

**Model Contract
AGREEMENT # 17-27-0000-FCSP**

BETWEEN

COUNTY OF ORANGE

AND

SUBRECIPIENT

FOR

FAMILY CAREGIVER SUPPORT PROGRAM SERVICES

<u>CFDA#</u>	<u>FAIN #</u>	<u>PROGRAM/SERVICE TITLE</u>	<u>FUNDING AGENCY</u>
93.052		Title III-E: NFCSP	<ul style="list-style-type: none">• California Department of Aging; Older Americans Act
	16AACAT3FC & 17AACAT3FC	Older Americans Act Title III	<ul style="list-style-type: none">• Grants for State & Community Programs on Aging
		Family Caregiver Support Program Services	<ul style="list-style-type: none">• Department of Health & Human Services Grant



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- Attachment B – Compensation/Payment
- Attachment C – Budget
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- Attachment F – Office on Aging Focal Points
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- Exhibit 1 – County of Orange Child Support Enforcement
- Exhibit 2 – OC Community Resources Contract Reimbursement Policy
- Exhibit 3 – Certification Regarding Lobbying
- Exhibit 4 – Disclosure of Lobbying Activities

This Agreement # _____, hereinafter referred to as "CONTRACT" is made between the County of Orange, a political subdivision of the State of California; hereinafter referred to as "COUNTY," and SUBRECIPIENT, DUNS # _____, a California non-profit corporation, with a place of business at _____; hereinafter referred to as "SUBRECIPIENT," with COUNTY and SUBRECIPIENT sometimes referred to as "PARTY," or collectively as "PARTIES."

RECITALS

WHEREAS, SUBRECIPIENT responded to a FY 2017-18 Family Caregiver Support Program Services Request for Proposal ("RFP") for services to older adults in Orange County; and

WHEREAS, the SUBRECIPIENT responded and represented that its proposed services shall meet or exceed the requirements and specifications of the RFP; and

WHEREAS, COUNTY Board of Supervisors has authorized the OC Community Resources Director or his designee to enter into this CONTRACT for Family Caregiver Support Program Services with SUBRECIPIENT to carry out certain program services and activities for the Fiscal Year 2017-18; and

NOW, THEREFORE, the PARTIES mutually agree as follows:

Terms and Conditions:**1. Scope of Contract**

This CONTRACT specifies the Contractual terms and conditions by which the COUNTY will procure services from SUBRECIPIENT as further detailed in the Scope of Services, identified and incorporated herein by this reference as Attachment A.

2. Contract Term

This CONTRACT shall commence on July 1, 2017 and continue through June 30, 2018 for one (1) year, unless otherwise terminated by the COUNTY. This CONTRACT may be renewed for three (3) additional one (1) year terms under the same terms, conditions, and scope of service by mutual written agreement of both PARTIES. The COUNTY does not have to give reason if it elects not to renew. Renewal periods may be subject to approval by the County of Orange Board of Supervisors. At no time may this CONTRACT be renewed past four (4) years from the initial CONTRACT term of the RFP cycle.

3. Contingency of Funds

SUBRECIPIENT acknowledges that funding or portions of funding for this CONTRACT may be contingent upon receipt of funds from, and/or obligation of funds by, Federal, State of California and/or local funds to COUNTY; and inclusion of sufficient funding for the services hereunder in the budget approved by COUNTY's Board of Supervisors for each fiscal year covered by this CONTRACT. If such approval, funding or appropriations are not forthcoming, or are otherwise limited, COUNTY may immediately terminate or modify this CONTRACT without penalty.

4. Maximum Obligation

The total Maximum Obligation of COUNTY to the SUBRECIPIENT for the cost of services provided in accordance with this CONTRACT is \$ (Dollars), with individual Maximum Obligation budgets for each Fiscal Year as further detailed in the Budget, identified and incorporated herein by this reference as Attachment "C."

5. 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's CONTRACT ADMINISTRATOR has the discretion with the SUBRECIPIENT's concurrence, to make changes at any time without changing the scope or price of the CONTRACT.

If COUNTY-initiated changes or changes in laws or government regulations affect price, the SUBRECIPIENT's ability to deliver services, or the project schedule, the SUBRECIPIENT will give COUNTY written notice no later ten (10) days from the date the law or regulation went into effect or the date the change was proposed and 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 COUNTY-assigned CONTRACT ADMINISTRATOR, shall require the mutual consent of all PARTIES, and may be subject to approval by the COUNTY Board of Supervisors. Nothing herein shall prohibit the SUBRECIPIENT from proceeding with the work as original set forth or as previously Amended in this CONTRACT.

All extra work/services are by mutual consent of all PARTIES and may be subject to the approval of the County of Orange Board of Supervisors.

6. 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. COUNTY may terminate the CONTRACT immediately, pursuant to Paragraph K "Termination" and Paragraph 19 "Termination – Orderly" 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 SUBRECIPIENT for and during the period in which SUBRECIPIENT is in breach; and
- D. Offset against any monies billed by SUBRECIPIENT but yet unpaid by the COUNTY those monies disallowed pursuant to the above.

7. Conditions Affecting Work:

The 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.

8. Conflict of Interest:

- A. 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.
- B. 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 contractors; 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.

9. 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, or otherwise deemed appropriate as an end product of the consulting services contract. Therefore, any services, the delivery of goods or supplies, or the provision of any other related action which is required, suggested 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.

10. COUNTY Program Manager:

The COUNTY shall appoint a Program Manager to act as liaison between the COUNTY and the SUBRECIPIENT during the term of this CONTRACT. The COUNTY's Program Manager shall coordinate the activities of the COUNTY staff assigned to work with the SUBRECIPIENT.

11. SUBRECIPIENT Program Manager and Key Personnel:

SUBRECIPIENT shall appoint a Program Manager to direct the SUBRECIPIENT's efforts in fulfilling SUBRECIPIENT's obligations under this CONTRACT. The name of the Program Manager shall be provided to the COUNTY. If there is a Project Management change the SUBRECIPIENT will notify the COUNTY in writing prior to the change being made.

The SUBRECIPIENT's Program Manager and Key Personnel shall be assigned to this CONTRACT for the duration of this CONTRACT and shall diligently pursue all work and services to meet the project timelines. SUBRECIPIENT's Key Personnel are those individuals who report directly to the SUBRECIPIENT's Program Manager.

12. 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.

13. Title to Data:

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.

All PARTIES to the CONTRACT acknowledge that the COUNTY shall maintain ownership and control of all data files and the related indexes and pointers to those data files.

14. EDD Independent Contractor 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.

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.

15. 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 award of CONTRACT, the selected SUBRECIPIENT agrees to furnish to the CONTRACT ADMINISTRATOR, 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 ten (10) calendar days of notice from the COUNTY shall constitute grounds for termination of the CONTRACT.

16. Licenses:

At its own expense, SUBRECIPIENT and its subcontractors, if any, shall, at all time during the term of this CONTRACT, maintain in full force and effect such licenses or permits as may be required by the COUNTY, State, federal or local government. SUBRECIPIENT and it's

subcontractors, if any, shall strictly adhere to, and obey, all governmental rules and regulations now in effect or as subsequently enacted or modified, as promulgated by any local, state, or federal governmental entity.

17. 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 and the COUNTY, such matter shall be brought to the attention of the CONTRACT ADMINISTRATOR by way of the following process:
1. The SUBRECIPIENT shall submit to the agency/department assigned COUNTY CONTRACT ADMINISTRATOR 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.
 2. 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 diligently proceed with the provision of services under this CONTRACT. The SUBRECIPIENT's failure to diligently 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 COUNTY CONTRACT ADMINISTRATOR or designee. 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 17 shall be construed as affecting the COUNTY's right to terminate the CONTRACT for cause as stated in Paragraph K "Termination," herein.

18. 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 this Paragraph 18 shall not be exclusive and are in addition to any other rights and remedies provided by law or under the CONTRACT.

19. 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.

20. 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.

21. 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 PARTIES 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
 OC Community Services
 Office on Aging
 PROGRAM MANAGER
 1300 South Grand Avenue, Building "B" 2nd Flr.
 Santa Ana, CA 92705-4407

County of Orange
 OC Community Resources
 Contract Development & Management
 CONTRACT ADMINISTRATOR
 1501 East St. Andrew Place, 1st Flr.
 Santa Ana, CA 92705-4930

For SUBRECIPIENT:

22. 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.

23. 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 Paragraphs of this CONTRACT, and then the Attachments and Exhibits.

24. 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 Program 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.

25. 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.

26. Satisfactory Work:

Services rendered hereunder are to be performed to the written satisfaction of COUNTY. COUNTY'S staff will interpret all reports and determine the quality, acceptability and progress of the services rendered.

27. Access and Records:

- A. Access. COUNTY, federal or State 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 sub-contractors, consultants, contracted employees, bookkeepers, accountants, employees and participants related to this CONTRACT. SUBRECIPIENT shall insert this condition in each contract between SUBRECIPIENT and a sub-contractor that is pursuant to this CONTRACT shall require the sub-contractor 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 COUNTY 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 for five (5) years. 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 beyond the five (5) years 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.

28. Signature in Counterparts:

The PARTIES agree that separate copies of this CONTRACT and/or electronic signatures and handwritten signatures 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.

29. 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 and the SUBRECIPIENT will meet on reasonable notice to discuss the SUBRECIPIENT's performance and progress under this CONTRACT. If requested, the SUBRECIPIENT 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.

30. Subcontracting:

No performance of this CONTRACT or any portion thereof may be assigned or subcontracted by the SUBRECIPIENT without the express written consent of the COUNTY. Any attempt by the SUBRECIPIENT to assign or subcontract any performance of this CONTRACT without the express written consent of the COUNTY shall be invalid and shall constitute a breach of this CONTRACT.

In the event that the SUBRECIPIENT is authorized by the COUNTY to subcontract, this CONTRACT shall prevail and the terms of the subcontract shall incorporate by reference and not conflict with the terms of this CONTRACT. In the manner in which the COUNTY expects to receive services, the COUNTY shall look to the SUBRECIPIENT for performance and not deal directly with any sub-contractor. All matters related to this CONTRACT shall be handled by the SUBRECIPIENT with the COUNTY; the COUNTY will have no direct contact with the sub-contractor in matters related to the performance of this CONTRACT. All work must meet the approval of the COUNTY.

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Program Specific Terms and Conditions

31. Debarment:

- A. SUBRECIPIENT certifies that it is not debarred or suspended or otherwise excluded from or ineligible for participation in Federal/State assistance programs in accordance with 29 CFR Part 98.
- B. SUBRECIPIENT shall not make any award or permit any award at any time to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in federal/State assistance programs.
- C. SUBRECIPIENT shall timely execute any and all amendments to this CONTRACT or certificates or other required documentation relating to its sub-contractor's debarment/suspension status.

32. Anti-Lobbying:

SUBRECIPIENT shall execute and certify that it will comply with federal law (31 U.S.C. 1352 and 29 CFR Part 93) and regulations, which provide that:

- A. No Federal appropriated funds will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of any Federal CONTRACT, the making of any Federal grant, the making of any Federal loan, the entering into of any Cooperative Agreement, and the extension, continuation, renewal, amendment, or modification of any Federal CONTRACT, grant, loan, or Cooperative Agreement; and
- B. SUBRECIPIENT will complete and submit Standard Form-LLL "Disclosure of Lobbying Activities," if any funds other than Federal appropriated funds have been paid, in accordance with its instructions; and
- C. SUBRECIPIENT shall include subject anti-lobbying certification in award documents for all sub-contractors at all tiers (including sub-subcontracts, sub-subgrants, and CONTRACT under grants, loans, and Cooperative Agreements) and that all sub-SUBRECIPIENT shall certify and disclose accordingly. A copy of "Certifications Regarding Lobbying" which is attached hereto as Exhibit 3 and incorporated herein by this reference.

