

805



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

**FROM:** Office on Aging

**SUBMITTAL DATE:**  
July 28, 2015

**SUBJECT:** Ratification of FY 2015/2016 Standard Agreement TV-1516-21 between California Department of Aging (CDA) and the County of Riverside Office on Aging for Title V, Senior Community Service Employment Program (SCSEP) for the period July 1, 2015 through June 30, 2016. [Districts: ALL] [Total Cost: \$757,452] [Source of Funds: Federal 100%].

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Ratify and Authorize Chair to execute FY 2015/2016 Standard Agreement TV-1516-21 between California Department of Aging (CDA) and the County of Riverside Office on Aging for Title V, Senior Community Service Employment Program (SCSEP) for the period July 1, 2015 through June 30, 2016 in the amount of \$757,452;
2. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, based on the availability of fiscal funding, and to sign amendments that do not change the substantive terms of the agreement, as approved by County Counsel; and
3. Return all four (4) copies of the Agreement to the Office on Aging for further processing.

**BACKGROUND:**

Summary

Continued on Page 2

*Rachelle Román*

Rachelle Román, Deputy Director  
For Michele Haddock, Director

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 757,452	\$ 0	\$ 757,452	\$ 0	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0	
<b>SOURCE OF FUNDS:</b> Federal 100%				<b>Budget Adjustment:</b> No	
				<b>For Fiscal Year:</b> 2015/2016	

**C.E.O. RECOMMENDATION:**

APPROVE

BY: *Lani Sioson*  
Lani Sioson

County Executive Office Signature

## MINUTES OF THE BOARD OF SUPERVISORS

FORM APPROVED COUNTY COUNSEL  
BY: JAMES E. BROWN  
Departmental Concurrence  
DATE: 8/12/15

Purchasing & Fleet Services  
Teresa Summers, Assistant Director

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

3-43

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**  
**FORM 11:** Ratification of FY 2015/2016 Standard Agreement TV-1516-21 between California Department of Aging (CDA) and the County of Riverside Office on Aging for Title V, Senior Community Service Employment Program (SCSEP) for the period July 1, 2015 through June 30, 2016. [Districts: ALL] [Total Cost: \$757,452] [Source of Funds: Federal 100%].

**DATE:** July 28, 2015

**PAGE:** Page 2 of 2

**BACKGROUND:**

**Summary (continued)**

Annually, the County of Riverside Office on Aging enters into an agreement with the California Department of Aging. Office on Aging administers the funds provided under this Agreement to support the operation of the Title V Senior Community Service Employment Program (SCSEP), which is a community service and work-based job training program for low-income, unemployed older Americans, authorized by the Older Americans Act.

SCSEP participants gain work experience in a variety of community service activities at government or non-profit organizations, including schools, hospitals, day-care centers, and senior centers. Participants work an average of 15 – 20 hours a week, and are paid the highest of federal, state or local minimum wage. This training serves as a bridge to unsubsidized employment opportunities for participants.

Participants must be at least 55, unemployed, and have a family income of no more than 125% of the federal poverty level. Enrollment priority is given to veterans and qualified spouses, then to individuals who are over 65, have a disability, have low literacy skills or limited English proficiency, reside in a rural area, are homeless or at risk of homelessness, or have low employment prospects.

The term of this agreement is 12 months, July 1, 2015 to June 30, 2016.

This agreement reflects the current contract from California Department of Aging and could be subject to some modifications based on the State final legislative process.

**Impact on Citizens and Businesses**

SCSEP provides the opportunity for mature workers to achieve the training or retraining necessary to obtain unsubsidized employment in the workforce. This program has a significant economic impact in local communities by putting unemployed older adults to work – thereby increasing the number of people who spend their earnings in their local communities, maintain their dignity and significantly reduce their reliance on public assistance.

**SUPPLEMENTAL:**

**Additional Fiscal Information**

The FY 2015/2016 Standard Agreement TV-1516-21 between California Department of Aging (CDA) and County of Riverside Office on Aging (OoA) for Title V, Senior Community Service Employment Program, for a 12 month period, July 1, 2015 – June 30, 2016 is for the total amount of \$757,452. Office on Aging has submitted the funding for this program through the countywide budget process for FY 2015-16 and was approved by the Board of Supervisors on July 7, 2015.

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

**ATTACHMENTS:**

- A. Contract between CDA and OoA: Attached.

STATE OF CALIFORNIA  
**STANDARD AGREEMENT**

STD 213 (Rev 06/03)

AGREEMENT NUMBER

**TV-1516-21**

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: July 1, 2015  
 June 30, 2016

3. The maximum amount of this Agreement is: **\$ 757,452.00**  
 Seven hundred fifty-seven thousand four hundred fifty-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	12 page(s)
Exhibit B – Budget Detail, Payment Provisions, and Closeout	8 page(s)
Exhibit C* – General Terms and Conditions	GTC 610
Check mark one item below as Exhibit D:	
<input checked="" type="checkbox"/> Exhibit - D Special Terms and Conditions (Attached hereto as part of this agreement)	31 page(s)
<input type="checkbox"/> Exhibit - D* Special Terms and Conditions	
Exhibit E – Additional Provisions	5 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](http://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 92507-0738

**STATE OF CALIFORNIA**

AGENCY NAME

California Department of Aging

BY (Authorized Signature)

DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

Glenn Wallace Manager, Contracts and Business Services Section

ADDRESS

1300 National Drive, Suite 200, Sacramento CA. 95834

FORM APPROVED COUNTY COUNSEL  
 COUNTY: NEAL R. KIPNIS  
 DATE

California Department of General Services Use Only

Exempt per:  
 Exempt per: AG OP 80-111

AGREEMENT NUMBER <b>TV-1516-21</b>
REGISTRATION NUMBER

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BY (Authorized Signature) 	DATE SIGNED (Do not type) 	
PRINTED NAME AND TITLE OF PERSON SIGNING		
ADDRESS 6296 Rivercrest Drive, Suite K Riverside CA 92507-0738		
<b>STATE OF CALIFORNIA</b>		
AGENCY NAME California Department of Aging		<input checked="" type="checkbox"/> Exempt per: Exempt per: AG OP 80-111
BY (Authorized Signature) 	DATE SIGNED (Do not type) 	
PRINTED NAME AND TITLE OF PERSON SIGNING Glenn Wallace Manager, Contracts and Business Services Section		
ADDRESS 1300 National Drive, Suite 200, Sacramento CA. 95834		

