RESOLUTION - ACTION REQUESTED 2018-100

MEETING: March 13, 2018

TO: The Board of Supervisors

FROM: Terri Peresan, Community Services Director

RE: Program Proposals in Response to Area 12 Agency on Aging’s Request for Proposal 2018-2022

RECOMMENDATION AND JUSTIFICATION:

Approve the Program Proposals for Services in Response to Area 12 Agency on Aging's Request for Proposal for the Years 2018-2022 for Senior Transportation and the Senior Nutrition Programs, Authorizing the Board Chair to Sign the Proposals and Designate the Community Services Director as Service Provider and Designee for the following programs:

- Title III-C-1 Congregate;
- Title III-C-2 Home Delivered Meals; and
- Title III-B-Transportation

Per the attached RFP, each of the three (3) senior program proposals and attachments must stand alone. The two (2) sets of signed originals and five (5) copies are due by 3:00 PM, March 30, 2018 at Area 12 Agency on Aging’s office in Sonora, California. All program proposals received from RFP Bidders will undergo technical review for eligibility by an appointed Review Board and then Area 12 Agency on Aging Staff Review for recommendations to their Advisory Council, then the governing board for final approval.

If awarded, the initial contact agreements under this RFP would be for Fiscal Year 2018-2019, with a potential reimbursement of $82,484.00, with subsequent fiscal years' eligible for renewal subject to funding availability and the Department of Community Services' fulfillment of contractual responsibilities.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Mariposa County Department of Community Services, in collaboration with Area 12 Agency on Aging, has been providing the above stated programs to seniors in Mariposa County for over thirty (30) years.

Every four (4) years, Area 12 Agency on Aging (A12AA) publicly posts an open Request for Proposal (RFP) for services within each of the five (5) counties they represent: Alpine, Amador, Calaveras, Mariposa, and Tuolumne. On March 11, 2014 the Board adopted Resolution 2014-96 approving the proposals for RFP 2014-2018.

Historically, the Board has approved and authorized the Chair to sign past Proposals in response to A12AA Request for Proposals and designated the Community Services' Director as the Service Provider and Designee.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
A negative action would sever an additional funding source to this department which would create a gap or even suspension of many senior services currently provided.

ATTACHMENTS:
A12AA RFP 2018-2022  (DOC)
Title IIC-1 Cong. Prog. Proposal & Attach. A--T  (PDF)
Title IIC-1 Cong. Prog. Proposal Attach. U--W  (PDF)
Title IIC-2 H.D. Meals Prog. Proposal & Attach. A--T  (PDF)
Title IIC-2 H.D. Meals Prog. Proposal Attach. U--W  (PDF)
Title IIIB-Transportation Prog. Proposals & Attach. A--T  (PDF)
Title IIIB-Transportation Prog. Proposal Attach. U--W  (PDF)

RESULT:  ADOPTED BY CONSENT VOTE [UNANIMOUS]
MOVER:  Marshall Long, District III Supervisor
SECONDER:  Merlin Jones, District II Supervisor
AYES:  Smallcombe, Jones, Long, Cann, Menetrey
PROGRAM PROPOSAL

AND

APPLICATION

FORMS

Mariposa County

TITLE IIIC — NUTRITION

C-1 Congregate Meal Services
Two (2) Original Proposals and five copies for each program are required of all applicants.

- Proposal Checklist (Attachment A)
- Application Information Sheets – Authorized Signatory Form (Attachment B)
- Application Narrative Cover Page (Attachment C)
- Executive Summary (Attachment D)
- Program Proposal (Attachment E)
- Service Unit Plan (Attachment F)
- Assurance of Compliance {CDA 17} (Attachment G)
- Non-Discrimination Compliance Statement (Attachment H)
- Drug-Free Workplace Certification (Attachment I)
- Certification Regarding Lobbying (Attachment J)
- Organizational Chart (Attachment K)
- Personnel Funding Chart (Attachment L)
- Job Descriptions (Attachment M)
- Agency procurement standards in purchasing goods over $10,000 (Attachment R)
- Evidence of insurance coverage to include General Liability, Auto Liability, Workers Compensation, Errors & Omissions, Fidelity Bond, and Business Personal Property. Evidence should be in the form of a Certificate of Liability or statement of self-insurance. If insurance is not in effect now, request a quote/binder effective 7/1/2018. A12AA is not responsible for any expense incurred. (Attachment S)
- Advisory Board membership list (where present) (Attachment T)
- Program Line Item Budget & Budget Narratives (Attachment U)
- Board of Directors approval of submission of application. (Attachment V)
- Unruh Civil Rights Law Certification (Attachment W)
Each bidder must provide one copy of the following:

- Current Roster of the Board of Directors, if non-profit (include name, address, age, occupation) (Attachment N)
- Agency Bylaws (Attachment O)
- Agency personnel policies/procedures (Attachment P)
- Lease/Rental agreements (Attachment Q)

Additional Documentation Required by Non-profit Agencies Not Currently Funded by the Area 12 Agency on Aging: (One copy with original Proposal ONLY)

- Non-profit Determination Letter [501(c)(3)]. (If a collaborative, from the fiscal agent.)
- Articles of Incorporation (if a collaborative, from the fiscal agent.)
- Most recent Bylaws (if a collaborative, from the fiscal agent.)
- Most recent date’s minutes of a meeting of the Board of Directors (if a collaborative, from the fiscal agent.)
AREA 12 AGENCY ON AGING 2018-2022 CONTRACT
AUTHORIZED SIGNATORY FORM

PROVIDER: Mariposa County
ADDRESS: 5246 Spriggs Lane
Mariposa, CA 95338

The following persons have personally signed below and are authorized to sign documents as indicated:

Agreements

Rosemarie Smallcombe
Board Chairperson (01/01/2018--12/31/18)
Printed/Typed Name

Terri Peresan
Designee by Board Action
Printed/Typed Name

Fiscal Reports/Budgets

Terri Peresan
Director
Printed/Typed Name

N/A
Designee for Director/Title
Printed/Typed Name

Program Reports

Terri Peresan
Director
Printed/Typed Name

N/A
Designee for Director/Title
Printed/Typed Name

For emergency contact, the Board Chairperson’s telephone number is (209) 966-3222
And mailing address is 5100 Bullion Street, P.O. Box Box 784, Mariposa, CA 95338

Terri Peresan
Submitted by

03/15/18
Date

APPROVED AS TO FORM:

Signature

STEVEN W. DAHLEM
COUNTY COUNSEL
AREA 12 AGENCY ON AGING
RFP 2018-2022

APPLICATION NARRATIVE – COVER PAGE

Applicant Agency:  Mariposa County
Address:  5246 Spriggs Lane
City / State:  Mariposa, CA          ZIP:  95338
Telephone Number:  (209) 966-5315          FAX:  (209) 742-7405

Type of Agency (As defined by I.R.S. – Check only one)

_____ Private non-profit       _____ Private profit-making       _____ Public agency

County/Counties to be Served Under this Proposal:  (check all that apply)

_____ Alpine County       _____ Amador County

_____ Calaveras County       _____ Mariposa County

_____ Tuolumne County

Contact Person:  Terri Peresan     Title:  Director
Telephone:  (209) 966-5315     E-mail:  tperesan@mariposacounty.org

Application Submitted for:

Program:  Title IIIC—Congregate Site Meals

Amount Requested:  $33,441.00
EXECUTIVE SUMMARY

Enclosed is Mariposa County’s proposal for providing Title IIIIC-1 Congregate Meal services in response to Area 12 Agency on Aging’s Request for Proposal (RFP) 2018 through 2022. The initial budget included in this proposal is for fiscal year 2018-2019 only. The Mariposa County’s Department of Community Services understands that Agreements with Area 12 Agency on Aging will be eligible for renewal in each of the subsequent fiscal years subject to funding availability AND Mariposa County’s fulfillment of contractual responsibilities.

Mariposa County is located in the western foothills of the Sierra Nevada Mountains and is home to the Yosemite National Park. The county is exceptionally rural with a dispersed population encompassing approximately 1,463 square miles. The county does not contain incorporated cities. However, three of its communities are recognized as census-designated areas: Bootjack, Yosemite Valley and Mariposa, with Mariposa established as the County Seat. Other unincorporated towns include Coulterville, Greeley Hill, Hornitos, El Portal, Midpines, Yosemite Village, Wawona, Fishcamp and Catheys Valley.

As of the data from the California Department of Finance Demographic Research Unit Report E-1 County Populations Statistics for 2017,1 Mariposa County has an estimate population of 18,148. Per the California Department of Aging demographic estimates, approximately thirty-nine percent (39%) of Mariposa County residents are seniors over the age of 60, well over the statewide average, with approximately twelve percent (12%) of the county’s senior citizen population living below the federal poverty level. 2

Mariposa County’s Department of Community Services continues to see a need for nutrition services for the geriatric population. The County is projecting to provide 7,117 Units of Service to an estimated number of four and fifty (450) seniors in unduplicated services in the 2018-2019 fiscal year, with one daily meal being counted as one single unit of service. In partnership with Area 12 Agency on Aging, Mariposa County conforms to and promotes the Older Americans Act ensuring the minimum of one-third of the daily nutritional requirements for meals is met to persons 60 years of age and over and their spouses (whatever age).

The County of Mariposa is a general law county and the government structure is determined by the State Constitution and State General Law. The Board of Supervisors is the legislative and executive governing body of the County. The Department of Community Services is governed by the Mariposa County Board of Supervisors, representing five county districts. See Attachment N for more information regarding the governing board.

Each of the departments in the County of Mariposa has a Board appointed director to administer and manage that department’s services and resources. Many County departments work closely with each other, the County Board of Supervisors, and Area 12 Agency on Aging in the coordination of services for older and disabled persons in order to maintain a maximum level of independence, personal dignity, and safety.

Mariposa County employs qualified personnel. Job classifications and criteria of basic functions and responsibilities are on file for all paid employees and volunteer positions. See the Organizational Chart, Attachment K, detailing the Department of Community Services and the programs it maintains.