33. Lobbying Certification:

- A. SUBRECIPIENT shall execute and abide by the terms of the "Disclosure of Lobbying Activities," a copy of which is attached hereto as Exhibit 4 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 Byrd Anti-Lobbying Amendment (31 U.S.C. 1352 and 29 CFR Part 93).

34. Fraud:

SUBRECIPIENT shall immediately report all suspected or known instances and facts concerning possible fraud, abuse or criminal activity under this CONTRACT. SUBRECIPIENT shall inform staff and the general public of how to report fraud, waste or abuse through appropriate postings of incident reporting notice. The County's Anti-Fraud Program can be accessed through: <http://ocgov.com/gov/risk/programs/antifraud>.

35. 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;
 - iii. Proper charging of costs and cost allocation.
- B. SUBRECIPIENT's Records: 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.
- C. Costs Charged: Cost shall be charged to this CONTRACT only in accordance with the COUNTY and other requirements as required by funding source(s).

36. Compliance with Non-Discrimination Laws:

- A. State laws.
- i. SUBRECIPIENT's signature affixed hereon shall constitute a certification, under penalty of perjury under the laws of the State of California, that SUBRECIPIENT has, Unless exempted, complied with the nondiscrimination program requirements of Government Code Section 12900 (a-f) and Title 2, California Code of Regulations, Section 8103.
 - ii. SUBRECIPIENT shall include the nondiscrimination and compliance provisions of this Paragraph 36 "A" in all sub-contracts to perform work under this CONTRACT.
- B. Title VI of Civil Rights Act. SUBRECIPIENT hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 CFR Part 80) issued pursuant to that title, to the end that, in accordance with Title VI of the Act and the Regulation, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise

subjected to discrimination under any program or activity for which funds are made available under this CONTRACT. SUBRECIPIENT hereby gives assurance that it will immediately take any measures necessary to effectuate this CONTRACT.

- C. Title VII of Civil Rights Act. SUBRECIPIENT shall comply with Title VII of the Civil Rights Act of 1964 (42 U.S.C. 2000), as amended by the Equal Opportunity Act of March 24, 1972 (Public Law No. 92-261), and with all applicable rules, regulations and orders promulgated pursuant thereto, as now in existence or as hereafter amended.
- D. Disability discrimination. SUBRECIPIENT shall comply with Sections 503 and 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.), and all requirements imposed by the applicable regulations and guidelines issued pursuant to those statutes, including 45 CFR, Part 84.
- E. Failure to comply. If SUBRECIPIENT fails to comply with the requirements of any Sub-Paragraphs of this Paragraph 36, COUNTY may withhold payment to SUBRECIPIENT and/or terminate this CONTRACT in accordance with Paragraph K.

37. Performance Standards:

SUBRECIPIENT shall comply with and adhere to the performance accountability standards as described in this CONTRACT and applicable regulations and the activity levels to be utilized by COUNTY for program evaluation and monitoring included, but not limited to those listed in the Attachment "E" Performance Standards attached hereto and incorporated herein by reference.

- A. Accepted professional standards. The performance of work and services pursuant to this CONTRACT by SUBRECIPIENT and its sub SUBRECIPIENT's, if any, shall conform to accepted professional standards associated with all services provided under this CONTRACT. SUBRECIPIENT shall resolve all issues regarding the performance of SUBRECIPIENT and its SUBSUBRECIPIENT's, if any, under this CONTRACT using good administrative practices and sound judgment. SUBRECIPIENT shall be accountable to COUNTY for the proper use of funds provided to SUBRECIPIENT pursuant to this CONTRACT and for the performance of all work and services pursuant to this CONTRACT.
- B. Performance of SUBRECIPIENT. SUBRECIPIENT agrees to meet the performance standards listed in Attachment "E."

COUNTY or SUBRECIPIENT may transfer units of service from one unit of service to another unit of service in Attachment "A" as long as the basic goals and objectives of the program are not altered, and prior written agreement is obtained by SUBRECIPIENT from CONTRACT ADMINISTRATOR. COUNTY in its sole discretion may increase units of service in Attachment "A" as a result of a contingency cost increase. COUNTY in its sole discretion may decrease units of service in Attachment "A" as a result of a contingency cost decrease. If, at the end of any third, sixth or ninth month, the reported units of service fall below 95% or above 110% of the contracted levels for Older Americans Act or Older Californians Act programs, COUNTY, in its sole discretion, may do any, or more than one, of the following:

- i. If COUNTY determines that SUBRECIPIENT's failure to provide the required levels of service poses an immediate risk to the health or safety of the older adult clients who should benefit from services provided by SUBRECIPIENT, and that

the most effective method of protecting the interests of the older adults is to obtain the services described herein from another source, COUNTY may terminate this CONTRACT immediately in accordance with Paragraph K hereof and pursue all available legal remedies for breach of this CONTRACT, including, but not limited to, the return by SUBRECIPIENT of all funds paid by COUNTY to SUBRECIPIENT that were not expended in accordance with this CONTRACT.

- ii. If COUNTY determines that SUBRECIPIENT's failure to provide the required levels of service poses an immediate risk to the health or safety of the older adults who should benefit from services provided by SUBRECIPIENT, and that the most effective method of protecting the interests of the older adults is to require full performance by SUBRECIPIENT of its duties hereunder, COUNTY may seek such injunctive relief against SUBRECIPIENT as is appropriate and pursue all other available legal remedies for breach of this CONTRACT, including, but not limited to, the return by SUBRECIPIENT of all funds paid by COUNTY to SUBRECIPIENT that were not expended in accordance with this CONTRACT.
- iii. If the level of performance falls below the required levels for the California Department of Aging Standard Contract Terms and Conditions or 95% of the level(s) as specified in Attachment(s) "A" and/or "C", COUNTY may unilaterally reduce the funding available to SUBRECIPIENT under this CONTRACT to reflect the level of service actually provided by SUBRECIPIENT, and may unilaterally make concomitant adjustments in the funding amounts set forth in Paragraph 4 Maximum obligation of COUNTY and Attachments "A" and/or "C" of this CONTRACT.
- iv. COUNTY may demand, and SUBRECIPIENT shall submit upon demand, a corrective action plan which shall include an analysis of the causes of the problem, specific actions to be taken to correct the problem, and a timetable for each such action. The corrective action plan is to be submitted to COUNTY within ten (10) days of the end of September, December and March and is to be implemented during the succeeding three months. If CONTRATOR does not carry out the required corrective action within the time frame, COUNTY shall have the right, in its sole discretion, to take any, or more than one, of the following actions:
 - a. Terminate this CONTRACT pursuant to Paragraph K hereof;
 - b. Discontinue program support until such time as SUBRECIPIENT complies with the corrective action plan;
 - c. Seek appropriate injunctive relief;
 - d. Collect from SUBRECIPIENT all funds paid by COUNTY to SUBRECIPIENT that were not expended in accordance with this CONTRACT;
 - e. Collect from SUBRECIPIENT damages for breach of this CONTRACT;
 - f. Reduce the funding available to or hereunder; or
 - g. Pursue any other available legal or equitable remedy against SUBRECIPIENT.

Within five (5) days of demand therefore, SUBRECIPIENT shall repay to COUNTY all funds paid by COUNTY to SUBRECIPIENT that were not expended in accordance with this CONTRACT.

C. Reporting requirements

- i. SUBRECIPIENT will be required to submit records, statistical information, financial reports, and program information in electronic or paper format as required by the County of Orange OoA.
- ii. SUBRECIPIENT shall retain all collected data for the periods specified in this Paragraph 37 of CONTRACT. COUNTY has the right to review this documentation at any time during normal business hours.
- iii. COUNTY reserves the right to withhold payment or to terminate this CONTRACT for nonconformance with data collection and reporting requirements.
- iv. SUBRECIPIENT is required to collect and report program data to OoA, including if applicable properly registering every client receiving services under this CONTRACT, in compliance with the data reporting system required by the California Department of Aging.
- v. Data shall be collected by SUBRECIPIENT every time a service is delivered to a registered client. Data shall be reported to OoA monthly, or as designated by COUNTY.
- vi. SUBRECIPIENT will also be required to submit to OoA other records, statistical information, financial reports, invoices, and program information in electronic or paper format by the 10th of every month unless otherwise authorized by COUNTY.
- vii. If County-provided data collection equipment is provided; SUBRECIPIENT must maintain such equipment in a secure office environment.
- viii. Within 10 days of award of this CONTRACT the SUBRECIPIENT must inform the OoA of the designated primary and one back-up staff member who will be responsible for “a” through “e” below. The SUBRECIPIENT must inform the OoA within 72 hours of any changes to this designation. New designee(s) will comply with systems training as designated by OoA.
 - a. Supervising the collection of, or collecting data from this program;
 - b. Compiling collected data and reconciling it to data collected;
 - c. Recording collected data in a format required by OoA, using an application required by OoA;
 - d. Distributing forms and reports to the responsible person and collecting completed forms; and
 - e. As required, completing all required OoA/CDA forms.
- ix. Computer Interface Capability: SUBRECIPIENT’s computer must meet the minimum hardware/software requirements specified by the vendor that is contracted with the OoA to provide the required CDA reporting data, if required by COUNTY. SUBRECIPIENT must also maintain computer hardware/software that is able to send and receive email and attachments from COUNTY.
- x. Failure to comply with any portion of the system requirements as herein described violates the instructions and specifications of the California Department of Aging Terms and Conditions as required by the State and COUNTY. COUNTY reserves the right to withhold payment or to terminate this CONTRACT for nonconformance with data collection and reporting requirements.

38. Budget:

SUBRECIPIENT agrees that the expenditures of any and all funds under this CONTRACT will be in accordance with the Budget, a copy of which is attached hereto as Attachment "C," and which by this reference is incorporated herein and made a part hereof as if fully set forth.

