

SUBAWARD INFORMATION

Subrecipient Legal Name:	Mutual Housing California, a California nonprofit public benefit corporation		
Subaward Project Title:	Mutual Housing Food Program		
Subaward/Project Number:	4509		
Subaward Project Period:	Start:	1/1/2023	End: 12/31/2023
Amount Funded:	\$40,000		
Federal Awarding Agency:	Department of the Treasury	Federal Award Number:	N/A
CFDA Number:	21.027	CFDA Title:	Coronavirus State and Local Fiscal Recovery Funds


- Attachments: Attachment 1 – Subaward Terms and Conditions
Attachment 2 – General Terms and Conditions
Attachment 3A – County Contacts
Attachment 3B – Subrecipient Contacts
Attachment 4 – Reporting Requirements
Attachment 4A – ARP Performance Measures Template
Attachment 5 – Statement of Work
Attachment 6 – Budget Information
Attachment 7 – Insurance Requirements

The County of Yolo hereby awards a subaward, as described above, to Subrecipient. In its performance of subaward work, Subrecipient is an independent entity and not an employee or agent of the County.

SUBRECIPIENT

Signature of Authorized Official:		Date Signed:	Dec. 19, 2022
Authorized Official Name:	Tejal Shah		
Authorized Official Title:	Director of Resident Services		

COUNTY OF YOLO

Signature of Authorized Official:		Date Signed:	
Authorized Official Name:	Tonia Murphy		
Authorized Official Title:	Procurement Manager		
Signature of County Counsel:		Date Signed:	12/19/22
Name:	Kimberly Hood, Assistant County Counsel		

ATTACHMENT 1 – SUBAWARD TERMS AND CONDITIONS

1. Payment provisions

Subrecipient shall submit invoices not more often than monthly and not less frequently than quarterly for allowable costs incurred for the approved Project. Upon the receipt of proper invoices, the County agrees to process payments in accordance with this Subaward and 2 CFR 200.305. All invoices shall be submitted using Subrecipient's standard invoice, but at a minimum shall include current and cumulative costs (including cost sharing), Subaward number, and certification, as required in 2 CFR 200.415(a). Invoices that do not reference County's Subaward number shall be returned to Subrecipient. Invoices and questions concerning invoice receipt or payments shall be directed to the County's Contact, as shown in Attachment 3A.

A final statement of cumulative costs incurred, including cost sharing, marked "FINAL," must be submitted to County's Contact, as shown in Attachment 3A, NOT LATER THAN 60 days after the end date. The final statement of costs shall constitute Subrecipient's final financial report.

All payments shall be considered provisional and subject to adjustment within the total estimated cost in the event such adjustment is necessary as a result of an adverse audit finding against the Subrecipient. Subrecipient also agrees that it must immediately return to the County any funds expended by the Subrecipient under this Subaward, which are later determined by the Federal government, the State of California, the County, or representatives thereof, not to have been allowable under applicable State of federal laws and regulations.

2. Amendments and Other Changes

Matters concerning the request or negotiation of any changes in the terms, conditions, or amounts cited in this Subaward, and any changes requiring prior approval, should be directed to the other party's Contact, as shown in Attachments 3A and 3B. Any such changes made to this Subaward require the written approval of each party's Authorized Official, as shown in Attachment 3.

The County may issue non-substantive changes to the Project Period and budget unilaterally. Unilateral modifications shall be considered valid 14 days after receipt unless otherwise indicated by Subrecipient when sent to Subrecipient's Contact, as shown in Attachment 3B.

3. Termination

Either party may terminate this Subaward with 30 days written notice to the appropriate party's Contact, as shown in Attachments 3A and 3B. County shall pay Subrecipient for termination costs as allowable under Uniform Guidance, 2 CFR 200, or 45 CFR Part 74 Appendix IX, as applicable.

4. Certification

By signing this Subaward, including the attachments hereto which are hereby incorporated by reference, Subrecipient certifies that it will perform the Statement of Work in accordance with the terms and conditions of this Subaward and the applicable terms of the Federal Award, including the appropriate Terms and Conditions of the Federal Awarding Agency, as referenced in Attachment 1.

The parties further agree that they intend this Subaward to comply with all applicable laws, regulations and requirements.