FORM APPROVED COUNTY COUNSEL  
 NEAL R. KIPNIS  
 DATE

STATE OF CALIFORNIA  
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 STD 213 (Rev 06/03)

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BY (Authorized Signature) 	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING Glenn Wallace Manager, Contracts and Business Services Section		
ADDRESS 1300 National Drive, Suite 200, Sacramento CA. 95834		

FORM APPROVED COUNTY COUNSEL  
 BY: NEAL R. KIPNIS  
 DATE: 7/1/15

STATE OF CALIFORNIA  
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 STD 213 (Rev 06/03)

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PRINTED NAME AND TITLE OF PERSON SIGNING Glenn Wallace Manager, Contracts and Business Services Section		
ADDRESS 1300 National Drive, Suite 200, Sacramento CA. 95834		

FORM APPROVED COUNTY COUNSEL  
 BY: NEAL R. KIPNIS  
 DATE: 7/15/15

**CALIFORNIA DEPARTMENT OF AGING**

1300 NATIONAL DRIVE, SUITE 200  
 SACRAMENTO, CA 95834-1992  
 Internet Home Page: [www.aging.ca.gov](http://www.aging.ca.gov)  
 TDD Only 1-800-735-2929  
 FAX Only (916) 928-2267  
 Phone Number (916) 419-7500

**PROGRAM MEMO**

CDA 1014 (Rev. 02/14)

<b>TO: Area Agencies on Aging Directors</b>		<b>NO.: PM 15-09 (P)</b>	
<b>SUBJECT: SCSEP</b>		<b>DATE ISSUED: July 20, 2015</b>	
<b>Senior Community Service Employment Program, Title V, Budget Display and Contract Fiscal Year 2015-16</b>		<b>EXPIRES: June 30, 2016</b>	
<b>REFERENCES:</b>		<b>SUPERSEDES: PM 14-09(P)</b>	
<b>PROGRAMS AFFECTED:</b>	<input type="checkbox"/> All	<input type="checkbox"/> Title III-B	<input type="checkbox"/> Title III-C1/C2
	<input type="checkbox"/> Title VII	<input checked="" type="checkbox"/> Title V	<input type="checkbox"/> HICAP
		<input type="checkbox"/> Title III-D	<input type="checkbox"/> Title III-E
		<input type="checkbox"/> Other:	

**Purpose**

The purpose of this Program Memo (PM) is to transmit your Title V Senior Community Service Employment Program (SCSEP) Contract and Budget Display for Fiscal Year (FY) 2015-16.

**Grant Information**

Information for the FY 2015-16 SCSEP Grant:

- An Intent to Award with planning estimates was sent out June 10, 2015.
- The contract allocation and participant slots are based on the U.S. Department of Labor (DOL) SCSEP Program Year (PY) 2015 Authorized Positions and Funding for State Agencies.
- A maximum of eight percent of local assistance funding is allowed for Area Agency on Aging (AAA) administrative functions. Not less than 79 percent of local assistance funds shall be spent for Participant Wages and Fringe Benefits.

**Allocation Methodology**

The following methodologies determine participant slot and funding allocations:

- To meet the federal standard for equitable distribution of participant slots in California, DOL allocates participant slots based on each AAA's proportional share of the States' total number of individuals age 55 and older who are at, or below, 125 percent of the federal poverty level.
- This distribution reflects the authorized slot numbers and does not reflect the modified slot numbers due to California's higher minimum wage.

*Continued on next page*

**CALIFORNIA DEPARTMENT OF AGING**

1300 National Drive, Suite 200  
SACRAMENTO, CA 95834  
Internet Home Page: [www.aging.state.ca.us](http://www.aging.state.ca.us)  
TDD Only 1-800-735-2929  
FAX Only (916) 928-2500

**INSTRUCTIONS FOR PROCESSING THIS (TV) 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 months 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 XII. 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 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 separate 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, Title III 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 in each contract package.

**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.



**CONTRACTOR/VENDOR CONFIDENTIALITY STATEMENT**

CDA 1024 (REV 1/07)

<b>CERTIFICATION</b>	
I hereby certify that I have reviewed this Confidentiality Statement and will comply with the following Statements.	
<b>CONTRACTOR/VENDOR NAME:</b> COUNTY OF RIVERSIDE	<b>CONTRACT NUMBER:</b> TV-1516-21
<b>AUTHORIZED SIGNATURE:</b>	<b>PRINTED NAME AND TITLE OF PERSON SIGNING:</b>
<p><b>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:</b></p> <ul style="list-style-type: none"><li>• confidential information shall be protected from disclosure in accordance with all applicable laws, regulations and policies.</li><li>• all access codes which allow access to confidential information will be properly safeguarded.</li><li>• 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.</li><li>• 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.</li><li>• any wrongful access, inspection, use, disclosure, or modification of confidential information may result in termination of this Contract/Agreement.</li><li>• obligations to protect confidential information obtained under this Contract/Agreement will continue after termination of the Contract/Agreement with CDA.</li><li>• all employees/subcontractors of the Contractor/Vendor will complete the required Security Awareness Training module located at <a href="http://www.aging.ca.gov">www.aging.ca.gov</a>, 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.</li><li>• all employees/subcontractors of the Contractor/Vendor will be notified of CDA's confidentiality and data security requirements.</li><li>• 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.</li></ul>	

Exhibit A – Scope of Work

**SCOPE OF WORK**

1. Contractor agrees to provide to the California Department of Aging services under Agreement No. TV-1516-21 in accordance with this Agreement.
2. The services shall be performed in Planning and Service Area(s): 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: June Ditgen	Name: Ricardo Hiestroza
Phone (916) 419-7556	Phone: (951) 867-3847
Fax: (916) 928-2510	Fax: (951) 697-3896

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: Rachelle Roman
Address: 1300 National Drive, Suite 200 Sacramento, CA 95834	Address: 6296 Rivercrest Drive, Suite K Riverside CA 92507-0738
Phone: (916) 419-7157	Phone: (951) 867-3839
Fax: (916) 928-2500	Fax: (951) 867-3830
Email: don.fingado@aging.ca.gov	Email: rroman@co.riverside.ca.us

**Scope of Work – Exhibit A**  
**Title V SCSEP – Fiscal Year 2015-16**

**ARTICLE I. PROGRAM DEFINITIONS**

- A. “Additional Indicators” means indicators that are not subject to goal-setting and corrective action. [20 CFR 641.700(a)]

Additional indicators include:

1. Retention in unsubsidized employment for one (1) year;
2. Satisfaction of the participants, employers, and their host agencies with their experiences and the services provided;
3. Entered into volunteer work.

