

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

686



**FROM:** Office on Aging

**SUBMITTAL DATE:**  
May 20, 2014

**SUBJECT:** Approval of FY 2014/2015 Standard Agreement TV-1415-21 between California Department of Aging (CDA) and County of Riverside Office on Aging (OoA) for Title V, Senior Community Service Employment Program (SCSEP) for the period July 1, 2014 through June 30, 2015. [Districts - ALL] [Total Cost: \$756,435] [Source of Funds: 100% Federal].

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

1. Approve and Authorize Chair to execute FY 2014/2015 Standard Agreement TV-1415-21 between CDA and OoA for the period July 1, 2014 through June 30, 2015;
2. Authorize the Purchasing Agent, in accordance with Ordinance No 459, to sign renewals, based on the availability of funding, and to sign amendments that do not change the substantive terms of the agreement; and
3. Return six (6) Standard Agreements to the Office on Aging for further processing.

**BACKGROUND:**

Summary

The term of this agreement with California Department of Aging (CDA) is from July 1, 2014 through June 30, 2015 in the amount of \$756,435. The funds provided on this agreement support the operation of the

*Michele Haddock*

Michele Haddock  
Director

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$	\$ 756,435	\$ 756,435	\$	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$	\$	\$	\$	

**SOURCE OF FUNDS:** Federal 100%

Budget Adjustment:  No  
For Fiscal Year: 14/15

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

APPROVE

BY: *Lani Sioson*  
Lani Sioson

County Executive Office Signature

**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Benoit, seconded by Supervisor Ashley and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Stone, Benoit and Ashley

Nays: None

Absent: Tavaglione

Date: June 3, 2014

xc: [unclear] Office on Aging, Purchasing

Kecia Harper-Ihem  
Clerk of the Board

By: *[Signature]*  
Deputy

Prev. Agn. Ref.:

District: All

Agenda Number:

**3-62**

FORM APPROVED COUNTY COUNSEL  
BY: NEAL R. KIPNIS DATE  
Departmental Concurrence

FISCAL PROCEDURES APPROVED  
PAUL ANGLIO, CPA, AUDITOR-CONTROLLER  
BY: Esteban Hernandez 5/22/14

A-30  Positions Added  Change Order  
4/5 Vote

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**  
**FORM 11: Approval of FY 2014/2015 Standard Agreement TV-1415-21 between California Department of Aging (CDA) and County of Riverside Office on Aging (OoA) for Title V, Senior Community Service Employment Program (SCSEP) for the period July 1, 2014 through June 30, 2015. [Districts - ALL] [Total Cost: \$756,435] [Source of Funds: 100% Federal].**

**DATE: May 20, 2014**

**PAGE: 2 of 2**

**BACKGROUND:**

**Summary (continued):**

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.

**Impact on Residents 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 funding for the program has been included through the countywide budgeting process and will be formally approved in the FY2014/15 Adopted Budget by the Board of Supervisors.

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

**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: <i>County of Riverside</i>	CONTRACT NUMBER:
AUTHORIZED SIGNATURE: <i>Jeff Stone</i>	PRINTED NAME AND TITLE OF PERSON SIGNING: <b>JEFF STONE CHAIRMAN, BOARD OF SUPERVISORS</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>	

ATTEST:  
KECVA HARPER-IHEM, Clerk  
BY *[Signature]* DEPUTY

FORM APPROVED COUNTY COUNSEL  
BY: *[Signature]* DATE: *6/3/14*  
NEAL R. KIPNIS

JUN 03 2014 3-62


**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.

AGREEMENT NUMBER <b>TV-1415-21</b>
REGISTRATION NUMBER

- 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
- The term of this Agreement is: July 1, 2014 to June 30, 2015
- The maximum amount of this Agreement is: **\$ 756,435.00**  
 Seven hundred fifty-six thousand four hundred thirty-five and 00/100 dollars
- 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	<b>ATTEST:</b> <b>KECIA HARPER-IHEM, Clerk</b> By  <b>DEPUTY</b>	10 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		California Department of General Services Use Only  <input checked="" type="checkbox"/> Exempt per: Exempt per: AG OP 80-111
CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.) COUNTY OF RIVERSIDE		
BY (Authorized Signature)  JEFF STONE	DATE SIGNED (Do not type) 6/3/14	
PRINTED NAME AND TITLE OF PERSON SIGNING CHAIRMAN, BOARD OF SUPERVISORS		
ADDRESS 6296 Rivercrest Drive, Suite K Riverside CA 92507-0738		
STATE OF CALIFORNIA		
AGENCY NAME California Department of Aging		
BY (Authorized Signature)  Dyanne Macias	DATE SIGNED (Do not type) 7/9/14	
PRINTED NAME AND TITLE OF PERSON SIGNING Dyanne Macias, Manager, Contracts and Business Services		
ADDRESS 1300 National Drive, Suite 200, Sacramento CA. 95834		