5. Certification Regarding Lobbying (2 CFR 200.450)

By signing this Subaward, the Subrecipient Authorized Official certifies, to the best of his/her knowledge and belief, that no Federal appropriated funds have been paid or will be paid, by or on behalf of the Subrecipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making 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 in accordance with 2 CFR 200.450.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or intending to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Subrecipient shall complete and submit Standard Form -LLL, "Disclosure Form to Report Lobbying," to the County.

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 31 U.S.C. 1352. 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.

6. Civil Rights Compliance

By signing this Subaward, the Subrecipient certifies that it will comply with all legal requirements relating to nondiscrimination and nondiscriminatory use of Federal funds, including that Subrecipient shall not deny benefits or services, or otherwise discriminate on the basis of race, color, national origin (including limited English proficiency), disability, age, or sex (including sexual orientation and gender identity), in accordance with the following authorities: Title VI of the Civil Rights Act of 1964 (Title VI) Public Law 88-352, 42 U.S.C. 2000d-1 et seq., and the Department's implementing regulations, 31 CFR part 22; Section 504 of the Rehabilitation Act of 1973 (Section 504), Public Law 93-112, as amended by Public Law 93-516, 29 U.S.C. 794; Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. 1681 et seq., and the Department's implementing regulations, 31 CFR part 28; Age Discrimination Act of 1975, Public Law 94-135, 42 U.S.C. 6101 et seq., and the Department implementing regulations at 31 CFR part 23.

7. Debarment, Suspension, and Other Responsibility Matters (2 CFR 200.213 and 2 CFR 180)

By signing this Subaward, the Subrecipient Authorized Official certifies, to the best of his/her knowledge and belief that neither the Subrecipient nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency, in accordance with 2 CFR 200.213 and 2 CFR 180.

8. Audit and Access to Records

Per 2 CFR 200.501- 200.521, Subrecipient certifies that it will provide notice of any adverse findings which impact this Subaward and will provide access to records as required by parts 2 CFR 200.336, 200.337, and 200.201 as applicable.

Per California Government Code §8546.7, this Subaward is a contract that is subject to the examination and audit of the California State Auditor.

If Subrecipient is not subject to the Single Audit Act, then Subrecipient will provide notice of the completion of any required audits and provide access to such audits upon request.

9. Program for Enhancement of Contractor Employee Protections (41 U.S.C 4712)

Subrecipient is hereby notified that they are required to: inform their employees working on any federal award that they are subject to the whistleblower rights and remedies of the pilot program; inform their employees in writing of employee whistleblower protections under 41 U.S.C §4712 in the predominant native language of the workforce; and include such requirements in any agreement made with a subcontractor or subgrantee.

10. Use of Name

Neither party shall use the other party's name, trademarks, or other logos in any publicity, advertising, or news release without the prior written approval of an authorized representative of that party. The parties agree that each party may use factual information regarding the existence and purpose of the relationship that is the subject of this Subaward for legitimate business purposes, to satisfy any reporting and funding obligations, or as required by applicable law or regulation without written permission from the other party. In any such statement, the relationship of the parties shall be accurately and appropriately described.

11. Flow Down to Subrecipients

The Subrecipient shall require that the language of the certifications in this Attachment 1 and in Attachment 2 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.

12. Additional Terms and Conditions Incorporated by Reference

By signing this Subaward, Subrecipient agrees to the following:

- A. To abide by the conditions on activities and restrictions on expenditure of federal funds in appropriations acts that are applicable to this Subaward to the extent those restrictions are pertinent. This includes any recent legislation noted on the Federal Awarding Agency's website: <https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds>
- B. 2 Code of Federal Regulations 200 available at www.ecfr.gov.
- C. The Federal Awarding Agency's grants policy guidance, including addenda in effect as of the beginning date of the period of performance or as amended found at:

<https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds/recipient-compliance-and-reporting-responsibilities>

- D. To abide by the conditions on activities funded by this subaward, the Subrecipient agrees to perform its activities consistent with the Accounting Handbook for Community-Based Organizations and the Contract Administration Manual for Community-Based Organizations, incorporated herein by reference and available at:

<https://www.yolocounty.org/business/community-based-organization-cbo-resources>

13. Insurance

Subrecipient, at their sole cost and expense, shall obtain and maintain throughout the entire term of this Subaward, the insurance set forth in Attachment 7 attached hereto.