[OAA §513(b)(2)] [20 CFR 641.700(c)] [20 CFR 641.710(b)]

- B. “American Job Centers” (AJC) (previously known as the One-Stop Career Centers) means agencies that are funded by the Workforce Investment Act (WIA) to provide universal access to employment referrals, training, and other job seeker/employer services. [20 CFR 641.140]

- C. “BCT Partners” means the organization under contract to the United States (U.S.) Department of Labor (DOL) to maintain the Title V Senior Community Service Employment Program (SCSEP) Performance and Results Quarterly Progress Report System (SPARQ) and the Web Data Collection System (WDCS) and that is responsible for providing on its website the SPARQ user’s guide and DOL policy guidance related to system upgrades. [20 CFR 641.879 (b)] [20 CFR 641.879(e)(i)]

- D. “Charter Oak Group” (COG) means the organization under contract to DOL to create and maintain the Title V SCSEP WDCS handbook that provides direction on entering data into the WDCS. and providing on its website, DOL policy guidance, frequently asked questions, and revisions to the handbook. [20 CFR 641.879(b)] [20 CFR 641.879(e-i)]

- E. “Classroom Training Hours” means the number of hours spent in classroom training by Title V SCSEP participants. [20 CFR 641.540(c)]

- F. “Community-Service Employment Training” means part-time, temporary employment paid with contract funds in projects at host agencies through which eligible individuals are engaged in community service and receive work experience and job skills that can lead to unsubsidized employment. Assignments may be supplemented by general or specialized skills training and a participant must have an Individual Employment Plan (IEP) that details skills to be attained and timelines for achieving the goal. [OAA 518(a)(2)] [20 CFR 641.140] [20 CFR 641.577]

**Scope of Work – Exhibit A**  
**Title V SCSEP – Fiscal Year 2015-16**

ARTICLE I. PROGRAM DEFINITIONS (Continued)

- f) Have failed to find employment after utilizing services provided through the One-Stop Delivery System; or
- g) Are homeless or at risk for homelessness.  
[OAA §518(b)(1)-(2)] [20 CFR 641.520]
- K. “Entry into Unsubsidized Employment” (entered employment) means participants who are employed in the first quarter after the exit quarter.  
[20 CFR 641.710(a)(2)]
- L. “Entry into Volunteer Work” are those not engaged in volunteer work at the time of entry into the Title V SCSEP. The number of those who enter into volunteer work equals the number of such participants who perform volunteer work in the first quarter after the exit quarter, divided by the number of such participants who exit during the quarter. [20 CFR 641.700(c)(4)] [20 CFR 641.710(b)(3)]  
[SCSEP Quarterly Progress Report, ETA 5140]
- M. “Host Agency” means a public agency or private non-profit organization exempt from taxation under §501(c)(3) of the Internal Revenue Code of 1986 which provides a training work site and supervision for one or more participants.  
[20 CFR 641.140]
- N. “Hours (in the aggregate) of Community Service Employment Training” (community service hours) means the number of hours of community service provided by Title V SCSEP participants. [20 CFR 641.710(a)(1)]
- O. “In-Kind Contributions” means the value of non-cash contributions donated to support the project or program (e.g., property, service, host agency supervisory time, etc.).
- P. “Job Ready” refers to individuals who do not require further education or training to perform work that is available in their labor market. Projects may not enroll as Title V SCSEP participant job-ready individuals who can be directly placed into unsubsidized employment. Such individuals should be referred to an employment provider, such as the AJC for job placement assistance under WIA or another employment program. [20 CFR 641.140] [20 CFR 641.512]
- Q. “Limited English Proficiency” (LEP) means individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English. [20 CFR 641.140]
- R. “Low-Income” means family income not more than 125 percent (125%) of the federal poverty guidelines. [OAA §518(a)(3)(A)] [20 CFR 641.500]

**Scope of Work – Exhibit A**  
**Title V SCSEP – Fiscal Year 2015-16**

ARTICLE I. PROGRAM DEFINITIONS (Continued)

- W. “On-The-Job-Experience (OJE) Training” means developing a training assignment that provides the participant an opportunity to develop and practice specific skills and/or experience, which are not attainable through the regular community service assignment. [Older Worker Bulletin No. 04-04]
- X. “Participant” means an individual who is eligible for the Title V SCSEP; is given a community service assignment; and is receiving services funded by the program for up to forty-eight (48) months. [OAA §518(a)(3)(A)-(B)] [20 CFR 641.140] [20 CFR 641.570(a)]
- Y. “Participant Position” means an authorized training slot whose unit cost includes administration; participant wage and fringe benefits; and other participant costs. The number of participant slots and the amount of funding available for a given fiscal year is based on an equitable distribution ratio determined by the U.S. Census and allocated by DOL. [OAA §506(g)(1)] [OAA §507]
- Z. “Participant Durational Limit” means a participant can be enrolled in the program for up to forty-eight (48) months. [OAA §518(a)(3)(i)] [20 CFR 641.570(a)] [California Department of Aging (CDA) Program Memo (PM) 10-19]
- AA. “Performance Measures” means core indicators and additional indicators of performance that measure the success and effectiveness of the Title V SCSEP. [OAA §513(b)] [20 CFR 641.700] [20 CFR 641.710]
- BB. “Program Income” means income earned by the Contractor during the contract period that is directly generated by an allowable activity supported by contract funds or earned as a result of the award of contract funds, and may include:
- a. Voluntary contributions received from a participant or responsible party as a result of the service.
  - b. Income from usage or rental fees of real or personal property acquired with grant funds or 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.
- CC. “Retention in Unsubsidized Employment for One Year” means full or part-time paid employment of a participant in the public or private sector for one (1) year after the starting date the participant’s of placement into unsubsidized employment without the use of funds under Title V SCSEP or any other federal or State employment

