

REDLINE VERSION

CONTRACT # ~~16~~17-28-0055-EEDS

BETWEEN

**COUNTY OF ORANGE**

AND

**WORKING WARDROBES FOR A NEW START**

FOR

**EMPLOYMENT AND ECONOMIC DEVELOPMENT  
SERVICES  
PROFESSIONAL**

Reintegration of Ex-Offenders	<u>CFDA:</u> 17.270	<u>FAIN:</u> See Attachment A	<u>Funding Agency:</u> Dept. of Labor
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**CONTRACT**

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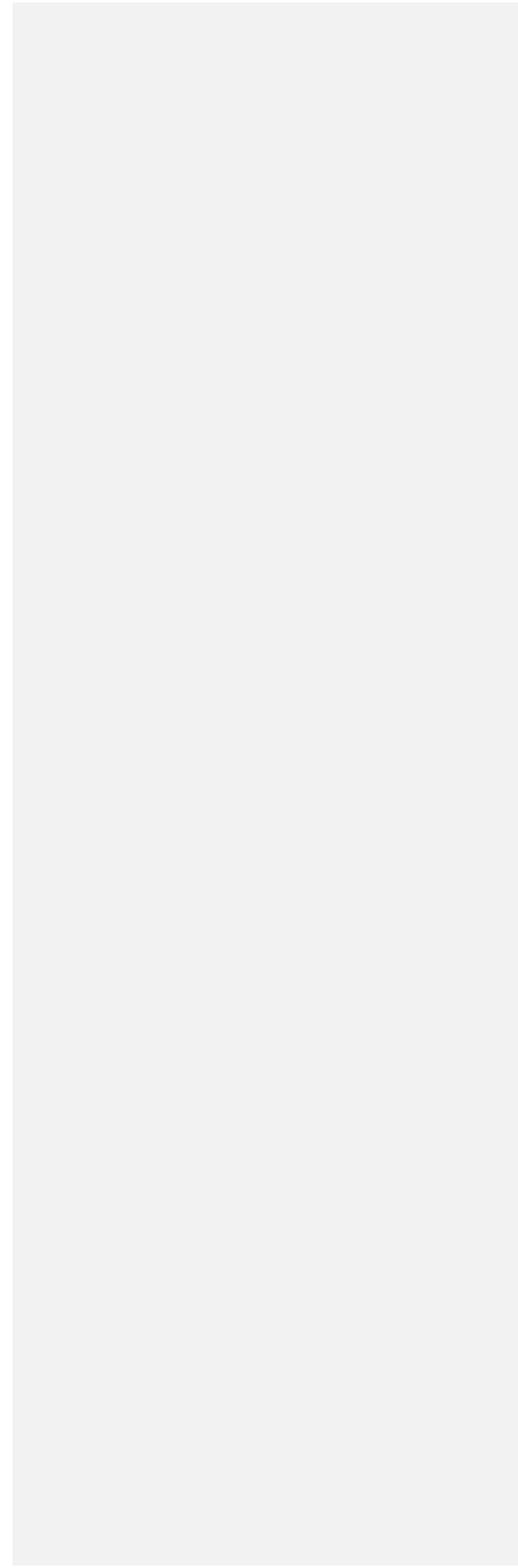
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- Attachment A – General Program Requirements
- Attachment B – Scope of Services
- Attachment C – Budget Schedule
- Attachment D – Performance Standards

**Exhibits**

- Exhibit 1 – Child Support Enforcement Certification
- Exhibit 2 – Drug Free Workplace Certification
- Exhibit 3 – Debarment and Suspension Certification
- Exhibit 4 – Certification Regarding Lobbying
- Exhibit 5 – Disclosure form to Report Lobbying
- Exhibit 6 – OC Community Resources Contract Reimbursement Policy



This Agreement # ~~4617~~-28-0055-EEDS, hereinafter referred to as "CONTRACT," is made and entered into as of the date fully executed by and between the County of Orange, a political subdivision of the State of California; hereinafter referred to as "COUNTY," and Working Wardrobes for a New Start, DUNS Number 041192241, with a place of business at 1851 Kettering Street, Irvine, CA 92614-5617, hereinafter referred to as "SUBRECIPIENT," with COUNTY and SUBRECIPIENT sometimes referred to as "PARTY," or collectively as "PARTIES."

### RECITALS

**WHEREAS**, Congress has enacted the "Workforce Investment Act of 1998," subsequently reauthorized on July 22, 2014 as the Workforce Innovation and Opportunity Act (WIOA), hereinafter referred to as "the Act," to provide workforce innovation activities, through statewide and local workforce investment systems, that increase employment, retention and earnings of participants, and increase occupational skill attainment by participants, and, as a result, improve the quality of the workforce and enhance the productivity and competitiveness of the Nation; and

**WHEREAS**, SUBRECIPIENT responded to a Request for Proposal (RFP) for FY 2015-16 Employment and Economic Development Services and was deemed eligible for funding; and

**WHEREAS**, COUNTY, acting as the Administrator of the Act funds, is empowered to make a portion of the funds available pursuant to the Act (hereinafter referred to as "grant funds") to SUBRECIPIENT, for the purpose of implementing the provisions of the Act; and

**WHEREAS**, COUNTY, approved an allocation of \$192,355.00 (One Hundred Ninety-Two Thousand Three Hundred Fifty-Five Dollars and 00 cents) in Program funding to SUBRECIPIENT for FY 2016-17 to carry out certain services/activities; and

**WHEREAS, SUBRECIPIENT has been performing services satisfactorily according to the terms of the CONTRACT;**

**WHEREAS, COUNTY, wishes to renew this CONTRACT and has approved an allocation of \$265,355.00 (Two Hundred Sixty -Five Thousand Three Hundred Fifty-Five Dollars and 00 cents) in Program funding to SUBRECIPIENT for FY 2017-18 to carry out certain services/activities; and**

**WHEREAS**, SUBRECIPIENT, in order to receive grant funds, is agreeable to the terms and conditions hereinafter set forth;

**NOW, THEREFORE**, the PARTIES mutually agree as follows:

**TERMS AND CONDITIONS**

1. **Coordination/Administration of Contract:** COUNTY'S OC Community Resources Director or designee (hereinafter referred to as "DIRECTOR"), and OC Community Services/Community Investment Division/Orange County Development Board Executive Director or Designee (hereinafter referred to as "COUNTY'S PROJECT MANAGER") shall assume responsibilities through coordinating the grant under the Act, its Regulations, and the WIOA Services provided by the COUNTY. The COUNTY'S CONTRACT MANAGER (hereinafter referred to as "CONTRACT MANAGER") shall administer this CONTRACT as is necessary or reasonable to comply with COUNTY policies.
2. **Purpose:** The purpose of the program funded by this CONTRACT is to provide workforce investment activities that increase employment, retention, earnings and occupations skill attainment through local workforce investment systems to those seeking employment. Additionally, this program is funded to increase the effectiveness of local and regional business through business improvement and development activities, job matching, and other services. All services are intended to improve the quality of the workforce and enhance the productivity and competitiveness of Orange County and the United States. SUBRECIPIENT shall ensure that the program funded hereby shall comply with this purpose.
3. **Term of Contract:** The effective term of this CONTRACT shall commence on ~~October 4 1, 2016~~ ~~July 1, 2017~~ and terminate on June 30, ~~2017~~ ~~2018~~, subject to the provisions of this CONTRACT; however, SUBRECIPIENT shall perform such duties extending beyond this term, including but not limited to obligations with respect to indemnification, audits, monitoring, reporting and accounting. SUBRECIPIENT and CONTRACT MANAGER may mutually agree in writing to extend the CONTRACT for a period of up to six (6) months, provided that COUNTY'S maximum obligation stated in this CONTRACT does not increase as a result, and on the same terms and conditions upon mutual CONTRACT of the PARTIES in writing without further Board action. Funding may be renewed, and a new CONTRACT negotiated, for ~~two one (21)~~ consecutive one-year periods as allowable under the WIOA and COUNTY. Pursuant to the provisions contained herein, the CONTRACT may be terminated earlier.
4. **Contingency of Funds:** SUBRECIPIENT acknowledges that the obligations of COUNTY under this CONTRACT are contingent upon the availability of federal and/or State funds as applicable and inclusion of sufficient funds for the services hereunder remains in effect or operation. In the event that such funding is terminated or reduced, CONTRACT MANAGER may immediately terminate this CONTRACT, reduce COUNTY'S maximum obligation, or modify this CONTRACT, without penalty. The decision of CONTRACT MANAGER shall be binding on SUBRECIPIENT. CONTRACT MANAGER shall provide SUBRECIPIENT with written notification of such determination. SUBRECIPIENT shall immediately comply with DIRECTOR's or CONTRACT MANAGER's decision.
5. **Program Income:** COUNTY'S maximum obligation herein shall be reduced by the amount of any program income earned by SUBRECIPIENT, from sources other than COUNTY, as a result of this CONTRACT or the services provided by SUBRECIPIENT pursuant to this CONTRACT.

It shall be the responsibility of SUBRECIPIENT to inform the COUNTY in writing of any income earned as a result of this CONTRACT.

It is mutually understood that the State or Federal agency responsible for providing the funding for this CONTRACT may designate certain revenue of SUBRECIPIENT as Program Income. To be designated as Program Income and therefore, as other than a cost off-set. SUBRECIPIENT shall do all of the following:

- A. Submit a plan to the PROJECT MANAGER for use of any all proposed Program Income; and
- B. Set-up and maintain a separate bank account for any proposed Program Income and account for any and all such income received;
- C. Report to PROJECT MANAGER any and all Program Income received no later than thirty (30) days from the date of receipt; record the amount received on Internal financial records; and indicate the amount received on the monthly claim submitted to PROJECT MANAGER.

PROJECT MANAGER shall then forward the plan for the requested use of the proposed Program Income to the appropriate State and/or Federal agencies for approval.

SUBRECIPIENT shall not spend any of the proposed Program Income unless or until such time as PROJECT MANAGER obtains authorization for the use of the Program Income from the responsible State and/or Federal agency and provides SUBRECIPIENT with prior written approval for the use of the funds.

PROJECT MANAGER may, in its sole discretion, issue future policy statements and/or instructions with respect to Program Income. SUBRECIPIENT shall immediately comply with such policy statements and/or instructions.

**6. Fiscal Accountability:**

- A. Financial Management System: SUBRECIPIENT shall establish and maintain a sound financial management system, based upon generally accepted accounting principles. SUBRECIPIENT's system shall provide fiscal control and accounting procedures that will include the following:
  - i. Information pertaining to tuition rates, payments, and educational assistance payments; and
  - ii. Source documentation to support accounting records; and
  - iii. Proper charging of costs and cost allocation.
- B. SUBRECIPIENT's Record: SUBRECIPIENT's records shall be sufficient to:
  - i. Permit preparation of required reports; and
  - ii. Permit tracking of funds to a level of expenditure adequate to establish that funds have not been used in violation of the applicable restrictions on the use of such funds; and
  - iii. Permit the tracking of program income, or profits earned, and any costs incurred (such as stand-in costs) that are otherwise allowable except for;
  - iv. Permit tracking and reporting of leveraging as required by SB734.

- C. **Costs Charged:** Cost shall be charged to this CONTRACT only in accordance with the following:
- i. The Act; and
  - ii. 20 C.F.R. Part 667; and
  - iii. State implementing legislation;
  - iv. Requirements of Other Funding Sources

7. **Non-Supplantation of Funds:** SUBRECIPIENT shall not supplant any federal, State, or COUNTY funds intended for the purposes of this CONTRACT with any funds made available under this CONTRACT. SUBRECIPIENT shall not claim reimbursement from COUNTY for, or apply sums received from COUNTY with respect to, that portion of its obligations which have been paid by another source of revenue. SUBRECIPIENT agrees that it shall not use funds received pursuant to this CONTRACT, either directly or indirectly, as a contribution or compensation for the purposes of obtaining federal, State, or COUNTY funds under any federal, State, or COUNTY program without prior written approval from COUNTY.

8. **Amendments–Changes/Extra Work:** The SUBRECIPIENT shall make no changes to this CONTRACT without the COUNTY'S written consent. In the event that there are new or unforeseen requirements, the COUNTY with the SUBRECIPIENT's concurrence has the discretion to request official changes at any time without changing the intent of this CONTRACT.

If COUNTY-initiated changes or changes in laws or government regulations affect price, the SUBRECIPIENT's ability to deliver services, or the CONTRACT schedule, the SUBRECIPIENT shall give the COUNTY written notice no later than seven (7) calendar days from the date the law or regulation went into effect or the date the change was proposed by the COUNTY and the SUBRECIPIENT was notified of the change. Such changes shall be agreed to in writing and incorporated into a CONTRACT Amendment; said Amendment shall be issued by the CONTRACT MANAGER, shall require the mutual consent of all PARTIES, and may be prohibit the SUBRECIPIENT from proceeding with the work as set forth in this CONTRACT.

9. **Nondiscrimination and Compliance Provisions:**

A. SUBRECIPIENT shall comply fully with the nondiscrimination and equal opportunity provisions; the Nontraditional Employment for Women Act of 1991; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; the Americans with Disabilities Act of 1990; Title IX of the Education Amendments of 1972, as amended; the Equal Opportunity provisions in Executive Order 11246, as amended by Executive Order 11375 and supplemented by the requirements of 41 C.F.R. Part 60; and with all applicable requirements imposed by or pursuant to regulations or Executive Order implementing those laws, including, but not limited to, 29 C.F.R. Parts 33 and 37. The United States, the State of California and COUNTY have the right to seek judicial enforcement of this requirement.

B. SUBRECIPIENT shall comply with the provisions of the Fair Employment and Housing Act (California Government Code, Section 12900 et seq.) and the regulations promulgated there under (California Code of Regulations, Title 2, Section 7285.0 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set

forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations are incorporated into this CONTRACT by reference and made a part hereof as if set forth in full.

- C. In the performance of this CONTRACT, SUBRECIPIENT and its subSUBRECIPIENTS shall not deny the CONTRACT's benefits to any person on the basis of race, ancestry, national origin, religion, color, ethnic group identification, sex, age, mental or physical disability (including HIV and AIDS), medical condition (including cancer), marital status, denial of family care leave, political affiliation or belief, nor will they unlawfully discriminate, harass or allow harassment against any employee or applicant for employment because of race, ancestry, national origin, religion, color, ethnic group identification, sex, age, mental or physical disability (including HIV and AIDS), medical condition (including cancer), marital status, denial of family care leave, political affiliation or belief. SUBRECIPIENT shall insure that the evaluation and treatment of employees and applicants for employment are free from such discrimination and harassment.
- D. SUBRECIPIENT will include the non-discrimination and compliance provisions of this Paragraph of the CONTRACT in all subcontracts to perform work under this CONTRACT.
- E. SUBRECIPIENT will give written notice of its obligations under this Paragraph of the CONTRACT to labor organizations with which SUBRECIPIENT has a collective bargaining or other CONTRACT.
- F. SUBRECIPIENT shall furnish any and all information requested by PROJECT MANAGER and shall permit PROJECT MANAGER access, during business hours, to books, records and accounts in order to ascertain SUBRECIPIENT's compliance with the above non-discrimination requirements.

**10. Payments:** SUBRECIPIENT agrees that any and all funds received under this CONTRACT shall be disbursed or encumbered on or before June 30, ~~2017-2018~~ and that any and all funds remaining as of June 30, ~~2017-2018~~ which have not been disbursed shall be returned by SUBRECIPIENT to COUNTY within thirty (30) days of the expiration or earlier termination of the CONTRACT as provided herein. No expense of SUBRECIPIENT will be reimbursed by COUNTY if incurred after June 30, ~~2017-2018~~. No SUBRECIPIENT expenses shall be paid if billing is received by COUNTY after July 31, ~~2017-2018~~.

Upon the effective date of this CONTRACT, COUNTY shall make payments to SUBRECIPIENT in accordance with the following payment schedule:

- A. Monthly Payments. Beginning, upon receipt and approval by OC Community Services/Community Investment Division (CID) of SUBRECIPIENT's invoice showing the prior month's actual expenditures, COUNTY shall make monthly reimbursement payments based on SUBRECIPIENT's invoice so long as the total payments under this CONTRACT do not exceed \$~~192,265,355.00~~ (~~One Two-Hundred Ninety-Two Sixty-Five~~ Thousand Three Hundred Fifty-Five Dollars and 00 cents) dollars.
- B. COUNTY Discretion. At the sole discretion of COUNTY, payments to SUBRECIPIENT may be made more frequently than monthly, but such payments shall always be in arrears and not in advance of the provision of services by SUBRECIPIENT.
- C. Advance. Notwithstanding (b) above, upon written request and justification from SUBRECIPIENT, COUNTY may advance to SUBRECIPIENT a sum not to exceed one sixth (1/6) of COUNTY'S maximum obligation hereunder. PROJECT

MANAGER shall reduce the amount of monthly payments in the seventh, eighth, ninth, tenth, and eleventh months by twenty percent (20%) of any advance payment, under (A) above, to recover any outstanding advance or part thereof. Such recovery may not exceed the total of all outstanding advances. No monthly payment shall be made to SUBRECIPIENT which would result in less money remaining unpaid to SUBRECIPIENT than the total of advances made to SUBRECIPIENT.

- D. **Invoices.** COUNTY will reimburse SUBRECIPIENT for eligible CONTRACT-related costs only. SUBRECIPIENT shall submit requests for reimbursement to COUNTY on a monthly basis beginning on ~~November-August 1, 2016~~2017, and must provide adequate documentation as required by COUNTY in accordance with the OC Community Resources Contract Reimbursement Policy for documenting SUBRECIPIENT costs, incorporated herein by reference as Exhibit 6. Failure to provide any of the required documentation will cause COUNTY to withhold all or a portion of a request for reimbursement, or return the entire reimbursement package to SUBRECIPIENT, until such documentation has been received and approved by COUNTY. Invoices are due on the 20<sup>th</sup> of each month, for prior month's expenses.

11. **Performance Standards:** SUBRECIPIENT shall comply with and adhere to the performance accountability standards and general program requirements described in Sections 136 (Performance Accountability System) and 195 (General Program Requirements) of the Act and applicable regulations and as contained in Attachment D. Should the Performance Requirements defined in the CONTRACT between the State of California and the County of Orange be changed, COUNTY shall have the right to unilaterally modify this CONTRACT to meet such requirements.

12. **Satisfactory Work:** Services rendered hereunder are to be performed to the written satisfaction of COUNTY'S PROJECT MANAGER. COUNTY'S staff will interpret all reports and determine the quality, acceptability and progress of the services rendered.

13. **Modification of Program Components and Service Levels**

The parties hereto agree that those program components and service levels detailed in Attachments A, B, C and D may be modified upon mutual written agreement of the DIRECTOR and SUBRECIPIENT so long as the total payments under this CONTRACT are not increased and the basic goals and objectives of the program are not altered. Should the Federal Government and/or the State of California modify any program component and/or service level detailed in Amendments A, B, C and/or D then the COUNTY shall have the right to unilaterally modify this CONTRACT to meet such requirements.