Subrecipient shall not commence services until Subrecipient has submitted all the insurance required and such insurance has been approved by the County. All insurance shall be sent to the County's Procurement Division at procurement@yolocounty.org for review and approval.

14. Compliance with Economic Sanctions

Pursuant to California State Executive Order N-6-22 ("Executive Order") imposing economic sanctions against Russia and declaring support of Ukraine, County shall terminate any contract with any individual or entity that is in violation of the Executive Order or that is subject to economic sanctions therein and shall not enter a contract with any such individual or entity while the Executive Order is in effect.

Subrecipient is required to comply with the Executive Order and take steps in response to Russia's action in Ukraine, including by not limited to, desisting from making new investments in, or engaging in financial transactions with Russia or Russian entities.

ATTACHMENT 2 – GENERAL TERMS AND CONDITIONS

1. Indemnification

To the fullest extent allowed by law, Subrecipient shall defend, indemnify, and hold harmless the County, its officers, officials, employees and agents from any and all claims, demands, liability, damages, cost or expenses (including but not limited to attorney fees) in law or equity that may at any time arise or be asserted based in whole or in part upon this Agreement or the performance or nonperformance of the project(s) described herein for which the funds are being awarded to Subrecipient, except to the extent caused by the sole negligence or willful misconduct of the County, or the County's officers, agents, or employees. Subrecipient responsibility for such defense and indemnity obligations shall survive the termination or completion of this Subaward for the full period of time allowed by law. The defense and indemnification obligations of this Subaward are undertaken in addition to, and shall not in any way be limited by, the insurance obligations contained in this Subaward.

2. Compliance with applicable laws and regulations

Subrecipient shall comply with all applicable laws and regulations, including but not limited to any, which are promulgated to protect the public health, welfare and safety or prevent conflicts of interest. Subrecipient shall defend County and reimburse it for any fines, damages or costs (including attorney fees) that might be incurred or assessed based upon a claim or determination that Subrecipient has violated any applicable law or regulation.

3. Conflict of Interest

- A. Contractor shall comply with the laws and regulations of the State of California and County regarding conflicts of interest, including, but not limited to, Article 4 of Chapter 1, Division 4, Title 1 of the California Government Code, commencing with Section 1090, and Chapter 7 of Title 9 of said Code, commencing with Section 87100 (Political Reform Act), and regulations enacted by the California Fair Political Practices Commission.
- B. Subrecipient covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of Subrecipient's obligations and responsibilities hereunder. Subrecipient further covenants that in the performance of this Subaward, no person having any such interest shall be employed by Subrecipient. This covenant shall remain in force until Subrecipient completes performance of the services required of it under this Subaward.
- C. Subrecipient agrees that if any fact comes to its attention that raises any question as to the applicability of any conflict of interest law or regulation, Subrecipient will immediately inform the County and provide all information needed to resolve the question.

4. Availability of funds

This Subaward is subject to the County, the State of California and the United States appropriating and approving sufficient funds for the activities required of the Subrecipient pursuant to this Subaward. If the County's adopted budget and/or its receipts from California and the United States do not contain sufficient funds for this Subaward, the County may terminate this Subaward by giving ten (10) days advance written notice thereof to the Subrecipient, in which even the County shall

have no obligation to pay the Subrecipient any further funds or provide other consideration and the Subrecipient shall have no obligation to provide any further services under this Subaward.

5. Default

If Subrecipient fails to perform any part of this Subaward, the County may notify the Subrecipient's Contact of the default and Subrecipient shall remedy the default within 30 days after notification. If Subrecipient fails to do so, then, in addition to any other remedy that County may have, County may terminate this Subaward and withhold any or all payments otherwise owed to Subrecipient pursuant to this Subaward.

6. Licensure

Subrecipient certifies that they shall hold all applicable licenses and/or certifications required by Subrecipient's profession and maintain them throughout this Subaward, and that Subrecipient's performance shall meet the standards of licensure/certification.

7. Independent Contractor

Subrecipient understands that he/she is not an employee of the COUNTY and is not eligible for any employee benefits, including but not limited to unemployment, health/dental insurance, worker's compensation, vacation or sick leave.