**Scope of Work – Exhibit A**  
**Title V SCSEP – Fiscal Year 2015-16**

contractor or vice versa. [Title V SCSEP Data Collection Handbook rev. 6 (4/19/2010), Participant Form Guide (page 28, number 17)]

**ARTICLE I. PROGRAM DEFINITIONS (Continued)**

- KK. “Unemployed” means an individual who is without a job and who wants and is available for work, including an individual who may have occasional employment that does not result in a constant source of income. [OAA §518(a)(8)]
- LL. “Web Data Collection System (WDCS)” means the DOL web-based data collection system used to input all Title V SCSEP program and participant information into SPARQ. [OAA §503(f)(3)-(4)] [20 CFR 641.879(b)] [20 CFR 641.879(e)-(h)]

**ARTICLE II. SCOPE OF WORK**

- A. The Contractor shall perform the following if operating as a direct Title V SCSEP program or for a Title V SCSEP contracted program, the Contractor shall ensure that the Subcontractor shall perform the following:
  - 1. Implement statutory provisions of the Title V SCSEP in accordance with all applicable laws, regulations, and this Agreement including but not limited to:
    - a. Older Americans Act of 1965, as Amended in 2006 by Public Law 109-365
    - b. 20 CFR Part 641 SCSEP: Final Rule, September 1, 2010]
    - c. 20 CFR Part 641 SCSEP: Final Rule, Additional Indicator on Volunteer Work, January 31, 2012]
    - d. Workforce Innovation and Opportunity Act of 2014 (WIOA), Public Law 113-128
    - e. DOL’s Training and Employment Guidance Letter (TEGL) No. 15-14
    - f. 29 CFR 95.5
    - g. 29 CFR 97.40
    - h. 20 CFR 652 et al.
    - i. 20 CFR 662.200 to 662.280

**Scope of Work – Exhibit A**  
**Title V SCSEP – Fiscal Year 2015-16**

no less frequently than two (2) times during a 12-month period.  
[20 CFR 641.535(a)(2)]

**ARTICLE II. SCOPE OF WORK (Continued)**

6. Provide an Individual Employment Plan (IEP) for each participant based on an assessment. IEPs shall be developed in partnership with each participant and must reflect the needs as well as the expressed interests and desires of the participant. The initial IEP should include an appropriate employment goal for each participant. IEPs shall be updated as necessary to reflect information gathered during the participants' assessments. IEPs shall contain goals, action steps to achieve goals, and timelines to complete goals. [20 CFR 641.140] [20 CFR 641.535(a)(3)]
7. Provide or arrange for training for participants specific to their community service assignment or in support of their training needs identified in their IEP. [20 CFR 641.535(a)(5)-(6)]
8. Submit all requests for an OJE to CDA for approval prior to exercising the OJE with any participants. [Older Worker Bulletin No. 04-04]
9. Obtain and record the personal information necessary for a proper determination of eligibility for all participants and maintain documentation supporting their eligibility. The income of each participant shall be recertified once every twelve (12) months. Documentation records shall be maintained in a confidential manner. [20 CFR 641.505]
10. Cooperate with community, employment, and training agencies, including agencies under the WIOA, to provide services to low-income older workers. [20 CFR 641.200]
11. Participate in the development of the Title V SCSEP State Plan. Local activities must support the strategic focuses outlined in the Title V SCSEP State Plan. [20 CFR 641.315(a)(1)]
12. Follow-up with participants placed into unsubsidized employment to determine whether they are still employed and to make certain that participants receive any follow-up services they may need to ensure retention. [20 CFR 641.545(c)] Follow-up with participants to determine if they entered into volunteer work. [20 CFR 641.710(b)(3)]
13. As a mandated partner under the WIOA, the Title V SCSEP Contractor must have a signed Memorandum of Understanding (MOU) with the Local Workforce Investment Board(s) and the AJC(s) detailing how services will be provided. [20 CFR 662.200 to 662.300]

**Scope of Work – Exhibit A**  
**Title V SCSEP – Fiscal Year 2015-16**

d. Earnings;

ARTICLE II. SCOPE OF WORK (Continued)  
e. The number of eligible individuals served; and

f. The number of most-in-need individuals served.

[OAA §513(b)(1)] [20 CFR 641.700(b)] [20 CFR 641.710(a)]

2. Additional indicators include:

a. Unsubsidized employment retention (1 year).

b. Customer satisfaction (employer, host agency, participant).

c. Entered into volunteer work.

[OAA §513(b)(2)] [20 CFR 641.700(c)] [20 CFR 641.710(b)]

C. In addition to the conditions above, the Contractor shall perform the following if subcontracting for Title V SCSEP program services [29 CFR 95.5] [29 CFR 97.40]:

1. Ensure all applicable provisions required within this Agreement are included in any subcontract entered into by the Contractor to carry out the terms of this Agreement.
2. Ensure all applicable provisions required within this Agreement are included in any subcontract entered into by the Contractor to carry out the terms of this Agreement.
3. Conduct an annual onsite monitoring, evaluate, and document the Subcontractor's performance and compliance with this Agreement.
4. Provide training, support and technical assistance to the Subcontractor(s) as needed and respond in writing to all written requests from the Subcontractor(s) for guidance, and interpretation of instructions.



**Budget Detail, Payment Provisions, and Closeout - Exhibit B**  
**Title V – Fiscal Year 2014-15**

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>

This is not to be construed as limiting the Contractor from paying any differences in costs, from funds other than those provided by this Department, between the CalHR rates and any rates the Contractor is obligated to pay under other contractual agreements. No travel outside the State of California shall be reimbursed unless prior written authorization is obtained from the State. [2 CCR 599.615 et seq.]