**Scope of Work – Exhibit A**  
**Title V SCSEP – Fiscal Year 2014-15**

**ARTICLE I. DEFINITIONS**

- A. **Title V Senior Community Service Employment Program (SCSEP)** means a program that serves unemployed low-income persons who are 55 years of age and older and who have poor employment prospects by training them in part-time community service assignments and by assisting them in developing skills and experience to facilitate their transition to unsubsidized employment. [Older Americans Act (OAA) 502(a)(1)] [20 CFR 641.110]
- B. **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 48 months. [OAA 518(a)(3)(B)] [20 CFR 641.140] [20 CFR 641.570(a)]
- C. **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 the Department of Labor (DOL). [OAA 506(g)(1)] [OAA 507]
- D. **Modified Positions** means the number of authorized training slots adjusted to account for states with a higher minimum wage paid to participants. [Title V SCSEP Quarterly Progress Report-Employment Training Administration (ETA) 5140]
- E. **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)]
- F. **Low Income** means family income not more than 125 percent of the federal poverty guidelines. [OAA 518(a)(3)(A)]
- G. **Eligible Service Population** means unemployed low-income California residents who are 55 years of age or older and who have poor employment prospects. [OAA 518(b)(1)(2)] [20 CFR 641.500] [20 CFR 641.520]

Priority must be given to individuals who are 65 years of age and older or:

- Have a disability.
- Have limited English proficiency or low literacy skills.
- Reside in a rural area.
- Are veterans or spouses of veterans as defined in 20 CFR 641.520(a)(5).
- Have low employment prospects.
- Have failed to find employment after utilizing services provided through the One-Stop Delivery System.
- Are homeless or at risk for homelessness.

**Scope of Work – Exhibit A**  
**Title V SCSEP – Fiscal Year 2014-15**

ARTICLE I. DEFINITIONS (Continued)

- H. **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]
- I. **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.
- J. **Matching Contributions** mean local cash and/or in-kind contributions by the Contractor, subcontractor, or other local resources that qualify as match for the contract funding. [OAA 502(c)(2)] [20 CFR 641.809]
- K. **In-Kind Contributions** mean the value of non-cash contributions donated to support the project or program (e.g., property, service, host agency supervisory time, etc.).
- L. **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]
- M. **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]
- N. **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]
- O. **Core Indicators** means indicators that are subject to goal-setting and corrective action. [OAA 513(b)(1)] [20 CFR 641.700(a)] [20 CFR 641.710]

**Scope of Work – Exhibit A**  
**Title V SCSEP – Fiscal Year 2014-15**

**ARTICLE I. DEFINITIONS (Continued)**

Core indicators include:

- Hours of community service employment.
- Entry into subsidized employment.
- Retention in unsubsidized employment for six months.
- Earnings.
- Number of eligible individuals served.
- Most-in-need individuals served.

P. **Additional Indicators** means indicators that are not subject to goal-setting and corrective action. [OAA 513(b)(2)] [20 CFR 641.700(c)] [20 CFR 641.710(b)]

Additional indicators include:

- Retention in unsubsidized employment for one year.
- Satisfaction of the participants, employers, and their host agencies with their experiences and the services provided.
- Entered into volunteer work.

Q. **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]

R. **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)]

S. **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)]

T. **Retention in Unsubsidized Employment for Six Months** (employment retention) means full or part-time paid employment in the public or private sector of a participant for six months after the starting date of placement into unsubsidized employment without the use of funds under Title V SCSEP or any other federal or State employment subsidy program. [20 CFR 641.710(a)(3)]

U. **Retention in Unsubsidized Employment for One Year** is defined by the formula: The number of participants who are employed in the fourth quarter after the exit quarter divided by the number of participants who exit during the quarter. [20 CFR 641.710(b)(1)]



**Scope of Work – Exhibit A**  
**Title V SCSEP – Fiscal Year 2014-15**

ARTICLE I. DEFINITIONS (Continued)

- V. **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]
- W. **Earnings** mean the “average earnings” of those participants who are employed. To calculate “earnings,” use the total earnings in the second and third quarters after the exit quarter, divided by the number of exiters during the period. [20 CFR 641.710(a)(4)]
- X. **Number of Eligible Individuals Served** (service level) means the total number of participants served divided by the Contractor’s authorized number of positions, after adjusting for minimum wage. [20 CFR 641.710(a)(5)]
- Y. **Number of Most-in-Need Individuals Served** (service to-most-in-need) means service to participants who meet any of the following characteristic:  
[OAA 518(a)(3)(B)(ii)] [20 CFR 641.710(a)(6)]
- Have a severe disability.
  - Are frail.
  - Are age 75 or older.
  - Meet the eligibility requirements related to age for, but do not receive benefits under Title II of the Social Security Act.
  - Live in an area with persistent unemployment and are individuals with severely limited employment prospects.
  - Have limited English proficiency.
  - Have low literacy skills.
  - Have a disability.
  - Reside in a rural area.
  - Are veterans.
  - Have low employment prospects.
  - Have failed to find employment after utilizing services provided under Title I of the Workforce Investment Act of 1998.
  - Are homeless or at risk for homelessness.
- Z. **Satisfaction Survey** means an instrument that gathers the satisfaction of participants, employers, and their host agencies with their experiences and the services provided. [20 CFR 641.710(b)(2)]
- AA. **Customer Satisfaction** means satisfaction of the participants, employers, and host agencies with their experience with Title V SCSEP. [20 CFR 641.710(b)(2)]