8. Confidentiality

Subrecipient will hold in confidence all information disclosed to or obtained by Subrecipient which relates to activities under this Subaward and/or to the County plans or activities, except to the extent required by law. All documents and information developed under this Subaward and all work products, reports, and related data and materials shall become the property of the County. The subrecipient shall deliver all of the foregoing to the County upon completion of the services hereunder, or upon earlier termination of this Subaward. In addition, Subrecipient shall retain all of its own records regarding this Subaward and the services provided hereunder for a period of not less than five (5) years from the end of the Subaward, and shall make them available to County for audit and discovery purposes.

9. Entire Subaward

This Subaward constitutes the entire agreement of the parties, and no other agreements or representations, oral or written, have been made or relied upon by either party. This Subaward may only be amended as specified in Attachment 1, Section 2, and any other purported amendment shall be of no force or effect. This Subaward, including all attachments, shall be subject to disclosure pursuant to the California Public Records Act.

10. Execution

This Subaward shall be deemed to be executed within the State of California and construed in accordance with and governed by laws of the State of California. Any action or proceeding arising out of this Subaward shall be filed and resolved in a California State court located in Woodland, California.

ATTACHMENT 3A – COUNTY CONTACTS

Legal Name:	County of Yolo		
Legal Address:	625 Court Street., Room 102 Woodland, CA 95695		
Website:	www.yolocounty.org		
County Contacts			
Grant Project Manager:	<u>Madison York, American Rescue Plan Project Manager</u>		
Email:	Madison.york@yolocounty.org	Telephone Number:	530-666-8446
Administrative Contact:	<u>Madison York, American Rescue Plan Project Manager</u>		
Email:	Madison.york@yolocounty.org	Telephone Number:	530-666-8446
COI Contact Email:	procurement@yolocounty.org		
Financial Contact:	<u>Tom Haynes, Assistant Chief Financial Officer</u>		
Email:	Tom.Haynes@yolocounty.org	Telephone Number:	530-666-8190 ext. 8162
Email Invoices:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Invoice Email (if different):	Tom.haynes@yolocounty.org
Authorized Official:	<u>Tonia Murphy, Procurement Manager</u>		
Email:	Tonia.Murphy@yolocounty.org	Telephone Number:	530-406-4830
Administrative and Grant Project Manager Address:			
Name:	Madison York, American Rescue Plan Project Manager		
Address:	County Administrator's Office County of Yolo 625 Court Street, Room 202 Woodland, CA 95695		
Invoice Address:			
Name:	Tom Haynes, Assistant Chief Financial Officer		
Address:	Financial Services County of Yolo 625 Court Street, Room 102 Woodland, CA 95695		

ATTACHMENT 3B – SUBRECIPIENT CONTACTS

Entity's DUNS Name: Mutual Housing California		
EIN No: 94-3093354	Institution Type: Non- Profit Organization	
Currently registered in SAM.gov: X Yes <input type="checkbox"/> No <input type="checkbox"/>		
UEID: RMRAYDQ2KDX4		
<i>Subrecipient is performing subaward activities in:</i>		
Place of Performance Address:	Congressional District:	ZipCode+4:
1. Moore Village Mutual Housing Community 2444 Moore Blvd, Davis, CA 95618	District 3	95618
2. New Harmony Mutual Housing Community 3030 Cowell Blvd, Davis, CA 95618	District 3	95618
3. Owendale Mutual Housing Community 3023 Albany Avenue, Davis, CA 95618	District 3	95618
4. Tremont Green Mutual Housing Community 5663 Marden Drive, Davis, CA 95618	District 3	95618
5. Twin Pines Mutual Housing Community 3333 F Street, Davis, CA 95616	District 3	95616
6. Adelante, a Mutual Housing Community 2050 5th Street, Davis, CA 95616	District 3	95616
7. Mutual Housing at Spring Lake 2170 Farmers Central Rd, Woodland, CA 95776	District 3	95776
Subrecipient Contacts		
Central Email: grants@mutualhousing.com		
Website: https://www.mutualhousing.com		
Grant Project Manager: <u>Fernando Cibrian</u> Email: fernando@mutualhousing.com	Telephone Number: 916-453-8400	
Administrative Contact: <u>Brenda Meyer</u> Email: brendam@mutualhousing.com	Telephone Number: 916-453-8400	
Financial Contact: <u>Julie Goldfine</u> Email: julie@mutualhousing.com	Telephone Number: 916-453-8400	
<i>Invoice/Payment Email (if different from Financial Contact):</i>		
Authorized Official: <u>Roberto Jimenez</u> Email: roberto@mutualhousing.com	Telephone Number: 916-453-8400	
Legal Address:		
Name: Mutual Housing California		
Address: 3321 Power Inn Rd. Ste. 320, Sacramento, CA 95826		
Administrative Address:		
Name: Mutual Housing California		
Address: 3321 Power Inn Rd. Ste. 320, Sacramento, CA 95826		
Payment Address:		
Name: Mutual Housing California		
Address: 3321 Power Inn Rd. Ste. 320, Sacramento, CA 95826		

