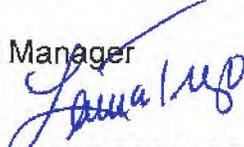


CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

2015 AUG -6 AM 11:43
CITY ADMINISTRATIVE OFFICES

Date: August 5, 2015

To: Honorable David Ryu, Chair
Health, Mental Health and Education Committee

From: Laura Trejo, General Manager
Department of Aging 

Subject: **FISCAL YEAR (FY) 2015-2016 GRANT AWARD (TV-1516-25) FOR SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM (SCSEP)**

On June 22, 2015, The Los Angeles Department of Aging (LADOA) submitted a request to the Art, Parks, Health, Aging and River Committee (APHAR) to accept for approval the Fiscal Year (FY) 2015-16 grant award from the California Department of Aging (CDA) for the Senior Community Service Employment Program (SCSEP).

At that meeting, APHAR deferred action and recommended to refer back until LADOA receive CDA's Standard Agreement as detailed in Council File No: 15-0777.

LADOA received CDA's Standard Agreement and respectfully requests approval of the deferred recommendations in CF No.15-00777 to continue support of the SCSEP:

DEFERRED RECOMMENDATIONS

That the City Council, subject to the approval of the Mayor:

1. Approve the FY2015-16 SCSEP Budget included as an attachment (attachment 1) to this report and the Standard Agreement No. TV-1516-25 with the State of California, Department of Aging (attachment 2);
2. Authorize the General Manager, LADOA, or designee to:
 - a. Execute the FY2015-16 SCSEP Budget Application and the Standard Agreement No. TV-1516-25, subject to the review and approval of the City Attorney as to form and legality;
 - b. Accept from the California Department of Aging \$1,514,905 in SCSEP Program funds; and
 - c. Prepare Controller's instructions and any necessary technical adjustments that are consistent with the Mayor and Council actions on this matter, subject to the approval of the City Administrative Officer, and authorize the Controller to implement those instructions.
3. Authorize the Controller to:

Honorable David Ryu, Chair

August 5, 2015

Page 2

- a. Establish new accounts and appropriate \$847,738 within the Other Programs for the Aging Fund Number 410 as follows:

ACCOUNT NO.	ACCOUNT TITLE	AMOUNT
02M102	Aging	\$ (350,982)
021021	Enrollee Wages	1,198,720
	TOTAL	\$ 847,738

- b. Adjust the appropriation within Fund Number 100 Department 02 as follows:

ACCOUNT NO.	ACCOUNT TITLE	AMOUNT
001010	Salaries - General	\$(168,126)
001070	Salaries – As Needed	(178,393)
002130	Travel	(200)
003040	Contractual Services	(500)
003310	Transportation Expenses	(1,407)
006010	Office & Adm. Exp.	(2,356)
	TOTAL	\$(350,982)

- c. Authorize the General Manager, LADOA, or designee to prepare Controller's instructions for any technical adjustments, subject to the approval of the City Administrative Officer, and authorize the Controller to implement the instructions.

SUMMARY

The LADOA requests approval of the FY2015-16 SCSEP Budget and Standard Agreement with the CDA. The SCSEP provides classroom training and part-time work experience in non-profit community service agencies to 137 City residents who are at least 55 years old, unemployed and have annual incomes that are no more than 125% of Federal Poverty Guidelines. Program participants, who are technically trainees, are paid under the City classification of Community Administrative Support Workers. The participants perform a variety of training duties that include clerical and office functions, food service, stock, and other community support work.

The FY2015-16 SCSEP grant award totals \$1,514,905, which reflects a net increase of \$2,034 from the FY2014-15 SCSEP grant award of \$1,512,871 (Council File No. 14-0644). The small increase in overall funding is due to an across-the-board increase in SCSEP funding at the State level. The size of the increase will not affect program enrollment levels from last Fiscal Year. The general breakdown of expenses is as follows:

Expense Category	FY 2015-16 Original
Department Salaries	\$315,778
SCSEP Participant Salaries	\$1,198,720
Office & Administration	\$407
Grand Totals:	\$1,514,905

Honorable David Ryu, Chair
August 5, 2015
Page 2

The adopted FY2015-16 City Budget includes \$667,167 already appropriated in Fund 410, 02M102 (Aging). Therefore only an increase of \$847,738 is needed to reflect the full grant award of \$1,514,905. These adjustments are detailed in the Controller's Instructions No. 3 above.

As a condition of the SCSEP grant award, the City provides a grant match of \$258,144 in General Funds in the adopted FY2015-16 City Budget, as follows:

- \$99,249 in Department staff fringe benefits and indirect costs
- \$158,895 in program participant fringe benefits (Physical Exams, Social Security match, Workers' Compensation)

Adoption of the report recommendations will result in no additional impact on the General Fund. Since program expenses are fully funded by the SCSEP grant and appropriated General Fund dollars, the report recommendations comply with the City's Financial Policies. The FY2015-16 SCSEP Budget and Standard Agreement is included as an attachment to this report.

FISCAL IMPACT STATEMENT

The LADOA's proposed action authorizes the receipt of \$1,514,905 in Federal grant dollars for the SCSEP program.

Adoption of the report recommendations result in no material impact on the General Fund and the report recommendations materially comply with the City's financial policies.

A copy of this transmittal with attachments is being forwarded to the City Attorney for review and approval.

LT:JD:mn:z:TitleVBudget Report

Attachments

cc: City Attorney
City Administrative Officer
Chief Legislative Analyst
President, Council on Aging

BUDGET SUMMARY

BUDGET PERIOD: 07/01/2015-06/30/2016 DIRECT CONTRACTED ORIGINAL REVISION NO.: CONTRACT NO.: TV 1516-25 - SLOTS: 137 DATE: 7/30/15 PSA NO.: 25

SECTION A

COST CATEGORIES	AAA ADMIN		PROJECT ADMIN		PROGRAM/PWFB				TOTAL				
	(a) Federal	(b) Matching Contributions	(c) Federal	(d) Matching Contributions	(e) Federal	(f) State	(g) Matching Contributions	(h) Program Income	(i) Federal	(j) State	(k) Matching Contributions	(l) Program Income	(m) Total
Personnel	121,193				1,198,720				1,319,913		0	0	1,319,913
Fringe Benefits		38,091					158,985		0		197,076	0	197,076
Total Personnel Costs	121,193	38,091	0	0	1,198,720		158,985	0	1,319,913		197,076	0	1,516,989
OPERATING COSTS	PROGRAM/OTHER												
Travel									0		0	0	0
Equipment									0		0	0	0
Supplies									0		0	0	0
Contractual									0		0	0	0
Orientation					25,681		8,071		25,681		8,071	0	33,752
Assessment					75,082		23,596		75,082		23,596	0	98,680
Training					46,911		14,744		46,911		14,744	0	61,655
Supportive Service					407				407		0	0	407
Job Development					46,911		14,744		46,911		14,744	0	61,655
Transportation									0		0	0	0
Other									0		0	0	0
Total Operating Costs	0	0	0	0	194,992		61,158	0	194,992		61,158	0	256,150
Indirect Costs									0		0	0	0
Total Operating and Indirect Costs	0	0	0	0	194,992		61,158	0	194,992		61,158	0	256,150
TOTAL COSTS	121,193	38,091	0	0	1,393,712		220,143	0	1,514,905		258,234	0	1,773,139

SECTION B					SECTION C	
	(a) Federal	(b) State	(c) Matching Contributions	(d) Program Income	(e) Total	%
TOTAL AAA ADMINISTRATION	121,193		38,091		159,284	8.00%
TOTAL PROJECT ADMINISTRATION	0		0		0	
TOTAL PROGRAM/PWFB	1,198,720		158,985	0	1,357,705	79.13%
TOTAL PROGRAM/OTHER	194,992		61,158	0	256,150	17.05%
TOTAL COSTS	1,514,905		258,234	0	1,773,139	

FOR STATE USE ONLY

Fiscal Specialist Approval	Date	Team Coach Verification	Date
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AAA ADMINISTRATION BUDGET NARRATIVE*

BUDGET PERIOD: 07/01/2015-06/30/2016 DIRECT CONTRACTED ORIGINAL REVISION NO.: CONTRACT NO.: TV 1516-25 - SLOTS: 137 DATE: 7/30/15 PSA NO.: 25

SECTION A: PERSONNEL COSTS

	(a) Annual Wage Rate	(b) % of Time Devoted	(c) Total
Position Classification:			
Sr. Management Analyst I	\$101,256	100.00%	101,256
Management Assistant	\$67,192	29.67%	19,937
			0
			0
			0
			0
TOTAL PERSONNEL			121,193
FRINGE BENEFITS			38,091
TOTAL PERSONNEL COSTS			159,284

SECTION B: OPERATING COSTS

Travel:			Total
			0
Equipment (List):	Quantity	Unit Price	
			0
			0
Supplies:			
Contractual:			
Other (List):			
TOTAL OPERATING COSTS			0
INDIRECT COSTS			
TOTAL COSTS - AAA ADMINISTRATION			159,284

* Complete this page if AAA retains federal funds for administrative costs.