39. Payment Requirements:

- A. **CONTRACT Amount:** It is expressly agreed and understood that the total amount to be paid by COUNTY under this CONTRACT shall not exceed the total COUNTY funding as set forth in Attachment "B" Compensation/Payment to SUBRECIPIENT attached hereto and incorporated herein by reference. Minimum Required Match is reflected in Attachment "C"
- B. Monthly operating costs. Payments for monthly work completed shall be made as follows:
- i. 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.
 - ii. SUBRECIPIENT shall timely transmit to COUNTY all data required pursuant to this CONTRACT. SUBRECIPIENT also shall submit an invoice(s) and such other substantiating reports as COUNTY may require, all in a form satisfactory to COUNTY, by the tenth (10th) day of each month, showing the prior month's actual expenditures. If SUBRECIPIENT receives funds pursuant to this CONTRACT for more than one program or Service Area, each such program or Service Area shall be invoiced separately from all other programs or Service Areas, and separate substantiating reports shall be submitted for each program or Service Area, unless otherwise approved by COUNTY. COUNTY shall make monthly payments based on SUBRECIPIENT's data, invoice(s), and substantiating reports, unless otherwise approved by COUNTY.
 - iii. No payments will be made if any preceding months' data, reports, or invoices are outstanding, unless otherwise approved by the COUNTY.
 - iv. No payments will be made for costs incurred by SUBRECIPIENT which are not "allowable costs" applicable to SUBRECIPIENT under 45 C.F.R. Part 92.22(b).
 - v. Whenever SUBRECIPIENT is not in compliance with any provision of this CONTRACT, COUNTY may withhold payment until such time as SUBRECIPIENT comes into compliance.
 - vi. COUNTY also reserves the right to refuse payment to SUBRECIPIENT to later disallow costs for any expenditure determined by COUNTY not to be in compliance with this CONTRACT, or unrelated to activities for which this CONTRACT provides, or inappropriate to such activities; or for which there is inadequate supporting documentation presented; or for which prior approval was required but was either not requested or not granted. Payment to SUBRECIPIENT may be refused until COUNTY receives reimbursement for any SUBRECIPIENT outstanding disallowed costs.
 - vii. Total Monthly Costs may exceed one-twelfth of the Maximum Obligation of COUNTY. Upon receipt of sufficient written justification from the SUBRECIPIENT, as determined in the sole discretion of the COUNTY, the COUNTY has the discretion, in any given month, to pay over the monthly one-twelfth of the

Maximum Obligation of COUNTY as stated in Paragraph 4, Maximum obligation of COUNTY. Notwithstanding the above, the total amount of compensation approved during the term of the CONTRACT shall not exceed the Maximum Obligation of COUNTY described.

- C. Full Compensation. SUBRECIPIENT agrees to accept the specified compensation as set forth in this CONTRACT as full remuneration for performing all services and furnishing all staffing and materials required, for any reasonably unforeseen difficulties which may arise or be encountered in the execution of the services until acceptance, for risks connected with the services, and for performance by the SUBRECIPIENT of all its duties and obligations hereunder.
- D. Recoupment of advance payments. COUNTY 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 B. i. 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.
- E. Contributions.
- i. SUBRECIPIENT shall provide every participant the opportunity to donate voluntarily toward the cost of the services provided under this CONTRACT. SUBRECIPIENT shall protect the privacy of each such contributor with respect to his or her contribution. No older adult shall be denied a service because of unwillingness or inability to contribute towards the cost of said service.
 - ii. SUBRECIPIENT shall keep separate accounts of all contributions for services provided pursuant to this CONTRACT. SUBRECIPIENT shall report such contributions monthly to COUNTY in the format required by COUNTY.
 - iii. Contributions for services provided pursuant to this CONTRACT shall be added to the funds provided to SUBRECIPIENT by COUNTY pursuant to this CONTRACT and shall be used for the purposes and in accordance with the terms of this CONTRACT.
- F. Third-party revenue. SUBRECIPIENT shall make every reasonable effort to obtain all available reimbursement from third parties (e.g., insurers), for which persons served hereunder may be eligible. All such third-party reimbursements received by SUBRECIPIENT shall be reported to COUNTY in the format required by COUNTY. The amount of such third party reimbursements shall be deducted from COUNTY's maximum obligation hereunder.
- G. Interest earned.
- i. If SUBRECIPIENT earns interest on funds received pursuant to this CONTRACT, that interest shall be identified as income to the program(s) for which this CONTRACT provides and shall be used and expended only for said program(s). SUBRECIPIENT shall maintain in its files full documentation of such interest earnings and expenditures.

- ii. If SUBRECIPIENT is a nonprofit it shall maintain any advances of funds or contributions received under this CONTRACT interest-bearing accounts, unless “a” or “b” below apply:
 - a. The best reasonably available interest-bearing account would not be expected to earn interest in excess of \$250 per year on the funds deposited pursuant to this CONTRACT combined with other federal cash balances, if any, maintained by SUBRECIPIENT; or
 - b. The depository would require an average or minimum balance so high that it would not be feasible within the expected cash resources SUBRECIPIENT expects to receive under this CONTRACT.

40. Payment Terms – Payment in Arrears:

- A. Invoices are to be submitted in arrears to the user agency/department to the ship-to address, unless otherwise directed in this CONTRACT. Payment will be net 30 days after receipt of an invoice in a format acceptable to the County of Orange and verified and approved by the agency/department and subject to routine processing requirements. The responsibility for providing an acceptable invoice rests with the SUBRECIPIENT.
- B. Payment of program activities. COUNTY will reimburse SUBRECIPIENT for eligible program-related costs only. SUBRECIPIENT shall submit requests for reimbursement to COUNTY on a monthly basis, and must provide adequate documentation as required by COUNTY in accordance with the OC Community Resources Contract Reimbursement Policy, incorporated herein as Exhibit “2”. In addition, SUBRECIPIENT will provide a performance progress report for the time period covered, as prescribed by COUNTY. Failure to provide any of the required documentation and reporting 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 and reporting has been received and approved by COUNTY. COUNTY shall make monthly reimbursement payments based on SUBRECIPIENT’s data, invoice(s), and substantiating reports as required herein.
- C. Invoices shall cover services and/or goods not previously invoiced. SUBRECIPIENT shall reimburse the County of Orange for any monies paid to SUBRECIPIENT for goods or services not provided or when goods or services do not meet Contract requirements.
- D. Payments made by the COUNTY shall not preclude the right of the COUNTY from thereafter disputing any items or services involved or billed under this CONTRACT and shall not be construed as acceptance of any part of the goods or services.

41. Modification of Budget:

Upon written approval of COUNTY, SUBRECIPIENT shall transfer allocated program funds from one category of the overall program BUDGET to any other category of the overall BUDGET. No such transfer may be made without the express prior written approval of COUNTY. A modification of the BUDGET may include the addition of any new BUDGET category.

42. Records and Audit:

- A. Maintenance and retention. SUBRECIPIENT shall, at all times during the term of this CONTRACT, maintain complete records (which shall include, but not be limited to, accounting records, grants, Contracts, agreements, letters of agreement, insurance

documentation, memoranda and/or letters of understanding and client records) of its activities and expenditures hereunder in a form satisfactory to the State and County. All such records must be maintained and kept available by SUBRECIPIENT as follows:

- i. Until five (5) years after final payment under this CONTRACT or until an audit has occurred and an audit resolution has been reached, whichever is later, unless otherwise authorized in writing by COUNTY; or
 - ii. For such longer period, if any, as is required by applicable statute, by any other Paragraph or Section of this CONTRACT or by Paragraphs "B" or "C" below, or for such longer period as the State or COUNTY deem necessary.
- B. Termination of Contract. If this CONTRACT is completely or partially terminated, the records relating to the work terminated shall be preserved and made available for the same periods as set forth in this Paragraph 42 "A" and "C".
- C. Litigation, claims, etc. In the event of any litigation, claim, negotiation, audit exception, or other action involving the records, all records relative to such action shall be maintained and kept available until five (5) years after every action has been cleared to the satisfaction of COUNTY and so stated in writing to SUBRECIPIENT.
- D. Accounting records. Unless otherwise agreed in writing by COUNTY, SUBRECIPIENT shall maintain accounting records to account for all funds received under this CONTRACT. Said records shall be separate from the records for any other funds administered by SUBRECIPIENT, and shall be kept in accordance with generally accepted accounting principles and procedures. Said records must contain information pertaining to receipt of funds for the program(s) for which this CONTRACT provides, authorization to expend said funds, obligations, unobligated balances, assets, liabilities, outlays or expenditures, program income, contributions, and third-party revenue. Said accounting records must be supported by source documentation (such as cancelled checks, paid bills, payrolls, time and attendance records, CONTRACT and subcontract award documents, etc.), and adequate source documentation of each transaction shall be maintained relative to the allowability of expenditures under this CONTRACT. If the allowability of expenditures cannot be determined because records or documentation of SUBRECIPIENT are nonexistent or inadequate according to generally accepted accounting principles and procedures, the expenditures will be questioned in the audit and may be disallowed during the audit resolution process.
- E. Financial reporting requirements. Grant funds shall be identified separately. The COUNTY requires SUBRECIPIENT to discretely identify State, federal and local grant funding in the Statement of Revenues and Expenditures. In addition, the amounts reported on the Schedule of Revenue and Expenditures shall be displayed by award year beginning July 1st and ending June 30th.
- F. Sub-contract provisions. SUBRECIPIENT shall place in all of its sub-contracts, if any, made pursuant to, and/or utilizing funds provided by, this CONTRACT, provisions requiring the sub-contractor: (1) to make available to COUNTY, State and federal officials all of its records with respect to the sub-contract at any time during normal business hours for the purpose of auditing, examining or making excerpts of such records and auditing all invoices, materials, payrolls, records of personnel and other data relating to all matters covered by the sub-contract; and (2) to retain books, documents, papers, records and other evidence pertinent to the sub-contract for the period of time specified in this Paragraph "A", "B", and "C" above.
- G. Audit.

- i. If SUBRECIPIENT expends more than \$750,000 in federal funds during the term of this CONTRACT, SUBRECIPIENT shall arrange for an audit to be performed, as required by the Single Audit Act of 1984, Public Law 98-502; the Single Audit Act Amendments of 1996, Public Law 104-156; 2 CFR 200.502 to 45 CFR 75.501 to 75.521.
- ii. SUBRECIPIENT shall take the following actions in connection with such audit:
 - a. Ensure that appropriate corrective action is taken to correct instances of noncompliance with federal laws and regulations. Corrective action shall be taken within six months after COUNTY receives SUBRECIPIENT's audit report;
 - b. Adjust its own records as necessitated by the audit;
 - c. Permit independent auditors to have access to its records and financial statements as is necessary for COUNTY or SUBRECIPIENT to comply with 2 CFR Part 200, Subpart F;
 - d. Submit two copies of its audit reports to COUNTY within thirty (30) days after receipt of the Auditor's report or nine (9) months after the end of the audit period, whichever occurs first, or unless a longer period is agreed to in advance by the cognizant or oversight agency.
 - e. Procure audit services in accordance with OMB Circular A-110 procurement standards and provide maximum opportunity for small and minority audit firms;
 - f. Include in Contract(s) with auditor(s) provisions that the auditor(s) will comply with all applicable audit requirements;
 - g. Include in its Contract with independent auditors a clause permitting representatives of COUNTY or the State to have access to the work papers of the independent auditors;
 - h. Provide to COUNTY, the Bureau of State Audits, and their designated representatives, the right to review and to copy all audit reports and any supporting documentation pertaining to the performance of this CONTRACT, and the option to perform audits and/or additional work as needed;
 - i. Cooperate with and participate in any further audits which may be required by COUNTY or the State;
 - j. Ensure that its audit addresses all issues contained in any federal OMB Compliance Supplement that applies to its program;
 - k. Ensure that the audit is performed in accordance with Government Auditing Standards, is performed by an independent auditor, and is organization-wide;
 - l. Ensure that the audit is all-inclusive, i.e., it includes an audit of the financial statements, an assessment of internal controls (including tests of transactions), and a determination of compliance with laws and regulations of all major federal programs and selected non-major program transactions.

- iii. If total funds awarded under this CONTRACT equal or exceed \$10,000, SUBRECIPIENT shall be subject to examination and audit, including interviews of its staff, by the COUNTY and State of California for a period of five (5) years after final payment under this CONTRACT.
- H. Final financial statement. Within thirty (30) days after termination of this CONTRACT, SUBRECIPIENT shall submit to COUNTY a final financial statement detailing all program expenditures and all income received during the term of this CONTRACT or include such a final financial statement with SUBRECIPIENT's final invoice and substantiating reports.

