

COUNTY OF SAN MATEO
Departmental Correspondence

Date: **SEP 19 2001**
Hearing date **OCT 2 2001**

TO: Honorable Board of Supervisors
FROM: Charlene A. Silva, Director, Aging and Adult Services *CA Silva*
SUBJECT: Agreements with the California Department of Aging (CDA) for Title III E and Title V Programs of the Older Americans Act (OAA) of 1965 for FY 2001-2002

RECOMMENDATION

Adopt a resolution authorizing the President of the Board to execute Agreement No. TV-0102-08 for Title V and Agreement No. FC-0102-08 for Title III E with CDA for Fiscal Year 2001-2002

Background

Every four years the Area Agency on Aging (AAA) is required to submit a Planning and Service Area Plan for aging services to CDA. The state also requires that counties submit annual updates identifying revised goals and objectives for the coming fiscal year in order to claim their allotted OAA funds, which are determined through a statewide funding formula. The plan provides a profile of the County's senior population, identifies activities to improve and expand existing services as well as to develop new programs designed to address current countywide needs, and recommends services to be funded with San Mateo's OAA allocation.

On August 21, 2001 your board approved the Strategic Plan for Services to Older Persons and Adults with Disabilities for 2001-05. This plan, together with the annual budget, fulfills CDA's requirements and generates a contract from CDA for funding.

Discussion

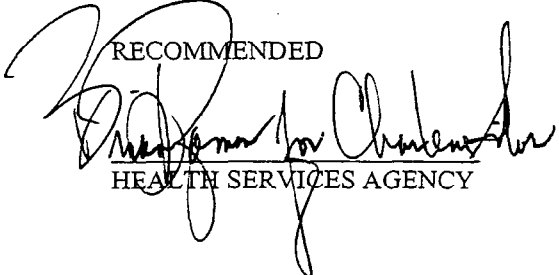
Title V provides funding for the Senior Community Services Employment Program (SCSEP) and supports subsidized training and employment for San Mateo County's older workers. Employment services are part of the group of supportive services funded by OAA, which is designed to carry out many of the goals and objectives of the Strategic Plan.

Aging and Adult Services has been awarded a grant by CDA for development and implementation of a Family Caregiver Support Program under the newly established Title IIIIE of the Older Americans Act for fiscal year 2001-02. Funds from this grant are to provide services to family caregivers aged 18 and older, providing care for individuals who are 60 years of age or older as well as grandparents and other relative caregivers aged 60 and over who are responsible for and living with grandchildren aged 18 and under in San Mateo County. Services to be offered fall within five categories: Information, Assistance, Caregiver Support, Respite, and Supplemental Services. A Request for Proposals is being developed and will be released in October 2001 following approval by the San Mateo County Commission on Aging.

County Counsel has reviewed and approved these agreements as to form and content

Term and Fiscal Impact

The term of these Agreements is July 1, 2001 through June 30, 2002. Execution of these Agreements with CDA allows the County to claim its allocation of OAA funding for Title IIIIE and Title V for FY 2001-2002. The total grant amount of \$190,387 for Title V consists of \$168,250 in federal funds and \$22,137 in state funds. For Title IIIIE the total amount of \$440,605 is composed of federal funds only. In addition, the service providers participating in this program provide their own matching funds, thereby significantly expanding the funding available for senior services in San Mateo County. Revenues and expenses related to these Agreements are included in Aging and Adult Services' approved budget for 2001-02. There is no impact on the county General Fund as a result of this action.

RECOMMENDED

HEALTH SERVICES AGENCY

RESOLUTION NO. _____

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

RESOLUTION APPROVING AGREEMENT NO. TV-0102-08 FOR TITLE V AND
AGREEMENT FC-0102-08 FOR TITLE IIIIE WITH THE CALIFORNIA
DEPARTMENT OF AGING FOR PROGRAMS OF THE OLDER
AMERICANS ACT OF 1965 FOR FY 2001-2002

RESOLVED, by the Board of Supervisors of the County of San Mateo, State of
California, that

WHEREAS, this Board has designated itself as the Area Agency on Aging of San Mateo
County to carry out programs pursuant to senior services; and

WHEREAS, there has been presented to this Board of Supervisors for its consideration
and acceptance Agreements, reference to which is hereby made for further particulars, whereby
the Aging and Adult Services Division shall provide Family Caregiver Support and Senior
Community Services Employment services; and

WHEREAS, this Board has been presented with a form of the Agreements and has
examined and approved them as to both form and content and desires to enter into the
Agreements:

NOW, THEREFORE, IT IS RESOLVED that Agreement No. TV-0102-08 for Title V
and Agreement FC-0102-08 for Title IIIIE are hereby approved, and the President of this Board of
Supervisors is hereby authorized and directed to execute the aforesaid Agreements for and on
behalf of the County of San Mateo, and the Clerk of the Board shall attest the President's
signature thereto.

STANDARD AGREEMENT

STD. 213 (NEW 02/98)

AGREEMENT NUMBER TV-0102-08	AMENDMENT NUMBER
--------------------------------	------------------

1. This Agreement is entered into between the State Agency and the Contractor named below
STATE AGENCY'S NAME
 California Department of Aging
CONTRACTOR'S NAME
 County of San Mateo
2. The term of this Agreement is: July 1, 2001 through June 30, 2002
3. The maximum amount of this Agreement is: \$ 190,387
4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement:

Exhibit A – Scope of Work	3	Page(s)	
Exhibit B – Budget Detail and Payment Provision	10	Page(s)	
* Exhibit C – General Terms and Conditions	GTC201		2/20/2001
	(Number)		(Dated)
Exhibit D – Special Terms and Conditions	18	Page(s)	
Exhibit E – Additional Provisions	3	Page(s)	

* View at www.dgs.ca.gov/contracts

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

CONTRACTOR	<small>CALIFORNIA</small> Department of General Services <small>Use Only</small>
<small>CONTRACTOR'S NAME (If other than an individual, state whether a corporation, partnership, etc.)</small> County of San Mateo	
<small>BY (Authorized Signature)</small> 	<small>DATE SIGNED)</small>
<small>PRINTED NAME AND TITLE OF PERSON SIGNING</small> Michael D. Nevin, President Board of Supervisors, County of San Mateo	
<small>ADDRESS</small> 225 West 37 th Street, San Mateo, California 94403	
STATE OF CALIFORNIA	
<small>AGENCY NAME</small> California Department of Aging	
<small>BY (Authorized Signature)</small> 	<small>DATE SIGNED</small>
<small>PRINTED NAME AND TITLE OF PERSON SIGNING</small> Rachel De La Cruz, Staff Services Manager I	
<small>ADDRESS</small> 1600 K Street, Sacramento California 95814	
<input type="checkbox"/> Exempt per _____	

**Exempt per Mello-Granlund
Older Californians Act**

Scope of Work- Exhibit A

TITLE V SCOPE OF WORK - CONTRACTED

ARTICLE I. DEFINITIONS

- A. **Enrollee Position** means an authorized employment position whose unit cost includes administration, enrollee wage and fringe benefits, and other enrollee costs. The number of enrollee positions is based on an equitable distribution of funds as determined by the U. S. Department of Labor (DOL) and the amount of funding available for a given Fiscal Year (FY).
- B. **Host Agency** means a public or private non-profit agency that provides a work site, training, and supervision for an enrollee.
- C. **Low Income** means family income not more than 125 percent of the federal poverty guidelines.
- D. **Eligible Service Population** means low income California residents who are 55 years of age or older and earn no more than 125 percent of the federal poverty level: (Older Americans Act, 20 Code of Federal Regulations (CFR) Part 641 and 29 CFR Part 89)

ARTICLE II. SCOPE OF WORK

- A. The Contractor is charged with ensuring statutory provisions of the Older Americans Act, Title V, Senior Community Service Employment Program (SCSEP) as provided in accordance with law and regulation and the SCSEP Program Manual as issued by the Department. (Older Americans Act, 20 CFR Part 641, and 29 CFR Part 89)
- B. Administrative requirements include:
 - 1. Initiate/procure subcontracts pursuant to Welfare and Institutions Code, Section 9000, et seq.
 - 2. Review, approve, and monitor subcontractor budgets and expenditures and any subsequent amendments and revisions to budgets.
 - 3. Annually monitor, evaluate, and document subcontractor performance and compliance with this Agreement.
 - 4. Collect, review, and approve subcontractor quarterly program performance reports in accordance with Department requirements. Data collected must be timely, complete, accurate, and verifiable.

Scope of Work- Exhibit A

5. Provide support and technical assistance to the subcontractor and respond in writing to all written requests for direction; guidance, and interpretation of instructions.
 6. Distribute and maintain an up-to-date program manual specific to the program covered by this Exhibit so that all responsible persons have ready access to standards, policies, and procedures.
 7. Provide information and referral specific to the program covered by this Exhibit so that the public may have access to the program's services.
- C. Performance of the Subcontractor. The subcontractor shall perform the following:

1. Implement statutory provisions of the Title V SCSEP in accordance with law and regulation, and the SCSEP Program Manual as issued by the Department and promote useful part-time job opportunities in community services for low-income persons who are 55 years of age or older and who have poor employment prospects. (Older Americans Act, 20 CFR Part 641, and 29 CFR Part 89)

The subcontractor will serve 140 percent of the number of funded enrollee positions in the contract year. This level of performance shall not be unilaterally reduced or otherwise changed without written prior approval of the Department.

2. Recruit, select, and process eligible enrollees. Provide orientation, assessment, and training to all enrollees. Assist enrollees in seeking unsubsidized employment and ensure that at least 25 percent of the enrollees secure unsubsidized employment.
3. Provide Individual Development Plans (IDP) for each enrollee based on an assessment that considers the individual's preference of occupational category, work history, skills, interests, talents, physical capabilities, need for supportive services, aptitudes, potential for performing proposed community service assignment duties, and potential for transition to unsubsidized employment. IDPs will be developed in partnership with each enrollee and will reflect the needs as well as the expressed interests and desires of the enrollee. IDPs shall be reviewed at least once in a 12-month period to evaluate the progress of each enrollee in meeting the objectives of the IDP, to determine each enrollee's potential for transition to unsubsidized employment, to determine the appropriateness of each enrollee's current community service assignment, and to review progress made toward meeting their training and employment objectives.

Scope of Work- Exhibit A

4. Provide or arrange for training specific to an enrollee's host agency assignment. Training may be provided through lectures, seminars, classroom instruction, individual instruction, or other arrangements. Training shall consist of up to 500 hours per enrollee, per year and shall be consistent with the enrollee's IDP.
5. Obtain and record the personal information necessary for a proper determination of eligibility for all enrollees and maintain documentation supporting their eligibility. The income of each enrollee shall be recertified once each FY. All documents shall be maintained in a confidential manner.
6. Cooperate with community, employment, and training agencies, including agencies under the Workforce Investment Act (WIA) and through the One-Stop Career Centers, to provide services to low-income older workers.
7. Maintain an up-to-date SCSEP Program Manual with related departmental requirements so that all responsible persons have ready access to standards, policies, and procedures.

Budget Detail, Payment Provisions, and Closeout - Exhibit B

TITLE V BUDGET DETAIL, PAYMENT PROVISIONS, AND CLOSEOUT

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 Department of Personnel Administration's rules and regulations. 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 Department of Personnel Administration 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.)
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

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

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.