Volunteers are a valuable asset to all of the Mariposa County’s Department of Community Services’ programs. All volunteers are required to sign the County’s Waiver regarding Workers’ Compensation Insurance form, pursuant to California Labor Code 3352(1) and receive a copy of the volunteer’s job description. A volunteer application is also completed and an orientation is provided by the Director.

Consumer satisfaction is an important and valuable quotient in maintaining services. Therefore, program surveys are distributed to congregate participants periodically to evaluate overall services, consumer needs, and satisfaction. Changes to the program may be engaged if viable to a majority of the participants and funding resources.

Mariposa County looks forward to the continuing partnership with Area 12 Agency on Aging in meeting our mission of providing services that promote independent living as long as safely possible regardless of the individual’s economic station.

1 California Department of Finance website
2 2016 CA Dept. of Aging Demographic Estimates
SENIOR NUTRITION C-2 HOME DELIVERED MEALS PROGRAM PROPOSAL

A. PROGRAM, SERVICE DELIVERY AND PERFORMANCE

1. Need Statement

As of the data from the California Department of Finance Demographic Research Unit Report E-1 County Populations Statistics for 2017, Mariposa County has an estimate population of 18,148. Per the California Department of Aging demographic estimates, approximately thirty-nine percent (39%) of Mariposa County residents are seniors over the age of 60, well over the statewide average, with approximately twelve percent (12%) of the county’s senior citizen population living below the federal poverty level.

With such a significant number of low-income seniors living within the town proper of Mariposa and outlying areas, it is not only fiscally responsible, but ethically important to maintain an independent senior population by continuing to provide senior services, specifically, the Senior Nutrition programs which provides at least one third (1/3) of the recommended daily allowance (RDA) for healthy nutrition.

2. Service Area 12 Agency on Aging

Mariposa County is located in the western foothills of the Sierra Nevada Mountains and is home to the Yosemite National Park. The county is exceptionally rural with a dispersed population encompassing approximately 1,463 square miles. The county does not contain incorporated cities. However, three of its communities are recognized as census-designated areas: Bootjack, Yosemite Valley and Mariposa, with Mariposa established as the County Seat. Other unincorporated towns include Coulterville, Greeley Hill, Hornitos, El Portal, Midpines, Yosemite Village, Wawona, Fishcamp, and Catheys Valley. Mariposa County Community Services proposes to service the southern areas of the county.

3. Target Groups

Mariposa County continues to see a need for nutrition services for the geriatric population, seniors aged sixty (60) years of age and older of all socio-economic status and race. As reported into the Harmony Information Systems software for the State of California Department of Aging’s Social Assistance Management Systems (SAMS), sixteen percent (16%) of Mariposa County Department of Community Services C-1 Congregate meal program participants identified themselves below the federal poverty level; four percent (4%) identified themselves as a minority.

4. Marketing/Outreach

Mariposa County’s Department of Community Services promotes their services by outreach and participation with many other organizational entities, such as SSTAC, Mariposa Safe Families, Commission on Aging, MSF Community Partner - Bridges Project, John C. Fremont Hospital, JCF Home Health and Hospice, and other county departments (i.e. Human Services, Health, Library, Sheriff, etc.).

Mariposa Community Services markets the home delivered meal service with monthly postings to the county website and a local web-news of our menu and senior activities. Colored post-cards and flyers are also distributed within the community. With Mariposa being such a small community, we rely heavily on the old fashion “word of mouth” means of marketing, strategic postings of flyers and notices.

5. Operations

The Department of Community Services, which provides the programs listed below, is located within the Mariposa Senior Activity Center, at 5246 Spriggs Lane, Mariposa, California. Hot home delivered meals are prepared on site and served five (5) days a week, Monday through Friday, except on County holidays and are delivered by volunteers and/or staff at midday for those individuals living within a three (3) mile radius of the Senior Activity Center; frozen meals are provided for weekends and holidays when requested. For those individuals living outside the area and are within a reasonable distance to ensure the quality and integrity a frozen meal is provided.

It is the mission of the Mariposa County to assist senior citizens with services that provide and promote independent living for as long as safely possible regardless of their economic station. With that goal in mind, Mariposa County, through funding from the General Fund, provides the following services through the Department of Community Services:
• Senior Services;
• Title III C-1 Congregate Meal;
• Title III C-2 Home Delivered Meal;
• Dial-a- Ride Transportation Services for the General Public & Senior Medical Transportation; and
• Veteran’s Services

6. Client Procedures

The Community Services department requires that all new program participants have completed an Home Assessment Intake Form provided by Area 12 Agency on Aging. Initial intake information can be taken over the phone with a perspective program participant to determine if that individual meets the home-delivered meals eligibility criteria / priority ranking system and in need of nutritional services. It is the policy of the Mariposa County Department of Community Services’ to place eligible applicants for the C-2 Home Delivered Meal Program on a waiting list if the demand for services should exceed financial or route space availability.

Quarterly reassessments are completed via phone or one-to-one (1:1) contact; a home reassessment is completed every six months to re-evaluation the overall status as additional services/referrals may be necessary. Participants that have overall improved and are no longer home-bound, have moved out of the area, or that are deceased will be dis-enrolled from the program.

7. Performance

The department is projecting to provide 4,289 Units of Service to an estimated number of fifty (50) seniors in unduplicated services in the 2018-2019 fiscal year, with one daily meal being counted as one single unit of service. Contract performance shall be monitored on a monthly basis, with quarterly reports files as necessary.

8. Participant Input and Satisfaction

Consumer satisfaction is an important and valuable quotient in maintaining quality services. Therefore, program surveys are distributed periodically to home delivered program participants to evaluate overall services, consumer needs, and satisfaction. Changes to the program may be engaged if viable to a majority of the participants and funding resources.

B. ADMINISTRATIVE CAPACITY

1. Organization

The County of Mariposa is a general law county and the government structure is determined by the State Constitution and State General Law. The Board of Supervisors is the legislative and executive governing body of the County. The Department of Community Services is governed by the Mariposa County Board of Supervisors, representing five county districts.

It is the mission of the Mariposa County to assist seniors with services that provide and promote independent living for as long as safely possible regardless of their economic or racial status.

2. Service Experience

Mariposa County has been providing Senior Services, Title III C-1 Congregate Meal, Title III C-2 Home Delivered Meal; Dial-a-Ride Transportation Services for the General Public & Senior Medical Transportation, and Veteran’s Services for over thirty years.

3. Staffing

Mariposa County employs qualified personnel through a rigorous recruitment process by the County’s Human Resources department. Job classifications and criteria of basic functions and responsibilities (see Attachment M) are on file for id employees employed within the Department of Community Services:

• Community Services Director
• Program Assistant II
• Senior Nutrition Cook/Site Supervisor
• Kitchen Assistant

See the Mariposa County’ Organizational Chart, Attachment K, detailing the department and the programs it maintains.
4. Management Information Systems (MIS)

The Department of Community Services has two full-time employees over-seeing the Senior Nutrition Programs, the Community Services Director and Program Assistant II. Although both are knowledgeable and skilled in processing all data, to ensure the quality of data collected one individual is assigned the task of inputting all viable information into the Harmony Information Systems.

5. Volunteers

Volunteers are a valuable asset to all of the Department of Community Services programs. All volunteers are required to sign the County's Waiver regarding Workers' Compensation Insurance form, pursuant to California Labor Code 3352(1) and receive a copy of the volunteer's job description. A volunteer application is also completed and an orientation is provided by the Director.

The department currently has eighteen (18) volunteers in the C-1 Senior Nutrition Congregate program preforming various duties such as food servers, kitchen assistant/food prep, and tasks assigned to the nutrition desk. All have been cross-trained to perform in these capacities. See Attachment M for all volunteer duties/job descriptions.

6. Board of Supervisors

See Attachment N

C. FINANCIAL CAPACITY AND OPERATIONS

1. Available Resources

Mariposa County is a government entity and has General Fund funding provided through the County's budgeting process and donations received from program participants.

2. Fiscal Record System

Mariposa County's Department of Community Services receives revenue and expenditures from many various sources (federal, state, and local) for each department and department programs it maintains. Each program has a specific identifying two-letter key code, issued by the Mariposa County Auditor's Office, which is used in posting deposits. The identifying code is linked, via the HTE AS400 enterprise accounting software, to a line-item in the Mariposa County's General Fund Ledger for that program's budget.

3. Budget and Budget Narrative

See Attachment U

4. Client Donations

Program participants are notified at Intake and/or information inquiry of the requested monetary donation of $4.00 per meal. It is clearly communicated that this is NOT a requirement to receive services. A donation request is sent out in a sealed envelope and returned in the same format.

Donations received are counted double custody in the Community Services' office, with the door secured; when the counting has been completed, the original documentation/page is then initialed by both parties, posted to a specific program in the Daily Collections book and also in a program specific County receipt book—both entries must match. The codes for account programs are located at the top of each column in the collections book ensuring proper disbursement of revenue to the correct departmental account. The Auditor's Office will issue additional budgetary program accounts for revenue and expenditure line-items as necessary.

D. ORGANIZATION CHART

See Attachment K

1. Personnel Funding Chart

See Attachment L
## SERVICE UNIT PLAN

<table>
<thead>
<tr>
<th>Program Name/ Unit Type</th>
<th>Proposed Number of Units to be Served</th>
<th>County Serving</th>
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<tbody>
<tr>
<td>IIIC-1 Congregate Site Meals</td>
<td>7,117</td>
<td>Mariposa</td>
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</table>
ASSURANCES OF COMPLIANCE WITH THE DEPARTMENT OF HEALTH AND HUMAN SERVICES (HHS) REGULATIONS UNDER TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

Mariposa County (hereinafter called the Service Provider) HEREBY AGREES THAT it will comply with the title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by, or pursuant to the Regulation of HHS (45 CFR Part 80) issued pursuant to that title, to the end that, in accordance with Title VI of that Act and the Regulation, no person in the United States shall, on the ground of race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, age (over 40), or gender, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Service Provider receives federal financial assistance from the Area 12 Agency on Aging (A12AA) and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

If any real property or structure thereon is provided or improved with the aid of federal financial assistance extended to the Service Provider, or in the case of any such property, any transferee, for the period during which the real property or structure is used for a purpose for which the federal financial assistance is extended or for another purpose involving the provision of similar services or benefits, this assurance shall obligate the Service Provider. If any personal property is so provided, this assurance shall obligate the Service Provider for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Service Provider for the period during which the federal financial assistance is extended to it by A12AA.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property, discounts or other federal financial assistance extended after the date hereof to the Service Provider by A12AA, including installment payments after such date on account of applications for federal financial assistance which were approved before such date. The Service Provider recognizes and agrees that such federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Service Provider, its successors, and transferees, and the person whose signature appears below is authorized to sign this assurance on behalf of the Service Provider.

