

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

406



FROM: Office on Aging

SUBMITTAL DATE:
1/29/2014

SUBJECT: Standard Agreement FA-1316-21 between California Department of Aging (CDA) and County of Riverside Office on Aging (OoA) for Federal Financial Alignment (FA) grant to provide Health Insurance Counseling and Advocacy Program (HICAP). [Districts – ALL] [Total Cost: \$80,322] [Source of funds – 100% Federal].

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify and Authorize Chair to execute Standard Agreement FA-1316-21 (December 1, 2013 – May 31, 2016) with the California Department of Aging (CDA) for federal Financial Alignment (FA) grant to provide Health Insurance Counseling Program;
2. Approve and direct the Auditor-Controller's Office to make the budget adjustment as shown in Schedule A, attached; and
3. Return four (4) copies of the Agreement to the Office on Aging for further processing.

BACKGROUND:

Summary

The Cal MediConnect demonstration is a joint effort between California's Medi-Cal program and the

Michele Haddock

Michele Haddock
Director

(Continued on Page 2)

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 40,161	\$ 40,161	\$ 80,322	\$	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$	\$	\$	\$	
SOURCE OF FUNDS: 100% Federal				Budget Adjustment: Yes	
				For Fiscal Year: 13/14	

C.E.O. RECOMMENDATION:

APPROVE

BY:

Lani Sioson

Lani Sioson

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

FISCAL PROCEDURES APPROVED
 PAUL ANGULO, CPA, AUDITOR-CONTROLLER
 BY: *[Signature]* DATE: 2/4/14
 Departmental Concurrence
 FORM APPROVED COUNTY COUNSEL
 BY: NEAL R. KIPNIS DATE: 1/27/14

- A-30
- Positions Added
- 4/5 Vote
- Change Order

Prev. Agn. Ref.: | **District:** All | **Agenda Number:**

3-22

SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA
FORM 11: Standard Agreement FA-1316-21 between California Department of Aging (CDA) and County of Riverside Office on Aging (OoA) for Federal Financial Alignment (FA) grant to provide Health Insurance Counseling and Advocacy Program (HICAP). [Districts – ALL] [Total Cost: \$80,322] [Source of funds – 100% Federal].

DATE: 1/29/2014

PAGE: Page 2 of 3

BACKGROUND:

Summary (continued)

Federal Medicare program. The goal is to promote coordinated delivery of medical, behavioral health, long-term institutional and home and community-based services through a single organized system to older adults and people with disabilities who are dually eligible for both Medi-Cal and Medicare. The Federal Financial Alignment grant is to support local HICAPs in providing outreach, education, and counseling to dual eligible beneficiaries to help them understand their Cal MediConnect coverage options.

Impact on Citizens and Businesses

These funds are to be utilized in accordance with HICAP eligible service population to provide program participants education and counseling to obtain a better understanding of their Cal MediConnect coverage options.

SUPPLEMENTAL:

Additional Fiscal Information

Current fiscal year funds will be increased by the Schedule A below. Additional funds will be included in the County budget process in consecutive fiscal years.

There is no impact to County General Funds and we are requesting no additional matching requirements.

ATTACHMENTS (if needed, in this order):

A. **BUDGET ADJUSTMENT** - Attached.

SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA

FORM 11: Standard Agreement FA-1316-21 between California Department of Aging (CDA) and County of Riverside Office on Aging (OoA) for Federal Financial Alignment (FA) grant to provide Health Insurance Counseling and Advocacy Program (HICAP). [Districts – ALL] [Total Cost: \$80,322] [Source of funds – 100% Federal].

DATE: 1/29/2014

PAGE: Page 3 of 3

Attachment A

**Office on Aging
Schedule A
FY2013/2014**

Increase Office on Aging Estimated Revenue:

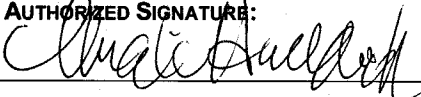
21450-5300100000-767140	Fed-Misc. Reimbursement	\$	40,161
-------------------------	-------------------------	----	--------

Increase Office on Aging Appropriation:

21450-5300100000-536200	Contrib. to other Non-County Agency	\$	36,145
21450-5300100000-527780	Special Program Expense	\$	4,016
		\$	<u>40,161</u>

CONTRACTOR/VENDOR CONFIDENTIALITY STATEMENT

CDA 1024 (REV 1/07)

CERTIFICATION	
I hereby certify that I have reviewed this Confidentiality Statement and will comply with the following Statements.	
CONTRACTOR/VENDOR NAME: RIVERSIDE COUNTY OFFICE ON AGING	CONTRACT NUMBER: 951-867-3800
AUTHORIZED SIGNATURE: 	PRINTED NAME AND TITLE OF PERSON SIGNING: Michele Haddock, Director
<p>In compliance with Government Code 11019.9, Civil Code 1798 Et. Seq., Management Memo 06-12 and Budget Letter 06-34 the California Department of Aging (CDA) hereby requires the Contractor/Vendor to certify that:</p> <ul style="list-style-type: none">• confidential information shall be protected from disclosure in accordance with all applicable laws, regulations and policies.• all access codes which allow access to confidential information will be properly safeguarded.• activities by any individual or entity that is suspected of compromising confidential information will be reported to CDA by completing a Security Incident Report, CDA 1025.• any wrongful access, inspection, use, or disclosure of confidential information is a crime and is prohibited under State and federal laws, including but not limited to California Penal Code Section 502; California Government Code Section 15619, California Civil Code Section 1798.53 and 1798.55, and Health Insurance Portability and Accountability Act.• any wrongful access, inspection, use, disclosure, or modification of confidential information may result in termination of this Contract/Agreement.• obligations to protect confidential information obtained under this Contract/Agreement will continue after termination of the Contract/Agreement with CDA.• all employees/subcontractors of the Contractor/Vendor will complete the required Security Awareness Training module located at www.aging.ca.gov, within 30 days of the start date of this Contract/Agreement or within 30 days of the start date of any new employee or subcontractor. Contractor/Vendor may substitute CDA's Security Awareness Training program with its Security Training provided such training meets or exceeds CDA's training requirement.• all employees/subcontractors of the Contractor/Vendor will be notified of CDA's confidentiality and data security requirements.• CDA or its designee will be granted access by the Contractor or Vendor to any computer-based confidential information within the scope of the Contract.	

CONTRACTOR/VENDOR CONFIDENTIALITY STATEMENT

CDA 1024 (REV 1/07)

- I agree to protect the following types of confidential information which include but not limited to:
 - Social Security number
 - Medical information
 - Claimant and employer information
 - Driver License information
 - Information about individuals that relate to their personal life or identifies or describes an individual
 - Other agencies' confidential and proprietary information
 - Criteria used for initiating audit selection
 - Methods agencies use to safeguard their information (computer systems, networks, server configurations, etc.)
 - Any other information that is considered proprietary, a copyright or otherwise protected by law or contract.

- I agree to protect confidential information by:
 - Accessing, inspecting, using, disclosing or modifying information only for the purpose of performing official duties
 - Never accessing, inspecting, using, disclosing, or modifying information for curiosity, personal gain, or any non-business related reason
 - Securing confidential information in approved locations
 - Never removing confidential information from the work site without authorization.

STATE OF CALIFORNIA
STANDARD AGREEMENT

STD 213 (Rev 06/03)

AGREEMENT NUMBER

FA-1316-21

REGISTRATION NUMBER

1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME

California Department of Aging

CONTRACTOR'S NAME

COUNTY OF RIVERSIDE

2. The term of this Agreement is: December 1, 2013 Through May 31, 2016

3. The maximum amount of this Agreement is: **\$ 80,322.00**
 Eighty thousand three hundred twenty-two and 00/100 dollars

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

Exhibit A – Scope of Work 14 page(s)

Exhibit B – Budget Detail, Payment Provisions, and Closeout 7 page(s)

Exhibit C* – General Terms and Conditions GTC 610

Check mark one item below as Exhibit D:

Exhibit - D Special Terms and Conditions (Attached hereto as part of this agreement) 30 page(s)

Exhibit - D* Special Terms and Conditions _____ page(s)

Items shown with an Asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto. These documents can be viewed at www.ols.dgs.ca.gov/Standard+Language

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR

CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.)
 COUNTY OF RIVERSIDE

BY (Authorized Signature)

DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

ADDRESS

6296 Rivercrest Drive, Suite K Riverside CA 92507

STATE OF CALIFORNIA

AGENCY NAME

California Department of Aging

BY (Authorized Signature)

DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

Dyanne Macias, Manager, Contracts and Business Services

ADDRESS

1300 National Drive, Suite 200, Sacramento CA. 95834

California Department of General Services Use Only

Exempt per: None

FORM APPROVED BY COUNTY COUNSEL
 BY: NEAL R. KIPNIS DATE: 11/20/14

SCOPE OF WORK

1. Contractor agrees to provide to the California Department of Aging services under Agreement No. FA-1316-21 in accordance with this Agreement.
2. The services shall be performed in Planning and Service Area 21.
3. The services shall be provided as needed.
4. The project representatives during the term of this agreement will be:

State Agency: California Department of Aging	Contractor COUNTY OF RIVERSIDE
Name: Denise Crandall	Name: Mr. County of Riverside
Phone (916) 419-7507	Phone: (951) 867-3800
Fax: (916) 928-2508	Fax: (951) 867-3830

Direct all contract inquiries to:

State Agency: California Department of Aging	Contractor: COUNTY OF RIVERSIDE
Section/Unit: Business Services and Contracts	Section/Unit: Administration
Attention: Don Fingado	Attention: Mr. County Of Riverside
Address: 1300 National Drive, Suite 200 Sacramento, CA 95834	Address: 6296 Rivercrest Drive, Suite K Riverside CA 92507
Phone: (916) 419-7157	Phone: (951) 867-3800
Fax: (916) 928-2500	Fax: (951) 867-3830
Email: don.fingado@aging.ca.gov	Email: rcaging@rcaging.org

**Contract Terms and Conditions – Exhibit A
Financial Alignment Contract**

ARTICLE I. DEFINITIONS

- A. **Accomplishments** mean tasks that were accomplished during this reporting period.
- B. **Cal MediConnect** (formerly the Dual Eligible Demonstration Project) means a demonstration program that coordinates health care services for people with Medicare and Medi-Cal through an integrated system of health care delivery, including medical, behavioral, and long-term support. Cal MediConnect is authorized by Section 1115A of the Social Security Act (added by Section 3021 of the Patient Protection and Affordable Care Act, PL 111-148), and it is a key element of California's Coordinated Care Initiative (CCI). The CCI was authorized pursuant to SB 1008 (Chapter 33, Statutes of 2012) and SB 1036 (Chapter 45, Statutes of 2012).
- C. **Contractor** means the Area Agency on Aging (AAA) awarded funds under this Agreement and which is accountable to the State and/or federal government for use of these funds and is responsible for executing its provisions and services.
- D. **Dual Eligible Beneficiaries** means individuals who qualify for both public health insurance programs, Medicare and Medi-Cal.
- E. **Eligible Service Population** means dual eligible beneficiaries targeted for enrollment into a Cal MediConnect Health Plan.
- F. **Enhanced Outreach** means outreach activities above and beyond routine activities planned in response to other funding (e.g., basic State Health Insurance Assistance Program (SHIP) Funds), tailored to the specific needs of dual eligible beneficiaries targeted for enrollment into a Cal MediConnect Health Plan.
- G. **Enrollment Brokers** means third-party entities that enroll beneficiaries into Cal MediConnect plans of their choice or in some cases, passively enroll beneficiaries who do not make a choice.
- H. **Financial Alignment Model** means the model the State is using to enroll dual eligible beneficiaries in managed care plans that integrate benefits and align financial incentives between Medicare and Medi-Cal.
- I. **Health Insurance Counseling and Advocacy Program (HICAP)** is defined in State law, Welfare and Institutions Code (W&I), Section 9541.
- J. **Indirect Costs** means costs incurred for a common or joint purpose benefitting more than one cost objective and not readily assignable to the cost objective specifically benefitted without effort disproportionate to the results achieved.