Budget Detail, Payment Provisions, and Closeout - Exhibit B

2. This Agreement is valid and enforceable only if sufficient funds are made available to the State by the United State Government or the Budget Acts of the appropriate fiscal years for the purpose of these programs. In addition, this Agreement is subject to any additional restrictions, limitations, or conditions enacted by the Congress or to any statute enacted by the Congress that may affect the provisions, terms, or funding of this Agreement in any manner.
3. If the Legislature and/or Congress do not appropriate sufficient funds for the program, this Agreement shall be amended to reflect any reduction in funds.
4. In the event that insufficient funds are appropriated this Agreement may be cancelled at any time by either party, by giving (30) days written notice to the other party.

E. Interest Earned

Nonprofits shall maintain advances of federal funds in interest bearing accounts, unless (1), (2), or (3) apply.

- (1) The recipient receives less than \$120,000 in federal awards per year.
- (2) The best reasonably available interest bearing account would not be expected to earn interest in excess of \$250 per year on federal cash balances.
- (3) 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.

For non-profit entities interest earned on federal advances deposited in interest bearing accounts in excess of \$250 shall be remitted annually to the Department.

ARTICLE II. BUDGET AND BUDGET REVISIONS

- A. A SCSEP Application, Budget (CDA 35, Part I, II, III, and IV), and Budget Narrative must be submitted, in accordance with the annual Application and Budget Instruction Package, as issued by the Department, before the start up of each fiscal year and in accordance with Section 4031 – 4036 of the SCSEP Program Manual. The Budget and Budget Narrative must correlate with SCSEP activities and functions, stipulated within the annual SCSEP Application.
- B. Each SCSEP contractor is required to submit a budget revision if spending exceeds or is below 10 percent of each cost category. Budget revisions may be submitted as necessary, but no later than May 1 of each fiscal year. The Department will not accept any budget revision beyond May 1 or after the grant period has expired. The SCSEP contractor must submit at least one budget revision during the fiscal year unless the grantee feels it is not necessary to complete a revision. If the contractor feels it is not necessary, a letter must be

Budget Detail, Payment Provisions, and Closeout - Exhibit B

submitted to the Department requesting a waiver of the budget revision requirement. In the letter, the contractor must accept full responsibility for any consequential funds that must be returned to the Department in the closeout process as a result of failing to complete necessary budget revisions.

ARTICLE III. PAYMENT

- A. To receive payment, the Contractor shall prepare and submit, by the 15th of each month, two (2) originals with original signatures of a Monthly Expenditure Report/Request for Funds (CDA 29), to:

California Department of Aging
AAA-Based Teams
1600 K Street
Sacramento, California 95814

- B. Request for Funds shall be processed for payment once a month. Requests may be based on the prior month's expenditures or may be equal to, but not exceed, one twelfth of the total contract award. Local procedures must be established to minimize excess cash on hand. Request for Funds shall be calculated to ensure excess cash on hand is spent before additional funds are requested.

ARTICLE IV. CLOSEOUT

- A. The Financial Closeout Report (CDA 90) shall be submitted annually, to the AAA-Based Team, within (60) calendar days following the end of the fiscal year, or within (30) days following termination prior to the end of the contract period, unless otherwise specified by the Department.

A

APPLICATION FOR PROJECT GRANT FUNDS FOR THE SCSEP UNDER
 THE OLDER AMERICANS ACT

PROJECT INFORMATION		
1. AGENCY DESIGNATED TO ADMINISTER THE PROGRAM - NAME AND ADDRESS: San Mateo County Area Agency on Aging		
2. LEGAL APPLICANT/RECIPIENT:		
NAME: San Mateo County	ADDRESS: 225. 37th Avenue	
CITY: San Mateo	COUNTY: San Mateo	ZIP CODE: 94403
CONTACT PERSON: Stephen Juel	PHONE NUMBER: (650) 573-2498	
3. AREA OF IMPACT, NAMES OF CITIES, COUNTIES, ETC... : All of San Mateo County		
4. AUTHORIZED ENROLLEE POSITIONS: 25		5. PROPOSED PROJECT PERIOD: 7/1/01 - 6/30/02
6. TYPE OF ORGANIZATION: <input checked="" type="checkbox"/> PUBLIC AGENCY <input type="checkbox"/> PRIVATE NON-PROFIT		7. PROPOSED FUNDING: FEDERAL: \$ 168,250 STATE: \$ 22,137 NON-FEDERAL: \$ 40,113 OTHER: \$ TOTAL: 230,500
9. SENATORIAL DISTRICT: NUMBER(S): 19/20		10. CONGRESSIONAL DISTRICT: NUMBER(S): 8
11. TERMS AND CONDITIONS OF THIS GRANT:		

IT IS UNDERSTOOD AND AGREED BY THE UNDERSIGNED THAT: 1) FUNDS AWARDED AS A RESULT OF THIS REQUEST ARE TO BE EXPENDED FOR THE PURPOSE SET FORTH HEREIN AND IN ACCORDANCE WITH ALL APPLICABLE LAWS, REGULATIONS, POLICIES, AND PROCEDURES OF THIS STATE AND THE OFFICE OF SPECIAL TARGETED PROGRAMS, EMPLOYMENT AND TRAINING ADMINISTRATION, U.S. DEPARTMENT OF LABOR; 2) ANY PROPOSED CHANGES IN THIS PROPOSAL AS APPROVED WILL BE SUBMITTED IN WRITING BY THE APPLICANT AND UPON NOTIFICATION OF APPROVAL BY THE STATE AGENCY SHALL BE DEEMED INCORPORATED INTO AND BECOME PART OF THIS AGREEMENT; 3) THE ATTACHED ASSURANCES AND CERTIFICATES AND SPECIAL CLAUSES AND CONDITIONS APPLY TO THIS PROPOSAL IF APPROVED; AND 4) FUNDS AWARDED BY THE STATE AGENCY MAY BE TERMINATED AT ANY TIME FOR VIOLATIONS OF ANY TERMS AND CONDITIONS OF THIS AGREEMENT.

12. SIGNATURE OF AUTHORIZING OFFICIAL OF APPLICANT AGENCY:	
NAME AND TITLE: <i>Acqueline P. Toliver</i> Financial Services Manager II for Charlene A. Silva, Director	DATE: <i>5-21-01</i>

COMPLETE BOTH PARTS OF THIS AGREEMENT (PAGE 1 AND PAGE 2) AND RETURN 3 ORIGINAL COPIES SIGNED BY THE AUTHORIZED OFFICIAL OF THE APPLICANT AGENCY TO:

California Department of Aging
 1600 K Street
 Sacramento, California 95814

PART II - BUDGET

CATEGORIES	ADMINISTRATION		ENROLLEE WAGES AND FRINGE BENEFITS			OTHER ENROLLEE COSTS		TOTAL		
	FEDERAL	NON-FED.	FEDERAL	STATE	NON-FED.	FEDERAL	NON-FED.	FEDERAL	STATE	NON-FED.
A. PERSONNEL	6,307	816	120,805	22,137				127,112	22,137	816
B. FRINGE BENEFITS	1,358		12,113					13,471		
C. TRAVEL	350					700		1,050		
D. EQUIPMENT										
E. SUPPLIES						320		320		
F. CONTRACTUAL										
G. OTHER	2,840					2,447	2,200	5,287		2,200
H. ORIENTATION						4,029	2,705	4,029		2,705
I. ASSESSMENT						4,028	2,705	4,028		2,705
J. TRAINING						4,403	2,830	4,403		2,830
K. SUPPORT SERVICE										
L. JOB DEVELOPMENT						8,550	28,857	8,550		28,857
M. TRANSPORTATION										
N. INDIRECT COSTS										
O. TOTALS	10,855	816	132,918	22,137		24,477	39,297	168,250	22,137	40,113

PART III - BUDGET SUMMARY

	FEDERAL	STATE	NON-FEDERAL	TOTAL
TOTAL ADMINISTRATION	10,855		816	11,671
TOTAL ENROLLEE WAGES AND FRINGE BENEFITS	132,918	22,137		155,055
TOTAL OTHER ENROLLEE COSTS	24,477		39,297	63,774
TOTAL PROJECT COSTS	168,250	22,137	40,113	230,500

PART IV - STATE APPROVAL

SCSEP PROGRAM ANALYST _____ DATE 11-1-01 SCSEP PROGRAM ANALYST _____ DATE 11-1-01

CDA
Fiscal Year Ended June 30, 2002

COLUMN (1) Administration

PERSONNEL

		<u>FEDERAL</u>	<u>STATE</u>	<u>NON FEDERAL</u>	
Program Director \$42,000.00 x 11.5%	\$4,830.00				
Controller \$65,516.53 x 3.5%	<u>\$2,293.08</u>				
	<u>\$7,123.08</u>	\$6,306.11		\$815.97	
<u>Fringe Benefits</u>					
FICA @ 7.65%	\$544.92				
Worker's Comp.	\$54.49				
Health Insurance	\$359.03				
Unemployment	<u>\$400.00</u>				
	<u>\$1,358.43</u>	\$1,358.43			
<u>Travel</u>	\$350.00	\$350.00			
<u>Other</u>					
Audit	\$175.00				
ADP Payroll	\$900.00				
Supplies	\$280.05				
Copier Maintenance	\$150.00				
Copier Supplies	\$150.00				
Telephone	\$285.00				
Postage	\$150.00				
Rent	\$600.00				
Liability Insurance	<u>\$150.00</u>				
	<u>\$2,840.05</u>	\$2,840.05			
SUBTOTAL ADMINISTRATION		<u>\$10,854.59</u>	\$0.00	\$815.97	\$11,670.56

COLUMN (2) Enrollee Wages and Fringe Benefits

Name	Rate	Hours	Days	Enrollees	FEDERAL Cost	STATE	NON FEDERAL	T
Job Developer	\$7.65	5	249	1	\$8,403.75	\$1,120.50		\$
Office Worker	\$7.15	5	249	1	\$7,781.25	\$1,120.50		\$
July 2001	\$6.25	4	21	25	\$11,235.00	\$1,890.00		\$1
August 2001	\$6.25	4	23	24	\$11,812.80	\$1,987.20		\$1
September 2001	\$6.25	4	19	23	\$9,351.80	\$1,573.20		\$1
October 2001	\$6.25	4	23	22	\$10,828.40	\$1,821.60		\$1
November 2001	\$6.25	4	19	20	\$8,132.00	\$1,368.00		\$
December 2001	\$6.25	4	19	19	\$7,725.40	\$1,299.60		\$
January 2002	\$6.25	4	10	18	\$3,852.00	\$648.00		\$
January 2002	\$6.75	4	11	17	\$4,315.96	\$733.04		\$
February 2002	\$6.75	4	19	17	\$7,454.84	\$1,266.16		\$
March 2002	\$6.75	4	21	16	\$7,754.88	\$1,317.12		\$
April 2002	\$6.75	4	22	15	\$7,616.40	\$1,293.60		\$
May 2002	\$6.75	4	22	15	\$7,616.40	\$1,293.60		\$
June 2002	\$6.75	4	20	15	\$6,924.00	\$1,176.00		\$
					\$120,804.88	\$19,908.12	\$0.00	\$14
Fringe Benefits								
	FICA @ 7.65%				\$9,241.57	\$1,522.97		\$10
	Workers Compensation				\$1,802.78	\$297.09		\$
	Medical				\$1,068.77	\$408.82		\$
	Fringe Benefits				\$12,113.12	\$2,228.88	\$0.00	\$1
Subtotal Enrollee Wages and Fringe Benefits					\$132,918.00	\$22,137.00	\$0.00	\$15