PROJECT ADMINISTRATION BUDGET NARRATIVE*

BUDGET PERIOD: 07/01/2015-06/30/2016	<input checked="" type="checkbox"/> DIRECT <input type="checkbox"/> CONTRACTED	<input checked="" type="checkbox"/> ORIGINAL <input type="checkbox"/> REVISION NO.:	CONTRACT NO.: TV 1516-25 -	SLOTS: 137	DATE: 7/30/15	PSA NO.: 25
SECTION A: PERSONNEL COSTS						
Position Classification:	(a) Annual Wage Rate	(b) % of Time Devoted	(c) Total			
			0			
			0			
			0			
			0			
			0			
			0			
TOTAL PERSONNEL			0			
FRINGE BENEFITS			0			
TOTAL PERSONNEL COSTS			0			
SECTION B: OPERATING COSTS						
Travel:						Total
Equipment (List):	Quantity	Unit Price				
			0			
			0			
TOTAL OPERATING COSTS			0			
INDIRECT COSTS						
TOTAL COSTS - PROJECT ADMINISTRATION			0			

* Do not include AAA administrative costs.

PROGRAM COSTS

BUDGET PERIOD: 07/01/2015-06/30/2016 DIRECT CONTRACTED CONTRACT NO.:TV 1516-25 - SLOTS: 137 DATE: 7/30/15 PSA NO.: 25

PROGRAM/PARTICIPANT WAGES AND FRINGE BENEFITS (PWFB)

SECTION A: PERSONNEL

Participant Classification	(a) Number of Participants	(b) Wage per Hour	(c) Average Work Week Hours	(d) Average Number of Weeks	(e) Total
Community Administratin Support Worker I (7/1/2015 thru 12/31/2015)	127	\$9.00	20	22	502,920
Community Administratin Support Worker I -Monitor (7/1/2015 thru 12/31/2015)	10	\$11.00	20	22	48,400
Community Administratin Support Worker I (1/1/2016 thru 6/30/2016)	127	\$10.00	18	26	594,360
Community Administratin Support Worker I -Monitor (1/1/2016 thru 6/30/2016)	10	\$12.00	17	26	53,040
					0
TOTAL PERSONNEL					1,198,720

SECTION B: FRINGE BENEFITS

Categories	Number of Participants	Total
Physicals	137	5,069
FICA		78,276
Workers Compensation		75,639
Other:		
TOTAL FRINGE BENEFITS		158,985
TOTAL PERSONNEL COSTS - PROGRAM/PWFB		1,357,705

PROGRAM/OTHER

SECTION C: OPERATING COSTS

Categories	Staff Costs	Other	Total
Travel			0
Equipment			0
Supplies			0
Contractual			0
Orientation *	33,752		33,752
Assessment *	98,680		98,680
Training *	61,655		61,655
Supportive Services *		407	407
Job Development *	61,655		61,655
Transportation *			0
Other (List):			0
			0
			0
			0
TOTAL OPERATING COSTS			256,150
INDIRECT COSTS			
TOTAL OPERATING AND INDIRECT COSTS - PROGRAM/OTHER			256,150

* List Program Staff: (Optional)

PROGRAM / OTHER OPERATING COSTS (Including Fringe Costs--> CAP 35 = 31.43%)

	<u>Federal</u>
TRANSPORTATION	
Mileage for Monitors	<u>0</u>
EQUIPMENT	
Equipment with useful life greater than 1 year	<u>0</u>
SUPPLIES	
Office supplies and other consumables, printing costs for brochures	<u>0</u>
CONTRACTUAL	
Copiers and copy paper	
Validations and parking passes	<u>0</u>
SUPPORTIVE SERVICE	
Items used by Trainees; not salary	\$ 407.00
	<u>\$ 407.00</u>

		Annual Salary	% time devoted	% Salary for Category	Fringe %	Central Services	CTO	Fed. Match Total Indirect Costs	Total Staff Cost
ORIENTATION									
MANAGEMENT ANALYST I	Stanley Desir	80,137	15.00%	12,021	31.43%			3,778	15,799
MANAGEMENT ASSISTANT	Victor Pina	67,192	15.00%	10,079	31.43%			3,168	13,247
MANAGEMENT ASSISTANT	Vacant	67,192	5.33%	3,581	31.43%			1,126	4,707
				<u>25,681</u>				<u>8,071</u>	<u>33,752</u>
ASSESSMENT									
MANAGEMENT ANALYST I	Stanley Desir	80,137	35.00%	28,048	31.43%			8,815	36,863
MANAGEMENT ASSISTANT	Victor Pina	67,192	35.00%	23,517	31.43%			7,391	30,909
MANAGEMENT ASSISTANT	Vacant	67,192	35.00%	23,517	31.43%			7,391	30,909
				<u>75,082</u>				<u>23,598</u>	<u>98,680</u>
TRAINING									
MANAGEMENT ANALYST I	Stanley Desir	80,137	25.00%	20,034	31.43%			6,297	26,331
MANAGEMENT ASSISTANT	Victor Pina	67,192	25.00%	16,798	31.43%			5,280	22,078
MANAGEMENT ASSISTANT	Vacant	67,192	15.00%	10,079	31.43%			3,168	13,247
				<u>46,911</u>				<u>14,744</u>	<u>61,655</u>
JOB DEVELOPMENT									
MANAGEMENT ANALYST I	Stanley Desir	80,137	25.00%	20,034	31.43%			6,297	26,331
MANAGEMENT ASSISTANT	Victor Pina	67,192	25.00%	16,798	31.43%			5,280	22,078
MANAGEMENT ASSISTANT	Vacant	67,192	15.00%	10,079	31.43%			3,168	13,247
				<u>46,911</u>				<u>14,744</u>	<u>61,655</u>
TOTALS: Staff Salaries & Fringe Benefits				Staff Salaries	194,585	Total Fringe Benef		61,158	

NOTE: Difference on first page due to rounding

100.00%

CAP 35

	Fringe Benefits	Central Services
Balance of Department	31.43%	0.00%
Title V*	12.84%	1.23%

*NOTE: Fiscal Division advises that Title V Participant Fringe Benefits are limited to 6.31% Workers' Comp, 1.29% Medicare, and 5.24% Social Security for a total of 12.84% (Reference Program, p. 4)

NOTE: Cost of Physical is \$37 an hour for a Nurse.

STATE OF CALIFORNIA
STANDARD AGREEMENT
 STD 213 (Rev 06/03)

AGREEMENT NUMBER TV-1516-25
REGISTRATION NUMBER

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

STATE AGENCY'S NAME

California Department of Aging

CONTRACTOR'S NAME

CITY OF LOS ANGELES

2. The term of this Agreement is: July 1, 2015
June 30, 2016
3. The maximum amount of this Agreement is: **\$ 1,514,905.00**
One million, five hundred fourteen thousand, nine hundred five and 00/100 dollars
4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

Exhibit A – Scope of Work 12 page(s)

Exhibit B – Budget Detail, Payment Provisions, and Closeout 8 page(s)

Exhibit C* – General Terms and Conditions GTC 610

Check mark one item below as Exhibit D:

Exhibit - D Special Terms and Conditions (Attached hereto as part of this agreement) 31 page(s)

Exhibit - D* Special Terms and Conditions

Exhibit E – Additional Provisions 5 page(s)

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

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

CONTRACTOR

California Department of General
 Services Use Only

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

BY (Authorized Signature)

DATE SIGNED (Do not type)



PRINTED NAME AND TITLE OF PERSON SIGNING

ADDRESS

350 South Grand Avenue, , Floor 45, Suite 4502 LOS ANGELES CA 90071-

STATE OF CALIFORNIA

AGENCY NAME

California Department of Aging

BY (Authorized Signature)

DATE SIGNED (Do not type)



PRINTED NAME AND TITLE OF PERSON SIGNING

Glenn Wallace Manager, Contracts and Business Services Section

ADDRESS

1300 National Drive, Suite 200, Sacramento CA. 95834

Exempt per:
 AG OP 80-111.