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

3. CDA reserves the right to refuse payment to the Contractor or disallow costs for any expenditure, as determined by CDA to be out of compliance with this Agreement, unrelated or inappropriate to contract activities, when adequate supporting documentation is not 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 maintained in accordance with Generally Accepted Accounting Principles and Procedures and the Office of Management and

**Budget Detail, Payment Provisions, and Closeout - Exhibit B**  
**Title V – Fiscal Year 2014-15**

ARTICLE I. FUNDS (Continued)

3. Limitation of State Liability

Payment for performance by the Contractor shall be dependent upon the availability of future appropriations by the Legislature or Congress for the purposes of this contract and approval of an itemized Senior Community Service Employment Program (Title V) Budget. 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 is received and approved by the State, and the Contractor has received an executed contract.

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 purposes of this program, the State shall have the option to either:

- Terminate the Contract pursuant to Exhibit D, Article XII, A. of this Agreement or,
- 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. Interest earned on federal advance payments deposited in interest bearing accounts must be remitted annually to CDA. Interest amounts up to \$500 per year may be retained by the Contractor and subcontractors for administrative expenses. [2 CFR 200.305(b)(9)]
2. Interest earned on advances of federal and non-federal funds shall be identified as non-match cash.
3. The Contractor must maintain advance payments of federal awards in interest-bearing accounts, unless the following apply: [2 CFR 200.305(8)]
  - a. The Contractor 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 \$500 per year on federal cash balances

**Budget Detail, Payment Provisions, and Closeout - Exhibit B**  
**Title V – Fiscal Year 2014-15**

ARTICLE I. FUNDS (Continued)

4. On-the-Job Experience expenditures applied to wages and fringe benefits, other program costs, or administration shall be identifiable in the Contractor's records.

ARTICLE II. BUDGET AND BUDGET REVISIONS

- A. The Contractor shall be compensated for expenses only as itemized in the approved Budget with the exception of line item budget transfers as noted in G.1 of this Article and shall not be entitled to payment for these expenses until this Agreement is approved and executed by CDA.. The approved Budget is hereby incorporated by reference into this Agreement as a part of Exhibit B.
- B. The Budget 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 - monthly, weekly, or hourly rates, as appropriate and personnel classifications together with the percentage of time to be charged to this Agreement.
  2. Fringe Benefits.
  3. Contractual Costs – subcontract and consultant cost detail.
  4. Indirect Costs.
  5. Rent - specify square footage and rate.
  6. Supplies.
  7. Equipment - detailed descriptions and unit costs.
  8. In State Travel – mileage reimbursement rate, lodging, per diem and other costs.
  9. Out of State Travel - any travel outside the State of California including mileage reimbursement rate, lodging, per diem and other costs.
  10. Other Costs - a detailed list of other operating expenses.
- C. 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.
- D. The Contractor shall submit electronically, a budget revision thirty (30) days after receiving an amended Title V Budget Display with changes in funding levels, unless otherwise instructed by CDA.

**Budget Detail, Payment Provisions, and Closeout - Exhibit B  
Title V – Fiscal Year 2014-15**

**ARTICLE II. BUDGET AND BUDGET REVISIONS (Continued)**

with Title V SCSEP activities and functions, stipulated within the annual Title V SCSEP Application.

**ARTICLE III. PAYMENT**

- A. The Contractor shall prepare and submit by the 15<sup>th</sup> of each month to the AAA-Based Team, in electronic format, a Monthly Expenditure Report/Request for Funds (CDA 29), according to the calendar provided, unless otherwise specified by CDA.

Monthly Title V Fiscal Reporting Due Dates

<b>RFF Month</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>
<b>RFF Due Date</b>	<b>6/15</b>	<b>7/15</b>	<b>8/15</b>	<b>9/15</b>	<b>10/15</b>	<b>11/15</b>	<b>12/15</b>	<b>1/15</b>	<b>2/15</b>	<b>3/15</b>	<b>4/15</b>	<b>5/15</b>
<b>Expenditure Report Month</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>
<b>Expenditure Report Due Date</b>	<b>6/15</b>	<b>7/15</b>	<b>8/15</b>	<b>9/15</b>	<b>10/15</b>	<b>11/15</b>	<b>12/15</b>	<b>1/15</b>	<b>2/15</b>	<b>3/15</b>	<b>4/15</b>	<b>5/15</b>

\*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 and end with the month preceding the last full month of the contract June 30th.

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

**ARTICLE IV. CLOSEOUT**

- A. All contractors must submit Closeout Reports as instructed by CDA.
- B. All contractors must submit the Report of Property Purchased with Agreement Funds (CDA 32) with the Closeout Report.
- C. Closeout reporting documents must be addressed to the CDA Fiscal Team.

Exhibit B- Budget Detail, Payment Provisions, and Closeout

**SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM**  
**Budget Display**  
**Fiscal Year 2015-16**  
**July 1, 2015 - June 30, 2016**  
**County of Riverside**

	Project	Baseline	Transfers	Total	Net Change
<b>FEDERAL TRUST FUNDS:</b>					
Title V Participant Wages & Fringe Benefits	TVFL15-15	598,387		598,387	
Title V Participant Other Costs	TVOL15-15	98,469		98,469	
Title V Administration	TVAL15-15	60,596		60,596	
<b>TOTAL FEDERAL TITLE V</b>		<b>757,452</b>		<b>757,452</b>	
	<b># of Participant Slots</b>	<b>83</b>			

The minimum match requirement is: 89,392  
 Mandated maximum of 8% allowed for Administration.