- A. CONTRACT MANAGER may at any time, by written change order to SUBRECIPIENT, make changes within the general scope of this CONTRACT, including, in the definition of services and tasks to be performed, the manner in which services are performed, the time and place of performance thereof and additional related provisions, and CONTRACT term. Such change orders may be made when necessitated by changes in the WIOA Workforce Services operations or performance, the operations or performance of SUBRECIPIENT, or changes in applicable statutes, regulations or State of California or federal mandates or directives. SUBRECIPIENT and CONTRACT MANAGER shall make a good faith effort to reach agreement with respect to change orders, which affect the price of services under the CONTRACT. SUBRECIPIENT's protest or failure to agree to the amount of any adjustment to be made as a result of a change order shall be a dispute for which an appeal may be made pursuant to this CONTRACT.

Notwithstanding the foregoing, the price of services under this CONTRACT shall not be increased except by written modification of this CONTRACT indicating the new services and price of this CONTRACT if applicable. Until the parties reach agreement, SUBRECIPIENT shall not be obligated to assume increased performance under the change order beyond the limitation of funds established within this CONTRACT.

- B. SUBRECIPIENT may request changes in the scope of performance or services under this CONTRACT, by submitting a written request to PROJECT MANAGER describing the request and its impact on the Scope of Services and Budget Schedule. PROJECT MANAGER will review the request and respond in writing within ten (10) business days. PROJECT MANAGER's decision whether to approve the request or request Board of Supervisors' approval shall be final. COUNTY CONTRACT MANAGER may approve a request that meets all of the following criteria:
- i. It does not materially change the terms of this CONTRACT; and
  - ii. It is supported by adequate consideration to COUNTY. Board of Supervisors' action is necessary to approve a request from SUBRECIPIENT that does not satisfy all of the criteria listed above.

**14. Access and Records:**

- A. Access. COUNTY, the State of California and the United States Government and/or their representatives, shall have access, for purposes of monitoring, auditing, and examining, to SUBRECIPIENT's activities, books, documents and papers (including computer records and emails) and to records of SUBRECIPIENT's subSUBRECIPIENTS, consultants, contracted employees, bookkeepers, accountants, employees and participants related to this CONTRACT. SUBRECIPIENT shall insert this condition in each contract between SUBRECIPIENT and a subSUBRECIPIENT that is pursuant to this CONTRACT shall require the subSUBRECIPIENT to agree to this condition. Such agencies or representatives shall have the right to make excerpts, transcripts and photocopies of such records and to schedule on site monitoring at their discretion. Monitoring activities also may include, but are not limited to, questioning employees and participants and entering any premises or onto any site in which any of the services or activities funded hereunder are conducted or in which any of the records of SUBRECIPIENT are kept. SUBRECIPIENT shall make available its books, documents, papers, financial records, etc., within three (3) days after receipt of written demand by DIRECTOR which shall be deemed received upon date of sending. In the event SUBRECIPIENT does not make the above referenced documents available within the County of Orange, California, SUBRECIPIENT agrees to pay all necessary and reasonable expenses incurred by COUNTY, or COUNTY'S designee, in conducting any audit at the location where said records and books of account are maintained.
- B. Records Retention. All accounting records and evidence pertaining to all costs of SUBRECIPIENT and all documents related to this CONTRACT shall be kept available at SUBRECIPIENT'S office or place of business for the duration of this CONTRACT and thereafter, as specified in 29 CFR 97.42 or 29 CFR 95.53, whichever is more restrictive. Records which relate to: (1) complaints, claims, administrative proceedings or litigation arising out of the performance of this CONTRACT; or (2) costs and expenses of this CONTRACT to which COUNTY or any other governmental agency takes exception, shall be retained until final resolution or disposition of such appeals, litigation, claims, or exceptions.

- C. Liability. SUBRECIPIENT shall pay to COUNTY the full amount of COUNTY'S liability to the State or federal government or any agency thereof resulting from any disallowance or other audit exceptions to the extent that such liability is attributable to SUBRECIPIENT'S failure to perform under this CONTRACT.
15. **Breach of Contract:** The failure of the SUBRECIPIENT to comply with any of the provisions, covenants or conditions of this CONTRACT shall be a material breach of this CONTRACT. In such event the COUNTY may, and in addition to any other remedies available at law, in equity, or otherwise specified in this CONTRACT:
- A. Terminate the CONTRACT immediately, pursuant to Paragraph K herein;
  - B. Afford the SUBRECIPIENT written notice of the breach and ten calendar days or such shorter time that may be specified in this CONTRACT within which to cure the breach;
  - C. Discontinue payment to the SUBRECIPIENT for and during the period in which the SUBRECIPIENT is in breach; and
  - D. Offset against any monies billed by the SUBRECIPIENT but yet unpaid by the COUNTY those monies disallowed pursuant to the above.
16. **Conditions Affecting Work:** SUBRECIPIENT shall be responsible for taking all steps reasonably necessary, to ascertain the nature and location of the work to be performed under this CONTRACT; and to know the general conditions which can affect the work or the cost thereof. Any failure by the SUBRECIPIENT to do so will not relieve SUBRECIPIENT from responsibility for successfully performing the work without additional cost to the COUNTY. The COUNTY assumes no responsibility for any understanding or representations concerning the nature, location(s) or general conditions made by any of its officers or agents prior to the execution of this CONTRACT, unless such understanding or representations by the COUNTY are expressly stated in the CONTRACT.
17. **Conflict of Interest – SUBRECIPIENT'S Personnel:** The SUBRECIPIENT shall exercise reasonable care and diligence to prevent any actions or conditions that could result in a conflict with the best interests of the COUNTY. This obligation shall apply to the SUBRECIPIENT; the SUBRECIPIENT's employees, agents, and relatives; sub-tier SUBRECIPIENTS; and third parties associated with accomplishing work and services hereunder. The SUBRECIPIENT's efforts shall include, but not be limited to establishing precautions to prevent its employees or agents from making, receiving, providing or offering gifts, entertainment, payments, loans or other considerations which could be deemed to appear to influence individuals to act contrary to the best interests of the COUNTY.
18. **Conflict of Interest – COUNTY Personnel:** The County of Orange Board of Supervisors policy prohibits its employees from engaging in activities involving a conflict of interest. The SUBRECIPIENT shall not, during the period of this CONTRACT, employ any COUNTY employee for any purpose.

**19. Consulting Contract–Follow-On Work:** No person or firm or subsidiary thereof who has been awarded a consulting services contract or a contract which includes a consulting component may be awarded a contract for the provision of services, the delivery of goods or supplies, or the provision of any other related action which is required, suggested, or otherwise deemed appropriate as an end product of the consulting services contract. Therefore, any consultant that contracts with a COUNTY agency/department to develop a feasibility study or to provide formal recommendations is precluded from contracting for any work recommended in the study or included in the recommendations.

**20. SUBRECIPIENT Personnel:** The SUBRECIPIENT warrants that all persons employed to provide service under this CONTRACT have satisfactory past work records indicating their ability to accept the kind of responsibility anticipated under this CONTRACT.

**21. SUBRECIPIENT'S PROJECT MANAGER and Key Personnel:** SUBRECIPIENT shall appoint a 'SUBRECIPIENT'S PROJECT MANAGER' to direct the SUBRECIPIENT's efforts in fulfilling SUBRECIPIENT'S obligations under this CONTRACT. The name of the SUBRECIPIENT'S PROJECT MANAGER shall be provided to the COUNTY. If there be a SUBRECIPIENT'S PROJECT MANAGEMENT change the SUBRECIPIENT will notify the COUNTY in writing prior to the change being made.

The COUNTY'S PROJECT MANAGER shall have the right to require the removal and replacement of the SUBRECIPIENT'S PROJECT MANAGER and key personnel. The COUNTY'S PROJECT MANAGER shall notify the SUBRECIPIENT in writing of such action. The SUBRECIPIENT shall accomplish the removal within 14 calendar days after written notice by the COUNTY'S PROJECT MANAGER. The COUNTY'S PROJECT MANAGER shall review and approve the appointment of the replacement for the SUBRECIPIENT'S PROJECT MANAGER and key personnel. Said approval shall not be unreasonably withheld.

**22. County of Orange Child Support Enforcement:** In order to comply with the child support enforcement requirements of the County of Orange, within ten (10) days of notification of selection of award of CONTRACT but prior to official award of CONTRACT, the selected SUBRECIPIENT agrees to furnish to the CONTRACT MANAGER, the Purchasing Agent, or the agency/department deputy purchasing agent:

- A. In the case of an individual SUBRECIPIENT, his/her name, date of birth, Social Security number, and residence address;
- B. In the case of a SUBRECIPIENT doing business in a form other than as an individual, the name, date of birth, Social Security number, and residence address of each individual who owns an interest of ten (10) percent or more in the contracting entity;
- C. A certification that the SUBRECIPIENT has fully complied with all applicable federal and state reporting requirements regarding its employees; and
- D. A certification that the SUBRECIPIENT has fully complied with all lawfully served Wage and Earnings Assignment Orders and Notices of Assignment and will continue to so comply.

Failure of the SUBRECIPIENT to timely submit the data and/or certifications required may result in the CONTRACT being awarded to another SUBRECIPIENT. In the event a CONTRACT has been issued, failure of the SUBRECIPIENT to comply with all federal, state, and local reporting requirements for child support enforcement or to comply with all lawfully served Wage and Earnings Assignment Orders and Notices of Assignment shall constitute a material breach of the CONTRACT. Failure to cure such breach within sixty (60) calendar days of notice from the COUNTY shall constitute grounds for termination of the CONTRACT.

**23. EDD Independent Subrecipient Reporting Requirements:**

The County of Orange is required to file federal Form 1099-Misc for services received from a "service provider" to whom the County pays \$600 or more or with whom the County enters into a contract for \$600 or more within a single calendar year. The purpose of this reporting requirement is to increase child support collection by helping to locate parents who are delinquent in their child support obligations.

The term "service provider" is defined in California Unemployment Insurance Code Section 1088.8, subparagraph B.2 as "an individual who is not an employee of the service recipient for California purposes and who received compensation or executes a contract for services performed for that service recipient within or without the state." The term is further defined by the California Employment Development Department to refer specifically to independent contractors. An independent contractor is defined as "an individual who is not an employee of the ... government entity for California purposes and who receives compensation or executes a contract for services performed for that ... government entity either in or outside of California."

The reporting requirement does not apply to corporations, general partnerships, limited liability partnerships, and limited liability companies.

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Additional information on this reporting requirement can be found at the California Employment Development Department web site located at: [www.edd.ca.gov/txicr.htm](http://www.edd.ca.gov/txicr.htm).

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- 24. Data–Title To:** All materials, documents, data or information obtained from the COUNTY data files or any COUNTY medium furnished to the SUBRECIPIENT in the performance of this CONTRACT will at all times remain the property of the COUNTY. Such data or information may not be used or copied for direct or indirect use by the SUBRECIPIENT after completion or termination of this CONTRACT without the express written consent of the COUNTY. All materials, documents, data or information, including copies, must be returned to the COUNTY at the end of this CONTRACT (or final renewal), as applicable.

**25. Intellectual Property:**

- A. Federal Funding. In any CONTRACT funded in whole or in part by the federal government, COUNTY may acquire and maintain the Intellectual Property rights, title, and ownership, which result directly or indirectly from the CONTRACT, except as provided in 37 Code of Federal Regulations part 401.14. SUBRECIPIENT agrees to grant the COUNTY, federal and state governments a royalty-free, non-exclusive, irrevocable, paid-up license throughout the world to use, duplicate, or dispose of such Intellectual Property throughout the world in any manner for governmental purposes and to have and permit others to do so.
- B. Ownership.
- i. Except where COUNTY has agreed in a signed writing to accept a license, COUNTY shall be and remain, without additional compensation, the sole owner of any and all rights, title and interest in all intellectual property, from the moment of creation, whether or not jointly conceived, that are made, conceived, derived from, or reduced to practice by SUBRECIPIENT or COUNTY and which result directly or indirectly from this CONTRACT.
  - ii. For the purposes of this CONTRACT, Intellectual Property means recognized protectable rights and interest such as: patents, (whether or not

issued) copyrights, trademarks, service marks, applications for any of the foregoing, inventions, trade secrets, trade dress, logos, insignia, color combinations, slogans, moral rights, right of publicity, author's rights, contract and licensing rights, works, mask works, industrial design rights, rights of priority, know how, design flows, methodologies, devices, business processes, developments, innovations, good will, any data or information maintained, collected or stored in the ordinary course of business by COUNTY, and all other legal rights protecting intangible proprietary information as may exist now and/or hereafter come into existence, and all renewals and extensions, regardless of whether those rights arise under the laws of the United States, or any other state, country or jurisdiction.

- a. For the purposes of the definition of Intellectual Property, "works" means all literary works, writings and printed matter including the medium by which they are recorded or reproduced, photographs, art work, pictorial and graphic representations and works of a similar nature, film, motion pictures, digital images, animation cells, and other audiovisual works including positives and negatives thereof, sound recordings, tapes, educational materials, interactive videos, computer software and any other materials or products created, produced, conceptualized and fixed in a tangible medium of expression. It includes preliminary and final products and any materials and information developed for the purposes of producing those final products. "Works" does not include articles submitted to peer review or reference journals or independent research
  
- iii. In the performance of this CONTRACT, SUBRECIPIENT may exercise and utilize certain of its Intellectual Property in existence prior to the effective date of this CONTRACT. In addition, under this CONTRACT, SUBRECIPIENT may access and utilize certain of COUNTY'S Intellectual Property in existence prior to the effective date of this CONTRACT. Except as otherwise set forth herein, SUBRECIPIENT shall not use any of COUNTY'S Intellectual Property now existing or hereafter existing for any purposes without the prior written permission of COUNTY. Except as otherwise set forth herein, neither the SUBRECIPIENT nor COUNTY shall give any ownership interest in or rights to its Intellectual Property to the other PARTY. If, during the term of this CONTRACT, SUBRECIPIENT accesses any third-party Intellectual Property that is licensed to COUNTY, SUBRECIPIENT agrees to abide by all license and confidentiality restrictions applicable to COUNTY in the third-party's license Contract.
  
- iv. SUBRECIPIENT agrees to cooperate with COUNTY in establishing or maintaining COUNTY'S exclusive rights in the Intellectual Property, and in assuring COUNTY'S sole rights against third parties with respect to the intellectual Property. If the SUBRECIPIENT enters into any contracts or subcontracts with other parties in order to perform this CONTRACT, SUBRECIPIENT shall require the terms of the contract(s) to include all Intellectual Property provisions of ~~paragraphs~~ Paragraphs twenty-eight five (2825)(A) through twenty-eight five (2825)(I). Such terms must include, but are not limited to, the subSUBRECIPIENT assigning and agreeing to assign to COUNTY all rights, title and interest in Intellectual Property made, conceived, derived from, or reduced to practice by the

subSUBRECIPIENT, SUBRECIPIENT or COUNTY and which result directly or indirectly from this CONTRACT or any subcontract.

- v. Pursuant to ~~Paragraph twenty-eight-five (2825)~~(B)(iv) of the Intellectual Property Provisions of this CONTRACT, the requirement for the SUBRECIPIENT to include all Intellectual Property Provisions of ~~Paragraphs twenty-eight-five (2825)~~(A) through ~~twenty-eight-five (2825)~~(I). of the Intellectual Property Provisions in all contracts and subcontracts it enters into with other parties does not apply to contracts or subcontracts that are for customized and on-the-job training as authorized under 20 CFR 663.700-730.
- vi. SUBRECIPIENT further agrees to assist and cooperate with COUNTY in all reasonable respects, and execute all documents and, subject to reasonable availability, give testimony and take all further acts reasonably necessary to acquire, transfer, maintain, and enforce COUNTY'S Intellectual Property rights and interests.

C. Retained Rights/License Rights

- i. Except for Intellectual Property made, conceived, derived from, or reduced to practice by SUBRECIPIENT or COUNTY and which result directly or indirectly from this CONTRACT, SUBRECIPIENT shall retain title to all of its Intellectual Property to the extent such Intellectual Property is in existence prior to the effective date of this CONTRACT. SUBRECIPIENT hereby grants to COUNTY, without additional compensation, a permanent, non-exclusive, royalty free, paid-up, worldwide, irrevocable, perpetual, non-terminable license to use, reproduce, manufacture, sell, offer to sell, import, export, modify, publicly and privately display/perform, distribute, and dispose of SUBRECIPIENT's Intellectual Property with the right to sublicense through multiple layers, for any purpose whatsoever, to the extent it is incorporated in the Intellectual Property resulting from this CONTRACT, unless SUBRECIPIENT assigns all rights, title and interest in the Intellectual Property as set forth herein.
- ii. Nothing in this provision shall restrict, limit, or otherwise prevent SUBRECIPIENT from using any ideas, concepts, know-how, methodology or techniques related to its performance under this CONTRACT, provided that SUBRECIPIENT's use does not infringe the patent, copyright, trademark rights, license or other Intellectual Property rights of COUNTY or third party, or result in a breach or default of any provisions of ~~paragraphs Paragraphs~~ ~~twenty-eight-five (2825)~~(A) through ~~twenty-eight-five (2825)~~(I)- or result in a breach of any provisions of law relating to confidentiality.

D. Copyright.

- i. SUBRECIPIENT agrees that for purposes of copyright law, all works (as defined in Ownership, ~~Paragraph~~ ~~twenty-eight (28)~~(B)(ii) (a) of authorship made by or on behalf of SUBRECIPIENT in connection with SUBRECIPIENT's performance of this CONTRACT shall be deemed "works made for hire." SUBRECIPIENT further agrees that the work of each person utilized by SUBRECIPIENT in connection with the performance of this CONTRACT will be a "work made for hire," whether that person is an employee of SUBRECIPIENT or that person has entered

into a contract with SUBRECIPIENT to perform the work. SUBRECIPIENT shall enter into a written contract with any such person that (i) all work performed for SUBRECIPIENT shall be deemed a "work made for hire" under the Copyright Act and (ii) that person shall assign all right, title, and interest to COUNTY to any work product made, conceived, derived from or reduced to practice by SUBRECIPIENT or COUNTY and which result directly or indirectly from this CONTRACT.