43. DUNS Number and Related Information:

DUNS Number: A unique, non-indicative 9-digit identifier issued and maintained by the 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>

The DUNS Number must be provided to COUNTY prior to the execution of this CONTRACT. SUBRECIPIENT shall ensure all DUNS information is up to date and the DUNS number status is "active," prior to execution of this CONTRACT. If COUNTY cannot access the SUBRECIPIENT's DUNS information related to this federal sub award on the Federal Funding Accountability and Transparency Act Sub award Reporting System (<https://www.SAM.GOV/portal/SAM/#1>) due to errors in the SUBRECIPIENT's data entry for its DUNS number, the SUBRECIPIENT must immediately update the information as required.

44. Program Services:

This CONTRACT specifies the Contractual terms and conditions by which the COUNTY will procure services from SUBRECIPIENT as further detailed in the Scope of Services, identified and incorporated herein by this reference as Attachment "A" and the Budget which is attached hereto as Attachment "C".

- A. Services pursuant to Attachments "A" and "C". SUBRECIPIENT agrees to provide services as described in the Scope of Services, which is attached hereto as Attachment "A" and is hereinafter referred to as Attachment "A", and the Budget, which is attached hereto as Attachment "C", is incorporated herein by reference and is hereinafter referred to as Attachment "C". If SUBRECIPIENT receives funds pursuant to this CONTRACT for more than one program, the funds received by SUBRECIPIENT for each program shall be expended only for that program, and SUBRECIPIENT shall not expend more funds for any program than are set forth in the Budget for that program.

SUBRECIPIENT shall operate continuously throughout the term of this CONTRACT with at least the minimum number and type of staff and volunteers required for provision of the services described. Such staff and volunteers shall be qualified in accordance with all applicable statutes and regulations. SUBRECIPIENT agrees to submit to COUNTY, upon request, a list of persons, including employees, sub-contractors and volunteers, who are to provide such services, and any changes to said list, by name, title, professional degree, and experience.

- B. Additional services. SUBRECIPIENT also shall provide the following services to older adults to whom it provides the services described in Paragraph "A" above: With the consent of the older adult, or his or her representative, SUBRECIPIENT shall bring to the

attention of appropriate officials for follow-up, conditions or circumstances which place the older adult, or the household of the older adult, in imminent danger. Nothing in this Paragraph 44 shall be construed to limit SUBRECIPIENT's responsibilities for elder abuse reporting as set forth in Paragraph 49 "F" of this CONTRACT.

- C. Coordination of services. SUBRECIPIENT shall assure that all services funded under this CONTRACT are coordinated with other appropriate services in the community and that services funded under this CONTRACT do not constitute unnecessary duplications of services provided by other sources.
- D. Coordination of resources. SUBRECIPIENT shall work collaboratively with OoA, particularly the Information and Assistance Program (I&A), to ensure that clients who may need any services available through Older Americans Act or Older Californians Act Programs are referred to I&A for assistance in accessing these services.

45. Information Integrity and Security:

A. Information Assets

SUBRECIPIENT shall have in place operational policies, procedures, and practices to protect State information assets including those assets used to store or access Personal Health Information (PHI), Personal Information (PI), and any information protected under the Health Insurance Portability and Accountability Act (HIPPA) (i.e., public, confidential, sensitive and/or personal information) as specified in the State Administrative Manual, Section 5300 to 5365.3; Cal. Gov. Code § 11019.9; DGS Management Memo 06-12; DOF Budget Letter 06-34; and CDA Program Memorandum 07-18 Protection of Information Assets.

Information assets include (but are not limited to):

- i. Information collected and/or accessed in the administration of the State programs and services.
- ii. Information stored in any media form, paper or electronic.

B. Encryption on Portable Computing Devices

SUBRECIPIENT is required to encrypt data collected under this CONTRACT that is confidential, sensitive, and/or personal including data stored on portable computing devices (including, but not limited to, laptops, personal digital assistants, notebook computers, and backup media) and/or portable electronic storage media (including, but not limited to, discs, thumb/flash drives, portable hard drives, and backup media).

C. Disclosure

- i. SUBRECIPIENT shall ensure that all personal, sensitive and confidential information is protected from inappropriate or unauthorized access or disclosure in accordance with applicable laws, regulations and State policies. The requirement to protect information shall remain in force until superseded by laws, regulations, or policies.
- ii. SUBRECIPIENT shall protect from unauthorized disclosure confidential, sensitive and/or personal identifying information such as names and other identifying

information, concerning persons receiving services pursuant to this CONTRACT, except for statistical information not identifying any participant.

- iii. "Personal Identifying information" shall include, but not be limited to: name; identifying number; social security number; state driver's license or state identification number; financial account numbers; and symbol or other identifying characteristic assigned to the individual, such as finger or voice print or a photograph.
- iv. SUBRECIPIENT shall not use the confidential sensitive and/or personal identifying information in Section "iii" above for any purpose other than carrying out SUBRECIPIENT's obligations under this CONTRACT. SUBRECIPIENT and its sub-contractors are authorized to disclose and access identifying information for this purpose as required by OoA.
- v. SUBRECIPIENT shall not, except as otherwise specifically authorized or required by this CONTRACT or court order, disclose any identifying information obtained under the terms of this CONTRACT to anyone other than COUNTY or CDA without prior written authorization from COUNTY or CDA. SUBRECIPIENT may be authorized, in writing, by a participant to disclose identifying information specific to the authorizing participant.
- vi. SUBRECIPIENT may allow a participant to authorize the release of information to specific entities, but shall not request or encourage any participant to give a blanket authorization or sign a blank release, nor shall the SUBRECIPIENT accept such blanket authorization from any participant.

D. Security Awareness Training

- i. SUBRECIPIENT's employees and volunteers handling confidential, sensitive and/or personal identifying information must complete the required CDA Security Awareness Training module located at [Http://www.Aging.ca.gov](http://www.Aging.ca.gov) within thirty (30) days of the start date of the Contract/Agreement, within thirty (30) days of the start date of any new employee or volunteer's employment and annually thereafter.
- ii. SUBRECIPIENT must maintain certificates of completion on file and provide them to CDA upon request.

E. Health Insurance Portability and Accountability Act (HIPAA)

SUBRECIPIENT agrees to comply with the privacy and security requirements of HIPAA.

F. Security Incident Reporting

A security incident occurs when CDA information assets are or reasonably believed to have been accessed, modified, destroyed, or disclosed without proper authorization, or are lost, or stolen. SUBRECIPIENT must comply with CDA's security incident reporting procedures located at [Http://Aging.ca.gov/InformationSecurity](http://Aging.ca.gov/InformationSecurity) and Privacy.

G. Security Breach Notifications

Notice must be given by the SUBRECIPIENT to anyone whose confidential, sensitive and/or personal identifying information could have been breached in accordance with HIPAA, the Information Practices Act of 1977, and State policy.

H. Software Maintenance

SUBRECIPIENT shall apply security patches and upgrades in a timely manner and keep virus software up-to-date on all systems on which State data may be used stored or accessed.

I. Electronic Backups

SUBRECIPIENT shall ensure that all electronic information is protected by performing regular backups of automated files and databases, and ensure the availability of information assets for continued business. SUBRECIPIENT shall ensure all data, files, and backup files are encrypted.

46. Evaluation and Monitoring:

- A. Site inspection. Authorized County, State and federal representatives shall have the right to inspect work, program and service sites of SUBRECIPIENT during the term of this CONTRACT at any time during normal business hours.
- B. Access to books and records. During normal business hours, SUBRECIPIENT shall provide access to COUNTY, the federal and State grantor agencies, the Controller General of the United States, and any duly authorized COUNTY, federal or State representatives to any books, documents, papers, and records of SUBRECIPIENT which are pertinent to this CONTRACT, for the purpose of making audits, examinations, excerpts, copies and transcriptions. SUBRECIPIENT shall include this requirement in any subcontracts to be funded in whole or in part by funds provided pursuant to this CONTRACT.
- C. Evaluating, monitoring and assessing SUBRECIPIENT's performance. Authorized County, State and/or federal representatives shall have the right to monitor, assess and evaluate SUBRECIPIENT's performance pursuant to this CONTRACT. Said monitoring, assessment and evaluation may include, but is not limited to, audits, inspections of project premises, visits to participant worksites, and interviews of project staff and participants.
- D. SUBRECIPIENT cooperation. SUBRECIPIENT shall actively participate and cooperate with County, State and/or federal representatives in the monitoring, assessment and evaluation processes, including making any program and any administrative staff (fiscal, etc.) available at the request of such representatives.
- E. Failure to comply. Failure by SUBRECIPIENT to meet the conditions necessary for an evaluation will be sufficient grounds for COUNTY to withhold and/or delay reimbursement or to terminate this CONTRACT.

47. Literature:

Any literature, including education and promotional materials, distributed by SUBRECIPIENT for purposes directly related to the CONTRACT shall include language that SUBRECIPIENT's services are supported by funding from the California Department of Aging as directed by COUNTY. For the purposes of the CONTRACT, such literature shall include written materials as

well as electronic media such as web pages or other information on the Internet. COUNTY shall have the right to review and approve all literature prior to distribution. SUBRECIPIENT must ensure the availability of printed materials that are approved by COUNTY and in languages appropriate to the demographic composition of the COUNTY.

48. Procurement:

- A. Competitive process. SUBRECIPIENT acknowledges that the procurement of all supplies, services and equipment pursuant to, and utilizing funds provided by, this CONTRACT involves the expenditure of public funds and that the use of a competitive process open to all interested competitors is necessary to maintain the public trust and to allow all interested persons to compete for business resulting from expenditure of said public funds.
- B. Non-profit SUBRECIPIENT. If SUBRECIPIENT is a non-profit organization, SUBRECIPIENT shall comply with standards and guidelines provided in 45 C.F.R., Part 74, in procuring all supplies, equipment, construction and services pursuant to, and/or utilizing funds provided by, this CONTRACT.
- C. Local government SUBRECIPIENT. If SUBRECIPIENT is a local government, SUBRECIPIENT shall comply with the directives applicable to procurement by sub-grantees set forth in 45 C.F.R. Part 92.36 in procuring all supplies, services and equipment pursuant to, and/or utilizing funds provided by, this CONTRACT.
- D. Deviation. Should SUBRECIPIENT wish to deviate from the requirements of this Paragraph 48, or wish to issue a sub-contract to other than the lowest bidder or competitor, SUBRECIPIENT shall submit written justification therefore to COUNTY for approval or denial, and shall withhold any further action until receipt of written notice of CONTRACT ADMINISTRATOR's approval of said request. The decision of CONTRACT ADMINISTRATOR shall be final.