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

<table>
<thead>
<tr>
<th>Contractor/Bidder Firm Name (Printed)</th>
<th>Federal ID Number</th>
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<tbody>
<tr>
<td>Mariposa County</td>
<td>94-6000880</td>
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</tbody>
</table>

By (Authorized Signature)

[Signature]

Printed Name and Title of Person Signing

Rosemarie Smallcombe, Board of Supervisor District I, Chair

Date Executed: 3-20-18

Executed in the County of: Mariposa

APPROVED AS TO FORM:

[Signature]

STEVEN W. DAHLEM
COUNTY COUNSEL
STATEMENT OF COMPLIANCE  
STD 19 (12/93)

SERVICE PROVIDER  
Mariposa County

The SERVICE PROVIDER named above (hereinafter referred to as "prospective contractor") hereby certifies, unless specifically exempted, compliance with Government Code Section 12990 and California Administrative Code, Title 2, Division 4, Chapter 5 in matters relating to development, implementation, and maintenance of a nondiscrimination program. Prospective contractor agrees not to unlawfully discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, medical condition (cancer related), marital status, sex, sexual orientation (or perceived sexual orientation), or age (over 40).

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

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By (Authorized Signature)  
Rosemarie Smallcombe

Printed Name and Title of Person Signing  
Rosemarie Smallcombe, Board of Supervisor District I, Chair

Date Executed  
3-20-18

Executed in the County of  
Mariposa

APPROVED AS TO FORM:  

[Signature]

STEVEN W. DAHLEM  
COUNTY COUNSEL
DRUG-FREE WORKPLACE CERTIFICATION
STD 21 (12/93)

The SERVICE PROVIDER (hereinafter referred to as the "prospective contractor") named above hereby certificate compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace. The above named SERVICE PROVIDER will:

(1) Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations as required by Government Code Section 8355(a).

(2) Establish a Drug-Free Awareness Program to inform employees about:
   1) the dangers of drug abuse in the workplace;
   2) the person or organization's policy of maintaining a drug-free workplace;
   3) any available counseling, rehabilitation and employee assistance programs; and,
   4) penalties that may be imposed upon employees for drug abuse violations.

(3) Every employee who works on the proposed Agreement will:
   1) receive a copy of the company's drug-free workplace policy statement; and
   2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: (1) the Contractor has made false certification, or violated the certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

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By (Authorized Signature)

Printed Name and Title of Person Signing
Rosesmarie Smallcombe, Board of Supervisor District I, Chair

Date Executed 3-20-96
Executed in the County of: Mariposa

APPROVED AS TO FORM:

[Signature]
STEVEN W. DAHLEM
COUNTY COUNSEL
CERTIFICATION REGARDING LOBBYING
CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

The undersigned certified, to the best of his/her knowledge and belief, that:

(1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or any employee of a member of Congress connected with the awarding of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or any employee of a Member of congress connected with the awarding of any federal loan, the entering into of any federal contract, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, “Disclosure Form to Reporting Lobbying,” in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

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By (Authorized Signature)

Printed Name and Title of Person Signing

Rosemarie Smallcombe, Board of Supervisor District I, Chair

Date Executed: 3-20-18

Executed in the County of: Mariposa

APPROVED AS TO FORM:

[Signature]

STEVEN W. DAHLEM
COUNTY COUNSEL
### Percentiles for Sr. Nutrition Programs

**C-1 Cong C-2 H.D.--FY 2017-2018**

(Based on 2016-17 FY Data)

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<th>Month</th>
<th>C-1 Cong.</th>
<th>C-2 Hot</th>
<th>C-2 FZ</th>
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<tbody>
<tr>
<td>July</td>
<td>670</td>
<td>329</td>
<td>42</td>
</tr>
<tr>
<td>Aug</td>
<td>776</td>
<td>402</td>
<td>42</td>
</tr>
<tr>
<td>Sept</td>
<td>609</td>
<td>362</td>
<td>42</td>
</tr>
<tr>
<td>Oct</td>
<td>653</td>
<td>340</td>
<td>28</td>
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<td>Nov</td>
<td>646</td>
<td>326</td>
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<tr>
<td>Dec</td>
<td>551</td>
<td>342</td>
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<tr>
<td>Jan</td>
<td>711</td>
<td>346</td>
<td>28</td>
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<tr>
<td>Feb</td>
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<td>750</td>
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<td>June</td>
<td>762</td>
<td>297</td>
<td>178</td>
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<td><strong>Totals</strong></td>
<td><strong>8209</strong></td>
<td><strong>3878</strong></td>
<td><strong>826</strong></td>
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C-1 Cong + C-2 Hot H.D. 12,087

Percentile of C-1 Cong. 67.92%

Percentile of C-2 H.D. 32.08%

100.00%

C-1 Congregate 67.92%
C-2 Home Delivered 32.08%
Proposed Operating Budget:

<table>
<thead>
<tr>
<th>Ongoing A12AA Funds Requested</th>
<th>Program Match: Cash</th>
<th>Program Match: In-kind</th>
<th>Non-Match: Cash</th>
<th>Non-Match: In-Kind</th>
<th>GRI</th>
<th>Total Program Budget</th>
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<td>33,441</td>
<td>108,136</td>
<td>24,447</td>
<td>25,300</td>
<td>0</td>
<td>0</td>
<td>191,324</td>
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The Board of Directors of this Agency has approved submission of this application to A12AA at its meeting on (date) March 13, 2018.

TERMS AND CONDITIONS:

It is understood and agreed by the applicant agency that funds awarded as a result of this request are to be expended for the purposes set forth herein and in accordance with all applicable laws, regulations, policies and procedures of A12AA, California Department of Aging and Administration for Community Living, U.S. Department of Health and Human Services.

Signatory authorized to commit applicant agency to enter into a contractual agreement with A12AA:

Name and Title (Print): Rosemarie Smallcombe, Board of Supervisor District I, Chair

Signature: Rosemarie Smallcombe

APPROVED AS TO FORM:

STEWEN W. DAHLEN
COUNTY COUNSEL
CALIFORNIA CIVIL RIGHTS LAWS CERTIFICATION

Pursuant to Public Contract Code section 2010, if a bidder or proposer executes or renews a contract over $100,000 on or after January 1, 2017, the bidder or proposer hereby certifies compliance with the following:

1. CALIFORNIA CIVIL RIGHTS LAWS: For contracts over $100,000 executed or renewed after January 1, 2017, the contractor certifies compliance with the Unruh Civil Rights Act (Section 51 of the Civil Code) and the Fair Employment and Housing Act (Section 12960 of the Government Code); and

2. EMPLOYER DISCRIMINATORY POLICIES: For contracts over $100,000 executed or renewed after January 1, 2017, if a Contractor has an internal policy against a sovereign nation or peoples recognized by the United States government, the Contractor certifies that such policies are not used in violation of the Unruh Civil Rights Act (Section 51 of the Civil Code) or the Fair Employment and Housing Act (Section 12960 of the Government Code).

CERTIFICATION

I, the official named below, certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Contractor/Bidder Firm Name (Printed) Mariposa County

Federal ID Number 94-6000880

By (Authorized Signature)

Printed Name and Title of Person Signing Rosemarie Smallcombe, Board of Supervisor District I, Chair

Date Executed 3-20-18 Executed in the County of: Mariposa

APPROVED AS TO FORM:

STEVEN W. DAHLEM
COUNTY COUNSEL
PROGRAM PROPOSAL

AND

APPLICATION

FORMS

Mariposa County

TITLE IIC — NUTRITION

C-2 Home Delivered Meal Services
Area 12 Agency on Aging
2018-2022 RFP PROPOSAL
CHECKLIST

Two (2) Original Proposals and five copies for each program are required of all applicants.

☐ Proposal Checklist (Attachment A)
☐ Application Information Sheets – Authorized Signatory Form (Attachment B)
☐ Application Narrative Cover Page (Attachment C)
☐ Executive Summary (Attachment D)
☐ Program Proposal (Attachment E)
☐ Service Unit Plan (Attachment F)
☐ Assurance of Compliance {CDA 17} (Attachment G)
☐ Non-Discrimination Compliance Statement (Attachment H)
☐ Drug-Free Workplace Certification (Attachment I)
☐ Certification Regarding Lobbying (Attachment J)
☐ Organizational Chart (Attachment K)
☐ Personnel Funding Chart (Attachment L)
☐ Job Descriptions (Attachment M)
☐ Agency procurement standards in purchasing goods over $10,000 (Attachment R)
☐ Evidence of insurance coverage to include General Liability, Auto Liability, Workers Compensation, Errors & Omissions, Fidelity Bond, and Business Personal Property. Evidence should be in the form of a Certificate of Liability or statement of self-insurance. If insurance is not in effect now, request a quote/binder effective 7/1/2018. A12AA is not responsible for any expense incurred. (Attachment S)
☐ Advisory Board membership list (where present) (Attachment T)
☐ Program Line Item Budget & Budget Narratives (Attachment U)
☐ Board of Directors approval of submission of application. (Attachment V)
☐ Unruh Civil Rights Law Certification (Attachment W)
Each bidder must provide one copy of the following:

- Current Roster of the Board of Directors, if non-profit (include name, address, age, occupation) (Attachment N)
- Agency Bylaws (Attachment O)
- Agency personnel policies/procedures (Attachment P)
- Lease/Rental agreements (Attachment Q)

Additional Documentation Required by Non-profit Agencies Not Currently Funded by the Area 12 Agency on Aging: (One copy with original Proposal ONLY)