**Scope of Work – Exhibit A**  
**Title V SCSEP – Fiscal Year 2014-15**

ARTICLE I. DEFINITIONS (Continued)

- BB. **Participant Program Tenure** means participants can be enrolled in the program for up to 48 months. [OAA 518(a)(3)(i)] [20 CFR 641.570(a), CDA PM 10-19]
- CC. **Supportive Services** means services, such as transportation, health and medical services, special job-related or personal counseling, incidentals [such as work shoes, badges, uniforms, eyeglasses, and tools], child and adult care, housing, including temporary shelter, follow up services, and needs related payments which are necessary for an individual to participate in program activities authorized under the Title V SCSEP. [OAA 502(c)(6)(A)(iv)] [OAA 518(a)(7)] [20 CFR 641.140] [20 CFR 641.545]
- DD. **Classroom Training Hours** means the number of hours spent in classroom training by Title V SCSEP participants. [20 CFR 641.540(c)]
- EE. **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 participants 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]
- FF. **Title V SCSEP Performance and Results Quarterly Progress Report System (SPARQ)** means the DOL system used to process and analyze Title V SCSEP data and the system used to view, print, and save Title V SCSEP quarterly progress reports, data quality reports, and management reports. [OAA 503(f)(3)(4)] [20 CFR 641.879(b)] [20 CFR 641.879(e-h)]
- GG. **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)]
- HH. **BCT Partners** means the organization under contract to DOL to maintain the Title V SCSEP SPARQ and the 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)]
- II. **Charter Oak Group (COG)** means the organization under contract to DOL to create 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)]

**Scope of Work – Exhibit A**  
**Title V SCSEP – Fiscal Year 2014-15**

**ARTICLE I. DEFINITIONS (Continued)**

- JJ. **Transfer/Change Utility** means the WDCCS procedure used to transfer a participant into SPARQ from a CDA Title V SCSEP to a national Title V SCSEP contractor or vice versa. [Title V SCSEP Data Collection Handbook rev. 6 (4/19/2010)]
- KK. **State Plan** means a plan that outlines a four-year strategy, and describes the planning and implementation process, for the statewide provisions of community service employment and other authorized activities for eligible individuals under Title V SCSEP. [OAA 503(a)] [20 CFR 641.140]
- LL. **Entry into Volunteer Work** is defined by the formula; of those not engaged in volunteer work at the time of entry into the Title V SCSEP, 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)]

**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 and regulations:
    - Older Americans Act of 1965, as Amended in 2006, Public Law 109-365.
    - 20 CFR Part 641 Title V SCSEP Final Rule, September 1, 2010.
    - 20 CFR Part 641 Title V SCSEP Final Rule – Additional Indicator on Entered into Volunteer Work, January 31, 2012.
    - Workforce Investment Act of 1998 (WIA), Public Law 105-220, Section 121(b)(1)(B)(vi) or 29 U.S.C. 2841(b)(1)(B)(vi).
    - 29 CFR Part 95.5.
    - 29 CFR Part 97.40.
    - 20 CFR Part 652 et al.
    - 20 CFR Part 662.200-280.
    - The Jobs for Veterans Act of 2002, Public Law 107-288, 38 USC 4215.
    - The Americans with Disabilities Act (ADA), Public Law 110-325.
    - Age Discrimination in Employment Act of 1967, Public Law 90-202.
    - Age Discrimination Act of 1975, 42 USC §6101-6107.

**Scope of Work – Exhibit A**  
**Title V SCSEP – Fiscal Year 2014-15**

**ARTICLE II. SCOPE OF WORK**

- Program Memoranda (PM) as issued by CDA, PM 07-18(P) Protection of Information Assets, other laws, regulations, and guidance pertaining to Title V SCSEP posted on the CDA website.
  - Any other subsequent Training and Employment Guidance Letters (TEGLs), memos, bulletins, or similar instructions issued during the term of this Agreement by DOL.
2. The Contractor shall review, approve, and monitor the contractor or subcontractor budgets and expenditures and any subsequent amendments and revisions to budgets. Contractor shall, to the extent feasible, ensure that all budgeted funds are expended by the end of each fiscal year. [20 CFR 641.430(f)] [29 CFR 95.5] [29 CFR 97.40]
  3. Develop methods of recruitment and selection that will assure the maximum number of eligible individuals the opportunity to participate in the program. [20 CFR 641.515(a)]
  4. Provide an orientation to participants that include information on project goals and objectives; community service training assignments; training opportunities; available supportive services; the availability of a free physical examination; participant's rights and responsibilities; CDA Participant Termination Policy; CDA Grievance Policy; CDA Approved Break Policy; and permitted and prohibited political activities. [20 CFR 641.535(a)(1)] [20 CFR 641.570(d)] [CDA PM 11-06] [CDA PM 11-20]
  5. Conduct individual assessments of the participants' work history; skills and interests; talents; physical capabilities; aptitudes; occupational preferences; need for supportive services; potential for performing proposed community service assignment duties; and potential for transition to unsubsidized employment. Assessments must be conducted no less frequently than two times during a 12-month period. [20 CFR 641.535(a)(2)]
  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' assessment. IEPs shall contain goals, action steps to achieve goals, and timelines to complete goals. [20 CFR 641.140] [20 CFR 641.535(a)(3)]