STATE OF CALIFORNIA
STANDARD AGREEMENT
 STD 213 (Rev 06/03)

AGREEMENT NUMBER TV-1516-25
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CONTRACTOR'S NAME CITY OF LOS ANGELES

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Check mark one item below as Exhibit D:	
<input checked="" type="checkbox"/> Exhibit - D Special Terms and Conditions (Attached hereto as part of this agreement)	31 page(s)
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CONTRACTOR		California Department of General Services Use Only
CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.) CITY OF LOS ANGELES		
BY (Authorized Signature) 	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING		
ADDRESS 350 South Grand Avenue, , Floor 45, Suite 4502 LOS ANGELES CA 90071-		
STATE OF CALIFORNIA		
AGENCY NAME California Department of Aging		<input checked="" type="checkbox"/> Exempt per: AG OP 80-111.
BY (Authorized Signature) 	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING Glenn Wallace Manager, Contracts and Business Services Section		
ADDRESS 1300 National Drive, Suite 200, Sacramento CA. 95834		

STATE OF CALIFORNIA
STANDARD AGREEMENT
 STD 213 (Rev 06/03)

AGREEMENT NUMBER TV-1516-25
REGISTRATION NUMBER

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

STATE AGENCY'S NAME
 California Department of Aging

CONTRACTOR'S NAME
 CITY OF LOS ANGELES

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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.) CITY OF LOS ANGELES		
BY (Authorized Signature) 	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING		
ADDRESS 350 South Grand Avenue, , Floor 45, Suite 4502 LOS ANGELES CA 90071-		
STATE OF CALIFORNIA		
AGENCY NAME California Department of Aging		
BY (Authorized Signature) 	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING Glenn Wallace Manager, Contracts and Business Services Section		
ADDRESS 1300 National Drive, Suite 200, Sacramento CA. 95834		

Exempt per:
 AG OP 80-111

CALIFORNIA DEPARTMENT OF AGING

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

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

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

DOCUMENTS REQUIRED TO EXECUTE CONTRACT

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

NOTICE:

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

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

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

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

2015-16 TITLE V CONTRACT TRANSMITTAL LETTER
(This letter must be signed and returned with the Contract package)

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

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

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

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

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

SIGNATURE
(Director or designee)

CONTRACT NUMBER

DATE _____

CONTRACTOR/VENDOR CONFIDENTIALITY STATEMENT

CDA 1024 (REV 1/97)

CERTIFICATION	
I hereby certify that I have reviewed this Confidentiality Statement and will comply with the following Statements.	
CONTRACTOR/VENDOR NAME: CITY OF LOS ANGELES	CONTRACT NUMBER: TV-1516-25
AUTHORIZED SIGNATURE:	PRINTED NAME AND TITLE OF PERSON SIGNING:
<p>In compliance with Government Code 11019.9, Civil Code 1798 Et. Seq., Management Memo 06-12 and Budget Letter 06-34 the California Department of Aging (CDA) hereby requires the Contractor/Vendor to certify that:</p> <ul style="list-style-type: none">• confidential information shall be protected from disclosure in accordance with all applicable laws, regulations and policies.• all access codes which allow access to confidential information will be properly safeguarded.• activities by any individual or entity that is suspected of compromising confidential information will be reported to CDA by completing a Security Incident Report, CDA 1025.• any wrongful access, inspection, use, or disclosure of confidential information is a crime and is prohibited under State and federal laws, including but not limited to California Penal Code Section 502; California Government Code Section 15619, California Civil Code Section 1798.53 and 1798.55, and Health Insurance Portability and Accountability Act.• any wrongful access, inspection, use, disclosure, or modification of confidential information may result in termination of this Contract/Agreement.• obligations to protect confidential information obtained under this Contract/Agreement will continue after termination of the Contract/Agreement with CDA.• all employees/subcontractors of the Contractor/Vendor will complete the required Security Awareness Training module located at www.aging.ca.gov, within 30 days of the start date of this Contract/Agreement or within 30 days of the start date of any new employee or subcontractor. Contractor/Vendor may substitute CDA's Security Awareness Training program with its Security Training provided such training meets or exceeds CDA's training requirement.• all employees/subcontractors of the Contractor/Vendor will be notified of CDA's confidentiality and data security requirements.• CDA or its designee will be granted access by the Contractor or Vendor to any computer-based confidential information within the scope of the Contract.	

CONTRACTOR/VENDOR CONFIDENTIALITY STATEMENT

CDA 1024 (REV 1/07)

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

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

CALIFORNIA DEPARTMENT OF AGING

1300 NATIONAL DRIVE, SUITE 200
 SACRAMENTO, CA 95834-1992
 Internet Home Page: www.aging.ca.gov
 TDD Only 1-800-735-2928
 FAX Only (916) 928-2267
 Phone Number (916) 419-7500



PROGRAM MEMO

CDA 1014 (Rev. 02/14)

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

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

Grant Information

Information for the FY 2015-16 SCSEP Grant:

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

Allocation Methodology

The following methodologies determine participant slot and funding allocations:

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

Continued on next page

Match

State match to the federal funding is reported based on the following:

- Each AAA's share of the State's match is calculated based on the funding allocation in the AAA's contract.
 - Match amounts are located on the Budget Display.
-

Budget Submission Instructions and Due Date

For FY 2015-16, SCSEP AAAs are required to submit their original Budget form (CDA 35) in the following manner:

- Incorporate the amounts for Participant Wages and Benefits, Participant Other Costs, and AAA Administrative funds as shown in your Budget Display.
- Requests to transfer funds for Title V Administration to Participant Other Costs or Participant Wages and Fringe Benefits will be processed with the AAA SCSEP Budget.
- Submit your SCSEP Budget electronically to the AAA Fiscal Team mailbox at FiscalTeam@aging.ca.gov.

AAAs must submit their Original Budget forms as soon as possible, but no later than 30 days from the date of this PM.

Reporting Expenditures and Requests

- To report expenditures and request funds, AAAs will continue to use the SCSEP Monthly Expenditure Report/Request for Funds form (CDA 29).
 - CDA will not process payments for SFY 2015-16 until the AAA's original SCSEP budget is approved and the contract is fully executed.
-

Closeout

The Title V Closeout is due 30 days after the end of the contract period, July 31, 2016.

Contract Packages and Inquiries

CDA will mail a contract package to each AAA's contract representative.

- For fiscal inquiries contact your assigned AAA Fiscal Team Specialist.
 - For programmatic inquiries contact your assigned Title V Specialist.
-


Lora Connolly
Director

STATE OF CALIFORNIA
STANDARD AGREEMENT
 STD 213 (Rev 08/03)

AGREEMENT NUMBER TV-1516-25
REGISTRATION NUMBER

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

STATE AGENCY'S NAME California Department of Aging	
CONTRACTOR'S NAME CITY OF LOS ANGELES	
- The term of this Agreement is:

The term of this Agreement is:	July 1, 2015 June 30, 2016
--------------------------------	-------------------------------
- The maximum amount of this Agreement is:

The maximum amount of this Agreement is:	\$ 1,514,905.00 One million, five hundred fourteen thousand, nine hundred five and 00/100 dollars
--	---
- The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

Exhibit A – Scope of Work	12 page(s)
Exhibit B – Budget Detail, Payment Provisions, and Closeout	8 page(s)
Exhibit C* – General Terms and Conditions	GTC 610
Check mark one item below as Exhibit D:	
<input checked="" type="checkbox"/> Exhibit - D Special Terms and Conditions (Attached hereto as part of this agreement)	31 page(s)
<input type="checkbox"/> Exhibit - D* Special Terms and Conditions	
Exhibit E – Additional Provisions	5 page(s)

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

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.) CITY OF LOS ANGELES		
BY (Authorized Signature) 	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING		
ADDRESS 350 South Grand Avenue, , Floor 45, Suite 4502 LOS ANGELES CA 90071-		
STATE OF CALIFORNIA		
AGENCY NAME California Department of Aging		
BY (Authorized Signature) 	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING Glenn Wallace Manager, Contracts and Business Services Section		<input checked="" type="checkbox"/> Exempt per: AG OP 80-111
ADDRESS 1300 National Drive, Suite 200, Sacramento CA. 95834		

Exhibit A – Scope of Work

SCOPE OF WORK

1. Contractor agrees to provide to the California Department of Aging services under Agreement No. TV-1516-25 in accordance with this Agreement.
2. The services shall be performed in Planning and Service Area(s): 25.
3. The services shall be provided as needed.
4. The project representatives during the term of this agreement will be:

State Agency: California Department of Aging	Contractor: CITY OF LOS ANGELES
Name: June Ditgen	Name: Laura Trejo
Phone: (916) 419-7556	Phone: (213) 252-4023
Fax: (916) 928-2510	Fax: (213) 252-4020

Direct all contract inquiries to:

State Agency: California Department of Aging	Contractor: CITY OF LOS ANGELES
Section/Unit: Business Services and Contracts	Section/Unit: Area Agency On Aging
Attention: Don Fingado	Attention: Dale Osborne
Address: 1300 National Drive, Suite 200 Sacramento, CA 95834	Address: 350 South Grand Avenue, , Floor 45, Suite 4502 Los Angeles CA 90071-
Phone: (916) 419-7157	Phone: (213) 202-5636
Fax: (916) 928-2500	Fax: (213) 473-5980
Email: don.fingado@aging.ca.gov	Email: dale.osborne@lacity.org

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

ARTICLE I. PROGRAM DEFINITIONS

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

Additional indicators include:

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

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

- B. “American Job Centers” (AJC) (previously known as the One-Stop Career Centers) means agencies that are funded by the Workforce Investment Act (WIA) to provide universal access to employment referrals, training, and other job seeker/employer services. [20 CFR 641.140]
- C. “BCT Partners” means the organization under contract to the United States (U.S.) Department of Labor (DOL) to maintain the Title V Senior Community Service Employment Program (SCSEP) Performance and Results Quarterly Progress Report System (SPARQ) and the Web Data Collection System (WDCS) and that is responsible for providing on its website the SPARQ user’s guide and DOL policy guidance related to system upgrades. [20 CFR 641.879 (b)] [20 CFR 641.879(e)(i)]
- D. “Charter Oak Group” (COG) means the organization under contract to DOL to create and maintain the Title V SCSEP WDCS handbook that provides direction on entering data into the WDCS. and providing on its website, DOL policy guidance, frequently asked questions, and revisions to the handbook. [20 CFR 641.879(b)] [20 CFR 641.879(e-i)]
- E. “Classroom Training Hours” means the number of hours spent in classroom training by Title V SCSEP participants. [20 CFR 641.540(c)]
- F. “Community-Service Employment Training” means part-time, temporary employment paid with contract funds in projects at host agencies through which eligible individuals are engaged in community service and receive work experience and job skills that can lead to unsubsidized employment. Assignments may be supplemented by general or specialized skills training and a participant must have an Individual Employment Plan (IEP) that details skills to be attained and timelines for achieving the goal. [OAA 518(a)(2)] [20 CFR 641.140] [20 CFR 641.577]

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

ARTICLE I. PROGRAM DEFINITIONS (Continued)

- G. “Core Indicators” means indicators that are subject to goal-setting and corrective action and are: [20 CFR 641.700(a)]
1. Hours of community service employment;
 2. Entry into subsidized employment;
 3. Retention in unsubsidized employment for six (6) months;
 4. Earnings;
 5. Number of eligible individuals served; and
 6. Number of most-in-need individuals served.
- [OAA §513(b)(1)] [20 CFR 641.700(b)] [20 CFR 641.710(a)]
- H. “Customer Satisfaction” means satisfaction of the participants, employers, and host agencies with their experience with Title V SCSEP. [20 CFR 641.710(b)(2)]
- I. “Earnings” means the average earnings of those participants who are employed. To calculate earnings, use the total earnings in the second and third quarters after the exit quarter, divided by the number of participants who exit during the quarter. [20 CFR 641.710(a)(4)]
- J. “Eligible Service Population” means unemployed, low-income, California residents who are fifty-five (55) years of age or older and who have poor employment prospects. [OAA §518(a)(3)(A)] [20 CFR 641.500]

Priority must be given to individuals who are sixty-five (65) years of age and older or:

- a) Have a disability.
- b) Have limited English proficiency or low literacy skills.
- c) Reside in a rural area.
- d) Are veterans or spouses of veterans as defined in 20 CFR 641.520(a)(5) 38 U.S.C. 4215(a);
- e) Have low employment prospects;

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

ARTICLE I. PROGRAM DEFINITIONS (Continued)

- f) Have failed to find employment after utilizing services provided through the One-Stop Delivery System; or
- g) Are homeless or at risk for homelessness.

[OAA §518(b)(1)-(2)] [20 CFR 641.520]

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

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

ARTICLE I. PROGRAM DEFINITIONS (Continued)

- S. "Matching Contributions" means local cash and/or in-kind contributions made by the Contractor, subcontractor, or other local resources that qualify as match for the contract funding. [OAA §502(c)(2)] [20 CFR 641.809]
- T. "Modified Positions" means the number of authorized training slots adjusted to account for states with a higher minimum wage paid to participants. [SCSEP Quarterly Progress Report, ETA 5140]
- U. "Number of Eligible Individuals Served" (service level) means the total number of participants served, divided by the Contractor's authorized number of positions, after adjusting for minimum wage. [20 CFR 641.710(a)(5)]
- V. "Number of Most-in-Need Individuals Served" (service to most-in-need) means service to participants who meet any of the following characteristics:
1. Have a severe disability;
 2. Are frail;
 3. Are age seventy-five (75) or older;
 4. Meet the eligibility requirements related to age for, but do not receive, benefits under Title II of the Social Security Act;
 5. Live in an area with persistent unemployment and are individuals with severely limited employment prospects;
 6. Have LEP;
 7. Have low literacy skills;
 8. Have a disability;
 9. Reside in a rural area;
 10. Are veterans;
 11. Have low employment prospects;
 12. Have failed to find employment after utilizing services provided under Title I of the Workforce Investment Act of 1998; or
 13. Are homeless or at risk for homelessness. [OAA §518(a)(3)(B)(ii)] to [20 CFR 641.710(a)(6)]

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

ARTICLE I. PROGRAM DEFINITIONS (Continued)

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

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

ARTICLE I. PROGRAM DEFINITIONS (Continued)

- subsidy program.
[20 CFR 641.710(b)(1)] [SCSEP Quarterly Progress Report, ETA 5140]
- DD. “Retention in Unsubsidized Employment for Six (6) Months” (employment retention) means full or part-time paid employment of a participant in the public or private sector for six (6) months after the starting date of placement into unsubsidized employment without the use of funds under Title V SCSEP or any other federal or State employment subsidy program. [20 CFR 641.710(a)(3)] [SCSEP Quarterly Progress Report, ETA 5140]
- EE. “Satisfaction Survey” means an instrument that gathers the satisfaction of participants, employers, and their host agencies with their experiences and the services provided. [20 CFR 641.710(b)(2)]
- FF. “State Plan” means a plan that outlines a four-year strategy, and describes the planning and implementation process, for the statewide provision of community service employment and other authorized activities for eligible individuals under Title V SCSEP. [OAA §503(a)] [20 CFR 641.140]
- GG. “Supportive Services” means services, such as transportation; health and medical services; special job-related or personal counseling; incidentals, such as work shoes, badges, uniforms, eyeglasses, and tools; child and adult care; housing, including temporary shelter; follow-up services; and needs-related payments which are necessary for an individual to participate in program activities authorized under Title V SCSEP. [OAA §502(c)(6)(A)(iv)] [OAA §518(a)(7)] [20 CFR 641.140] [20 CFR 641.545]
- HH. “Title V SCSEP Performance and Results Quarterly Progress Report System (SPARQ)” means the DOL system used to process and analyze Title V SCSEP data and the system used to view, print, and save Title V SCSEP quarterly progress reports, data quality reports, and management reports. [OAA §503(f)(3)-(4)] [20 CFR 641.879(b)] [20 CFR 641.879(e)-(h)]
- II. “Title V Senior Community Service Employment Program (SCSEP)” means a program that serves unemployed, low-income persons who are fifty-five (55) years of age and older and who have poor employment prospects by training them in part-time community service assignments and by assisting them in developing skills and experience to facilitate their transition to unsubsidized employment. [OAA §502(a)(1)] [20 CFR 641.110]
- JJ. “Transfer/Change Utility” means the WDCCS procedure used to transfer a participant into SPARQ from a CDA Title V SCSEP to a national Title V SCSEP

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

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

ARTICLE I. PROGRAM DEFINITIONS (Continued)

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

ARTICLE II. SCOPE OF WORK

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

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

- j. Jobs for Veterans Act of 2002, Public Law 107-288
(38 U.S.C. 4215)

ARTICLE II. SCOPE OF WORK (Continued)

- k. Americans with Disabilities Act of 1990 (ADA), as Amended in 2008 by Public Law 110-325
 - l. Age Discrimination in Employment Act of 1967, Public Law 90-202
 - m. Age Discrimination Act of 1975 (42 U.S.C. 6101 to 6107)
 - n. Terms and Conditions of this Agreement
 - o. CDA PM 07-18(P) – Protection of Information Assets
 - p. Other CDA PMs, laws, regulations, and guidance pertaining to Title V SCSEP posted on the CDA website
 - q. Any other subsequent TEGLs, memos, bulletins, or similar instructions issued during the term of this Agreement by DOL
2. The Contractor shall review, approve, and monitor the Contractor and/or subcontractor budgets and expenditures and any subsequent amendments and revisions to budgets. The Contractor shall, to the extent feasible, ensure that all budgeted funds are expended by the end of each fiscal year. [20 CFR 641.430(e)(f)] [29 CFR 95.5] [29 CFR 97.40]
 3. Develop methods of recruitment and selection that will assure that the maximum number of eligible individuals have the opportunity to participate in the program. [20 CFR 641.515(a)]
 4. Provide a paid orientation to participants that include information on project goals and objectives; community service training assignments; training opportunities; available supportive services; the availability of a free physical examination; participant's rights and responsibilities; CDA Participant Termination Policy; CDA Grievance Policy; CDA Authorized Break in Participation Policy; and permitted and prohibited political activities. [20 CFR 641.535(a)(1)] [20 CFR 641.570(d)] [CDA PM 11-06] [CDA PM 11-20] [CDA PM 14-15]
 5. Conduct individual assessments of the participants' work history; skills and interests; talents; physical capabilities; aptitudes; occupational preferences; needs for supportive services; potential for performing proposed community service assignment duties; and potential for transition to unsubsidized employment. Assessments must be conducted

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

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

ARTICLE II. SCOPE OF WORK (Continued)

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

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

ARTICLE II. SCOPE OF WORK (Continued)

The MOU must contain the following components:

- a. A description of the functions/services to be performed for AJC clients;
- b. An explanation of how the costs of these functions/services and AJC operations will be funded;
- c. A description of the methods to be used for referring clients among the partners; and
- d. The duration of the MOU and procedures for amending it.