COLUMN (3) Other Enrollee Costs

		<u>FEDERAL</u>	<u>STATE</u>	<u>NON FEDERAL</u>	
Travel					
Staff Travel	\$150.00				
Enrollee Travel	\$550.00				
	<u>\$700.00</u>	\$700.00			
Supplies					
Office Supplies	\$319.76	\$319.76			
Orientation ok					
Division Director	\$2,920.65	\$2,120.65		\$800.00	
\$66,757.61 x 4.375%					
Fringe Benefits	\$394.01	\$394.01			
Program Director	\$2,959.88	\$1,055.00		\$1,904.88	
\$42,000.00 x 7.05%					
Fringe Benefits	\$458.85	\$458.85			
	<u>\$6,733.38</u>	<u>\$4,028.51</u>	<u>\$0.00</u>	<u>\$2,704.88</u>	
Assessment					
Division Director	\$2,920.65	\$2,120.65		\$800.00	\$
\$66,757.61 x 4.375%					
Fringe Benefits	\$394.01	\$394.01			
Program Director	\$2,959.88	\$1,055.00		\$1,904.88	\$
\$42,000.00 x 7.05%					
Fringe Benefits	\$458.85	\$458.85			
	<u>\$6,733.38</u>	<u>\$4,028.51</u>	<u>\$0.00</u>	<u>\$2,704.88</u>	\$
Training					
Division Director	\$2,920.64	\$2,120.64		\$800.00	\$
\$66,757.61 x 4.375%					
Fringe Benefits	\$394.01	\$394.01			
Training for Enrollees	\$500.00	\$375.00		\$125.00	
Program Director	\$2,959.88	\$1,055.00		\$1,904.88	\$2
\$42,000.00 x 7.05%					
Fringe Benefits	\$458.85	\$458.85			
	<u>\$7,233.37</u>	<u>\$4,403.50</u>	<u>\$0.00</u>	<u>\$2,829.88</u>	\$7
Job Development					
Division Director	\$2,920.64	\$2,120.64		\$800.00	\$2
\$66,757.61 x 4.375%					
Job Developer	\$9,121.78	\$4,521.78		\$4,600.00	\$9
\$21,463.00 x 42.5%					
Program Director	\$2,959.88	\$1,055.00		\$1,904.88	\$2
\$42,000.00 x 7.05%					
Fringe Benefits	\$2,405.37	\$852.86		\$1,552.51	\$2
	<u>\$17,407.67</u>	<u>\$8,550.28</u>	<u>\$0.00</u>	<u>\$8,857.39</u>	\$17

COLUMN (3) Other Enrollee Costs

		<u>FEDERAL</u>	<u>STATE</u>	<u>NON FEDERAL</u>	
Host Agencies (See Attached)				\$20,000.00	\$
<u>Other</u>					
Copier Maintenance	\$246.84				
Copier Supplies	\$250.00				
Telephone	\$300.00				
Postage	\$250.00				
Rent	\$3,600.00				
	<u>\$4,646.84</u>	\$2,446.85		\$2,200.00	
SUB TOTAL					
OTHER ENROLLEE COSTS		\$24,477.41	\$0.00	\$39,297.03	\$
TOTAL BUDGET		\$168,250.00	\$22,137.00	\$40,113.00	\$23

**NON FEDERAL CONTRIBUTION SUPPORT
CDA**

<u>Doelger Senior Center</u>		
2 Enrollees x 4hrs./month x \$18.00/hr. x 12 months	=	\$1,728.00
<u>Millbrae Senior Center</u>		
1 Enrollee x 10hrs./month x \$26.00/hr. x 12 months	=	\$3,120.00
<u>Bayshore Child Care - Mission Street</u>		
2 Enrollees x 15hrs /month x \$16.00/hr. x 11 months	=	\$5,280.00
<u>Victim Center</u>		
2 Enrollee x 5hrs./month x \$18.75/hr. x 12 months	=	\$2,250.00
<u>Bayshore Child Care - Parkview</u>		
1 Enrollee x 16hrs./month x \$16.00/hr. x 12 months	=	\$3,072.00
<u>VRS</u>		
1 Enrollee x 16hrs./month x \$24.00/hr. x 12 months	=	<u>\$4,608.00</u>
	Sub Total	<u>\$20,058.00</u>
	Adjustment	<u>(\$58.00)</u>
	Total	<u><u>\$20,000.00</u></u>

Special Terms and Conditions - Exhibit D

TITLE V CONTRACT TERMS AND CONDITIONS

ARTICLE I. DEFINITIONS AND RESOLUTIONS OF LANGUAGE CONFLICTS

- A. The term "Agreement" shall mean the coversheet (Std. 213), all exhibits, the Budget, the project application, attachments, and amendments, unless otherwise provided in this Article.
- B. The contractor shall comply with program memos and other guidance issued by the Department. In the event of conflict between the program memos and/or other Department guidance, the provisions listed in this Agreement shall prevail.
- C. "State" and "Department," mean the State and the California Department of Aging interchangeably.
- D. "Contractor" means the Area Agency on Aging to which funds are awarded 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.
- E. "Subcontractor" means the legal entity that receives funds from the Contractor under this Agreement.
- F. "Reimbursable item" also means "allowable cost" and "compensable item."
- G. "CFR" means Code of Federal Regulations. "CCR" means California Code of Regulations. "GC" means Government Code. "USC" means United States Code. "PCC" means Public Contract Code.
- H. "Program income" means revenue generated by the Contractor or service provider from contract-supported activities. Program income is:
 - 1. Voluntary contributions received from a participant or responsible party as a result of the service.
 - 2. Income from usage or rental fees of real or personal property acquired with funds provided under this Agreement.
 - 3. Royalties received on patents and copyrights from contract-supported activities.
 - 4. Proceeds from the sale of items fabricated under a contract agreement.

Special Terms and Conditions - Exhibit D

ARTICLE II. ASSURANCES

A. Nondiscrimination

1. The Contractor will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee e), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
2. The Contractor shall comply with the provisions of Title VII of the Civil Rights Act of 1964 (42 USC 2000e et seq.), as amended by the Equal Opportunity Act of March 24, 1972 (Public Law 92-261).
3. The Contractor shall comply with Sections 503 and 504 of the Rehabilitation Act of 1973, as amended (29 USC 794), and all requirements imposed by the applicable Health and Human Services regulations (45 CFR 84).

B. Confidentiality

1. Identity shall include, but not be limited to, name, identifying number, symbol or other identifying characteristic assigned to the individual, such as finger or voice print or a photograph.
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. The Contractor shall not use such identifying information for any purpose other than carrying out the Contractor's obligations under this Agreement.

Special Terms and Conditions - Exhibit D

ARTICLE II. ASSURANCES (Continued)

4. The Contractor shall not disclose, except as otherwise specifically permitted by this Agreement or authorized by the participant, any such identifying information to anyone other than the State without prior written authorization from the State, except when subpoenaed by a court.
5. The Contractor may allow participants 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 from any participant.

C. Copyrights and Rights in Data

1. Copyrights

- a. 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 lines (b) and (c).
- b. 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 sixty (60) days of receipt of the request.
- c. 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.
- d. 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.

2. Rights in Data

- a. The Contractor shall not publish or transfer any materials, as defined in b. below, produced or resulting from activities supported by this Agreement without the express written consent of the Director of the Department. That consent shall be given or the reasons for denial shall be given and any conditions under which it is given or denied within thirty (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.

Special Terms and Conditions - Exhibit D

ARTICLE II. ASSURANCES (Continued)

- b. 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 State wide basis.
- c. Subject only to the provisions of Article II., Section C., Section D., paragraph 1., the State may use, duplicate, or disclose in any manner and for any purpose whatsoever, and have or permit others to do so, all subject data delivered under this Agreement.
- d. Materials published or transferred shall (a) state "The materials or product were a result of a project funded by a contract with the "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 Department and that the publication may not be based upon or inclusive of all raw data.

D. 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, 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 judgement. The Contractor and its subcontractors shall keep in effect all licenses, permits, notices, and certificates that are required by law.

E. 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.

F. Code of Conduct

- 1. The Contractor shall prevent employees, consultants, or members of governing bodies from using their positions for purposes including, but not limited to, the selection of subcontractors, that are, or give the appearance of being, motivated by a desire for private gain for themselves or others, such as family, business, or other ties. In the event that the State determines that a conflict of interest exists, any increase in costs

Special Terms and Conditions - Exhibit D

ARTICLE II. ASSURANCES (Continued)

associated with the conflict of interest may be disallowed by the State and such conflict may constitute grounds for termination of the Agreement.

2. This provision shall not be construed to prohibit employment of persons with whom the Contractor's officers, agents, or employees have family, 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.

G. 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 annul 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 contingent fee.

H. 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.

I. Contracts in Excess of \$100,000

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

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

J. Debarment

1. The Contractor must not make any award or permit any award at any time to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in federal/State assistance programs.

Special Terms and Conditions - Exhibit D

ARTICLE II. ASSURANCES (Continued)

2. The Contractor shall timely execute any and all amendments to this Agreement or certificates or other required documentation relating to their subcontractors debarment/suspension status.

K. Agreement Authorization

1. If a public entity, the Contractor shall submit to the Department a copy of the resolution, order, or motion referencing this Agreement number authorizing execution of this Agreement. If a private nonprofit entity, the Contractor shall submit to the Department an authorization by the board of directors to execute this Agreement, referencing this Agreement number.
2. Documentation in the form of a resolution by the Governing Board of the Area Agency on Aging 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 Area Agency Director or designee to execute the original and all subsequent amendments to this Agreement.

L. Availability

The Contractor shall make staff available to the State for training and meetings which the State may find necessary from time to time.

M. Administration

1. The Contractor shall be a public or private nonprofit entity. If a private nonprofit corporation or Joint Powers Agreement (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 Joint Powers Agreement (JPA) shall be in good standing with the Secretary of State of California and shall maintain that status throughout the term of the Agreement. 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 (Per CCR, Title 22, Division 1.8, Section 7362):
 - (a) The RFP or IFB
 - (b) All Bid proposals received.
 - (c) 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 Agency should include in its contract with the for-profit a requirement for performance of a program specific audit of the sub-contracted program by an independent audit firm.

Special Terms and Conditions - Exhibit D

ARTICLE II. ASSURANCES (Continued)

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 until satisfactory status is restored.
- N. The Contractor by signing this contract 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 agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
 3. The Contractor shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. This certification is a prerequisite for making or entering into this transaction imposed by 31 USC 1352. 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. All elements of this Agreement, as defined in Article I., Section A., and as approved by the Department in making this award, are hereby incorporated by reference, as if fully set forth herein.
- B. A copy of this Agreement is on file and available for inspection at the California Department of Aging, 1600 K Street, Sacramento, California 95814.