ATTACHMENT 4 – REPORTS AND COMPLIANCE

Subrecipient agrees to submit the following reports and comply with other requirements as specified below:

Technical

- Monthly technical/progress report will be submitted to the County's Contact within 15 days after the end of the month.
- Quarterly technical/progress reports will be submitted to the County's Contact within 21 days after the end of each project quarter.
- Annual technical/progress report will be submitted 30 days before the end of the budget period to the County's Contact. Such report shall also include a detailed budget for the next budget period and, if applicable, updates to subrecipient key personnel
- A Final technical/progress report will be submitted to the County's Contact within 60 days after the end of the period of performance.
- Technical/progress report as may be required by the County's Contact for the County to satisfy its reporting obligations to the Federal Awarding Agency.

Other

- Subrecipient to participate in County-provided technical assistance training within 30 days of contract execution. Subrecipient may not obligate funds under this Subaward until this training is completed.
- Property Inventory Report; frequency, type, and submission instructions listed here and only to be used when required by County Federal Award:

Attachment 4A – ARP Performance Measures Template

Project Title: Mutual Housing Food Program

Program Lead & Contact Information (phone, email address)				
Fernando Cibrian Mutual Housing California Tel. (916) 403-5245 fernando@mutualhousing.com				
Program Purpose Statement:				
To Improve the health and wellness of 125 Households supported by Mutual Housing California by increasing access to healthy food options and meals.				
Expenditure Category				
County Staff Will Fill In				
Performance Measures Framework	Outcome Measure	Data Collection Method	Data Tracking Frequency	Outcome Link to ARP Narrative
How much did we do?	125 households (approx. 300 individuals) accessing healthy foods.	Salesforce food distribution report Quarterly Report	Monthly and quarterly	Healthy and freshly available food options onsite for emergency and monthly distributions
	5 new food pantries set up	Quarterly Report	Quarterly	Improved wellbeing of residents due to accessibility variety of healthy and nutritional foods
	7 Mutual Housing Communities served	Salesforce food distribution report	Monthly and quarterly	Improved effectiveness in distribution of resident services onsite

How well did we do it?	% Resident usage of food; satisfaction with program	Quarterly and final report	Quarterly and Final	Healthy and freshly available food options onsite for emergency and monthly distributions
	% Mutual Housing Communities served per quarter	Quarterly and Final Report	Quarterly and Final	Improved effectiveness in distribution of resident services onsite
Is anyone better off?	<p>% Increase in accessibility to healthy and nutritional foods for seniors, children, and agricultural workers in our 7 properties in Yolo County</p> <p>% People who were better off because of receiving food from our programs</p>	Final Report	Final Report	Improved the health and wellness of 125 Households supported by Mutual Housing California by increasing access to healthy food options and meals.

ATTACHMENT 5 – STATEMENT OF WORK

1. Subrecipient shall perform the deliverables, services, and tasks as specified in the statement of work Below; or Attached - _____ pages. Subrecipient shall obtain written approval from the County prior to any changes to this statement of work.

A. Description of the project’s purpose

This grant contract will seek to improve the health and wellness of 125 households (approx. 300 individuals) supported by Mutual Housing California by increasing access to healthy food options and meals. Mutual Housing California will also purchase food pantries at the housing sites to provide more storage spaces and provide more emergency food when required, and provide staffing to ensure food is purchased, stored, and distributed effectively.