[29 U.S.C. 2841(c)] [20 CFR 652 et al.] [20 CFR 662.230(c)]
[20 CFR 662.300]

14. Maintain an up-to-date SCSEP Data Collection Handbook, BCT Partners Data Validation Handbook, and copies of both State and federal departmental requirements so that all responsible persons have ready access to standards, policies, and procedures. [20 CFR 641.879(b)] [20 CFR 641.879(d)-(e)]
15. Use the program data collection and reporting system as required by CDA in Exhibit E of this Agreement. [OAA §503(f)(3)-(4)]
16. Submit all requests for a Transfer/Change utility transaction in SPARQ to CDA for prior approval. [Title V SCSEP Data Collection Handbook rev. 6 (4/19/2010), Participant Form Guide (page 28, number 17)]

B. Core Indicators and Additional Indicators [20 CFR 641.700(a)-(e)]

1. The Contractor shall, or if subcontracted, the Subcontractor shall, meet the annual negotiated performance measures established by the DOL, which include the following core indicators:
 - a. Hours of community service employment;
 - b. Entry into unsubsidized employment;
 - c. Retention in unsubsidized employment for six (6) months;

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

d. Earnings;

e. The number of eligible individuals served; and

ARTICLE II. SCOPE OF WORK (Continued)

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

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

2. Additional indicators include:

a. Unsubsidized employment retention (1 year).

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

c. Entered into volunteer work.

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

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

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

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

ARTICLE I. FUNDS

A. Expenditure of Funds

1. The Contractor shall expend all funds received hereunder in accordance with this Agreement.
2. Any reimbursement for authorized travel and per diem shall be at rates not to exceed those amounts paid by the State in accordance with the California Department of Human Resources' (CalHR) rules and regulations.

In State:

- Mileage -
<http://www.calhr.ca.gov/employees/Pages/travel-personal-vehicle.aspx>
- Per Diem (meals and incidentals) -
<http://www.calhr.ca.gov/employees/Pages/travel-meals.aspx>
- Lodging -
<http://www.calhr.ca.gov/employees/Pages/travel-lodging-reimbursement.aspx>

Out of State:

- <http://www.calhr.ca.gov/employees/Pages/travel-out-of-state.aspx>

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

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

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

B. Accountability for Funds

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

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

ARTICLE I. FUNDS (Continued)

Budget's (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. [2 CFR, Part 200]

2. Financial Management Systems

The Contractor shall meet the following standards for its financial management systems, as stipulated in 45 CFR 92.20 (governmental) or 45 CFR 74.21 (non-profits) as well as those stipulated in [2 CFR 200.302] Financial management:

- a. Financial Reporting
- b. Accounting Records
- c. Complete Disclosure
- d. Source Documentation
- e. Internal Control
- f. Budgetary Control
- g. Cash Management (written procedures)
- h. Allowable Costs (written 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 or appropriation of funds, for the mutual benefit of both parties, in order to avoid program and fiscal delays that would occur if this Agreement were executed after that determination was made.
2. This Agreement is valid and enforceable only if sufficient funds are made available to the State by the United States Government or the Budget Acts of the appropriate fiscal years for the purposes of this program. In addition, this Agreement is subject to any additional restrictions, limitations, or conditions enacted by the Congress or the Legislature that may affect the provisions, terms, or funding of this Agreement in any manner.

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

ARTICLE I. FUNDS (Continued)

3. Limitation of State Liability

Payment for performance by the Contractor shall be dependent upon the availability of future appropriations by the Legislature or Congress for the purposes of this contract and approval of an itemized Senior Community Service Employment Program (Title V) Budget. No legal liability on the part of the State for any payment may arise under this contract until funds are made available, the itemized budget is received and approved by the State, and the Contractor has received an executed contract.

4. Funding Reduction(s)

a. If funding for any State fiscal year is reduced or deleted by the Department of Finance, Legislature or Congress, for the purposes of this program, the State shall have the option to either:

- Terminate the Contract pursuant to Exhibit D, Article XII, A. of this Agreement or,
- Offer a contract amendment to the Contractor to reflect the reduced funding for this contract.

b. In the event that the State elects to offer an amendment, it shall be mutually understood by both parties that (1) the State reserves the right to determine which contracts, if any, under this program shall be reduced (2) some contracts may be reduced by a greater amount than others, and (3) the State shall determine at its sole discretion the amount that any or all of the contracts shall be reduced for the fiscal year.

E. Interest Earned

1. Interest earned on federal advance payments deposited in interest bearing accounts must be remitted annually to CDA. Interest amounts up to \$500 per year may be retained by the Contractor and subcontractors for administrative expenses. [2 CFR 200.305(b)(9)]
2. Interest earned on advances of federal and non-federal funds shall be identified as non-match cash.
3. The Contractor must maintain advance payments of federal awards in interest-bearing accounts, unless the following apply: [2 CFR 200.305(8)]
 - a. The Contractor receives less than \$120,000 in federal awards per year
 - b. The best reasonably available interest-bearing account would not be expected to earn interest in excess of \$500 per year on federal cash balances

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

ARTICLE I. FUNDS (Continued)

- c. The depository would require an average or minimum balance so high that it would not be feasible within the expected federal and non-federal cash resources

F. Program Income

1. "Program income" is revenue generated by the Contractor or subcontractor from contract-supported activities and includes:
 - a. Voluntary contributions received from a participant or responsible party as a result of the service.
 - b. Income from usage or rental fees of real or personal property acquired with grant funds or funds provided under this Agreement.
 - c. Royalties received on patents and copyrights from contract supported activities.
 - d. Proceeds from the sale of items fabricated under a contract agreement.
2. Costs of generating program income may be deducted from gross income to determine program income earned provided these costs are not charged to contract funds.
3. Program income must be added to contract funds and matching contributions, and used for allowable costs of the program.
4. Contractors that continue to receive contract funds may use unexpended program income in the subsequent contract period.
5. Contractors that do not continue to receive contract funds in the subsequent period must remit unexpended program income earned to CDA after the end of the contract period.

G. Matching Contributions

Matching Contributions shall be limited to:

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

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

ARTICLE I. FUNDS (Continued)

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

ARTICLE II. BUDGET AND BUDGET REVISIONS

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

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

ARTICLE II. BUDGET AND BUDGET REVISIONS (Continued)

E. Budget revisions may be submitted as necessary, but no later than April 30 of each fiscal year.

F. Line Item Budget Transfers

The Contractor may transfer contract funds between line items under the following terms and conditions:

1. The Contractor shall submit a revised budget to CDA for any line item budget transfer of funds that does not exceed the Senior Community Service Employment Program (Title V) limits contained herein, and is not more than the total budget.
2. The Contractor shall maintain a written record of all budget changes and clearly document line item changes. The record shall include the date of the transfer, the amount, and the purpose. This record shall be available to CDA upon request and shall be maintained in the same manner as all other financial records.

G. The Contractor is limited to eight (8) percent of the federal allocation for AAA Administration.

H. Administrative costs for a Subcontractor are not limited to eight (8) percent of the federal allocation and should be reported as project administration in the Title V budget.

I. The Contractor shall ensure that of the total federal funds expended, not less than seventy-nine (79) percent shall be spent for Participant Wages and Fringe Benefits.

J. The Contractor is not required to budget On-the-Job Experience (OJE) training costs separate from other costs; costs shall be tracked during the contract period in the Contractor's records.

K. The Contractor may charge expenditures associated with participant assessment, training, job development, counseling functions, etc. to the Program Other category in the Title V Budget.

L. Any matching contributions generated as a result of this contract should be reported on the CDA 29 and the CDA 90 as Matching Contributions.

M. Senior Community Service Employment Program (Title V) Budget must be submitted, in accordance with the Budget Instruction Package, as issued by CDA, before the start-up of each fiscal year. The (Title V) Budget must correlate

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

ARTICLE II. BUDGET AND BUDGET REVISIONS (Continued)

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

ARTICLE III. PAYMENT

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

Monthly Title V Fiscal Reporting Due Dates

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

*The table is a standard request for funds (RFF) and expenditure reporting schedule. If the effective date of this contract is not July 1, the Contractor's RFF and expenditure reporting will commence with the first month of the term of this contract period and end with the month preceding the last full month of the contract June 30th.

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

ARTICLE IV. CLOSEOUT

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

Exhibit B- Budget Detail, Payment Provisions, and Closeout

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

	Project	Baseline	Transfers	Total	Net Change
FEDERAL TRUST FUNDS:					
Title V Participant Wages & Fringe Benefits	TVFL15-15	1,196,774		1,196,774	
Title V Participant Other Costs	TVOL15-15	196,938		196,938	
Title V Administration	TVAL15-15	121,193		121,193	
TOTAL FEDERAL TITLE V		1,514,905		1,514,905	
	# of Participant Slots	166			

The minimum match requirement is: 178,785
 Mandated maximum of 8% allowed for Administration.