49. Compliance with Other Laws:

- A. Laws related to CONTRACT. SUBRECIPIENT and its sub-contractors shall administer the program(s) funded by this CONTRACT in accordance with this CONTRACT, and with all applicable local, State and federal laws, regulations, directives, guidelines and/or manuals.
- B. Laws applicable to SUBRECIPIENT's operations. SUBRECIPIENT and its sub-contractors shall comply with all federal, State and local laws and regulations pertinent to their operations, including, but not limited to all statutes, ordinances, regulations, directives, guidelines and/or manuals pertaining to wages and hours of employment, occupational safety, fire safety, health and sanitation.
- C. Federal environmental laws. If the amount of compensation SUBRECIPIENT shall receive under this CONTRACT exceeds \$100,000, SUBRECIPIENT and its SUBSUBRECIPIENTs shall comply with all applicable orders or requirements issued under the following laws:
 - i. Clean Air Act as amended (42 U.S.C. 1857)
 - ii. Clean Water Act (33 U.S.C. 1368)
 - iii. Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.)
 - iv. Environmental Protection Agency Regulations (40 CFR, Part 15 and Executive Order 11738).

- D. State Energy Plan. SUBRECIPIENT shall comply with all mandatory standards and policies relating to energy efficiency which are contained in the State Energy Plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stats. 871).
- E. Withholding. SUBRECIPIENT shall promptly forward payroll taxes, insurances and contributions, including State Disability Insurance, Unemployment Insurance, Old Age Survivors Disability Insurance, and federal and State income taxes withheld, to designated governmental agencies as required by law.
- F. Elder abuse reporting. SUBRECIPIENT shall comply with all applicable requirements pertaining to the reporting of elder and dependent adult abuse, including Welfare and Institutions Code Section 15600 et. seq. Before permitting any of its employees, agents, officers, SUBRECIPIENTS, SUBSUBRECIPIENTS or volunteers to provide services supported by this CONTRACT, SUBRECIPIENT shall deliver to them, and obtain their signatures on, the forms described in Welfare and Institutions Code Section 15659, describing the responsibility to report elder and dependent adult abuse. SUBRECIPIENT shall retain the originals of all such signed forms.
- G. Licenses, permits, etc. SUBRECIPIENT and its sub-contractors shall secure, and maintain in full force and effect, any and all licenses, permits, notices, certificates and authorizations, required by statutes, ordinances, rules and regulations of any applicable governmental entities pertaining to SUBRECIPIENT's or its sub-contractors operations.
- H. State and local environmental and land use laws.
- i. SUBRECIPIENT shall comply with the California Environmental Quality Act (CEQA) and Section 65402 of the Government Code, as may be required by the land use agency of jurisdiction. SUBRECIPIENT further agrees to provide COUNTY proof that SUBRECIPIENT has complied with, and maintains compliance with, all zoning regulations and that SUBRECIPIENT has obtained, and is maintaining in full force and effect, all necessary licenses, permits, certifications, and authorizations to operate said programs at each location, or as may otherwise be approved by COUNTY.
 - ii. By signing this CONTRACT, SUBRECIPIENT swears under penalty of perjury that SUBRECIPIENT is not:
 - a. in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district;
 - b. subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or
 - c. finally determined to be in violation of provisions of federal law relating to air or water pollution.
- I. Failure to comply. If SUBRECIPIENT fails to comply with the requirements of any Sections of this Paragraph 49, COUNTY may withhold payment to SUBRECIPIENT and/or terminate this CONTRACT in accordance with Paragraph K.

50. Property:

- A. Unless otherwise provided for in this Paragraph 50, property refers to all assets used in operation of this CONTRACT.

- i. Property includes land, buildings, improvements, machinery, vehicles, furniture, tools, intangibles, etc.
 - ii. Property does not include consumable office supplies such as paper, pencils, toner cartridges, file folders, etc.
- B. Property meeting all of the following criteria is subject to the reporting requirements:
- i. Has a normal useful life of at least one (1) year
 - ii. Has a unit acquisition cost of at least \$500 (a desktop or laptop setup, including all peripherals is considered a unit, if purchased as a unit)
 - iii. Is used to conduct business under this CONTRACT.
- C. Additions, improvements, and betterments to assets meeting all of the conditions in Section B, above, must also be reported. Additions typically involve physical extensions of existing units. Improvements and betterments typically do not increase the physical size of the asset. Instead, improvements and betterments enhance the condition of an asset (e.g., extend life, increase service capacity, and lower operating costs). Examples of assets that might be improved and bettered include roads, bridges, curbs and gutters, tunnels, parking lots, streets and sidewalks, drainage, and lighting systems.
- D. Intangibles are property which lack physical substance but give valuable rights to the owner. Examples of intangible property include patents, copyrights, leases, and computer software. By contrast, hardware consists of tangible equipment (e.g., computer printer, terminal, etc.). Costs include all amounts incurred to acquire and to ready the intangible asset for its intended use. Typical intangible property costs include the purchase price, legal fees, and other costs incurred to obtain title to the asset.
- E. SUBRECIPIENT shall keep track of property purchased with funds from this CONTRACT, and submit to COUNTY annually with the Closeout, in electronic form, a cumulative inventory of all property furnished or purchased with funds awarded under the terms of this CONTRACT or any predecessor CONTRACT for the same purpose. SUBRECIPIENT shall use the electronic version of the Report of Property Furnished/Purchased with CONTRACT Funds (CDA 32), to report property to COUNTY unless otherwise directed by COUNTY.

SUBRECIPIENT shall record the following information when property is acquired:

- i. Date acquired
 - ii. Item description (include model number)
 - iii. CDA tag number or other tag identifying it as CDA property
 - iv. Serial number (if applicable)
 - v. Purchase cost or other basis of valuation
 - vi. Fund source
- F. Disposal of Property
- i. Prior to disposal of any property purchased with funds from this CONTRACT or any predecessor CONTRACT, SUBRECIPIENT must obtain approval from CDA for all items with a unit cost of \$500 or more. Disposition, which includes sale, trade-in, discarding, or transfer to another agency may not occur until approval is received from CDA. SUBRECIPIENT shall email to COUNTY the electronic

version of the Request to Dispose of Property (CDA 248). CDA will then instruct COUNTY on disposition of the property, and COUNTY will notify SUBRECIPIENT. Once approval for disposal has been received from CDA, the item(s) shall be removed from SUBRECIPIENT's inventory report.

- ii. SUBRECIPIENT must remove all confidential, sensitive, or personal information from CDA property prior to disposal, including removal or destruction of data on computing devices with digital memory and storage capacity. This includes, but is not limited to magnetic tapes, flash drives, personal computers, personal digital assistants, cell or smart phones, multi-function printers, and laptops.
- G. Any loss, damage, or theft of equipment shall be investigated, fully documented and the SUBRECIPIENT shall promptly notify CDA.
 - H. The State reserves title to all State-purchased or financed property not fully consumed in the performance of this CONTRACT, unless otherwise required by federal law or regulations or as otherwise agreed by the PARTIES.
 - I. SUBRECIPIENT shall exercise due care in the use, maintenance, protection, and preservation of such property during the period of the project, and shall assume responsibility for replacement or repair of such property during the period of the project, or until SUBRECIPIENT has complied with all written instructions from COUNTY regarding the final disposition of the property.
 - J. In the event of SUBRECIPIENT's dissolution or upon termination of this CONTRACT, SUBRECIPIENT shall provide a final property inventory to COUNTY. The State reserves the right to require SUBRECIPIENT to transfer such property to another entity or to the State.
 - K. To exercise the above right, no later than 120 days after termination of this CONTRACT or notification of SUBRECIPIENT's dissolution, COUNTY will issue specific written disposition instructions to SUBRECIPIENT.
 - L. SUBRECIPIENT shall use the property for the purpose for which it was intended under the Contract. When no longer needed for that use, SUBRECIPIENT shall use it, if needed, and with written approval of COUNTY for other purposes in this order:
 - i. Another CDA program providing the same or similar service
 - ii. Another CDA-funded program
 - M. SUBRECIPIENT may share use of the property and equipment or allow use by other programs, upon written approval from COUNTY. As a condition of the approval, COUNTY may require reimbursement under this CONTRACT for its use.
 - N. SUBRECIPIENT shall not use equipment or supplies acquired under this CONTRACT with federal and/or State monies for personal gain or to usurp the competitive advantage of a privately-owned business entity.
 - O. If purchase of equipment is a reimbursable item, the equipment to be purchased will be specified in the budget.

51. Publicity: All project publicity shall include the following statement: “This project is funded in part through a grant from the California Department of Aging, as allocated by the Orange County Board of Supervisors and administered by the Office on Aging.”

52. Dissolution of Entity: SUBRECIPIENT shall notify COUNTY immediately of any intention to discontinue its existence or bring an action for dissolution.

53. CONTRACT Authorization:

- A. Public entity. If a public entity, SUBRECIPIENT shall submit to COUNTY a copy of a resolution, order or motion of its governing body that references this CONTRACT number and authorizes execution of this CONTRACT.
- B. Private entity. If a private entity, SUBRECIPIENT shall submit to COUNTY a copy of a resolution, order or motion of its governing body that references this CONTRACT number and authorizes execution of this CONTRACT.

54. Legal Status of SUBRECIPIENT:

- A. Corporate status.
 - i. SUBRECIPIENT, if a corporation and not a municipality or Indian Tribal organization, does hereby certify that SUBRECIPIENT is lawfully incorporated within the State of California and that by its articles of incorporation, corporate charter, or the Statutes of California, is empowered and authorized to conduct and provide the services specified in this CONTRACT. SUBRECIPIENT further agrees that if it is shown that the corporate status of SUBRECIPIENT is not valid at the time of the effective date of this CONTRACT or if SUBRECIPIENT loses its lawful corporate status for any reason during the time of this CONTRACT, then sufficient grounds exist for COUNTY to terminate this CONTRACT pursuant to Paragraph K of this CONTRACT or to suspend payments and operations under this CONTRACT until satisfactory status is restored.
 - ii. SUBRECIPIENT shall notify COUNTY immediately of any change in its corporate status.
- B. Labor relations. SUBRECIPIENT, by signing this CONTRACT, does swear under penalty of perjury that no more than one (1) final unappealable finding of contempt of court by a federal court has been issued against SUBRECIPIENT within the immediately preceding two-year period because of SUBRECIPIENT’s failure to comply with an order of a federal court requiring SUBRECIPIENT to comply with an order of the National Labor Relations Board.

55. Expenditure of Funds

- A. SUBRECIPIENT shall expend all funds received hereunder in accordance with the CONTRACT.
- B. Any reimbursement for authorized travel and per diem shall be at rates not to exceed those amounts paid by the State in accordance with the California Department of Human Resources (CalHR) rules and regulations.

In State:

- Mileage –
<http://www.calhr.ca.gov/employees/Pages/travel-personal-vehicle.aspx>
- Per Diem (meals and incidentals) –
<http://www.calhr.ca.gov/employees/Pages/travel-meals.aspx>

- Lodging –
<http://www.calhr.ca.gov/employees/Pages/travel-lodging-reimbursement.aspx>

Out of State:

- <http://www.calhr.ca.gov/employees/Pages/travel-out-of-state.aspx>

This is not to be construed as limiting SUBRECIPIENT from paying any differences in costs, from funds other than those provided by this CONTRACT, between CalHR rates and any rates SUBRECIPIENT is obligated to pay under other contractual agreements. No travel outside the State of California shall be reimbursed unless prior written authorization is obtained from CDA.

56. Focal Points: In accordance with CCR §7364(a)(5) COUNTY will specify to SUBRECIPIENT the identity of the Area Plan designated focal points for service delivery in the community which is attached hereto as Attachment “F” and is hereinafter referred to as Attachment “F.”