B. The population being served

The Yolo County ARP Subaward grants contract shall serve a total of 125 households living below 60% AMI in 7 Mutual Housing communities in Yolo County. An estimate of 50% of the population served shall be children, 35% rural families, 25% seniors, 25% former agricultural workers.

C. The desired Project outcome and measurement

The desired outcome for this grant contract is to increase accessibility to healthy and nutritional food access for seniors, children, and agricultural workers in our 7 Mutual Housing properties in Yolo County. These outcomes shall be measured by the following objectively verifiable indicators:

Project Description	Anticipated Outcome	Objectively Verifiable Indicators
Goal: Improve the health and wellness of at least 125 Households supported by Mutual Housing California by increasing access to healthy food options and meals.	Increased accessibility to healthy and nutritional foods for seniors, children, and agricultural workers in our 7 properties in Yolo County	% Increase in accessibility to healthy and nutritional foods for seniors, children, and agricultural workers in our 7 properties in Yolo County
Objective 1: Develop 5 new food pantries at our affordable Mutual Housing communities	Healthy and freshly available food options onsite for emergency and monthly distributions. Coordinate with residents to stock from food banks and their contributions.	Improved access to food and emergency resources by having pantries set up for low-income households at their apartments
Objective 2: Purchase low-cost healthy food from Yolo Food Bank and other partners.	Improved wellbeing of residents due to accessibility variety of healthy and nutritional foods	Number of residents accessing healthy and sufficient foods onsite

Objective 3: Provide staffing to ensure food is purchased, stored, and distributed effectively.	Improved effectiveness in distribution of resident services onsite. Build volunteer support for adding stock and helping to distribute food.	Number of Mutual Housing Communities served by MHC staff monthly
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D. Covid Impact

Our Community Development team has been providing periodic food distribution services, health and wellness education, and building food security and sustainability among households through community gardens. Since the onset of the pandemic, we realized that many of our residents were struggling without adequate food. Families were having difficulty feeding children due to increasing inflation and limited options for low-cost meals their families had come to rely on. Agricultural workers at our Spring Lake property sometimes could not get to a grocery store if someone in the household was sick or had lost income due to limited income.

E. Objective of Program

1. Develop food pantries at our affordable Mutual Housing communities.
2. Purchase low-cost healthy food from Yolo Food Bank and other partners.
3. Provide staffing to ensure food is purchased, stored, and distributed effectively.

F. Projected Deliverables, Services & Tasks to be performed

The following are the main program deliverables, services, and tasks for this ARP grant contract. A detailed matrix of deliverables, timelines, and measurement metrics is provided in the table below:

1. Purchase refrigerators and cabinets at 5 MHC communities by the middle of the grant period.
2. Distribute on average 2lb of food to on average 80 recipients monthly, with 125 unduplicated households served over the term.
3. Track distribution of food in our Salesforce database system monthly
4. Prepare ARP Quarterly report and share with Yolo County end of each quarter
5. Prepare and submit final report end of quarter four

Quarter	Program deliverables/ services/tasks	Metrics
Q1: January to March 2023	<ul style="list-style-type: none"> - Purchase refrigerators and cabinets at 2 MHC communities - Purchase and distribute 2lb of food to on average 80 recipients monthly - Track distribution of food our Salesforce database system monthly - Prepare ARP Quarterly report and share with Yolo County 	<ul style="list-style-type: none"> - Number of storage facilities purchased and in place at housing sites - Number of distributions made at sites monthly, residents served by population categories - Data recorded on sales force and available monthly and report shared with leadership - Quarterly report prepared and submitted to Yolo County