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

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

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

ARTICLE I. DEFINITIONS AND RESOLUTIONS OF LANGUAGE CONFLICTS

A. General Definitions

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

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

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

B. Resolution of Language Conflicts

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

1. The Older Americans Act Amendments of 2006 (OAA as amended)
2. Other applicable federal statutes and their implementing regulations
3. Older Californians Act
4. Standard Agreement (Std. 213), all Exhibits and any amendments thereto
5. Any other documents incorporated herein by reference, including the federal HHS terms and conditions found in Part II of the HHS Grant Policy Statement <http://www.hhs.gov/asfr/ogapa/aboutog/hhsqps107.pdf>
6. Program memos and other guidance issued by CDA

ARTICLE II. ASSURANCES

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

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

B. Subcontracts

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

C. Nondiscrimination

The Contractor shall comply with all federal statutes relating to nondiscrimination. These include those statutes and laws contained in the Contractor Certification Clauses (CCC 307) which is hereby incorporated by reference. In addition, the Contractor shall comply with the following:

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

ARTICLE II. ASSURANCES (Continued)

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

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

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

The Contractor shall, unless exempted, ensure compliance with the requirements of Cal Gov. Codes 11135 to 11139.5; 22 CCR 98000 et seq., which prohibit recipients of state financial assistance from discriminating against persons based on race, national origin, ethnic group identification, religion, age, sex, sexual orientation, color, or disability. [22 CCR 98323, Chapter 182, Statutes of 2006]

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

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

D. Standards of Work

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

E. Conflict of Interest

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

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

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

ARTICLE II. ASSURANCES (Continued)

business, or other ties, so long as the employment of such persons does not result in a conflict of interest (real or apparent) or increased costs over those associated with the employment of any other equally qualified applicant, and such persons have successfully competed for employment with the other applicants on a merit basis.

F. Covenant Against Contingent Fees

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

G. Payroll Taxes and Deductions

The Contractor shall promptly forward payroll taxes, insurances, and contributions, including State Disability Insurance, Unemployment Insurance, Old Age Survivors Disability Insurance, and federal and State income taxes withheld, to designated governmental agencies as required by law.

H. Facility Construction or Repair

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

I. Contracts in Excess of \$100,000

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

1. Clean Air Act, as amended [42 U.S.C. 7401]
2. Clean Water Act, as amended [33 U.S.C. 1251]
3. Federal Water Pollution Control Act, as amended [33 U.S.C. 1251, et seq.]
4. Environmental Protection Agency Regulations [40 CFR, Part 29] [Executive Order 11738]

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

ARTICLE II. ASSURANCES (Continued)

5. Public Contract Code Section 10295.3

J. Debarment, Suspension, and Other Responsibility Matters

1. The Contractor certifies to the best of its knowledge and belief, that it and its subcontractors:
 - a. Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency. [45 CFR 92.35]
 - b. Have not, within a three-year period preceding this Agreement, been convicted of, or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, State, or local) transaction or contract under a public transaction; violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification.
 - d. Have not, within a three-year period preceding this Agreement, had one or more public transactions (federal, State, or local) terminated for cause or default.
2. The Contractor shall report immediately to CDA in writing, any incidents of alleged fraud and/or abuse by either the Contractor or subcontractors.
3. The Contractor shall maintain any records, documents, or other evidence of fraud and abuse until otherwise notified by CDA.
4. The Contractor agrees to timely execute any and all amendments to this Agreement or other required documentation relating to the Subcontractor's debarment/suspension status.

K. Agreement Authorization

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

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

ARTICLE II. ASSURANCES (Continued)

Contractor shall submit to CDA an authorization by the Board of Directors to execute this Agreement, referencing this Agreement number.

2. These documents, including minute orders, must also identify the action taken.
3. Documentation in the form of a resolution, order, or motion by the Governing Board of the AAA is required for the original and each subsequent amendment to this Agreement. This requirement may also be met by a single resolution from the Governing Board of the Contractor, authorizing the AAA Director or designee to execute the original and all subsequent amendments to this Agreement.

L. Contractor's Staff

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

M. DUNS Number and Related Information

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

N. Corporate Status

1. The Contractor shall be a public entity, private nonprofit entity or Joint Powers Authority (JPA). If a private nonprofit corporation or JPA, the Contractor shall be in good standing with the Secretary of State of

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

ARTICLE II. ASSURANCES (Continued)

California and shall maintain that status throughout the term of this Agreement.

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

O. Lobbying Certification

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

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

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

ARTICLE II. ASSURANCES (Continued)

4. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into.
5. This certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352.
6. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

ARTICLE III. AGREEMENT

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

ARTICLE IV. COMMENCEMENT OF WORK

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

ARTICLE V. SUBCONTRACTS

- A. The Contractor is responsible for carrying out the terms of this Agreement, including the satisfaction, settlement, and resolution of 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. The Contractor's decision is final and the Subcontractor has no right of appeal to CDA.
- B. In the event any subcontractor is utilized by the Contractor for any portion of this Agreement, the Contractor shall retain the prime responsibility for all the terms and conditions set forth, including but not limited to, the responsibility for preserving the State's copyrights and rights in data in accordance with Article XIX. of this Exhibit, for handling property in accordance with Article VII. of this Exhibit, and ensuring the keeping of, access to, availability of, and retention of records of subcontractors in accordance with Article VI. of this Exhibit.
- C. Funds for this Agreement shall not be obligated in any subcontracts for services beyond the ending date of this Agreement.

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

ARTICLE V. SUBCONTRACTS (Continued)

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

[22 CCR 7362]

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

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ARTICLE V. SUBCONTRACTS (Continued)

- J. The Contractor shall require all subcontractors to maintain adequate staff to meet the Subcontractor's Agreement with the Contractor. This staff shall be available to the State for training and meetings which the State may find necessary from time to time.
- K. If a private nonprofit corporation, the Subcontractor shall be in good standing with the Secretary of State of California and shall maintain that status throughout the term of the Agreement.
- L. The Contractor shall refer to 2 CFR Part 200, Subpart F Audit Requirements [formerly OMB Circular A-133] in making a determination if a subcontractor relationship exists. If such a relationship exists, then the Contractor shall follow the procurement requirements in the applicable OMB Circular.

ARTICLE VI. RECORDS

- A. The Contractor shall maintain complete records which shall include, but not be limited to, accounting records, contracts, agreements, a reconciliation of the "Financial Closeout Report" (CDA Closeout) to the audited financial statements, single audit report, and general ledgers, and a summary worksheet identifying the results of performing audit resolution of its subcontractors in accordance with Article X. of this Exhibit. This includes the following: Letters of Agreement, insurance documentation, Memorandums and/or Letters of Understanding, patient or client records, and electronic files of its activities and expenditures hereunder in a form satisfactory to the State. All records pertaining to this Agreement must be made available for inspection and audit by the State or its duly authorized agents, at any time during normal business hours.

All such records, including confidential records, must be maintained and made available by the Contractor: (1) until an audit has occurred and an audit resolution has been issued or unless otherwise authorized in writing by CDA's Audit Branch, (2) for such longer period, if any, as is required by applicable statute, by any other clause of this Agreement, or by Sections B, and C of this Article, and (3) for such longer period as CDA 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 CDA upon termination of this Agreement, and are returned to CDA or transferred to another contractor as instructed by CDA.
- 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

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ARTICLE VI. RECORDS (Continued)

made available until every action has been cleared to the satisfaction of the State and is so stated in writing to the Contractor.

- D. Adequate source documentation of each transaction shall be maintained relative to the allowability of expenditures reimbursed by the State under this Agreement. If the allowability of expenditures cannot be determined because records or documentation of the Contractor are nonexistent or inadequate according to guidelines set forth in 2 CFR §200.302, the expenditures will be questioned in the audit and may be disallowed by the State during the audit resolution process.
- E. All records containing confidential information shall be handled in a confidential manner in accordance with the requirements for information integrity and security, and in accordance with guidelines set forth in this Article, and Article XVIII. After the authorized period has expired, confidential records shall be shredded and disposed of in a manner that will maintain confidentiality.

ARTICLE VII. PROPERTY

- A. Unless otherwise provided for in this Article, property refers to all assets used in operation of this Agreement.
 - 1. Property includes land, buildings, improvements, machinery, vehicles, furniture, tools, and intangibles, etc.
 - 2. Property does not include consumable office supplies such as paper, pencils, toner cartridges, file folders, etc.
- B. Property meeting all of the following criteria is subject to the reporting requirements:
 - 1. Has a normal useful life of at least one (1) year
 - 2. Has a unit acquisition cost of at least \$500 (a desktop or laptop setup, including all peripherals is considered a unit, if purchased as a unit)
 - 3. Is used to conduct business under this Agreement
- C. Additions, improvements, and betterments to assets meeting all of the conditions in Section B above must also be reported. Additions typically involve physical extensions of existing units. Improvements and betterments typically do not increase the physical size of the asset. Instead, improvements and betterments enhance the condition of an asset (e.g., extend life, increase service capacity, and lower operating costs). Examples of assets that might be improved and bettered include roads, bridges, curbs and gutters, tunnels, parking lots, streets and sidewalks, drainage, and lighting systems.