**Scope of Work – Exhibit A**  
**Title V SCSEP – Fiscal Year 2014-15**

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

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 the Department 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 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 WIA and provided through AJC, 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)]
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 mandated partner under the WIA, 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 662.200-300]
14. The MOU must contain the following components: [29 USC 2841(c)] [20 CFR 652 et al.] [20 CFR 662.230(c)] [20 CFR 662.300(a)]
  - a. A description of the functions/services to be performed for AJC clients.
  - b. An explanation of how the costs of these functions/services and AJC operations will be funded.
  - c. A description of the methods to be used for referring clients among the partners.
  - d. The duration of the MOU and procedures for amending it.

**Scope of Work – Exhibit A**  
**Title V SCSEP – Fiscal Year 2014-15**

ARTICLE II. SCOPE OF WORK (Continued)

15. Maintain an up-to-date Charter Oak Group (COG) Data Collection Handbook, BCT Partners Data Validation Handbook, and related departmental requirements so that all responsible persons have ready access to standards, policies, and procedure. [20 CFR 641.879(b)] [20 CFR 641.879(d)(e)]
  16. Use the program data collection and reporting system as required in Exhibit E by the Department. [OAA 503(f)(3)-(4)]
  17. Submit all requests for a Transfer/Change utility transaction in SPARQ to the Department for prior approval. [Title V SCSEP Data Collection Handbook rev. 6 (4/19/2010)]
- B. The Contractor shall or if subcontracted the subcontractor shall meet the annual negotiated performance measures established by the U.S. Department of Labor, which include the following Core Indicators: [OAA 513(b)(1)] [20 CFR 641.700(b)]
1. Hours of community service employment.
  2. Entry into unsubsidized employment.
  3. Retention in unsubsidized employment for six months.
  4. Earnings.
  5. The number of eligible individuals served.
  6. The number of most-in-need individuals served.
- Additional Indicators include: [OAA 513(b)(2)] [20 CFR 641.700(c)] [20 CFR 641.710(b)(3)]
1. Employment Retention (1 year).
  2. Customer Satisfaction (Employer, Host Agency, Participant.)
  3. Entered into Volunteer Work.

**Scope of Work – Exhibit A**  
**Title V SCSEP – Fiscal Year 2014-15**

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

- 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. Conduct an annual onsite monitoring, evaluate, and document the subcontractor performance and compliance with this Agreement.
  3. Provide training, support, and technical assistance to the subcontractor as needed and respond in writing to all written requests from subcontractors 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. [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,



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

ARTICLE I. FUNDS (Continued)

and shall be maintained in accordance with Generally Accepted Accounting Principles and Procedures and the Office of Management and Budget's [2 CFR, Part 200], Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

2. The Contractor shall meet the following standards for its financial management systems, as stipulated in 29 CFR 97.20 (governmental) or 29 CFR 95.21 (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 of 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 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.

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

**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 purposes of this program, the State shall have the option to either:
- Terminate the contract 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 funds for the program are reduced by Congress or the Legislature, 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 and (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 \$500 per year for Local Government Agencies and non-profit organizations for administrative expenses. Interest earned above the stated limit shall be remitted at least quarterly to the Department's Accounting Section. [2 CFR Part 200.305(8)(ii)]
2. Interest earned on advances of federal and non-federal funds shall be identified as non-match cash.
3. The non-Federal entity must maintain advance payments of Federal awards in interest-bearing accounts, unless the following apply: [2 CFR 200.305(8)]
  - (a) The non-Federal entity receives less than \$120,000 in Federal awards per year [2 CFR 200.305(8)(i)]
  - (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 [2 CFR 200.305(8)(ii)]
  - (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 [2 CFR 200.305(8)(iii)]

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

ARTICLE I. FUNDS (Continued)

F. Program Income

1. Program income includes income earned from license fees and royalties for copyrighted material, patents, patent applications, trademarks, and inventions produced with contract funds.
2. Costs of generating program income may be deducted from gross income to determine program income earned provided these costs are not charged to contract funds.
3. Program income must be added to contract funds and matching contributions, and used for allowable costs of the program.
4. The Contractors that continue to receive contract funds may use unexpended program income in the subsequent contract period.
5. The Contractors that do not continue to receive contract funds in the subsequent period must remit unexpended program income earned to the Department after the end of the contract period.

G. Matching Contributions

Matching Contributions mean local cash and/or in-kind contributions by the Contractor, subcontractor, or other local resources that qualify as match for the contract funding.

1. Cash and/or in-kind contributions may count as match, if such contributions are used to meet program requirements.
2. Any matching contributions (cash or in-kind) must be verifiable from the records of the Contractor or subcontractor.
3. Matching contributions must be used for allowable costs in accordance with the Office of Management and Budget (OMB) circulars.
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.