57. SUBRECIPIENT Personnel – Drug-Free Workplace: SUBRECIPIENT hereby certifies compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace. SUBRECIPIENT will:

- A. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a).
- B. Establish a drug-free awareness program as required by Government Code Section 8355(b) to inform employees about all of the following:
 - i. The dangers of drug abuse in the workplace;
 - ii. The organization’s policy of maintaining a drug-free workplace;
 - iii. Any available counseling, rehabilitation and employee assistance programs; and
 - iv. Penalties that may be imposed upon employees for drug abuse violations.
- C. Provide as required by Government Code Section 8355(c) that every employee who works under this CONTRACT:
 - i. Will receive a copy of the company’s drug-free policy statement; and
 - ii. Will agree to abide by the terms of the company’s statement as a condition of employment under this CONTRACT.
- D. Failure to comply with these requirements may result in suspension of payments under the CONTRACT or termination of the CONTRACT or both, and SUBRECIPIENT may be ineligible for award of any future COUNTY contracts if the COUNTY determines that any of the following has occurred:
 - i. SUBRECIPIENT has made false certification, or
 - ii. SUBRECIPIENT violates the certification by failing to carry out the requirements as noted above.

58. SUBRECIPIENT’s Records: SUBRECIPIENT shall keep true and accurate accounts, records, books and data which shall correctly reflect the business transacted by CONTRACTOR in accordance with generally accepted accounting principles. These records shall be stored in Orange County for a period of five (5) years after final payment is received from the COUNTY. Storage of records in another COUNTY will require written approval from the COUNTY.

SUBRECIPIENT shall reimburse COUNTY for all costs and expenses incurred by COUNTY and /or the State and U. S. government resulting from travel to a location outside of the COUNTY to inspect the records.

59. Definitions:

- A. Orange County Office on Aging (OoA), is the designated Area Agency on Aging for Orange County.
- B. "Information & Assistance (I&A)" means the function of the Office on Aging that refers older adults to appropriate service and assistance agencies in Orange County.
- C. "Sub-Contractor" means any entity that furnishes to SUBRECIPIENT services or supplies relative to this CONTRACT.
- D. "COUNTY'S PROGRAM MANAGER" means the OC Community Resources staff who is responsible for coordinating the grant under its regulations, and the senior services provided by the COUNTY.
- E. "COUNTY's CONTRACT ADMINISTRATOR" means the "CONTRACT ADMINISTRATOR" who shall administer this CONTRACT as is necessary or reasonable to comply with COUNTY policies.

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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 and Exhibits 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 ADMINISTRATOR.

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: "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 INDEMNITEES 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 HH below, it shall indemnify, defend and hold COUNTY and COUNTY INDEMINITEES 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 sub-contractors 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 Contractor:

SUBRECIPIENT shall be considered an independent contractor 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 sub-contract, shall be fully responsible for all work performed by sub-contractors.

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 Insurances, and endorsements on deposit with the COUNTY during the entire term of this CONTRACT. In addition, all sub-contractors 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 sub-contractors 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-contractors to work if sub-contractors 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 sub-contractor and to receive proof of insurance prior to allowing any sub-contractor 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) and deductibles shall be clearly stated on the Certificate of Insurance. Any self-insured retention (SIR) in an amount in excess of \$50,000 (Fifty Thousand Dollars) 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, agrees to all of the following:

1. In addition to the duty of indemnify and hold the COUNTY harmless against any and all liability, claim, demand or suite resulting from SUBRECIPIENT's, its agents, employee's or sub-contractor'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:

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 & Privacy Liability	\$1,000,000 per claims made
Technology Errors & Omissions	\$1,000,000 per claims-made \$1,000,000 aggregate
Sexual Misconduct Liability	\$1,000,000 per occurrence

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, agents and employees*** as Additional Insureds or provide blanket coverage, which will state ***AS REQUIRED BY WRITTEN CONTRACT***.
- 2) A primary non-contributing endorsement using ISO for 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, 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 Technology Errors & Omissions and/or Network Security & Privacy Liability are "Claims-Made" policy(ies), 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 agency/department addressed for the Program Manager listed in Paragraph 21, "Notices" in this CONTRACT.

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.

Q. Bills and Liens: "Intentionally Left Blank"

R. Changes: "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 INDEMNITEES harmless from all liability, damages, costs, and expenses arising from or related to a violation of such laws.

W. **Freight (F.O.B.):** “Intentionally Left Blank”

X. **Pricing:** “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 the 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:** Intentionally left blank.

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 sub-contractors 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 sub-contractors for the period prescribed by the law. The SUBRECIPIENT shall indemnify, defend with counsel approved in writing by COUNTY, and hold harmless, the COUNTY and its COUNTY INDEMNITEES, its agents, officers, and employees from employer sanctions and any other liability which may be assessed against the SUBRECIPIENT or the COUNTY or COUNTY INDEMNITEES, or any combination of the three 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:

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 Auditor-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 to 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 five 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 sub-contractor related to performance of this 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 Program Manager.

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.

***SUBRECIPIENT**

By: _____	By: _____
Name: _____	Name: _____
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: _____

Dylan Wright, Director
OC Community Resources

**APPROVED AS TO FORM
DEPUTY COUNTY COUNSEL**

By: Carolyn S. Frost Dated: 04/14/17

DEPUTY COUNTY COUNSEL

ATTACHMENT A - SCOPE OF SERVICES

<input type="checkbox"/>	One Time Only Funds
<input type="checkbox"/>	Baseline Funds

FAMILY CAREGIVER SUPPORT PROGRAM

(Units of Service)

MONTHLY SERVICES REPORT		Report Period (Fiscal Year):	
		Report Submission Date:	
PSA Number:	Name of Agency Reporting:		
22			
	Name of Person Completing Report:	E-Mail Address:	Telephone No.:
			Total # of Caregivers Served
SECTION 1 INFORMATION SERVICES		Units	
	Public Information	# Activities	0
		Estimated Audience	0
	Community Education	# Activities	0
		Estimated Audience	0
	Information Services Total # of Activities		0
	Information Services Total Estimated Audience		0
SECTION 2 ACCESS ASSISTANCE		Units	
	Caregiver Outreach	# Contacts	0
	Caregiver Information & Assistance	# Contacts	0
	Caregiver Interpretation/ Translation	# Contacts	0
	Caregiver Legal Resources	# Contacts	0
	Access Assistance Total Contacts		0
SECTION 3 SUPPORT SERVICES		Units	
R	Caregiver Assessment	# Hours	0
R	Caregiver Counseling	# Hours	0
R	Caregiver Peer Counseling	# Hours	0
R	Caregiver Support Group	# Hours	0
R	Caregiver Training	# Hours	0
R	Caregiver Case Management	# Hours	0
	Support Services Total Hours		0
SECTION 4 RESPITE CARE		Units	
R	Respite In-Home Supervision	# Hours	0
R	Respite Homemaker Assistance	# Hours	0
R	Respite In-Home Personal Care	# Hours	0
R	Respite Home Chore	# Hours	0
R	Respite Out-of-Home Day	# Hours	0
R	Respite Out-of-Home Overnight	# Hours	0
	Respite Care Total Hours		0
SECTION 5 SUPPLEMENTAL		Units	
R	Assistive Devices for Caregiving	# Occurrences	0
R	Home Adaptations for Caregiving	# Occurrences	0
R	Caregiving Services Registry	# Occurrences	0
R	Emergency Cash/Material Aid	# Occurrences	0
	Supplemental Services Total Occurrences		0

Signature _____

Title _____

Date _____



COMPENSATION/PAYMENT
FAMILY CAREGIVER SUPPORT PROGRAM SERVICES

1. **COMPENSATION:**

This is a CONTRACT between the COUNTY and the SUBRECIPIENT for \$_____ as set forth in Attachment A. Scope of Services attached hereto and incorporated herein by reference. The SUBRECIPIENT agrees to accept the specified compensation as set forth in this CONTRACT as full remuneration for performing all services and furnishing all staffing and materials required, for any reasonably unforeseen difficulties which may arise or be encountered in the execution of the services until acceptance, for risks connected with the services, and for performance by the SUBRECIPIENT of all its duties and obligations hereunder. The COUNTY shall have no obligation to pay any sum in excess of the total CONTRACT amount specified unless authorized by an amendment in accordance with paragraphs C and R of the COUNTY's General Terms and Conditions.

2. **FIRM DISCOUNT AND PRICING STRUCTURE:**

SUBRECIPIENT guarantees that prices quoted are equal to or less than prices quoted to any other local, State or Federal government entity for services of equal or lesser scope. SUBRECIPIENT agrees that no price increases shall be passed along to the COUNTY during the term of this CONTRACT not otherwise specified and provided for within this CONTRACT.

3. **PAYMENT TERMS:**

An invoice for the cost of services/activities shall be submitted to the address specified below upon the completion of the services/activities and approval of the COUNTY Project Manager. SUBRECIPIENT shall reference CONTRACT number on invoice. Payment will be net 30 days after receipt of an invoice in a format acceptable to the COUNTY of Orange and verified and approved by OC Community Services and subject to routine processing requirements of the COUNTY. The responsibility for providing an acceptable invoice rests with the SUBRECIPIENT.

Billing shall cover services not previously invoiced. The SUBRECIPIENT shall reimburse the COUNTY of Orange for any monies paid to the SUBRECIPIENT for services not provided or when services do not meet the CONTRACT requirements.

Payments made by the COUNTY shall not preclude the right of the COUNTY from thereafter disputing any items or services involved or billed under this CONTRACT and shall not be construed as acceptance of any part of the services.

Invoice(s) are to be sent to:

OC Community Resources Accounting

1770 North Broadway, 4th Floor

Santa Ana, CA 92706-2642

4. **INVOICING INSTRUCTIONS:**

Further instructions regarding invoicing/reimbursement as set forth in Exhibit 2-OC Community Resources CONTRACT Reimbursement Policy, are attached hereto and incorporated herein by reference.

The CONTRACTOR will provide an invoice on CONTRACTOR's letterhead for services rendered. Each invoice will have a number and will include the following information:

The Demand Letter/Invoice must include Delivery Order (DO) Number, Contract Number, Service date(s) – Month of Service along with other required documentation (See Exhibit 2).

5. **OC COMMUNITY RESOURCES CONTRACT REIMBURSEMENT POLICY:**

Further instructions regarding invoicing/reimbursements as set forth in Exhibit 2 – OC Community Resources Contract Reimbursement Policy, are attached hereto and incorporated herein by reference.



BUDGET - MODEL
FAMILY CAREGIVER SUPPORT PROGRAM SERVICES
Title III-E FUNDING

1. SUBRECIPIENT's Budget

Cost Categories	Budgeted Costs
Personnel	\$0
Travel and Training	\$0
Equipment	\$0
Consultant/Professional Services	\$0
Other Costs	\$0
Indirect Costs	\$0
Total Budgeted Costs	\$0

Matching	Match Amount
Cash	\$0
In-Kind	\$0
Total Match	\$0

2. The above Cost Categories is an overview of the actual budget approved by the Office on Aging. SUBRECIPIENT shall be responsible for and maintain the approved *Budget Summary by Funding Source and Revenue Sources* spreadsheet that is provided to SUBRECIPIENT from Office on Aging. The *Budget Summary by Funding Source and Revenue Sources* spreadsheet shall be maintained and completed in accordance with the Office on Aging policies and processes. Any deviation from the Office on Aging approved budget, may and can delay acceptance of budgets and/or reimbursements.