**Contract Terms and Conditions – Exhibit A
Financial Alignment Contract**

ARTICLE I. DEFINITIONS (Continued)

- K. **Milestones** means high-level goals that define the phases of this project.
- L. **Options Counseling** means the provision of local counseling and informational resources that enable dual eligible beneficiaries to make informed decisions about options they have for receiving their Medicare and Medi-Cal benefits.
- M. **State HICAP Automated Report Program (SHARP)** means the State's proprietary database for reporting HICAP data to the Centers for Medicare and Medicaid Services (CMS).
- N. **Social Security Act Section 1115A** means the section added by Section 3021 of the Patient Protection and Affordable Care Act (PPACA) (P.L. 111-148) that authorizes the Innovation Center to test innovative payment and service delivery models to reduce program expenditures under Medicare, Medicaid, and the Children's Health Insurance Program while preserving or enhancing quality of life.
- O. **State and Department** mean the State of California and the California Department of Aging (CDA) interchangeably.
- P. **Subcontractor or Vendor** means the legal entity that receives funds from the Contractor to provide direct services identified in the Agreement. Subcontract and/or Vendor Agreement means a subcontract and/or vendor agreement supported by funds from this Agreement.

ARTICLE II. SCOPE OF WORK

- A. General Provisions
 - 1. The Scope of Work shall be performed by the AAA and/or its HICAP subcontractor.
 - 2. All contract and subcontract activities must be over and above those related activities provided through other funding sources (e.g., basic federal SHIP funds) and must meet CDA and CMS performance requirements.
- B. Contractor if providing HICAP directly or through a subcontract shall:
 - 1. Ensure that the Eligible Service Population is provided with enhanced outreach activities, materials, and options counseling regarding Cal MediConnect and alternatives. Outreach materials and counseling activities should be health literate, culturally/linguistically appropriate, and

**Contract Terms and Conditions – Exhibit A
Financial Alignment Contract**

ARTICLE II. SCOPE OF WORK (Continued)

specific to the needs of the Eligible Service Population regarding Cal MediConnect benefits and options.

2. Ensure that individuals in the Eligible Service Population have access to information and counseling to empower them to make informed decisions about their Medicare and Medi-Cal benefit options. This information and counseling shall be unbiased, timely, accurate, and consumer-friendly. It shall include, but not be limited to, how and when the project will be implemented, appeal rights, and how to participate in the program.
3. Ensure the provision of enhanced outreach activities and materials to partners, beneficiary caregivers, providers, and other aging network programs (e.g., Information and Assistance, Aging and Disability Resource Centers (ADRC), county Medi-Cal offices, and not-for-profit agencies) regarding Cal MediConnect and the availability of HICAP options counseling for the Eligible Service Population and refer beneficiaries to other resources as needed.
4. Provide a detailed work plan to CDA outlining performance goals, measurable outcomes, major objectives, key tasks, and time frames (start and end dates). Work plans must also ensure coordination with the State's enrollment brokers and vendor(s) and appeals mechanisms associated with the Financial Alignment model.
5. Ensure adequate staffing to cover all contract requirements and timelines.
6. Ensure that all persons affiliated with the program and who provide counseling, including paid personnel and volunteers, are trained and registered with the State as HICAP Counselors in accordance with law, regulation, and the HICAP Program Manual, which is incorporated by reference.
7. Ensure that a customer satisfaction process and a related corrective action plan are implemented.
8. Prepare and submit the budget to the CDA Fiscal Team. Submit mid-term and annual budget reports as specified by CDA.
9. Monitor, on an ongoing basis, all use of contract funds through reporting, regular contact, or other means to provide reasonable assurance that the contract funds are administered in compliance with laws, regulations, and the provisions of contract and that performance goals are achieved [OMB Circular A-133.400(d)(3)]. Program and fiscal monitoring shall be

**Contract Terms and Conditions – Exhibit A
Financial Alignment Contract**

ARTICLE II. SCOPE OF WORK (Continued)

performed during the award year. Provide support and technical assistance to subcontractors and respond in writing to all their written requests for direction and guidance.

10. Ensure that all responsible persons have access to up-to-date materials, standards, policies, and procedures relevant to Cal MediConnect.
11. Ensure all applicable provisions required within this Agreement are included in any subcontract entered into by the Contractor pursuant to this Agreement.
12. Review, approve, and monitor subcontractor budgets and expenditures and any subsequent amendments and revisions to budgets. The Contractor shall, to the extent feasible, ensure that all budgeted funds are expended by the end of each fiscal year.
13. Provide timely notice to CDA of any changes to the program or changes in the status of the Contractor that could restrict the operations of, or access to, HICAP services. Require the subcontractor to provide timely notice to the Contractor of any changes to the program or changes in the status of the subcontractor that could restrict operation of, or access to, HICAP services. These changes include, but are not limited to: personnel changes, program or project phone number changes, headquarters office address changes, and mailing address changes. If subcontracted, the Contractor will forward this information to the CDA HICAP team.
14. Ensure that all records containing confidential client information shall be handled in a confidential manner and in accordance with the requirements for monitoring, audits, and confidentiality, as outlined in Exhibit D, Articles VI, IX, X, and XVIII.
15. Collect, verify, approve, and report all required data to CDA using the State HICAP Automated Reporting System (SHARP).

C. Other Provisions and Assumptions

1. CDA HICAP Team approval of the work plan and contract budget, which are hereby incorporated by reference, is required before payments under this contract can be made to the AAA.

**Contract Terms and Conditions – Exhibit A
Financial Alignment Contract**

ARTICLE II. SCOPE OF WORK (Continued)

2. The Contractor shall:

- a. Ensure services are provided to the Eligible Service Population as defined in Exhibit A, Article I, Section F.
- b. Comply with all applicable standards and guidelines for procurement of supplies, equipment, and services as provided in 45 CFR, Part 74, and 45 CFR, Part 92, "Procurement Standards."
- c. Ensure that project staff and volunteers neither engage in the solicitation of insurance nor endorse the services of any insurer or managed care plan, claims processing organization, or other enterprise that could benefit from activities conducted by the HICAP. All project staff and volunteers shall provide HICAP educational services in a manner that is objective and impartial and shall provide counseling consistent with the best interests of the clients and which preserves the independent decision-making responsibilities of the client.
- d. Ensure that the project, project staff, and project volunteers shall not have a conflict of interest such as, but not limited to, a business relationship with insurers, health plans, or organizations posing a conflict of interest. The Contractor shall assure that project staff and volunteers do not accept money or gifts from any client in exchange for services in accordance with Department guidance on conflict of interest and the HICAP Program Manual.
- e. Take all reasonable and necessary measures to ensure that advisors, employees, and volunteers associated with the operation of HICAP agree to act in a manner that prevents the appearance of impropriety or any other act which would place in jeopardy HICAP's reputation as an independent and impartial program. The Contractor shall ensure that advisors and governing board members shall recuse themselves from HICAP business if they are employed by, or receive compensation from, the health insurance or managed health care industries.

D. Data Reporting and Collection

- 1. The Contractor shall have, either as a direct or contracted HICAP, written reporting procedures that ensure that all performance data reports submitted are timely, complete, accurate and verifiable, using CDA-approved reporting procedures and timelines.

**Contract Terms and Conditions – Exhibit A
Financial Alignment Contract**

ARTICLE II. SCOPE OF WORK (Continued)

The Contractor shall coordinate with its HICAP to meet the data reporting requirements as specified by CDA and CMS.

2. The Contractor shall ensure, either as a direct or contracted HICAP, that program performance data is entered into the State HICAP Automated Reporting Program (SHARP) in accordance with Department requirements [W&I Code, Section 9541(c)(8)].
3. The Contractor shall review and approve program performance data entered into SHARP.
4. The Contractor shall provide the following reports in accordance with the report schedule outlined below:
 - a. **Quarterly Data Element Reports:** Contractors are required to track and enter required data elements (see section 5 below) on a quarterly basis using SHARP. The quarterly reports are due 4/15, 7/15, 10/15, and 1/15.

Quarter	Reporting Period	Due Date
One	January 1 – March 31	April 15
Two	April 1 – June 30	July 15
Three	July 1 – September 30	October 15
Four	October 1 – December 31	January 15

- b. **Mid-Term Progress Reports:** A narrative mid-term progress report is due halfway through each project year.

Mid-Term Reports	Reporting Period	Due Date
Project Year 2013-14	6/4/13-12/3/13	12/13/13
Project Year 2014-15	6/4/14-12/3/14	12/12/14
Project Year 2015-16	6/4/15-12/3/15	12/11/15

- c. **Year-End Reports:** A narrative year-end progress report covering a 12-month reporting period is due after the end of the first and second project years.

Year-End Reports	Reporting Period	Due Date
Project Year 2013-14	6/4/13-6/3/14	8/7/14
Project Year 2014-15	6/4/14-6/3/15	8/7/15

**Contract Terms and Conditions – Exhibit A
Financial Alignment Contract**

ARTICLE II. SCOPE OF WORK (Continued)

- d. **Final Report:** A final report is required at the end of the three-year contract period.

Final Report	Reporting Period	Due Date
Project Year	6/4/13-6/3/16	8/5/16

5. The Contractor shall provide the following minimum required data elements for quarterly reporting in SHARP:
- a. Number of HICAP counselors serving dual eligible beneficiaries by zip code and county.
 - b. Number of HICAP counselors trained on the financial alignment demonstration by zip and county.
 - c. Number of referrals to HICAP from:
 - Medi-Cal office
 - Enrollment brokers
 - 1-800-MEDICARE
 - CMS Federal Coordinated Health Care Office (FCHCO)
 - Other
 - d. Number of types of topics discussed or services provided to beneficiaries:
 - Enrollment broker assistance
 - Letters received from Medi-Cal office
 - Managed care options
 - Opt-out of program
 - Enrollment assistance
 - Other Medicare issues
 - Publications and other materials
 - e. Number and type of referrals:
 - Referred to other service(s)/organizations
 - Referred to enrollment broker
 - Referred to the appeals process
 - f. Number of beneficiaries that elected to opt-out.

**Contract Terms and Conditions – Exhibit A
Financial Alignment Contract**

ARTICLE II. SCOPE OF WORK (Continued)

- g. Number of beneficiaries who remained in assigned managed care program.
6. The Contractor shall provide the following information in all narrative reports (mid-term, annual, final):
- Program name
 - Program leader name
 - Reporting period
 - Budget status – include amounts for planned expenditure, actual expenditure, and deficit/surplus
 - Work plan chart/timeline status
 - Project description – short summary
 - Milestones – record milestones that have been reached at this point in the project
 - Accomplishments
 - Goals projected to be completed during the next reporting period
 - Issues that must be addressed for the project to be successful
7. The Contractor shall provide the following information upon request from CDA:
- A list of partners, their role(s), and expected outcome(s);
 - Confirmation of a Memorandum of Understanding (MOU) and/or contract in place with such partners.
8. CDA reserves the right to modify performance reporting terms and conditions to ensure compliance with federal government guidelines and requirements.

ARTICLE III. CONTINUITY OF SERVICE AND TRANSITION PLAN

A. In the event of a change in HICAP Contractors or subcontractors during the term of the FA Contract, the Contractor shall assure that a subsequent HICAP subcontractor is available to complete any open cases or transactions during the transition period. This shall include all requirements specified in Exhibits A, B, C and D of the FA Contract.

B. Transition Plan

The Contractor shall submit a transition plan to the Department for approval within 15 days of a written Notice of Termination by CDA or Notice of Intent to Terminate by the Contractor or subcontractor.

**Contract Terms and Conditions – Exhibit A
Financial Alignment Contract**

ARTICLE III. CONTINUITY OF SERVICE AND TRANSITION PLAN (Continued)

The transition plan must be approved by the Department prior to implementation and shall at a minimum include the following:

1. A description of how open or active counseling and legal cases (if applicable) shall be transitioned to the new contractor.
 2. A description of how names, addresses, and telephone numbers of current clients will be handled and transferred to the new contractor.
 3. A description of how clients will be notified about the change and how their services will be continued.
 4. A description of how communications with other HICAP sites, local agencies and advocacy organizations may be made to assist in locating alternative services as needed.
 5. A description of how community referral sources will be informed of the change of Contractor or subcontractor and the continuation of services.
 6. A description of how sensitive, confidential records, including personal health information, will be transferred to ensure adequate protection of the records.
 7. A description of the qualifications of requisite staff that would ensure continued provision of services through the term of the existing contract. [Title 22, Section 7206(e)(4)]
 8. A plan that specifies a timeline for the transition.
 9. A plan to conduct a property inventory and transfer, or return to the Department all equipment purchased with FA Contract funds as directed by the Department.
 10. Additional information as necessary to effect a safe transition of clients from the outgoing Contractor to the new Contractor.
- C. The Contractor shall implement the transition plan as approved by the Department.
- D. The Department will monitor the Contractor's progress in carrying out all elements of the transition plan.

**Contract Terms and Conditions – Exhibit A
Financial Alignment Contract**

ARTICLE IV. FINANCIAL ALIGNMENT CONTRACT SPECIFIC TERMS AND CONDITIONS

- A. This Agreement is issued under the authority of the Section 1115A of the Social Security Act (added by Section 3021 of the Patient Protection and Affordable Care Act, PL 111-148). By receiving funds under this Agreement, the Contractor agrees that it will carry out the project/program as authorized and will comply with the terms and conditions and other requirements of this Agreement.
- B. **Trafficking Victims Protection Act of 2000**
 - 1. This Agreement is subject to the requirement of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104).
 - 2. Subrecipients under this award, and subrecipients' employees shall no:
 - a. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
 - b. Procure a commercial sex act during the period of time that the award is in effect; or
 - c. Use forced labor in the performance of the award or subawards under the award.
 - 3. Violation of this Act by the contractor and subcontractor may result in termination of this award.

**ARTICLE V. BILINGUAL AND LINGUISTIC PROGRAM SERVICES [GC 11135-11139.5]
[Title 22 CCR Sections 98211, 98310-98314, 98324- 98326, 98340-98370]**

A. Needs Assessment

- 1. The Contractor shall conduct a cultural and linguistic group needs assessment of the eligible client population in the Contractor's service area to assess the language needs of the population and determine what reasonable steps are necessary to ensure meaningful access to services and activities to eligible individuals. [Title 22 CCR 98310, 98314]
- 2. The group needs assessment shall take into account the following four factors:
 - a. Number or proportion of Limited English Proficient (LEP) persons eligible to be served or encountered by the program.
 - b. Frequency with which LEP individuals come in contact with the program.
 - c. Nature and importance of the services provided.

**Contract Terms and Conditions – Exhibit A
Financial Alignment Contract**

ARTICLE V. BILINGUAL AND LINGUISTIC PROGRAM SERVICES (Continued)

d. Local or frequently used resources available to the Contractor.

This group needs assessment will serve as the basis for the Contractor's determination of "reasonable steps" and provide documentary evidence of compliance with GC Section 11135 et seq., and Sections 98000-98382 of Title 22 of the CCR.

3. The Contractor shall prepare and make available a report of the findings of the group needs assessment that summarizes:
 - a. Methodologies used.
 - b. The linguistic and cultural needs of non-English speaking or LEP groups.
 - c. Services proposed to address the needs identified and a timeline for implementation. [Title 22 CCR 98310]
4. The Contractor shall maintain a record of the group needs assessment on file at the Contractor's headquarters at all times during the term of this Agreement. [Title 22 CCR 98310, 98313]

B. Provision of Services

1. The Contractor shall take reasonable steps, based upon the group needs assessment identified in subdivision A of this section, to ensure that "alternative communication services" are available to non-English speaking or LEP beneficiaries of services under this Agreement. [Title 22 CCR 98211]
2. "Alternative communication services" include, but are not limited to, the provision of services and programs by means of the following:
 - a. Interpreters or bilingual providers and provider staff.
 - b. Contracts with interpreter services.
 - c. Use of telephone interpreter lines.
 - d. Sharing of language assistance materials and services with other providers.
 - e. Translated written information materials, including but not limited to, enrollment information and descriptions of available services and programs.

**Contract Terms and Conditions – Exhibit A
Financial Alignment Contract**

ARTICLE V. BILINGUAL AND LINGUISTIC PROGRAM SERVICES (Continued)

- f. Referral to culturally and linguistically appropriate community service programs.
 3. Based upon the findings of the group needs assessment, the Contractor shall ensure that reasonable alternative communication services are available to meet the linguistic needs of identified eligible client population groups at key points of contact. Key points of contact include, but are not limited to, telephone contacts, office visits and in-home visits. [Title 22 CCR 98211]
 4. The Contractor shall self-certify to compliance with the requirements of this section and shall maintain the self-certification record on file at the Contractor's office at all times during the term of this Agreement. [Title 22 CCR 98310]
 5. The Contractor shall notify its employees of clients' rights regarding language access and the Contractor's obligation to ensure access to alternative communication services where determined appropriate based upon the needs assessment conducted by the Contractor. [Title 22 CCR 98324]
 6. Noncompliance with this section may result in suspension or termination of funds and/or termination of this Agreement. [Title 22 CCR 98370]
- C. Compliance Monitoring
1. The Contractor shall develop and implement policies and procedures for assessing and monitoring the performance of individuals and entities that provide alternative communication services to non-English and LEP clients. [Title 22 CCR 98310]
 2. The Contractor shall monitor, evaluate, and take effective action to address any needed improvement in the delivery of culturally and linguistically appropriate services. [Title 22 CCR 98310]
 3. The Contractor shall permit timely access to all records of compliance with this section. Failure to provide access to such records may result in appropriate sanctions. [Title 22 CCR 98314]
- D. Complaint Monitoring
1. The Contractor shall designate an employee to whom initial complaints or inquiries can be directed. [Title 22 CCR 98325]

Contract Terms and Conditions – Exhibit A
Financial Alignment Contract

ARTICLE V. BILINGUAL AND LINGUISTIC PROGRAM SERVICES (Continued)

2. The Contractor shall make available to beneficiaries of contracted services and programs information regarding the Department's procedure for filing a complaint and other information regarding the provisions of GC Section 11135 et seq. [Title 22 CCR 98326]
3. The Contractor shall notify the Department immediately of a complaint alleging discrimination based upon a violation of State or federal law. [Title 22 CCR 98211, 98310, 98340]

**Budget Detail, Payment Provisions, and Closeout – Exhibit B
Financial Alignment Contract**

ARTICLE I. FUNDS

A. Expenditure of Funds

1. The Contractor shall expend all funds received hereunder in accordance with this Agreement.
2. 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>

The Contractor is not prevented from using other funds not provided by CDA to pay any differences between CalHR rates and other rates the Contractor is obligated to pay. No travel outside the State of California shall be reimbursed unless prior written authorization is obtained from the State. (CCR, Title 2, Section 599.615 et seq.)

The Contractor agrees to include these requirements in all contracts it enters into with subcontractors/vendors to provide services pursuant to this Agreement.

3. The Department reserves the right to refuse payment to the Contractor or later disallow costs for any expenditure, as determined by the Department not to be in compliance with this Agreement, unrelated or inappropriate to contract activities, or when inadequate supporting documentation is presented, or where prior approval was required but was either not requested or not granted.

B. Accountability for Funds

1. The Contractor shall maintain accounting records for funds received under the terms and conditions of this Agreement. These records shall be separate from those for any other funds administered by the Contractor, and shall be kept in accordance with Generally Accepted Accounting

**Budget Detail, Payment Provisions, and Closeout – Exhibit B
Financial Alignment Contract**

ARTICLE I. FUNDS (Continued)

Principles and Procedures and the Office of Management and Budget's Cost Principles.

2. Financial Management Systems

The Contractor shall meet the following standards for its financial management systems, as stipulated in 45 CFR, Section 92.20 (governmental) or 45 CFR, Section 74.21 (non-profits):

- a. Financial Reporting
- b. Accounting Records
- c. Internal Control
- d. Budgetary Control
- e. Allowable Costs
- f. Source Documentation
- g. Cash Management

C. Unexpended Funds

Upon termination, cancellation, or expiration of this Agreement, or dissolution of the entity, the Contractor shall return to the State immediately upon written demand, any funds provided under this Agreement, which are not payable for goods or services delivered prior to the termination, cancellation, or expiration of this Agreement or the dissolution of the entity.

D. Availability of Funds

1. It is understood between the parties that this Agreement may have been written before ascertaining the availability or appropriation of funds, for the mutual benefit of both parties, in order to avoid program and fiscal delays that would occur if this Agreement were executed after that determination was made.
2. This Agreement is valid and enforceable only if sufficient funds are made available to the State by the United States Government and the Budget Act of the appropriate fiscal years for the purpose of this program. In addition, this Agreement is subject to any additional restrictions, limitations, or conditions imposed by the Congress or the Legislature that may affect the provisions, terms, or funding of this Agreement in any manner.
3. Payment for performance by the Contractor is contingent upon appropriation by the Legislature or Congress for the purposes of this contract and approval of an itemized Financial Alignment Contract Budget (CDA 229 FA). No legal liability on the part of the State for any payment may arise under this contract until funds are made available, the itemized Budget and Work Plan are received and approved by the State, and the Contractor has received an executed contract.