Special Terms and Conditions - Exhibit D

ARTICLE IV. COMMENCEMENT OF WORK

Should the Contractor or subcontractor begin work in advance of receiving notice that the 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 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.
- 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 contractors, 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.

Special Terms and Conditions - Exhibit D

ARTICLE VI. RECORDS

- A. The Contractor shall maintain complete records (which shall include, but not be limited to, accounting records, contracts, agreements, letters of agreement, insurance documentation in accordance with this Article, Memorandums and/or Letters of Understanding, 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, C, or (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.
- 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 so stated in writing to the Contractor.
- D. Adequate source documentation of each transaction shall be maintained relative to the allowability of expenditures reimbursed by the State under this Agreement. If the allowability of expenditures cannot be determined because records or documentation of the Contractor are nonexistent or inadequate according to Generally Accepted Accounting Principles and Procedures, the expenditures will be questioned in the audit and may be disallowed by the State during the audit resolution process.
- E. After the authorized period has expired, confidential records shall be destroyed by shredding and disposed of in a manner that will maintain confidentiality.

ARTICLE VII. PROPERTY

- A. Unless otherwise provided for in this Article, property refers to all assets, capitalized or noncapitalized, used in operation of this Agreement. Property that is capitalized is referred to as property, plant, and equipment. Property includes land, buildings, improvements, machinery, vehicles, furniture, tools, and intangibles, etc. Property does not include consumable office supplies such as paper, pencils, typing ribbons, computer floppy disks, file folders, etc.
- B. Property meeting all of the following criteria are subject to the capitalization requirements. Subject property must:
 - 1. Have a normal useful life of at least 1 year;

Special Terms and Conditions - Exhibit D

ARTICLE VII. PROPERTY (Continued)

2. Have a unit acquisition cost of at least \$5000 (e.g., four identical assets which cost \$3000 each, for a \$12,000 total would not meet this capitalization requirement); and
3. Be used to conduct business under this Agreement.

As used in this Agreement, the term "equipment" shall refer only to capitalized property.

- C. Noncapitalized property are those items which do not meet all three requirements in this Article, Section B above.
- D. Additions, improvements, and betterments to assets meeting all of the conditions in, Section B above must be capitalized. 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.
- E. Intangibles are property which lack physical substance but give valuable rights to the owner and can be capitalized or noncapitalized. Examples of intangible property include patents, copyrights, leases, and computer software. By contrast, hardware consists of tangible equipment (e.g., computer printer, terminal, etc.).

Costs include all amounts incurred to acquire and to ready the intangible asset for its intended use. Typical intangible property costs include the purchase price, legal fees, and other costs incurred to obtain title to the asset.

- F. The Contractor shall record the following information when property is acquired:
 1. Date acquired;
 2. Property description (include model number);
 3. Property identification number (serial number);
 4. Cost or other basis of valuation;
 5. Fund source; and
 6. Rate of depreciation (or depreciation schedule), if applicable.

The Contractor shall keep track of property purchased with Contract funds, whether capitalized or not. The Contractor shall submit to the Department, annually with the Closeout, a current inventory of property furnished or purchased by the Contractor with funds awarded under the terms of this Agreement or any predecessor agreement for the same purpose. The Contractor shall maintain an annual inventory of property furnished or purchased by the subcontractor with funds awarded under the terms of this Agreement or

Special Terms and Conditions - Exhibit D

ARTICLE VII. PROPERTY (Continued)

any predecessor agreement for the same purpose. The Contractor shall use the Report of Project Property Furnished/Purchased with Agreement Funds (CDA 32) to report property to the Department.

- G. Prior to disposal of any property purchased by the Contractor or the subcontractor with funds from this Agreement, the Contractor must obtain approval from the Department regardless of the acquisition value. 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 use the Request to Dispose of Property (CDA 248) to dispose of property.
- H. The Contractor shall immediately investigate and within five (5) days fully document the loss, destruction, or theft of such property.
- I. The State reserves title to all State-purchased or financed property not fully consumed in the performance of this Agreement, unless otherwise required by federal law or regulations.
- J. The Contractor shall exercise due care in the use, maintenance, protection, and preservation of such property during the period of the project, and shall assume responsibility for replacement or repair of such property during the period of the project and until the Contractor has complied with all written instructions from the Department regarding the final disposition of the property.
- K. In the event of the Contractor's dissolution or upon termination of this Agreement, the Contractor shall provide a final property inventory to the State. The State reserves the right to require the Contractor to transfer such property to another entity, or to the State.
- L. To exercise the above right, within 120 days after termination of the Agreement or notification of the Contractor's dissolution the State will issue specific written disposition instructions to the Contractor.
- M. The Contractor shall use the property for the purpose for which it was intended under the Agreement. When no longer needed for that use, the Contractor shall use it, if needed, and with written approval of the State for other purposes in this order:
 - 1. Another Department program providing the same or similar service; or
 - 2. Another Department-funded program; or
 - 3. State/federally-funded program.
- N. The Contractor may share use of the property and equipment or allow use by other programs, upon written approval of the Department. As a condition of the approval, the Department may require reimbursement under this Agreement for its use.
- O. The Contractor or subcontractor shall not use equipment or supplies acquired under this Agreement with federal and/or State monies for personal gain or to usurp the competitive advantage of a privately-owned business entity.

Special Terms and Conditions - Exhibit D

ARTICLE VII. PROPERTY (Continued)

- P. If purchase of equipment is a reimbursable item, the equipment to be purchased will be specified in the budget.
- Q. The Contractor shall include the provisions contained in this Article in all its subcontracts awarded under this Agreement.

ARTICLE VIII. ACCESS

The Contractor shall provide access to the federal or State agency, the Bureau of State Audits, 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, ASSESSMENT, AND EVALUATION

- A. Authorized State representatives shall have the right to monitor, assess, and evaluate the Contractor's performance pursuant to this Agreement. Said monitoring, assessment, and evaluation may include, but is not limited to, 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, assessment, and evaluation processes, which include making any Administrative program and fiscal staff available during any scheduled process.

ARTICLE X. AUDIT

- A. Contractor will arrange for an audit to be performed as required by the Single Audit Act Amendments of 1996, Public Law 98-502, OMB Circular A-133, and a copy submitted to the:
 - California Department of Aging
 - Attention: Audit Branch
 - 1600 K Street
 - Sacramento, California 95814
- B. The Contractor shall ensure that all subcontractors expending \$300,000 or more in total federal funds have met the audit requirements of the OMB Circular A-133:
 - 1. Ensure that appropriate corrective action has been taken to correct instances of noncompliance with federal laws and regulations. Corrective action should be taken within six months after the Contractor receives the subcontractor's audit report;
 - 2. Consider whether subcontractor audits necessitate adjustment of the Contractor's own records; and

Special Terms and Conditions - Exhibit D

ARTICLE X. AUDIT (Continued)

3. Require each subcontractor to permit independent auditors to have access to the records and financial statements as necessary for the Contractor to comply with OMB Circular A-133.
 4. Subcontractors expending less than \$300,000 in total federal funds are exempt from federal audit requirements but records must be available for review.
- C. Ensuring that the requirements of the OMB Circular A-133 are met, is generally interpreted to mean that the Contractor will ensure that the subcontractor's audit was:
1. Performed timely - not less frequently than annually and a report submitted timely. The audit is required to be completed not later than 9 months after the end of the subcontractor's fiscal year. The audit report is due to the Contractor not later than 30 days after the completion of the audit.
 2. Properly procured - use OMB Circular A-110 procurement standards; and provide maximum opportunities to small and minority audit firms.
 3. Performed in accordance with Government Auditing Standards - should be performed by an independent audit or; be organization-wide.
 4. All inclusive - includes an audit of the financial statements; an assessment of internal controls, including tests of transactions; and a determination of compliance with laws and regulations of all major federal programs and selected non-major program transactions.
 5. All audits shall be performed in accordance with and address all issues contained in any federal OMB Compliance Supplement that applies to this program.
- D. These requirements should be included in subcontractor Agreements. Further, subcontractor should be required to include in their contracts with the auditors selected by subcontractors, that the auditors will comply with all applicable audit requirements.
- E. The Contractor shall have the responsibility of resolving audits of its subcontractors.
- F. If the subcontractor is not required to obtain an audit in accordance with Section B, the Contractor must determine whether the subcontractor expended the funds provided under this Agreement in accordance with applicable laws and regulations. This may be accomplished by reviewing an audit of the subcontractor or through other means (e.g., monitoring reviews) if the subcontractor has not had an audit.
- G. The Department shall have access to all audit reports of Contractors and subcontractors and has the option to perform audits and/or additional work, as needed.

Special Terms and Conditions - Exhibit D

ARTICLE X. AUDIT (Continued)

- H. Unless prohibited by law, the cost of audits made in accordance with provisions of the Single Audit Act Amendments of 1996, are allowable charges to Federal Awards. The costs may be considered a direct cost, or an allocated indirect cost, as determined in accordance with provisions of applicable OMB cost principle circulars. Contractor may not charge to Federal Awards the cost of any audit under the Single Audit Act Amendments of 1996, not conducted in accordance with the Act.
- I. Contractor may not charge to Federal Awards the cost of auditing a non-federal entity which has federal awards expended of less than \$300,000 per year, and is thereby exempted under OMB Circular A-133, Subsection.200(d) from having an audit conducted under the Act. Contractor may arrange for agreed upon procedures, the scope of which is less than that of an audit, to be performed by independent auditors on subcontractors not subject to OMB Circular A-133, for purposes of fiscal monitoring. The costs of such agreed upon procedures performed by an independent auditor may be charged to this Award as a cost of monitoring under Administration of the Area Plan.
- J. The Contractor assures the State that all subcontractors are audited as required by State requirements and federal law.
- K. The Contractor shall include in its contract with an independent auditor a clause permitting access by the State to the work papers of the independent auditor.
- L. Audits to be performed shall be, minimally, financial, and compliance audits, and may include economy and efficiency and/or program results audits.
- M. 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:

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.

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.

If applicable, 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

Special Terms and Conditions - Exhibit D

ARTICLE XI. INSURANCE (Continued)

unless otherwise amended by future regulation.

Professional liability of not less than \$1,000,000 as it appropriately relates to the services rendered. Coverage may include medical malpractice and/or errors and omissions.

- B. The insurance will be obtained from an insurance company acceptable to the Department of General Services, Office of Risk and Insurance Management, or be provided through partial or total self-insurance acceptable to the Department of General Services.
- C. Evidence of insurance shall be in a form and content acceptable to the Department of General Services, Office of Risk and Insurance Management. Insurance obtained through commercial carriers shall meet the following requirements:
 - 1. The Certificate of Insurance shall provide that the insurer will not cancel the insured's coverage without thirty (30) days prior written notice to the State, or ten (10) days written notice if the reason for cancellation is for non-payment of insurance premium.
 - 2. The Certificate of Insurance shall provide the statement: "The Department of Aging, State of California, its officers, agents, employees, and servants are included as additional insureds, with respect to work performed for the State of California under this Agreement." Professional liability coverage is exempt from this requirement.
 - 3. The Department shall be named the certificate holder and the address must be listed on the certificate.
- D. The insurance provided herein shall be in effect at all times during the term of this Agreement. In the event the insurance coverage expires during the term of this Agreement, the Contractor agrees to provide the Department, at least thirty (30) days prior to the expiration date, a new certificate of insurance evidencing insurance coverage as provided herein for a period not less than the remaining Agreement term or for a period not less than one (1) year. In the event the Contractor fails to keep in effect at all times said insurance coverage, the Department may, in addition to any other remedies it may have, terminate this Agreement.
- E. The Contractor shall require its subcontractors under this program, other than units of local government which are similarly self-insured, to maintain adequate insurance coverage for general liability, workers' compensation liabilities, and if appropriate, auto liability including non-owned auto 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. The Contractor shall maintain certificates of insurance for all its subcontractors.
- F. 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.