3. Payments

SUBRECIPIENT agrees that any and all funds received under this CONTRACT annually for each respective fiscal year shall be disbursed on or before June 30, and that any and all funds remaining as of June 30 annually, 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 in accordance with Paragraph K of this CONTRACT. No expense of SUBRECIPIENT will be reimbursed by COUNTY if incurred after June 30 of each fiscal year.

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

- A. Monthly Payments: Beginning August 1, upon receipt and approval by OC Community Resources – OC Community Services of SUBRECIPIENT's invoice showing 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 the CONTRACT maximum obligation.
- 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. Invoices: SUBRECIPIENT shall provide monthly invoices by the 10th day following the month being reported. Invoices shall show the most up to date costs chargeable to the program(s) referenced in this CONTRACT.
- D. If SUBRECIPIENT expenditures for any program referenced in this CONTRACT fall below 20% of planned expenditures for any cumulative period commencing from the beginning of the term of this CONTRACT, SUBRECIPIENT may be subject to a reduction in funding. No payments will be authorized if any preceding month's reports or invoices have not been received.

Instructions:

To use this template you only need to enter data in the areas highlighted in **BLUE**.
There are set formulas to calculate totals and to link information throughout the workbook.

Test your calculations for mathematical accuracy and make sure the totals in each detail page are carried forward to the summary sheets correctly.

BEGIN from the last pages of the worksheet and work forward.

Definitions:

Program Related Income is

- Any voluntary contributions received from a participant or responsible party as a result of the service
- Income from usage or rental fees of real or personal property acquired with grant funds
- Royalties received on patents and copyrights from contract-supported activities
- Proceeds from the sale of items fabricated under a contract agreement

Match Cash/In-Kind

- The portion of program costs that are funded by the recipient, or local sources
- Property or services which benefit a grant-supported program and which are contributed by non-federal third parties, such as fund-raising events

Other Funding Cash/In-Kind

Revenue received from other sources that are not strictly designated for the program. It can be:

- Interest earned from Program funds
- Proceeds received from the sale of Title III property

One-Time-Only (OTO) Funds

- Additional baseline services.
- The purchase of equipment which enhances the delivery of services to the eligible service population
- Home and community-based projects which assist families and/or caregivers to maintain the eligible service population in a home environment, as approved by OoA
- Innovative pilot projects as approved by OoA

In-Kind

- Volunteer services. These are valued at rates consistent with those paid by the Office on Aging or provider to its own employees for similar work
- Donated supplies, loaned equipment or space. These are valued at the market value of the supplies, equipment, or space at the time of the donation/loan

Indirect Costs

- Costs incurred for a common or joint purpose benefiting more than one cost objective and not readily assignable to the cost objective specifically benefited, without effort disproportionate to the results achieved.

Page 1: Budget Proposal Summary/Match

This page summarizes the cost categories by funding source. All of the amounts are automatically carried forward from the detail pages. The totals of each funding source are automatically calculated.

Make sure the totals of each cost category equal to the totals from the detail pages.

Organization, Address, Program, Fiscal Year, Contract Number, Date Submitted

- Enter the organization name, address, type of program, fiscal year, contract number and date submitted.

Original/Revision Information

- Put an X on the line marked "Original" for an original budget. For a Revision identify Revision Number "1" etc.

Income

Enter Federal grant amount (and Federal OTO if appropriate) in the blue boxes.

The amounts for non-matching cash, in-kind, matching cash, in-kind, and program income are automatically carried forward from the "Summary (by Funding & Revenue Sources)" page.

Required Match Computation, Including Over-match Computation

The Required Minimum Match is calculated automatically. If you do not meet the required match, an error message will appear. You will then need to re-evaluate your budget and increase your match.

The Over-Match Computation is calculated automatically.

Approved by: This line must be signed by an authorized person of the organization.

Please sign in BLUE ink and date it.

Page 2: Summary (by Funding Sources and Revenue Sources)

This page summarizes the cost categories by funding source. All of the amounts are automatically carried forward from the detail pages. The totals of each funding source are automatically calculated.

Revenue Sources

- Enter the sources of revenue. Identify total amount of 'required' matching cash and 'overmatch' non-matching cash for each source of revenue.
- The totals of each revenue source are automatically calculated.
- If you do not meet the required cash match that is identified in your Cost Category above, an error message will appear. You will then need to re-evaluate your budget and modify your match.
- If you do not meet the non-matching cash that is identified in your Cost Category above, an error message will appear. You will then need to re-evaluate your budget and modify your non-matching cash.

Page 3: Personnel Detail

This page is used to calculate the budgeted salaries and benefits and provides a breakdown of how the costs are to be allocated by revenue sources

Salary Calculation

- Enter the position title
- Enter number of employees that have the same position
- Enter the hourly rate
- The Annual Program Salary Amount is automatically calculated from the revenue sources columns.
- Show how each budgeted position is allocated to the applicable revenue source by entering the amounts in the State, Federal, Match Cash, In-Kind, Program Related Income, and Other Funding columns. (These numbers must be entered to determine the Total Budgeted Costs)
- Totals of the revenue sources are automatically calculated.
- Enter Administrative Cost of each position, if applicable.
- Totals are automatically calculated.
- Enter Payroll Taxes and Employee Benefits costs by revenue sources.
- Include these costs in the Administrative Costs column, if applicable.

Total Personnel Cost is automatically calculated.

Administrative Costs may not exceed 20% of State & Federal Funding.

- If total budgeted is over the maximum amount an error message will appear. You will then need to re-evaluate your budget and modify your Administrative Costs.

Page 4: Travel, Training & Equipment Detail

This page provides a breakdown of the staff travel, conference/training and equipment costs.

Mileage

- Enter estimated number of miles traveled per employee, number of employees, and the mileage rate.
- Show how the total mileage is allocated to the applicable revenue source by entering the amounts in the Federal, Matching Cash, In-Kind, Program Related Income and Other Funding Cash and In-Kind.

Travel Costs

- Enter number of people attending, destination, travel, meals, parking and lodging.
- Enter the amount allocated for each revenue source. Provide any applicable written justification.

Training Costs

- Enter number of people attending and location of the training. Indicate whether travel is required for the training.
- Provide description of the training and its costs.
- Enter the amount for each revenue source. Provide any applicable written justification.

Equipment

- Enter the quantity and description of equipment to be purchased with OoA grant funds.
- Indicate whether the unit costs of the equipment is under or over \$5,000 by entering the cost in the appropriate column. For example, a piece of equipment costs \$3,000, you budget for 3 pieces, enter \$9,000 in the column "under \$5,000" and include the number of pieces being purchased in the "item description" i.e. 3 computers. Enter the amount for each revenue source.
- Provide any applicable written justification.

Page 5: Consultant and Other Costs Detail

This page provides a breakdown of the Consultants/Professional Services and Other Costs

Consultant/Professional Services Costs

- Describe the type of service in the Consult./Prof. Svcs. Costs column. Enter the amount for each revenue source. Provide any applicable written justification.

Other Costs:

This section is for costs such as utilities, rent, printing, office expense, insurance.

- Describe the type of costs.
- The monthly rates will be calculated automatically. Enter the amount for each revenue source.
- Provide any written justification that applies.

Page 6: Indirect Costs Detail

This page provides a breakdown of the Indirect Costs

Indirect Costs

- Indirect Costs may NOT exceed 8% of Total Direct Cash Cost.
- Total Direct Cost Cash = Combined Total of Federal, State, County, Program Income, Matching Cash, Non-Matching Cash for the following categories: Personnel, Travel/Training, Equipment, Consultants Prof. Services, and Other Costs.
- If total budgeted is over the maximum allowable amount an error message will appear. You will then need to re-evaluate your budget and modify your Indirect Costs.
- Any amount over the 8% must be submitted as Matching In-kind or Non-Matching In-Kind.
- Indirect Costs listed in budget must also be identified in your organization's Cost Allocation Plan.

- Describe the type of costs.
- Enter the amount for each revenue source.
- Provide any written justification that applies.

Page 7: Summary By Service Category Sheet

- Enter the dollar amount allocated for each line item for each category (information services, access assistance, support services, respite care, supplemental services).
- The total budget column must equal the proposal summary budget column.

**COUNTY OF ORANGE - OFFICE ON AGING
 OLDER AMERICANS ACT
 TITLE III-E Family Caregiver Support Program
 BUDGET PROPOSAL SUMMARY & MATCH**

ORGANIZATION: _____
 ADDRESS: _____
 PROGRAM: _____
 FISCAL YEAR: _____

ATTACHMENT: ATTACHMENT C
 DATE SUBMITTED: _____
 Contract #: _____
 ORIGINAL REVISION NO. _____

INCOME:

TITLE III-E FEDERAL:	_____	(A1)
FEDERAL OTO:	_____	(A2)
FEDERAL SUB-TOTAL:	\$ _____	(A3)
STATE:	_____	(B1)
STATE OTO:	_____	(B2)
STATE SUB-TOTAL:	_____	(B3)
COUNTY SUB-TOTAL:	_____	(C)
SUB-TOTAL - FEDERAL, STATE, COUNTY:	\$ _____	(D)

SUB-TOTAL - FEDERAL, STATE, AND COUNTY	\$ _____	- (E)
NON-MATCHING CASH	\$ _____	- (F)
NON-MATCHING IN-KIND	\$ _____	- (G)
MATCHING CASH	\$ _____	- (H)
MATCHING IN-KIND	\$ _____	- (I)
PROGRAM RELATED INCOME	\$ _____	- (J)
TOTAL BUDGETED AMOUNT	\$ _____	- (K)

REQUIRED MATCH COMPUTATION:	OVER-MATCH COMPUTATION
Federal Dollars: 0	Non-Matching Cash \$ - (F)
Minimum Match Required: <input type="text" value="0"/> (L)	Non-Matching In-Kind - (G)
Matching Cash: 0	Total \$ -
Matching In-Kind: 0	
Total: 0 Must Equal (L)	

Note: Minimum Match equals (Federal Dollars plus Matching Cash plus Matching In-Kind) times 25% (See Instructions)

Approved by: _____
 Authorized Signature

 Date

FOR OOA USE ONLY		
Budget	<input type="checkbox"/>	Original
	<input type="checkbox"/>	Revision # _____
	initial	Date
Contract Analyst	_____	_____
Fiscal Officer	_____	_____
Contracts Manager	_____	_____

COUNTY OF ORANGE - OFFICE ON AGING
 OLDER AMERICANS ACT
 TITLE III-E Family Caregiver Support Program
 CONSULTANTS & OTHER COSTS

ORGANIZATION: _____
 PROGRAM: _____
 FISCAL YEAR: _____
 REVISION NO. _____

Date: _____
 Contract #: _____

	TOTAL BUDGETED COSTS	FEDERAL FUNDING		MATCHING		PROGRAM RELATED INCOME		OTHER FUNDING (NON-MATCH)	
		FEDERAL III-E	FEDERAL III-QTO	CASH	IN-KIND	PROGRAM RELATED INCOME	CASH	IN-KIND	
	0								
	0								
	0								
	0								
	0								
	0								
	0								
	0								
	0								
	0								
TOTAL	0	0	0	0	0	0	0	0	0