Funds for this contract are provided by using the U.S. Department of Labor Training & Employment grant:

CFDA#	Project Title	Grant #	Effective Date
17.235	SCSEP-State Grants	AD-26850-15-55-A-6	7/1/2015

**Special Terms and Conditions - Exhibit D**  
**Title V – Fiscal Year 2015-16**

ARTICLE I. DEFINITIONS AND RESOLUTIONS OF LANGUAGE CONFLICTS

A. General Definitions

1. "Agreement" or "Contract" means the Standard Agreement, (Std. 213), Exhibits A, B, C, D, and E, and an approved Budget and Budget Narrative, all of which are hereby incorporated by reference, amendments, and any other documents incorporated by reference, unless otherwise provided for in this Article.
2. "Contractor" means the Area Agency on Aging (AAA) awarded funds under this Agreement and is accountable to the State and/or federal government for use of these funds and is responsible for executing the provisions for services provided under this Agreement.
3. "CCR" means California Code of Regulations.
4. "CFR" means Code of Federal Regulations.
5. "Data Universal Numbering System (DUNS) number" means the nine-digit number established and assigned by Dun and Bradstreet, Inc. to uniquely identify business entities.
6. "Cal. Gov. Code" means California Government Code.
7. "OMB" means Office of Management and Budget.
8. "PCC" means the Public Contract Code.
9. "Reimbursable item" also means "allowable cost" and "compensable item."
10. "State" and "Department" mean the State of California and the California Department of Aging (CDA) interchangeably.
11. "Subcontractor" means the legal entity that receives funds from the Contractor to carry out part of a federal award identified in this Agreement.
12. "Subcontract" means any form of legal agreement between the Contractor and the Subcontractor, including an agreement that the Contractor considers a contract, including vendor type Agreements that provide for the provision of goods or services under this Agreement.
13. "U.S.C." means United States Code.
14. "Welf. & Inst. Code" means Welfare and Institutions Code.

**Special Terms and Conditions - Exhibit D**  
**Title V – Fiscal Year 2015-16**

ARTICLE II. ASSURANCES (Continued)

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. 2000d; 45 CFR 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 Cal Gov. Codes 11135 to 11139.5; 22 CCR 98000 et seq., 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. [22 CCR 98323, Chapter 182, Statutes of 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. 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.

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, any increase in costs associated with the conflict of interest 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,

**Special Terms and Conditions - Exhibit D**  
**Title V – Fiscal Year 2015-16**

ARTICLE II. ASSURANCES (Continued)

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:
  - a. Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency. [45 CFR 92.35]
  - 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.
  - 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 CDA in writing, any incidents of alleged fraud and/or abuse by either the Contractor or subcontractors.
3. The Contractor shall maintain any records, documents, or other evidence of fraud and abuse until otherwise notified by CDA.
4. The Contractor agrees to timely execute any and all amendments to this Agreement or other required documentation relating to the Subcontractor's debarment/suspension status.

K. Agreement Authorization

1. If a public entity, the Contractor shall submit to CDA a copy of an approved resolution, order, or motion referencing this Agreement number authorizing execution of this Agreement. If a private nonprofit entity, the



**Special Terms and Conditions - Exhibit D**  
**Title V – Fiscal Year 2015-16**

ARTICLE II. ASSURANCES (Continued)

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 subcontracting private entity 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 entity shall result in suspension or termination of this Agreement with CDA until satisfactory status is restored. Failure to maintain good standing by a subcontracting entity 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 its knowledge and belief, that:

1. No federally appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of any agency; a Member of Congress; an officer or employee of Congress; or an employee of a Member of Congress; in connection with the awarding of any federal contract; the making of any federal grant; the making of any federal loan; the entering into of any cooperative agreement; and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the Contractor shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The Contractor shall require that the language of this certification be included in the award documents for all subcontracts at all tiers (including contracts under grants, loans, and cooperative agreements which exceed \$100,000) and that all subcontractors shall certify and disclose accordingly.

**Special Terms and Conditions - Exhibit D**  
**Title V – Fiscal Year 2015-16**

ARTICLE V. SUBCONTRACTS (Continued)

- D. The Contractor shall have no authority to contract for, or on behalf of, or incur obligations on behalf of the State.
- E. Copies of subcontracts, Memorandums and/or Letters of Understanding shall be on file with the Contractor and shall be made available for review at the request of CDA.
- F. The Contractor shall monitor the insurance requirements of its subcontractors in accordance with Article XI. of this Exhibit.
- G. The Contractor shall require language in all subcontracts to require all subcontractors to indemnify, defend, and save harmless the Contractor, its officers, agents, and employees from any and all claims and losses accruing to or resulting from any subcontractors, suppliers, laborers, and any other person, firm, or corporation furnishing or supplying work services, materials, or supplies in 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(s) in the performance of this Agreement.
- H. The Contractor shall ensure that the Subcontractor will complete all reporting and expenditure documents requested by CDA. These reporting and expenditure documents shall be sent to the Contractor in a timely manner and at intervals as determined by CDA.
- I. Prior to the awarding of a subcontract to any for-profit entity, the Contractor shall submit the following to CDA for review and approval:
  - 1. The Request For Proposal or Invitation For Bid
  - 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

[22 CCR 7362]

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.

**Special Terms and Conditions - Exhibit D**  
**Title V – Fiscal Year 2015-16**

ARTICLE VI. RECORDS (Continued)

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 guidelines set forth in 2 CFR §200.302, the expenditures will be questioned in the audit and may be disallowed by the State during the audit resolution process.
- E. All records containing confidential information shall be handled in a confidential manner in accordance with the requirements for information integrity and security, and in accordance with guidelines set forth in this Article, and Article XVIII. After the authorized period has expired, confidential records shall be shredded and disposed of in a manner that will maintain confidentiality.

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, toner cartridges, file folders, etc.
- B. Property meeting all of the following criteria is subject to the reporting requirements:
  - 1. Has a normal useful life of at least one (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.

**Special Terms and Conditions - Exhibit D**  
**Title V – Fiscal Year 2015-16**

ARTICLE VII. PROPERTY (Continued)

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, cell or smart phones, multi-function printers, and laptops.
- G. The Contractor shall immediately investigate and within five (5) days fully document the loss, destruction, or theft of such property.
  - H. 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.
  - I. 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 CDA regarding the final disposition of the property.
  - J. 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.
  - K. To exercise the above right, no later than 120 days after termination of this Agreement or notification of the Contractor's dissolution, the State will issue specific written disposition instructions to the Contractor.
  - L. 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 CDA program providing the same or similar service.
    2. Another CDA-funded program.
  - M. The Contractor may share use of the property and equipment or allow use by other programs, upon written approval from CDA. As a condition of the approval, CDA may require reimbursement under this Agreement for its use.