Special Terms and Conditions - Exhibit D

ARTICLE XI. INSURANCE (Continued)

- G. The Contractor shall be insured against liability for Worker's Compensation or undertake self-insurance in accordance with the provisions of the Labor Code and Contractor affirms to comply with such provisions before commencing the performance of the work of this Agreement (Labor Code Section 3700).

ARTICLE XII. SUSPENSION OR TERMINATION

- A. The Department may suspend or terminate this Agreement, or at the option of the Department, suspend the services rendered under this Agreement with a commensurate reduction in funding, as a consequence of any of the following events:
 - 1. A violation of the law or failure to comply with any condition of this Agreement.
 - 2. Inadequate performance.
 - 3. Failure to comply with reporting requirements.
 - 4. 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 the loss of other funding sources.
 - 5. Delinquency in payment of taxes or payment of costs for performance of this Agreement in the ordinary course of business.
 - 6. An appointment of a trustee, receiver, or liquidator for all or a substantial part of the Contractor's property, or the institution of bankruptcy, or the arrangement of liquidation proceedings by or against the Contractor.
 - 7. Service of any writ of attachment, levy of execution, or commencement of garnishment proceedings against the Contractor's assets or income.
 - 8. The commission of an act of bankruptcy.
 - 9. A finding of debarment or suspension.
 - 10. The Contractor's organizational structure has materially changed.
- B. Such suspension or termination of this Agreement, or suspension of services rendered under this Agreement, shall take effect immediately in the case of threat to health, or safety of the public, or, in all other cases, upon thirty (30) days written notice to the Contractor. The notice shall describe the action being taken, the reason for such action and any conditions of the suspension or termination, including the date of suspension or termination. Said notice shall also inform the Contractor of its right to appeal such decision to the State and of the procedure for doing so.
- C. Services rendered under this Agreement, and all business transactions related to those services, shall automatically cease when the Contractor has been suspended for three (3) consecutive months in any budget year, unless a longer period is granted in writing by the Department.
- D. In the event of 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.

Special Terms and Conditions - Exhibit D

ARTICLE XII. SUSPENSION OR TERMINATION (Continued)

- E. The Department may determine that a Contractor may be considered a "high risk" agency as described in 45 CFR 92.12 for local governments and 45 CFR 74.14 for non-profit organizations. If such a determination is made, the Contractor may be subject to special conditions or restrictions.

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, WAIVERS, OR MODIFICATIONS

- A. Should either party during the term of this Agreement desire a revision, waiver, or modification in this Agreement, such revision, waiver or modification shall be proposed in writing to the other party. The other party shall accept in writing within thirty (30) days of receipt of request or it shall be considered rejected, except those revisions, waivers, or modifications put into effect under Section C. Once accepted, such revisions, waivers, or modifications shall require an Agreement amendment through the Department's amendment process to provide for the change mutually agreed to by the parties. The revision, waiver, or modification is not effective until the appropriate State processes have been completed.
- 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.

ARTICLE XVI. NOTICING

- 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 Contractor retains receipt, and shall be communicated as of actual receipt.
- B. Notices mailed to the State shall be addressed to the California Department of Aging, AAA-Based Teams, 1600 K Street, Sacramento, California 95814,. Notices mailed to the Contractor shall be to the address indicated on the coversheet of this Agreement.
- C. Either party may change its address by written notice to the other party in accordance with this Article.

Special Terms and Conditions - Exhibit D

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 present the name of its contact for this Agreement to the Department. The Contractor shall immediately notify the State, in writing, of any change of its contact or address.

Additional Provisions – Exhibit E

TITLE V ADDITIONAL PROVISIONS

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.
 2. Enrollees, while participating in the Title V SCSEP, shall receive at least the minimum wage, and fringe benefits. Fringe benefits must be provided uniformly to all enrollees within a project or subproject. Each enrollee's community service assignment shall not exceed 1,300 hours during a 12-month period. The 1,300 hours includes paid hours or orientation, training, sick leave, and vacation. Enrollees shall not be paid for more than 1,300 hours in the 12-month contract period.
 3. Enrollees will be paid wages for community service assignments, and be provided skill enhancement opportunities, periodic physical examinations, personal and employment-related counseling, assistance in transition to unsubsidized employment, where feasible, and other benefits.
 4. That the provision of a ten (10%) match for the Title V award be allocated for this program. The match can be either cash, in-kind, or a combination of both.
- B. The Contractor shall assure that, to the extent feasible, the Title V SCSEP will serve the needs of minority, limited English-speaking, and Native American eligible individuals, and eligible individuals who have the greatest economic need, at least in proportion to their numbers in the State.
- C. Political Activities. The Contractor shall assure the following:
1. The contractor will post a notice at each work site and make available to each enrollee a written explanation of allowable and unallowable political activities.
 2. Notices shall state that Title V enrollees may participate freely in the political process with the following exceptions:
 - a) Enrollees may not engage in partisan or nonpartisan political activities on the job;
 - b) Enrollees may not present themselves as a spokesperson for Title V while engaged in political activity; and

Additional Provisions – Exhibit E

- c) Enrollees who are employed by federal, State, and local governments on federally aided projects may have additional restrictions for which they are responsible.
- D. The Contractor shall have appropriate office space for conducting private enrollee interviews to enable enrollees to freely discuss their backgrounds and experiences in a confidential manner.

ARTICLE II. PROGRAM REPORTING PROVISIONS

Submit program performance reports in accordance with Department instructions. Data reported must be timely, complete, accurate, and verifiable. The Contractor must submit the following data reports to the Department's Data Analysis and Regulations Team (DART) according to the frequency listed:

- Quarterly Progress Report (CDA 80), quarterly

Quarterly reports are due 10 days after the end of the quarter (October 10, January 10, April 10, and July 10). For any reports 30 days or more in arrears of the due date, the Contractor shall provide an immediate written explanation to the DART. This explanation shall include the reasons for the delay and the date the report will be submitted.

ARTICLE III. APPEAL PROCESS

- A. In relation to an appeal conducted as a result of an adverse action against a Title V enrollee, the decision of the Contracting agency is final. In accordance with 20 CFR Part 641 and 29 CFR Part 89, Section 674.324 and the SCSEP Program Manual, Sections 2418 and 2420, no appeal should be elevated to the DOL unless a federal law has been broken. In the event an appeal is elevated to DOL, a copy must be provided to the Department. Complaints alleging discrimination on the basis of race, color, religion, sex, national origin, handicap, or age may be filed with the Director, Office of Civil Rights, U.S. Department of Labor, Washington, D.C. 20210.
- B. In the event of an Contract dispute or grievance regarding the terms and conditions of this Contract both parties shall abide by the following procedures:
 - 1. The Contractor shall first discuss the problem informally with the AAA-Based Teams. If the problem is not resolved, the Contractor must, within fifteen (15) working days of the failed attempt to resolve the dispute with the AAA-Based Teams, submit a written complaint 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 fifteen (15) working days after receipt of the Contractor's written complaint, make

Additional Provisions – Exhibit E

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.

2. 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 twenty (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.
3. The Contractor may appeal the final decision of the Chief Deputy Director in accordance with the procedures set forth in Division 25.1 (commencing with Section 38050) of the Health and Safety Code and the regulations adopted thereunder. (Title 1, Subchapter 2.5 commencing with Section 251, or Subchapter 3 commencing with Section 300, whichever is applicable, of the California Code of Regulations.)
4. Costs of the Contractor or subcontractor for administrative/court review are not reimbursable.

ARTICLE IV. FACILITY CONSTRUCTION OR REPAIR

Title V funds may not be used directly or indirectly for purchase, erection, or repair of any building.

STANDARD AGREEMENT

STD. 213 (NEW 02/98)

AGREEMENT NUMBER FC-0102-08	AMENDMENT NUMBER -
--------------------------------	-----------------------

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

STATE AGENCY'S NAME	California Department of Aging
CONTRACTOR'S NAME	County of San Mateo
2. The term of this Agreement is: July 1, 2001 through June 30, 2002
3. The maximum amount of this Agreement is: \$ 440,605
4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement:

Exhibit A – Scope of Work	3	Page(s)	
Exhibit B – Budget Detail and Payment Provision	5	Page(s)	
* Exhibit C – General Terms and Conditions	GTC201		2/20/2001
	(Number)		(Dated)
Exhibit D – Special Terms and Conditions	23	Page(s)	
Exhibit E – Additional Provisions	1	Page(s)	

*View at www.dgs.ca.gov/contracts

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

CONTRACTOR		CALIFORNIA Department of General Services Use Only
CONTRACTOR'S NAME (If other than an individual, state whether a corporation, partnership, etc.)		Exempt per Mello-Granlund Older Californians Act
County of San Mateo		
BY (Authorized Signature)	DATE SIGNED)	
PRINTED NAME AND TITLE OF PERSON SIGNING		
Michael D. Nevin, President Board of Supervisors, County of San Mateo		
ADDRESS		
225 West 37 th Street, San Mateo, California 94403		
STATE OF CALIFORNIA		
AGENCY NAME		
California Department of Aging		
BY (Authorized Signature)	DATE SIGNED	
PRINTED NAME AND TITLE OF PERSON SIGNING		
Rachel de la Cruz, Manager, Business Services and Contracts Section		
ADDRESS		
500 K Street, Sacramento, California 95814		<input type="checkbox"/> Exempt per _____

Scope of Work – Exhibit A

Title III E Scope of Work

ARTICLE I. DEFINITIONS SPECIFIC TO TITLE III E PROGRAM

A. DEFINITIONS SPECIFIC TO TITLE III E

1. **Program Requirements** means requirements found in the Older Americans Act (OAA), Title III, Part E, Sections 371 through 374, as well as all applicable OAA requirements; Federal Code of Regulations; Title 22, California Code of Regulations, Section 7000 et seq.; Older Californians Act; Department Program Memoranda; and State and federal laws.
2. **Title III E (Family Caregiver Support)** means Support Services that include (1) information to caregivers about available services; (2) assistance to caregivers in gaining access to the services; (3) individual counseling, organization of support groups, and caregiver training to caregivers to assist the caregivers in making decisions and solving problems relating to their caregiving roles; (4) respite care to enable caregivers to be temporarily relieved from their caregiving responsibilities; and (5) supplemental services, on a limited basis, to complement the care provided by caregivers. [OAA, Title III, Part E, Section 373 (b)]
3. **Eligible Service Population** for Title III E means:
 - **A Family Caregiver** is defined as an adult family member, or another individual who is an informal provider of in-home and community care to an older individual. [OAA, Title III, Part E, Section 372 (2)]
 - **A Grandparent or Older Individual Who is a Relative Caregiver** is defined as a grandparent or stepgrandparent of a child; or a relative of a child by blood or marriage, who is 60 years of age or older, and who meets the criteria in Title III, Part E, Section 372 (3) of the OAA.
 - **An Older Individual Receiving Care (Care Receiver)** is defined as one who is 60 years of age or older, who meets the criteria in Title III, Part E, Section 373 (c) (1) (B) of the OAA and the definition of "frail" in OAA Section 102 (28).
 - **A Child (who receives care from a Grandparent or Older Individual who is a Relative Caregiver)** is defined as an individual who is not more than 18 years of age. [OAA, Title III, Part E, Section 372 (1)]