- Non-profit Determination Letter [501(c)(3)]. (If a collaborative, from the fiscal agent.)
- Articles of Incorporation (if a collaborative, from the fiscal agent.)
- Most recent Bylaws (if a collaborative, from the fiscal agent.)
- Most recent date’s minutes of a meeting of the Board of Directors (if a collaborative, from the fiscal agent.)
AREA 12 AGENCY ON AGING 2018-2022 CONTRACT
AUTHORIZED SIGNATORY FORM

PROVIDER: Mariposa County

ADDRESS: 5246 Spriggs Lane
Mariposa, CA 95338

The following persons have personally signed below and are authorized to sign documents as indicated:

Agreements

Rosemarie Smallcombe
Board Chairperson (01/01/2018–12/31/18)
Printed/Typed Name

Terri Peresan
Printed/Typed Name

Fiscal Reports/Budgets

Terri Peresan
Director
Printed/Typed Name

N/A
Designee for Director/Title

Program Reports

Terri Peresan
Director
Printed/Typed Name

N/A
Designee for Director/Title

For emergency contact, the Board Chairperson's telephone number is (209) 966-3222
And mailing address is 5100 Bullion Street, P.O. Box Box 784, Mariposa, CA 95338

Terri Peresan
Submitted by

03/15/18
Date

APPROVED AS TO FORM:

STEWEN W. DAHELEN
COUNTY COUNSEL
AREA 12 AGENCY ON AGING
RFP 2018-2022
APPLICATION NARRATIVE – COVER PAGE

Applicant Agency: Mariposa County
Address: 5246 Spriggs Lane
City / State: Mariposa, CA        ZIP: 95338
Telephone Number: (209) 966-5315        FAX: (209) 742-7405

Type of Agency (As defined by I.R.S. – Check only one)

_____ Private non-profit        _____ Private profit-making        X Public agency

County/Counties to be Served Under this Proposal: (check all that apply)

_____ Alpine County        _____ Amador County
_____ Calaveras County        X Mariposa County
_____ Tuolumne County

Contact Person: Terri Peresan        Title: Director
Telephone: (209) 966-5315        E-mail: tperesan@mariposacounty.org

Application Submitted for:

Program: Title IIIC—Home Delivered Meals Nutrition Program

Amount Requested: $16,883
EXECUTIVE SUMMARY

Enclosed is Mariposa County’s proposal for providing Title III-C-2 Home Delivered Meals Nutrition Program services in response to Area 12 Agency on Aging’s Request for Proposal (RFP) 2018 through 2022. The initial budget included in this proposal is for fiscal year 2018-2019 only. The Mariposa County’s Department of Community Services understands that Agreements with Area 12 Agency on Aging will be eligible for renewal in each of the subsequent fiscal years subject to funding availability AND Mariposa County’s fulfillment of contractual responsibilities.

Mariposa County is located in the western foothills of the Sierra Nevada Mountains and is home to the Yosemite National Park. The county is exceptionally rural with a dispersed population encompassing approximately 1,463 square miles. The county does not contain incorporated cities. However, three of its communities are recognized as census-designated areas: Bootjack, Yosemite Valley and Mariposa, with Mariposa established as the County Seat. Other unincorporated towns include Coulterville, Greeley Hill, Horntos, El Portal, Midpines, Yosemite Village, Wawona, Fishcamp and Catheys Valley.

As of the data from the California Department of Finance Demographic Research Unit Report E-1 County Populations Statistics for 2017, Mariposa County has an estimate population of 18,148. Per the California Department of Aging demographic estimates, approximately thirty-nine percent (39%) of Mariposa County residents are seniors over the age of 60, well over the statewide average, with approximately twelve percent (12%) of the county’s senior citizen population living below the federal poverty level.

Mariposa County’s Department of Community Services continues to see a need for nutrition services for the geriatric population. The department is projecting to provide 4,289 Units of Service to an estimated number of fifty (50) seniors in unduplicated services in the 2018-2019 fiscal year, with one daily meal being counted as one single unit of service. In partnership with Area 12 Agency on Aging, the Community Services Department conforms to and promotes the Older Americans Act ensuring the minimum of one-third of the daily nutritional requirements for meals is met to persons 60 years of age and over and their spouses (whatever age).

The County of Mariposa is a general law county and the government structure is determined by the State Constitution and State General Law. The Board of Supervisors is the legislative and executive governing body of the County. The Department of Community Services is governed by the Mariposa County Board of Supervisors, representing five county districts. See Attachment N for more information regarding the governing board.

Each of the departments in the County of Mariposa has a Board appointed director to administer and manage that department’s services and resources. Many County departments work closely with each other, the County Board of Supervisors, and Area 12 Agency on Aging in the coordination of services for older and disabled persons in order to maintain a maximum level of independence, personal dignity, and safety.

Mariposa County employs qualified personnel. Job classifications and criteria of basic functions and responsibilities are on file for all paid employees and volunteer positions. See the Organizational Chart, Attachment K, detailing the Department of Community Services and the programs it maintains.

Volunteers are a valuable asset to all of the Mariposa County’s Department of Community Services’ programs. All volunteers are required to sign the County’s Waiver regarding Workers’ Compensation Insurance form, pursuant to California Labor Code 3352(1) and receive a copy of the volunteer’s job description. A volunteer application is also completed and an orientation is provided by the Director.

Consumer satisfaction is an important and valuable quotient in maintaining services. Therefore, program surveys are distributed to congregate participants periodically to evaluate overall services, consumer needs, and satisfaction. Changes to the program may be engaged if viable to a majority of the participants and funding resources.

Mariposa County looks forward to the continuing partnership with Area 12 Agency on Aging in meeting our mission of providing services that promote independent living as long as safely possible regardless of the individual’s economic station.

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1 California Department of Finance website
2 2016 CA Dept. of Aging Demographic Estimates
SENIOR NUTRITION C-2 HOME DELIVERED MEALS PROGRAM PROPOSAL

A. PROGRAM, SERVICE DELIVERY AND PERFORMANCE

1. Need Statement

As of the data from the California Department of Finance Demographic Research Unit Report E-1 County Populations Statistics for 2017, Mariposa County has an estimate population of 18,148. Per the California Department of Aging demographic estimates, approximately thirty-nine percent (39%) of Mariposa County residents are seniors over the age of 60, well over the statewide average, with approximately twelve percent (12%) of the county’s senior citizen population living below the federal poverty level.

With such a significant number of low-income seniors living within the town proper of Mariposa and outlying areas, it is not only fiscally responsible, but ethically important to maintain an independent senior population by continuing to provide senior services, specifically, the Senior Nutrition programs which provides at least one third (1/3) of the recommended daily allowance (RDA) for healthy nutrition.

2. Service Area 12 Agency on Aging

Mariposa County is located in the western foothills of the Sierra Nevada Mountains and is home to the Yosemite National Park. The county is exceptionally rural with a dispersed population encompassing approximately 1,463 square miles. The county does not contain incorporated cities. However, three of its communities are recognized as census-designated areas: Bootjack, Yosemite Valley and Mariposa, with Mariposa established as the County Seat. Other unincorporated towns include Coulterville, Greeley Hill, Horntos, El Portal, Midpines, Yosemite Village, Wawona, Fishcamp, and Catheys Valley. Mariposa County Community Services proposes to service the southern areas of the county.

3. Target Groups

Mariposa County continues to see a need for nutrition services for the geriatric population, seniors aged sixty (60) years of age and older of all socio-economic status and race. As reported into the Harmony Information Systems software for the State of California Department of Aging’s Social Assistance Management Systems (SAMS), sixteen percent (16%) of Mariposa County Department of Community Services C-1 Congregate meal program participants identified themselves below the federal poverty level; four percent (4%) identified themselves as a minority.

4. Marketing/Outreach

Mariposa County’s Department of Community Services promotes their services by outreach and participation with many other organizational entities, such as SSTAC, Mariposa Safe Families, Commission on Aging, MSF Community Partner - Bridges Project, John C. Fremont Hospital, JCF Home Health and Hospice, and other county departments (i.e. Human Services, Health, Library, Sheriff, etc.).

Mariposa Community Services markets the home delivered meal service with monthly postings to the county website and a local web-news of our menu and senior activities. Colored post-cards and flyers are also distributed within the community. With Mariposa being such a small community, we rely heavily on the old fashion “word of mouth” means of marketing, strategic postings of flyers and notices.

5. Operations

The Department of Community Services, which provides the programs listed below, is located within the Mariposa Senior Activity Center, at 5246 Spriggs Lane, Mariposa, California. Hot home delivered meals are prepared on site and served five (5) days a week, Monday through Friday, except on County holidays and are delivered by volunteers and/or staff at midday for those individuals living within a three (3) mile radius of the Senior Activity Center; frozen meals are provided for weekends and holidays when requested. For those individuals living outside the area and are within a reasonable distance to ensure the quality and integrity a frozen meal is provided.

It is the mission of the Mariposa County to assist senior citizens with services that provide and promote independent living for as long as safely possible regardless of their economic station. With that goal in mind, Mariposa County, through funding from the General Fund, provides the following services through the Department of Community Services:
- Senior Services;
- Title III C-1 Congregate Meal;
- Title III C-2 Home Delivered Meal;
- Dial-a- Ride Transportation Services for the General Public & Senior Medical Transportation; and
- Veteran’s Services

6. Client Procedures

The Community Services department requires that all new program participants have a completed an Home Assessment Intake Form provided by Area 12 Agency on Aging. Initial intake information can be taken over the phone with a perspective program participant to determine if that individual meets the home-delivered meals eligibility criteria / priority ranking system and in need of nutritional services. It is the policy of the Mariposa County Department of Community Services’ to place eligible applicants for the C-2 Home Delivered Meal Program on a waiting list if the demand for services should exceed financial or route space availability.

Quarterly reassessments are completed via phone or one-to-one (1:1) contact; a home reassessment is completed every six months to re-evaluation the overall status as additional services/referrals may be necessary. Participants that have overall improved and are no longer home-bound, have moved out of the area, or that are deceased will be dis-enrolled from the program.

7. Performance

The department is projecting to provide 4,289 Units of Service to an estimated number of fifty (50) seniors in unduplicated services in the 2018-2019 fiscal year, with one daily meal being counted as one single unit of service. Contract performance shall be monitored on a monthly basis, with quarterly reports files as necessary.