- ii. All materials, including, but not limited to, computer software, visual works or text, reproduced or distributed pursuant to this CONTRACT that include Intellectual Property made, conceived, derived from, or reduced to practice by SUBRECIPIENT or COUNTY and which result directly or indirectly from this CONTRACT may not be reproduced or disseminated without prior written permission from COUNTY.
- E. **Patent Rights.**  
With respect to inventions made by SUBRECIPIENT in the performance of this CONTRACT, which did not result from research and development specifically included in the CONTRACT's Scope of Services, SUBRECIPIENT hereby grants to COUNTY a license as described under Paragraph twenty-eight five (2825)(C) for devices or material incorporating, or made through the use of such inventions. If such inventions result from research and development work specifically included within the CONTRACT's Scope of Services, then SUBRECIPIENT agrees to assign to COUNTY, without additional compensation, all its right, title and interest in and to such inventions and to assist COUNTY in securing United States and foreign patents with respect thereto.
- F. **Third-Party Intellectual Property.** Except as provided herein, SUBRECIPIENT agrees that its performance of this CONTRACT shall not be dependent upon or include any Intellectual Property of SUBRECIPIENT or third party without first: (i) obtaining COUNTY'S prior written approval; and (ii) granting to or obtaining for COUNTY'S, without additional compensation, a license, as described in Paragraph twenty-eight five (2825)(C), for any of SUBRECIPIENT's or third-party's Intellectual Property in existence prior to the effective date of this CONTRACT. If such a license upon these terms is unattainable, and COUNTY determines that the Intellectual Property should be included in or is required for SUBRECIPIENT's performance of this CONTRACT, SUBRECIPIENT shall obtain a license under terms acceptable to COUNTY.
- G. **Warranties.**
- i. SUBRECIPIENT represents and warrants that:
    - a. SUBRECIPIENT has secured and will secure all rights and licenses necessary for its performance of this CONTRACT.
    - b. Neither SUBRECIPIENT's performance of this CONTRACT, nor the exercise by either PARTY of the rights granted in this CONTRACT, nor any use, reproduction, manufacture, sale, offer to sell, import, export, modification, public and private display/performance, distribution, and disposition of the Intellectual Property made, conceived, derived from, or reduced to practice by SUBRECIPIENT or COUNTY and which result directly or indirectly from this CONTRACT will infringe upon or violate any Intellectual Property right, non-disclosure obligation, or other proprietary right or interest of any third-party or entity now existing under the laws of, or hereafter existing or issued by, any state, the

United States, or any foreign country. There are currently no actual or threatened claims by any such third party based on an alleged violation of any such right by SUBRECIPIENT.

- c. Neither SUBRECIPIENT's performance nor any part of its performance will violate the right of privacy of, or constitute a libel or slander against any person or entity.
  - d. SUBRECIPIENT has secured and will secure all rights and licenses necessary for Intellectual Property including, but not limited to, consents, waivers or releases from all authors of music or performances used, and talent (radio, television and motion picture talent), owners of any interest in and to real estate, sites locations, property or props that may be used or shown.
  - e. SUBRECIPIENT has not granted and shall not grant to any person or entity any right that would or might derogate, encumber, or interfere with any of the rights granted to COUNTY in this CONTRACT.
  - f. SUBRECIPIENT has appropriate systems and controls in place to ensure that state funds will not be used in the performance of this CONTRACT for the acquisition, operation or maintenance of computer software in violation of copyright laws.
  - g. SUBRECIPIENT has no knowledge of any outstanding claims, licenses or other charges, liens or encumbrances of any kind or nature whatsoever that could affect in any way SUBRECIPIENT's performance of this CONTRACT.
- ii. COUNTY MAKES NO WARRANTY, THAT THE INTELLECTUAL PROPERTY RESULTING FROM THIS CONTRACT DOES NOT INFRINGE UPON ANY PATENT, TRADEMARK, COPYRIGHT OR THE LIKE, NOW EXISTING OR SUBSEQUENTLY ISSUED.

H. Intellectual Property Indemnity

- i. SUBRECIPIENT shall indemnify, defend and hold harmless COUNTY and its licensees and assignees, and its officers, DIRECTOR, employees, agents, representatives, successors, and users of its products, ("Indemnities") from and against all claims, actions, damages, losses, liabilities (or actions or proceedings with respect to any thereof), whether or not rightful, arising from any and all actions or claims by any third party or expenses related thereto (including, but not limited to, all legal expenses, court costs, and attorney's fees incurred in investigating, preparing, serving as a witness in, or defending against, any such claim action, or proceeding, commenced or threatened) to which any of the Indemnities may be subject, whether or not SUBRECIPIENT is a party to any pending or threatened litigation, which arise out of or are related to (i) the incorrectness or breach of any of the representations, warranties, covenants or contracts of SUBRECIPIENT pertaining to Intellectual Property; or (ii) any Intellectual Property infringement, or any other type of actual or alleged infringement claim, arising out of COUNTY'S use, reproduction, manufacture, sale, offer to sell, distribution, import, export, modification, public and private performance/display, license, and disposition of the Intellectual Property made, conceived, derived from, or reduced to practice by SUBRECIPIENT or COUNTY and which result directly or indirectly from this CONTRACT. This indemnity obligation shall apply irrespective of whether the infringement claim is based on a patent, trademark or copyright registration that was issued after the effective date of this CONTRACT. COUNTY

reserves the right to participate in and/or control, at SUBRECIPIENT's expense, any such infringement action brought against COUNTY.

- ii. Should any Intellectual Property licensed by the SUBRECIPIENT to COUNTY under this CONTRACT become the subject of an Intellectual Property infringement claim SUBRECIPIENT will exercise its authority reasonably and in good faith to preserve COUNTY'S right to use the licensed Intellectual Property in accordance with this CONTRACT at no expense to COUNTY. COUNTY shall have the right to monitor and appear through its own counsel (at SUBRECIPIENT's expense) in any such claim or action. In the defense or settlement of the claim, SUBRECIPIENT may obtain the right for COUNTY to continue using the licensed intellectual Property or, replace or modify the licensed Intellectual Property, so that the replaced or modified Intellectual Property becomes non-infringing provided that such replacement or modification is functionally equivalent to the original licensed Intellectual Property. If such remedies are not reasonably available, COUNTY may be entitled to a refund of all monies paid under this CONTRACT, without restriction or limitation of any other rights and remedies available at law or in equity.
  - iii. SUBRECIPIENT agrees that damages alone would be inadequate to compensate COUNTY for breach of any term of these Intellectual Property provisions of Paragraphs twenty-eight-five (2825)(A) through twenty-eight-five (2825)(I) by SUBRECIPIENT. SUBRECIPIENT acknowledges COUNTY would suffer irreparable harm in the event of such breach and agrees COUNTY shall be entitled to obtain equitable relief, including without limitation an injunction, from a court of competent jurisdiction, without restriction or limitation of any other rights and remedies available at law or in equity.
- I. Survival.  
The provisions set forth herein shall survive any termination or expiration of this CONTRACT or any CONTRACT schedule.

#### 26. Disputes-Contract:

- A. The PARTIES shall deal in good faith and attempt to resolve potential disputes informally. If the dispute concerning a question of fact arising under the terms of this CONTRACT is not disposed of in a reasonable period of time by the SUBRECIPIENT'S PROJECT MANAGER and the COUNTY'S PROJECT MANAGER, such matter shall be brought to the attention of the COUNTY'S PROJECT MANAGER by way of the following process:
  - i. The SUBRECIPIENT shall submit to the agency/department assigned PROJECT MANAGER a written demand for a final decision regarding the disposition of any dispute between the PARTIES arising under, related to, or involving this CONTRACT, unless the COUNTY, on its own initiative, has already rendered such a final decision.
  - ii. The SUBRECIPIENT's written demand shall be fully supported by factual information, and, if such demand involves a cost adjustment to the CONTRACT, the SUBRECIPIENT shall include with the demand a written statement signed by a senior official indicating that the demand is made in good faith, that the supporting data are accurate and complete, and that

the amount requested accurately reflects the Contract adjustment for which the SUBRECIPIENT believes the COUNTY is liable.

- B. Pending the final resolution of any dispute arising under, related to, or involving this CONTRACT, the SUBRECIPIENT agrees to proceed with the provision of services under this CONTRACT. The SUBRECIPIENT's failure to proceed shall be considered a material breach of this CONTRACT.

Any final decision of the COUNTY shall be expressly identified as such, shall be in writing, and shall be signed by the CONTRACT MANAGER. If the COUNTY fails to render a decision within ninety (90) days after receipt of the SUBRECIPIENT's demand, it shall be deemed a final decision adverse to the SUBRECIPIENT's contentions. Nothing in this Paragraph shall be construed as affecting the COUNTY'S right to terminate the CONTRACT for Cause or Terminate for Convenience as stated in Paragraph K herein.

- 27. Complaint Handling Procedures:** SUBRECIPIENT shall comply with the "Complaint Handling Procedures", a copy of which is available from the PROJECT MANAGER. SUBRECIPIENT shall advise participants of their right to file complaints and of the procedures for resolution of any complaints. SUBRECIPIENT shall follow the COUNTY'S procedures for handling complaints which is available from the COUNTY'S PROJECT MANAGER for alleging a violation of regulations, grants or other agreements. Any decision of the COUNTY, the State or the federal government relating to the complaint shall be binding on SUBRECIPIENT.
- 28. Gratuities:** The SUBRECIPIENT warrants that no gratuities, in the form of entertainment, gifts or otherwise, were offered or given by the SUBRECIPIENT or any agent or representative of the SUBRECIPIENT to any officer or employee of the COUNTY with a view toward securing the CONTRACT or securing favorable treatment with respect to any determinations concerning the performance of the CONTRACT. For breach or violation of this warranty, the COUNTY shall have the right to terminate the CONTRACT, either in whole or in part, and any loss or damage sustained by the COUNTY in procuring on the open market any services which the SUBRECIPIENT agreed to supply shall be borne and paid for by the SUBRECIPIENT. The rights and remedies of the COUNTY provided in the clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under the CONTRACT.
- 29. Sectarian Activities:** SUBRECIPIENT certifies that this CONTRACT does not aid or advance any religious sect, church or creed for a purpose that is sectarian in nature, nor does it help to support or sustain any school, college, university, hospital or other institution controlled by any religious creed, church, or sectarian denomination.
- 30. Drug Free Workplace:** SUBRECIPIENT shall execute and abide by the Drug Free Workplace Certification attached hereto as Exhibit 2 and incorporated herein by this reference.
- 31. Debarment:** SUBRECIPIENT shall execute and abide by the Debarment & Suspension Certification, attached hereto as Exhibit 3 and incorporated herein by this reference, and by so doing declares that it is not debarred or suspended or otherwise excluded from or ineligible for participation in Federal/State assistance programs in accordance with 29 C.F.R. Part 98.
- 32. Lobbying:**
- A. SUBRECIPIENT shall execute and abide by the terms of the "Certification Regarding Lobbying," which is attached hereto as Exhibit 4 and incorporated herein by this reference. SUBRECIPIENT shall complete and immediately forward to the COUNTY'S PROJECT MANAGER the "Disclosure Form to Report Lobbying," a copy of which is attached hereto as Exhibit 5 -and incorporated herein by this

reference, if SUBRECIPIENT, or any person, firm or corporation acting on SUBRECIPIENT's behalf, engaged or engages in lobbying any federal office, employee, elected official or agency with respect to this CONTRACT or funds to be received by SUBRECIPIENT pursuant to this CONTRACT.

- B. SUBRECIPIENT agrees that the funds provided herein shall not be used to promote, directly or indirectly, any political party, political candidate or political activity, except as permitted by law.
- C. SUBRECIPIENT shall be in compliance with the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352 and 29 CFR Part 93.)

**33. Fraud:** SUBRECIPIENT shall immediately report all suspected or known instances and facts concerning possible fraud, abuse or criminal activity under this CONTRACT.

**34. Standards of Conduct:**

- A. **General Assurance.** Every reasonable course of action will be taken by SUBRECIPIENT in order to maintain the integrity of this expenditure of public funds and to avoid favoritism and questionable or improper conduct.

This CONTRACT will be administered in an impartial manner, free from efforts to attain personal, financial or political gain. SUBRECIPIENT, its officers and employees, in administering this CONTRACT, will avoid situations which give rise to a suggestion that any decision was influenced by prejudice, bias, special interest or desire for personal gain.

- B. **Employment of Former State or COUNTY Employees.** SUBRECIPIENT will ensure that any of its employees who were formerly employed by the State of California or COUNTY, in a position that could have enabled such individuals to impact policy regarding or implementation of programs covered by this CONTRACT, will not be assigned to any part or phase of the activities conducted pursuant to this CONTRACT for a period of not less than two years following the termination of such employment.
- C. **Conducting Business Involving Relatives.** No relative by blood, adoption or marriage of any executive or employee of SUBRECIPIENT will receive favorable treatment when considered for enrollment in programs provided by, or employment with SUBRECIPIENT.
- D. **Conducting Business Involving Close Personal Friends and Associates.** Executives and employees of SUBRECIPIENT will be particularly aware of the varying degrees of influence that can be exerted by personal friends and associates and, in administering this CONTRACT, will exercise due diligence to avoid situations which give rise to an assertion that favorable treatment is being granted to friends and associates. When it is in the public interest for SUBRECIPIENT to conduct business with a friend or associate of an executive or employee of SUBRECIPIENT or an elected official in the area or a staff person or consultant who is a member or officer of the Board of Directors or other official governing body of SUBRECIPIENT, a permanent record of the transaction will be retained.
- E. **Avoidance of Conflict of Economic Interest.** No executive or employee of SUBRECIPIENT, elected official in the area, or any staff person or consultant who is a member or officer of the Board of Directors or other official governing body of SUBRECIPIENT will solicit or accept money or any other consideration from a third person, for the performance of an act reimbursed in whole or part by SUBRECIPIENT or COUNTY.

**35. News/Information Release:** The SUBRECIPIENT agrees that it will not issue any news releases in connection with either the award of this CONTRACT or any subsequent amendment of or effort under this CONTRACT without first obtaining review and written approval of said news releases from the COUNTY through COUNTY'S PROJECT MANAGER.

**36. Notices:** Any and all notices, requests demands and other communications contemplated, called for, permitted, or required to be given hereunder shall be in writing, except through the course of the PARTIES' routine exchange of information and cooperation during the terms of the work and services. Any written communications shall be deemed to have been duly given upon actual in-person delivery, if delivery is by direct hand, or upon delivery on the actual day of receipt or no greater than four calendar days after being mailed by US certified or registered mail, return receipt requested, postage prepaid, whichever occurs first. The date of mailing shall count as the first day. All communications shall be addressed to the appropriate PARTY at the address stated herein or such other address as the PARTIES hereto may designate by written notice from time to time in the manner aforesaid.

For COUNTY:  
 County of Orange  
 OC Community Resources  
 Community Investment Division  
 PROJECT MANAGER  
 1300 South Grand Ave., Bldg. 'B', 3<sup>rd</sup> Flr  
 Santa Ana, CA 92705-4407

For SUBRECIPIENT:  
 Working Wardrobes for a New Start  
 1851 Kettering Street  
 Irvine, CA 92614-5617

**37. Literature/Publicity:** Any literature distributed by SUBRECIPIENT for the purpose of apprising businesses, participants, or the general public of its programs under this CONTRACT shall state that its program, wholly or in part, is funded through COUNTY, State and federal government funds; are supported by the County of Orange and the Orange County Workforce Investment Board and shall state that the program is an "equal opportunity employer/program" and that "auxiliary aids and services are available upon request to individuals with disabilities."

**38. Ownership of Documents:** The COUNTY has permanent ownership of all directly connected and derivative materials produced under this CONTRACT by the SUBRECIPIENT. All documents, reports and other incidental or derivative work or materials furnished hereunder shall become and remains the sole property of the COUNTY and may be used by the COUNTY as it may require without additional cost to the COUNTY. None of the documents, reports and other incidental or derivative work or furnished materials shall be used by the SUBRECIPIENT without the express written consent of the COUNTY.

**39. Precedence:** The CONTRACT documents consist of this CONTRACT and its Attachments and Exhibits. In the event of a conflict between or among the CONTRACT documents, the order of precedence shall be the provisions of the main body of this CONTRACT, i.e., those provisions set forth in the Recitals and Paragraphs of this CONTRACT, and then the Attachments and Exhibits.

**40. COUNTY'S PROJECT MANAGER:** The COUNTY shall appoint a PROJECT MANAGER to act as liaison between the COUNTY and the SUBRECIPIENT during the term of this CONTRACT. The COUNTY'S PROJECT MANAGER shall coordinate the activities of the COUNTY staff assigned to work with the SUBRECIPIENT.

**41. Reports/Meetings:** The SUBRECIPIENT shall develop reports and any other relevant documents necessary to complete the services and requirements as set forth in this CONTRACT. The COUNTY'S PROJECT MANAGER and the SUBRECIPIENT's PROJECT MANAGER will meet on reasonable notice to discuss the SUBRECIPIENT's performance

and progress under this CONTRACT. If requested, the SUBRECIPIENT's PROJECT MANAGER and other CONTRACT personnel shall attend all meetings. The SUBRECIPIENT shall provide such information that is requested by the COUNTY for the purpose of monitoring progress under this CONTRACT.

SUBRECIPIENT shall maintain records and submit such records, data and information regarding the performance of SUBRECIPIENT'S services, activities, cost or other data relating to this CONTRACT, in the form and at such time as PROJECT MANAGER may require. PROJECT MANAGER may modify the provisions of this Paragraph without further Board of Supervisors action upon written notice to SUBRECIPIENT.

- 42. Termination—Orderly:** After receipt of a termination notice from the County of Orange, the SUBRECIPIENT shall submit to the COUNTY a termination claim, if applicable. Such claim shall be submitted promptly, but in no event later than sixty (60) days from the effective date of the termination, unless one or more extensions in writing are granted by the COUNTY upon written request of the SUBRECIPIENT. Upon termination COUNTY agrees to pay the SUBRECIPIENT for all services performed prior to termination which meet the requirements of the CONTRACT, provided, however, that such compensation plus previously paid compensation shall not exceed the total compensation set forth in the CONTRACT. Upon termination or other expiration of this CONTRACT, each PARTY shall promptly return to the other PARTY all papers, materials, and other properties of the other held by each for purposes of execution of the CONTRACT. In addition, each PARTY will assist the other PARTY in orderly termination of this CONTRACT and the transfer of all aspects, tangible and intangible, as may be necessary for the orderly, non-disruptive business continuation of each PARTY.
- 43. Errors and Omissions:** All reports, files and other documents prepared and submitted by SUBRECIPIENT shall be complete and shall be carefully checked by the professional(s) identified by SUBRECIPIENT as PROJECT MANAGER and key personnel attached hereto, prior to submission to the COUNTY. SUBRECIPIENT agrees that COUNTY review is discretionary and SUBRECIPIENT shall not assume that the COUNTY will discover errors and/or omissions. If the COUNTY discovers any errors or omissions prior to approving SUBRECIPIENT'S reports, files and other written documents, the reports, files or documents will be returned to SUBRECIPIENT for correction. Should the COUNTY or others discover errors or omissions in the reports, files or other written documents submitted by SUBRECIPIENT after COUNTY approval thereof, COUNTY approval of SUBRECIPIENT'S reports, files or documents shall not be used as a defense by SUBRECIPIENT in any action between the COUNTY and SUBRECIPIENT, and the reports, files or documents will be returned to SUBRECIPIENT for correction.