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ARTICLE VII. PROPERTY (Continued)

- D. Intangibles are property which lack physical substance but give valuable rights to the owner. Examples of intangible property include patents, copyrights, leases, and computer software. By contrast, hardware consists of tangible equipment (e.g., computer printer, terminal, etc.). Costs include all amounts incurred to acquire and to ready the intangible asset for its intended use. Typical intangible property costs include the purchase price, legal fees, and other costs incurred to obtain title to the asset.
- E. The Contractor shall keep track of property purchased with funds from this Agreement, and submit to CDA annually with the Closeout, in electronic form, a cumulative inventory of all property furnished or purchased by either the Contractor or the Subcontractor with funds awarded under the terms of this Agreement or any predecessor Agreement for the same purpose. The Contractor shall use the electronic version of the Report of Property Furnished/Purchased with Agreement Funds (CDA 32) to report property to CDA, unless otherwise directed by CDA.

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

1. Date acquired
 2. Item description (include model number)
 3. CDA tag number or other tag identifying it as CDA property
 4. Serial number (if applicable)
 5. Purchase cost or other basis of valuation
 6. Fund source
- F. Disposal of Property
1. Prior to disposal of any property purchased by the Contractor or the Subcontractor with funds from this Agreement or any predecessor Agreement, the Contractor must obtain approval from CDA for all items with a unit cost of \$500 or more. Disposition, which includes sale, trade-in, discarding, or transfer to another agency may not occur until approval is received from CDA. The Contractor shall email to CDA the electronic version of the Request to Dispose of Property (CDA 248). CDA will then instruct the AAA on disposition of the property. Once approval for disposal has been received from CDA, the item(s) shall be removed from the Contractor's inventory report.

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Title V – Fiscal Year 2015-16

ARTICLE VII. PROPERTY (Continued)

2. The Contractor must remove all confidential, sensitive, or personal information from CDA property prior to disposal, including removal or destruction of data on computing devices with digital memory and storage capacity. This includes, but is not limited to, magnetic tapes, flash drives, personal computers, personal digital assistants, cell or smart phones, multi-function printers, and laptops.
- G. The Contractor shall immediately investigate and within five (5) days fully document the loss, destruction, or theft of such property.
 - H. The State reserves title to all State-purchased or financed property not fully consumed in the performance of this Agreement, unless otherwise required by federal law or regulations or as otherwise agreed by the parties.
 - I. The Contractor shall exercise due care in the use, maintenance, protection, and preservation of such property during the period of the project, and shall assume responsibility for replacement or repair of such property during the period of the project, or until the Contractor has complied with all written instructions from CDA regarding the final disposition of the property.
 - J. In the event of the Contractor's dissolution or upon termination of this Agreement, the Contractor shall provide a final property inventory to the State. The State reserves the right to require the Contractor to transfer such property to another entity or to the State.
 - K. To exercise the above right, no later than 120 days after termination of this Agreement or notification of the Contractor's dissolution, the State will issue specific written disposition instructions to the Contractor.
 - L. The Contractor shall use the property for the purpose for which it was intended under the Agreement. When no longer needed for that use, the Contractor shall use it, if needed, and with written approval of the State for other purposes in this order:
 1. Another CDA program providing the same or similar service.
 2. Another CDA-funded program.
 - M. The Contractor may share use of the property and equipment or allow use by other programs, upon written approval from CDA. As a condition of the approval, CDA may require reimbursement under this Agreement for its use.

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

ARTICLE VII. PROPERTY (Continued)

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

ARTICLE VIII. ACCESS

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

ARTICLE IX. MONITORING AND EVALUATION

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

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ARTICLE X. AUDITS

- A. Contractors that expend \$750,000 or more in federal funds shall arrange for an audit to be performed as required by the Single Audit Act of 1984, Public Law 98 -502; the Single Audit

Act Amendments of 1996, Public Law 104-156; and 2 CFR 200.501 to 200.521[formerly OMB Circular A-133]. A copy shall be submitted to the:

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

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

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

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

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

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ARTICLE X. AUDITS (Continued)

Contract resolution includes:

1. Ensuring that subcontractors expending \$750,000 or more in federal awards during the Subcontractor's fiscal year have met the audit requirements of 2 CFR §200.501-§200.521 [formerly OMB Circular A-133] as summarized in Section D and E of this Article.
2. Issuing a management decision on audit findings within six (6) months after receipt of the Subcontractor's single audit report and ensuring that the Subcontractor takes appropriate and timely corrective action.
3. Reconciling expenditures reported to the Contractor to the amounts identified in the single audit or other type of audit, if the Subcontractor was not subject to the single audit requirements. For a subcontractor who was not required to obtain a single audit and did not obtain another type of audit, the reconciliation of expenditures reported to CDA must be accomplished through performing alternative procedures (e.g., risk assessment [2 CFR 200.331], documented review of financial statements, and documented expense verification, including match, etc.).
4. When alternative procedures are used, the Contractor shall perform financial management system testing , which provides, in part, for the following:
 - a. Accurate, current, and complete disclosure of the financial results of each federal award or program.
 - b. Records that identify adequately the source and application of funds for each federally funded activity.
 - c. Effective control over, and accountability for, all funds, property, and other assets to ensure these items are used solely for authorized purposes.
 - d. Comparison of expenditures with budget amounts for each federal award.
 - e. Written procedures to implement the requirements of 2 CFR 200.305.
 - f. Written procedures for determining the allowability of costs in accordance with 2 CFR Part 200, Subpart E—Cost Principles.

[2 CFR 200.302]

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ARTICLE X. AUDITS (Continued)

5. The Contractor shall document system and expense testing to show an acceptable level of reliability, including a review of actual source documents.
 6. Determining whether the results of the reconciliations performed necessitate adjustment of the Contractor's own records.
- D. The Contractor shall ensure that subcontractor single audit reports meet 2 CFR Part 200, Subpart F Audit Requirements [formerly OMB Circular A-133] requirements:
1. Performed timely – not less frequently than annually and a report submitted timely. The audit is required to be submitted within thirty (30) days after receipt of the auditor's report or nine (9) months after the end of the audit period, whichever occurs first. [2 CFR §200.512]
 2. Properly procured – use procurement standards for auditor selection [2 CFR § 200.509]
 3. Performed in accordance with Generally Accepted Government Auditing Standards. [2 CFR 200.514].
 4. All inclusive – includes an opinion (or disclaimer of opinion) of the financial statements; a report on internal control related to the financial statements and major programs; an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts ; and the schedule of findings and questioned costs. [2 CFR 200.515]
 5. Performed in accordance with provisions applicable to this program as identified in [2 CFR Part 200, Subpart F Audit Requirements] [formerly OMB Circular A-133 Compliance Supplement].
- E. Requirements identified in Sections D and E of this Article shall be included in contracts with the Subcontractor. Further, the Subcontractor shall be required to include in its contract with the independent auditor that the auditor will comply with all applicable audit requirements/standards; CDA shall have access to all audit reports and supporting work papers, and CDA has the option to perform additional work, as needed.
- F. The Contractor shall prepare a summary worksheet of results from the contract resolutions performed of all subcontractors. The summary worksheet shall include, but not be limited to, contract amounts; amounts resolved; amounts of match verified, resolution of variances; recovered amounts; whether an audit was relied upon or the Contractor performed an independent expense verification

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ARTICLE X. AUDITS (Continued)

review (alternative procedures) of the Subcontractor in making a determination; whether audit findings were issued; and, if applicable, issuance date of the management letter and any communication or follow-up performed to resolve the findings.

- G. A reasonably proportionate share of the costs of audits required by, and performed in accordance with, the Single Audit Act Amendments of 1996, as implemented by requirements of this part, are allowable. However, the following audit costs are unallowable [2 CFR §200.425]:
1. Any costs when audits required by the Single Audit Act and [2 CFR Part 200, Subpart F Audit Requirements] have not been conducted or have been conducted but not in accordance therewith; and
 2. Any costs of auditing a non-federal entity that is exempted from having an audit conducted under the Single Audit Act and [2 CFR Part 200, Subpart F Audit Requirements] because its expenditures under federal awards are less than \$750,000 during the non-federal entity's fiscal year.
 - a. The costs of a financial statement audit of a non-federal entity that does not currently have a federal award may be included in the indirect cost pool for a cost allocation plan or indirect cost proposal.
 - b. Pass-through entities may charge federal awards for the cost of agreed-upon-procedures engagements to monitor subcontractors who are exempted from the requirements of the Single Audit Act and [2 CFR Part 200, Subpart F Audit Requirements]. This cost is allowable only if the agreed-upon procedures engagements are conducted in accordance with Generally Accepted Government Auditing Standards (GAGAS) attestation standards; paid for and arranged by the pass-through entity; and limited in scope to one or more of the following types of compliance requirements: activities allowed or unallowed; allowable costs/cost principles; eligibility; and reporting.
- H. The Contractor shall cooperate with and participate in any further audits which may be required by the State.