8. Participant Input and Satisfaction

Consumer satisfaction is an important and valuable quotient in maintaining quality services. Therefore, program surveys are distributed periodically to home delivered program participants to evaluate overall services, consumer needs, and satisfaction. Changes to the program may be engaged if viable to a majority of the participants and funding resources.

B. ADMINISTRATIVE CAPACITY

1. Organization

The County of Mariposa is a general law county and the government structure is determined by the State Constitution and State General Law. The Board of Supervisors is the legislative and executive governing body of the County. The Department of Community Services is governed by the Mariposa County Board of Supervisors, representing five county districts.

It is the mission of the Mariposa County to assist seniors with services that provide and promote independent living for as long as safely possible regardless of their economic or racial status.

2. Service Experience

Mariposa County has been providing Senior Services, Title III C-1 Congregate Meal, Title III C-2 Home Delivered Meal; Dial-a- Ride Transportation Services for the General Public & Senior Medical Transportation, and Veteran’s Services for over thirty years.

3. Staffing

Mariposa County employs qualified personnel through a rigorous recruitment process by the County’s Human Resources department. Job classifications and criteria of basic functions and responsibilities (see Attachment M) are on file for id employees employed within the Department of Community Services:

- Community Services Director
- Program Assistant II
- Senior Nutrition Cook/Site Supervisor
- Kitchen Assistant

See the Mariposa County’ Organizational Chart, Attachment K, detailing the department and the programs it maintains.
4. Management Information Systems (MIS)

The Department of Community Services has two full-time employees over-seeing the Senior Nutrition Programs, the Community Services Director and Program Assistant II. Although both are knowledgeable and skilled in processing all data, to ensure the quality of data collected one individual is assigned the task of inputting all viable information into the Harmony Information Systems.

5. Volunteers

Volunteers are a valuable asset to all of the Department of Community Services programs. All volunteers are required to sign the County’s Waiver regarding Workers’ Compensation Insurance form, pursuant to California Labor Code 3352(1) and receive a copy of the volunteer’s job description. A volunteer application is also completed and an orientation is provided by the Director.

The department currently has eighteen (18) volunteers in the C-1 Senior Nutrition Congregate program preforming various duties such as food servers, kitchen assistant/food prep, and tasks assigned to the nutrition desk. All have been cross-trained to perform in these capacities. See Attachment M for all volunteer duties/job descriptions.

6. Board of Supervisors

See Attachment N

C. FINANCIAL CAPACITY AND OPERATIONS

1. Available Resources

Mariposa County is a government entity and has General Fund funding provided through the County’s budgeting process and donations received from program participants.

2. Fiscal Record System

Mariposa County’s Department of Community Services receives revenue and expenditures from many various sources (federal, state, and local) for each department and department programs it maintains. Each program has a specific identifying two-letter key code, issued by the Mariposa County Auditor’s Office, which is used in posting deposits. The identifying code is linked, via the HTE AS400 enterprise accounting software, to a line-item in the Mariposa County’s General Fund Ledger for that program’s budget.

3. Budget and Budget Narrative

See Attachment U

4. Client Donations

Program participants are notified at Intake and/or information inquiry of the requested monetary donation of $4.00 per meal. It is clearly communicated that this is NOT a requirement to receive services. A donation request is sent out in a sealed envelope and returned in the same format.

Donations received are counted double custody in the Community Services’ office, with the door secured; when the counting has been completed, the original documentation/page is then initialed by both parties, posted to a specific program in the Daily Collections book and also in a program specific County receipt book—both entries must match. The codes for account programs are located at the top of each column in the collections book ensuring proper disbursement of revenue to the correct departmental account. The Auditor’s Office will issue additional budgetary program accounts for revenue and expenditure line-items as necessary.

D. ORGANIZATION CHART

See Attachment K

1. Personnel Funding Chart

See Attachment L
## SERVICE UNIT PLAN

<table>
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<tr>
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<th>Proposed Number of Units to be Served</th>
<th>County Serving</th>
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<tbody>
<tr>
<td>IIC-2 Home Delivered Meals</td>
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<td>Mariposa</td>
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ASSURANCES OF COMPLIANCE WITH THE DEPARTMENT OF HEALTH AND HUMAN SERVICES (HHS) REGULATIONS UNDER TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

Mariposa County (hereinafter called the Service Provider) HEREBY AGREES THAT it will comply with the title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by, or pursuant to the Regulation of HHS (45 CFR Part 80) issued pursuant to that title, to the end that, in accordance with Title VI of that Act and the Regulation, no person in the United States shall, on the ground of race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, age (over 40), or gender, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Service Provider receives federal financial assistance from the Area 12 Agency on Aging (A12AA) and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

If any real property or structure thereon is provided or improved with the aid of federal financial assistance extended to the Service Provider, or in the case of any such property, any transferee, for the period during which the real property or structure is used for a purpose for which the federal financial assistance is extended or for another purpose involving the provision of similar services or benefits, this assurance shall obligate the Service Provider. If any personal property is so provided, this assurance shall obligate the Service Provider for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Service Provider for the period during which the federal financial assistance is extended to it by A12AA.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property, discounts or other federal financial assistance extended after the date hereof to the Service Provider by A12AA, including installment payments after such date on account of applications for federal financial assistance which were approved before such date. The Service Provider recognizes and agrees that such federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Service Provider, its successors, and transferees, and the person whose signature appears below is authorized to sign this assurance on behalf of the Service Provider.

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

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<tr>
<th>Contractor/Bidder Firm Name (Printed)</th>
<th>Federal ID Number</th>
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<td>Mariposa County</td>
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<table>
<thead>
<tr>
<th>By (Authorized Signature)</th>
</tr>
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<tbody>
<tr>
<td>Rosemarie Smallcombe</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Printed Name and Title of Person Signing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rosemarie Smallcombe, Board of Supervisor District I, Chair</td>
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APPROVED AS TO FORM:

STEVEN W. DAHLEM
COUNTY COUNSEL
The SERVICE PROVIDER named above (hereinafter referred to as "prospective contractor") hereby certifies, unless specifically exempted, compliance with Government Code Section 12990 and California Administrative Code, Title 2, Division 4, Chapter 5 in matters relating to development, implementation, and maintenance of a nondiscrimination program. Prospective contractor agrees not to unlawfully discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, medical condition (cancer related), marital status, sex, sexual orientation (or perceived sexual orientation), or age (over 40).

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

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<td>Mariposa</td>
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APPROVED AS TO FORM:

[Signature]

STEVEN W. DAHLEM
COUNTY COUNSEL
DRUG-FREE WORKPLACE CERTIFICATION
STD 21 (12/93)

The SERVICE PROVIDER (hereinafter referred to as the “prospective contractor”) named above hereby certificate compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace. The above named SERVICE PROVIDER will:

(1) Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations as required by Government Code Section 8355(a).

(2) Establish a Drug-Free Awareness Program to inform employees about:

1) the dangers of drug abuse in the workplace;
2) the person or organization's policy of maintaining a drug-free workplace;
3) any available counseling, rehabilitation and employee assistance programs; and,
4) penalties that may be imposed upon employees for drug abuse violations.

(3) Every employee who works on the proposed Agreement will:

1) receive a copy of the company's drug-free workplace policy statement; and
2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: (1) the Contractor has made false certification, or violated the certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

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<td>94-6000880</td>
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By (Authorized Signature)

Rosemarie Smallcombe

Printed Name and Title of Person Signing

Rosemarie Smallcombe, Board of Supervisor District I, Chair

Date Executed: 2/20/20

Executed in the County of: Mariposa

APPROVED AS TO FORM:

STEVEN W. DAHLEM
COUNTY COUNSEL
CERTIFICATION REGARDING LOBBYING
CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

The undersigned certified, to the best of his/her knowledge and belief, that:

(1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or any employee of a member of Congress connected with the awarding of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or any employee of a Member of congress connected with the awarding of any federal loan, the entering into of any federal contract, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Reporting Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

<table>
<thead>
<tr>
<th>Contractor/Bidder Firm Name (Printed)</th>
<th>Federal ID Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mariposa County</td>
<td>94-6000880</td>
</tr>
</tbody>
</table>

| By (Authorized Signature)             |                   |
|---------------------------------------|                   |
| Rosemarie Smallcombe, Board of Supervisor District I, Chair |

<table>
<thead>
<tr>
<th>Date Executed</th>
<th>Executed in the County of:</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/20/18</td>
<td>Mariposa</td>
</tr>
</tbody>
</table>

APPROVED AS TO FORM:

[Signature]

STEVEN W. DAHLEM
COUNTY COUNSEL
## Proposed Personnel Funding Chart

<table>
<thead>
<tr>
<th>Title</th>
<th>C-1 Congregate Meals Program</th>
<th>C-2 Home Del. Meals Program</th>
<th>IIIIB-Transportation</th>
<th>Other Services</th>
<th>Total FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comm. Serv. Director</td>
<td>13.0%</td>
<td>9.5%</td>
<td>32.5%</td>
<td>45%</td>
<td>100%</td>
</tr>
<tr>
<td>Program Assistant II</td>
<td>14.91%</td>
<td>30.03%</td>
<td>45.03%</td>
<td>10.03%</td>
<td>100%</td>
</tr>
<tr>
<td>Cook/Site Supervisor</td>
<td>67.92%</td>
<td>32.08%</td>
<td>0</td>
<td>0</td>
<td>100%</td>
</tr>
<tr>
<td>Kitchen Assistant</td>
<td>67.92%</td>
<td>32.08%</td>
<td>0</td>
<td>0</td>
<td>100%</td>
</tr>
<tr>
<td>Transit System Bus Driver</td>
<td>0</td>
<td>0</td>
<td>69%</td>
<td>31%</td>
<td>100%</td>
</tr>
</tbody>
</table>
## Percentiles for Sr. Nutrition Programs
### C-1 Cong C-2 H.D.--FY 2017-2018
(Based on 2016-17 FY Data)

