route by the Project's RD or Project Director.
 - iv. CAA Supervisor shall inform Probation of inspection visits at least five (5) business days in advance of the inspection.
 - c. Ensure presence and participation during each Probation kitchen inspection.
 - d. Notify the CAA Supervisor that a site inspection has occurred within five (5) business days of the inspection appointment.
 - i. Provide copies of all County inspection reports to the CAA Supervisor, upon receipt.
 - ii. Provide copies of inspection forms completed by the RD to the CAA Supervisor within five (5) business days of the kitchen inspection.
- 6. Plan menus a minimum of four (4) weeks in advance and follow approval process, including:

- a. Submittal by email of menus and component sheets to the RD for approval;
 - b. Submittal of final RD-approved menus, component sheets, and the RD cover sheet with comments to the CAA Community Services Aide at least fifteen (15) days in advance of menu month.
- 7. Cook congregate and home delivered meals according to the calculated meal count each day.
 - a. Probation and CAA shall monitor the Meals on Wheels program phone line for congregate meal reservations and/or cancellations and cancellations of home delivered meals.
 - b. CAA shall notify the Probation Department Dietary Cook of any additional changes to the meal count each day.
 - c. Probation Department Dietary Cook shall notify the CAA Transporters of any changes to home deliveries.
- 8. Package congregate meals for delivery to congregate sites and package home delivered meals in sealed containers, ensuring all food is maintained at correct/safe temperature (utilizing hot rocks and/or ice packs) until delivery is complete.
 - a. CAA Transporters may assist with the packaging of meals as time permits, ensuring that transporters work no more than four (4) hours per day.
- 9. Deliver the congregate meals to the Red Bluff congregate site, serve, clean up and return all equipment to the Juvenile Detention Facility (JDF) kitchen when done.
 - a. For transport of food/meals in CAA vehicle, Probation shall:
 - I. Complete a brief vehicle safety check of the vehicle before each use. If damage is noted, inform the Program Manager as soon as possible
 - II. Complete the Daily Mileage Log (Exhibit E) for each use.
 - III. Regularly maintain a clean interior by daily removal of all trash and other materials not in use to ensure sanitary transport and delivery of food items. Vehicle should be clean and orderly and should have trash removed daily and deep interior cleaning should be done once per week. The vehicle should also be cleaned on the outside at least once per month, or as needed. The vehicle can be cleaned at the main street car wash, using the prepaid card shared with the transporters.

- IV. Make vehicles available to CAA whenever regularly scheduled maintenance is needed.
- V. Notify CAA Supervisor of any mechanical issues that arise during use of the van so CAA can schedule proper diagnostics and any necessary repairs.
- VI. When the CAA van is not available for use, contact the CAA Supervisor to arrange for alternate transportation to fulfill the responsibilities listed in this Scope of Work.
- VII. Ensure monthly routine maintenance performed on vehicle by checking the oil and fluid levels, and changing the said fluids according to the standard maintenance schedule. Complete the monthly oil/fluid maintenance sheet for the vehicle assigned provided monthly by the CSAII.

10. Comply with the following reporting requirements:

- a. Probation shall collect daily the “cook count/cook order” to be provided weekly to the CAA Community Services Aide.
- b. Probation shall record daily the “temp logs” to be provided weekly to the CAA Community Services Aide.
- c. Probation shall complete congregate meals served and volunteer logs, and submit to the CAA Community Services Aide.
- d. Probation shall report all kitchen property borrowed from the CAA Meals on Wheels program by June 1st of each year to the CAA Community Services Aide, in accordance with the following requirements:
 - i. Borrowed items that are lost or stolen shall be replaced by Probation.
 - ii. Borrowed items that are broken or damaged during use shall be repaired or replaced only by agreement of the CAA Supervisor.
 - iii. Prior to disposal/destruction of any Meals on Wheels’ property, that is valued at \$500 and above, Probation shall provide the CAA Supervisor with a written request.

11. Submit monthly invoice by the fifth calendar day of each month, for the prior month’s paid expenses.

- a. Probation shall invoice for actual meals cooked which is based on the daily cook count. The daily cook count is increased or reduced by daily phone calls received prior to 8:00 am.
- b. For each invoice submitted, Probation shall maintain the following back up documentation for a period of 5 years and make that available to TCDSS upon request:
 - i. Copies of Probation's timesheets for all Probation employees working in the Meals on Wheels program. Timesheets must capture daily time splits, showing the breakdown of time spent in the Meals on Wheels program versus all other Probation tasks, for each working day of the invoice month.

12. Comply with the following contract monitoring requirements:

- a. Meet with County quarterly to discuss the progress of this agreement and make any necessary adjustments in order to meet the desired outcomes.

COUNTY AGREES TO

- 1. Provide CAA Transporters to:
 - a. Pick up packaged home delivery meals from the JDF kitchen and return property to the JDF kitchen daily.
 - b. Deliver congregate meals to the Corning site and return all kitchen property to JDF kitchen.
- 2. Notify Probation Nutritional Programs Supervisor of any Area Agency on Aging site inspection visits at least five (5) business days in advance of the inspection date, including:
 - a. Annual comprehensive site assessment by the Area Agency on Aging Project Director.
 - b. Regular site monitoring, no less than once per calendar quarter, by the Project's RD or Project Director.
 - c. No less than once per year of every home delivery route by the Project's RD or Project Director.
- 3. Maintain waitlist of potential home delivery clients to ensure maximum program capacities are reached.
- 4. Provide quarterly nutrition education opportunities to clients.