Q2: April to June 2023	<ul style="list-style-type: none"> - Purchase refrigerators and cabinets at 3 MHC communities - Purchase and distribute 2lb of food to on average 80 recipients monthly - Track distribution of food our Salesforce database system monthly - Recruit and establish volunteer support for stocking the pantries and distributing food. - Prepare ARP Quarterly report and share with Yolo County 	<ul style="list-style-type: none"> - Number of distributions made at sites monthly, residents served by population categories - Data recorded on sales force and available monthly and report shared with leadership - Quarterly report prepared and submitted to Yolo County
Q3: July to September 2023	<ul style="list-style-type: none"> - Purchase and distribute at least 2lb of food to 2lb of food to on average 80 recipients monthly - Develop volunteer support for ongoing maintenance of program - Track distribution of food our Salesforce database system monthly - Prepare ARP Quarterly report and share with Yolo County 	<ul style="list-style-type: none"> - Number of distributions made at sites monthly, residents served by population categories - Data recorded on sales force and available monthly and report shared with leadership - Quarterly report prepared and submitted to Yolo County
Q4: October to December 2023	<ul style="list-style-type: none"> - Purchase and distribute at least 2lb of food to 2lb of food to on average 80 recipients monthly - Solidify volunteer support for ongoing maintenance of program - Track distribution of food our Salesforce database system monthly - Prepare ARP Final report and share with Yolo County 	<ul style="list-style-type: none"> - Number of distributions made at sites monthly, residents served by population categories - Data recorded on sales force and available monthly and report shared with leadership - Final report prepared and submitted to Yolo County

ATTACHMENT 6 – BUDGET INFORMATION

Below or Attached - _ Page

Mutual Housing Food Program		Funding Sources	
Budget Item	Total Budget	ARP	Other Funds
Personnel/Salaries	\$ 43,810.00	\$ 23,750.00	\$ 20,060.00
Capital Expenses	\$ -	\$ -	\$ -
Operating Expense	\$ -	\$ -	\$ -
Program Supplies	\$ 16,250.00	\$ \$16,250.00	\$ \$0.00
Total Direct Cost	\$ -	\$ -	\$ -
Less: Capital Expenses, Rents	\$ -	\$ -	\$ -
Modified Total Direct Cost	\$ -	\$ -	\$ -
Indirect Cost (10% of MTDC)	\$ 6,000.00	\$ 0.00	\$ 6,000.00
TOTAL	\$ 66,060.00	\$ 40,000.00	\$ 26,060.00

Mutual Housing Food Program		Quarterly Expenditures			
Budget Item	Q1 (Jan-Mar)	Q2 (Apr-Jun)	Q3 (Jul-Sep)	Q4 (Oct-Dec)	
Personnel/Salaries	\$ 5,935	\$ 5,935	\$ 5,935	\$ 5,945	
Capital Expenses	\$ -			\$ -	
Operating Expense	\$ -	\$ -	\$ -	\$ -	
Program Supplies	\$ -	\$ 7,250	\$ 9,000	\$ -	
Indirect Cost (10% of MTDC)	\$ -	\$ -	\$ -	\$ -	
TOTAL	\$ 5,935	\$ 13,185	\$ 14,935	\$ 5,945	

ATTACHMENT 7 – INSURANCE REQUIREMENTS

- A. During the term of this Subaward, Subrecipient shall at all times maintain, at its expense, the following coverages and requirements. The comprehensive general liability insurance shall include broad form property damage insurance.
1. Minimum Coverages (as applicable) - Insurance coverage shall be with limits not less than the following:
 - a. Comprehensive General Liability – \$1,000,000/occurrence and \$2,000,000/aggregate
 - b. Automobile Liability – \$1,000,000/occurrence (general) and \$500,000/occurrence (property) [include coverage for Hired and Non-owned vehicles.]
 - c. Professional Liability/Malpractice/Errors and Omissions – \$1,000,000/occurrence and \$2,000,000/aggregate (If any engineer, architect, attorney, accountant, medical professional, psychologist, or other licensed professional performs work under a contract, the Subrecipient must provide this insurance. If not, then this requirement does not apply.)
 - d. Workers’ Compensation – Statutory Limits/Employers’ Liability - \$1,000,000/accident for bodily injury or disease (If no employees, this requirement automatically does not apply.)
 2. The County, its officers, agents, employees and volunteers shall be named as additional insured on all but the workers’ compensation and professional liability coverages. It shall be a requirement under this Subaward that any available insurance proceeds broader than or in excess of the specified minimum Insurance coverage requirements and/or limits shall be available to the Additional Insured. Furthermore, the requirements for coverage and limits shall be (1) the minimum coverage and limits specified in this Subaward; or (2) the broader coverage and maximum limits of coverage of any Insurance policy or proceeds available to the named Insured; whichever is greater.
 - a. The Additional Insured coverage under the Subrecipient’s policy shall be “primary and non-contributory” and will not seek contribution from the County’s insurance or self-insurance and shall be at least as broad as CG 20 01 04 13.
 - b. The limits of Insurance required in this Subaward may be satisfied by a combination of primary and umbrella or excess Insurance. Any umbrella or excess Insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of the County of Yolo (if agreed to in a written contract or agreement) before the County’s own Insurance or self-insurance shall be called upon to protect it as a named insured.
 3. Said policies shall remain in force through the life of this Subaward and, with the exception of professional liability coverage, shall be payable on a “per occurrence” basis unless the