ARTICLE II. SCOPE OF WORK

A. Performance of the Contractor

1. Assure in providing services to a family caregiver, or a grandparent or older individual who is a relative caregiver, that priority shall be given for

Scope of Work – Exhibit A

services to older individuals with greatest social and economic need; older individuals providing care and support to persons with mental retardation and related developmental disabilities (as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001), consistent with the requirements of Section 305(a)(2)(E) of the Older Americans Act, which assure that preference also will be given to low-income minority individuals and older individuals residing in rural areas. [OAA Section 373 (c)(2)]

2. Ensure that statutory provisions of the Older Americans Act, Section 306 are provided in accordance with State and federal laws and regulations. A good faith effort shall be made to meet the goals and objectives stipulated in the four-year Area Plan and annual updates of the Area Plan's Goals, Objectives, and Service Unit Plan, herein incorporated into this Agreement by reference. This level of performance shall not be unilaterally reduced or otherwise changed without prior consultation with, and written approval of, the Department.
3. Assume full responsibility for establishing and maintaining an organization that shall have the ultimate accountability for funds received from the Department and for ensuring the effective and efficient implementation of the activities as described in the Area Plan and all pertinent State and federal laws and regulations.
4. Meet the requirements under the Older Americans Act, Section 301(a)(1) to secure and maintain maximum independence and dignity in a home environment for the eligible service population capable of self-care with appropriate supportive and nutrition services.
5. Remove individual and social barriers to economic and personal independence for family caregivers of the eligible service population to the extent possible.
6. Provide a continuum of care for family caregivers of the vulnerable eligible service population.
7. Secure the opportunity for family caregivers of the eligible service population to receive in-home and community-based long-term care services that will assist with their caregiver responsibilities.
8. Maintain or improve community-based services to meet the physical and mental health of family caregivers of the eligible service population.
9. Conduct and/or promote activities to prevent, treat, and remedy elder abuse, neglect, and exploitation, as required under the OAA Section 721.

Scope of Work – Exhibit A

10. When meals are provided to a family caregiver under 60, the high standards of food safety and sanitation as required by the California Uniform Retail Food Facilities Law (CURFFL) shall be maintained.
 11. Limit expenditures for Supplemental Services to 20 percent of the total FCSP allocation, as directed by the Administration on Aging.
 12. Obtain prior approval of the Department for any units of service to be funded under the Supplemental Services "Other" Category, in accordance with Department policy.
 13. Expend not more than 10 percent of the total federal and matching non-federal share to provide support services to grandparents and older individuals who are relative caregivers in accordance with Section 373 (g)(2)(C) of Title III, Part E.
- B. Administrative requirements include:
1. Initiate/procure subcontracts, as needed, pursuant to Title 22, California Code of Regulations, Sections 7352 through 7364.
 2. Review, approve, and monitor subcontractor budgets and expenditures and any subsequent amendments and revisions to budgets.
 3. Annually monitor, evaluate, and document subcontractor performance and compliance with this Agreement.
 4. Provide support and technical assistance to subcontractors and respond in writing to all written requests for direction, guidance, and interpretation of instructions to include client and service data.
 5. Distribute and maintain up-to-date Department requirements so that all responsible persons have ready access to standards, policies, and procedures.
 6. Provide program information and referral to the public.
 7. Maintain a four-year Area Plan, with annual updates, as specified in Title 22, California Code of Regulations, Sections 7300 through 7320. The annual update shall be effective during the same term as this Agreement.
 8. Maintain the data collection and reporting set forth by the Department.

Budget Detail, Payment Provisions, and Closeout – Exhibit B

TITLE III E BUDGET DETAIL, PAYMENT PROVISIONS, AND CLOSEOUT

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 Department of Personnel Administration's rules and regulations. 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 Department of Personnel Administration 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.)
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

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

C. Unexpended Funds

Upon termination, cancellation, 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.

Budget Detail, Payment Provisions, and Closeout – Exhibit B

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 or the Budget Acts of the appropriate fiscal years for the purpose of these programs. In addition, this Agreement is subject to any additional restrictions, limitations, or conditions enacted by the Congress or to any statute enacted by the Congress that may affect the provisions, terms, or funding of this Agreement in any manner.
3. If the Legislature and/or Congress does not appropriate sufficient funds for these program(s), this Agreement shall be amended to reflect any reduction in funds.
4. In the event that insufficient funds are appropriated, this Agreement may be canceled at any time by either party, by giving (30) days written notice to the other party.

E. Interest Earned

Nonprofits shall maintain advances of federal funds in interest bearing accounts, unless (1), (2), or (3) apply.

- (1) The recipient receives less than \$120,000 in federal awards per year.
- (2) The best reasonably available interest bearing account would not be expected to earn interest in excess of \$250 per year on federal cash balances.
- (3) 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.

For non-profit entities, interest earned on federal advances deposited in interest bearing accounts in excess of \$250 shall be remitted annually to the Department.

ARTICLE II. BUDGET AND BUDGET REVISION

- A. The Contractor shall be compensated for expenses only as itemized in the approved Title III E Budget.

Budget Detail, Payment Provisions, and Closeout – Exhibit B

- B. The Contractor shall comply with those provisions and restrictions regarding revisions to the approved Title III E Budget.
- C. The final date to submit budget revisions is April 30 of the contract period unless otherwise specified by the Department.

ARTICLE III. PAYMENT

- A. To receive payment, the Contractor shall prepare and submit monthly to the AAA-Based Team, in either paper or electronic format, a Title III E Monthly Financial Status Report/Request for Funds (CDA 268), unless otherwise specified by the Department.
- B. The Department shall review requests for payment to ensure compliance with the approved Title III E Budget.
- C. During the contract period, the Department shall advance funds based on an analysis of current cash needs. The Department shall pay the Contractor a total not to exceed the amount shown on the Budget Display, which is hereby incorporated by reference.

D. Financial Management Systems

The Contractor shall meet the following standards for its financial management systems, as stipulated in federal regulations:

1. Financial Reporting
 2. Accounting Records
 3. Internal Control
 4. Budgetary Control
 5. Allowable Costs
 6. Source Documentation
- E. The Department may require financial reports more frequently than indicated above or with more detail (or both), upon written notice to the Contractor, until such time as the Department determines that the financial management standards are met.

Budget Detail, Payment Provisions, and Closeout – Exhibit B

ARTICLE IV CLOSEOUT

- A. The Title III E Financial Closeout Report (CDA 270) shall be submitted annually, to the AAA-Based Team, within (60) calendar days following the end of the fiscal year, or within thirty (30) days following termination prior to the end of the contract period, unless otherwise specified by the Department.

State of California
 California Department of Aging
 CDA #1 (Rev. 4/98)

Award #:: FC 0102 -08
Date: June 30, 2001
Amendment #: N/A
Date: July 1, 2001

**Title III/VII Budget Display
 Fiscal Year 2001/02**

COUNTY OF SAN MATEO

Page 1 - FEDERAL FUNDS	BASELINE	One-Time Only	TOTAL
Title III E :			
Administration	27,591	20,742	\$48,333
Family Caregiver Support - Program	224,496	167,776	\$392,272
Total Title III E	252,087	188,518	\$440,605
Comments:			
The maximum amount of Title III E expenditures allowable for Supplemental Services is:			\$117,495
The maximum amount of Title III E expenditures allowable for Grandparents is:			\$58,747

Special Terms and Conditions - Exhibit D
Title III E

TITLE III E SPECIAL TERMS AND CONDITIONS

ARTICLE I. DEFINITIONS AND RESOLUTIONS OF LANGUAGE CONFLICTS

- A. The term "Agreement" shall mean the coversheet, Std. 213, all exhibits, the Budget Display, the Area Plan, Area Plan Budget, attachments and amendments, unless otherwise provided in this Article.
- B. The Contractor shall comply with program memos and other guidance issued by the Department. In the event of conflict between the program memos and/or other Department guidance, the provisions listed in this Agreement shall prevail.
- C. "State" and "Department," mean the State and the California Department of Aging interchangeably.
- D. "Contractor" means the Area Agency on Aging to which funds are awarded 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.
- E. "Subcontractor" means the legal entity that receives funds from the Contractor under this Agreement.
- F. "Reimbursable item" also means "allowable cost" and "compensable item."
- G. "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.
- H. "Program income" means revenue generated by the Contractor or service provider from contract-supported activities. Program income is:
 - 1. Voluntary contributions received from a participant or responsible party as a result of the service.
 - 2. Income from usage or rental fees of real or personal property acquired with grant funds or funds provided under this Agreement.
 - 3. Royalties received on patents and copyrights from contract-supported activities.
 - 4. Proceeds from the sale of items fabricated under a contract agreement.

Special Terms and Conditions - Exhibit D
Title III E

ARTICLE II. ASSURANCES

A. Nondiscrimination

1. The Contractor will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-161686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3) as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
2. The Contractor shall comply with the provisions of Title VII of the Civil Rights Act of 1964 (42 USC 2000e et.seq), as amended by the Equal Opportunity Act of March 24, 1972 (Public Law 92-261).
3. The Contractor shall comply with Sections 503 and 504 of the Rehabilitation Act of 1973, as amended (29 USC 794), and all requirements imposed by the applicable Health and Human Services regulations (45 CFR 84).

B. Confidentiality

1. Identity shall include, but not be limited to, name, identifying number, symbol or other identifying characteristic assigned to the individual, such as finger or voice print or a photograph.
2. The Contractor shall protect from unauthorized disclosure names and other identifying information concerning persons receiving services

Special Terms and Conditions - Exhibit D
Title III E

ARTICLE II. ASSURANCES (Continued)

3. pursuant to this Agreement, except for statistical information not identifying any participant.
4. The Contractor shall not use such identifying information for any purpose other than carrying out the Contractor's obligations under this Agreement.
5. The Contractor shall not disclose, except as otherwise specifically permitted by this Agreement or authorized by the participant, any such identifying information to anyone other than the State without prior written authorization from the State, except when subpoenaed by a court.
6. The Contractor may allow participants 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 from any participant.

C. Copyrights and Rights in Data

1. Copyrights

- a. 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 lines (b) and (c).
- b. 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 sixty (60) days of receipt of the request.
- c. 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.
- d. The Contractor certifies that it has appropriate systems and controls in place to ensure that State funds will not be used in the performance of this contract for the acquisition, operation, or maintenance of computer software in violation of copyright laws.