JUSTIFICATION

Description	Monthly Cost	Times	No. of Months	Total Costs	FEDERAL FUNDING		MATCHING		PROGRAM RELATED INCOME		OTHER FUNDING (NON-MATCH)	
					FEDERAL III-E	FEDERAL III-QTO	CASH	IN-KIND	PROGRAM RELATED INCOME	CASH	IN-KIND	
		X	12	0								
		X	12	0								
		X	12	0								
		X	12	0								
		X	12	0								
		X	12	0								
		X	12	0								
		X	12	0								
		X	12	0								
		X	12	0								
		X	12	0								
TOTAL OTHER COSTS					0	0	0	0	0	0	0	0

JUSTIFICATION

COUNTY OF ORANGE - OFFICE ON AGING
 OLDER AMERICANS ACT
 TITLE III-E Family Caregiver Support Program
 INDIRECT COSTS

ORGANIZATION: _____ Date: _____
 PROGRAM: _____ Contract #: _____
 FISCAL YEAR: _____
 REVISION NO: _____

INDIRECT COSTS	TOTAL BUDGETED COSTS	FEDERAL FUNDING		MATCHING		PROGRAM RELATED INCOME		OTHER FUNDING (NON-MATCH)	
		FEDERAL III-E	FEDERAL III-OTO	CASH	IN-KIND	CASH	IN-KIND	CASH	IN-KIND
	0								
	0								
	0								
	0								
	0								
	0								
	0								
	0								
	0								
	0								
	0								
	0								
	0								
	0								
	0								
TOTAL	0	0	0	0	0	0	0	0	0

INDIRECT COST COMPUTATION	
Total Direct Cost Cash	\$ -
Maximum Allowable by CDA 8%	\$ -
Total Indirect Costs Budgeted (Fedi/State/Program Income Funds)	0
Variance	\$ -

JUSTIFICATION

**COUNTY OF ORANGE - OFFICE ON AGING
 OLDER AMERICANS ACT
 TITLE III-E Family Caregiver Support Program
 SUMMARY BY SERVICE CATEGORY**

Contractor: _____
 Address: _____
 City, State, Zip: _____
 Program: _____
 Contract #: _____
 FY: _____

Total Contract: \$ _____

Monthly Funding Average: \$ _____

	INFORMATION SERVICES	ACCESS ASSISTANCE	SUPPORT SERVICES	RESPIRE CARE	SUPPLEMENTAL SERVICES		TOTAL	PROPOSAL SUMMARY
					Budget	Budget		
EXPENDITURES								
PERSONNEL:								
	CASH							
	IN-KIND							
TOTAL - PERSONNEL								
TRAVEL/TRAIN:								
	TRAVEL/TRAIN/CONF CASH							
	IN-KIND							
TOTAL - TRAVEL/TRAIN								
EQUIPMENT								
	UNDER \$5,000: CASH							
	OVER \$5,000 CASH							
TOTAL - PROPERTY								
CONSULTANTS:								
	CASH							
	IN-KIND							
TOTAL - CONSULTANTS								
OTHER COSTS:								
	CASH							
	IN-KIND							
TOTAL - OTHER COSTS								
INDIRECT COSTS:								
	CASH							
	IN-KIND							
TOTAL - INDIRECT COSTS								
TOTAL EXPENSES (A)								
REVENUES								
	- PROJECT INCOME							
	- NON-MATCH - CASH							
	- NON-MATCH - IN-KIND							
	- MATCHING - CASH							
	- MATCHING - IN-KIND							
TOTAL REVENUES (B)								
TOTAL OTO								
TOTAL CDA								\$
TOTAL REIMBURSEMENT (A-B)								



STAFFING PLAN
FAMILY CAREGIVER SUPPORT PROGRAM SERVICES
FEDERAL III-E FUNDING

1. **Staffing Plan**

Project Title: FAMILY CAREGIVER SUPPORT PROGRAM SERVICES

(Include classification and FT/PT).

	Classification/Title	FTE
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		



PERFORMANCE STANDARDS
FAMILY CAREGIVER SUPPORT PROGRAM SERVICES

1. Performance Standards:

SUBRECIPIENT must maintain performance standards set for quality and quantity of service. Quantitative and qualitative evaluations of SUBRECIPIENT may be completed on a monthly basis by Office on Aging Program Manager. SUBRECIPIENT may be subject to termination of the CONTRACT or sanctions, including CONTRACT suspension and/or withholding of funds, if performance falls below a specified level each month or each quarter.



FOCAL POINTS
FAMILY CAREGIVER SUPPORT PROGRAM SERVICES
FY 2017-18

1. **Focal Points:**

Designated Community Focal Points	Address
Abrazar	7101 Wyoming Westminster, CA 92683
Anaheim Independencia Senior Center	10841 Garza Anaheim, CA 92804
Anaheim Senior Center	250 E. Center Anaheim, CA 92805
Asian American Senior Citizens Service Center	850 N. Birch St. Santa Ana, CA 92701
Brookhurst Community Center	2271 W. Crescent Ave Anaheim, CA 92801
Brea Senior Center	500 S. Sievers Avenue Brea, CA 92821
Buena Park Community Senior Center	8150 Knott Avenue Buena Park, CA 90620
Costa Mesa Senior Center	695 West 19th Street Costa Mesa, CA 92627
Cypress Senior Center	9031 Grindlay Cypress, CA 90930
Dana Point Senior Center	34052 Del Obispo Dana Point, CA 92629
Florence Sylvester Memorial Senior Center	23721 Moulton Parkway Laguna Hills, CA 92653
Fountain Valley Senior Center	17967 Bushard Street Fountain Valley, CA 92708
Fullerton Community Center	340 W. Commonwealth Fullerton, CA 92832

Hope Community Services	1538 N. Century Blvd. Santa Ana, CA 92703
Jewish Family Services Center	1 Federation Way Irvine, CA 92603
Korean American Seniors Assn. of OC	9884 Garden Grove Blvd Garden Grove, CA 92844
Laguna Beach Senior Center	380 Third Street Laguna Beach, CA 92651
Lake Forest Community Center	25550 Commercentre Dr. Lake Forest, CA 92630
H. Louis Lake Senior Center	11300 Stanford Avenue Garden Grove, CA 92840
Lakeview Senior Center	20 Lake Road Irvine, CA 92604
La Habra Community Center	101 West La Habra Blvd La Habra, CA 92631
La Palma Seniors Club	7821 Walker St La Palma, CA 90623
Los Alamitos Recreation & Community Services	10911 Oak St. Los Alamitos, CA 90720
Midway City Community Center	14900 Park Lane Midway City, CA 92655
Norman P. Murray Senior Center	24932 Veterans Way Mission Viejo, CA 92692
Oasis Senior Center	801 Narcissus Avenue Newport Beach, CA 92625
North Orange Senior Center	1001 East Lincoln Orange, CA 92865
Orange Senior Center	170 South Olive St. Orange, CA 92866
Placentia Senior Center	143 S. Bradford Avenue Placentia, CA 92870

Rancho Santa Margarita Community Center	22232 El Paseo Rancho Santa Margarita, CA 92688
Rancho Senior Center	3 Ethel Coplen Way Irvine, CA 92612
San Clemente Senior Center	242 Avenida del Mar San Clemente, CA 92672
San Juan Capistrano Community Services	25925 Camino Del Avion San Juan Capistrano, CA 92675
Santa Ana Senior Center	424 W. Third St. Santa Ana, CA 92704
Sea Country Senior & Community Center	24602 Aliso Creek Road Laguna Niguel, CA 92677
Senior Center in Central Park	18041 Goldenwest Street Huntington Beach, CA 92648
North Seal Beach Senior Center	3333 St. Cloud Drive Seal Beach, CA 90740
Seal Beach Senior Center	707 Electric Ave. Seal Beach, CA 90740
Southern California Indian Center, Inc.	10175 Slater Ave. #150 Fountain Valley, CA 92708
Southwest Senior Center	2201 W. McFadden Ave. Santa Ana, CA 92704
Stanton Senior Center	7800 Katella Ave. Stanton, CA 90680
Trabuco Center	5701 Trabuco Road Irvine, CA 92620
Tustin Area Senior Center	200 S. "C" St. Tustin, CA 92780
Vietnamese Community of OC	1618 W. 1 st . St. Santa Ana, CA 92703
Westminster Senior Center	8200 Westminster Blvd. Westminster, CA 92683

Yorba Linda Senior Center	4501 Casa Loma
	Yorba Linda, CA 92886



PROPOSAL
FAMILY CAREGIVER SUPPORT PROGRAM SERVICES

1. Proposal:

Attached is the Proposal that was submitted in response to Bid # 012-172730 -
FY 2017-18 Family Caregiver Support Program Services Request for Proposals

**County of Orange Child Support Enforcement
Certification Requirements**

In order to comply with child support enforcement requirements of the County of Orange, within ten (10) days of award of CONTRACT, the successful SUBRECIPIENT must furnish to the CONTRACT Administrator, Purchasing Agent or the agency/department Deputy Purchasing Agent:

1. In the case of an individual SUBRECIPIENT, his/her name, date of birth, Social Security number, and residence address;
2. 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 10 percent or more in the contracting entity; A certification that the SUBRECIPIENT has fully complied with all applicable federal and state reporting requirements regarding its employees; and
3. 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.

The certifications will be stated as follows:

"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.

It is expressly understood that this data will be transmitted to governmental agencies charged with the establishment and enforcement of child support orders and for no other purposes and will be held confidential by those agencies.

Failure of the SUBRECIPIENT to timely submit the data and/or certifications required above or to comply with all federal and state 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 ten (10) calendar days of notice from the COUNTY shall constitute grounds for termination of the CONTRACT.

The successful SUBRECIPIENT may use the forms supplied herein, to furnish required information listed above.

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

- A. In the case of an individual SUBRECIPIENT, 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 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:

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 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.

"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 # 17-27-0000-FCSP 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



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

Effective: July 1, 2010
Revised: 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.

REFERENCES:

Executed Board of Supervisors approved contract
Budget included in contract or presented as an 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)

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).

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. 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, 4th 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**

**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, sub-grants 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.

Grantee/Contractor Organization

Name

Title

Authorized Signature

*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

1. Type of Federal Actions: a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	2. Status of Federal Actions: a. bid/offer/application b. initial award c. post-award	3. Report Type: a. initial filing b. material change For material change only: Year: _____ Quarter: _____ Date of last report: _____
4. Name and Address of Reporting Entity Prime Subawardee Tier _____ if known Congressional District, if known:	5. If Reporting Entity in No. 4 is a Subawardee: Enter Name and Address of Prime: Congressional District, if known:	
6. Federal Department / Agency:	7. Federal Program Name/Description	
8. Federal Action Number, if known:	9. Award Amount, if known: \$	
10a. Name and Address of Lobbying Entity (if individual, last name, first name, MI): (attach Continuation Sheets SF-LLL-A, if necessary)	10b. Individual Performing Services (including address if different from No. 10a) (last name, first name, MI):	
11. Amount of Payment (check all that apply): \$ Actual Planned	13. Type of Payment (check all that apply) a. retainer b. one-time free c. commission d. contingent fee e. deferred f. other specify: _____	
12. Form of Payment (check all that apply): a. cash b. in-kind: specify: nature: _____ value: _____		
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:		
15. Continuation sheet(s) SF-LLL-A attached: <input type="checkbox"/> Yes <input type="checkbox"/> No		
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.		Signature: _____ _____ Print Name: Title: Telephone No: Date: