

**AGREEMENT #18-27-0016**

**FOR THE PROVISION OF SERVICES FUNDED BY  
DEPARTMENT OF HEALTH & HUMAN SERVICES GRANTS:**

**OLDER AMERICANS ACT TITLE III  
GRANTS FOR STATE & COMMUNITY PROGRAMS ON AGING:**

**TITLE IIIB: SUPPORTIVE SERVICES  
ADULT DAY CARE, CASE MANAGEMENT, IN-HOME CARE SERVICES,  
TRANSPORTATION  
CFDA #93.044 / FAIN #18AACAT3SS & 19AACAT3SS**

**TITLE IIIC: ELDERLY NUTRITION PROGRAM  
IIIC-1 CONGREGATE & IIIC-2 HOME DELIVERED MEALS,  
CFDA #93.045 / FAIN #18AACAT3CM & 19AACAT3CM; 18AACAT3HD &  
19AACAT3HD**

**OLDER AMERICAN ACT SECTION 311  
NUTRITION SERVICES INCENTIVE PROGRAM  
CFDA #93.053 / FAIN #18AACANSIP & 19AACANSIP**

**BETWEEN**

**COUNTY OF ORANGE**

**AND**

**COMMUNITY SENIORSERV, INC.**



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**ATTACHMENTS**

Attachment A—Scope of Services

Attachment B—Budget(s)

Attachment C—OC Community Resources Contract Reimbursement Policy

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**EXHIBITS**

Exhibit 1—County of Orange Child Support Enforcement Certification

Exhibit 2—Certification Regarding Lobbying

Exhibit 3—Disclosure Form to Report Lobbying

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This Agreement # 18-27-0016, hereinafter referred to as "CONTRACT" is made and entered into as of the date fully executed by and between the COUNTY of Orange, a political subdivision of the State of California; hereinafter referred to as "COUNTY," and COMMUNITY SENIOR SERV, INC., DUNS # 084975739, a California non-profit organization, with a place of business at 1200 N. Knollwood Circle, Anaheim, CA, 92801-1309; 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 2015-16, Request for Proposal ("RFP") for Senior 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**, the Orange County Board of Supervisors has authorized the OC Community Resources Director or his designee to enter into a CONTRACT for Senior Services with the SUBRECIPIENT; and

**WHEREAS**, COUNTY approved an allocation of an amount not to exceed \$5,135,315 (Five Million, One Hundred Thirty-Five Thousand, Three Hundred Fifteen Dollars), in Program funding to SUBRECIPIENT to carry out certain program services and activities for Fiscal Year 2018-19 beginning July 1, 2018; and

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

**1. Definitions:**

- A. "Administrator" means the Executive Director, Orange County Office on Aging (OoA), the designated Area Agency on Aging for Orange County, or designee thereof.
- 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. "Subcontractor" means any entity that furnishes to SUBRECIPIENT services or supplies relative to this CONTRACT.
- D. "COUNTY'S PROJECT MANAGER" means the OC Community Resources Director or designee, coordinating the grant under its regulations, and the senior services provided by the COUNTY.
- E. "COUNTY's CONTRACT MANAGER" means the "CONTRACT MANAGER" who shall administer this CONTRACT as is necessary or reasonable to comply with COUNTY policies.
- F. DUNS Number: A unique 9-digit identifier issued and maintained by Dun & Bradstreet (D&B) that verifies the existence of a business entity. The DUNS number is needed to coordinate with the System for Award Management (SAM) that combines federal procurement systems and the Catalog of Federal Domestic Assistance into one new system. <https://www.SAM.gov>

- 2. Term of Contract:** The term of the CONTRACT shall begin July 1, 2018 and end June 30, 2019 unless terminated or extended as provided for in this CONTRACT; provided, however, the expiration of the term shall not affect any duties of SUBRECIPIENT which would extend beyond the term of this CONTRACT. This CONTRACT may be renewed on the same terms, conditions, and scope of services by mutual written agreement by the COUNTY and SUBRECIPIENT, and approval by the Board of Supervisors, as appropriate. At no time may this CONTRACT be renewed past four years from the initial CONTRACT term of the RFP cycle.

**3. Payments:**

- A. Maximum obligation of COUNTY. COUNTY will pay SUBRECIPIENT for the cost of the services provided up to a maximum obligation of \$5,135,315. Minimum Required Match is reflected in Attachment "B".
- 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, a total of \$855,886 (Eight Hundred Fifty-Five Thousand, Eight Hundred Eighty-Six Dollars).
  - 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 Administrator, 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 Administrator. COUNTY shall make monthly payments based on SUBRECIPIENT's data, invoice(s), and substantiating reports, unless otherwise approved by Administrator.

- iii. No payments will be made if any preceding months' data, reports, or invoices are outstanding, unless otherwise approved by the Administrator.
  - 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, Administrator may withhold payment until such time as SUBRECIPIENT comes into compliance.
  - vi. Administrator also reserves the right to refuse payment to SUBRECIPIENT to later disallow costs for any expenditure determined by Administrator 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 Administrator, or her designee, the Administrator has the discretion, in any given month, to pay over the monthly one-twelfth of the Maximum Obligation of COUNTY as stated in this Paragraph 3 "A", 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. Administrator 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.

#### 4. **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 Attachment "C". 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.

**5. Scope of 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 "B".

- A. Services pursuant to Attachments "A" and "B". 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 "B," is incorporated herein by reference and is hereinafter referred to as Attachment "B." 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 Administrator, upon request, a list of persons, including employees, subcontractors 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 shall be construed to limit SUBRECIPIENT's responsibilities for elder abuse reporting as set forth in Paragraph 30 "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.

**6. Contingency of Funds:** SUBRECIPIENT acknowledges that funding or portions of funding for this CONTRACT may be contingent upon the receipt of funds from, and/or appropriation of funds by, the State of California to COUNTY. If such funding and/or appropriations are not forthcoming, or are otherwise limited, COUNTY may terminate upon ten (10) days written notice or modify this CONTRACT without penalty.

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

If County-initiated changes or changes in laws or government regulations affect price, the Contractor's ability to deliver services, or the project schedule, the Contractor shall give the County written notice no later than seven calendar days from the date the law or regulation went into effect or the date the change was proposed by the County and the Contractor 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 Deputy Purchasing Agent, 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 Contractor from proceeding with the work as set forth in this Contract.

8. **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:

Terminate the CONTRACT immediately, pursuant to Paragraph K herein;

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;

Discontinue payment to the SUBRECIPIENT for and during the period in which the SUBRECIPIENT is in breach; and

Offset against any monies billed by the SUBRECIPIENT but yet unpaid by the COUNTY those monies disallowed pursuant to the above.

9. **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.

10. **Conflict of Interest – SUBRECIPIENT'S Personnel:** The SUBRECIPIENT shall exercise reasonable care and diligence to prevent any actions or conditions that could result in a conflict with the best interests of the COUNTY. This obligation shall apply to the SUBRECIPIENT; the SUBRECIPIENT's employees, agents, and relatives; sub-tier SUBRECIPIENT's; 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. The SUBRECIPIENT shall not use moneys provided under this CONTRACT to pay or reimburse any staff person of SUBRECIPIENT or any consultant to SUBRECIPIENT, if such staff person or consultant is a member of the Board of Directors, or other official governing body, of SUBRECIPIENT. SUBRECIPIENT shall further be subject to the full texts of local, State and federal conflict of interest statutes applicable to this CONTRACT.

11. **Conflict of Interest – COUNTY Personnel:** The County of Orange Board of Supervisors' policy prohibits its employees from engaging in activities involving a conflict of interest. The SUBRECIPIENT shall not, during the period of this CONTRACT, employ any COUNTY employee for any purpose.
12. **Consulting Contract – Follow-On Work:** No person or firm or subsidiary thereof who has been awarded a consulting services Contract or a Contract which includes a consulting component may be awarded a Contract for the provision of services, the delivery of goods or supplies, or the provision of any other related action which is required, suggested, or otherwise deemed appropriate as an end product of the consulting services Contract. Therefore, any consultant that Contracts with a COUNTY agency/department to develop a feasibility study or to provide formal recommendations is precluded from Contracting for any work recommended in the study or included in the recommendations.
13. **SUBRECIPIENT's Records:** SUBRECIPIENT shall keep true and accurate accounts, records, books and data which shall correctly reflect the business transacted by SUBRECIPIENT in accordance with generally accepted accounting principles. These records shall be stored in Orange County for a period of three (3) 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.
14. **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 SUBRECIPIENT, 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.
15. **Data – Title To:** All materials, documents, data or information obtained from the COUNTY data files or any COUNTY medium furnished to the SUBRECIPIENT in the performance of this CONTRACT will at all times remain the property of the COUNTY. Such data or information may not be used or copied for direct or indirect use by the SUBRECIPIENT after completion or termination of this CONTRACT without the express written consent of the COUNTY. All materials,

documents, data or information, including copies, must be returned to the COUNTY at the end of this CONTRACT.

- 16. EDD Independent SUBRECIPIENT Reporting Requirements:** Effective January 1, 2001, 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 SUBRECIPIENTS. An independent SUBRECIPIENT 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](http://www.edd.ca.gov/txicr.htm).

- 17. Gratuities:** The SUBRECIPIENT warrants that no gratuities, in the form of entertainment, gifts or otherwise, were offered or given by the SUBRECIPIENT or any agent or representative of the SUBRECIPIENT to any officer or employee of the COUNTY with a view toward securing the CONTRACT or securing favorable treatment with respect to any determinations concerning the performance of the CONTRACT. For breach or violation of this warranty, the COUNTY shall have the right to terminate the CONTRACT, either in whole or in part, and any loss or damage sustained by the COUNTY in procuring on the open market any services which the SUBRECIPIENT agreed to supply shall be borne and paid for by the SUBRECIPIENT. The rights and remedies of the COUNTY provided in the clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under the CONTRACT.
- 18. News/Information Release:** The SUBRECIPIENT agrees that it will not issue any news releases in connection with either the award of this CONTRACT or any subsequent amendment of or effort under this CONTRACT without first obtaining review and written approval of said news releases from the COUNTY through the Administrator.
- 19. 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' project managers' routine exchange of information and cooperation during the terms of the work and services. Any written communications shall be deemed to have been duly given upon actual in-person delivery, if delivery is by direct hand, or upon delivery on the actual day of receipt or no greater than four calendar days after being mailed by US certified or registered mail, return receipt requested, postage prepaid, whichever occurs first. The date of mailing shall count as the first day. All communications shall be addressed to the appropriate PARTY at the address stated herein or such other address as the PARTIES hereto may designate by written notice from time to time in the manner aforesaid.

For COUNTY:

Contract Development & Management  
Attn: Contract Manager  
1501 East St. Andrew Place  
Santa Ana, CA 92705-4930  
Ph: (714) 480-2873

Office on Aging  
Attn: Project Manager  
1300 S. Grand Ave., Bldg. B  
Santa Ana, CA 92705-4407  
Ph: (714) 480-6484

For SUBRECIPIENT:

Community SeniorServ, Inc.  
Attn: Holly Hagler, President and CEO  
1200 N. Knollwood Circle  
Anaheim, CA 92801-1309  
Ph: (714) 220-0224

- 20. 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.
- 21. 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.
- 22. Errors and Omissions:** All reports, files and other documents prepared and submitted by SUBRECIPIENT shall be complete and shall be carefully checked by the professional(s) identified by SUBRECIPIENT as project manager and key personnel attached hereto, prior to submission to the COUNTY. SUBRECIPIENT agrees that COUNTY review is discretionary and SUBRECIPIENT shall not assume that the COUNTY will discover errors and/or omissions. If the COUNTY discovers any errors or omissions prior to approving SUBRECIPIENT's reports, files and other written documents, the reports, files or documents will be returned to SUBRECIPIENT for correction. Should the COUNTY or others discover errors or omissions in the reports, files or other written documents submitted by SUBRECIPIENT after COUNTY approval thereof, COUNTY approval of SUBRECIPIENT's reports, files or documents shall not be used as a defense by SUBRECIPIENT in any action between the COUNTY and SUBRECIPIENT, and the reports, files or documents will be returned to SUBRECIPIENT correction.

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## **Program Specific Terms and Conditions**

### **23. Performance Standards:**

- A. Accepted professional standards. The performance of work and services pursuant to this CONTRACT by SUBRECIPIENT and its subcontractor'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 subcontractor'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 "A."

Administrator 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 Administrator. Administrator in its sole discretion may increase units of service in Attachment "A" as a result of a contingency cost increase. Administrator 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 Administrator 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 Administrator 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 "B", Administrator 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 3

“A”, Maximum obligation of COUNTY and Attachments “A” and/or “B” of this CONTRACT.

- iv. Administrator 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 Administrator within ten (10) days of the end of October, January and April 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 Paragraph 13 of this 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 Administrator.
- 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 Administrator.

- 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 Administrator. SUBRECIPIENT must also maintain computer hardware/software that is able to send and receive email and attachments from Administrator.
- 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.

#### **24. Audit Requirements:**

- 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 three (3) 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 "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 three (3) 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 Administrator, 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 subcontractor: (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, within one hundred fifty (150) days of the end of SUBRECIPIENT's fiscal year and in accordance with 2 CFR Part 200, Subpart F, "Audit Requirements of States, Local Governments, and Non-Profit Organizations," which is incorporated herein by reference. Furthermore, COUNTY retains the authority to require SUBRECIPIENT to submit a similarly prepared audit at SUBRECIPIENT's expense even in instances when SUBRECIPIENT's expenditure is less than \$750,000.
  - 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 no later than 30 days after completion of the reports;
  - e. Procure audit services in accordance with 2 CFR Part, 215.40 (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.
  - ii. 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 three (3) years after final payment under this CONTRACT.
- H. Final financial statement. Within thirty (30) days after termination of this CONTRACT, SUBRECIPIENT shall submit to Administrator 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.

## **25. 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 use 128-Bit encryption for 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 subcontractors 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 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.

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

- i. 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 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 that all data, files, and backup files are encrypted.

**26. 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.

- 27. 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.

**28. 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 subgrantees 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 28, or wish to issue a sub-contract to other than the lowest bidder or competitor, SUBRECIPIENT shall submit written justification therefore to Administrator for approval or denial, and shall withhold any further action until receipt of written notice of Administrator's approval of said request. The decision of Administrator shall be final.

**29. 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 29 "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 29, Administrator may withhold payment to SUBRECIPIENT and/or terminate this CONTRACT in accordance with Paragraph K.

**30. Compliance with Other Laws:**

- A. Laws related to Contract. SUBRECIPIENT and its subcontractors 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 subcontractors 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 subcontractors 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, subcontractors 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 subcontractors 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 subcontractor's 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

Administrator 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 Administrator.

- 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. Debarment.

- i. 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.
- ii. SUBRECIPIENT shall timely execute any and all amendments to this CONTRACT or certificates or other required documentation relating to its subcontractors' debarment/suspension status.

- J. Failure to comply. If SUBRECIPIENT fails to comply with the requirements of any Sections of this Paragraph 30, Administrator may withhold payment to SUBRECIPIENT and/or terminate this CONTRACT in accordance with Paragraph K.

**31. Property:**

- A. Unless otherwise provided for in this Paragraph, 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 acquired under this contract, which meets any of the following criteria is subject to the reporting requirements:
  - i. Has a normal useful life of at least one (1) year and has a unit acquisition cost of at least \$500 (desktop or laptop setup, is considered a unit, if purchased as a unit).
  - ii. All computing devices, regardless of cost (including but not limited to, workstations, servers, laptops, personal digital assistants, notebook, computers, tablets, smartphones and cellphones).
  - iii. All portable electronic storage media, regardless of cost (including but not limited to, thumb/flash drives and portable hard drives).
- 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 a Property Acquisition Form (CDA 9023), in electronic form, for all property furnished or purchased with funds awarded under the terms of this CONTRACT, as instructed by COUNTY or CDA. SUBRECIPIENT shall certify their reported property inventory annually with the Closeout by completing the Program Inventory Certification (CDA 9024) to COUNTY unless otherwise directed by Administrator.

SUBRECIPIENT shall record, at a minimum, the following information when property is acquired:

- i. Date acquired
  - ii. Item description (include model number)
  - iii. CDA tag number
  - 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 reportable property. 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, and the COUNTY has reported to CDA the Property Survey Report's (STD 152) Certification of Disposition, 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.
- 32. 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."
- 33. Dissolution of Entity:** SUBRECIPIENT shall notify COUNTY immediately of any intention to discontinue its existence or bring an action for dissolution.
- 34. CONTRACT Authorization:**
- A. Public entity. If a public entity, SUBRECIPIENT shall submit to Administrator 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 Administrator a copy of a resolution, order or motion of its governing body that references this CONTRACT number and authorizes execution of this CONTRACT.
- 35. Legal Status of SUBRECIPIENT:**
- A. Corporate status.
    - i. SUBRECIPIENT, if a corporation and not a municipality or Indian Tribal organization, does hereby certify that CONTRACTOR 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.

### 36. 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.

37. **Focal Points:** In accordance with CCR §7364(a)(5) COUNTY will specify to CONTRACTOR the identity of the Area Plan designated focal points for service delivery in the community which is attached hereto as Attachment D and is hereinafter referred to as Attachment D.
38. **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 the PARTIES.
39. **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.

**40. 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.

**41. Lobbying Certification:**

- A. SUBRECIPIENT shall execute and abide by the terms of the "Certification Regarding Lobbying," which is attached hereto as Exhibit 2 and incorporated herein by this reference. SUBRECIPIENT shall complete and immediately forward to the COUNTY'S PROJECT MANAGER the "Disclosure Form to Report Lobbying," a copy of which is attached hereto as Exhibit 3 and incorporated herein by this reference, if SUBRECIPIENT, or any person, firm or corporation acting on SUBRECIPIENT's behalf, engaged or engages in lobbying

any federal office, employee, elected official or agency with respect to this CONTRACT or funds to be received by SUBRECIPIENT pursuant to this CONTRACT.

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

**THE REMAINDER OF THIS PAGE WAS INTENTIONALLY LEFT BLANK**

**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 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 COUNTY.
- 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.
- 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. However, this provision does not preclude the COUNTY, after payment has been made, from disputing any items or services involved or billed under this CONTRACT as identified in Paragraph 4D of this CONTRACT.
- 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 COUNTY INDEMNITEES as identified in Paragraph HH below, 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 INDEMNITEES 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 subcontractors 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.
  - i. Termination for cause. In the event of: (1) a violation of the law or failure to comply in a timely manner with any condition of this CONTRACT; (2) inadequate program performance; (3) failure to comply with reporting requirements; (4) evidence that SUBRECIPIENT is in such an unsatisfactory financial condition, as determined by COUNTY, as to endanger performance of this CONTRACT, including the loss of other funding sources; (5) delinquency in payment of taxes or the costs of performance of this CONTRACT in the ordinary course of business; (6) appointment of a trustee, receiver or liquidator for all or a substantial part of SUBRECIPIENT's property, or institution of bankruptcy, reorganization, arrangement of liquidation proceedings by or against SUBRECIPIENT; (7) service of any writ of attachment, levy of execution, or commencement of garnishment proceedings against SUBRECIPIENT's assets or income; (8) bankruptcy proceedings of SUBRECIPIENT; (9) finding of debarment or suspension; or (10) material change in SUBRECIPIENT's organizational structure, (11) any breach of CONTRACT, and (12) any misrepresentation, or fraud on the part of the SUBRECIPIENT; COUNTY may terminate this CONTRACT and be relieved of the payment of any compensation to SUBRECIPIENT.  
  
In the event of such termination, COUNTY may proceed with the work for which this CONTRACT provides in any manner deemed proper by COUNTY. The cost to COUNTY of completing the work for which this CONTRACT provides shall be deducted from any sums due SUBRECIPIENT under this CONTRACT.
  - ii. SUBRECIPIENT not relieved of liability. Notwithstanding the above, SUBRECIPIENT shall not be relieved of liability to COUNTY for damages sustained by COUNTY by virtue of any breach of this CONTRACT by SUBRECIPIENT, and COUNTY may withhold any payments to SUBRECIPIENT until such time as the exact amount of damages due COUNTY from SUBRECIPIENT is determined.

- iii. Termination for convenience. COUNTY may terminate this CONTRACT, without cause, upon thirty (30) days written notice to SUBRECIPIENT, except COUNTY may terminate this CONTRACT for failure of any of the funding contingencies set forth in Paragraph 6, Contingency of Funds, upon ten (10) days written notice to SUBRECIPIENT.
- iv. Return of funds. SUBRECIPIENT agrees that upon expiration or notice of termination of this CONTRACT or dissolution of SUBRECIPIENT's entity, SUBRECIPIENT shall, immediately upon written demand, return to COUNTY all funds paid to SUBRECIPIENT by COUNTY which are not payable for goods or services delivered prior to the termination or expiration of this CONTRACT or the dissolution of SUBRECIPIENT's entity.
- v. Cancellation of commitments/termination claim. After receipt of notice of termination, SUBRECIPIENT shall cancel outstanding commitments required by this CONTRACT.
  - a. With respect to the above-cancelled commitments, SUBRECIPIENT agrees to provide, within ten (10) days of a notice of termination, a plan for settlement of all outstanding liabilities and all claims arising out of such cancellation of commitments. Such plan shall be subject to the approval of Administrator.
  - b. SUBRECIPIENT shall submit a termination claim to Administrator promptly after receipt of a notice of termination, but in no event later than sixty (60) days from the effective date thereof unless an extension, in writing, is granted by Administrator.

**L. Consent to Breach Not Waiver:** No term or provision of this CONTRACT shall be deemed waived and no breach excused, unless such waiver or consent shall be in writing and signed by the PARTY claimed to have waived or consented. Any consent by any PARTY to, or waiver of, a breach by the other, whether express or implied, shall not constitute consent to, waiver of, or excuse for any other different or subsequent breach.

**M. Remedies Not Exclusive:** The remedies for breach set forth in this CONTRACT are cumulative as to one another and as to any other provided by law, rather than exclusive; and the expression of certain remedies in this CONTRACT does not preclude resort by either party to any other remedies provided by law.

**N. Independent SUBRECIPIENT:** SUBRECIPIENT shall be considered an independent SUBRECIPIENT and neither SUBRECIPIENT nor its employees; nor anyone working under SUBRECIPIENT shall be considered an agent or an employee of COUNTY. Neither SUBRECIPIENT nor its employees; nor anyone working under SUBRECIPIENT shall qualify for workers' compensation or other fringe benefits of any kind through COUNTY.

**O. Performance:** SUBRECIPIENT shall perform all work under this CONTRACT, taking necessary steps and precautions to perform the work to COUNTY's satisfaction. SUBRECIPIENT shall be responsible for the professional quality, technical assurance, timely completion and coordination of all documentation and other services furnished by the SUBRECIPIENT under this CONTRACT. SUBRECIPIENT shall perform all work diligently, carefully, and in a good and workman-like manner; shall furnish all labor, supervision, machinery, equipment, materials, and supplies necessary therefore; shall at its sole expense obtain and maintain all permits and licenses required by public authorities, including those of COUNTY required in its governmental capacity, in connection with performance of the work; and, if permitted to sub-contract, shall be fully responsible for all work performed by subcontractors.

**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 subcontractors 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 subcontractors 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 subcontractors to work if subcontractors 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 subcontractor and to receive proof of insurance prior to allowing any subcontractor to begin work. Such proof of insurance must be maintained by SUBRECIPIENT through the entirety of this CONTRACT for inspection by COUNTY representative(s) at any reasonable time.

All self-insured retentions (SIRs) shall be clearly stated on the Certificate of Insurance. Any self-insured retention (SIR) in an amount in excess of Fifty Thousand Dollars (\$50,000) shall specifically be approved by the County's Risk Manager, or designee, upon review of Contractor's current audited financial report. If Contractor's SIR is approved, Contractor, 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 to indemnify and hold the County harmless against any and all liability, claim, demand or suit resulting from Contractor's, its agents, employee's or subcontractor's performance of this Contract, Contractor shall defend the County at its sole cost and expense with counsel approved by Board of Supervisors against same; and
- 2) Contractor'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 Contractor's SIR provision shall be interpreted as though the Contractor 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	4 passengers or less: \$1,000,000 combined single limit 7 passengers or less; \$2,000,000 combined single limit 8 passengers or more: \$5,000,000 combined single limit
Workers Compensation	Statutory
Employers Liability Insurance	\$1,000,000 per occurrence
Network Security & Privacy Liability	\$1,000,000 per claims made
Professional Liability Insurance	\$1,000,000 per claims made \$1,000,000 aggregate
Sexual Misconduct Liability	\$1,000,000 per occurrence
Employee Dishonesty (Only required if advance payment is made.)	\$100,000 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 form CG 20 01 04 13, or a form at least as broad evidencing that the SUBRECIPIENT's insurance is primary and any insurance or self-insurance maintained by the County of Orange shall be excess and non-contributing.

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

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

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

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

The County of Orange shall be the loss payee of the Employee Dishonesty coverage. A Loss Payee endorsement evidencing that the County of Orange is a Loss Payee shall accompany the Certificate of Insurance.

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

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

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

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

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:** SUBRECIPIENT shall make no changes in the work or perform any additional work without the COUNTY's specific written approval.
- 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 this CONTRACT.
- AA. Headings:** The various headings and numbers herein, the grouping of provisions of this CONTRACT into separate clauses and paragraphs, and the organization hereof are for the purpose of convenience only and shall not limit or otherwise affect the meaning hereof.
- BB. Severability:** If any term, covenant, condition, or provision of this CONTRACT is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated thereby.

- CC. Calendar Days:** Any reference to the word "day" or "days" herein shall mean calendar day or calendar days, respectively, unless otherwise expressly provided.
- DD. Attorney Fees:** In any action or proceeding to enforce or interpret any provision of this CONTRACT, or where any provision hereof is validly asserted as a defense, each PARTY shall bear its own attorney's fees, costs and expenses.
- EE. Interpretation:** This CONTRACT has been negotiated at arm's length and between persons sophisticated and knowledgeable in the matters dealt with in this CONTRACT. In addition, each party has been represented by experienced and knowledgeable independent legal counsel of their own choosing or has knowingly declined to seek such counsel despite being encouraged and given the opportunity to do so. Each PARTY further acknowledges that they have not been influenced to any extent whatsoever in executing this CONTRACT by any other PARTY hereto or by any person representing them, or both. Accordingly, any rule or law (including California Civil Code Section 1654) or legal decision that would require interpretation of any ambiguities in this CONTRACT against the party that has drafted it is not applicable and is waived. The provisions of this CONTRACT shall be interpreted in a reasonable manner to affect the purpose of the PARTIES and this CONTRACT.
- FF. Authority:** The PARTIES to this CONTRACT represent and warrant that this CONTRACT has been duly authorized and executed and constitutes the legally binding obligation of their respective organization or entity, enforceable in accordance with its terms.
- GG. Employee Eligibility Verification:** The SUBRECIPIENT warrants that it fully complies with all Federal and State statutes and regulations regarding the employment of aliens and others and that all its employees performing work under this CONTRACT meet the citizenship or alien status requirement set forth in Federal statutes and regulations. The SUBRECIPIENT shall obtain, from all employees, consultants and subcontractors 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 subcontractors 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 with the performance of the CONTRACT including, but not limited to, the costs of administering the CONTRACT. The COUNTY will provide reasonable notice of such and audit or inspection.

The COUNTY reserves the right to audit and verify the SUBRECIPIENT's records before Final payment is made.

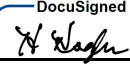
SUBRECIPIENT agrees to maintain such records for possible audit for a minimum of three years after final payment, unless a longer period of records retention is stipulated under this CONTRACT or by law. SUBRECIPIENT agrees to allow interviews of any employees or others who might reasonably have information related to such records. Further, SUBRECIPIENT agrees to include a similar right to the COUNTY to audit records and interview staff of any subcontractor related to performance of CONTRACT.

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

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

**\* COMMUNITY SENIORSERV, INC.:**

By:  \_\_\_\_\_  
DocuSigned by:  
5A904F02EB164FC...

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

Name: Holly Hagler  
 \_\_\_\_\_  
 (Print)

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

Title: President & CEO  
 \_\_\_\_\_

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

Dated: 5/1/2018  
 \_\_\_\_\_

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**

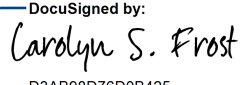
A Political Subdivision of the State of California

  
DS

By: \_\_\_\_\_  
 Dylan Wright, Director  
 OC Community Resources

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

**APPROVED AS TO FORM  
 DEPUTY COUNTY COUNSEL**

By:  \_\_\_\_\_  
DocuSigned by:  
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 DEPUTY COUNTY COUNSEL

Dated: 5/1/2018  
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**AGENCY NAME: Community SeniorServ, Inc.****COMBINED AREA 1 & 2****PROGRAM NAME(S): Congregate, HDM, Adult Day Care****FISCAL YEAR: 2018/2019****Case Management, In Home, Transportation**

<b>PROGRAM SERVICE</b>	<b>NUMBER OF ANNUAL SERVICE UNITS</b>		<b>UNDUPLICATED PERSONS SERVED</b>	
Adult Day Care	17,800	# of Hours	44	Registered
Community Services	N/A	Senior Center Activities (# of Hours)		Non-Registered
		Cash/Material Aid (# of Assurances)		
		Outreach (# of Contacts)		
		Interpretation/Translation (# of Contacts)		
Elder Abuse Prevention	N/A	# of Public Education Sessions		Non-Registered
		# of Training Sessions for Professionals		
		# of Training Sessions for Title III E Caregivers		
		Hours Spent Developing System to Respond to EA		
		# of Copies of Educational Materials Distributed		
		# of Individuals Reached Through Activities		
HICAP	N/A	Estimated # of Clients Counseled (Closed Intakes)		N/A
		Estimated # of Public and Media Events		
		Estimated # of Contacts for all Clients Counseled		
		Est. # of Persons Reached at Public & Media Events		
		# of Contacts with Medicare-Due-to-Disability Clients		
		Est. # of Contacts with Low Income Beneficiaries		
		Estimated # of Enrollment Assistance Contacts		
		Est. # of Part D& Enrollment Assistance Contacts		
		Estimated # of Counselor Hours in PSA 22		
		# of HICAP Legal Services Clients Served		
		Hours of Legal Representation to Clients		
		Hours of Program Consultation to Staff		
Legal Assistance	N/A	# of Hours		Non-Registered
		# of Pro Bono Hours		
Ombudsman	N/A	# of Cases Closed		N/A
		# of Training Sessions		
		# of Trainees		
		# of Hours of Training		
		# of Visits to SNFs (Unduplicated)		
		# of Visits to RCFEs (Unduplicated)		
		# of Volunteers Needed		
		# of Existing Volunteers		
Elderly Nutrition Program	230,500	# of Congregate Meals	7,200	Registered
	563,000	# of Home-delivered Meals	1,000	
	3,600	# of Nutrition Education Sessions (Congregate)	1,500	Non-
	3,000	# of Nutrition Education Sessions (Home Delivered)	970	Registered
Case Mgt/In Home:				
Case Management	8,100	# of Hours	700	Registered
Personal Care	846	# of Hours	25	
Homemaker	5,115	# of Hours	140	
Chore	40	# of Hours	5	
Transportation	15,869	# of One-Way Trips	270	Non-Reg.



CEO

4/12/2018

SIGNATURE

TITLE

DATE



**AGENCY NAME: Community SeniorServ, Inc.****AREA 1****PROGRAM NAME(S): Congregate, HDM, Adult Day Care,  
Case Management, In Home, Transportation****FISCAL YEAR: 2018/2019**

PROGRAM SERVICE	NUMBER OF ANNUAL SERVICE UNITS		UNDUPLICATED PERSONS SERVED	
Adult Day Care	17,800	# of Hours	44	Registered
Community Services	N/A	Senior Center Activities (# of Hours)		Non-Registered
		Cash/Material Aid (# of Assistances)		
		Outreach (# of Contacts)		
		Interpretation/Translation (# of Contacts)		
Elder Abuse Prevention	N/A	# of Public Education Sessions		Non-Registered
		# of Training Sessions for Professionals		
		# of Training Sessions for Title III E Caregivers		
		Hours Spent Developing System to Respond to EA		
		# of Copies of Educational Materials Distributed		
		# of Individuals Reached Through Activities		
HICAP	N/A	Estimated # of Clients Counseled (Closed Intakes)		N/A
		Estimated # of Public and Media Events		
		Estimated # of Contacts for all Clients Counseled		
		Est. # of Persons Reached at Public & Media Events		
		# of Contacts with Medicare-Due-to-Disability Clients		
		Est. # of Contacts with Low Income Beneficiaries		
		Estimated # of Enrollment Assistance Contacts		
		Est. # of Part D& Enrollment Assistance Contacts		
		Estimated # of Counselor Hours in PSA 22		
		# of HICAP Legal Services Clients Served		
		Hours of Legal Representation to Clients		
		Hours of Program Consultation to Staff		
Legal Assistance	N/A	# of Hours		Non-Registered
		# of Pro Bono Hours		
Ombudsman	N/A	# of Cases Closed		N/A
		# of Training Sessions		
		# of Trainees		
		# of Hours of Training		
		# of Visits to SNFs (Unduplicated)		
		# of Visits to RCFEs (Unduplicated)		
		# of Volunteers Needed		
Elderly Nutrition Program	164,273	# of Congregate Meals	5,131	Registered
	401,239	# of Home-delivered Meals	713	
	2,566	# of Nutrition Education Sessions (Congregate)	1,069	Non-Registered
	2,138	# of Nutrition Education Sessions (Home Delivered)	691	
Case Mgt/In Home:				
Case Management	5,773	# of Hours	499	Registered
Personal Care	603	# of Hours	18	
Homemaker	3,645	# of Hours	100	
Chore	29	# of Hours	4	
Transportation	11,310	# of One-Way Trips	192	Non-Reg.


**SIGNATURE**

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**TITLE**

4/12/2018

**DATE**

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4-18-18

AGENCY NAME: Community SeniorServ, Inc.			AREA 2	
PROGRAM NAME(S): Congregate, HDM, Adult Day Care, Case Management, In Home, Transportation			FISCAL YEAR: 2018/2019	
PROGRAM SERVICE	NUMBER OF ANNUAL SERVICE UNITS		UNDUPLICATED PERSONS SERVED	
Adult Day Care	N/A	# of Hours	-	Registered
Community Services	N/A	Senior Center Activities (# of Hours)		Non-Registered
		Cash/Material Aid (# of Assistances)		
		Outreach (# of Contacts)		
		Interpretation/Translation (# of Contacts)		
Elder Abuse Prevention	N/A	# of Public Education Sessions		Non-Registered
		# of Training Sessions for Professionals		
		# of Training Sessions for Title III E Caregivers		
		Hours Spent Developing System to Respond to EA		
		# of Copies of Educational Materials Distributed		
HICAP	N/A	# of Individuals Reached Through Activities		N/A
		Estimated # of Clients Counseled (Closed Intakes)		
		Estimated # of Public and Media Events		
		Estimated # of Contacts for all Clients Counseled		
		Est. # of Persons Reached at Public & Media Events		
		# of Contacts with Medicare-Due-to-Disability Clients		
		Est. # of Contacts with Low Income Beneficiaries		
		Estimated # of Enrollment Assistance Contacts		
		Est. # of Part D& Enrollment Assistance Contacts		
		Estimated # of Counselor Hours in PSA 22		
		# of HICAP Legal Services Clients Served		
		Hours of Legal Representation to Clients		
Legal Assistance	N/A	# of Hours		Non-Registered
		# of Pro Bono Hours		
Ombudsman	N/A	# of Cases Closed		N/A
		# of Training Sessions		
		# of Trainees		
		# of Hours of Training		
		# of Visits to SNFs (Unduplicated)		
		# of Visits to RCFEs (Unduplicated)		
		# of Existing Volunteers		
Elderly Nutrition Program	66,227	# of Congregate Meals	2,069	Registered
	161,761	# of Home-delivered Meals	287	
	1,034	# of Nutrition Education Sessions (Congregate)	431	Non-Registered
	862	# of Nutrition Education Sessions (Home Delivered)	279	
Case Mgt/In Home:				
Case Management	2,327	# of Hours	201	Registered
Personal Care	243	# of Hours	7	
Homemaker	1,470	# of Hours	40	
Chore	11	# of Hours	1	
Transportation	4,559	# of One-Way Trips	78	Non-Reg.

CEO

4/12/2018

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TITLE

DATE

KWR  
4-18-18

### **Title III B Adult Day Care**

Adult Day Care is an Older Americans Act Title III B Supportive Services program. Adult Day Care (ADC) centers are licensed community-based programs that provide non-medical care to persons in need of personal care services, supervision or assistance essential for sustaining the activities of daily living, or for the protection of the individual on less than a 24-hour basis. Adult Day Care programs help to prevent institutionalization of frail and disabled older adults by offering individual and group services in a supervised setting.

Services are provided Countywide to all eligible adults age 60 and older. Services provided at no cost; however, donations are encouraged.

The County reserves the right to adjust funding allocations in order to maximize the distribution of funds.

#### **Service Unit Expectations:**

Adult Day Care (1 Hour): Provision of personal care for dependent adults in a supervised, protective, congregate setting during some portion of a day. Services offered typically include social and recreational activities, training, counseling, and other services.

### **Title III B Case Management and In-Home Services**

Case Management and In-Home services (CM/IH) are administered by Service Area in conjunction with the Elderly Nutrition Program.

Case Management consists of the provision of professional assessment and care planning for frail older adults at risk of losing their independence.

In-Home services include Personal Care, Homemaker, and Chore services to provide assistance for frail older adults who otherwise could not remain in their homes.

Services are provided within designated service areas to eligible adults age 60 and older. No cost for services, however, donations are encouraged.

#### **Service Unit Expectations:**

Case Management (1 Hour): Assistance in the form of access coordination in circumstances where the older person is experiencing diminished functioning capacities, personal conditions or other characteristics which require the provision of services by formal service providers or family caregivers. Activities of case management include such practices as assessing needs, developing care plans, authorizing and coordinating services among providers, and providing follow-up and re-assessment, as required.

#### **In-Home services**

Personal Care (1 Hour): Personal assistance, stand-by assistance, supervision or cues (such as with eating, bathing, toileting, transferring in/out of bed/chair, walking, dressing, grooming).

Homemaker (1 Hour): Assistance such as preparing meals, shopping for personal and household items, managing money, using the telephone or doing light housework.

Chore (1 Hour): Assistance such as heavy housework, yard work or sidewalk and other home maintenance for an older adult.

**Title III B Nutrition Transportation**

Nutrition Transportation is a Title III B Supportive Service. Nutrition Transportation is administered by Service Area in conjunction with the Elderly Nutrition Program.

Services are provided within designated service area to eligible adults age 60 and older. Services are provided at no cost for, however, donations are encouraged.

**Service Unit Expectations:**

Transportation (1 One Way Trip): Transportation from one location to another. Does not include any other activity. May include travel vouchers and transit passes.

## **Elderly Nutrition Program**

The Elderly Nutrition Program is subject to Title III program requirements found in the Older Americans Act (OAA 42) (USC Section 3001-3058); Code of Federal Regulations (45 CFR XIII, 1321); Title 22, California Code of Regulations (CCR), Section 7000 et seq., and CDA Program Memoranda.

The purpose of the Elderly Nutrition Program is to provide nutrition services as described in the Older Americans Act of 1965, as amended, and to assist older individuals in California to live independently, by promoting better health through improved nutrition, and reduced isolation through programs coordinated with nutrition-related supportive services.

Services are provided in designated service areas to eligible adults age 60 and older. No cost for meals, however, participants are provided an opportunity to voluntarily contribute to the cost of the meal.

**Congregate Meals:** Also eligible for meals and other nutrition services are spouses of eligible participants, regardless of age; volunteers who provide needed services during meal service hours; persons with disabilities; persons who live with an eligible person; and older individuals who live in senior housing facilities with meal services.

**Home Delivery:** Eligible individuals must be homebound by reason of illness, incapacity, disability or otherwise isolated. Spouses and caregivers of eligible participants, regardless of age, may receive meals if it is deemed beneficial to the participant. An individual with a disability who resides with an older individual may receive a meal if it is deemed in the best interest of the homebound senior.

### **Service Unit Expectations:**

**Congregate Meals (1 Meal):** A meal provided to an eligible individual in a congregate group setting, that meets all of the requirements of the Older Americans Act and State/Local laws, and assures a minimum one-third of the Dietary Reference Intake, and shall comply with dietary guidelines for Americans.

**Home-Delivered Meals (1 Meal):** A meal provided to an eligible individual in his or her place of residence, that meets all of the requirements of the Older Americans Act and State/Local laws, and assures a minimum one-third of the Dietary Reference Intake, and shall comply with dietary guidelines for Americans.

**Nutrition Education (1 Session per Participant):** A program to promote better health by providing accurate and culturally sensitive nutrition, physical fitness, or health (as it relates to nutrition) information and instruction to participants, caregivers, or participants in a group or individual setting overseen by a dietitian or individual of comparable expertise. Methods of education may include demonstrations, audio-visual presentations, or small group discussions for congregate program participants. Handout materials may be used, but not limited to, as the sole education component for home-delivered meal program participants. Nutrition Education is required quarterly per congregate site and per home-bound participant.

## ATTACHMENT C

BUDGET

## ADULT DAY CARE PROGRAM

## Title III-B FUNDING

## 1. SUBRECIPIENT's Budget

Cost Categories	Budgeted Costs
Personnel	\$78,667
Travel and Training	\$370
Equipment	\$0
Consultant/Professional Services	\$20,227
Other Costs	\$38,399
Indirect Costs	\$0
Total Budgeted Costs	\$137,663

Matching	Match Amount
Cash	N/A
In-Kind	\$16,202
Total Match	\$16,202

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.

## ATTACHMENT C

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 10<sup>th</sup> 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.



## ATTACHMENT B

BUDGET

## CASE MANAGEMENT PROGRAM

## Title III-B FUNDING

## 1. SUBRECIPIENT's Budget

Cost Categories	Budgeted Costs
Personnel	\$157,610
Travel and Training	\$4,414
Equipment	\$0
Consultant/Professional Services	\$29,654
Other Costs	\$43,329
Indirect Costs	\$0
Total Budgeted Costs	\$235,007

Matching	Match Amount
Cash	N/A
In-Kind	\$27,659
Total Match	\$27,659

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## ATTACHMENT B

BUDGET

## IN-HOME CARE PROGRAM

## Title III-B FUNDING

## 1. SUBRECIPIENT's Budget

Cost Categories	Budgeted Costs
Personnel	\$56,394
Travel and Training	\$1,287
Equipment	\$0
Consultant/Professional Services	\$137,349
Other Costs	\$20,487
Indirect Costs	\$0
Total Budgeted Costs	\$215,517

Matching	Match Amount
Cash	N/A
In-Kind	\$25,365
Total Match	\$25,365

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.

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## ATTACHMENT B

BUDGET

## NUTRITION TRANSPORTATION

## Title III-B FUNDING

## 1. SUBRECIPIENT's Budget

Cost Categories	Budgeted Costs
Personnel	\$66,562
Travel and Training	\$876
Equipment	\$0
Consultant/Professional Services	\$200,045
Other Costs	\$5,390
Indirect Costs	\$0
Total Budgeted Costs	\$272,872

Matching	Match Amount
Cash	N/A
In-Kind	\$32,115
Total Match	\$32,115

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## ATTACHMENT B

BUDGET

## CONGREGATE PROGRAM

## Title III-C, STATE, AND NSIP FUNDING

## 1. SUBRECIPIENT's Budget

Cost Categories	Budgeted Costs
Personnel	\$980,976
Travel and Training	\$9,762
Equipment	\$0
Food	\$292,163
Consultant/Professional Services	\$174,730
Other Costs	\$276,763
Indirect Costs	\$0
Total Budgeted Costs	\$1,734,394

Matching	Match Amount
Cash	N/A
In-Kind	\$162,171
Total Match	\$162,171

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## ATTACHMENT B

BUDGET

## HOME DELIVERED MEALS PROGRAM

## Title III-C, STATE, AND NSIP FUNDING

## 1. SUBRECIPIENT's Budget

Cost Categories	Budgeted Costs
Personnel	\$1,108,855
Travel and Training	\$13,746
Equipment	\$0
Food	\$730,167
Consultant/Professional Services	\$257,013
Other Costs	\$430,081
Indirect Costs	\$0
Total Budgeted Costs	\$2,539,862

Matching	Match Amount
Cash	N/A
In-Kind	\$211,304
Total Match	\$211,304

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.