<table>
<thead>
<tr>
<th>Month</th>
<th>C-1 Cong.</th>
<th>C-2 Hot</th>
<th>C-2 FZ</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>670</td>
<td>329</td>
<td>42</td>
</tr>
<tr>
<td>Aug</td>
<td>776</td>
<td>402</td>
<td>42</td>
</tr>
<tr>
<td>Sept</td>
<td>609</td>
<td>362</td>
<td>42</td>
</tr>
<tr>
<td>Oct</td>
<td>653</td>
<td>340</td>
<td>28</td>
</tr>
<tr>
<td>Nov</td>
<td>646</td>
<td>326</td>
<td>14</td>
</tr>
<tr>
<td>Dec</td>
<td>551</td>
<td>342</td>
<td>0</td>
</tr>
<tr>
<td>Jan</td>
<td>711</td>
<td>346</td>
<td>28</td>
</tr>
<tr>
<td>Feb</td>
<td>641</td>
<td>304</td>
<td>56</td>
</tr>
<tr>
<td>Mar</td>
<td>773</td>
<td>323</td>
<td>84</td>
</tr>
<tr>
<td>April</td>
<td>667</td>
<td>227</td>
<td>194</td>
</tr>
<tr>
<td>May</td>
<td>750</td>
<td>280</td>
<td>118</td>
</tr>
<tr>
<td>June</td>
<td>762</td>
<td>297</td>
<td>178</td>
</tr>
<tr>
<td>Totals</td>
<td>8209</td>
<td>3878</td>
<td>826</td>
</tr>
</tbody>
</table>

C-1 Cong + C-2 Hot H.D. 12,087

Percentile of C-1 Cong. 67.92%

Percentile of C-2 H.D. 32.08% 100.00%

C-1 Congregate 67.92%
C-2 Home Delivered 32.08%
Proposed Operating Budget:

<table>
<thead>
<tr>
<th>Ongoing A12AA Funds Requested</th>
<th>Program Match: Cash</th>
<th>Program Match: In-kind</th>
<th>Non-Match: Cash</th>
<th>Non-Match: In-Kind</th>
<th>GRI</th>
<th>Total Program Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>16,883</td>
<td>79,900</td>
<td>8,375</td>
<td>12,867</td>
<td>0</td>
<td>0</td>
<td>118,025</td>
</tr>
</tbody>
</table>

The Board of Directors of this Agency has approved submission of this application to A12AA at its meeting on (date) March 13, 2018.

TERMS AND CONDITIONS:

It is understood and agreed by the applicant agency that funds awarded as a result of this request are to be expended for the purposes set forth herein and in accordance with all applicable laws, regulations, policies and procedures of A12AA, California Department of Aging and Administration for Community Living, U.S. Department of Health and Human Services.

Signatory authorized to commit applicant agency to enter into a contractual agreement with A12AA:

Name and Title (Print): Rosemarie Smallcombe, Board of Supervisor District I, Chair

Signature: [Signature]

APPROVED AS TO FORM:

[Signature]

STEVEN W. DAHLEM
COUNTY COUNSEL
CALIFORNIA CIVIL RIGHTS LAWS CERTIFICATION

Pursuant to Public Contract Code section 2010, if a bidder or proposer executes or renews a contract over $100,000 on or after January 1, 2017, the bidder or proposer hereby certifies compliance with the following:

1. CALIFORNIA CIVIL RIGHTS LAWS: For contracts over $100,000 executed or renewed after January 1, 2017, the contractor certifies compliance with the Unruh Civil Rights Act (Section 51 of the Civil Code) and the Fair Employment and Housing Act (Section 12960 of the Government Code); and

2. EMPLOYER DISCRIMINATORY POLICIES: For contracts over $100,000 executed or renewed after January 1, 2017, if a Contractor has an internal policy against a sovereign nation or peoples recognized by the United States government, the Contractor certifies that such policies are not used in violation of the Unruh Civil Rights Act (Section 51 of the Civil Code) or the Fair Employment and Housing Act (Section 12960 of the Government Code).

CERTIFICATION

| I, the official named below, certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct. Contractor/Bidder Firm Name (Printed) | Federal ID Number |
| Mariposa County | 94-6000880 |

By (Authorized Signature)

Rosemarie Smallcombe

Printed Name and Title of Person Signing

Rosemarie Smallcombe, Board of Supervisor District I, Chair

Date Executed | Executed in the County of:
3/20/18 | Mariposa

APPROVED AS TO FORM:

[Signature]

STEVEN W. DAHLEM
COUNTY COUNSEL
PROGRAM PROPOSAL

AND

APPLICATION

FORMS

Mariposa County

IIB—SUPPORTIVE SERVICES
Transportation
Two (2) Original Proposals and five copies for each program are required of all applicants.

☐ Proposal Checklist (Attachment A)
☐ Application Information Sheets – Authorized Signatory Form (Attachment B)
☐ Application Narrative Cover Page (Attachment C)
☐ Executive Summary (Attachment D)
☐ Program Proposal (Attachment E)
☐ Service Unit Plan (Attachment F)
☐ Assurance of Compliance {CDA 17} (Attachment G)
☐ Non-Discrimination Compliance Statement (Attachment H)
☐ Drug-Free Workplace Certification (Attachment I)
☐ Certification Regarding Lobbying (Attachment J)
☐ Organizational Chart (Attachment K)
☐ Personnel Funding Chart (Attachment L)
☐ Job Descriptions (Attachment M)
☐ Agency procurement standards in purchasing goods over $10,000 (Attachment R)
☐ Evidence of insurance coverage to include General Liability, Auto Liability, Workers Compensation, Errors & Omissions, Fidelity Bond, and Business Personal Property. Evidence should be in the form of a Certificate of Liability or statement of self-insurance. If insurance is not in effect now, request a quote/binder effective 7/1/2018. A12AA is not responsible for any expense incurred. (Attachment S)
☐ Advisory Board membership list (where present) (Attachment T)
☐ Program Line Item Budget & Budget Narratives (Attachment U)
☐ Board of Directors approval of submission of application. (Attachment V)
☐ Unruh Civil Rights Law Certification (Attachment W)
Each bidder must provide one copy of the following:

- Current Roster of the Board of Directors, if non-profit (include name, address, age, occupation) (Attachment N)
- Agency Bylaws (Attachment O)
- Agency personnel policies/procedures (Attachment P)
- Lease/Rental agreements (Attachment Q)

Additional Documentation Required by Non-profit Agencies Not Currently Funded by the Area 12 Agency on Aging: (One copy with original Proposal ONLY)

- Non-profit Determination Letter [501(c)(3)]. (If a collaborative, from the fiscal agent.)
- Articles of Incorporation (if a collaborative, from the fiscal agent.)
- Most recent Bylaws (if a collaborative, from the fiscal agent.)
- Most recent date’s minutes of a meeting of the Board of Directors (if a collaborative, from the fiscal agent.)
AREA 12 AGENCY ON AGING 2018-2022 CONTRACT
AUTHORIZED SIGNATORY FORM

PROVIDER: Mariposa County

ADDRESS: 5246 Spriggs Lane
Mariposa, CA 95338

The following persons have personally signed below and are authorized to sign documents as indicated:

**Agreements**

Rosemarie Smallcombe
Board Chairperson (01/01/2018–12/31/18)

Terri Peresan
Designee by Board Action

**Fiscal Reports/Budgets**

Terri Peresan
Program Director

N/A
Designee for Director/Title

**Program Reports**

Terri Peresan
Program Director

N/A
Designee for Director/Title

For emergency contact, the Board Chairperson's telephone number is (209) 966-3222
And mailing address is 5100 Bullion Street, P.O. Box Box 784, Mariposa, CA 95338

Terri Peresan
Submitted by

03/15/18
Date

APPROVED AS TO FORM:

STEVEN W. DAHLEN
COUNTY COUNSEL
AREA 12 AGENCY ON AGING
RFP 2018-2022

APPLICATION NARRATIVE – COVER PAGE

Applicant Agency:  Mariposa County
Address:  5246 Spriggs Lane
City / State:  Mariposa, CA    ZIP: 95338
Telephone Number: (209) 966-5315    FAX: (209) 742-7405

Type of Agency (As defined by I.R.S. – Check only one)
   _____ Private non-profit    _____ Private profit-making    _____ Public agency

County/Counties to be Served Under this Proposal:  (check all that apply)
   _____ Alpine County    _____ Amador County
   _____ Calaveras County    _____ Mariposa County
   _____ Tuolumne County

Contact Person:  Terri Peresan    Title:  Director
Telephone:  (209) 966-5315    E-mail:  tperesan@mariposacounty.org

Application Submitted for:

Program:  Title IIIB Transportation Program

Amount Requested:  $32,160.00
EXECUTIVE SUMMARY

Enclosed is Mariposa County’s proposal for providing Title IIIIB—Supportive Services namely Transportation, in response to Area 12 Agency on Aging’s Request for Proposal (RFP) 2018 through 2022. The initial budget included in this proposal is for fiscal year 2018-19 only; Mariposa County understands that Agreements with Area 12 Agency on Aging will be eligible for renewal in each of the subsequent fiscal years subject to funding availability AND Mariposa County’s fulfillment of contractual responsibilities.

Mariposa County is located in the western foothills of the Sierra Nevada Mountains and is home to the Yosemite National Park. The county is exceptionally rural with a dispersed population encompassing approximately 1,463 square miles. The county does not contain incorporated cities. However, three of its communities are recognized as census-designated areas: Bootjack, Yosemite Valley and Mariposa, with Mariposa established as the County Seat. Other unincorporated towns include Coulterville, Greeley Hill, Hornitos, El Portal, Midpines, Yosemite Village, Wawona, Fishcamp and Catheys Valley.

As of the data from the California Department of Finance Demographic Research Unit Report E-1 County Populations Statistics for 2017, 1 Mariposa County has an estimate population of 18,148. Per the California Department of Aging demographic estimates, approximately thirty-nine percent (39%) of Mariposa County residents are seniors over the age of 60, well over the statewide average, with approximately twelve percent (12%) of the county’s senior citizen population living below the federal poverty level.  2

To meet the needs of such a diverse and widely dispersed population, many who are seniors, Mariposa County operates a transit system within the Department of Community Services, informally known as Mari-Go, providing dial-a-ride services to the general public by dividing the service areas into North County and South County. Mariposa County Transit also provides medical transportation services for seniors locally and to the cities of Fresno, Merced, and Oakhurst, via ADA mini-vans, by reservation only, Monday through Friday. The Department of Community Services office operates as the transportation hub for the County of Mariposa. Hours of transportation operation are Monday through Friday, 8:30 AM to 4:00 PM with office hours at 8:00 AM to 5:00 PM. Transportation services are not available on County holidays.

The department is projecting to provide 2,144 Units of Service to an estimated number of one hundred and twenty (120) seniors in unduplicated services in the 2018-2019 fiscal year, with one-way transport stops being counted as one single unit of service. In partnership with Area 12 Agency on Aging, the Community Services Department conforms to and promotes the Older Americans Act providing senior services to persons 60 years of age and over.

The County of Mariposa is a general law county and the government structure is determined by the State Constitution and State General Law. The Board of Supervisors is the legislative and executive governing body of the County. The Department of Community Services is governed by the Mariposa County Board of Supervisors, representing five county districts. See Attachment N for more information regarding the governing board.

Each of the departments in the County of Mariposa has a Board of Supervisors appointed Director to administer and manage that department’s services and resources. Many of those departments work closely with each other, the County Board of Supervisors, and Area 12 Agency on Aging in the coordination of services for older and disabled persons in order to maintain a maximum level of independence, personal dignity, and safety.

Mariposa County employs qualified personnel. Job classifications and criteria of basic functions and responsibilities are on file for all paid employees and volunteer positions. See the Organizational Chart, Attachment K, detailing the Department of Community Services and the programs it maintains.

Consumer satisfaction is an important and valuable quotient in maintaining quality services. Mariposa County Transit is a Public Transportation System and as such, is compliant with the stringent rules, regulations, and statutes of the California Department of Transportation (DOT), Federal Highway Administration (FHWA), the Federal Transit Administration (FTA) as these are our main funding sources.

Mariposa County looks forward to the continuing partnership with Area 12 Agency on Aging in meeting our mission of providing services that promote independent living as long as safely possible regardless of their economic status.

---

1 California Department of Finance website
2 2016 CA Dept. of Aging Demographic Estimates
A. PROGRAM, SERVICE DELIVERY AND PERFORMANCE

1. Needs Statement

Mariposa County is located in the western foothills of the Sierra Nevada Mountains and is home to the Yosemite National Park. The county is exceptionally rural with a dispersed population encompassing approximately 1,463 square miles. The county does not contain incorporated cities. However, three of its communities are recognized as census-designated areas: Bootjack, Coulterville, and Mariposa, with Mariposa established as the County Seat. Other unincorporated towns include Greeley Hill, Guinda, El Portal, Midpines, Yosemite Village, Wawona, Fishcamp, and Catheys Valley.

As of the data from the California Department of Finance Demographic Research Unit Report E-1 County Populations Statistics for 2017, Mariposa County has an estimated population of 18,148. Per the California Department of Aging demographic estimates, approximately thirty-nine percent (39%) of Mariposa County residents are seniors over the age of 60, well over the statewide average, with approximately twelve percent (12%) of the county’s senior citizen population living below the federal poverty level.

To meet the needs of such a diverse and widely dispersed population, many who are seniors, Mariposa County operates a transit system within the Department of Community Services, informally known as Mari-Go, providing dial-a-ride services to the general public by dividing the service areas into North County and South County. Mariposa County Transit also provides medical transportation services for seniors locally and to the cities of Fresno, Merced, and Oakhurst, via ADA mini-vans, by reservation only, Monday through Friday.

2. Service Area 12 Agency on Aging

The South County transit dial-a-ride service is curb-to-curb with designated routes and service areas on specific days; service is provided between 8:30 AM and 4:00 PM. Regular transit routes operate five days a week, with service to the following areas:

- Monday—Hwy 49 North, Hornitos, and Catheys Valley;
- Tuesday—Mariposa to Merced, picking up in the town area and along the Hwy 140 West corridor to Merced;
- Wednesday—Hwy 49 South, Ben Hur, Indian Peak, and Usana roads, the Ponderosa Basin and Lushmeadows areas;
- Thursday—Mariposa town area (2-3 mile radius of the Mariposa Senior Activity Center); and
- Friday—Hwy 140 East to the Midpines area, Triangle and Carter roads.

Mariposa County Transit, North County, provides transportation service to the communities of Coulterville, Greeley Hill, and the Don Pedro area. Service to this northern part of the county is limited; Tuesdays are designated for the general public, transporting many to the Sonora area for shopping, health care, public services, etc. Transportation between Mariposa and the Coulterville/Greeley Hill area can be provided if prior arrangements have been made in advance.

3. Target Groups

Mariposa County continues to see a need for transportation for the general public and the geriatric population, seniors aged sixty (60) years of age and older, of all socio-economic status and race. Per the California Department of Aging demographic estimates, approximately thirty-nine percent (39%) of Mariposa County residents are seniors over the age of 60, well over the statewide average, with approximately twelve percent (12%) of the county’s senior citizen population living below the federal poverty level.

4. Marketing/Outreach

Mariposa County’s Department of Community Services promotes their services by outreach and participation with many other organizational entities, such as SSTAC, Mariposa Safe Families, Commission on Aging, MSF Community Partner - Bridges Project, John C. Fremont Hospital, JCF Home Health and Hospice, and other county departments (i.e. Human Services, Health, Library, Sheriff, etc.).
Mariposa Community Services markets the senior citizen transportation program with monthly postings to the county website and a local web-news of our menu and senior activities. Colored post-cards and flyers are also distributed within the community. With Mariposa being such a small community, we rely heavily on the old fashion “word of mouth” means of marketing, strategic postings of flyers and notices.

5. Operations
The Department of Community Services, which provides the programs listed below, is located within the Mariposa Senior Activity Center, at 5246 Spriggs Lane, Mariposa, California. The Department of Community Services office operates as the transportation hub for the County of Mariposa. Hours of transportation operation are Monday through Friday, 8:30 AM to 4:00 PM with office hours at 8:00 AM to 5:00 PM. Transportation services are not available on County holidays. Transportation services may be suspended during county declared emergencies, such as wildfires or severe weather.

It is the mission of the Mariposa County to assist seniors with services that provide and promote independent living for as long as safely possible regardless of their economic station. With that goal in mind, Mariposa County, through funding from the General Fund, provides the following services through the Department of Community Services:

- Senior Services;
- Title III C-1 Congregate Meal;
- Title III C-2 Home Delivered Meal;
- Dial-a-Ride Transportation Services for the General Public & Senior Medical Transportation; and
- Veteran’s Services

6. Client Procedures
The Department of Community Services requires that all new program participants complete an Intake Form provided by Area 12 Agency on Aging. Those seniors whom have already completed an Intake Form in the past, but have had recent changes such as address, phone or emergency contact changes, are requested to complete a new Intake with the updated information. Participants that have moved out of the area or that are deceased will be dis-enrolled from the program at the close of the fiscal year.

7. Performance
The department is projecting to provide 2,144 Units of Service to an estimated number of one hundred and twenty (120) seniors in unduplicated services in the 2018-2019 fiscal year, with one-way transport stops being counted as one single unit of service.

8. Participant Input and Satisfaction
Consumer satisfaction is an important and valuable quotient in maintaining quality services. Mariposa County Transit is a Public Transportation System and as such, is compliant with the stringent rules, regulations, and statutes of the California Department of Transportation (DOT), Federal Highway Administration (FHWA), the Federal Transit Administration (FTA) as these are our main funding sources.

It is through an open public forum of the Local Transportation Commission and the usage of Public Hearings, which evaluates the effectiveness of Mariposa County Transit’s services. Surveys are conducted by the department and an independent contractor as per FTA requirements and are reported in the various transportation plans for Mariposa County (i.e. Short Range Transit Plan, Regional Transportation Plan, Mariposa County Coordinated Public Transit—Human Services Transportation Plan, & Regional Transportation Improvement Plan).

B. ADMINISTRATIVE CAPACITY
1. Organization
The County of Mariposa is a general law county and the government structure is determined by the State Constitution and State General Law. The Board of Supervisors is the legislative and executive governing body of the County. The Department of Community Services is governed by the Mariposa County Board of Supervisors, representing five county districts.

It is the mission of the Mariposa County to assist seniors with services that provide and promote independent living for as long as safely possible regardless of their economic or racial status.
2. **Service Experience**
Mariposa County has been providing Senior Services, Title III C-1 Congregate Meal, Title III C-2 Home Delivered Meal; Dial-a-Ride Transportation Services for the General Public & Senior Medical Transportation, and Veteran’s Services for over thirty years.

3. **Staffing**
Mariposa County employs qualified personnel through a rigorous recruitment process by the County’s Human Resources department. Job classifications and criteria of basic functions and responsibilities (see Attachment M) are on file for employees employed within the Department of Community Services:
- Community Services Director
- Program Assistant II
- Transit System Bus Driver (2)
- Medical Transportation Driver (Hourly Employees only)

See the Mariposa County’ Organizational Chart, Attachment K, detailing the department and the programs it maintains.

4. **Management Information Systems (MIS)**
The Department of Community Services has two full-time employees over-seeing the Transportation programs, the Community Services Director and Program Assistant II. Although both are knowledgeable and skilled in processing all data, to ensure the quality of data collected one individual is assigned the task of inputting all viable information into the Harmony Information Systems.

5. **Volunteers**
Volunteers are not used in transportation services per rules, regulations, and statutes of the California Department of Transportation (DOT), Federal Highway Administration (FHWA), the Federal Transit Administration (FTA) as these are our main funding sources.

6. **Board of Supervisors**
See Attachment N

C. **FINANCIAL CAPACITY AND OPERATIONS**
1. **Available Resources**
Mariposa County is a government entity and has General Fund funding provided through the County’s budgeting process and donations received from program participants.

2. **Fiscal Record System**
Mariposa County receives revenue and expenditures from many various sources (federal, state, and local) for each department and department programs it maintains. Each program has a specific identifying two-letter key code, issued by the Mariposa County Auditor’s Office, which is used in posting deposits. The identifying code is linked, via the HTE AS400 computer accounting software, to a line-item in the Mariposa County’s General Fund Ledger for that program’s budget.