County Risk Manager specifically consents in writing to a “claims made” basis. For all “claims made” coverage, in the event that the Subrecipient changes insurance carriers Subrecipient shall purchase “tail” coverage covering the term of this Subaward and not less than three years thereafter. Proof of such “tail” coverage shall be required at any time that the Subrecipient changes to a new carrier prior to receipt of any payments due.

4. The Subrecipient shall declare all aggregate limits on the coverage before commencing performance of this Subaward, and the County’s Risk Manager reserves the right to require higher aggregate limits to ensure that the coverage limits required for this Subaward as set forth above are available throughout the performance of this Subaward.
 5. Any deductibles or self-insured retentions must be declared to and are subject to the approval of the County Risk Manager. All self-insured retentions (SIR) must be disclosed to Risk Management for approval and shall not reduce the limits of liability. Policies containing any SIR provision shall provide or be endorsed to provide that the SIR may be satisfied either by the named Insured or Yolo County.
 6. Each insurance policy shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the Director (ten (10) days for delinquent insurance premium payments).
 7. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise approved by the County Risk Manager.
 8. The policies shall cover all activities of Subrecipient, its officers, employees, agents and volunteers arising out of or in connection with this Subaward.
 9. For any claims relating to this Subaward, the Subrecipient's insurance coverage shall be primary, including as respects the County, its officers, agents, employees and volunteers. Any insurance maintained by the County shall apply in excess of, and not contribute with, insurance provided by Subrecipient's liability insurance policy.
 10. The insurer shall waive all rights of subrogation against the County, its officers, employees, agents and volunteers.
- B. Prior to commencing services pursuant to this Subaward, Subrecipient shall furnish the County with original endorsements reflecting coverage required by this Subaward. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. All endorsements are to be received by, and are subject to the approval of, the County Risk Manager before work commences. Upon County’s request, Subrecipient shall provide complete, certified copies of all required insurance policies, including endorsements, reflecting the coverage required by these specifications.

- C. During the term of this Subaward, Subrecipient shall furnish the County with original endorsements reflecting renewals, changes in insurance companies and any other documents reflecting the maintenance of the required coverage throughout the entire term of this Subaward. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. Upon County's request, Subrecipient shall provide complete, certified copies of all required insurance policies, including endorsements reflecting the coverage required by these specifications. Yolo County reserves the right to obtain a full certified copy of any Insurance policy and endorsements. Failure to exercise this right shall not constitute a waiver of right to exercise later.

- D. Subrecipient agrees to include with all Subcontractors in their subcontract the same requirements and provisions of this Subaward including the indemnity and Insurance requirements to the extent they apply to the scope of the Subcontractor's work. Subcontractors hired by Subrecipient agree to be bound to Subrecipient and the County of Yolo in the same manner and to the same extent as Subrecipient is bound to the County of Yolo under the Subaward Documents. Subcontractor further agrees to include these same provisions with any Sub-subcontractor. A copy of the Owner Contract Document Indemnity and Insurance provisions will be furnished to the Subcontractor upon request. The Subrecipient shall require all Subcontractors to provide a valid certificate of insurance and the required endorsements included in the agreement prior to commencement of any work and Subrecipient will provide proof of compliance to the County of Yolo.

- E. Subrecipient shall maintain insurance as required by this contract to the fullest amount allowed by law and shall maintain insurance for a minimum of five years following the completion of this project. In the event Subrecipient fails to obtain or maintain completed operations coverage as required by this Subaward, the County at its sole discretion may purchase the coverage required and the cost will be paid by Subrecipient.