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**Program Specific Terms and Conditions****44. Participants**

- A. **Eligibility.** Only participants who have been determined to meet all federal eligibility requirements to receive training hereunder shall be enrolled by SUBRECIPIENT. Determinations that participants meet federal eligibility requirements shall be made by One Stop Centers funded by COUNTY, and, when applicable, by WIOA Service Providers.
- B. **Benefits.** Benefits shall be provided to participants in accordance with the standards and requirements set forth in the Act, including Section 181.
- C. **Rights and Privileges.** All participants enrolled in courses pursuant to the CONTRACT shall be entitled to all the rights and privileges to which other SUBRECIPIENT students are entitled, including, but not limited to, special instruction, use of facilities on SUBRECIPIENT's premises such as the libraries and learning centers, counseling, student body activities, and veterans' benefits. SUBRECIPIENT's representatives will provide academic counseling for participants and inform them of SUBRECIPIENT's services available to them.
- D. **Labor Standards.** SUBRECIPIENT shall adhere to the Labor Standards described in the Act, including Section 181 of the Act, and all other applicable codes and regulations.

**45. Policies and Procedures:** SUBRECIPIENT shall monitor its program for compliance with the provisions of this CONTRACT. SUBRECIPIENT shall also comply with all applicable parts of COUNTY'S WIOA Policies and Procedures for recruitment, intake, assessment and referral, copies of which are available from COUNTY'S PROJECT MANAGER.

**46. Budget Schedule**

SUBRECIPIENT agrees that the expenditures of any and all funds under this CONTRACT Attachment C and which by this reference is incorporated herein and made a part hereof as if fully set forth.

**47. Modification of Budget Schedule**

- A. Upon written approval of CONTRACT MANAGER shall have the authority to transfer allocated program funds from one category of the overall program budget to any other category of the overall program budget, as long as the amount of the total contract is not increased and the basic goals and objectives of the program are not altered. No such transfer may be made without the express prior written approval of CONTRACT MANAGER. A modification of the Budget Schedule may include the addition of any new budget category. Approval of the Budget Modification by CONTRACT MANAGER includes approval of the new Budget Category. Budget modifications are limited to once each Quarter.
- B. SUBRECIPIENT may submit a program or budget modification request in response to the modification of program components and/or service levels which significantly alter SUBRECIPIENT's Scope of Services. Without further Board action, DIRECTOR may execute amendments to this CONTRACT modifying SUBRECIPIENT's services in amounts that do not collectively increase by more than ten percent (10%) the price of said services under this CONTRACT when originally executed. Increases in excess of ten percent (10%) of the original CONTRACT price, must be approved by the COUNTY'S Board of Supervisors.

**48. Sweat-free Code of Conduct:** All SUBRECIPIENTS contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, or supplies have been furnished to the SUBRECIPIENT from sources that include sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The SUBRECIPIENT further declares under penalty of perjury that they adhere to the Sweat-free Code of Conduct as set forth on the California Department of Industrial Relations website located at [www.dir.ca.gov](http://www.dir.ca.gov), and Public Contract Code Section 6108.

The SUBRECIPIENT agrees to cooperate fully in providing reasonable access to the SUBRECIPIENT's records, documents, agents or employees, or premises if reasonably required by authorized officials of the State or COUNTY, the Department of Industrial Relations, or the Department of Justice to determine the SUBRECIPIENT's compliance with the requirements under Paragraph (a) of the Sweat-free Code of Conduct.

**49. Annual Audit:** SUBRECIPIENT shall arrange for an independent audit to be performed by a Certified Public Accountant, which shall include an audit of the WIOA funds received from COUNTY, in accordance with the Act, 20 CFR WIOA NPRM Part 683.200, and 2 CFR 200 Subpart F and 2 CFR 2900 Subpart F. SUBRECIPIENT shall submit two (2) copies of each required audit report to COUNTY within thirty (30) days after the date received by SUBRECIPIENT.

**50. Corporate Status:** All corporate SUBRECIPIENT shall be registered with the California Secretary of State and shall be in good standing, without suspension by the California Secretary of State, Franchise Tax Board, or Internal Revenue Service. Any change in corporate status or suspension shall be reported by SUBRECIPIENT immediately in writing to COUNTY'S PROJECT MANAGER.

**51. Equipment:** All computer-related and electronic equipment purchased with funds provided under this CONTRACT or which are furnished to SUBRECIPIENT by COUNTY shall be considered Equipment. This includes, but not limited to laptops, desktop computers, iPads, cell phones, PDAs, cameras, and DVD players. Title to all items of Equipment purchased vests and will remain in COUNTY as such shall be designated by COUNTY'S PROJECT MANAGER. The use of such items of Equipment is limited to the performance of this CONTRACT. Upon the termination of this CONTRACT, SUBRECIPIENT shall immediately return any items of Equipment to COUNTY or its representatives, or dispose of them in accordance with the directions of COUNTY'S PROJECT MANAGER.

SUBRECIPIENT further agrees to the following:

- A. To maintain all items of Equipment in good working order and condition, except for normal wear and tear.
- B. To label all items of Equipment, do periodic inventories as required by COUNTY'S PROJECT MANAGER and to maintain an inventory list showing where and how the Equipment is being used, in accordance with procedures developed by COUNTY'S PROJECT MANAGER. All such lists shall be submitted to COUNTY'S PROJECT MANAGER within ten (10) days of the request therefore. Inventory lists must be maintained for four (4) years after final disposition of property.
- C. To report in writing to COUNTY'S PROJECT MANAGER immediately after discovery, the loss or theft of any items of Equipment. For stolen items, the local

law enforcement agency must be contacted and a copy of the police report submitted to COUNTY'S PROJECT MANAGER.

- D. To purchase a policy or policies of insurance covering loss or damage to any and all Equipment purchased under this CONTRACT, in the amount of the full replacement value thereof, providing protection against the classification of fire, extended coverage, vandalism, malicious mischief and special extended perils (all risks) covering the parties' interests as they appear.
- E. The purchase of any Equipment by SUBRECIPIENT shall be requested by SUBRECIPIENT in writing, shall require the prior written approval of DIRECTOR and shall fulfill the provisions of this CONTRACT which are appropriate and directly related to SUBRECIPIENT's service or activity under the terms of this CONTRACT. COUNTY may refuse reimbursement for any costs resulting from Equipment purchased, which are incurred by SUBRECIPIENT, if prior written approval has not been obtained from COUNTY'S PROJECT MANAGER.

**52. Compliance with COUNTY WIOA Policies and Procedures:** If any services under this Agreement are funded by WIOA, SUBRECIPIENT shall comply with all applicable parts of COUNTY's WIOA Policies and Procedures. Said Policies and Procedures may be modified by COUNTY's PROGRAM MANAGER upon ten (10) days written notice to SUBRECIPIENT.

**53. Publication:** No copies of sketches, schedules, written documents, computer based data, photographs, maps or graphs, including graphic art work, resulting from performance or prepared in connection with this CONTRACT, are to be released by SUBRECIPIENT and/or anyone acting under the supervision of SUBRECIPIENT to any person, partnership, company, corporation, or agency, without prior written approval by the COUNTY, except as necessary for the performance of the services of this CONTRACT. All press releases, including graphic display information to be published in newspapers, magazines, etc., are to be administered only by the COUNTY unless otherwise agreed to by both PARTIES.

**54. Approved Scope of Services:** This CONTRACT is based upon the information and representations contained in Attachment B, SUBRECIPIENT'S approved Scope of Services. SUBRECIPIENT agrees to comply with all provisions, to perform all work, and to provide all services set forth in this CONTRACT. The specific program components to be performed by SUBRECIPIENT and the service levels to be utilized by COUNTY for program evaluation and monitoring include, but are not limited to, those listed in Attachment B hereto. Services to be provided hereunder shall be restricted to those described in Attachment B.

**55. Instructors:** SUBRECIPIENT shall ensure that every instructor involved in the training of participants hereunder shall be qualified to instruct in the program or training component in which he/she acts as an instructor, and that every instructor required to be certified or licensed is appropriately certified or licensed by the State or other licensing or certifying authority.

**56. Other Requirements – Program Confidentiality**

- A. Without prejudice to any other ~~section~~ Paragraph of this CONTRACT, SUBRECIPIENT shall, where applicable, maintain the confidential nature of information provided to it concerning participants in accordance with the requirements of federal and State law. However, SUBRECIPIENT shall submit to COUNTY, the State of California and/or the United States government or their representatives, all records requested for administrative purposes, including

audits, examinations, monitoring and verification of reports submitted by SUBRECIPIENT, costs incurred and services rendered hereunder.

- B. SUBRECIPIENT shall require all of its employees, agents, subSUBRECIPIENTS and volunteer staff who may provide services to SUBRECIPIENT under this CONTRACT to sign an agreement with SUBRECIPIENT before commencing the provision of any such services, to maintain the confidentiality of any and all materials and information with which they may come into contact, or the identities or any identifying characteristics or information with respect to any and all participants referred to SUBRECIPIENT by COUNTY, except as may be required to provide services under this CONTRACT or to those specified in this CONTRACT as having the capacity to audit SUBRECIPIENT, and as to the latter, only during such audit. SUBRECIPIENT shall provide reports and any other information required by COUNTY in the administration of this CONTRACT, and as otherwise permitted by law.
- C. The State of California Information Practices Act of 1977 sets forth certain requirements and safeguards regarding records pertaining to individuals, including the rights of access by the subject individual and by third parties. The disclosure of information from student records is governed by the Federal Family Educational Rights and Privacy Act (FERPA) and in part by the State of California Education Code and SUBRECIPIENT Policies Applying to the Disclosure of Information and Student Records. It is the purpose of these policies to provide reasonable interpretations of those laws and to protect the student's right to privacy. The Federal Family Educational Rights and Privacy Act (FERPA) is a U.S. federal law that protects the privacy of student records. Generally, this law states schools must have written permission from the student in order to release any information from a student's education record.
- The SUBRECIPIENT shall be guided by the following principles: (1) the release of any personally identifiable student information to any third parties shall be managed in ways that are in compliance with FERPA and (2) the information in the student's file should be disclosed to the student upon request. Therefore, SUBRECIPIENT shall procure the written consent from students enrolled through the COUNTY allowing SUBRECIPIENT to disclose to the participants' employer, County of Orange, State of California, or U.S. Department of Labor student information such as grades, academic disputes and other matters related to a student's status as a student. Such consent shall be obtained materially in the form, titled Family Educational Rights and Privacy Act (FERPA) Authorization to Release Information to a Designated Third Party.
- D. SUBRECIPIENT agrees that any and all subcontracts entered into shall be subject to the confidentiality requirements of this CONTRACT.

**57. Compliance with Law – CONTRACT:**

In its performance under this CONTRACT, SUBRECIPIENT shall fully comply with the requirements of the following, whether or not otherwise referred to in this CONTRACT:

- A. The Act and all applicable federal statutes, regulations, policies, procedures and directives, including but not limited to, 20 C.F.R. Parts 652 and 660 through 671.
- i. All applicable standards and orders and requirements issued under Section 306 of the Clean Air Act, Section 508 of the Clean Water Act and Environmental Protection Agency regulations in contracts in excess of \$100,000.

- ii. All mandatory standards and policies relating to energy efficiency as particularized in the state Energy Conservation Plan (Title 20, California Code of Regulations), as required by the U.S. Energy Policy and Conservation Act (P.L. 94-163) as each may now exist or be thereafter amended;
- B. All applicable State statues, regulations, policies, procedures and directives;
- C. All applicable COUNTY policies, procedures and directives;
- D. All applicable local ordinances and requirements, including use permits and licensing;
- E. Court orders applicable to SUBRECIPIENT's operations; and
- F. The terms and conditions of this CONTRACT, including Attachments and Exhibits.

58. Signature in Counterparts: The PARTIES agree that separate copies of the CONTRACT may be signed by each of the PARTIES, and this CONTRACT will have the same force and effect as if the original had been signed by all PARTIES.

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59. DUNS Number and Related Information: The DUNS number is a unique 9-digit identifier issued and maintained by Dun & Bradstreet (D&B) that verifies the existence of a business entity. The DUNS number is needed to coordinate with the System for Award Management (SAM) that combines federal procurement systems and the Catalog of Federal Domestic Assistance into one new system. <https://www.SAM.gov>.

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The DUNS number must be provided to COUNTY prior to the execution of this CONTRACT. CONTRACTOR shall ensure all DUNS information is up to date and the DUNS number status is "active," prior to execution of this CONTRACT.

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If COUNTY cannot access the CONTRACTOR's DUNS information related to this federal sub award on the Federal Funding Accountability and Transparency Act Sub award Reporting System (SAM.GOV) due to errors in the CONTRACTOR's data entry for its DUNS number, the CONTRACTOR must immediately update the information as required.

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**General Terms and Conditions:**

- A. **Governing Law and Venue:** This CONTRACT has been negotiated and executed in the State of California and shall be governed by and construed under the laws of the State of California. In the event of any legal action to enforce or interpret this CONTRACT, the sole and exclusive venue shall be a court of competent jurisdiction located in Orange COUNTY, California, and the PARTIES hereto agree to and do hereby submit to the jurisdiction of such court, notwithstanding Code of Civil Procedure Section 394. Furthermore, the parties specifically agree to waive any and all rights to request that an action be transferred for trial to another COUNTY.
- B. **Entire Contract:** This CONTRACT, including Attachments A, B, C and D, and Exhibits 1, 2, 3, 4, 5, and 6, which are attached hereto and incorporated herein by this reference, when accepted by the SUBRECIPIENT either in writing or by the shipment of any article or other commencement of performance hereunder, contains the entire CONTRACT between the PARTIES with respect to the matters herein, and there are no restrictions, promises, warranties or undertakings other than those set forth herein or referred to herein. No exceptions, alternatives, substitutes or revisions are valid or binding on COUNTY unless authorized by COUNTY in writing. Electronic acceptance of any additional terms, conditions or supplemental contracts by any COUNTY employee or agent, including but not limited to installers of software, shall not be valid or binding on COUNTY unless accepted in writing by CONTRACT MANAGER.
- C. **Amendments:** No alteration or variation of the terms of this CONTRACT shall be valid unless made in writing and signed by the parties; no oral understanding or agreement not incorporated herein shall be binding on either of the parties; and no exceptions, alternatives, substitutes or revisions are valid or binding on COUNTY unless authorized by COUNTY in writing.
- D. **Taxes:** This Paragraph was intentionally left blank.
- E. **Delivery:** Time of delivery of services is of the essence in this CONTRACT. COUNTY reserves the right to refuse any services and to cancel all or any part of the descriptions or services that do not conform to the prescribed Scope of Services. Delivery shall not be deemed to be complete until all services have actually been received and accepted in writing by COUNTY.
- F. **Acceptance/Payment:** Unless otherwise agreed to in writing by the COUNTY, 1) acceptance shall not be deemed complete unless in writing and until all the services have actually been received to the satisfaction of COUNTY, and 2) payment shall be made in arrears after satisfactory acceptance.
- G. **Warranty:** SUBRECIPIENT expressly warrants that the services covered by this CONTRACT are fit for the particular purpose for which they are intended. Acceptance of this order shall constitute an agreement upon SUBRECIPIENT's part to indemnify, defend and hold COUNTY and its indemnities as identified in Paragraph HH below, and as more fully described in Paragraph HH, harmless from liability, loss, damage and expense, including reasonable counsel fees, incurred or sustained by COUNTY by reason of the failure of the services to conform to such warranties, faulty work performance, negligent or unlawful acts, and non-compliance with any applicable state or federal codes, ordinances, orders, or statutes, including the Occupational Safety and Health Act (OSHA) and the California Industrial Safety Act. Such remedies shall be in addition to any other remedies provided by law.

- H. **Patent/Copyright Materials/Proprietary Infringement:** Unless otherwise expressly provided in this CONTRACT, SUBRECIPIENT shall be solely responsible for clearing the right to use any patented or copyrighted materials in the performance of this CONTRACT. SUBRECIPIENT warrants that any software as modified through services provided hereunder will not infringe upon or violate any patent, proprietary right, or trade secret right of any third party. SUBRECIPIENT agrees that, in accordance with the more specific requirement contained in Paragraph ~~and~~ HH below, it shall indemnify, defend and hold COUNTY and COUNTY ~~Indemnities~~ **INDEMNITIES** harmless from any and all such claims and be responsible for payment of all costs, damages, penalties and expenses related to or arising from such claim(s), including, but not limited to, attorney's fees, costs and expenses.
- I. **Assignment or Sub-Contracting:** The terms, covenants, and conditions contained herein shall apply to and bind the heirs, successors, executors, administrators and assigns of the parties. Furthermore, neither the performance of this CONTRACT nor any portion thereof may be assigned or sub-contracted by SUBRECIPIENT without the express written consent of COUNTY. Any attempt by SUBRECIPIENT to assign or sub-contract the performance or any portion thereof of this CONTRACT without the express written consent of COUNTY shall be invalid and shall constitute a breach of this CONTRACT.
- J. **Non-Discrimination:** In the performance of this CONTRACT, SUBRECIPIENT agrees that it will comply with the requirements of Section 1735 of the California Labor Code and not engage nor permit any subSUBRECIPIENTs to engage in discrimination in employment of persons because of the race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, or sex of such persons. SUBRECIPIENT acknowledges that a violation of this provision shall subject SUBRECIPIENT to all the penalties imposed for a violation of Section 1720 et seq. of the California Labor Code.
- K. **Termination:** In addition to any other remedies or rights it may have by law, COUNTY has the right to terminate this CONTRACT without penalty immediately with cause or after 30 days' written notice without cause, unless otherwise specified. Cause shall be defined as any breach of CONTRACT, any misrepresentation or fraud on the part of the SUBRECIPIENT. Exercise by COUNTY of its right to terminate the CONTRACT shall relieve COUNTY of all further obligations.
- L. **Consent to Breach Not Waiver:** No term or provision of this CONTRACT shall be deemed waived and no breach excused, unless such waiver or consent shall be in writing and signed by the PARTY claimed to have waived or consented. Any consent by any PARTY to, or waiver of, a breach by the other, whether express or implied, shall not constitute consent to, waiver of, or excuse for any other different or subsequent breach.
- M. **Remedies Not Exclusive:** The remedies for breach set forth in this CONTRACT are cumulative as to one another and as to any other provided by law, rather than exclusive; and the expression of certain remedies in this CONTRACT does not preclude resort by either PARTY to any other remedies provided by law.
- N. **Independent SUBRECIPIENT:** SUBRECIPIENT shall be considered an independent SUBRECIPIENT and neither SUBRECIPIENT nor its employees; nor anyone working under SUBRECIPIENT shall be considered an agent or an employee of COUNTY. Neither SUBRECIPIENT nor its employees; nor anyone working under SUBRECIPIENT shall qualify for workers' compensation or other fringe benefits of any kind through COUNTY.
- O. **Performance:** SUBRECIPIENT shall perform all work under this CONTRACT, taking necessary steps and precautions to perform the work to COUNTY'S satisfaction. SUBRECIPIENT shall be responsible for the professional quality, technical assurance,

timely completion and coordination of all documentation and other services furnished by the SUBRECIPIENT under this CONTRACT. SUBRECIPIENT shall perform all work diligently, carefully, and in a good and workman-like manner; shall furnish all labor, supervision, machinery, equipment, materials, and supplies necessary therefore; shall at its sole expense obtain and maintain all permits and licenses required by public authorities, including those of COUNTY required in its governmental capacity, in connection with performance of the work; and, if permitted to subcontract, shall be fully responsible for all work performed by subSUBRECIPIENTS.