**Budget Detail, Payment Provisions, and Closeout – Exhibit B
Financial Alignment Contract**

ARTICLE I. FUNDS (Continued)

4. Funding Reduction(s)

- a. If funding for any State fiscal year is reduced or deleted by the Department of Finance, Legislature, or Congress for the purpose of this program, the State shall have the option to either:
- Terminate the Contractor pursuant to Exhibit D, Article XII, A.
 - Offer a contract amendment to the Contractor to reflect the reduced funding for this contract.
- b. In the event that the State elects to offer an amendment, it shall be mutually understood by both parties that (1) the State reserves the right to determine which contracts, if any, under this program shall be reduced; (2) some contracts may be reduced by a greater amount than others; and (3) the State shall determine at its sole discretion the amount that any or all of the contracts shall be reduced for the fiscal year.

E. Interest Earned

1. The Contractor may keep interest amounts earned on advances of federal funds up to \$100 per year for Local Government Agencies or \$250 for non-profit organizations for administrative expenses. Interest earned above the stated limit shall be remitted at least quarterly to the Department's Accounting Section. [45 CFR 92.21(i)] [45 CFR 74.22(l)]
2. Interest earned on advances of federal and non-federal funds shall be identified as non-match cash.
3. The Contractor may retain interest on non-federal funds if it reasonably demonstrates that such interest was earned on non-federal funds. If the Contractor fails to adequately demonstrate the source of the interest, then such interest will be considered earned on federal funds and shall be remitted, at least quarterly, to the Department's Accounting Section.
4. Nonprofit entities shall maintain advances of federal funds in interest bearing accounts, unless (a), (b), or (c) apply.
 - a. The recipient receives less than \$120,000 in federal awards per year.
 - b. The best reasonably available interest bearing account would not be expected to earn interest in excess of \$250 per year on federal cash balances.
 - c. The depository would require an average or minimum balance so high that it would not be feasible within the expected federal and non-federal cash resources.

**Budget Detail, Payment Provisions, and Closeout – Exhibit B
Financial Alignment Contract**

ARTICLE I. FUNDS (Continued)

F. One-Time-Only

One-Time-Only funds are to be used for the purposes for which they were originally allocated.

ARTICLE II. BUDGET AND BUDGET REVISION

- A. The Contractor shall be compensated for expenses only as itemized in the approved Financial Alignment Contract Budget (CDA 229 FA), with the exception of line item transfers as noted in F.1.(a), below, and shall not be entitled to payment for these expenses until the Financial Alignment Contract Budget (CDA 229 FA) is reviewed and approved by the Department. The approved Financial Alignment Contract Budget is hereby incorporated by reference into this Agreement as a part of Exhibit B.
- B. The CDA 229 FA must set forth in detail the reimbursable items, unit rates, and extended total amounts for each line item. The Contractor's budget shall include, at a minimum, the following items when reimbursable under this Agreement:
1. Personnel Costs
 2. Fringe Benefits
 3. Contractual Costs, including consultants and subcontract contracts
 4. Equipment
 5. Supplies
 6. Travel
 7. Other costs (can include infrastructure, data collection, and data analysis costs)
 8. Indirect charges, in compliance with the Code of Federal Regulations. If requesting indirect costs in the budget, a copy of the indirect cost rate agreement is required.
- C. The original Financial Alignment Contract Budget (CDA 229 FA) is due to your Fiscal Team Specialist no later than 30 days from the date of the transmission of the Budget Display and Contract.
- D. The Contractor shall submit electronically a budget revision 30 days after receiving an amended Financial Alignment Contract Budget Display with changes in funding levels unless otherwise instructed by the Department.
- E. The Contractor shall ensure that the subcontractor shall submit a budget, which shall be incorporated by reference into the subcontract and will have, at a minimum, the categories listed in Section B, above.
- F. Line Item Transfers
1. The Contractor may transfer contract funds between line items under the following terms and conditions:
 - a. The Contractor shall submit a revised budget to the Department for any line item transfer of funds that is 10 percent or more of the total budget.

**Budget Detail, Payment Provisions, and Closeout – Exhibit B
Financial Alignment Contract**

ARTICLE II. BUDGET AND BUDGET REVISION (Continued)

- b. The Contractor shall maintain a written record of all budget changes and clearly document line item changes. The record shall include the date of the transfer, the amount, and the purpose. This record shall be available to the Department upon request and shall be maintained in the same manner as all other financial records.
- 2. The Contractor costs for AAA Administration are limited to ten percent of the total Financial Alignment Contract funding allocation. The maximum allowable AAA Administration will be identified on the Financial Alignment Contract Budget Display.
- G. In the event that programs are changed from DIRECT to CONTRACTED or CONTRACTED to DIRECT, the Contractor shall submit a revised budget to the Department prior to implementation of said change. An amendment to this Agreement shall be required in accordance with Exhibit D, Article XV.
- H. The final date to submit budget revisions is May 1 of the contract period unless otherwise specified by the Department. The Department will not accept any budget revision after the contract period has expired.

ARTICLE III. PAYMENT

- A. The Contractor shall prepare and submit a Financial Alignment Contract Report of Expenditures/Request for Funds (CDA 245 FA) by the 30th of each month to the CDA Fiscal Team in electronic format, using the calendar provided, unless otherwise specified by the Department.

Monthly Contract Fiscal Reporting Due Dates

RFF Month	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
RFF Due Date	5/30	6/30	7/30	8/30	9/30	10/30	11/30	12/30	1/30	2/28	3/30	4/30

Expenditure Month	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Expenditure Report Due Date	5/30	6/30	7/30	8/30	9/30	10/30	11/30	12/30	1/30	2/28	3/30	4/30

The table is a standard request for funds (RFF) and expenditure reporting schedule. If the effective date of this contract is not July 1, the Contractor's RFF and expenditure reporting will commence with the first month of the term of this contract period.

- B. During the contract period, the Department shall advance funds based on an analysis of current cash needs.

**Budget Detail, Payment Provisions, and Closeout – Exhibit B
Financial Alignment Contract**

ARTICLE IV. CLOSEOUT

- A. The Financial Closeout Report (CDA 230 FA) and the Report of Property Purchased with Agreement Funds (CDA 32) must be submitted annually by the Contractor at the end of each State Fiscal Year, with the exception of the final Closeout report, which is due 30 days after the end of the contract period. Closeout reporting documents must be addressed to the CDA Fiscal Team.

Exhibit B - Budget Detail, Payment Provisions and Closeout
Financial Alignment Budget Display
State Fiscal Years 2013-2014 to 2015-2016
December 1, 2013 - May 31, 2016

County of Riverside

	Original Allocation	Carryover	Total	Net Change
2013-2014				
Program Funding				
Federal Trust Fund*	40,161	-	40,161	-
2014-2015				
Program Funding				
Federal Trust Fund*	40,161	-	40,161	-
2015-2016				
Program Funding				
Federal Trust Fund*	-	-	-	-
TOTAL FUNDING 2013-2014 to 2015-2016				
Program Funding				
Federal Trust Fund*	80,322	-	80,322	-

The maximum allowable funding available from the allocations above for Administration is:

2013-2014	Federal Trust Fund	4,016
2014-2015	Federal Trust Fund	4,016
2015-2016	Federal Trust Fund	-

*Funds for this contract are provided by using the following Centers for Medicare & Medicaid Services grant:

CFDA#	Project Title	Award #	Effective Date
93.626	SHIP Options Counseling for Medicare/Medicaid	1N1CMS331189-01-00	6/4/2013

**Special Terms and Conditions - Exhibit D
Financial Alignment Contract**

ARTICLE I. DEFINITIONS AND RESOLUTIONS OF LANGUAGE CONFLICTS

A. Definitions

1. The term "Agreement" or "Contract" shall mean the Standard Agreement; (Std. 213); Exhibits A, B, C, and D, an approved Financial Alignment Contract Budget, and a Work Plan which are hereby incorporated by reference, and amendments; unless otherwise provided in this Article.
2. "State" and "Department" mean the State of California and the California Department of Aging (CDA) interchangeably.
3. "Contractor" means the Area Agency on Aging (AAA) awarded funds under this Agreement and which is accountable to the State and/or federal government for use of these funds and is responsible for executing its provisions and services.
4. "Subcontractor" or "vendor" means the legal entity that receives funds from the Contractor to provide direct services identified in the Agreement. Subcontract and/or vendor Agreement means a subcontract and/or vendor agreement supported by funds from this Agreement.
5. "Reimbursable item" also means "allowable cost" and compensable item."
6. "CFR" means Code of Federal Regulations. "CCR" means California Code of Regulations. "GC" means Government Code. "W&I" means Welfare and Institutions Code. "USC" means United States Code. "PCC" means the Public Contract Code.
7. "Program income" means revenue generated by the Contractor or subcontractor from contract-supported activities. Program income is:
 - a. Voluntary contributions received from a participant or responsible party as a result of the service(s)
 - b. Income from usage or rental fees of real or personal property acquired with funds provided under this Agreement
 - c. Royalties received on patents and copyrights from contract-supported activities
 - d. Proceeds from the sale of items fabricated under a contract agreement

**Special Terms and Conditions - Exhibit D
Financial Alignment Contract**

**ARTICLE I. DEFINITIONS AND RESOLUTIONS OF LANGUAGE CONFLICTS
(Continued)**

8. "Data Universal Numbering System (DUNS) number" means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities.

B. Resolution of Language Conflicts

The terms and conditions of this federal Award and other funding sources have the following order of precedence if there is any conflict in what they require:

1. The Financial Alignment Grant Terms and Conditions
2. Other applicable Federal statutes and their implementing regulations
3. Older Californians Act provisions
4. Standard Agreement (Std. 213), all Exhibits and any amendments thereto
5. Any other documents incorporated herein by reference
6. Program memos and other guidance issued by the Department

ARTICLE II. ASSURANCES

A. Law, Policy and Procedure, Licenses, and Certificates

The Contractor agrees to administer this Agreement and require any subcontractors to administer their subcontracts in accordance with this Agreement, and with all applicable local, State, and federal laws and regulations including, but not limited to, discrimination, wages and hours of employment, occupational safety, and to fire, safety, health, and sanitation regulations, directives, guidelines, and/or manuals related to this Agreement and resolve all issues using good administrative practices and sound judgment. The Contractor and its subcontractors shall keep in effect all licenses, permits, notices, and certificates that are required by law.

B. Subcontracts

The Contractor shall require language in all subcontracts to require all subcontractors to comply with all applicable State and federal laws.

**Special Terms and Conditions - Exhibit D
Financial Alignment Contract**

ARTICLE II. ASSURANCES (Continued)

C. Nondiscrimination

The Contractor shall comply with all federal statutes relating to nondiscrimination. These include those statutes and laws contained in the Contractor Certification Clauses (CCC307), which is hereby incorporated by reference. In addition, the Contractor shall comply with the following:

1. Equal Access to Federally-Funded Benefits, Programs and Activities

The Contractor shall ensure compliance with Title VI of the Civil Rights Act of 1964 (42 U.S.C. Section 2000d; 45 C.F.R. Part 80), which prohibits recipients of federal financial assistance from discriminating against persons based on race, color, religion, or national origin.

2. Equal Access to State-Funded Benefits, Programs and Activities

The Contractor shall, unless exempted, ensure compliance with the requirements of Government Code sections 11135-11139.5, and Section 98000 et seq. of Title 22 of the California Code of Regulations, which prohibit recipients of state financial assistance from discriminating against persons based on race, national origin, ethnic group identification, religion, age, sex, sexual orientation, color, or disability (Title 22 CCR 98323) (Chapter 182, Stats. 2006).

3. The Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA (42 U.S.C. Sections 12101 et seq.).

4. The Contractor agrees to include these requirements in all contracts it enters into with subcontractors to provide services pursuant to this Agreement.

D. Standards of Work

The Contractor agrees that the performance of work and services pursuant to the requirements of this Agreement shall conform to accepted professional standards.

**Special Terms and Conditions - Exhibit D
Financial Alignment Contract**

ARTICLE II. ASSURANCES (Continued)

E. Conflict of Interest

1. The Contractor shall prevent employees, consultants, or members of governing bodies from using their positions for purposes including, but not limited to, the selection of subcontractors, that are, or give the appearance of being, motivated by a desire for private gain for themselves or others, such as family, business, or other ties. In the event that the State determines that a conflict of interest exists, funds may be disallowed by the State and such conflict may constitute grounds for termination of the Agreement.
2. This provision shall not be construed to prohibit employment of persons with whom the Contractor's officers, agents, or employees have family, business, or other ties, so long as the employment of such persons does not result in a conflict of interest (real or apparent) or increased costs over those associated with the employment of any other equally qualified applicant, and such persons have successfully competed for employment with the other applicants on a merit basis.

F. Covenant Against Contingent Fees

1. The Contractor warrants that no person or selling agency has been employed or retained to solicit this Agreement. There has been no Agreement to make commission payments in order to obtain this Agreement.
2. For breach or violation of this warranty, the State shall have the right to terminate this Agreement without liability or at its discretion to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingency fee.

G. Payroll Taxes and Deductions

The Contractor 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.

H. Facility Construction or Repair

Funds from this Agreement are not allowed to be used for facility construction or repair.

**Special Terms and Conditions - Exhibit D
Financial Alignment Contract**

ARTICLE II. ASSURANCES (Continued)

I. Contracts in Excess of \$100,000

If all funding provided herein exceeds \$100,000, the Contractor shall comply with all applicable orders or requirements issued under the following laws:

1. Clean Air Act, as amended (42 USC 1857)
2. Clean Water Act, as amended (33 USC 1368)
3. Federal Water Pollution Control Act, as amended (33 USC 1251, et seq.)
4. Environmental Protection Agency Regulations [40 CFR, Part 15] and [Executive Order 11738]
5. Public Contract Code Section 10295.3

J. Debarment, Suspension, and Other Responsibility Matters

1. The Contractor certifies to the best of its knowledge and belief, that it and its subcontractors: [45 CFR 92.35]
 - a. Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency
 - b. Have not within a three-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, State, or local) transaction or contract under a public transaction; violation of federal or State antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification

**Special Terms and Conditions - Exhibit D
Financial Alignment Contract**

ARTICLE II. ASSURANCES (Continued)

- d. Have not within a three-year period preceding this Agreement had one or more public transactions (federal, State, or local) terminated for cause or default
2. The Contractor shall report immediately to the Department in writing any incidents of alleged fraud and/or abuse by either the Contractor or sub-contractor.
3. The Contractor shall maintain any records, documents, or other evidence of fraud and abuse until otherwise notified by the Department.
4. The Contractor agrees to timely execute any and all amendments to this Agreement or other required documentation relating to their subcontractors debarment/suspension status.

K. Agreement Authorization

1. If a public entity, the Contractor shall submit to the Department a copy of the resolution, order, or motion referencing this Agreement number authorizing execution of this Agreement. If a private nonprofit entity, the Contractor shall submit to the Department an authorization by the Board of Directors to execute this Agreement, referencing this Agreement number.
2. These documents must also identify the action taken.
3. Documentation in the form of a resolution, order, or motion by the Governing Board of the AAA is required for the original and each subsequent amendment to this Agreement. This requirement may also be met by a single resolution from the Governing Board of the Contractor authorizing the AAA Director or designee to execute the original and all subsequent amendments to this Agreement.

L. Contractor's Staff

1. The Contractor shall maintain adequate staff to meet the Contractor's obligations under this Agreement.
2. This staff shall be available to the State for training and meetings which the State may find necessary from time to time.

**Special Terms and Conditions - Exhibit D
Financial Alignment Contract**

ARTICLE II. ASSURANCES (Continued)

M. DUNS Number and Related Information

1. The DUNS number must be provided to CDA prior to the execution of this Agreement.
2. The contractor must have complied with the federal requirement to keep DUNS number and related updates on the website at <http://fedgov.dnb.com/webform>.
3. The contractor shall review all DUNS information annually to ensure it is up to date.
4. If CDA cannot access the Contractor's DUNS information related to this federal subaward on the Federal Funding Accountability and Transparency Act Subaward Reporting System due to errors in the Contractor's data entry for their DUNS number, the Contractor must immediately update the information as required.

N. Corporate Status

1. The Contractor shall be a public or private nonprofit entity or Joint Powers Agreement (JPA). If a private nonprofit corporation or JPA, the Contractor shall be in good standing with the Secretary of State of California and shall maintain that status throughout the term of this Agreement.
2. The Contractor shall ensure that any subcontractors providing services under this Agreement shall be of sound financial status. Any private, subcontracting corporation or JPA shall be in good standing with the Secretary of State of California and shall maintain that status throughout the term of this Agreement.
3. Failure to maintain good standing by the contracting corporation or JPA shall result in suspension or termination of this Agreement with the Department until satisfactory status is restored. Failure to maintain good standing by a subcontracting corporation or JPA shall result in suspension or termination of the subcontract by the Contractor until satisfactory status is restored.

O. Lobbying Certification

The Contractor, by signing this Agreement, hereby certifies to the best of his or her knowledge and belief, that:

**Special Terms and Conditions - Exhibit D
Financial Alignment Contract**

ARTICLE V. SUBCONTRACTS (Continued)

connection with any activities performed for which funds from this Agreement were used and from any and all claims and losses accruing or resulting to any person, firm, or corporation who may be injured or damaged by the subcontractor in the performance of this Agreement.

- H. The Contractor shall ensure that the subcontractor will complete all reporting and expenditure documents requested by the Department. These reporting and expenditure documents shall be sent to the Contractor in a timely manner and at intervals as determined by the Department.
- I. Prior to the awarding of a subcontract to any for-profit entity, the Contractor shall submit the following to the Department for review and approval. (CCR, Title 22, Division 1.8, Section 7362):
 - 1. The RFP or IFB.
 - 2. All bid proposals received.
 - 3. The proposal or bid evaluation documentation, along with the Contractor's rationale for awarding the subcontract to a for-profit entity.

Where a program may be subcontracted to a for-profit organization, the Contractor should include in its contract with the for-profit entity a requirement for performance of a program-specific audit of the subcontracted program by an independent audit firm.

- J. The Contractor shall require the subcontractor to maintain adequate staff to meet the subcontractor's Agreement with the Contractor. This staff shall be available to the State for training and meetings which the State may find necessary from time to time.
- K. If a private nonprofit corporation, the subcontractor shall be in good standing with the Secretary of State of California and shall maintain that status throughout the term of the Agreement.
- L. The Contractor shall refer to the guidance in OMB Circular A-133, Subpart B—Audits, 210 in making a determination of whether a subcontractor and/or vendor relationship exists. If a vendor relationship exists then the Contractor shall follow the procurement requirements in the applicable OMB Circular and record the vendor expenditures on Page 1 of the Closeout under consultant or equipment costs if the Contractor purchased services or property respectively.

Special Terms and Conditions - Exhibit D
Financial Alignment Contract

ARTICLE VI. RECORDS

- A. The Contractor shall maintain complete records (which shall include, but not be limited to, accounting records, contracts, agreements, reconciliation of the "Financial Closeout Report" to the audited financial statements, a summary worksheet of results from the audit resolutions performed for all subcontractors with supporting documentation, letters of agreement, insurance documentation in accordance with this Article, Memorandums and/or Letters of Understanding, patient or client records, and electronic files) of its activities and expenditures hereunder in a form satisfactory to the State and shall make all records pertaining to this Agreement available for inspection and audit by the State or its duly authorized agents, at any time during normal business hours. All such records must be maintained and made available by the Contractor; (a) until an audit has occurred and an audit resolution has been issued or unless otherwise authorized in writing by the Department's Audit Branch, (b) for such longer period, if any, as is required by applicable statute, by any other clause of this Agreement, or by Sections B, and C of this Article, and (c) for such longer period as the Department deems necessary.
- B. If this Agreement is completely or partially terminated, the records relating to the work terminated shall be preserved and made available for the same periods as specified in Section A above. The Contractor shall ensure that any resource directories and all client records remain the property of the Department upon termination of this Agreement, and are returned to the Department or transferred to another Contractor as instructed by the Department.
- C. 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 made available until every action has been cleared to the satisfaction of the State and is so stated in writing to the Contractor.
- D. Adequate source documentation of each transaction shall be maintained relative to the allowability of expenditures reimbursed by the State under this Agreement. If the allowability of expenditures cannot be determined because records or documentation of the Contractor are nonexistent or inadequate according to Generally Accepted Accounting Principles and Procedures, the expenditures will be questioned in the audit and may be disallowed by the State during the audit resolution process.
- E. After the authorized period has expired, confidential records shall be destroyed by shredding and disposed of in a manner that will maintain confidentiality.

Special Terms and Conditions - Exhibit D
Financial Alignment Contract

ARTICLE VII. PROPERTY

- A. Unless otherwise provided for in this Article, property refers to all assets used in operation of this Agreement.
1. Property includes land, buildings, improvements, machinery, vehicles, furniture, tools, and intangibles, etc.
 2. Property does not include consumable office supplies such as paper, pencils, typing ribbons, file folders, etc.
- B. Property meeting all of the following criteria are subject to the reporting requirements:
1. Has a normal useful life of at least 1 year
 2. Has a unit acquisition cost of at least \$500 (a desktop or laptop setup, including all peripherals is considered a unit, if purchased as a unit)
 3. Is used to conduct business under this Agreement
- 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 that 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. The Contractor shall keep track of property purchased with CDA funds. The Contractor shall maintain and submit to the Department annually with the Closeout, in electronic form, a cumulative inventory of all property furnished or purchased by either the Contractor or the subcontractor with funds awarded under the terms of this Agreement or any predecessor agreement for the same purpose. The Contractor shall use the electronic version of the Report of Project Property Furnished/Purchased with

**Special Terms and Conditions - Exhibit D
Financial Alignment Contract**

ARTICLE VII. PROPERTY (Continued)

Agreement Funds (CDA 32) to report property to the Department, unless otherwise directed by the Department.

The Contractor shall record the following information when property is acquired:

1. Date acquired.
 2. Item description (include model number).
 3. CDA tag number or other tag identifying it as CDA property.
 4. Serial number (if applicable).
 5. Purchase cost or other basis of valuation.
 6. Fund source.
- F. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
- G. Disposal of Property
1. Prior to disposal of any property purchased by the Contractor or the subcontractor with funds from this Agreement or any predecessor Agreement, the Contractor must obtain approval from the Department for all items with a unit cost of \$500 or more. Disposition, which includes sale, trade-in, discarding, or transfer to another agency may not occur until approval is received from the Department. The Contractor shall e-mail to the Department the electronic version of the Request to Dispose of Property (CDA 248). CDA will then instruct the AAA on disposition of the property. Once approval for disposal has been received from CDA, the item(s) shall be removed from the Contractor's inventory report.
 2. The Contractor 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 (PDAs), cell or smart phones, multi-function printers, and laptops.
- H. The Contractor shall immediately investigate and within five (5) days fully document the loss, destruction, or theft of such property.

Special Terms and Conditions - Exhibit D
Financial Alignment Contract

ARTICLE VII. PROPERTY (Continued)

- I. The State reserves title to all State-purchased or financed property not fully consumed in the performance of this Agreement, unless otherwise required by federal law or regulations or as otherwise agreed by the parties.
- J. The Contractor 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 the Contractor has complied with all written instructions from the Department regarding the final disposition of the property.
- K. In the event of the Contractor's dissolution or upon termination of this Agreement, the Contractor shall provide a final property inventory to the State. The State reserves the right to require the Contractor to transfer such property to another entity, or to the State.
- L. To exercise the above right, no later than 120 days after termination of the Agreement or notification of the Contractor's dissolution the State will issue specific written disposition instructions to the Contractor.
- M. The Contractor shall use the property for the purpose for which it was intended under the Agreement. When no longer needed for that use, the Contractor shall use it, if needed, and with written approval of the State for other purposes in this order:
 - 1. Another Department program providing the same or similar service.
 - 2. Another Department-funded program.
- N. The Contractor may share use of the property and equipment or allow use by other programs, upon written approval of the Department. As a condition of the approval, the Department may require reimbursement under this Agreement for its use.
- O. The Contractor or subcontractor shall not use equipment or supplies acquired under this Agreement with federal and/or State monies for personal gain or to usurp the competitive advantage of a privately-owned business entity.
- P. If purchase of equipment is a reimbursable item, the equipment to be purchased will be specified in the budget.

**Special Terms and Conditions - Exhibit D
Financial Alignment Contract**

ARTICLE VII. PROPERTY (Continued)

- Q. The Contractor shall include the provisions contained in this Article in all its subcontracts awarded under this Agreement.

ARTICLE VIII. ACCESS

The Contractor shall provide access to the federal or State agency, California State Auditor, the Controller General of the United States, or any of their duly authorized federal or State representatives to any books, documents, papers, records, and electronic files of the Contractor or subcontractor which are directly pertinent to this specific Agreement for the purpose of audit, examination, excerpts, and transcriptions. The Contractor shall include this requirement in its subcontracts.

ARTICLE IX. MONITORING AND EVALUATION

- A. Authorized State representatives shall have the right to monitor and evaluate the Contractor's administrative, fiscal and program performance pursuant to this Agreement. Said monitoring and evaluation may include, but is not limited to, administrative processes, policies and procurement, audits, inspections of project premises, inspection of food preparation sites, and interviews of project staff and participants.
- B. The Contractor shall cooperate with the State in the monitoring and evaluation processes, which include making any Administrative program and fiscal staff available during any scheduled process.
- C. The Contractor shall monitor contracts, subcontracts or grant agreements to ensure compliance with laws, regulations, and the provisions of contracts or grant agreements that may have a direct and material effect on each of its major programs.
- D. The Contractor is responsible for maintaining supporting documentation including financial and statistical records, contracts, subcontracts, or grant agreements monitoring reports, and all other pertinent records until an audit has occurred and an audit resolution has been issued or unless otherwise authorized in writing by the Department.

ARTICLE X. AUDITS

- A. The Contractor shall arrange for an audit to be performed as required by the Single Audit Act of 1984, Public Law 98-502; the Single Audit Act Amendments of 1996, Public Law 104-156; and Office of Management and Budget (OMB) Circular A-133. A copy shall be submitted to the:

Special Terms and Conditions - Exhibit D
Financial Alignment Contract

ARTICLE X. AUDITS (Continued)

California Department of Aging
Attn: Audit Branch
1300 National Drive, Suite 200
Sacramento, California 95834

The copy shall be submitted within 30 days after receipt of the auditor's report or nine months after the end of the audit period, whichever occurs first, or unless a longer period is agreed to in advance by the cognizant or oversight agency.

The Contractor shall ensure that State-Funded expenditures are displayed discretely along with the related federal expenditures in the single audit report's "Schedule of Expenditures of Federal Awards" (SEFA) under the appropriate Catalog of Federal Domestic Assistance (CFDA) number.

For State contracts that do not have CFDA numbers, the Contractor shall ensure that the State-Funded expenditures are discretely identified in the SEFA by the appropriate program name, identifying grant/contract number, and as passed-through the California Department of Aging.

For purposes of reporting in the Schedule of Expenditures of Federal Awards in the audit, the federal grantor is the U.S. Department of Health and Human Services, Centers for Medicare & Medicaid Services. The Catalog of Federal Domestic Assistance Number is 93.779. The pass-through grantor is CDA.

- B. The Contractor shall perform a reconciliation of the Financial Closeout Report to the audited financial statements. The reconciliation shall be maintained and made available for CDA review.
- C. The Contractor shall have the responsibility of resolving its contracts with subcontractors to determine whether funds provided under this Agreement are expended in accordance with applicable laws, regulations, and provisions of contracts or agreements.

Contract resolution includes:

1. Ensuring that subcontractors expending \$500,000 or more, unless this amount is otherwise amended by future regulation, in Federal Awards during the subcontractor's fiscal year have met the audit requirements of OMB Circular A-133 as summarized in Section D, of this Article.

Special Terms and Conditions - Exhibit D
Financial Alignment Contract

ARTICLE X. AUDITS (Continued)

2. Issuing a management decision on audit findings within six months after receipt of the subcontractor's single audit report and ensuring that the subcontractor takes appropriate and timely corrective action.
 3. Reconciling expenditures, including match (cash and in-kind) reported to CDA to the amounts identified in the single audit or other type of audit if the subcontractor is not subject to the single audit requirements. For a subcontractor that is not required to have a single audit and did not obtain another type of audit, the reconciliation of expenditures reported to CDA must be accomplished through performing alternative procedures (e.g., expense verification reviews/monitoring assessments).
 4. When alternative procedures are used, the Contractor shall perform financial management system testing per existing federal requirements (45 CFR, Subpart C, Part 92.20 and 45 CFR, Part 74.21), which state in part that financial reporting must be accurate, current, and complete and accounting records must adequately identify the source and application of funds and must be supported by source documentation.
 5. The Contractor shall document system and expense testing to show an acceptable level of reliability, including a review of actual source documents.
 6. Determining whether the results of the reconciliations performed necessitate adjustment of the Contractor's own records.
- D. The Contractor shall ensure that subcontractor single audit reports meet OMB Circular A-133 requirements:
1. Performed timely – not less frequently than annually and a report submitted timely. The audit is required to be submitted within 30 days after receipt of the auditor's report or nine months after the end of the audit period, whichever occurs first.
 2. Properly procured – use procurement standards provided for in OMB Circular A-133 and provide maximum opportunities to small and minority audit firms.

**Special Terms and Conditions - Exhibit D
Financial Alignment Contract**

ARTICLE X. AUDITS (Continued)

3. Performed in accordance with Generally Accepted Government Auditing Standards – shall be performed by an independent auditor and be organization-wide.
 4. All inclusive – includes an opinion (or disclaimer of opinion) of the financial statements; a report on internal control related to the financial statements and major program; an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements; and the schedule of findings and questioned costs.
 5. Performed in accordance with provisions applicable to this program as identified in OMB Circular A-133 Compliance Supplement.
- E. Requirements identified in Section D of this Article shall be included in contracts/agreements with the subcontractors. Further, the subcontractors shall be required to include in its contract with the independent auditor that the auditor will comply with all applicable audit requirements, the Department shall have access to all audit reports and supporting work papers, and the Department has the option to perform additional work, as needed.
- F. The Contractor shall prepare a summary worksheet of results from the contract resolutions performed of all subcontractors. The summary worksheet shall include, but not be limited to, contract amount; amount resolved; variances; whether an audit was relied upon or the Contractor performed an independent expense verification review of the subcontractor in making the determination; whether audit findings were issued; and, if applicable, issuance date of the management letter; and any communication or follow-up performed to resolve the findings.
- G. Unless prohibited by law, the cost of audits made in accordance with provisions of the Single Audit Act Amendments of 1996, are allowable charges to Federal Awards. The costs may be considered a direct cost, or an allocated indirect cost, as determined in accordance with provisions of applicable OMB cost principle circulars.
- H. The Contractor may not charge to Federal Awards the cost of any audit under the Single Audit Act Amendments of 1996 not conducted in accordance with the Act. The Contractor may not charge to Federal Awards the cost of auditing a non-federal entity which has Federal Awards expended of less than \$500,000 per year, and is thereby exempted under OMB Circular A-133, Subsection __.200(d). However, this does not prohibit the Contractor from charging Federal Awards for the cost of conducting a limited-scope audit to monitor its subcontractor to address

**Special Terms and Conditions - Exhibit D
Financial Alignment Contract**

ARTICLE X. AUDITS (Continued)

obtain a single audit. These costs must be charged as an Administration expense.

- I. The Contractor shall cooperate with and participate in any further audits that may be required by the State.

ARTICLE XI. INSURANCE

- A. Prior to commencement of any work under this Agreement, the Contractor shall provide for the term of this Agreement, the following insurance:
 1. General liability of not less than \$1,000,000 per occurrence for bodily injury and property damage combined. Higher limits may be required by the Department in cases of higher than usual risks
 2. Automobile liability including non-owned auto liability, of not less than \$1,000,000 for volunteers and paid employees providing services supported by this Agreement
 3. If applicable, or unless otherwise amended by future regulation, contractors and subcontractors shall comply with the Public Utilities Commission (PUC) General Order No. 115-F which requires higher levels of insurance for charter-party carriers of passengers and is based on seating capacity as follows:
 - \$750,000 if seating capacity is under 8.
 - \$1,500,000 if seating capacity is 8 – 15.
 - \$5,000,000 if seating capacity is over 15.
 4. Professional liability of not less than \$1,000,000 as it appropriately relates to the services rendered. Coverage shall include medical malpractice and/or errors and omissions
- B. The insurance will be obtained from an insurance company acceptable to the Department of General Services, Office of Risk and Insurance Management, or be provided through partial or total self-insurance acceptable to the Department of General Services.
- C. Evidence of insurance shall be in a form and content acceptable to the Department of General Services, Office of Risk and Insurance Management. Insurance obtained through commercial carriers shall meet the following requirements:

**Special Terms and Conditions - Exhibit D
Financial Alignment Contract**

ARTICLE XI. INSURANCE (Continued)

1. The Certificate of Insurance shall provide that the insurer will not cancel the insured's coverage without thirty (30) days prior written notice to the State, or ten (10) days written notice if the reason for cancellation is for non-payment of insurance premium.
 2. The Certificate of Insurance shall provide the statement: "The Department of Aging, State of California, its officers, agents, employees, and servants are included as additional insured, with respect to work performed for the State of California under this Agreement." Professional liability coverage is exempt from this requirement.
 3. The Department shall be named the certificate holder and the Department's address must be listed on the certificate.
- D. The insurance provided herein shall be in effect at all times during the term of this Agreement. In the event the insurance coverage expires during the term of this Agreement, the Contractor agrees to provide the Department, at least thirty (30) days prior to the expiration date, a new certificate of insurance evidencing insurance coverage as provided herein for a period not less than the remaining Agreement term or for a period not less than one (1) year. In the event the Contractor fails to keep in effect at all times said insurance coverage, the Department may, in addition to any other remedies it may have, terminate this Agreement.
- E. The Contractor shall require its subcontractors under this Agreement, other than units of local government which are similarly self-insured, to maintain adequate insurance coverage for general liability, worker's compensation liabilities, and if appropriate, auto liability including non-owned auto and professional liability, and further, the Contractor shall require all of its subcontractors to hold the Contractor harmless. The subcontractor's Certificate of Insurance excluding professional liability shall also name the Contractor, not the State, as the certificate holder and additional insured. The Contractor shall maintain certificates of insurance for all its subcontractors.
- F. A copy of each appropriate Certificate of Insurance or letter of self-insurance, referencing this Agreement number shall be submitted to the Department with this Agreement.
- G. The Contractor shall be insured against liability for Worker's Compensation or undertake self-insurance in accordance with the provisions of the Labor Code and the Contractor affirms to comply with such provisions before commencing the performance of the work of this Agreement (Labor Code Section 3700).

**Special Terms and Conditions - Exhibit D
Financial Alignment Contract**

ARTICLE XII. TERMINATION

A. Termination Without Cause

The Department may terminate performance of work under this Agreement, in whole or in part, without cause, if the Department determines that a termination is in the State's best interest. The Department may terminate the Agreement upon 90 days written notice to the Contractor. The Notice of Termination shall specify the extent of the termination and shall be effective 90 days from the delivery of the notice. The parties agree that if the termination of the contract is due to a reduction or deletion of funding by the Department of Finance, Legislature or Congress, the Notice of Termination shall be effective 30 days from the delivery of the notice. The Contractor shall submit to the Department a Transition Plan as specified in Exhibit A. The parties agree that for the terminated portion of the Agreement, the remainder of Agreement shall be deemed to remain in effect and is not void.

B. Termination for Cause

The Department may terminate, in whole or in part, for cause the performance of work under this Agreement. The Department may terminate the Agreement upon 30 days written notice to the Contractor. The Notice of Termination shall be effective 30 days from the delivery of the Notice of Termination unless the ground for termination is due to threat to life, health or safety of the public and in that case the termination shall take effect immediately. The Contractor shall submit to the Department a Transition Plan as specified in Exhibit A. The grounds for termination for cause shall include, but are not limited to, the following:

1. In case of threat of life, health or safety of the public, termination of Agreement shall be effective immediately.
2. A violation of the law or failure to comply with any condition of this Agreement.
3. Inadequate performance or failure to make progress so as to endanger performance of this Agreement.
4. Failure to comply with reporting requirements.
5. Evidence that the Contractor is in an unsatisfactory financial condition as determined by an audit of the Department or evidence of a financial condition that endangers performance of this Agreement and/or the loss of other funding sources.

**Special Terms and Conditions - Exhibit D
Financial Alignment Contract**

ARTICLE XII. TERMINATION (Continued)

6. Delinquency in payment of taxes or payment of costs for performance of this Agreement in the ordinary course of business.
7. Appointment of a trustee, receiver, or liquidator for all or a substantial part of the Contractor's property, or institution of bankruptcy, reorganization or the arrangement of liquidation proceedings by or against the Contractor.
8. Service of any writ of attachment, levy of execution, or commencement of garnishment proceedings against the Contractor's assets or income.
9. The commission of an act of bankruptcy.
10. Finding of debarment or suspension. [Article II J]
11. The Contractor's organizational structure has materially changed.
12. The Department determines that a Contractor may be considered a "high risk" agency as described in 45 CFR 92.12 for local government and 45 CFR 74.14 for non-profit organizations. If such a determination is made, the Contractor may be subject to special conditions or restrictions.

C. Contractor's Obligation after Notice of Termination

After receipt of a Notice of Termination, and except as directed by the Department, the Contractor shall immediately proceed with the following obligations, as applicable, regardless of any delay in determining or adjusting any funds due under this clause.

The Contractor shall:

1. Stop work as specified in the Notice of Termination.
2. Place no further subcontracts for materials or services, except as necessary, to complete the continued portion of the contract.
3. Terminate all subcontracts to the extent they relate to the work terminated.
4. Settle all outstanding liabilities and termination settlement proposals arising from the termination of subcontracts, the approval or ratification of which will be final for purposes of this clause.

**Special Terms and Conditions - Exhibit D
Financial Alignment Contract**

ARTICLE XII. TERMINATION (Continued)

D. Effective Date

Termination of this Agreement, shall take effect immediately in the case of an emergency such as threat to life, health, or safety of the public. The effective date for Termination with Cause or for funding reductions is 30 days and Termination without Cause is 90 days subsequent to written notice to the Contractor. The notice shall describe the action being taken by the Department, the reason for such action and, any conditions of the termination, including the date of termination. Said notice shall also inform the Contractor of its right to appeal such decision to the Department and the procedure for doing so.

E. Notice of Intent to Terminate by Contractor

In the event the Contractor no longer intends to provide services under this Agreement, the Contractor shall give the Department Notice of Intent to Terminate. Such notice shall be given in writing to the Department at least 180 days prior to the proposed termination date. Unless mutually agreed upon, the Contractor does not have the authority to terminate the Agreement. The notice of intent to terminate shall include the reason for such action and the anticipated last day of work. The Contractor shall submit a Transition Plan in accordance with Exhibit E of the CDA HICAP Fiscal Year 2013-14 Health Insurance Counseling and Advocacy Program Contract.

F. In the Event of a Termination Notice

The Department will present written notice to the Contractor of any condition, such as, but not limited to, transfer of clients, care of clients, return of unspent funds, and disposition of property, which must be met prior to termination.

ARTICLE XIII. REMEDIES

The Contractor agrees that any remedy provided in this Agreement is in addition to and not in derogation of any other legal or equitable remedy available to the Department as a result of breach of this Agreement by the Contractor, whether such breach occurs before or after completion of the project.

ARTICLE XIV. DISSOLUTION OF ENTITY

The Contractor shall notify the Department immediately of any intention to discontinue existence of the entity or to bring an action for dissolution.

**Special Terms and Conditions - Exhibit D
Financial Alignment Contract**

ARTICLE XV. AMENDMENTS, REVISIONS OR MODIFICATIONS

- A. No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed and approved through the State amendment process in accordance with the State Contract Manual. No oral understanding or agreement not incorporated in this Agreement is binding on any of the parties.
- B. The State reserves the right to revise, waive, or modify the Agreement to reflect any restrictions, limitations, or conditions enacted by Congress or the Legislature or as directed by the Executive Branch of State Government.

ARTICLE XVI. NOTICES

- A. Any notice to be given hereunder by either party to the other may be effected by personal delivery in writing or by registered or certified mail, overnight mail, postage prepaid, return receipt requested, provided the Contractor retains receipt, and shall be communicated as of actual receipt.
- B. Any notice given to CDA for the Contractor's change of legal name, main address, or name of Director shall be addressed to the Director of the Department on the Contractor's letterhead.
- C. All other notices with the exception of those identified in Article VII. B. shall be addressed to the California Department of Aging, AAA Based Teams, 1300 National Drive, Suite 200, Sacramento, California, 95834. Notices mailed to the Contractor shall be to the address indicated on the coversheet of this Agreement.
- D. Either party may change its address by written notice to the other party in accordance with this Article.

ARTICLE XVII. DEPARTMENT CONTACT

- A. The name of the Department's contact to request revisions, waivers, or modifications affecting this Agreement, will be provided by the State to the Contractor upon full execution of this Agreement.
- B. The Contractor shall, upon request from CDA, submit the name of its Agency Contract Representative (ACR) for this Agreement by submitting an Agency Contract Representative form to CDA's Contracts and Business Services Section. This form requires the ACR's address, phone number, e-mail address, and FAX number to be included on this form. For any change in this information, the Contractor shall submit an amended Agency Contract Representative form to the same address. This form may be requested from the Contracts and Business Services Section.

**Special Terms and Conditions - Exhibit D
Financial Alignment Contract**

ARTICLE XVIII. INFORMATION, INTEGRITY, AND SECURITY

A. Information Assets

The Contractor shall have in place operational policies, procedures, and practices to protect State information assets, i.e., public, confidential, sensitive and/or personal information as specified in the State Administrative Manual, Section 5310; GC Section 11019; Department of Finance (DOF) Management Memo 06-12; and (DOF) Budget Letter 06-34.

Information assets include (but are not limited to):

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

B. Encryption on Portable Computing Devices

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

C. Disclosure

1. The Contractor shall ensure that 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.
2. The Contractor shall protect from unauthorized disclosure names and other identifying information, concerning persons receiving services pursuant to this Agreement, except for statistical information not identifying any participant.
3. "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, symbol or other identifying characteristic assigned to the individual, such as finger or voice print or a photograph.

Special Terms and Conditions - Exhibit D
Financial Alignment Contract

ARTICLE XVIII. INFORMATION, INTEGRITY, AND SECURITY (Continued)

4. The Contractor shall not use the identifying information in paragraph 3 above for any purpose other than carrying out the Contractor's obligations under this Agreement
5. The Contractor shall not, except as otherwise specifically authorized or required by this Agreement or court order, disclose any identifying information obtained under the terms of this Agreement to anyone other than CDA without prior written authorization from CDA. The Contractor may be authorized, in writing, by a participant to disclose identifying information specific to the authorizing participant.
6. The Contractor 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 Contractor accept such blanket authorization from any participant.

D. Training/Education

1. The Contractor must provide ongoing education and training, at least annually, to all employees and subcontractors who handle personal, sensitive or confidential information. The Contractor's employees, subcontractors, and volunteers must complete the required Security Awareness Training module located at www.aging.ca.gov within 30 days of the start date of the Contract/Agreement or within 30 days of the start date of any new employee, subcontractor or volunteer. The Contractor must maintain certificates of completion on file and provide them to CDA upon request. Training may be provided on an individual basis or in groups. A sign-in sheet is acceptable documentation for group training in lieu of individual certificates. If internet access is not available, a hardcopy of the training module may be provided to employees and/or volunteers for their completion.
2. The Contractor may substitute CDA's Security Awareness Training program with its own Security Training provided such training meets or exceeds CDA's training requirement. Contractors/Vendors shall maintain documentation of training and education provided to their staff, volunteers, and/or subcontractors.
3. All employees and volunteers who handle personal, sensitive or confidential information relating to CDA's programs must participate in Security Awareness Training.

**Special Terms and Conditions - Exhibit D
Financial Alignment Contract**

ARTICLE XVIII. INFORMATION, INTEGRITY, AND SECURITY (Continued)

E. Health Insurance Portability and Accountability Act (HIPAA)

The Contractor agrees to comply with the privacy and security requirements of HIPAA to the extent applicable and to take all reasonable efforts to implement HIPAA requirements. The Contractor will make reasonable efforts to ensure that subcontractors comply with the privacy and security requirements of HIPAA.

F. Contractor Confidentiality Statement

The Contractor shall sign and return a Contractor/Vendor Confidentiality Statement (CDA 1024) form with this Agreement. This is to ensure that Contractor/Vendors are aware of, and agree to comply with, their obligations to protect CDA information assets from unauthorized access and disclosure.

G. Security Incident Reporting

A security incident occurs when CDA information assets are accessed, modified, destroyed, or disclosed without proper authorization, or are lost or stolen. The Contractor must report all security incidents to the appropriate CDA Program Manager immediately upon detection. A Security Incident Report Form (CDA 1025) must be submitted to the CDA Information Security Officer within five (5) business days of the date the incident was detected.

H. Notification of Security Breach to Data Subjects

1. Notice must be given by the Contractor or subcontractor to any data subject whose personal information could have been breached.
2. Notice must be given in the most expedient time possible and without unreasonable delay except when notification would impede a criminal investigation or when necessary measures to restore system integrity are required.
3. Notice may be provided in writing, electronically, or by substitute notice in accordance with State law, regulation, or policy.

**Special Terms and Conditions - Exhibit D
Financial Alignment Contract**

ARTICLE XVIII. INFORMATION, INTEGRITY, AND SECURITY (Continued)

I. Software Maintenance

The Contractor shall apply security patches and upgrades and keep virus software up-to-date on all systems on which State data may be used.

J. Electronic Backups

The Contractor shall ensure that all electronic information is protected by performing regular backup of automated files and databases and ensure the availability of information assets for continued business.

K. Provisions of this Article

The provisions contained in this Article shall be included in all contracts of both the contractor and its subcontractors.

ARTICLE XIX. COPYRIGHTS AND RIGHTS IN DATA

A. Copyrights

1. If any material funded by this Agreement is subject to copyright, the State reserves the right to copyright such material and the Contractor agrees not to copyright such material, except as set forth in subdivisions (2) and (3) of this section.
2. The Contractor may request permission to copyright material by writing to the Director of the Department. The Director shall consent to or give the reason for denial to the Contractor in writing within 60 days of receipt of the request.
3. If the material is copyrighted with the consent of the Department, the State reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, prepare derivative works, publish, distribute and use such materials, in whole or in part, and to authorize others to do so, provided written credit is given the author.
4. The Contractor certifies that it has appropriate systems and controls in place to ensure that State funds will not be used in the performance of this contract for the acquisition, operation, or maintenance of computer software in violation of copyright laws.

**Special Terms and Conditions - Exhibit D
Financial Alignment Contract**

ARTICLE XIX. COPYRIGHTS AND RIGHTS IN DATA (Continued)

B. Rights in Data

1. The Contractor shall not publish or transfer any materials, as defined in item 2 below, produced or resulting from activities supported by this Agreement without the express written consent of the Director of the Department. Consent shall be given or the reasons for denial shall be given and any conditions under which it is given or denied within 30 days after the written request is received by the Department. The Department may request a copy of the material for review prior to approval of the request. This subsection is not intended to prohibit contractors from sharing identifying client information authorized by the participant or summary program information which is not client-specific.
2. As used in this Agreement, the term "subject data" means writings, sound recordings, pictorial reproductions, drawings, designs or graphic representations, procedural manuals, forms, diagrams, workflow charts, equipment descriptions, data files and data processing or computer programs, and works of any similar nature (whether or not copyrighted or copyrightable) which are first produced or developed under this Agreement. The term does not include financial reports, cost analyses and similar information incidental to contract administration, or the exchange of that information between AAAs to facilitate uniformity of contract and program administration on a statewide basis.
3. Subject only to the provisions of Article XVIII and Article XIX of this Exhibit, the State may use, duplicate, or disclose in any manner, and have or permit others to do so, subject to State and federal law, all subject data delivered under this Agreement.
4. Materials published by the Contractor and financed with funds under this Agreement shall:
 - a. Include an acknowledgement that "This publication has been created or produced by [contractor/subcontractor] with financial assistance, in whole or in part, through a grant from the Centers for Medicare & Medicaid Services, the Federal Medicare agency, and the California Department of Aging."
 - b. Use the SHIP logo and tagline on all publications.
 - c. Give the name of the entity, the address, and telephone number at which the supporting data is available.

**Special Terms and Conditions - Exhibit D
Financial Alignment Contract**

ARTICLE XIX. COPYRIGHTS AND RIGHTS IN DATA (Continued)

- d. Include a statement that "The conclusions and opinions expressed may not be those of the California Department of Aging or the Centers for Medicare & Medicaid Services, the Federal Medicare agency, and that the publication may not be based upon or inclusive of all raw data."
5. CMS shall have royalty-free, nonexclusive and irrevocable rights to reproduce, publish, or otherwise use and authorize others to use material, systems, or other items applied, developed, refined or enhanced under this Agreement for Federal government purposes.



COUNTY OF
Riverside
 HUMAN RESOURCES
Winner IPMA Award for Excellence
 Risk Management Division

MICHAEL STOCK,
 Asst. County Executive Officer/
 Human Resources Director

Post Office Box 1210, Riverside, CA 92502-1210
 (951) 955-3540 Fax (951) 955-5862

CERTIFICATE OF INSURANCE OR SELF-INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BELOW.

COVERAGES

THIS IS TO CERTIFY THAT THE SELF INSURED COVERAGE LISTED BELOW IS CURRENTLY IN EFFECT FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE COVERAGE AFFORDED BY THIS CERTIFICATE DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS, AND CONDITIONS OF SUCH CERTIFICATE. *COVERAGE PROVIDED IS SUBJECT TO THE TERMS AND CONDITIONS OF THE EXCESS POLICY.*

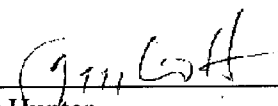
Type of Coverage	Company and Policy Number	Policy Period	Limits of Liability Bodily Injury/Property Damage
<input checked="" type="checkbox"/> Commercial General Liability Including Vehicle Liability	Self-Insured	07/01/2013 to 07/01/2014	\$1,000,000 Combined Single Limit Per Occurrence
<input type="checkbox"/> Workers' Compensation & Employers' Liability	Permissibly Self-Insured	7/1/2013 to 7/1/2014	\$2,000,000 Per Occurrence
<input checked="" type="checkbox"/> Medical Malpractice (Professional Liability)	Self-Insured	10/1/2013 to 10/1/2014	\$1.1MM Per Occurrence with no Aggregate Limit

The County of Riverside certifies that the above self-insured program is in effect as respect to: **Contract Agreement with California Department of Aging and County of Riverside Office on Aging for Health Insurance Counseling and Advocacy Program (HICAP) in all Districts FA-1316-21**

Certificate Holder	Cancellation
California Department of Aging Attn: Don Fingado 1300 National Drive, Suite 200 Sacramento, CA 95834	In the event of cancellation of the self-insurance program or policy designated below, it is the intent of the County of Riverside to mail 30 days' prior notice thereof.

This certificate is not valid unless signed by an authorized representative of the County of Riverside, Risk Management Division.

Date: January 7, 2014


 Jeffrey Hunter

cc: El Dora Rhone, Accounting Tech I @ Office on Aging

CALIFORNIA DEPARTMENT OF AGING

300 NATIONAL DRIVE, SUITE 200

SACRAMENTO, CA 95834

www.aging.ca.gov

TDD 1-800-735-2929

FAX 916-928-2500

TEL 916-419-7531

**INSTRUCTIONS FOR PROCESSING THIS (FA) CONTRACT**

All documents must identify the Contractor's legal name **exactly** as shown on the Standard Agreement (STD. 213).

DOCUMENTS REQUIRED TO EXECUTE CONTRACT

- **Four Standard Agreements** (Std. 213s with one set of terms and conditions) signed with original signatures. SIGNATURE STAMPS WILL NOT BE ACCEPTED.
- **Resolution** - If your agency is a public entity, the Department requires a resolution from the Board of Supervisors or equivalent governing body authorizing the execution of this Contract. If your agency is private nonprofit, the Department requires an authorization via Resolution by the Board of Directors to execute this Contract. **These documents must reference the Contract Number and may reference more than one Contract Number.** If the resolution does not also authorize the signing of amendments, another resolution/minutes will have to be obtained upon the amending of this Agreement. If minutes are submitted they must be signed off as approved or the following month's minutes must be submitted indicating the previous minutes were approved.
- **Certificate of Insurance** referencing the Contract Number or Letter of Self-Insurance for General Liability. Certificates may reference more than one Contract Number. Certificates and/or Letters of Self-Insurance must meet the conditions specified in ARTICLE XI. of the Agreement. ***The additional insured statement must name the Department of Aging and/or the State of California as the additional insured.***
- **Certificate of Insurance** referencing the Contract Number or Letter of Self-Insurance for Professional Liability Auto Liability. ***The auto liability certificate must name the Department of Aging and/or the State of California as the additional insured.***
- **Contractor/Vendor Statement of Confidentiality (CDA 1024)** a signed copy must be returned with the Contract. A separate signed copy must be returned for each different Contract Number.

NOTICE:

The Department requires that all of the supporting documents be returned with the Contract as a complete package. An incomplete package will be returned to the Contractor.

Each Contract package must stand on its' own. Copies of supporting documents that do not need original signatures; (i.e., Insurance Certificates, or Resolutions) will be accepted. If you have more than one Contract with the Department; e.g. MSSP, Title V, AP Contracts, you may not send one Insurance Certificate to cover all three. The document itself may be a copy but there must be a copy for each different Contract Number.

FAILURE to complete each Contract Package or to return the required documents that meet the specifications of the Department will delay processing of the Contract and may affect the timely release of your request for funds.

If you have any questions regarding the terms and conditions/program exhibits of this Agreement, please contact your Team Analyst. If you have questions regarding these instructions, please contact Don Fingado, Contracts Coordinator at (916) 419-7157.

2014-15 (FA) CONTRACT TRANSMITTAL LETTER

(This letter must be signed and returned with the Contract package)

Dyanne Macias
Manager, Contracts and Business Services
California Department of Aging
1300 National Drive, Suite 200
Sacramento, CA 95834

Enclosed please find all documents required for the execution of my contract with the California Department of Aging (CDA). All documents have been reviewed for completeness and all supporting documents identify the Contractor's name **exactly** as shown on the Standard Agreement (Std.213)

The following documents are enclosed. A check has been placed in each appropriate box.

- Four Standard Agreements** (Four Std.213s with one set of terms and conditions) signed with original signatures. SIGNATURE STAMPS WILL NOT BE ACCEPTED.
- RESOLUTION** of meeting authorizing execution of this Contract (no Minute Orders without contract number). **The Contract Number must be referenced in the Resolution.**
- CERTIFICATE OF INSURANCE** referencing the Contract number or Letter of Self-Insurance for General Liability.
- CERTIFICATE OF INSURANCE** referencing the Contract number or Letter of Self-Insurance for Automobile Liability.
- CERTIFICATE OF INSURANCE** referencing the Contract number or Letter of Self-Insurance for Professional Liability.
- CONTRACTOR/VENDOR STATEMENT OF CONFIDENTIALITY (CDA 1024)** referencing the Contract number must be signed and returned with this Agreement.

- Upon receipt of a complete and correct contract package, the contract will be promptly executed and a copy sent to me.
- Failure to include all required documents that are complete and correct will result in the package being returned to me via regular mail. The returned package will include a statement indicating the reason(s) for return. Execution of this Contract and the availability of funds may be delayed.

SIGNATURE
(Director or designee)

CONTRACT NUMBER

DATE _____