Special Terms and Conditions - Exhibit D
Title III E

ARTICLE II. ASSURANCES (Continued)

2. Rights in Data

- a. The Contractor shall not publish or transfer any materials, as defined in b. below, produced or resulting from activities supported by this Agreement without the express written consent of the Director of the Department. That consent shall be given or the reasons for denial shall be given and any conditions under which it is given or denied within thirty (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.
- b. 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.
- c. Subject only to any other provision of this Article, the State may use, duplicate, or disclose in any manner and for any purpose whatsoever, and have or permit others to do so, all subject data delivered under this Agreement.
- d. Materials published or transferred shall (a) state "The materials or product were a result of a project funded by a contract with the "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 Department and that the publication may not be based upon or inclusive of all raw data.

Special Terms and Conditions - Exhibit D
Title III E

ARTICLE II. ASSURANCES (Continued)

D. 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, 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 judgement. The Contractor and its subcontractors shall keep in effect all licenses, permits, notices, and certificates that are required by law.

E. 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.

F. Code of Conduct

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 may be disallowed by the State and such conflict may constitute grounds for termination of the Agreement.
2. This provision shall not be construed to prohibit employment of persons with whom the Contractor's officers, agents, or employees have family, business, or other ties, so long as the employment of such persons does not result in a conflict of interest (real or apparent) or increased costs over those associated with the employment of any other equally qualified applicant, and such persons have successfully competed for employment with the other applicants on a merit basis.

G. 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.

Special Terms and Conditions - Exhibit D
Title III E

ARTICLE II. ASSURANCES (Continued)

2. For breach or violation of this warranty, the State shall have the right to annul 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 contingent fee.

H. 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.

I. Facility Construction or Repair

1. When applicable for purposes of construction or repair of facilities, the Contractor shall comply with the provisions contained in the following acts and/or will include such provisions in any applicable agreements with subcontractors:
 - a. Copeland "Anti-Kickback" Act (18 USC 874, 40 USC 2760) (29 CFR, Part 3).
 - b. Davis-Bacon Act (40 USC 276 a-7) (29 CFR, Part 5).
 - c. Contract Work Hours and Safety Standards Act (40 USC 327-330) (29 CFR, Part 5).
 - d. Executive Order 11246 of September 14, 1965, entitled "Equal Employment Opportunity" as amended by Executive Order 11375 of October 13, 1967, as supplemented in Department of Labor Regulations (41 CFR, Part 60).
2. The Contractor shall not use payments for construction, renovation, alteration, improvement, or repair of privately-owned property which would enhance the owners' value of such property to the benefit of the owner except where permitted by law and by the Department.
3. When funding is provided for construction and nonconstruction activities, the Contractor or subcontractor must obtain prior written approval from the State before making any fund or budget transfers between construction and nonconstruction.

Special Terms and Conditions - Exhibit D
Title III E

ARTICLE II. ASSURANCES (Continued)

J. Contracts in Excess of \$100,000

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

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

K. Debarment

1. The Contractor must not make any award or permit any award at any time to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in federal/State assistance programs.
2. The Contractor shall timely execute any and all amendments to this Agreement or certificates or other required documentation relating to their subcontractors debarment/suspension status.

L. 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. Documentation in the form of a resolution by the Governing Board of the Area Agency on Aging 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 Area Agency Director or designee to execute the original and all subsequent amendments to this Agreement.

Special Terms and Conditions - Exhibit D
Title III E

ARTICLE II. ASSURANCES (Continued)

M. Availability

The Contractor shall make staff available to the State for training and meetings which the State may find necessary from time to time.

N. Administration

1. The Contractor shall be a public or private nonprofit entity. If a private nonprofit corporation or Joint Powers Agreement (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 Joint Powers Authority (JPA) shall be in good standing with the Secretary of State of California and shall maintain that status throughout the term of the Agreement. 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 (per CCR, Title 22, Division 1.8, Section 7362):
 - (a) The RFP or IFB
 - (b) All Bid proposals received.
 - (c) 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 Agency should include in its contract with the for-profit a requirement for performance of a program specific audit of the sub-contracted program by an independent audit firm.

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 until satisfactory status is restored.
- O. The Contractor by signing this contract hereby certifies to the best of his or her knowledge and belief, that:

Special Terms and Conditions - Exhibit D
Title III E

ARTICLE II. ASSURANCES (Continued)

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 agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative Agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The Contractor shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. This certification is a prerequisite for making or entering into this transaction imposed by 31 USC 1352. 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. All elements of this Agreement, as defined in Article I, Section A of this exhibit, and as approved by the Department in making this award, are hereby incorporated by reference, as if fully set forth herein.
- B. A copy of this Agreement is on file and available for inspection at the California Department of Aging, 1600 K Street, Sacramento, California 95814.

Special Terms and Conditions - Exhibit D
Title III E

ARTICLE IV. COMMENCEMENT OF WORK

Should the Contractor or subcontractor begin work in advance of receiving notice that the 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 manners 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 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.
- 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 contractors, 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.

Special Terms and Conditions - Exhibit D
Title III E

ARTICLE V. SUBCONTRACTS (Continued)

- 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.

ARTICLE VI. RECORDS

- A. The Contractor shall maintain complete records (which shall include, but not be limited to, accounting records, contracts, agreements, letters of agreement, insurance documentation in accordance with this Article, Memorandums and/or Letters of Understanding, patient 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 Agreement, or by Sections B, C, 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.
- 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 so stated in writing to the Contractor.
- D. Adequate source documentation of each transaction shall be maintained relative to the allowability of expenditures reimbursed by the State under this Agreement. If the allowability of expenditures cannot be determined because records or documentation of the Contractor are nonexistent or inadequate according to Generally Accepted Accounting Principles and Procedures, the expenditures will be questioned in the audit and may be disallowed by the State during the audit resolution process.
- E. After the authorized period has expired, confidential records shall be destroyed by shredding and disposed of in a manner that will maintain confidentiality.

Special Terms and Conditions - Exhibit D
Title III E

ARTICLE VII. PROPERTY

- A. Unless otherwise provided for in this Article, property refers to all assets, capitalized or noncapitalized, used in operation of this Agreement. Property that is capitalized is referred to as property, plant, and equipment. Property includes land, buildings, improvements, machinery, vehicles, furniture, tools, and intangibles, etc. Property does not include consumable office supplies such as paper, pencils, typing ribbons, computer floppy disks, file folders, etc.
- B. Property meeting all of the following criteria are subject to the capitalization requirements. Subject property must:
1. Have a normal useful life of at least 1 year;
 2. Have a unit acquisition cost of at least \$5000 (e.g., four identical assets which cost \$3000 each, for a \$12,000 total would not meet this capitalization requirement); and
 3. Be used to conduct business under this Agreement.

As used in this Agreement, the term "equipment" shall refer only to capitalized property.

- C. Noncapitalized property are those items which do not meet all three requirements in this Article, Section B above.
- D. Additions, improvements, and betterments to assets meeting all of the conditions in, Section B above must be capitalized. 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.
- E. Intangibles are property which lack physical substance but give valuable rights to the owner and can be capitalized or noncapitalized. Examples of intangible property include patents, copyrights, leases, and computer software. By contrast, hardware consists of tangible equipment (e.g., computer printer, terminal, etc.).

Costs include all amounts incurred to acquire and to ready the intangible asset for its intended use. Typical intangible property costs include the purchase price, legal fees, and other costs incurred to obtain title to the asset.

Special Terms and Conditions - Exhibit D
Title III E

ARTICLE VII. PROPERTY (Continued)

- F. The Contractor shall record the following information when property is acquired:
1. Date acquired;
 2. Property description (include model number);
 3. Property identification number (serial number);
 4. Cost or other basis of valuation;
 5. Fund source; and
 6. Rate of depreciation (or depreciation schedule), if applicable.

The Contractor shall keep track of property purchased with Contract funds, whether capitalized or not. The Contractor shall submit to the Department, annually with the Closeout, a current inventory of property furnished or purchased by the Contractor with funds awarded under the terms of this Agreement or any predecessor agreement for the same purpose. The Contractor shall maintain an annual inventory of property furnished or purchased by the subcontractor with funds awarded under the terms of this Agreement or any predecessor agreement for the same purpose. The Contractor shall use the Report of Project Property Furnished/Purchased with Agreement Funds (CDA 32) to report property to the Department.

- G. Prior to disposal of any property purchased by the Contractor or the subcontractor with funds from this Agreement, the Contractor must obtain approval from the Department regardless of the acquisition value. 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 use the Request to Dispose of Property (CDA 248) to dispose of property.
- H. The Contractor shall immediately investigate and within five (5) days fully document the loss, destruction, or theft of such property.
- I. The State reserves title to all State-purchased or financed property not fully consumed in the performance of this Agreement, unless otherwise required by federal law or regulations.

Special Terms and Conditions - Exhibit D
Title III E

ARTICLE VII. PROPERTY (Continued)

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

Special Terms and Conditions - Exhibit D
Title III E

ARTICLE VIII. ACCESS

The Contractor shall provide access to the federal or State agency, Bureau of State Audits, 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, ASSESSMENT, AND EVALUATION

- A. Authorized State representatives shall have the right to monitor, assess, and evaluate the Contractor's performance pursuant to this Agreement. Said monitoring, assessment, and evaluation may include, but is not limited to, 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, assessment, and evaluation processes, which include making any Administrative program, and fiscal staff available during any scheduled process.

ARTICLE X. AUDITS

- A. Contractor will arrange for an audit to be performed as required by the Single Audit Act Amendments of 1996, Public Law 98-502, OMB Circular A-133, and a copy submitted to the:

California Department of Aging
Attention: Audit Branch
1600 K Street
Sacramento, California 95814

- B. The following closely related programs identified by Catalog of Federal Domestic Assistance (CFDA) number are to be considered as an "Other cluster" for purposes of determining major programs or whether a program specific audit may be elected. The contractor shall communicate this information to the independent auditor conducting the organization's single audit. This Section B applies to Title III/VII only.

US Department of Agriculture
10.570 Nutrition Programs for the Elderly
US Department of Health and Human Services, Administration on Aging
93.041 Special Programs for the Aging-Title VII, Chapter 3-
Programs for Prevention of Elder Abuse, Neglect,
and Exploitation (Title VII-B)

Special Terms and Conditions - Exhibit D
Title III E

ARTICLE X. AUDITS (Continued)

93.042	Special Programs for the Aging-Title VII, Chapter 2- Long Term Care Ombudsman services for Older Individuals (Title VII-A)
93.043	Special Programs for the Aging-Title III, Part F- Disease Prevention and Health Promotion Services (Title III-F)
93.044	Special Programs for the Aging-Title III, Part B – Grants for Supportive Services and Senior Centers (Title III-B)
93.045	Special Programs for the Aging-Title III, Part C – Nutrition Services (Title III-C)

Cluster of programs means a grouping of closely related programs that share common compliance requirements. The types of clusters of programs are research and development (R&D), student financial aid (SFA), and other clusters. "Other clusters" are as defined by the Office of Management and Budget (OMB) in the compliance supplement or as designated by a State for federal awards the State provides to its subrecipients that meet the definition of a cluster of programs. When designating an "other cluster," a State shall identify the federal awards included in the cluster and advise the subrecipients of compliance requirements applicable to the cluster, consistent with .400 (d) (1) and .400 (d) (2), respectively. A cluster of programs shall be considered as one program for determining major programs, as described in .520, and, with the exception of R&D as described in .200(c), whether a program-specific audit may be elected. (Federal Office of Management and Budget, (OMB) Circular, A-133, Audits of States, Local Governments, and Non-Profit Organizations)

- C. The Contractor shall ensure that all subcontractors expending \$300,000 or more in total federal funds have met the audit requirements of the OMB Circular A-133.
1. Ensure that appropriate corrective action has been taken to correct instances of noncompliance with federal laws and regulations. Corrective action should be taken within six months after the Contractor receives the subcontractor's audit report;
 2. Consider whether subcontractor audits necessitate adjustment of the Contractor's own records; and
 3. Require each subcontractor to permit independent auditors to have access to the records and financial statements as necessary for the Contractor to comply with OMB Circular A-133.