**Special Terms and Conditions - Exhibit D**  
**Title V – Fiscal Year 2015-16**

ARTICLE X. AUDITS

- A. Contractors that expend \$750,000 or more in federal funds 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 2 CFR 200.501 to 200.521[formerly OMB Circular A-133]. A copy shall be submitted to the:

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

The copy shall be submitted within thirty (30) days after receipt of the Auditor's report or nine (9) months after the end of the audit period, whichever occurs first, or unless a longer period is agreed to in advance by the cognizant or oversight agency.

For purposes of reporting in the Schedule of Expenditures of Federal Awards in the audit, the federal grantor is the U.S. Department of Labor, Employment and Training Administration. The Catalog of Federal Domestic Assistance Number is 17.235.

The Contractor shall ensure that State-funded expenditures are displayed discreetly along with the related federal expenditures in the single audit report's "Schedule of Expenditures of Federal Awards" (SEFA) under the Catalog of Federal Domestic Assistance (CFDA) number 17.235.

- B. The Contractor shall perform a reconciliation of the "Financial Closeout Report" to the audited financial statements, single audit, and general ledgers. The reconciliation shall be maintained and made available for CDA review.
- C. The Contractor shall have the responsibility for 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.

**Special Terms and Conditions - Exhibit D**  
**Title V – Fiscal Year 2015-16**

ARTICLE X. AUDITS (Continued)

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 2 CFR Part 200, Subpart F Audit Requirements [formerly 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 thirty (30) days after receipt of the auditor's report or nine (9) months after the end of the audit period, whichever occurs first. [2 CFR §200 512]
  2. Properly procured – use procurement standards for auditor selection [2 CFR § 200.509]
  3. Performed in accordance with Generally Accepted Government Auditing Standards. [2 CFR 200.514].
  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 programs; an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts ; and the schedule of findings and questioned costs. [2 CFR 200.515]
  5. Performed in accordance with provisions applicable to this program as identified in [2 CFR Part 200, Subpart F Audit Requirements] [formerly OMB Circular A-133 Compliance Supplement].
- E. Requirements identified in Sections D and E of this Article shall be included in contracts with the Subcontractor. Further, the Subcontractor shall be required to include in its contract with the independent auditor that the auditor will comply with all applicable audit requirements/standards; CDA shall have access to all audit reports and supporting work papers, and CDA 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 amounts; amounts resolved; amounts of match verified, resolution of variances; recovered amounts; whether an audit was relied upon or the Contractor performed an independent expense verification

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ARTICLE XI. INSURANCE (Continued)

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 State 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, the Contractor and subcontractors shall comply with the Public Utilities Commission 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:
    - a. \$750,000 if seating capacity is under 8
    - b. \$1,500,000 if seating capacity is 8 – 15
    - c. \$5,000,000 if seating capacity is over 15
- B. The insurance will be obtained from an insurance company acceptable to the Department of General Services, Office of Risk and Insurance Management (DGS, ORIM), or be provided through partial or total self-insurance acceptable to the Department of General Services (DGS).
- C. Evidence of insurance shall be in a form and content acceptable to DGS, ORIM.
- D. The Contractor shall notify the State within five (5) business days of any cancellation, non-renewal, or material change that affects required insurance coverage.
- E. Insurance obtained through commercial carriers shall meet the following requirements:
1. 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 insureds, with respect to work performed for the State of California under this Agreement.” Professional liability coverage is exempt from this requirement.
  2. CDA shall be named the certificate holder and CDA’s address must be listed on the certificate.

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ARTICLE XII. TERMINATION (Continued)

B. Termination for Cause

CDA may terminate, in whole or in part, for cause the performance of work under this Agreement. CDA may terminate the Agreement upon thirty (30) days written notice to the Contractor. The Notice of Termination shall be effective thirty (30) days from the delivery of the Notice of Termination unless the grounds for termination are 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 CDA a Transition Plan as specified in Exhibit E of this Agreement. 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 the 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 Contractor or evidence of a financial condition that endangers performance of this Agreement and/or the loss of other funding sources.
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.
11. The Contractor's organizational structure has materially changed.



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ARTICLE XII. TERMINATION (Continued)

F. In the Event of a Termination Notice

CDA 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 CDA 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 CDA immediately of any intention to discontinue existence of the entity or to bring an action for dissolution.

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 the Director shall be addressed to the Director of CDA on the Contractor's letterhead.
- C. All other notices with the exception of those identified in Section B. of this Article shall be addressed to the California Department of Aging, AAA Based Teams, 1300 National Drive, Suite 200, Sacramento, California 95834. Notices mailed to

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ARTICLE XVIII. INFORMATION INTEGRITY AND SECURITY (Continued)

assistants, notebook computers, and backup media) and/or portable electronic storage media (including, but not limited to, discs, thumb/flash drives, portable hard drives, and backup media).

C. Disclosure

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; and symbol or other identifying characteristic assigned to the individual, such as finger or voice print or a photograph.
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,

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

H. Notification of Security Breach to Data Subjects

1. Notice must be given by the Contractor or subcontractors 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.

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. The Contractor shall ensure that any portable electronic media used for backups is encrypted.

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 Section B of this Article.
2. The Contractor may request permission to copyright material by writing to the Director of CDA. The Director shall consent to or give the reason for denial to the Contractor in writing within sixty (60) days of receipt of the request.

**Special Terms and Conditions - Exhibit D**  
**Title V – Fiscal Year 2015-16**

ARTICLE XIX. COPYRIGHTS AND RIGHTS IN DATA (Continued)

- b. Give the name of the entity, the address, and telephone number at which the supporting data is available;
- c. Include a statement that “The conclusions and opinions expressed may not be those of the California Department of Aging and that the publication may not be based upon or inclusive of all raw data.”

ARTICLE XX. BILINGUAL AND LINGUISTIC PROGRAM SERVICES

[Cal. Gov. Code § 11135 to 11139.5] [22 CCR 98211, 98310 to 98314, 98324 to 98326, 98340 to 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. [22 CCR 98310, 98314]

The group-needs assessment shall take into account the following four factors:

- a. Number or proportion of persons with Limited English Proficiency (LEP) 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.
- 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 Cal. Gov.Code § 11135 et seq; 22 CCR 98000 to 98382.