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

**ARTICLE II. BUDGET AND BUDGET REVISIONS**

- A. Senior Community Service Employment Program (Title V) Budget must be submitted, in accordance with the Budget Instruction Package, as issued by the Department, before the start up of each fiscal year. The (Title V) Budget must correlate with Title V SCSEP activities and functions, stipulated within the annual Title V SCSEP Application.
- 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 be compensated for expenses only as itemized in the approved Senior Community Service Employment Program (Title V) Budget. The approved Senior Community Service Employment Program (Title V) Budget is hereby incorporated by reference into this Agreement as a part of Exhibit B.
- D. The Contractor shall submit electronically a budget revision 30 days after receiving an amended Title V Budget Display with changes in funding levels, unless otherwise instructed by the Department.

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

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

- E. The Contractor may transfer contract funds between line items under the following terms and conditions:
  - 1. The Contractor shall submit a revised budget to the Department for any line item transfer of funds that does not exceed the Senior Community Service Employment Program (Title V) limits contained herein, and is not more than the total budget. Budget revisions may be submitted as necessary, but no later than April 30 of each fiscal year.
  - 2. 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.
- F. The Contractor is limited to 8 percent of the federal allocation for AAA Administration.
- G. Administrative costs for a Subcontractor are not limited to 8 percent of the federal allocation and should be reported as project administration in the Title V budget.
- H. The Contractor shall ensure that of the total federal funds expended, not less than 79 percent shall be spent for Participant Wages and Fringe Benefits.
- I. The Contractor is not required to budget On-the-Job Experience (OJE) training costs separate from other costs; costs shall be tracked during the contract period in the Contractor's records.
- J. The Contractor may charge expenditures associated with participant assessment, training, job development, counseling functions, etc. to the Program Other category in the Title V Budget.
- K. Any matching contributions generated as a result of this contract should be reported on the CDA 35 as Matching Contributions.

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

**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 the Department.

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, the Department shall advance funds based on an analysis of current cash needs.

**ARTICLE IV. CLOSEOUT**

The Financial Closeout Report (CDA 90) and the Report of Property Purchased with Agreement Funds (CDA 32) shall be submitted annually, as instructed by the Department, to the CDA Fiscal Team, no later than July 30, or within 30 days following termination prior to the end of the contract period, unless otherwise specified by the Department.

**Exhibit B- Budget Detail, Payment Provisions, and Closeout**

**SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM**

**Budget Display**

**Fiscal Year 2014-15**

**July 1, 2014 - June 30, 2015**

**County of Riverside**

	Project	Baseline	Transfers	Total	Net Change
<b>FEDERAL TRUST FUNDS:</b>					
Title V Participant Wages & Fringe Benefits	TVFL14-14	597,583		597,583	
Title V Participant Other Costs	TVOL14-14	98,337		98,337	
Title V Administration	TVAL14-14	60,515		60,515	
<b>TOTAL FEDERAL TITLE V</b>		<b>756,435</b>		<b>756,435</b>	
	<b># of Participant Slots</b>	<b>83</b>			

The minimum match requirement is: 89,392

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

CFDA#	Project Title	Award #	Effective Date
17.235	SCSEP-State Grants	To Be Announced	7/1/2014

**Special Terms and Conditions - Exhibit D**  
**Title V – Fiscal Year 2014-15**

**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, D, and E, and an approved Budget and Budget Narrative, which is hereby incorporated by reference, amendments, and any other documents incorporated by reference, unless otherwise provided for 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.
  - 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.



**Special Terms and Conditions - Exhibit D**  
**Title V – Fiscal Year 2014-15**

**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 requirements have the following order of precedence if there is any conflict in what they require:

1. The Older Americans Act Amendments of 2006 (OAA as amended).
2. Other applicable Federal statutes and their implementing regulations.
3. Older Californians Act.
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.

**C. Nondiscrimination**

The Contractor shall comply with all federal statutes relating to nondiscrimination. These include those statutes and laws contained in the Contractor Certification

**Special Terms and Conditions - Exhibit D**  
**Title V – Fiscal Year 2014-15**

**ARTICLE II. ASSURANCES (Continued)**

Clauses (CCC 307) 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 USC. Section 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 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 USC. 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.

**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**

**Special Terms and Conditions - Exhibit D**  
**Title V – Fiscal Year 2014-15**

ARTICLE II. ASSURANCES (Continued)

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.

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]

**Special Terms and Conditions - Exhibit D**  
**Title V – Fiscal Year 2014-15**

ARTICLE II. ASSURANCES (Continued)

3. Federal Water Pollution Control Act, as amended [33 USC 1251, et seq.]
4. Environmental Protection Agency Regulations [40 CFR, Part 15]  
[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: [29 CFR 95.13] [29 CFR 97.35]
  - 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.
  - 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 Contractor's subcontractor.
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.

**Special Terms and Conditions - Exhibit D**  
**Title V – Fiscal Year 2014-15**

ARTICLE II. ASSURANCES (Continued)

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, including minute orders, 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.

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.