Special Terms and Conditions - Exhibit D
Title III E

ARTICLE X. AUDITS (Continued)

4. Subcontractors expending less than \$300,000 in total federal funds are exempt from federal audit requirements but records must be available for review.
- D. Ensuring that the requirements of the OMB Circular A-133 are met, is generally interpreted to mean that the Contractor will ensure that the subcontractor's audit was:
1. Performed timely – not less frequently than annually and a report submitted timely. The audit is required to be completed not later than 9 months after the end of the subcontractor's fiscal year. The audit report is due to the Contractor not later than 30 days after the completion of the audit.
 2. Properly procured – use OMB Circular A-110 procurement standards; and provide maximum opportunities to small and minority audit firms.
 3. Performed in accordance with Government Auditing Standards – should be performed by an independent audit; and be organization-wide.
 4. All inclusive – includes an audit of the financial statements; an assessment of internal controls, including tests of transactions; and a determination of compliance with laws and regulations of all major federal programs and selected non-major program transactions.
 5. All audits shall be performed in accordance with and address all issues contained in any federal OMB Compliance Supplement that applies to this program.
 6. All audits or subcontractor shall consider the programs identified in "B" as a cluster for purposes of determining major programs or whether a program specific audit may be elected. This paragraph applies to Title III/VII only.
- E. These requirements should be included in subcontractor Agreements. Further, subcontractor should be required to include in their contracts with the auditors selected by subcontractors, that the auditors will comply with all applicable audit requirements.
- F. The Contractor shall have the responsibility of resolving audits of its subcontractors.

Special Terms and Conditions - Exhibit D
Title III E

ARTICLE X. AUDITS (Continued)

- G. If the subcontractor is not required to obtain an audit in accordance with Section C, the Contractor must determine whether the subcontractor expended the funds provided under this Agreement in accordance with applicable laws and regulations. This may be accomplished by reviewing an audit of the subcontractor or through other means (e.g., monitoring reviews) if the subcontractor has not had audit.
- H. The Department shall have access to all audit reports of Contractors and subcontractors and has the option to perform audits and/or additional work, as needed.
- I. Unless prohibited by law, the cost of audits made in accordance with provisions of the Single Audit Act Amendments of 1996, are allowable charges to Federal Awards. The costs may be considered a direct cost, or an allocated indirect cost, as determined in accordance with provisions of applicable OMB cost principle circulars. Contractor may not charge to Federal Awards the cost of any audit under the Single Audit Act Amendments of 1996, not conducted in accordance with the Act.
- J. Contractor may not charge to Federal Awards the cost of auditing a non-federal entity which has federal awards expended of less than \$300,000 per year, and is thereby exempted under OMB Circular A-133, Subsection.200(d) from having an audit conducted under the Act. Contractor may arrange for agreed upon procedures, the scope of which is less than That of an audit, to be performed by independent auditors on subcontractors not subject to OMB Circular A-133, for purposes of fiscal monitoring. The costs of such agreed upon procedures performed by an independent auditor may be charged to this Award as a cost of monitoring under Administration of the Area Plan.
- K. The Contractor assures the State that all subcontractors are audited as required by State requirements and federal law.
- L. The Contractor shall include in its contract with an independent auditor a clause permitting access by the State to the work papers of the independent auditor.
- M. Audits to be performed shall be, minimally, financial, and compliance audits, and may include economy and efficiency and/or program results audits.
- N. The Contractor shall cooperate with and participate in any further audits which may be required by the State.

Special Terms and Conditions - Exhibit D
Title III E

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:

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.

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.

If applicable, 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

unless otherwise amended by future regulation.

Professional liability of not less than \$1,000,000 as it appropriately relates to the services rendered. Coverage may include medical malpractice and/or errors and omissions.

- B. The insurance will be obtained from an insurance company acceptable to the Department of General Services, Office of Risk and Insurance Management, or be provided through partial or total self-insurance acceptable to the Department of General Services.
- C. Evidence of insurance shall be in a form and content acceptable to the Department of General Services, Office of Risk and Insurance Management. Insurance obtained through commercial carriers shall meet the following requirements:
1. The Certificate of Insurance shall provide that the insurer will not cancel the insured's coverage without thirty (30) days prior written notice to the State, or ten (10) days written notice if the reason for cancellation is for non-payment of insurance premium.

Special Terms and Conditions - Exhibit D
Title III E

ARTICLE XI. INSURANCE (Continued)

2. The Certificate of Insurance shall provide the statement: The "Department of Aging, State of California, its officers, agents, employees, and servants are included as additional insureds, with respect to work performed for the State of California under this Agreement." Professional liability coverage is exempt from this requirement.
 3. The Department shall be named the certificate holder and the address must be listed on the certificate.
- D. The insurance provided herein shall be in effect at all times during the term of this Agreement. In the event the insurance coverage expires during the term of this Agreement, the Contractor agrees to provide the Department, at least thirty (30) days prior to the expiration date, a new certificate of insurance evidencing insurance coverage as provided herein for a period not less than the remaining Agreement term or for a period not less than one (1) year. In the event the Contractor fails to keep in effect at all times said insurance coverage, the Department may, in addition to any other remedies it may have, terminate this Agreement.
- E. The Contractor shall require its subcontractors under this program, 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. The Contractor shall maintain certificates of insurance for all its subcontractors.
- F. 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.
- G. The Contractor shall be insured against liability for Worker's Compensation or undertake self-insurance in accordance with the provisions of the Labor Code and Contractor affirms to comply with such provisions before commencing the performance of the work of this Agreement (Labor Code Section 3700).
- H. The entity providing Ombudsman services must be insured or self-insured for professional liability covering all Ombudsman activities including, but not limited to, investigation of patient complaints.

ARTICLE XII. SUSPENSION OR TERMINATION

- A. The State may suspend or terminate this Agreement or, at the option of the Department, suspend the services rendered under this Agreement with a commensurate reduction in funding, as a consequence of any of the following events:
1. A violation of the law or failure to comply with any condition of this Agreement.
 2. Inadequate performance.
 3. Failure to comply with reporting requirements.
 4. 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.
 5. Delinquency in payment of taxes or payment of costs for performance of this Agreement in the ordinary course of business.
 6. 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.
 7. Service of any writ of attachment, levy of execution, or commencement of garnishment proceedings against the Contractor's assets or income.
 8. The commission of an act of bankruptcy.
 9. Finding of debarment or suspension.
 10. That the Contractor's organizational structure has materially changed.
- B. Such suspension or termination of this Agreement, or suspension of services rendered under this Agreement, shall take effect immediately in the case of threat to life, health, or safety of the public or, in all other cases, upon thirty (30) days subsequent to written notice to the Contractor. The notice shall describe the action being taken, the reason for such action and, any conditions of the suspension or termination, including the date of suspension or termination. Said notice shall also inform the Contractor of its right to appeal such decision to the State and of the procedure for doing so.

Special Terms and Conditions - Exhibit D
Title III E

ARTICLE XII. SUSPENSION OR TERMINATION (Continued)

- C. Services rendered under this Agreement, and all business transactions related to those services, shall automatically cease when the Contractor has been suspended for three (3) consecutive months in any budget year, unless a longer period is granted in writing by the Department.
- D. 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.
- E. The Department may determine that a Contractor may be considered a "high risk" agency as described in 45 CFR 92.12 for local governments and 45 CFR 74.14 for non-profit organizations. If such a determination is made, the Contractor may be subject to special conditions or restrictions.

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, WAIVERS, OR MODIFICATIONS

- A. Should either party during the term of this Agreement desire a revision, waiver, or modification in this Agreement, such revision, waiver or modification shall be proposed in writing to the other party. The other party shall accept in writing within thirty (30) days of receipt of request or it shall be considered rejected, except those revisions, waivers, or modifications put into effect under Section B. Once accepted, such revisions, waivers, or modifications shall require an Agreement amendment through the Department's amendment process to provide for the change mutually agreed to by the parties. The revision, waiver, or modification is not effective until the appropriate State processes have been completed.
- 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.

Special Terms and Conditions - Exhibit D
Title III E

ARTICLE XVI. NOTICING

- 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 Contractor retains receipt, and shall be communicated as of actual receipt.
- B. Notices mailed to the State shall be addressed to the California Department of Aging, AAA Based Teams, 1600 K Street, Sacramento, California 95814. Notices mailed to the Contractor shall be to the address indicated on the coversheet of this Agreement.
- C. 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 present the name of its contact for this Agreement to the Department. The Contractor shall immediately notify the State, in writing, of any change of its contact or address.

Additional Provisions – Exhibit E

ARTICLE I. ASSURANCES SPECIFIC TO TITLE III E

- A. General Assurances. The Contractor shall assure that the following conditions are met:
1. Services are provided only to the defined Eligible Service Population.
 2. The Contractor shall comply with the standards and guidelines for procurement of supplies, equipment, construction, and services as provided in 45 CFR, Part 92.36, "Procurement Standards," as applicable, to State and local governments, or 45 CFR, "Procurement Standards," procurement by contractors or subcontractors for nonprofit organizations.
 3. Department funds will be made available only for the support of activities specified in an approved and current Area Plan/Addendum that is in compliance with law, regulations, and Department policy.

ARTICLE II. REPORTING PROVISIONS

- A. Submit program performance reports in accordance with Department instructions. Data reported must be timely, complete, accurate, and verifiable. The Contractor must submit the following data reports to the Data Analysis and Regulations Team, California Department of Aging, 1600 K Street, Sacramento, CA, 95814, according to the frequency listed:
1. FCSP Quarterly Service Report (CDA 272) submitted quarterly
 2. FCSP Annual Profile Report (CDA 273) submitted annually.
- B. Quarterly reports are due 30 days after the end of the quarter (October 31, January 31, April 30, and July 31). Annual reports are due 60 days after the end of the fiscal year (August 30). For any reports 30 days or more in arrears of the due date, the Contractor shall provide an immediate written explanation to the Data Analysis and Regulations Team. This explanation shall include the reasons for the delay and the date the report will be submitted.

ARTICLE III. APPEAL PROCESS

If the Contractor disputes the administration of this Agreement, either fiscal or nonfiscal, said Contractor shall use the appeal procedure established by the Department in Title 22, California Code of Regulations, Division 1.8, Chapter 5, Sections 7700 through 7706. Unless the Department notifies the Contractor of a different stated time, the Contractor shall file an appeal within thirty (30) days of the disputed action.

Costs of court review are not reimbursable.