5. Provide quarterly in-service training materials to the Probation Nutritional Programs Supervisor.
6. CAA shall manage the following:
 - a. Track and prepare a report with the number of meals prepared versus the number of meals served/delivered, based on daily counts provided by Probation, as described in Number 8 of Probation Responsibilities.
 - b. Conduct annual congregate and home delivery client Functional and Nutritional Assessments and update client information in the Get Care database for:
 - i. New and existing congregate and home delivery clients.
 - ii. Monthly reporting to Area Agency on Aging.
 - c. Conduct annual client satisfaction surveys, compile results, and provide to the Area Agency on Aging.
 - d. Post/publish all approved menus on CAA's public website ten (10) days in advance of menu month.
 - e. Track volunteer hours and complete monthly and quarterly reports, as required for County reporting.
 - f. Collect, record, track, and report donations received.
7. Comply with the following contract monitoring requirements:
 - a. Provide ongoing monitoring including at least one on-site visit over the term of this agreement.
 - b. Provide technical assistance as needed to Contractor.

EXHIBIT C

EXHIBIT C

BUDGET	If needed for more space, insert or delete rows, or attach another page(s).		Budget Start Date:	July 1, 2025
			Budget End Date:	June 30, 2026
CONTRACTOR NAME AND ADDRESS	PURPOSE/TITLE OF CONTRACT:		Senior Nutrition Program Meal Prep	
Tehama County Juvenile Detention Facility	PROGRAM CONTACT		FISCAL CONTACT	
1840 Walnut Street	Name: Octavio Madrigal-Torres		Name: Oscar Morales	
Red Bluff, CA 96080	Telephone: 527-4052 x3075		Telephone: 527-4052 x3028	
	Email: omadrigal@tcprobation.org		Email: omorales@tcprobation.org	
BUDGET LINE ITEM: For salary & benefit items, provide the job title or function of the position. For direct & indirect costs, provide specific detail to identify the item or purpose, or attach a budget narrative.				TOTAL CONTRACT BUDGET
DIRECT SALARIES				
	Annual Salary	FTE (% of time)		
Nutritional Program Supervisor (64E)	\$ 61,298	20%	\$ 12,260	
Dietary Cook (49A)	\$ 45,594	100%	\$ 45,594	
DIRECT BENEFITS/FRINGE				
Nutritional Program Supervisor (64E)	\$ 34,040	20%	\$ 6,808	
Dietary Cook (49A)	\$ 31,280	100%	\$ 31,280	
DIRECT SALARIES & BENEFITS TOTAL			\$ 95,941	
DIRECT COSTS				
	Quantity	Cost		
Food	36805	\$ 4.25	\$ 156,421	
Supplies (food packaging, paper products, cleaning, etc.)	12	\$ 680.00	\$ 8,160	
Equipment		\$ -	\$ -	
DIRECT COSTS TOTAL			\$ 164,581	
INDIRECT SALARIES				
	Annual Salary	FTE (% of time)		
INDIRECT BENEFITS/FRINGE				
INDIRECT SALARIES & BENEFITS TOTAL			\$ -	
INDIRECT COSTS				
	Quantity	Cost		
INDIRECT COSTS TOTAL			\$ -	
TOTAL BUDGET			\$ 260,523	
Is contractor for-profit?	<input checked="" type="checkbox"/> No	Yes, enter amount of profit:	\$ -	

EXHIBIT D

INVOICE

Attach back-up documentation to this page. If needed for more space, insert or delete rows, or attach another page(s).

CONTRACTOR NAME AND ADDRESS 0 0 0	INVOICE #: CONTRACT #: 0	FOR MONTH(S)/YEAR: PURPOSE/TITLE OF CONTRACT 0
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BUDGET LINE ITEM	A. CONTRACT BUDGET	B. CURRENT INVOICE COSTS	C. TOTAL COSTS YEAR-TO-DATE INCLUDING THIS INVOICE	D. BALANCE REMAINING PAYABLE (A-C)
DIRECT SALARIES				
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
DIRECT BENEFITS/FRINGE				
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
DIRECT SALARIES & BENEFITS TOTAL	\$ -	\$ -	\$ -	\$ -
DIRECT COSTS				
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
DIRECT COSTS TOTAL	\$ -	\$ -	\$ -	\$ -
INDIRECT SALARIES				
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
INDIRECT BENEFITS/FRINGE				
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
INDIRECT SALARIES & BENEFITS TOTAL	\$ -	\$ -	\$ -	\$ -
INDIRECT COSTS				
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
0	\$ -			\$ -
INDIRECT COSTS TOTAL	\$ -	\$ -	\$ -	\$ -
TOTAL INVOICE		\$ -		
TOTAL CONTRACT	\$ -		\$ -	\$ -

EXHIBIT E

[illegible]