**Special Terms and Conditions - Exhibit D**  
**Title V – Fiscal Year 2014-15**

ARTICLE II. ASSURANCES (Continued)

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 the 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 the 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:

1. No federal 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 federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any 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 undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

**Special Terms and Conditions - Exhibit D**  
**Title V – Fiscal Year 2014-15**

**ARTICLE II. ASSURANCES (Continued)**

3. The Contractor shall require that the language of this certification be included in the award documents for all subcontracts at all tiers (including subgrants, and contracts under grants, loans, and cooperative agreements which exceed \$100,000) and that all subrecipients shall certify and disclose accordingly.
4. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into.
5. This certification is a prerequisite for making or entering into this transaction imposed by 31 USC 1352.
6. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**ARTICLE III. AGREEMENT**

A copy of this Agreement is on file and available for inspection at the California Department of Aging, 1300 National Drive, Suite 200, Sacramento, CA 95834.

**ARTICLE IV. COMMENCEMENT OF WORK**

Should the Contractor or subcontractor begin work in advance of receiving notice that this Agreement is approved, that work may be considered as having been performed at risk as a mere volunteer and may not be reimbursed or compensated.

**ARTICLE V. SUBCONTRACTS**

- A. The Contractor shall satisfy, settle, and resolve all administrative, programmatic, and fiscal aspects of the program(s), including issues that arise out of any Subcontracts, and shall not delegate or contract these responsibilities to any other entity. This includes, but is not limited to, disputes, claims, protests of award, or other matters of a contractual nature.
- B. In the event any subcontractor is utilized by the Contractor for any portion of this Agreement, the Contractor shall retain the prime responsibility for all the terms and conditions set forth, including but not limited to, the responsibility for preserving the State's copyrights and rights in data in accordance with Article XIX, of this exhibit, for handling property in accordance with Article VII of this exhibit, and ensuring the keeping of, access to, availability, and retention of records of subcontractors in accordance with Article VI of this exhibit.

**Special Terms and Conditions - Exhibit D**  
**Title V – Fiscal Year 2014-15**

**ARTICLE V. SUBCONTRACTS (Continued)**

- C. Funds for this Agreement shall not be obligated in subcontracts for services beyond the ending date of this Agreement, unless all funding under this Agreement is appropriated without regard for fiscal year, and the Department has agreed in writing to permit the specific expenditure for a specified period of time.
- 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 the Department.
- F. The Contractor shall monitor the insurance requirements of its subcontractors in accordance with Article XI, Section E of this exhibit.
- G. The Contractor shall require all its 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 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.



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**ARTICLE V. SUBCONTRACTS (Continued)**

- 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 Section 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 guidance.

**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.

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**ARTICLE VI. RECORDS (Continued)**

- 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.

**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, 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 which lack physical substance but give valuable rights to the owner. Examples of intangible property include patents, copyrights, leases, and computer software. By contrast, hardware consists of tangible equipment (e.g., computer printer, terminal, etc.).

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ARTICLE VII. PROPERTY (Continued)

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 funds from this agreement, 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 Agreement Funds (CDA 32) 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. 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,

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**ARTICLE VII. PROPERTY (Continued)**

personal computers, personal digital assistants (PDAs), 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 the Department 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 the 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 Department program providing the same or similar service.
  - 2. Another Department-funded program.
- M. 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.
- N. 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.

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**ARTICLE VII. PROPERTY (Continued)**

- O. If purchase of equipment is a reimbursable item, the equipment to be purchased will be specified in the budget.
- P. 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, the 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 or 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 will arrange for an audit to be performed in accordance with requirements of the Single Audit Act of 1984, Public Law 98-502; the Single Audit

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**ARTICLE X. AUDITS (Continued)**

Act Amendments of 1996, Public Law 104-156; and Office of Management and Budget [2 CFR Part 200, Subpart F Audit Requirements] [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 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.

For purposes of reporting on the Schedule 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 pass-through grantor is CDA.

The Contractor will ensure that State-funded expenditures shall be separated out and specifically displayed along with the related federal expenditures in the single audit report's "Schedule of Expenditures of Federal Awards" 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. The reconciliation shall be maintained and made available for CDA review.
- C. The Contractor shall have the responsibility of resolving its contract with the subcontractor 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 a subcontractor expending \$750,000 or more in Federal Awards during the subcontractor's fiscal year has met the audit requirements of [2 CFR Part 200, Subpart F Audit Requirements] [formerly OMB Circular A-133] as summarized in D.
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.

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ARTICLE X. AUDITS (Continued)

3. Reconciling expenditures 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 not required to have a single audit and that 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 [29 CFR 97.20] [29 CFR 95.21] 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 [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 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 [2 CFR § 200.509] [formerly OMB Circular A-133] and provide maximum opportunities to small and minority audit firms.
  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.

