

Department of Human Services Contract Monitoring Report

Agency: **Department of Human Services**

Unit: **Office of Community Grants**

Completed By: **Monique Brooks-Smith**

Monitoring Period: **11/01/2025-06/30/2026**

Date: **10/29/2025**

Date to Begin Next Procurement Process: **01/01/2026**

General Information

Agency Control No.:
FIA/CAFB 25-008A1

Requisition No: **N00R6600447**

Project Name:
Capital Area Food Bank

BPO No:
N00B6600210

PO No:
N00P6601943

Contract Monitor:
Monique Brooks-Smith

Description:

MFB is providing food assistance to historic numbers of food-insecure Marylanders and their families amidst continuing threats of high inflation and rising costs for food, housing, and other necessary household expenses.

This funding modification will directly address the significant surge in food demand by prioritizing individuals and families critically impacted by the 2025 federal government shutdown and Supplemental Nutrition Assistance Program (SNAP) recipients facing jeopardized benefits, while also supporting the emergency response and modification of existing services to dramatically increase the effectiveness of food distribution and ensure essential aid reaches recipients with unprecedented efficiency and impact.

Description: Subcontracting Goal: **N**
Non-Visual Access Clause? (Y/N):**N**
Does the Contract Contain Any Options? (Y/N):**Y**

Hiring Agreement Clause? (Y/N): **N**
Liquidated Damages Clause? (Y/N): **N**

Options and Modifications			
Agency Control No.	Term	Option/Modification Amount	New Contract Total
FIA/CAFB 26-008A1	11/01/2025 – 6/30/2026	\$3,500,000.00	\$6,413,998.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
Total:		\$3,500,000.00	\$6,413,998.00

FY	Appropriation Code	Total	Thru	Amount	100%
26	N00I0007	\$2,913,988.00	7/1/25 – 6/30/26	\$2,913,988.00	100.00
26	N00I0008	\$3,500,000.00	11/1/25 – 6/30/25	0.00	0.00
					#DIV/0!
					#DIV/0!
					#DIV/0!
					#DIV/0!
Grand Total:		\$6,413,988.00		\$2,913,988.00	45.43

Contractor Data

Contractor Name: **Capital Area Food Bank**Fed. ID: **[Redacted]**Contractor's Address: **4900 Puerto Rico Ave. NE Washington DC, 20017**Contact Name: **Radha Muthiah**Title: **CEO**Telephone No: **[Redacted]**

Facsimile No.:

Email: rmuthiah@capitalareafoodbank.org

Address (if different):

Project Location (if different from Contractor's):

Certified MBE (Y/N): **N**Certification No.: **N**MBE Type: **N**Subcontracts (Y/N): **N**

List the following information for each MBE subcontractor if appropriate.

Name	MBE Type	MBE Cert. No.	Amount
Amount			\$0.00

Monitoring Section

Insurance and Other Requirements

Type	Company	Amount	Term

Bonds

Type	Company	Amount	Term

Deliverables

One Time Only Deliverables

Description	Solicitation Citation	Date Due	Date Received	Date Accepted

Multiple Deliverables

No.	Description	Solicitation Citation	Due
	Provide quarterly expenditure and commodity distribution reports to illustrate the following: <u>Amount of food distributed including:</u> • Total Pounds of Food Distributed: • Quantify the overall volume of food, including fresh produce, distributed to food insecure individuals and families across Maryland. <u>Number of Individuals Served:</u> • Track the unduplicated count of Marylanders, particularly seniors, children, and families, who receive food assistance through the various programs and partner networks. <u>Use of awarded funds based on actual expenditures:</u> • Distribution method; • Types of food served; • Number of meals served; • Locations served broken out by jurisdiction/county ensuring broad coverage and targeted support for high-need areas; and • Expenditures must be evidenced by submitting receipts or other supporting documentation to ensure billing integrity standards are met. <u>Culturally Familiar Food Offerings:</u> • Measure the diversity and quantity of culturally appropriate food items distributed, demonstrating responsiveness to the specific needs of diverse communities. <u>Partner Capacity Enhancement:</u> • Assess the extent to which grant funds contribute to sustaining or expanding the operational capacity of partner organizations to serve their communities effectively. This could be measured through qualitative reports or specific metrics like increased storage capacity or expanded distribution events.		25 th of the month following the end

No.	J U L	A U G	S E P	O C T	N O V	D E C	J A N	F E B	M A R	A P R	M A Y	J U N

Hiring Agreement Compliance	Non visual Access Compliance

Equipment

Description	Quantity	Solicitation Citation	Date Purchased	Cost

Visits

On-site Visits

Date	Attendance

Meetings/Notes

Date	Type	Meeting/Note
10/17/25	Email	A1 modification package initiated.

Other Visits

Date	Place	Attendance

Comments

Close-Out Summary