- 2. 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.

**Special Terms and Conditions - Exhibit D**  
**Title V – Fiscal Year 2015-16**

ARTICLE XX. BILINGUAL AND LINGUISTIC PROGRAM SERVICES (Continued)

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. [22 CCR 98324]
6. Noncompliance with this section may result in suspension or termination of funds and/or termination of this Agreement. [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. [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. [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. [22 CCR 98314]

D. Notice to Eligible Beneficiaries of Contracted Services

1. The Contractor shall designate an employee to whom initial complaints or inquiries regarding national origin can be directed. [22 CCR 98325]
2. The Contractor shall make available to ultimate beneficiaries of contracted services and programs, information regarding CDA's procedure for filing a complaint and other information regarding the provisions of Cal. Gov. Code § 11135 et seq. [22 CCR 98326]
3. The Contractor shall notify CDA immediately of a complaint alleging discrimination based upon a violation of State or federal law. [22 CCR 98211, 98310, 98340]

**Additional Provisions – Exhibit E**  
**Title V SCSEP - Fiscal Year 2015-16**

**ARTICLE I. ASSURANCES SPECIFIC TO TITLE V SCSEP**

- A. The Contractor shall assure the following:
1. Services are provided only to the defined eligible service population. [20 CFR 641.500]
  2. Participants enrolled in the Title V SCSEP shall receive at least the current State minimum wage or the prevailing local wage, whichever is higher, plus all fringe benefits required by law. All fringe benefits must be provided uniformly to all participants within a project or subproject. Participants must be paid for orientation, training, assessment, individual employment planning, and community service assignment work hours. [OAA §502(c)(6)(A)] [OAA §504(b)] [20 CFR 641.565]
  3. Participants shall be provided skill enhancement opportunities, personal and employment-related counseling, assistance in transition to unsubsidized employment, and other benefits. [20 CFR 641.535]
- B. The Contractor shall assure that the Title V SCSEP will serve the eligible service population and give priority to individuals who
1. Are sixty-five (65) years of age or older;
  2. Have a disability;
  3. Have LEP or low literacy skills;
  4. Reside in a rural area;
  5. Are veterans or spouses of veterans as defined in 20 CFR 641.520(b);
  6. Have low employment prospects;
  7. Have failed to find employment after utilizing services provided through the AJC Delivery System; or
  8. Are homeless or at risk for homelessness.
- [OAA §518(b)] [20 CFR 641.520]
- C. Develop and implement methods to recruit minority populations to ensure they are enrolled at least in proportion to their numbers in the population in the area. [OAA §515(c)]

**Additional Provisions – Exhibit E**  
**Title V SCSEP - Fiscal Year 2015-16**

**ARTICLE I. ASSURANCES SPECIFIC TO TITLE V SCSEP (Continued)**

1. The Contractor will post a notice at each training site and make available to each participant a written explanation of allowable and unallowable political activities in accordance with OAA §502(b)(1)(P) and 20 CFR 641.836.
2. Notices shall state that Title V SCSEP participants may engage freely in the political process with the following exceptions:
  - a. Participants may not engage in partisan or nonpartisan political activities during hours for which they are being paid with SCSEP funds. [20 CFR 641.836(d)(1)]
  - b. Participants may not present themselves as a spokesperson for Title V SCSEP while engaged in political activity. [20 CFR 641.836(d)(2)]
  - c. Participants may not be assigned to the office of a Member of Congress, a State or local legislator, or on the staff of any legislative committee. [20 CFR 641.836(d)(3)]
- J. The Contractor shall have appropriate office space for conducting private participant interviews to enable participants to freely discuss their backgrounds and experiences in a confidential manner.
- K. The Contractor shall comply with CDA's Title V SCSEP Authorized Break in Participation Policy (CDA PM 14-15). [20 CFR 641.570(d)]
- L. The Contractor shall ensure participants have safe and healthy working conditions at their community service employment worksites. [OAA §502(b)(1)(J)] [20 CFR 641.535(a)(10)]

**ARTICLE II. REPORTING PROVISIONS [OAA §503(f)(3)(4)] [20 CFR 641.879]**

- A. The Contractor shall:
  1. Input program and participant data into SPARQ using the WDCS on a routine basis.
  2. Review and continually seek to clear errors in the WDCS and the data must be timely, complete, accurate, and verifiable.
  3. Create a plan to ensure accuracy of data from all levels which includes a method for the Contractor or subcontractors to verify the accuracy of the data prior to submission to CDA.

**Additional Provisions – Exhibit E**  
**Title V SCSEP - Fiscal Year 2015-16**

ARTICLE III. APPEAL PROCESS (Continued)

- C. The Contractor may appeal the final decision of CDA's Chief Deputy Director in accordance with the procedures set forth in 1 CCR 1200.
- D. Costs incurred by the Contractor or subcontractor for administrative or court review is not reimbursable.

ARTICLE IV. SCSEP TRANSITION PLAN

- A. The Contractor shall submit a transition plan to CDA within fifteen (15) business days of delivery of a written Notice of Termination by CDA or Notice of Intent to Terminate by the Contractor. The transition plan must be approved by CDA and shall at a minimum include the following:
  - 1. A process on how participants will be notified of program closure, reduction of slots, or change in service provider.
  - 2. A process on how confidential records of participants and database files will be relinquished by the Contractor and transferred to the new service provider.
  - 3. A process to communicate with national SCSEP grantees to transfer current participants into other employment/training opportunities.
  - 4. A process on how supportive services will be identified and provided to participants to ease in the transition.
  - 5. A process to conduct a property inventory and plan to dispose of, transfer, or return to CDA all equipment purchased during the entire operation of the contract.
  - 6. A description of adequate staff to provide continued service through the term of the existing contract. [22 CCR 7206(e)(4)]
- B. The Contractor shall implement the transition plan as approved by CDA. CDA will monitor the Contractor's progress in carrying out all elements of the transition plan.
- C. If the Contractor fails to provide and implement a transition plan as required by Exhibit D, Article XII., of this Agreement, the Contractor agrees to implement a transition plan submitted by CDA to the Contractor following the Notice of Termination.