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**ARTICLE X. AUDITS (Continued)**

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 D shall be included in contracts/agreements 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, 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. A reasonably proportionate share of the costs of audits required by, and performed in accordance with, the Single Audit Act Amendments of 1996, as implemented by requirements of this part, are allowable. However, the following audit costs are unallowable [2 CFR §200.425]:
    1. Any costs when audits required by the Single Audit Act and [2 CFR Part 200, Subpart F Audit Requirements] have not been conducted or have been conducted but not in accordance therewith; and
    2. Any costs of auditing a non-Federal entity that is exempted from having an audit conducted under the Single Audit Act and [2 CFR Part 200, Subpart F Audit Requirements] because its expenditures under Federal awards are less than \$750,000 during the non-Federal entity's fiscal year.
      - a. The costs of a financial statement audit of a non-Federal entity that does not currently have a Federal award may be included in the indirect cost pool for a cost allocation plan or indirect cost proposal.
      - b. Pass-through entities may charge Federal awards for the cost of agree-upon-procedures engagements to monitor subrecipients who are exempted from the requirements of the Single Audit Act and [2 CFR Part 200, Subpart F Audit Requirements]. This cost is allowable only if the agreed-upon-procedures engagements are conducted in accordance with Generally Accepted Government



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**ARTICLE X. AUDITS (Continued)**

Auditing Standards (GAGAS) attestation standards; paid for and arranged by the pass-through entity; and limited in scope to one or more of the following types of compliance requirements: activities allowed or unallowed; allowable costs/cost principles; eligibility; and reporting.

- H. The Contractor shall cooperate with and participate in any further audits which 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
- 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.
- D. The Contractor shall notify the State within 5 business days of any cancellation, non-renewal, or material change that affects required insurance coverage.

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**ARTICLE XI. INSURANCE (Continued)**

- 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. The Department shall be named the certificate holder and the address must be listed on the certificate.
- F. 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 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.
- G. 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 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.
- H. A copy of each appropriate Certificate of Insurance referencing this Agreement number, or letter of self-insurance, shall be submitted to the Department with this Agreement.
- I. 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]

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**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 E. 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 E. 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.
6. Delinquency in payment of taxes or payment of costs for performance of this Agreement in the ordinary course of business.

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**ARTICLE XII. TERMINATION (Continued)**

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 29 CFR 97.12 local government and 29 CFR 95.14 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).

**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

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**ARTICLE XII. TERMINATION (Continued)**

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.

**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.

**ARTICLE XV. REVISIONS, AMENDMENTS, OR MODIFICATIONS**

- A. No amendment or variation of the terms of this Agreement shall be valid unless made in writing, and approved as required by the State amendment process. 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.

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**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, or overnight mail, provided the Contractor retains receipt, and shall be communicated as of actual receipt.
- B. Any notice given to the CDA for a 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 submit the name of its Agency Contract Representative (ACR), for this Agreement by submitting an Agency Contract Representative form to the 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.

**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 5300-5365.3, GC Section 11019.9, Department of General

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

Services (DGS) Management Memo 06 12, DOF Budget Letter (06-34), and Program Memorandum 07-18 Protection of Information Assets.

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, 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, 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

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

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. Contractor employees, subcontractors, and volunteers must complete the required Security Awareness Training module located at [www.aging.ca.gov](http://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.

**E. Health Insurance Portability and Accountability Act (HIPAA)**

The Contractor agrees to comply with the privacy and security requirements of the 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.



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

**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 the 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, 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.

**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.

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

**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 (b) and (c) 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.

**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 reason 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.

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**ARTICLE XIX. COPYRIGHTS AND RIGHTS IN DATA (Continued)**

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 Area Agencies on Aging 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 or transferred by the Contractor shall: (a) state “The materials or product were a result of a project funded by a contract with the California Department of Aging”; (b) give the name of the entity, the address, and telephone number at which the supporting data is available; and (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 [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]

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

- a. Number or proportion of limited English speaking persons (LEP) eligible to be served or encountered by the program.
- b. Frequency with which LEP individuals come in contact with the program.

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**ARTICLE XX. BILINGUAL AND LINGUISTIC PROGRAM SERVICES (Continued)**

- 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 GC Section 11135 et seq., and Sections 98000-98382 of Title 22 of the CCR.

- 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.
  - c. Services proposed to address the needs identified and a timeline for implementation. [Title 22 CCR 98310]
- 3. 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

**Special Terms and Conditions - Exhibit D**  
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**ARTICLE XX. 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. 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. [Title 22 CCR 98325]

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**ARTICLE XX. BILINGUAL AND LINGUISTIC PROGRAM SERVICES (Continued)**

2. The Contractor shall make available to ultimate 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]

**Additional Provisions – Exhibit E**  
**Title V - Fiscal Year 2014-15**

**ARTICLE I. ASSURANCES SPECIFIC TO THE TITLE V SENIOR COMMUNITY SERVICE  
EMPLOYMENT PROGRAM (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)(i)] [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 are 65 years of age and older or (a) have a disability; (b) have limited English proficiency or low literacy skills; (c) reside in a rural area; (d) are veterans or spouses of veterans as defined in 20 CFR 641.520 b) (e) have low employment prospects; (f) have failed to find employment after utilizing services provided through the AJC Delivery System; or (g) 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)]
- D. The Contractor will comply with an average participation cap for eligible individuals of no more than 27 months in the aggregate, unless requested and approved by the DOL. [OAA 502(b)(1)(C)] [CFR 641.570(c)]
- E. Community service assignments do not reduce the number of employment opportunities or vacancies that would otherwise be available to individuals who are not SCSEP participants. [OAA 502(b)(1)(G)] [20 CFR 641.844]
- F. When monitoring local projects (sub-contractors) the Contractor will use a tool that mirrors the CDA's Title V SCSEP monitoring tool. [OAA 503(f)(1)]
- G. The Contractor will follow the Department's Participant Termination Policy. [(PM 11-20) [20 CFR 641.580] [20 CFR 641.910)]
- H. The Contractor shall assure their participant grievance procedure is in accordance with 22 CCR, 7400-7406, 20 CFR 641.827 and 20 CFR 641.910.