P. **Insurance:**

**Insurance Provisions**

Prior to the provision of services under this contract, the SUBRECIPIENT agrees to purchase all required insurance at SUBRECIPIENT's expense, including all endorsements required herein, necessary to satisfy the COUNTY that the insurance provisions of this CONTRACT have been complied with. SUBRECIPIENT agrees to keep such insurance coverage, Certificates of Insurance, and endorsements on deposit with the COUNTY during the entire term of this CONTRACT. In addition, all sub-SUBRECIPIENTS performing work on behalf of SUBRECIPIENT pursuant to this CONTRACT shall obtain insurance subject to the same terms and conditions as set forth herein for SUBRECIPIENT.

SUBRECIPIENT shall ensure that all subSUBRECIPIENTS performing work on behalf of SUBRECIPIENT pursuant to this CONTRACT shall be covered under SUBRECIPIENT's insurance as an Additional Insured or maintain insurance subject to the same terms and conditions as set forth herein for SUBRECIPIENT. SUBRECIPIENT shall not allow sub-SUBRECIPIENTS to work if subSUBRECIPIENTS have less than the level of coverage required by COUNTY from SUBRECIPIENT under this CONTRACT. It is the obligation of SUBRECIPIENT to provide notice of the insurance requirements to every subSUBRECIPIENT and to receive proof of insurance prior to allowing any subSUBRECIPIENT to begin work. Such proof of insurance must be maintained by SUBRECIPIENT through the entirety of this CONTRACT for inspection by COUNTY representative(s) at any reasonable time.

All self-insured retentions (SIRs) shall be clearly stated on the Certificate of Insurance. Any self-insured retention (SIR) in an amount in excess of \$50,000 shall specifically be approved by the COUNTY's Risk Manager, or designee, upon review of SUBRECIPIENT'S current audited financial report. If SUBRECIPIENT'S SIR is approved, SUBRECIPIENT, in addition to, and without limitation of, any other indemnity provision(s) in this CONTRACT, agree to all the following:

- 1) In addition to the duty to indemnify and hold the County harmless against any and all liability, claim, demand or suit resulting from SUBRECIPIENT's, its agents, employee's or subSUBRECIPIENT's performance of this Contract, SUBRECIPIENT shall defend the County at its sole cost and expense with counsel approved by Board of Supervisors against same; and
- 2) SUBRECIPIENT's duty to defend, as stated above, shall be absolute and irrespective of any duty to indemnify or hold harmless; and
- 3) The provisions of California Civil Code Section 2860 shall apply to any and all actions to which the duty to defend stated above applies, and the SUBRECIPIENT's SIR provision shall be interpreted as though the SUBRECIPIENT was an insurer and the County was the insured.

If the SUBRECIPIENT fails to maintain insurance acceptable to the COUNTY for the full term of this CONTRACT, the COUNTY may terminate this CONTRACT.

**Qualified Insurer**

The policy or policies of insurance must be issued by an insurer with a minimum rating of A- (Secure A.M. Best's Rating) and VIII (Financial Size Category as determined by the most current edition of the **Best's Key Rating Guide/Property-Casualty/United States or ambest.com**). It is preferred, but not mandatory, that the insurer be licensed to do business in the state of California (California Admitted Carrier).

If the insurance carrier does not have an A.M. Best Rating of A-/VIII, the CEO/Office of Risk Management retains the right to approve or reject a carrier after a review of the company's performance and financial ratings.

The policy or policies of insurance maintained by the SUBRECIPIENT shall provide the minimum limits and coverage as set forth below:

<b><u>Coverage</u></b>	<b><u>Minimum Limits</u></b>
<u>Commercial General Liability</u>	<u>\$1,000,000 per occurrence \$2,000,000 aggregate</u>
<u>Automobile Liability including coverage for owned, non-owned and hired vehicles</u>	<u>\$1,000,000 per occurrence</u>
<u>Workers Compensation</u>	<u>Statutory</u>
<u>Employers Liability Insurance</u>	<u>\$1,000,000 per occurrence</u>
<u>Network Security &amp; Privacy Liability</u>	<u>\$1,000,000 per claims-made</u>
<u>Professional Liability Insurance</u>	<u>\$1,000,000 per claims-made \$1,000,000 aggregate</u>
<u>Sexual Misconduct Liability</u>	<u>\$1,000,000 per occurrence</u>

**Required Coverage Forms**

The Commercial General Liability coverage shall be written on Insurance Services Office (ISO) form CG 00 01, or a substitute form providing liability coverage at least as broad.

The Business Auto Liability coverage shall be written on ISO form CA 00 01, CA 00 05, CA 0012, CA 00 20, or a substitute form providing coverage at least as broad.

**Required Endorsements**

The Commercial General Liability policy shall contain the following endorsements, which shall accompany the Certificate of Insurance:

- 1) An Additional Insured endorsement using ISO form CG 20 26 04 13, or a form at least as broad naming the **County of Orange, its elected and appointed officials,**

officers, employees, agents and employees as Additional Insured, or provide blanket coverage, which will state **AS REQUIRED BY WRITTEN CONTRACT.**

- 2) A primary non-contributing endorsement using ISO form CG 20 01 04 13, or a form at least as broad evidencing that the SUBRECIPIENT'S insurance is primary and any insurance or self-insurance maintained by the County of Orange shall be excess and non-contributing.

The Network Security and Privacy Liability policy shall contain the following endorsements which shall accompany the Certificate of Insurance:

- 1) An Additional Insured endorsement naming the **County of Orange, its elected and appointed officials, officers, agents and employees** as Additional Insureds for its vicarious liability.
- 2) A primary and non-contributing endorsement evidencing that the SUBRECIPIENT'S insurance is primary and any insurance or self-insurance maintained by the County of Orange shall be excess and non-contributing.

The Workers' Compensation policy shall contain a waiver of subrogation endorsement waiving all rights of subrogation against the **County of Orange, its elected and appointed officials, officers, agents and employees** or provide blanket coverage, which will state **AS REQUIRED BY WRITTEN CONTRACT.**

All insurance policies required by this CONTRACT shall waive all rights of subrogation against the County of Orange and members of the Board of Supervisors, its elected and appointed officials, officers, agents and employees when acting within the scope of their appointment or employment.

SUBRECIPIENT shall notify COUNTY in writing within thirty (30) days of any policy cancellation and ten (10) days for non-payment of premium and provide a copy of the cancellation notice to COUNTY. Failure to provide written notice of cancellation may constitute a material breach of the CONTRACT, upon which the COUNTY may suspend or terminate this CONTRACT.

If SUBRECIPIENT's Professional Liability and/or Network Security & Privacy Liability are "claims made" policies, SUBRECIPIENT shall agree to maintain coverage for two (2) years following the completion of the CONTRACT.

The Commercial General Liability policy shall contain a severability of interests clause also known as a "separation of insureds" clause (standard in the ISO CG 0001 policy).

Insurance certificates should be forwarded to the department address listed on the solicitation.

If the SUBRECIPIENT fails to provide the insurance certificates and endorsements within seven (7) days of notification to CONTRACT ADMINISTRATOR, award may be made to the next qualified vendor.

COUNTY expressly retains the right to require SUBRECIPIENT to increase or decrease insurance of any of the above insurance types throughout the term of this CONTRACT. Any increase or decrease in insurance will be as deemed by County of Orange Risk Manager as appropriate to adequately protect COUNTY.

COUNTY shall notify SUBRECIPIENT in writing of changes in the insurance requirements. If SUBRECIPIENT does not deposit copies of acceptable certificates of insurance and endorsements with COUNTY incorporating such changes within thirty (30) days of receipt of such notice, this CONTRACT may be in breach without further notice to SUBRECIPIENT, and COUNTY shall be entitled to all legal remedies.

The procuring of such required policy or policies of insurance shall not be construed to limit SUBRECIPIENT's liability hereunder nor to fulfill the indemnification provisions and requirements of this CONTRACT, nor act in any way to reduce the policy coverage and limits available from the insurer.

Prior to the provision of services under this CONTRACT, the SUBRECIPIENT agrees to purchase all required insurance at SUBRECIPIENT's expense and to deposit with the COUNTY Certificates of Insurance, including all endorsements required herein, necessary to satisfy the COUNTY that the insurance provisions of this CONTRACT have been complied with and to keep such insurance coverage and the certificates therefore on deposit with the COUNTY during the entire term of this CONTRACT. In addition, all subSUBRECIPIENT's performing work on behalf of SUBRECIPIENT pursuant to this CONTRACT shall obtain insurance subject to the same terms and conditions as set forth herein for SUBRECIPIENT.

All self-insured retentions (SIRs) and deductibles shall be clearly stated on the Certificate of Insurance. If no SIRs or deductibles apply, indicate this on the Certificate of Insurance with a 0 by the appropriate line of coverage. Any self-insured retention (SIR) or deductible in an amount in excess of \$25,000 (\$5,000 for automobile liability), shall specifically be approved by the COUNTY Executive Office (CEO)/Office of Risk Management.

If the SUBRECIPIENT fails to maintain insurance acceptable to the COUNTY for the full term of this CONTRACT, the COUNTY may terminate this CONTRACT.

**Qualified Insurer**

The policy or policies of insurance must be issued by an insurer with a minimum rating of A- (Secure A.M. Best's Rating) and VIII (Financial Size Category as determined by the most current edition of the **Best's Key Rating Guide/Property-Casualty/United States or ambest.com**). It is preferred, but not mandatory, that the insurer be licensed to do business in the state of California (California Admitted Carrier).

If the insurance carrier does not have an A.M. Best rating of A-/VIII, the CEO/Office of Risk Management retains the right to approve or reject a carrier after a review of the company's performance and financial ratings.

SUBRECIPIENT shall notify COUNTY in writing within thirty (30) days of any policy cancellation and ten (10) days for non-payment of premium and provide a copy of the cancellation notice to COUNTY. Failure to provide written notice of cancellation may constitute a material breach of the CONTRACT, upon which the COUNTY may suspend or terminate this CONTRACT.

The policy or policies of insurance maintained by the SUBRECIPIENT shall provide the minimum limits and coverage as set forth below:

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Coverage	Minimum Limits
Commercial General Liability	\$1,000,000 per occurrence; \$2,000,000 aggregate
Automobile Liability including coverage for owned, non-owned, and hired vehicles	\$1,000,000 per occurrence
Workers' Compensation	Statutory
Employers' Liability Insurance	\$1,000,000 per occurrence
Network Security and Privacy Liability	\$1,000,000 per claims made
Professional Liability Insurance	\$1,000,000 per claims made or —per occurrence
Sexual Misconduct Liability	\$1,000,000 per occurrence
Employee Dishonesty	\$100,000 per occurrence

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**Required Coverage Forms**

The Commercial General Liability coverage shall be written on Insurance Services Office (ISO) form CG 00 01, or a substitute form providing liability coverage at least as broad.

The Business Auto Liability coverage shall be written on ISO form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing coverage at least as broad.

**Required Endorsements**

The Commercial General Liability policy shall contain the following endorsements, which shall accompany the Certificate of insurance:

- 1) An Additional Insured endorsement using ISO form CG 2010 or CG 2033 or a form at least as broad naming the State of California, County of Orange, its elected and appointed officials, officers, employees, agents as Additional Insureds.
- 2) A primary non-contributing endorsement evidencing that the SUBRECIPIENT's insurance is primary and any insurance or self insurance maintained by the County of Orange shall be excess and non-contributing.

The Network Security and Privacy Liability policy shall contain the following endorsements which shall accompany the Certificate of Insurance:

- 1) An Additional Insured endorsement naming the County of Orange, its elected and appointed officials, officers, agents and employees as Additional Insureds for its vicarious liability.
- 2) A primary and non-contributing endorsement evidencing that the SUBRECIPIENT's insurance is primary and any insurance or self insurance maintained by the County of Orange shall be excess and non-contributing.

All insurance policies required by this CONTRACT shall waive all rights of subrogation against the County of Orange and members of the Board of Supervisors, its elected and

~~appointed officials, officers, agents and employees when acting within the scope of their appointment or employment.~~

~~The Workers' Compensation policy shall contain a waiver of subrogation endorsement waiving all rights of subrogation against the County of Orange, and members of the Board of Supervisors, its elected and appointed officials, officers, agents and employees.~~

~~All insurance policies required by this CONTRACT shall give the County of Orange 30 day notice in the event of cancellation and 10 days for non-payment of premium. This shall be evidenced by policy provisions or an endorsement separate from the Certificate of Insurance.~~

~~If SUBRECIPIENT's Professional Liability policy is a "claims made" policy, SUBRECIPIENT shall agree to maintain professional liability coverage for two years following completion of contract.~~

~~The Commercial General Liability policy shall contain a severability of interests clause also known as a "separation of insureds" clause (standard in the ISO CG 0001 policy).~~

~~Insurance certificates should be forwarded to the agency/department address listed on the solicitation.~~

~~If the SUBRECIPIENT fails to provide the insurance certificates and endorsements within seven (7) days of notification to OC Community Resources/Contract Development & Management, award may be made to the next qualified SUBRECIPIENT.~~

~~COUNTY expressly retains the right to require SUBRECIPIENT to increase or decrease insurance of any of the above insurance types throughout the term of this CONTRACT. Any increase or decrease in insurance will be as deemed by County of Orange Risk MANAGER as appropriate to adequately protect COUNTY.~~

~~COUNTY shall notify SUBRECIPIENT in writing of changes in the insurance requirements. If SUBRECIPIENT does not deposit copies of acceptable certificates of insurance and endorsements with COUNTY incorporating such changes within thirty days of receipt of such notice, this CONTRACT may be in breach without further notice to SUBRECIPIENT, and COUNTY shall be entitled to all legal remedies.~~

~~The procuring of such required policy or policies of insurance shall not be construed to limit SUBRECIPIENT's liability hereunder nor to fulfill the indemnification provisions and requirements of this CONTRACT, nor act in any way to reduce the policy coverage and limits available from the insurer.~~

- Q. **Bills and Liens:** This Paragraph was intentionally left blank.
- R. **Changes:** This Paragraph was intentionally left blank.
- S. **Change of Ownership:** SUBRECIPIENT agrees that if there is a change or transfer in ownership of SUBRECIPIENT's business prior to completion of this CONTRACT, the new owners shall be required under terms of sale or other transfer to assume SUBRECIPIENT's duties and obligations contained in this CONTRACT and complete them to the satisfaction of COUNTY.

- T. **Force Majeure:** SUBRECIPIENT shall not be assessed with liquidated damages or unsatisfactory performance penalties during any delay beyond the time named for the performance of this CONTRACT caused by any act of God, war, civil disorder, employment strike or other cause beyond its reasonable control, provided SUBRECIPIENT gives written notice of the cause of the delay to COUNTY within thirty-six (36) hours of the start of the delay and SUBRECIPIENT avails himself of any available remedies.
- U. **Confidentiality:** SUBRECIPIENT agrees to maintain the confidentiality of all COUNTY and COUNTY-related records and information pursuant to all statutory laws relating to privacy and confidentiality that currently exist or exist at any time during the term of this CONTRACT. All such records and information shall be considered confidential and kept confidential by SUBRECIPIENT and SUBRECIPIENT's staff, agents and employees.
- V. **Compliance with Laws:** SUBRECIPIENT represents and warrants that services to be provided under this CONTRACT shall fully comply, at SUBRECIPIENT's expense, with all standards, laws, statutes, restrictions, ordinances, requirements, and regulations (collectively "laws"), including, but not limited to those issued by COUNTY in its governmental capacity and all other laws applicable to the services at the time services are provided to and accepted by COUNTY. SUBRECIPIENT acknowledges that COUNTY is relying on SUBRECIPIENT to ensure such compliance, and pursuant to the requirements of Paragraph HH below, SUBRECIPIENT agrees that it shall defend, indemnify and hold COUNTY and COUNTY ~~Indemnities~~ **INDEMNITEES** harmless from all liability, damages, costs, and expenses arising from or related to a violation of such laws.
- W. **Freight (F.O.B):** This Paragraph was intentionally left blank.
- X. **Pricing:** This Paragraph was intentionally left blank.
- Y. **Intentionally left blank.**
- Z. **Terms and Conditions:** SUBRECIPIENT acknowledges that it has read and agrees to all terms and conditions included in this CONTRACT.
- AA. **Headings:** The various headings and numbers herein, the grouping of provisions of this CONTRACT into separate clauses and paragraphs, and the organization hereof are for the purpose of convenience only and shall not limit or otherwise affect the meaning hereof.
- BB. **Severability:** If any term, covenant, condition, or provision of this CONTRACT is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated thereby.
- CC. **Calendar Days:** Any reference to the word "day" or "days" herein shall mean calendar day or calendar days, respectively, unless otherwise expressly provided.
- DD. **Attorney Fees:** In any action or proceeding to enforce or interpret any provision of this CONTRACT, or where any provision hereof is validly asserted as a defense, each PARTY shall bear its own attorney's fees, costs and expenses.
- EE. **Interpretation:** This CONTRACT has been negotiated at arm's length and between persons sophisticated and knowledgeable in the matters dealt with in this CONTRACT. In addition, each PARTY has been represented by experienced and knowledgeable independent legal counsel of their own choosing or has knowingly declined to seek such counsel despite being encouraged and given the opportunity to do so. Each PARTY further acknowledges that they have not been influenced to any extent whatsoever in executing this CONTRACT by any other PARTY hereto or by any person representing

them, or both. Accordingly, any rule or law (including California Civil Code Section 1654) or legal decision that would require interpretation of any ambiguities in this CONTRACT against the PARTY that has drafted it is not applicable and is waived. The provisions of this CONTRACT shall be interpreted in a reasonable manner to affect the purpose of the PARTIES and this CONTRACT.