3. **Budget and Budget Narrative**
The budget and budget narrative for transportation services is attached as Attachment U.

4. **Client Donations**
Program participants are notified at intake and/or transportation information inquiry of the requested monetary donation depending on location of service origin to destination.

Donations received are counted double custody in the Community Services’ office, with the door secured; when the counting has been completed, the original documentation/page is then initialed by both parties, posted to a specific program in the Daily Collections book and also in a program specific County receipt book—both entries must match. The codes for account
programs are located at the top of each column in the collections book ensuring proper disbursement of revenue to the correct departmental account. The Auditor's Office will issue additional budgetary program accounts for revenue and expenditure line-items as necessary.

D. ORGANIZATION CHART

See Attachment K

1. Personnel Funding Chart

See Attachment L
## SERVICE UNIT PLAN

<table>
<thead>
<tr>
<th>Program Name/ Unit Type</th>
<th>Proposed Number of Units to be Served</th>
<th>County Serving</th>
</tr>
</thead>
<tbody>
<tr>
<td>IIIB—Transportation</td>
<td>2,144</td>
<td>Mariposa</td>
</tr>
</tbody>
</table>
ASSURANCES

ASSURANCES OF COMPLIANCE WITH THE DEPARTMENT OF HEALTH AND HUMAN SERVICES (HHS) REGULATIONS UNDER TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

Mariposa County (hereinafter called the Service Provider) HEREBY AGREES THAT it will comply with the title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by, or pursuant to the Regulation of HHS (45 CFR Part 80) issued pursuant to that title, to the end that, in accordance with Title VI of that Act and the Regulation, no person in the United States shall, on the ground of race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, age (over 40), or gender, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Service Provider receives federal financial assistance from the Area 12 Agency on Aging (A12AA) and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

If any real property or structure thereon is provided or improved with the aid of federal financial assistance extended to the Service Provider, or in the case of any such property, any transferee, for the period during which the real property or structure is used for a purpose for which the federal financial assistance is extended or for another purpose involving the provision of similar services or benefits, this assurance shall obligate the Service Provider. If any personal property is so provided, this assurance shall obligate the Service Provider for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Service Provider for the period during which the federal financial assistance is extended to it by A12AA.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property, discounts or other federal financial assistance extended after the date hereof to the Service Provider by A12AA, including installment payments after such date on account of applications for federal financial assistance which were approved before such date. The Service Provider recognizes and agrees that such federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Service Provider, its successors, and transferees, and the person whose signature appears below is authorized to sign this assurance on behalf of the Service Provider.

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

<table>
<thead>
<tr>
<th>Contractor/Bidder Firm Name (Printed)</th>
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<td>94-6000880</td>
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By (Authorized Signature)

[Signature]

Printed Name and Title of Person Signing

Rosemarie Smallcombe, Board of Supervisor District I, Chair

Date Executed: 3/20/18

Executed in the County of: Mariposa

APPROVED AS TO FORM:

[Signature]

STEVEN W. DAHLEM
COUNTY COUNSEL
STATEMENT OF COMPLIANCE
STD 19 (12/93)

SERVICE PROVIDER
Mariposa County

The SERVICE PROVIDER named above (hereinafter referred to as “prospective contractor”) hereby certifies, unless specifically exempted, compliance with Government Code Section 12990 and California Administrative Code, Title 2, Division 4, Chapter 5 in matters relating to development, implementation, and maintenance of a nondiscrimination program. Prospective contractor agrees not to unlawfully discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, medical condition (cancer related), marital status, sex, sexual orientation (or perceived sexual orientation), or age (over 40).

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

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By (Authorized Signature)

Rosemarie Smallcombe

Printed Name and Title of Person Signing

Rosemarie Smallcombe, Board of Supervisor District I, Chair

Date Executed | Executed in the County of:
---------------|------------------------
3/20/18        | Mariposa

APPROVED AS TO FORM:

[Signature]

STEVEN W. DAHLEM
COUNTY COUNSEL
DRUG-FREE WORKPLACE CERTIFICATION
STD 21 (12/93)

The SERVICE PROVIDER (hereinafter referred to as the “prospective contractor”) named above hereby certificate compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace. The above named SERVICE PROVIDER will:

(1) Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations as required by Government Code Section 8355(a).

(2) Establish a Drug-Free Awareness Program to inform employees about:

1) the dangers of drug abuse in the workplace;
2) the person or organization's policy of maintaining a drug-free workplace;
3) any available counseling, rehabilitation and employee assistance programs; and,
4) penalties that may be imposed upon employees for drug abuse violations.

(3) Every employee who works on the proposed Agreement will:

1) receive a copy of the company’s drug-free workplace policy statement; and
2) agree to abide by the terms of the company’s statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: (1) the Contractor has made false certification, or violated the certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

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By (Authorized Signature)

Rosemarie Smallcombe, Board of Supervisor District I, Chair

Date Executed: 3/30/18

Executed in the County of: Mariposa

APPROVED AS TO FORM:

STEVEN W. DAHLEM
COUNTY COUNSEL
CERTIFICATION REGARDING LOBBYING
CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

The undersigned certified, to the best of his/her knowledge and belief, that:

(1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or any employee of a member of Congress connected with the awarding of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or any employee of a Member of congress connected with the awarding of any federal loan, the entering into of any federal contract, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, “Disclosure Form to Reporting Lobbying,” in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

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<td>Printed Name and Title of Person Signing</td>
<td>Rosemarie Smallcombe, Board of Supervisor District I, Chair</td>
</tr>
<tr>
<td>Date Executed</td>
<td>Executed in the County of:</td>
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<tr>
<td>3/20/18</td>
<td>Mariposa</td>
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APPROVED AS TO FORM:

[Signature]
STEVEN W. DAHLEM
COUNTY COUNSEL
## Percentiles for Sr. Nutrition Programs

**C-1 Cong C-2 H.D.--FY 2017-2018**

*(Based on 2016-17 FY Data)*

<table>
<thead>
<tr>
<th>Month</th>
<th>C-1 Cong.</th>
<th>C-2 Hot</th>
<th>C-2 FZ</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>670</td>
<td>329</td>
<td>42</td>
</tr>
<tr>
<td>Aug</td>
<td>776</td>
<td>402</td>
<td>42</td>
</tr>
<tr>
<td>Sept</td>
<td>609</td>
<td>362</td>
<td>42</td>
</tr>
<tr>
<td>Oct</td>
<td>653</td>
<td>340</td>
<td>28</td>
</tr>
<tr>
<td>Nov</td>
<td>646</td>
<td>326</td>
<td>14</td>
</tr>
<tr>
<td>Dec</td>
<td>551</td>
<td>342</td>
<td>0</td>
</tr>
<tr>
<td>Jan</td>
<td>711</td>
<td>346</td>
<td>28</td>
</tr>
<tr>
<td>Feb</td>
<td>641</td>
<td>304</td>
<td>56</td>
</tr>
<tr>
<td>Mar</td>
<td>773</td>
<td>323</td>
<td>84</td>
</tr>
<tr>
<td>April</td>
<td>667</td>
<td>227</td>
<td>194</td>
</tr>
<tr>
<td>May</td>
<td>750</td>
<td>280</td>
<td>118</td>
</tr>
<tr>
<td>June</td>
<td>762</td>
<td>297</td>
<td>178</td>
</tr>
<tr>
<td>Totals</td>
<td>8209</td>
<td>3878</td>
<td>826</td>
</tr>
</tbody>
</table>

- C-1 Cong + C-2 Hot H.D. = 12,087
- Percentile of C-1 Cong. = 67.92%
- Percentile of C-2 H.D. = 32.08%

C-1 Congregate 67.92%
C-2 Home Delivered 32.08%
Proposed Operating Budget:

<table>
<thead>
<tr>
<th>Ongoing A12AA Funds Requested</th>
<th>Program Match: Cash</th>
<th>Program Match: In-kind</th>
<th>Non-Match: Cash</th>
<th>Non-Match: In-Kind</th>
<th>GRI</th>
<th>Total Program Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>32,160</td>
<td>215,826</td>
<td>0</td>
<td>4,500</td>
<td>0</td>
<td>0</td>
<td>252,486</td>
</tr>
</tbody>
</table>

The Board of Directors of this Agency has approved submission of this application to A12AA at its meeting on (date) March 13, 2018.

TERMS AND CONDITIONS:

It is understood and agreed by the applicant agency that funds awarded as a result of this request are to be expended for the purposes set forth herein and in accordance with all applicable laws, regulations, policies and procedures of A12AA, California Department of Aging and Administration for Community Living, U.S. Department of Health and Human Services.

Signatory authorized to commit applicant agency to enter into a contractual agreement with A12AA:

Name and Title (Print): Rosemarie Smallcombe, Board of Supervisor District I, Chair

Signature: [Signature]

APPROVED AS TO FORM:

[Signature]

STEVEN W. DAHLEM
COUNTY COUNSEL
CALIFORNIA CIVIL RIGHTS LAWS CERTIFICATION

Pursuant to Public Contract Code section 2010, if a bidder or proposer executes or renews a contract over $100,000 on or after January 1, 2017, the bidder or proposer hereby certifies compliance with the following:

1. CALIFORNIA CIVIL RIGHTS LAWS: For contracts over $100,000 executed or renewed after January 1, 2017, the contractor certifies compliance with the Unruh Civil Rights Act (Section 51 of the Civil Code) and the Fair Employment and Housing Act (Section 12960 of the Government Code); and

2. EMPLOYER DISCRIMINATORY POLICIES: For contracts over $100,000 executed or renewed after January 1, 2017, if a Contractor has an internal policy against a sovereign nation or peoples recognized by the United States government, the Contractor certifies that such policies are not used in violation of the Unruh Civil Rights Act (Section 51 of the Civil Code) or the Fair Employment and Housing Act (Section 12960 of the Government Code).

CERTIFICATION

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By (Authorized Signature)

[Signature]

Printed Name and Title of Person Signing

Rosemarie Smallcombe, Board of Supervisor District I, Chair

Date Executed: 3/20/18

Executed in the County of: Mariposa

APPROVED AS TO FORM:

[Signature]

STEVEN W. DAHLEM
COUNTY COUNSEL