**Additional Provisions – Exhibit E**  
**Title V - Fiscal Year 2014-15**

**ARTICLE I. ASSURANCES SPECIFIC TO THE TITLE V SENIOR COMMUNITY SERVICE  
EMPLOYMENT PROGRAM (SCSEP) (Continued)**

1. In relation to an appeal conducted because of a determination of ineligibility or termination for cause against a Title V SCSEP participant, the decision of the Contractor is final. In accordance with 20 CFR Part 641.910, no appeal shall be elevated to the U.S. Department of Labor (DOL) unless a federal law has been violated. In the event an appeal that is elevated to DOL, a copy must be provided to the Department. Complaints alleging discrimination based on race, national origin, religion, age, sex, disability, may be filed with the Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue, N.W. Room N-4123, Washington, D.C. 20210.
2. If the participant is not satisfied with the final determination of their grievance, they may appeal to the DOL within 30 days of the date of the determination. However, DOL's only authority is to determine whether the grievance procedures were followed correctly, or if there were any allegations of violations of Federal law (other than civil rights laws) that have not been resolved within 60 days under the CDA's procedures. If the participant intends to file an appeal to DOL, they must send a copy of the final determination, the statement of appeal, and any supporting documentation within 30 calendar days to: Chief, Division of Adult Services, Employment and Training Administration, U.S. Department of Labor, 200 Constitution Avenue, NW. Washington, DC 20210.  
[20 CFR 641.910]

**I. Political Activities**

The Contractor shall assure the following:

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 to the OAA Section 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 on the job.
  - b. Participants may not present themselves as a spokesperson for Title V SCSEP while engaged in political activity.
  - c. Participants may not be assigned to the office of a Member of Congress, a state or local legislator, or on any staff of a legislative committee.



**Additional Provisions – Exhibit E**  
**Title V - Fiscal Year 2014-15**

**ARTICLE I. ASSURANCES SPECIFIC TO THE TITLE V SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM (SCSEP) (Continued)**

- 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 the Department's Title V SCSEP Approved Break Policy. [20 CFR 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) and 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 Web-Based Data Collection System (WDCS) on a routine basis
  - 2. The Contractor must 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 the Department
  - 4. Train and orient staff and subcontractor's staff on data collection and reporting requirements
- B. The Contractor shall review Management Reports, monthly, in accordance with DOL requirements to ensure accuracy of data inputted into the WDCS.
- C. The Contractor shall review Data Quality Reports (DQRs), monthly, in accordance with DOL requirements to ensure accuracy of data inputted into the WDCS.
- D. The Contractor shall submit a Corrective Action Plan describing the actions to be taken to achieve the performance goals if the project did not achieve the established performance goals in the previous fiscal year. [20 CFR 641.740(b)]

**ARTICLE III. APPEAL PROCESS**

In the event of a Contract dispute or grievance regarding the terms and conditions of this Contract both parties shall abide by the following procedures:

- A. The Contractor shall first discuss the problem informally with the designated coach of the AAA based team within the Department. If the problem is not resolved, the Contractor must, within 15 working days of the failed attempt to resolve the dispute with the designated coach of the AAA based team within the Department, submit a written complaint

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**ARTICLE III. APPEAL PROCESS (Continued)**

together with any evidence to the Long-Term Care and Aging Services Division Deputy Director. The complaint must include the disputed issues, the legal authority/basis for each issue which supports the Contractor's position and the remedy sought. The Deputy Director shall, within 15 working days after receipt of the Contractor's written complaint, make a determination on the dispute and issue a written decision and reasons therefore. All written communication shall be pursuant to Exhibit D, Article XVI, of this Contract. Should the Contractor disagree with the decision of the Deputy Director, the Contractor may appeal the decision to the Chief Deputy Director of the Department.

- B. The Contractor's appeal must be submitted within ten (10) working days from the date of the decision of the Division Deputy Director; be in writing; state the reasons why the decision is unacceptable; and include the original complaint, the decision that is the subject of appeal, and all supporting documents. Within 20 working days from the date of the Contractor's appeal, the Chief Deputy Director or designee shall meet with the Contractor for review of the issues raised on appeal and issue a final written decision.
- C. The Contractor may appeal the final decision of the Chief Deputy Director in accordance with the procedures set forth in Title 1 of the California Code of Regulations, Section 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 the Department within 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 the Department 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 or transfer, or return to the Department all equipment purchased during the entire operation of the contract.

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**ARTICLE IV. SCSEP TRANSITION PLAN (Continued)**

6. A description of adequate staff to provide continued service through the term of the existing contract. [Title 22 7206(e)(4)]
- B. The Contractor shall implement the Transition Plan as approved by the Department. The Department 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 the Department to the Contractor following the Notice of Termination.