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**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, 4<sup>th</sup> Floor  
Santa Ana, CA 92706

#### **Comprehensive Documentation Requirements**

In addition to abbreviated documentation, compile and submit:

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

### **ACTION:**

**Distribute this policy to all appropriate staff**

### **INQUIRIES:**

**Inquiries may be directed to OCCR Accounts Payable at:  
OCCRAccountsPayable@occr.ocgov.com**

## ATTACHMENT D



**FOCAL POINTS**  
**FY 2018-19**

<b>Designated Community Focal Points</b>	<b>Address</b>
Abrazar	7101 Wyoming
	Westminster, CA 92683
Abrazar at Midway City Community Center	14900 Park Lane
	Midway City, CA 92655
Anaheim Senior Citizen Center	250 E. Center
	Anaheim, CA 92805
Asian American Senior Citizens Service Center	850 N. Birch St.
	Santa Ana, CA 92701
Bell Tower Regional Community Center	22232 El Paseo
	Rancho Santa Margarita, CA 92688
Brea Senior Center	500 S. Sievers Avenue
	Brea, CA 92821
Brookhurst Community Center	2271 W. Crescent Ave
	Anaheim, CA 92801
Buena Park Senior Activity Center	8150 Knott Avenue
	Buena Park, CA 90620
The Center at Founders Village Senior & Community Center	17967 Bushard Street
	Fountain Valley, CA 92708
Community Action Partnership of OC (Anaheim Independencia Senior Center)	10841 Garza
	Anaheim, CA 92804
Costa Mesa Senior Center	695 West 19th Street
	Costa Mesa, CA 92627
Cypress Senior Citizen Center	9031 Grindlay
	Cypress, CA 90603
Dana Point Senior Center	34052 Del Obispo
	Dana Point, CA 92629

## ATTACHMENT D

Dorothy Visser Senior Center	117 Avenida Victoria
	San Clemente, CA 92672
Florence Sylvester Memorial Senior Center	23721 Moulton Parkway
	Laguna Hills, CA 92653
Fullerton Senior Multi-Purpose Center	340 W. Commonwealth
	Fullerton, CA 92832
H. Louis Lake Senior Center	11300 Stanford Avenue
	Garden Grove, CA 92840
Hope Community Services	1538 Century Blvd.
	Santa Ana, CA 92703
Jewish Federation & Family Services, Orange County	1 Federation Way
	Irvine, CA 92603
Korean American Seniors Assn. of OC	9884 Garden Grove Blvd
	Garden Grove, CA 92844
La Habra Community Center	101 West La Habra Blvd
	La Habra, CA 90631
La Palma Senior Club	7821 Walker St
	La Palma, CA 90623
City of Lake Forest Senior Center	25550 Commercentre Dr.
	Lake Forest, CA 92630
Lakeview Senior Center	20 Lake Road
	Irvine, CA 92604
Los Alamitos Recreation & Community Services	10911 Oak St.
	Los Alamitos, CA 90720
Norman P. Murray Senior Center	24932 Veterans Way
	Mission Viejo, CA 92692
North Orange Senior Center	1001 East Lincoln
	Orange, CA 92865
North Seal Beach Community Center	3333 St. Cloud Drive
	Seal Beach, CA 90740
Oasis Senior Center	801 Narcissus Avenue
	Newport Beach, CA 92625

## ATTACHMENT D

Orange Senior Center	170 South Olive St.
	Orange, CA 92866
Placentia Senior Center	143 S. Bradford Avenue
	Placentia, CA 92870
Rancho Senior Center	3 Ethel Coplen Way
	Irvine, CA 92612
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 92701
Sea Country Senior & Community Center	24602 Aliso Creek Road
	Laguna Niguel, CA 92677
Seal Beach Senior Center	707 Electric Ave.
	Seal Beach, CA 90740
Senior Center in Central Park	18041 Goldenwest Street
	Huntington Beach, CA 92648
Southern California Indian Center, Inc.	10175 Slater Ave. #150
	Fountain Valley, CA 92708
Southland Integrated Services	1618 W. 1 <sup>st</sup> . St.
	Santa Ana, CA 92703
Southwest Senior Center	2201 W. McFadden Ave.
	Santa Ana, CA 92704
Stanton Senior Center	7800 Katella Ave.
	Stanton, CA 90680
The Susi Q. Senior Center (Laguna Beach Senior Center)	380 Third Street
	Laguna Beach, CA 92651
Trabuco Center	5701 Trabuco Road
	Irvine, CA 92620
Tustin Area Senior Center	200 S. "C" St.
	Tustin, CA 92780
Westminster Senior Center	8200 Westminster Blvd.

ATTACHMENT D

	Westminster, CA 92683
Yorba Linda Senior Center	4501 Casa Loma
	Yorba Linda, CA 92886



**EXHIBIT 1****COUNTY OF ORANGE CHILD SUPPORT ENFORCEMENT  
CERTIFICATION REQUIREMENTS**

This data shall be transmitted to governmental agencies charged with the establishment and enforcement of child support order and for no other purposes and shall be held confidential by those agencies.

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

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)*

**Exhibit 2  
Page 1 of 1****CERTIFICATION REGARDING LOBBYING  
CERTIFICATION FOR CONTRACTS, GRANTS, LOANS,  
AND COOPERATIVE AGREEMENTS**

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all\* subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all\* subrecipients shall certify and disclose 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.

Community SeniorServ

Grantee/Contractor Organization

Holly Hagler

Name

President & CEO

Title

DocuSigned by:



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).

**Exhibit 3**  
**Page 1 of 3**

## 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.

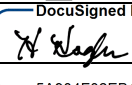
Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments 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.

**Exhibit 3**  
**Page 2 of 3**

Not Applicable

**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		
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		
<div> <div> 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. </div> <div> <p>DocuSigned by:</p> <p>Signature: </p> <p>5A904F02EB164FC...</p> <p>Print Name: <b>Holly Hagler</b></p> <p>Title: <b>President &amp; CEO</b></p> <p>Telephone No:</p> <p>Date: <b>5/1/2018</b></p> </div> </div>		

**DISCLOSURE OF LOBBYING ACTIVITIES**  
**CONTINUATION SHEET**  
Approved by OMS - 0348-0046

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

\_\_\_\_\_

\_\_\_\_\_Page\_\_\_\_\_of\_\_\_\_\_