- FF. **Authority:** The PARTIES to this CONTRACT represent and warrant that this CONTRACT has been duly authorized and executed and constitutes the legally binding obligation of their respective organization or entity, enforceable in accordance with its terms.
- GG. **Employee Eligibility Verification:** The SUBRECIPIENT warrants that it fully complies with all Federal and State statutes and regulations regarding the employment of aliens and others and that all its employees performing work under this CONTRACT meet the citizenship or alien status requirement set forth in Federal statutes and regulations. The SUBRECIPIENT shall obtain, from all employees, consultants and subSUBRECIPIENTs performing work hereunder, all verification and other documentation of employment eligibility status required by Federal or State statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, 8 U.S.C. §1324 et seq., as they currently exist and as they may be hereafter amended. The SUBRECIPIENT shall retain all such documentation for all covered employee, consultants and subSUBRECIPIENTs for the period prescribed by the law. The SUBRECIPIENT shall indemnify, defend with counsel approved in writing by COUNTY, and hold harmless, the COUNTY, its agents, officers, and employees from employer sanctions and any other liability which may be assessed against the SUBRECIPIENT or the COUNTY or both in connection with any alleged violation of any Federal or State statutes or regulations pertaining to the eligibility for employment of any persons performing work under this CONTRACT.
- HH. **Indemnification Provisions:** SUBRECIPIENT agrees to indemnify, defend with counsel approved in writing by COUNTY, and hold COUNTY, its elected and appointed officials, officers, employees, agents and those special districts and agencies which COUNTY'S Board of Supervisors acts as the governing Board ("COUNTY INDEMNITEES") harmless from any claims, demands or liability of any kind or nature, including but not limited to personal injury or property damage, arising from or related to the services, products or other performance provided by SUBRECIPIENT pursuant to this CONTRACT. If judgment is entered against SUBRECIPIENT and COUNTY by a court of competent jurisdiction because of the concurrent active negligence of COUNTY or COUNTY INDEMNITEES, SUBRECIPIENT and COUNTY agree that liability will be apportioned as determined by the court. Neither PARTY shall request a jury apportionment.
- II. **Audits/Inspections:** SUBRECIPIENT agrees to permit the COUNTY'S Audit-Controller or the Auditor-Controller's authorized representative (including auditors from a private auditing firm hired by the COUNTY) access during normal working hours to all books, accounts, records, reports, files, financial records, supporting documentation, including payroll and accounts payable/receivable records, and other papers or property of SUBRECIPIENT for the purpose of auditing or inspecting any aspect of performance under this CONTRACT. The inspection and/or audit will be confined to those matters connected with the performance of the CONTRACT including, but not limited to, the costs of administering the CONTRACT. The COUNTY will provide reasonable notice of such an audit or inspection.
- The COUNTY reserves the right to audit and verify the SUBRECIPIENT's records before final payment is made.
- SUBRECIPIENT agrees to maintain such records for possible audit for a minimum of three years after final payment, unless a longer period of records retention is stipulated under

this CONTRACT or by law. SUBRECIPIENT agrees to allow interviews of any employees or others who might reasonably have information related to such records. Further, SUBRECIPIENT agrees to include a similar right to the COUNTY to audit records and interview staff of any subSUBRECIPIENT related to performance of CONTRACT.

Should the SUBRECIPIENT cease to exist as a legal entity, the SUBRECIPIENT's records pertaining to this CONTRACT shall be forwarded to the surviving entity in a merger or acquisition or, in the event of liquidation, to the COUNTY'S PROJECT MANAGER.

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**IN WITNESS WHEREOF**, the PARTIES hereto certify that they have read and understand all the terms and conditions contained herein and have hereby cause this CONTRACT to be executed.

**\*Working Wardrobes for a New Start**

By: \_\_\_\_\_ By: \_\_\_\_\_

Name: \_\_\_\_\_ (Print) Name: \_\_\_\_\_ (Print)

Title: \_\_\_\_\_ Title: \_\_\_\_\_

Dated: \_\_\_\_\_ Dated: \_\_\_\_\_

\*For SUBRECIPIENTS that are corporations, signature requirements are as follows: 1) One signature by the Chairman of the Board, the President or any Vice President; and 2) One signature by the Secretary, any Assistant Secretary, the Chief Financial Officer or an Assistant Treasurer.

For SUBRECIPIENTS that are not corporations, the person who has authority to bind the SUBRECIPIENT to a contract, must sign on one of the lines above.

\*\*\*\*\*

**COUNTY OF ORANGE**

A Political Subdivision of the State of California

By: \_\_\_\_\_ Dated: \_\_\_\_\_  
Steve FranksDylan Wright, Director  
OC Community Resources

**APPROVED AS TO FORM  
COUNTY COUNSEL**

By: \_\_\_\_\_ Dated: \_\_\_\_\_  
DEPUTY COUNTY COUNSEL



## Attachment A

**GENERAL PROGRAM REQUIREMENTS  
EMPLOYMENT AND ECONOMIC DEVELOPMENT (EEDS)**

The General Program Requirements have been designed to provide the framework wherein the SUBRECIPIENT will provide services identified in Attachment B.

**1. Governance**

SUBRECIPIENT agrees to comply, remain informed, and deliver services consistent with the provisions of the Workforce Innovation and Opportunity Act (WIOA), Orange County ~~Workforce~~-Development Board (OCDB) Policies, ~~OCDB Area's Orange County Region~~ Strategic ~~Four~~Five-Year ~~Regional Local~~ Plan, applicable sections of the Welfare and Institutions Code, the California Education Code, the Rehabilitation Act, negotiated Memoranda of Understanding, Title V of the Older Americans Act, federal and state governance documents and/or any other appropriate statutes or requirements, related to the services provided in this Agreement.

Where local policy has not been set, SUBRECIPIENT agrees to adhere to state or federal policy, as appropriate.

**2. Governance References**

- A. Workforce Innovation and Opportunity Act (WIOA) of 2014
- B. Department of Labor, Employment and Training Administration, 20 CFR Parts 603,651,652, et al. WIOA Final Rule
- C. Department of Labor, Employment and Training Administration, 20 CFR Parts 676,677 and 678 WIOA; Joint Rule for Unified and Combined State Plans, Performance Accountability, and the One-Stop System Joint Provisions; Final Rule
- D. Information Bulletins, Directives and any other federal and/or state guidance documents pertaining to the WIOA.
- E. Actions, directives, and policy and procedures issued by the OCDB or staff relevant to this Agreement, specifically MIS Policies and Procedures, Monitoring Guide Policy and Procedure, and Audit Requirements.
- F. State of California Welfare and Institutions Code Section 11200 et seq.
- G. Titles VI and VII of the Civil Rights Act of 1964.
- H. Second Chance Act of 2007 (H.R. 1593), Section 212.

## Attachment A

**3. Orange County One-Stop System**

SUBRECIPIENT agrees to partner and to provide access to services provided by the mandated WIOA One-Stop partners as described in the Act as well as any additional partners identified by the OCDB or the Orange County Board of Supervisors.

**4. Vision for the One-Stop Centers under WIOA**

WIOA is quality-focused, employer-driven, customer-centered, and tailored to meet the needs of regional economies. It is designed to increase access to, and opportunities for, the employment, education, training, and support services that individuals need to succeed in the labor market, particularly those with barriers to employment. It aligns workforce development, education, and economic development programs with regional economic development strategies to meet the needs of local and regional employers, and provide a comprehensive, accessible and high-quality workforce development system.

**5. Federal Award Identification**

- A. **Subrecipient Name:** Working Wardrobes
- B. **Subrecipient's Unique Identifier (DUNS):** 041192241
- C. **Federal Award Identification Number (FAIN):** PE-29007-16-60-A-6
- D. **Federal Award Date:** 06/27/16
- E. **Subaward Period of Performance:** ~~10/01/16-06/30/17~~ 1/2017 – 6/30/2018
- F. **Total Amount of Federal Funds Obligated by the Action:** \$~~192,265,355~~
- G. **Total Amount of Federal Funds Obligated to the Subrecipient:** \$300,000
- H. **Total Amount of the Federal Award:** \$~~492,565,355~~
- I. **Federal Award Project Description:** Funding to provide employment and training services to incarcerated individuals pre-and post-release.
- J. **Name of the Federal Awarding Agency:** Department of Labor
- K. **Name of PTE:** County of Orange/OCDB
- L. **Contact Information for the Awarding Official:** Andrew Munoz, Executive Director (714) 480-6448 [andrew.munoz@occr.ocgov.com](mailto:andrew.munoz@occr.ocgov.com)
- M. **CFDA Number and Name:** 17.270 Reintegration of Ex-Offenders
- N. **Whether the award is R&D:** No
- O. **Indirect Cost Rate for the Federal Award:** N/A

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**6. Subrecipient or Contractor**

In accordance with the requirements of 2 CFR 200.330 (Subrecipient and Contractor determinations) and for the purpose of this Agreement, Working Wardrobes is determined to be a: Subrecipient



## SCOPE OF SERVICES EMPLOYMENT AND ECONOMIC DEVELOPMENT (EEDS)

### 1. PURPOSE

The purpose of this CONTRACT is to provide services that support programs provided by the Orange County Development Board (OCDB).

### 2. SERVICES

SUBRECIPIENT has been called upon to perform services as a result of grant partnership as described in the grant submission; and those related to walk-in job centers. Each service will be defined in the project scope(s) as described in Section 3, 4, 5, and 6 herein.

### 3. PROJECT(S)

#### A. Grant Partnership

SUBRECIPIENT will serve as a primary partner for the Orange County Giving Reemployment Opportunities for Women (OC GROW) Project as funded through the Department of Labor (DOL) Linking to Employment Activities Pre-release Specialized American Job Centers (AJCs) -2 grant hereafter "LEAP-2".

LEAP-2 Project Overview: Due to California state prison overcrowding, the Public Safety Realignment Act AB109, transferred inmates from State to County jails. As a result, there is increased need for workforce development programs. The OC GROW project, in partnership with the Orange County Sheriff's Department, will serve 70 high-risk female offenders who are near their release dates. OC GROW will establish a jail-based job center within the Central Women's Jail and the Intake/Release Center of Orange County, which will link transitioning female offenders with community-based workforce services before their release, ultimately leading to successful employment. Once released, participants will be served in the local OCDB's community-based Orange County AJC/One-Stop Centers. The goals of LEAP-2 are to improve the workforce outcomes and reduce the risk of recidivism for transitioning female offenders by leveraging and building upon the effective strategies that currently exist within Central Women's Jail, Intake/Release Center and in the Orange County AJC system.

The Orange County One-Stop System is a collaboration of organizations and agencies that are responsible for administering workforce development,

**Attachment B**

educational, social services and other human resource programs and funding streams that provide assistance to participants receiving services through the Orange County One-Stop Centers.

SUBRECIPIENT shall deliver employment and training services to eligible participants under the LEAP-2 Project. SUBRECIPIENT shall provide career services including eligibility, enrollment, assessment, case management, referral coordination, job readiness workshops (computer skills, soft skills etiquette), training, job placement and follow-up services to ensure the long-term success of the participants served in this program. SUBRECIPIENT shall maintain and continue to improve the current system of service delivery by clearly demonstrating positive outcomes.

SUBRECIPIENT shall conform to anticipated Workforce Innovation and Opportunity Act (WIOA) final regulations and future policy guidance issuances by the DOL, the State and OCDB during the term of this CONTRACT. Applicable new WIOA provisions and requirements supersede any replaced WIA provisions in existing policies cited in this CONTRACT.

**4. SERVICE STANDARDS****A. Service Delivery Area**

1. Pre-release services shall be offered to participants at:
  - J-AJC at The Central Women's Jail and Intake Release Center  
550 N. Flower Street, Santa Ana, CA 92703
2. Post-release services in the Northern Region shall be offered to participants at:
  - One-Stop Center, Garden Grove  
7077 Orangewood Avenue #200, Garden Grove, CA 92841
  - One-Stop Satellite, Buena Park  
6281 Beach Blvd #307, Buena Park, CA 90621
3. Post-release services in the Southern Region shall be offered to participants at:
  - One-Stop Center, Irvine  
17891 Cartwright Road, Irvine, CA 92614

**B. Responsibilities**

**Attachment B**

1. **LEAP-2 Partner Meetings** shall be attended by SUBRECIPIENT with all project partner agencies to discuss resources, special events, planned activities, etc. as well as to share best practices.
2. **Orange County Re-Entry Partnership (OCREP) General Membership Meetings** shall be attended by SUBRECIPIENT bi-monthly to link with public, community and faith based agencies and advocates functioning together as a critical link between community resource providers and the formerly incarcerated striving to re-establish healthy, productive and rewarding lives.
3. **Monthly Activities Report** shall include, but not be limited to, a summary of all activities including attendance at meetings – internal and external, presentations made, partnerships developed (as described above), staff training, and challenges related to the project operations and/or partnerships. Format of report will be provided by the OCDB. **SUBRECIPIENT shall submit monthly activities report to the OCDB administrative office by the tenth day of the month following the month being reported on.**

**C. Hours of Operation and Schedules**

1. **Regular Hours of Operation:** SUBRECIPIENT staff shall be available to program participants during scheduled hours of operation, Monday – Friday 8:00 a.m. to 5:00 p.m. Hours of operation shall effectively serve the needs of program participants.
2. **Holiday Operation Schedules** shall ensure that arrangements are made to keep full service delivery available throughout the year with limited closings as detailed below for the following County-observed holidays:

County Holidays	
Independence Day	Christmas Day
Labor Day	New Year's Day
Columbus Day	Martin Luther King Jr. Day
Veteran's Day Observed	Lincoln's Day
Thanksgiving Day	President's Day
Day after Thanksgiving	Memorial Day

**D. General Staffing Requirements**

1. There shall be the requisite number of staff hired by the SUBRECIPIENT to operate program services as provided for in the budget attached to this Contract. The budget reflects the maximum level of staffing and the fringe benefits approved for reimbursement.

## Attachment B

2. SUBRECIPIENT shall be responsible for filling any vacancies, which may occur during the term of this CONTRACT in order to ensure the continuous and efficient delivery of services to participants. SUBRECIPIENT shall fill vacancies with individuals with the appropriate experience and levels of education required for the job.

**SUBRECIPIENT is required to gather, understand and provide relevant and useful labor market information to businesses and job seekers. SUBRECIPIENT shall use the available resources to assist job seekers in making informed decisions about job training and career pathways.**

#### E. Workforce Professional Staffing Requirements

1. SUBRECIPIENT staff shall be participant-oriented professionals who are knowledgeable about providing workforce development services to offenders. Staff shall be able to build one-on-one working relationships with participants to aid in eliminating challenges that are hindrances to obtaining and retaining employment. Services provided in small groups shall also be considered to maximize staffing efficiencies and available resources.
2. Staff shall be trained and have current knowledge of WIOA regulations and requirements, CalJOBS, contractual goals, OCDB policies and procedures, local labor market information, industry clusters, career pathways and demand occupations, on-the job training, and local resources that are available to assist clients seeking training and/or vocational services.
3. Staff shall have an understanding of WIOA, WIOA Final Rules, Department of Labor TEGLs, State EDD Directives/Information Notices, and OCDB Policies and Procedures. Staff shall be informed of any new guidance, as it is released. All directives and policies shall be discussed during regular staff meetings.
4. Gaps in Service Delivery: SUBRECIPIENT shall ensure that participant activities remain uninterrupted in accordance with TEGL 17-05 and the provisions set forth in this CONTRACT.
5. Case Managers/Career Planners shall be expected to have effective communication and writing skills and possess a high degree of computer literacy. Types of Case Managers/Career Planners may vary by functional duties and responsibilities and may include client services specialist, employer specialist or a hybrid of the two. The main focus of the Case Manager/Career Planner will be to find jobs for participants.

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6. Notwithstanding, all Case Managers/Career Planners shall be proficient in performing the following duties:
- a. Provide job development and assist participants in job placement;
  - b. Conduct outreach, recruitment and eligibility determination to inmates;
  - c. Conduct objective job skills assessment for eligible participants to ensure appropriate evaluation;
  - d. Formulate and coordinate comprehensive employment plans with specific and measurable vocational goals;
  - e. Develop a professional résumé for every enrolled participant;
  - f. Provide career planning to all participants in all areas related to gaining/retaining employment and career advancement;
  - g. Determine supportive services and training needs including making appropriate referrals, tracking progress and maintaining attendance records;
  - h. Maintain regular contact with participants (at a minimum of once a week);
  - i. Maintain documentation for regulatory and contractual compliance, maintain detailed case files and complete all required MIS, statistical and performance reports, as outlined in Section 6;
  - j. Develop relationships with community partner agencies;
  - k. Provide specific guidance in transferable skills for all participants transitioning between industry clusters;
  - l. Disseminate specific information for upcoming events, job fairs, etc. that would benefit the participant;
  - m. Retention and follow-up services, with follow-up commencing immediately after employment begins; and
  - n. Utilize CalJOBS for documenting job seeker activities.

SUBRECIPIENT shall be proactive in requiring staff to adopt participant service principles targeted toward achieving high participant satisfaction and which meet participant expectations in their delivery of services under this Contract. This may include the provision of professional development, in-service training, role modeling, case studies, and other techniques and strategies applicable to fostering the adoption of a value system, which is based in continuous improvement principles.

**F. Communication, Distributed Material and Postings, and Physical and Program Access Standards**

1. All outreach and recruitment materials shall be submitted to the OCDB administrative office for review and approval prior to use. The OCDB will require a minimum of three (3) working days to review and approve. These materials should also include appropriate America's Job Center of California tagline consistent with the local AJCC branding standards.

## Attachment B

SUBRECIPIENT may keep their logo but it should be secondary to the OCDB logo.

2. All logos and naming conventions shall be provided by the OCDB to maintain quality and consistency. Logos shall be of sufficiently high resolution to be fully legible on all media deployed.
3. Language requirements for all printed material and other information shall be provided in English, Spanish and Vietnamese. Whenever feasible, language barriers shall be removed so that all visitors to the One-Stop Center(s) feel welcomed and have a positive experience.
4. Notice and communication requirements where materials indicate that the SUBRECIPIENT may be reached by telephone, the telephone number of any TDD/TTY or relay service used by the SUBRECIPIENT shall be indicated. If the SUBRECIPIENT does not have a TDD/TTY, the California Relay Service (CRS) (1-800/735-2922) is an alternative. [29 CFR Part 38; WSD 15-24; 10-OCWDA-08 and Addendum #2 to 10-OCWDA-08; WIOA Section 188 and 20 CFR Part 683.285.]
5. Information and services accessed electronically shall be established by the SUBRECIPIENT policy and procedure which assures that the notice requirements of Title 29 CFR Part 38 are met. [29 CFR Part 38; WSD15-24; 10-OCWDA-08 and Addendum #2 to 10-OCWDA-08; WIOA Section 188 and 20 CFR Part 683.285.]
6. Distributed publications, broadcasts, and other communications, which promote programs or activities, shall include the following specific taglines: **"This WIOA Title I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities."**
7. SUBRECIPIENT shall include the following tagline on all flyers, notices, web-sites and other communication promoting, advertising and/or informing the public of meetings, workshops, seminars, job fairs, etc. sponsored by or offered by the SUBRECIPIENT:  
**"If you need special assistance to participate in this \_\_\_\_\_ (meeting, workshop, etc.), call \_\_\_\_\_. Please call 48 hours in advance to allow the One-Stop Center to make reasonable arrangements to ensure accessibility to this \_\_\_\_\_ (meeting, workshop etc.)"**
8. SUBRECIPIENT shall be responsible to post the "Equal Opportunity Is The Law" and the "Summary of Rights and Program Grievance and Complaint Procedures" in prominent locations, and in appropriate formats to individuals with visual impairments. Postings shall be provided in English, Spanish and Vietnamese. Participant acknowledgement forms (EO and Programmatic Grievance) must be made available in English, Spanish and Vietnamese. [WSD15-24; 10-OCWDA-08 and Addendum #2 to

## Attachment B

10-OCWDA-08; WSD 08-4; 08-OCWDA-17 and Addendum #2 to 08-OCWDA-17; WIOA Sections 181 and 188 and 20 CFR Part 683.285 and 20 CFR Part 683.600.]

- 9. All marketing and collateral materials must be submitted to the OCDB for final approval prior to use.**

**G. Internal Monitoring**

- 1.** SUBRECIPIENT shall be responsible for internal monitoring of their fiscal/procurement and program operations which includes, but is not limited to, a quality assurance system to review case files, including CalJOBS electronic files, participant's eligibility determination and documentation, Individual Development Plan, Crystal Report rosters, gaps in service delivery, provision and documentation of substantial services, timely participant exit, performance outcomes, follow-up activities, purchases, expenditures and invoices, federal and state requirements for programmatic and physical access to services and activities (including access for individuals with disabilities). Quality and consistency of services among programs and staff is essential.

SUBRECIPIENT shall establish and follow a standardized review methodology that:

- a. Includes procedures for monitoring programs at least once each program year;
- b. Requires the review of a minimum of ten percent (10%) of the active caseload and five percent (5%) of exited caseload;
- c. Results in written reports to record findings, any needed corrective action, and due dates for the accomplishment of corrective actions;
- d. Requires systematic follow-up to ensure that necessary corrective action has been taken; and
- e. Requires that following the completion of each internal monitoring, completed reviews are verified and a list of files reviewed is maintained.

**SUBRECIPIENT shall be able to produce all internal monitoring documentation upon request by the OCDB administrative office.**

- 2.** In addition to Item #1 above, the SUBRECIPIENT shall follow their regular (day-to-day) internal review processes to support high standards of service provision and documentation. This shall include periodic file review.
- 3.** SUBRECIPIENT shall conduct an analysis of participant flow, program delivery, case management strategies and tools, business process and service improvement. Documentation of the process followed and the

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results of the analysis shall be made available upon request by the OCDB administrative office.

4. SUBRECIPIENT shall take timely corrective action measures as a result of findings identified through federal, state and COUNTY monitoring. Repeat and systemic findings identified in any federal, state and COUNTY compliance monitoring may result in a possible reduction in funding and/or other sanctions issued by the OCDB.
5. SUBRECIPIENT shall participate in forums to learn about best practices, improvements in service delivery, recommend corrective actions, implement process improvements. These activities shall be included in the Monthly Reports.

**H. Documentation and File Maintenance**

1. **Case Files** shall be maintained for every enrolled participant. At a minimum, the case file and their CalJOBS electronic file, as applicable, shall include documentation of the following:
  - a. Program eligibility/determination of need;
  - b. Participant signature evidence of EO and programmatic grievance forms;
  - c. All source documents needed for validation (as referenced in applicable OCDB Policies and State Directives and Information Notices);
  - d. All MIS forms as outlined in Section 6 of this Attachment;
  - e. Initial and/or Comprehensive Assessments, as applicable;
  - f. Individual Employment Plan (IEP), including all updates of services provided and completed;
  - g. Completed resume;
  - h. Progress reports, time and attendance if receiving training;
  - i. Supportive Services documentation; and
  - j. Printed case notes showing provision of all substantial services provided.
2. **Confidential Information:** Personally Identifiable Information (PII) and information designated as sensitive (both hardcopy and electronic) relating to services received by participants including information regarding medical and/or substance abuse treatments shall be subject to federal and state privacy/confidentiality guidelines. SUBRECIPIENT shall ensure that staff and SUBSUBRECIPIENTS are properly trained and updated for safeguarding protected PII and information designated as sensitive. Staff and SUBSUBRECIPIENTS shall be trained regarding the proper treatment, release and security of the records. Access and release of records shall be in accordance with applicable guidelines. All staff shall follow the guidelines on the OCDB release of information form and shall

**Attachment B**

obtain an original of the form prior to releasing information to anyone other than the participant.

3. **Security:** SUBRECIPIENT shall maintain all participant files in a locked cabinet accessible only to authorized personnel. In addition, SUBRECIPIENT shall maintain an Information Technology (IT) usage policy to support security obligations regarding all confidential and sensitive information. Emails containing PII must be transmitted through secure emails.

#### **I. Customer Service and Client Satisfaction**

1. SUBRECIPIENT shall take part in the qualitative evaluation of services through the distribution and collection of customer satisfaction surveys as defined in OCDB Informational Notice 04-OCWDA-22.
2. SUBRECIPIENT shall communicate to their staff that meeting participant satisfaction and expectations is a primary goal of the OCDB.
3. SUBRECIPIENT shall review and evaluate the data collected and shall be responsible for corrective action(s) with respect to survey findings or trends related to the services provided under this Contract. Survey results shall be made available to the OCDB upon request.
4. SUBRECIPIENT agrees to be proactive in requiring staff to adopt customer service principles targeted toward achieving high participant satisfaction and which will meet customer expectations in the delivery of services under this Contract. This may include in-service training, disciplinary actions, role modeling, case studies, and such other techniques and strategies applicable to fostering continuous improvement principles and customer satisfaction.
5. SUBRECIPIENT shall provide at least one (1) testimonial each month from job seeker participants and/or business participants. Examples of testimonials may be a participant success story or a letter from a participant. Monthly testimonials shall be included in the Monthly Report.

#### **5. SERVICE DELIVERY**

SUBRECIPIENT shall provide activities that increase the employment, retention, and earnings of LEAP project participants, increase occupational skill attainment by participants, and as a result, improve the quality of the workforce.

##### **A. Target Population**

**Attachment B**

Eligible AB 109 female inmates that have been convicted as an adult and imprisoned under municipal, county, Federal or state law; have not been convicted of a sexual offense other than prostitution; be sentenced as an offender in the municipal, county, or regional correctional facility for adults in which the jail based AJC operates on the date of the participant's enrollment in the program; and have a release date scheduled within 90 days of the enrollment in the program; that can provide legal-right-to-work documents post-release.

**B. Participant Recruitment**

1. In coordination with the Orange County Sheriff's Department, SUBRECIPIENT shall recruit **eligible AB 109 female inmates** meeting eligibility criteria in accordance with project requirements.
2. SUBRECIPIENT shall recruit and certify as eligible, sufficient number of participants necessary to meet planned enrollment and expenditure levels and outlined in Attachments C and D, respectively.

**C. Job Seeker Services**

1. Enrollment/registration shall be completed for all participants. SUBRECIPIENT shall be responsible for collecting and reporting all information into CalJOBS. Data collected at time of registration shall include all required elements (such as participant's name, address, date of birth, age, gender, e-mail address, phone number, veteran status, employment status, right-to-work status, barriers to employment, services requested, and employment goals).
2. Availability of funds in conjunction with individual need and eligibility guidelines, SUBRECIPIENT shall determine the combination of services appropriate for individual participants.
3. Informational Workshops shall be developed and facilitated by SUBRECIPIENT, and shall be made available to all participants. Workshops shall augment individualized service and provide the participants with the knowledge and skills necessary to identify potential job prospects, fill out an application, or construct a resume. Additional workshops shall help participants gain marketable skills to ensure successful job retention. Participants shall not be required to attend workshops in any particular sequence.
4. Career Services:

Career services include:

## Attachment B

- a. **Initial assessment of skill levels** including literacy, numeracy, and English language proficiency, aptitudes, abilities including skills gaps, and supportive service needs.
- b. **Labor Exchange Services**, including job search and placement assistance and, in appropriate cases, career counseling, including provision of information on in-demand industry sectors and occupations as well as nontraditional employment.
- c. **Provision of information** relating to the availability of supportive services or assistance, including child care, child support, medical or child health benefits under the supplemental nutrition assistance program, assistance through the earned income tax credit, and assistance under temporary assistance for needy families and other supportive services and transportation provided through funds made available under such part.
- d. **Referrals to the services or assistance** relating to filing claims for unemployment compensation, assistance in establishing eligibility for programs of financial aid assistance for training and education programs.
- e. **Comprehensive and Specialized Assessments** of the skill levels and service needs of participants, which may include diagnostic testing and use of other assessment tools and in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals. Comprehensive Assessment shall be staff assisted and shall be provided to all participants.

Assessment shall consist of a basic math and reading test, an employment and education history, an interest inventory, skills inventory, barriers to employment, supportive services and training needs, and other relevant information, which shall result in the development of an Individual Employment Plan, as described below. The depth of the assessment may vary depending on the needs and the nature of employment barriers of the participant. Previous assessments conducted by OCSD within the last 30 days are acceptable.

- f. **Development of an Individual Employment Plan (IEP)** to identify employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve their employment goals. The IEP shall identify the specific services needed to assist participants in securing a job, support services, as well as, ancillary services that may be required to overcome other issues impacting the ability to secure and maintain employment. In developing a strategy for participants, SUBRECIPIENT shall

## Attachment B

consider those services available through other service providers in the community and shall refer participants to such services as needed. Activities to which participants are referred shall reflect a consideration of the participant's assessment, economic analysis and educational levels. SUBRECIPIENT shall periodically, or at a minimum of once a month, reaffirm with the participant that the services and activities are appropriate as outlined in the IEP and shall modify the services and activities as necessary to meet their needs.

**g. Individual and Group Counseling:**

- h. Career Planning** shall be provided to all enrolled participants. SUBRECIPIENT shall assist the participant in identifying and overcoming any barriers to obtaining and retaining employment, act as an advocate on behalf of the participant and refer the participant to other programs and resources. Career Planning shall also be provided to those participants who are enrolled in training. SUBRECIPIENT shall have contact with participant through the range of activities provided up to and following placement in unsubsidized employment.

SUBRECIPIENT shall contact their participants at least weekly and provide a substantial service. Documentation of all services provided shall be kept current in the participant's file. A substantial service **does not** include:

- A standard mailing;
- A basic question answered with little expenditure of staff time;
- Access to or use of electronic self-services;
- A determination of eligibility to participate in the program;
- A Self-described job search that does not result in a referral to a job;
- Contact with participant or employer to only obtain employment status, educational progress or need for additional services.

SUBRECIPIENT shall meet with the other service providers as needed to review participant performance and to address any issues that may arise. Any changes of assignment to a Case Manager/Career Planner shall be transmitted to the participant in writing with a copy of the letter to be maintained in the participant's file. Should the Case Manager/Career Planner be scheduled to be off for vacation or illness, SUBRECIPIENT shall ensure that other Staff is available to assist during that time.

## Attachment B

- i. **Internships and Work Experience** that are linked to careers including paid or unpaid planned, structured learning experiences that take place in a workplace for a limited period of time that provide helpful means for an individual to gain experience that leads to unsubsidized employment.
- j. **Workforce Preparation Activities** including “Roadmap to Employment” checklist to determine if participants are ready for employment. Workshops such as interviewing skills, job search techniques, resume writing, adult basic education, ESL, GED, computer literacy and job retention skills.
- k. **Short-term Prevocational Services** including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment.
- l. **Financial Literacy Services** including, but not limited to, creating budgets, initiating checking and savings accounts at banks, and making financial decisions; how to effectively manage spending, credit, and debt including loans, consumer credit, and credit cards.
- m. **Out-of-Area Job Search Assistance** shall be provided to participants that move out of the area. Case Manager/Career Planner shall refer the participant to a One-Stop Center in their new Local Workforce Development Area (LWDA). Case Manager/Career Planner shall contact the center and provide referrals for the participant such as locations, hours, phone number, website and directions on how to access the center and identify their new Case Manager/Career Planner.  
  
Case Manager/Career Planner shall work closely with partners, especially Probation, to be able to identify and track any participants leaving the area so the participant can receive assistance. The Case Manager/Career Planner shall track their outcomes.
- n. **English Language Acquisition** and integrated education and training programs.
- o. **Resumes** shall be developed for all participants enrolled. Resumes shall be reviewed and updated so that they remain current. Copies of updated resumes shall be placed into the participants file and on tracking data warehouses such as but not limited to, an internal drive or shared drive. Resume development

## Attachment B

or updates conducted in collaboration with staff shall be outlined in the case notes to reflect services provided.

- p. **Mentoring** including counseling to establish emotional support shall be provided for all participants enrolled. Mentoring can be done individually or in groups. Group mentoring models may include Job Clubs that provide assistance, networking, and peer support for job seekers.
  - q. **Supportive Services** including, but not limited to, transportation, food vouchers, professional clothing and uniforms shall be provided based on participants need and in accordance with OCDB Policy 12-OCWDA-01, WIOA Section 134(d)(2) and 20 CFR Part 680.900-970.
  - r. **Working with Project Partners** including working cooperatively with any LEAP-2 Project Partner to provide ancillary services and/or other comprehensive services. Both SUBRECIPIENT and other LEAP-2 Project Partners shall operate in a manner that results in what is best for the project.
  - s. **Job Placement** including one-on-one placement assistance shall be provided to all participants post release and shall be a first priority. Case Managers/Career Planners shall work closely with their participants to provide them with solid recommendations for pursuing job leads that match their individual skills, work history, and other abilities, and which have potential for employment. Case Managers/Career Planners shall also work closely with prospective employers in order to develop job leads and negotiate job opportunities for their participants. Maintaining positive relationships with businesses/employers will lead to more effective outcomes.
  - t. **Follow-up Services** shall be provided by the SUBRECIPIENT for participants who are placed in unsubsidized employment frequently enough to address on the job issues and/or job loss. Follow-up services shall be made available for a minimum of twelve (12) months following placement in unsubsidized employment. Each contact shall be documented in the participant's file. Retention and follow up services are pivotal to their success and the attainment of performance.
5. Co-enrollment: Thirty two (32) participants shall be co-enrolled in WIOA to access funds for training. SUBRECIPIENT shall ensure no duplication of services occurs.

## Attachment B

6. Eligibility for services shall be conducted in a manner that will satisfy project requirements. Participants must:
- a. Have been convicted as an adult and imprisoned under municipal, county, Federal, or state law;
  - b. Have not been convicted of a sexual offense other than prostitution;
  - c. Be sentenced as an offender in the municipal, county, or regional correctional facility for adults in the jail-based One-Stop operates on the date of the participant's enrollment in the program;
  - d. Have a release date scheduled within 60-90 days of the enrollment in the program;
  - e. Be able to provide right-to-work documents post release.
7. Training Services shall be made available to those eligible and co-enrolled in WIOA. On-the-Job Training (OJT) shall be an emphasis for participants.
- a. SUBRECIPIENT shall refer each participant to the most appropriate activity as determined from the IEP. Not every participant will need or desire training. Training activities shall be provided to those participants who clearly cannot obtain or maintain employment in a specific skill set or demand occupation. Successful completion of training courses shall lead to recognized credentials or their equivalent;
  - b. Following the completion of training, Case Managers/Career Planners shall provide individualized Job Placement assistance to ensure that the training leads to unsubsidized employment in a related field.
8. SUBRECIPIENT shall ensure that participants are provided continued service at one of the One-Stop Centers within three (3) days of post-release. Upon release, SUBRECIPIENT shall ascertain participant's Right-to-work documents.

## 6. PERFORMANCE

- A. Performance Measures:** SUBRECIPIENT shall meet or exceed required measurements and outcomes of the project included in this Contract. SUBRECIPIENT shall work to ensure quality program delivery and implementation of best practices, as appropriate, and coordinate efforts with the OCDB.
- B. MIS Submission/Reporting:** SUBRECIPIENT shall adhere to MIS procedures for data entry, timelines and reporting requirements. Refer to the latest OCDB policies, State Information Notices and subsequent updates for complete information and guidance.

## Attachment B

1. **SUBRECIPIENT shall submit timely MIS paperwork for all participant activities and necessary updates in participant information for input into the data reporting system as defined in OCDB Policy 14-OCWDA-05.** Failure to submit timely information may result in penalties including de-obligation of funds or revocation of this CONTRACT;
2. SUBRECIPIENT shall use the most current templates provided by the OCDB. Incorrect and/or incomplete forms will be returned for re-submittal. All updates and corrections shall be clearly identified;
3. SUBRECIPIENT shall review and approve all paperwork submitted to the OCDB;
4. SUBRECIPIENT shall comply with data verification requirements listed in the latest OCDB policy and any subsequent updates;
5. SUBRECIPIENT shall immediately implement and adhere to future policy revisions and changes or enhancements in procedures and processes pertaining to MIS submission and reporting;

**C. Follow-up Forms** shall be required for Quarters 1, 2, 3 and 4 following participant exit.

**D. Corrective Action Plans:** Performing below any individual performance measure for any quarter shall be subject to the following corrective action:

1. Technical assistance and assessment of the causes of the low performance;
2. Development and implementation of appropriate corrective action plan(s) to ensure contractual compliance;
3. Monitoring of subsequent performance to assess the impact of the corrective action plan(s);
4. Corrective action plans shall include a date for responding to observations, questions, concerns and findings.

**SUBRECIPIENT shall be able to produce all corrective action plans upon request by the OCDB administration office.**

**E. Accounting and Fiscal Controls**

1. SUBRECIPIENT shall operate program in accordance with 2 CFR 2900, et al. (Department of Labor – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards), all applicable

**Attachment B**

provisions of 2 CFR Part 200, et al., all applicable OMB Circulars, Generally Accepted Accounting Principles (GAAP) and CFRs as indicated in Exhibit 7 of this Contract.

2. Invoice templates shall be provided by the OCCR Accounting Department.
3. All program invoices including two original sets with wet signatures are due to the Orange County Community Resources (OCCR) Accounting Office by the twentieth day (20th) following the month being reported.
4. Invoices with errors will be returned to SUBRECIPIENT for re-submission.
5. Failure to provide timely and accurate invoices can result in reduction or elimination of this contract.

**F. Budgets and Budget Modifications**

1. Budgets contained in Attachment C of this Agreement are high-level budgets. Upon approval by the Orange County Board of Supervisors – but prior to submission of July, 2017 invoices, a detailed budget must be submitted to the OCDB office for approval. Budget templates will be provided by the OCDB. Invoices shall be submitted based upon these detailed budgets.

4.2. Budget modifications are limited to three (3) adjustments per contract year, as outlined in Information Notice No. 11-OCWDA-03. OCDB initiated adjustments do not count towards the three allowed each year.

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**7. DELIVERABLES**

Limited funding and limited fund life requires that expenditures and programmatic information be reported in a timely and accurate manner. SUBRECIPIENT shall submit the reports and data as detailed within the Scope of Services and summarized below. Page references and timelines for submission are also indicated.

Attachment B

I. SERVICE STANDARDS	DUE DATE
Monthly Activities Report [p.3]	10th day after the end of each month
Verification of all internal monitoring [p.7]	Upon Request
Client Satisfaction Survey Report [p.9]	Upon Request
One (1) Participant Testimonial [p.9]	10th day after the end of each month
II. PERFORMANCE	DUE DATE
MIS forms [p.15-16]	As specified by OCDB policy
Follow-up forms [p.16]	As specified by OCDB policy
Corrective Action Plans, as applicable [p.16]	Upon Request
Invoices [p.17]	20 <sup>th</sup> of each month

Budget  
 Working Wardrobes for a New Start  
 Program Year ~~2016-17~~ 2017-18  
 LEAP 2

PROGRAM NAME: LEAP 2		Total
<b>PROGRAM</b>	Salaries	143,150.00
	Benefits	18,635.00
	Travel/Mileage	2,755.00
	Supportive Services	12,500.00
	One-Stop-Rent	2,100.00
	Supplies (cell phone and office supplies)	7,000.00
	<b>Program Subtotal</b>	<b>186,140.00</b>
<b>ADMIN</b>	Salaries/Benefits	6,215.00
	<b>Administration Subtotal</b>	<b>6,215.00</b>
	<b>Grand Total</b>	<b>192,355.00</b>

WORKING WARDROBES FOR A NEW START  
PERFORMANCE  
LEAP 2 Program, PY 2016-17-

Planned New Enrollments, PY2016-17 = 42

Cumulative

I. ENROLLMENTS	THIRD QUARTER			FOURTH QUARTER		
	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17
A. New Enrollments	6	15	21	28	35	42

II. TOTAL WIOA ENROLLMENTS IN PROGRAM SERVICE COMPONENTS	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17
A. Career Services	6	15	21	28	35	42
B. Training Services	0	0	3	7	10	13
C. Mentoring Services	6	14	20	27	33	40
D. Co-enrollment with WIOA Adult Program	13					

III. QUARTERLY EXIT PERFORMANCE INDICATORS	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17
A. Total Exits	0	0	0	0	2	6
B. Entry into Unsubsidized Employment B=(A)*.65	0	0	0	0	1	4
C. Retention in Unsubsidized Employment 90 days after exit C=B*.75	0	0	0	0	1	3
D. Average Earnings in six months (at \$12,500 or \$12/hour)	\$12,500					

PY 2017-18												TOTAL
FIRST QUARTER			SECOND QUARTER			THIRD QUARTER			FOURTH QUARTER			
Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	
40	56	63	70	70	70	70	70	70	75	70	70	70

Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	
40	56	63	70	70	70	70	70	70	70	70	70	70
16	19	21	26	26	32	32	32	32	32	32	32	32
47	59	60	67	67	67	67	67	67	67	67	67	67
						32						

Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	TOTAL
15	21	26	35	42	49	56	63	65	68	70	70	70
10	14	18	25	27	32	36	41	42	44	46	46	46
7	10	14	17	20	24	27	31	32	33	34	34	34
						\$12,500						

**WORKING WARDROBES FOR A NEW START  
LEAP2 Program, PY 2016-17**

PERFORMANCE			
PERFORMANCE MEASURE	DESCRIPTION	TIME PERIOD (EXIT COHORT) TO BE REPORTED	GOAL
Total Participants Served ( <i>real time</i> )		01/01/17 to 06/30/17	---
Entered Employment	Of those who are not employed at date of participation:  # of adult participants who are <i>employed in the first quarter after the exit quarter</i> # of adult participants who exit during the quarter	01/01/17 to 06/30/17	65.00%
Retention Rate (3rd Quarter After Exit)	Percentage of participants who are in unsubsidized employment, during the third quarter after exit from the program.	01/01/17 to 06/30/17	75.00%
Average Earnings	Of those adult participants who are employed in the first, second, and third quarters after the exit quarter:  <i>Total earnings in the second plus the total earnings in the third quarters after the exit quarter</i> # of adult participants who exit during the quarter	01/01/17 to 06/30/17	\$12,500.00
Participation Rate	Rate of <i>continued participation</i> in the program defined as the percentage of enrolled participants who received at least one LEAP service (excluding supportive services) each month pre-release.	01/01/17 to 06/30/17	95.00%
Post-release Enrollment Rate	Percentage of participants who report for and are enrolled into comprehensive career services post-release.	01/01/17 to 06/30/17	90.00%
Work Readiness Indicator Rate	Percentage of participants who are deemed work-ready or demonstrate an increase in work-readiness after receiving pre-release services. To assess increases in work-readiness, Provider must administer work readiness pre- and post-tests (at the time of enrollment and program exit/release, respectively), which may include a risk assessment of criminogenic needs.	01/01/17 to 06/30/17	90.00%
Recidivism Rate	Percentage of participants who were re-arrested for a new crime or reincarcerated for revocation of the parole or probation order within one year of their release from prison.	01/01/17 to 06/30/17	25% or below
Mentoring Rate	Percentage of participants who are receiving mentoring services either as active participants or while in follow-up status for at least six months.	01/01/17 to 06/30/17	95.00%
Credential Rate	Percentage of enrolled participants in degree- or industry-recognized certificate-awarding programs.	01/01/17 to 06/30/17	60.00%

**County of Orange Child Support Enforcement**  
**Certification Requirements**  
**(blank form)**

- A. In the case of an individual Contractor, his/her name, date of birth, Social Security number, and residence address:

Name: \_\_\_\_\_

D.O.B: \_\_\_\_\_

Social Security No: \_\_\_\_\_

Residence Address: \_\_\_\_\_

\_\_\_\_\_

- B. In the case of a Contractor doing business in a form other than as an individual, the name, date of birth, Social Security number, and residence address of each individual who owns an interest of ten (10) percent or more in the contracting entity:

Name: \_\_\_\_\_

D.O.B: \_\_\_\_\_

Social Security No: \_\_\_\_\_

Residence Address: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

D.O.B: \_\_\_\_\_

Social Security No: \_\_\_\_\_

Residence Address: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

D.O.B: \_\_\_\_\_

Social Security No: \_\_\_\_\_

Residence Address: \_\_\_\_\_

\_\_\_\_\_

(Additional sheets may be used if necessary)

- C. A certification that the Contractor has fully complied with all applicable federal and state reporting requirements regarding its employees; and
- D. A certification that the Contractor has fully complied with all lawfully served Wage and Earnings Assignment Orders and Notices of Assignment and will continue to so comply.

*"I certify that \_\_\_\_\_ is in full compliance with all applicable federal and state reporting requirements regarding its employees and with all lawfully served Wage and Earnings Assignment Orders and Notices of Assignments and will continue to be in compliance throughout the term of Contract \_\_\_\_\_*

*with the County of Orange. I understand that failure to comply shall constitute a material breach of the Contract and that failure to cure such breach within ten (10) calendar days of notice from the County shall constitute grounds for termination of the Contract.*

---

Authorized Signature

Print Name

Title

## DRUG FREE WORKPLACE CERTIFICATION

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**Company/Organization Name**

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The Contractor or grant recipient named above hereby certifies compliance with Government Code 8355 in matters relating to providing a drug-free workplace. The above named Contractor will:

1. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the person's or organization's workplace and specifying the actions to be taken against employees for violations of the prohibitions, as required by Government Code Section 8355(a).
2. Establish a Drug Free Awareness Program as required by Government Code Section 8355(b), to inform employees about all of the following:
  - A. The dangers of drug abuse in the workplace,
  - B. The person's or organization's policy of maintaining a drug-free workplace,
  - C. Any available drug counseling, rehabilitation and employee assistance programs, and
  - D. Penalties that may be imposed upon employees for drug abuse violations
3. Provide as required by Government code Section 8355I that every employee who works on the proposed contract or grant
  - A. Will receive a copy of the company's drug-free policy statement described in paragraph (1) above, and
  - B. Will agree to abide by the terms of the company's statement as a condition of employment in the contract or grant.

### CERTIFICATION

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*I, the official named below, hereby swear that I am duly authorized legally to bind the contractor or grant recipient to the above described certification.*

---

Official's Name

Orange

---

Date Executed

Executed in the County of

---

Contractor or Grantee Recipient Signature and Title

**CERTIFICATION REGARDING  
DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION  
LOWER TIER COVERED TRANSACTIONS**

This certification is required by the regulations implementing Executive Order 12549, Debarment and suspension, 29 CFR Part 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211)

**(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)**

- (1) The contractor or grant recipient of Federal assistance funds certifies, by submission of this exhibit document, that neither it 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.
- (2) Where the contractor or grant recipient of Federal assistance funds is unable to certify to any of the statements in this certification, the contractor or grant recipient shall attach an explanation to this exhibit document.

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Name

---

Title

---

Authorized Signature

---

Date

**DEBARMENT AND SUSPENSION CERTIFICATION - Instructions for Certification**

1. By signing and submitting this exhibit document, the contractor or grant recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in the clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the contractor or grant recipient of Federal assistance funds knowingly rendered an erroneous certification in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The contractor recipient of Federal assistance funds shall provide immediate written notice to the County of Orange/Workforce Investment Board to which this certification document is submitted if at any time the contractor or grant recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The contractor or grant recipient of Federal assistance funds agrees by submitting this certification document that, should the covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
5. The contractor or grant recipient of Federal assistance funds further agrees by submitting this certification document that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
6. The contractor or grant recipient in a covered transaction may rely upon a certification of a contractor or grant recipient in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. The contractor or grant recipient may decide the method and frequency by which it determines the eligibility of its principals.
7. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of the contractor or grant recipient is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
8. Except for transactions authorized under paragraph 5 of these instructions, if the contractor or grant recipient in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

**CERTIFICATION REGARDING LOBBYING  
CERTIFICATION FOR CONTRACTS, GRANTS, LOANS,  
AND COOPERATIVE AGREEMENTS**

The undersigned certifies, to the best of his or 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 an 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.
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, 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 undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report 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 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 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.

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Grantee/Contractor Organization

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Name

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Title

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Authorized Signature Date

\*Note: In these instances, "All," in the Final Rule is expected to be clarified to show that it applies to covered contract/grant transactions over \$100,000 (per OMB).

## INSTRUCTIONS FOR COMPLETION OF SF-LLL DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity 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 a covered Federal action. Use the SF LLL-A Continuation sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying is and has been secured to influence the outcome of a covered action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include congressional district, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be a prime or subaward recipient. Identify the tier of the subawardee, e. g. the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report, in item 4 checks "Subawardee", then enter the full name, address, city, state, and zip code of the prime Federal recipient. Include congressional district, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e. g. Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number the contract, grant, or loan award number; the application proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP DE 90 09."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the primary entity identified in item 4 or 5.
10.
  - (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.
  - (b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in kind contribution, specify the nature and value of the in kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted and the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF LLL A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget. Paperwork Reduction Project (0348 0046) Washington D.C., 20503.

**DISCLOSURE OF LOBBYING ACTIVITIES**

Complete this form to disclose activities pursuant to 31 U.S.C 1352

<p>1. Type of Federal Actions:</p> <p>a. contract</p> <p>b. grant</p> <p>c. cooperative agreement</p> <p>d. loan</p> <p>e. loan guarantee</p> <p>f. loan insurance</p>	<p>2. Status of Federal Actions:</p> <p>a. bid/offer/application</p> <p>b. initial award</p> <p>c. post-award</p>	<p>3. Report Type:</p> <p>a. initial filing</p> <p>b. material change</p> <p>For material change only: Year: _____ Quarter: _____ Date of last report: _____</p>
<p>4. Name and Address of Reporting Entity Prime Subawardee</p> <p>Tier _____ if known</p> <p>Congressional District, if known: _____</p>	<p>5. If Reporting Entity in No. 4 is a Subawardee: Enter Name and Address of Prime:</p> <p>Congressional District, if known: _____</p>	
<p>6. Federal Department / Agency:</p>	<p>7. Federal Program Name/Description</p>	
<p>8. Federal Action Number, if known:</p>	<p>9. Award Amount, if known: \$ _____</p>	
<p>10a. Name and Address of Lobbying Entity (if individual, last name, first name, MI):</p> <p>(attach Continuation Sheets SF-LLL-A, if necessary)</p>	<p>10b. Individual Performing Services (including address if different from No. 10a) (last name, first name, MI):</p>	
<p>11. Amount of Payment (check all that apply): \$ Actual _____ Planned _____</p>	<p>13. Type of Payment (check all that apply)</p> <p>a. retainer</p> <p>b. one-time free</p> <p>c. commission</p> <p>d. contingent fee</p> <p>e. deferred</p> <p>f. other specify: _____</p>	
<p>12. Form of Payment (check all that apply): a. cash</p> <p>b. in-kind: specify: nature: _____ value: _____</p>		
<p>14. Enter Description of Services performed or to be Performed and date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment indicated on item 11:</p>		
<p>15. Continuation sheet(s) SF-LLL-A attached: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>16. Information requested through this form authorized by Title 31 U.S.C. Section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semiannually and will be available for public inspection. An person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p>		<p>Signature: _____</p> <p>_____</p> <p>Print Name: _____</p> <p>Title: _____</p> <p>Telephone No: _____</p> <p>Date: _____</p>

**DISCLOSURE OF LOBBYING ACTIVITIES  
CONTINUATION SHEET**

Approved by OMS - 0348-0046

Reporting Entity: \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_

BILLING CODES 3410-01 -C; 6450-01-C; 6890-01 ;6025-01-C; 7510-01-C , 35 1 0-FE-C; 8120-01 -C; 4710-24-C, 6116-01 -C,



**Subject: OC Community Resources  
 Contract Reimbursement Policy**

Effective: July 1, 2010  
 Revised: ~~January 26,~~  
~~2016~~ February 28, 2017

**PURPOSE:**

This policy contains updated fiscal documentation requirements for contract reimbursement for OC Community Services and Housing & Community Development and Homeless Prevention. The procedures provide instructions for submitting reimbursement demand letter or invoice.

**EFFECTIVE DATE:**

**July 1, 2010**

**REVISION DATE:**

**January 26, 2016**

**REFERENCES:**

Executed Board of Supervisors approved contract  
 Budget included in contract or presented as an ~~exhibit~~ attachment  
 48 CFR Part 31 Contract Cost Principles and Procedures  
 24 CFR Parts 85, 570.502, 570.201, 576.21, 576.51 and 576.61: For Housing & Community Development and Homeless Prevention Contracts only.  
Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)

**Pre December 26, 2014**

~~OMB Circular A-21 Cost Principles for Educational Institutions~~

~~OMB Circular A-87 Cost Principles for State, Local, and Indian Tribal Governments~~

~~OMB Circular A-122 Cost Principles for Non-Profit Organizations~~

**Post December 26, 2014**

~~Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)~~

**BACKGROUND:**

The executed Board of Supervisors approved contract is the authorization for all aspects of payment, including the maximum amount to be paid, the payee, and the scope of services and work. Payments are made in strict accordance with the contract terms. Allowable costs are identified in referenced Uniform Guidance and Code of Federal Regulations (CFR). ~~OMB Circulars and Code of Federal Regulations (CFR)~~.

**ATTACHMENTS:**

Reimbursement Policy Status Form (RPS-1)

**POLICY:**

Contractor is responsible for the submission of accurate claims. This reimbursement policy is intended to ensure that the Contractor is reimbursed based on the code or codes that correctly describe the services provided. This information is intended to serve only as a general reference resource regarding OC Community Services' and Housing & Community Development and

Homeless Prevention reimbursement policy for the services described and is not intended to address every aspect of a reimbursement situation. Accordingly, OC Community Services and Housing & Community Development and Homeless Prevention may use reasonable discretion in interpreting and applying this policy to services provided in a particular case. Other factors affecting reimbursement may supplement, modify or, in some cases, supersede this policy. These factors may include, but are not limited to: legislative mandates and County directives. OC Community Services and Housing & Community Development and Homeless Prevention may modify this reimbursement policy at any time by publishing a new version of the policy. However, the information presented in this policy is accurate and current as of the date of publication.

Cost incurred by contractor must be substantiated and incurred during the contract period. Total of all reimbursements cannot exceed the amount of the contract. Cost must be allowable under applicable Code of Federal Regulations (CFR) or Uniform Guidance~~OMB Circular or CFR~~. All supporting documentation for reimbursement must be submitted with demand letter or invoice. If contract requires matching contribution, documentation substantiating contribution match must be submitted with demand letter or invoice.

At any time, based on County's business needs and/or Contractor's performance, the County may designate Contractor to submit abbreviated or comprehensive documentation, as identified in the respective sections. Upon designation, Contractor will be notified, in writing via Reimbursement Policy Status Form, of which requirements are in full force. When Contractor is required to submit comprehensive documentation, in addition to the items identified in the Abbreviated Documentation Requirements Section, Contractor must also provide the documentation identified in the Comprehensive Documentation Requirements Section.

#### **PROCEDURES:**

##### **Abbreviated Documentation Requirements**

Compile and submit:

1. Supporting documentation includes, but is not limited to:
  - a. General ledger/expense transaction report
  - b. Payroll register or labor distribution report
  - c. Payroll allocation plan
  - d. Personnel Documentation
  - e. Benefit plan and calculation of benefit
  - f. Employer-employee contract for non-customary benefits (if applicable)
  - g. Pre-approval documentation for equipment purchases equal to or greater than \$5,000
2. The following is required with the first month's invoice only:
  - a. Cost allocation plan for rent, utilities, etc.
  - b. Indirect rate approved by cognizant agency (if applicable)
3. Summary of leveraged resources (if applicable)
4. Demand letters must contain the following certification (if required by Contract):
 

***"I certify under the penalty of perjury that this claim is true and correct and that the requested payments have been made. I also certify that this claim agrees with our official payroll and financial records and that these amounts have not been, or will not be claimed from any other funding source"***
5. Grantee Performance Report (if required by Contract)
6. Supporting documentation shall be on single-sided sheets
7. Please redact employees' Social Security Number from payroll reports
8. Demand letter or invoice, along with supporting documentation shall be submitted to:
 

OC Community Resources Accounting  
1770 N. Broadway, 4<sup>th</sup> Floor  
Santa Ana, CA 92706

##### **Comprehensive Documentation Requirements**

In addition to abbreviated documentation, compile and submit:

9. Purchase orders, invoices, and receipts
10. Cashed checks
11. Check register
12. Consultant/sub-contractor invoices (with description of services)
13. Travel expense documentation: mileage reimbursement, hotel bill, meal reimbursement

**ACTION:**

Distribute this policy to all appropriate staff

**INQUIRIES:**

~~Inquiries may be directed to OCCR Accounts Payable at:  
OCCRAccountsPayable@occr.ocgov.com~~  
~~Inquiries may be directed to the following:  
Susan Long: (714) 480-6532 or Susan.Long@occr.ocgov.com  
Eric Takanishi: (714) 480-6531 or Eric.Takanishi@occr.ocgov.com~~