ARTICLE XI. INSURANCE

- A. Prior to commencement of any work under this Agreement, the Contractor shall provide for the term of this Agreement, the following insurance:

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ARTICLE XI. INSURANCE (Continued)

1. General liability of not less than \$1,000,000 per occurrence for bodily injury and property damage combined. Higher limits may be required by the State in cases of higher than usual risks.
 2. Automobile liability including non-owned auto liability, of not less than \$1,000,000 for volunteers and paid employees providing services supported by this Agreement.
 3. If applicable, or unless otherwise amended by future regulation, the Contractor and subcontractors shall comply with the Public Utilities Commission General Order No. 115-F which requires higher levels of insurance for charter-party carriers of passengers and is based on seating capacity as follows:
 - a. \$750,000 if seating capacity is under 8
 - b. \$1,500,000 if seating capacity is 8 – 15
 - c. \$5,000,000 if seating capacity is over 15
- B. The insurance will be obtained from an insurance company acceptable to the Department of General Services, Office of Risk and Insurance Management (DGS, ORIM), or be provided through partial or total self-insurance acceptable to the Department of General Services (DGS).
- C. Evidence of insurance shall be in a form and content acceptable to DGS, ORIM.
- D. The Contractor shall notify the State within five (5) business days of any cancellation, non-renewal, or material change that affects required insurance coverage.
- E. Insurance obtained through commercial carriers shall meet the following requirements:
1. The Certificate of Insurance shall provide the statement: "The Department of Aging, State of California, its officers, agents, employees, and servants are included as additional insureds, with respect to work performed for the State of California under this Agreement." Professional liability coverage is exempt from this requirement.
 2. CDA shall be named the certificate holder and CDA's address must be listed on the certificate.

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ARTICLE XI. INSURANCE (Continued)

- F. The insurance provided herein shall be in effect at all times during the term of this Agreement. In the event the insurance coverage expires during the term of this Agreement, the Contractor agrees to provide CDA, 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, CDA may, in addition to any other remedies it may have, terminate this Agreement.
- G. The Contractor shall require its subcontractors under this Agreement, other than units of local government which are similarly self-insured, to maintain adequate insurance coverage for general liability, Worker's Compensation liabilities, and if appropriate, auto liability including non-owned auto and professional liability, and further, the Contractor shall require all of its subcontractors to hold the Contractor harmless. The Subcontractor's Certificate of Insurance for general and auto liability shall also name the Contractor, not the State, as the certificate holder and additional insured. The Contractor shall maintain Certificates of Insurance for all of its subcontractors.
- H. A copy of each appropriate Certificate of Insurance or letter of self-insurance, referencing this Agreement number, shall be submitted to CDA with this Agreement.
- I. The Contractor shall be insured against liability for Worker's Compensation or undertake self-insurance in accordance with the provisions of the Labor Code and the Contractor affirms to comply with such provisions before commencing the performance of the work of this Agreement. [Labor Code Section 3700].

ARTICLE XII. TERMINATION

A. Termination Without Cause

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

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ARTICLE XII. TERMINATION (Continued)

B. Termination for Cause

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

1. In case of threat of life, health or safety of the public termination of the Agreement shall be effective immediately.
2. A violation of the law or failure to comply with any condition of this Agreement.
3. Inadequate performance or failure to make progress so as to endanger performance of this Agreement.
4. Failure to comply with reporting requirements.
5. Evidence that the Contractor is in an unsatisfactory financial condition as determined by an audit of the Contractor or evidence of a financial condition that endangers performance of this Agreement and/or the loss of other funding sources.
6. Delinquency in payment of taxes or payment of costs for performance of this Agreement in the ordinary course of business.
7. Appointment of a trustee, receiver, or liquidator for all or a substantial part of the Contractor's property, or institution of bankruptcy, reorganization or the arrangement of liquidation proceedings by or against the Contractor.
8. Service of any writ of attachment, levy of execution, or commencement of garnishment proceedings against the Contractor's assets or income.
9. The commission of an act of bankruptcy.
10. Finding of debarment or suspension.
11. The Contractor's organizational structure has materially changed.

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ARTICLE XII. TERMINATION (Continued)

12. CDA determines that the Contractor may be considered a “high risk” agency as described in 45 CFR 92.12 local government and 45 CFR 74.14 for non-profit organizations. If such a determination is made, the Contractor may be subject to special conditions or restrictions.

C. Contractor's Obligation After Notice of Termination

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

The Contractor shall:

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

D. Effective Date

Termination of this Agreement shall take effect immediately in the case of an emergency such as threat to life, health, or safety of the public. The effective date for Termination with Cause or for funding reductions is thirty (30) days and Termination without Cause is ninety (90) days subsequent to written notice to the Contractor. The notice shall describe the action being taken by CDA, the reason for such action and any conditions of the termination, including the date of termination.

E. Notice of Intent to Terminate by Contractor

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

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ARTICLE XII. TERMINATION (Continued)

F. In the Event of a Termination Notice

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

ARTICLE XIII. REMEDIES

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

ARTICLE XIV. DISSOLUTION OF ENTITY

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

ARTICLE XV. AMENDMENTS, REVISIONS, OR MODIFICATIONS

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

ARTICLE XVI. NOTICES

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

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ARTICLE XVI. NOTICES (Continued)

the Contractor shall be to the address indicated on the coversheet of this Agreement.

- D. Either party may change its address by written notice to the other party in accordance with this Article.

ARTICLE XVII. DEPARTMENT CONTACT

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

ARTICLE XVIII. INFORMATION INTEGRITY AND SECURITY

A. Information Assets

The Contractor shall have in place operational policies, procedures, and practices to protect State information assets (i.e., public, confidential, sensitive and/or personal information) as specified in the State Administrative Manual, Section 5300 to 5365.3; Cal. Gov. Codes 11019.9, DGS Management Memo 06 12; DOF Budget Letter 06-34; and CDA Program Memorandum 07-18 Protection of Information Assets.

Information assets include (but are not limited to):

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

B. Encryption on Portable Computing Devices

The Contractor is required to encrypt data collected under this Agreement that is confidential, sensitive, and/or personal including data stored on portable computing devices (including, but not limited to, laptops, personal digital

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ARTICLE XVIII. INFORMATION INTEGRITY AND SECURITY (Continued)

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

C. Disclosure

1. The Contractor shall ensure that personal, sensitive and confidential information is protected from inappropriate or unauthorized access or disclosure in accordance with applicable laws, regulations and State policies. The requirement to protect information shall remain in force until superseded by laws, regulations or policies.
2. The Contractor shall protect from unauthorized disclosure, names and other identifying information concerning persons receiving services pursuant to this Agreement, except for statistical information not identifying any participant.
3. "Identifying information" shall include, but not be limited to: name; identifying number; social security number; state driver's license or state identification number; financial account numbers; and symbol or other identifying characteristic assigned to the individual, such as finger or voice print or a photograph.
4. The Contractor shall not use the identifying information in paragraph 3 above for any purpose other than carrying out the Contractor's obligations under this Agreement.
5. The Contractor shall not, except as otherwise specifically authorized or required by this Agreement or court order, disclose any identifying information obtained under the terms of this Agreement to anyone other than CDA without prior written authorization from CDA. The Contractor may be authorized, in writing, by a participant to disclose identifying information specific to the authorizing participant.
6. The Contractor may allow a participant to authorize the release of information to specific entities, but shall not request or encourage any participant to give a blanket authorization or sign a blank release, nor shall the Contractor accept such blanket authorization from any participant.

D. Training/Education

1. The Contractor must provide ongoing education and training, at least annually, to all employees and subcontractors who handle personal, sensitive or confidential information. The Contractor's employees,

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ARTICLE XVIII. INFORMATION INTEGRITY AND SECURITY (Continued)

subcontractors, and volunteers must complete the required Security Awareness Training module located at www.aging.ca.gov within thirty (30) days of the start date of the Contract/Agreement or within thirty (30) days of the start date of any new employee, subcontractor or volunteer. The Contractor must maintain certificates of completion on file and provide them to CDA upon request. Training may be provided on an individual basis or in groups. A sign-in sheet is acceptable documentation for group training in lieu of individual certificates. If internet access is not available, a hardcopy of the training module may be provided to employees and/or volunteers for their completion.

2. The Contractor may substitute CDA's Security Awareness Training program with its own Security Training provided such training meets or exceeds CDA's training requirement. Contractors shall maintain documentation of training and education provided to their staff, volunteers, and/or subcontractors.
3. All employees and volunteers who handle personal, sensitive or confidential information relating to CDA's programs must participate in Security Awareness Training.

E. Health Insurance Portability and Accountability Act (HIPAA)

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

F. Contractor Confidentiality Statement

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

G. Security Incident Reporting

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

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

ARTICLE XVIII. INFORMATION INTEGRITY AND SECURITY (Continued)

H. Notification of Security Breach to Data Subjects

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

I. Software Maintenance

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

J. Electronic Backups

The Contractor shall ensure that all electronic information is protected by performing regular backup of automated files and databases, and ensure the availability of information assets for continued business. The Contractor shall ensure that any portable electronic media used for backups is encrypted.

K. Provisions of this Article

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

ARTICLE XIX. COPYRIGHTS AND RIGHTS IN DATA

A. Copyrights

1. If any material funded by this Agreement is subject to copyright, the State reserves the right to copyright such material and the Contractor agrees not to copyright such material, except as set forth in Section B of this Article.
2. The Contractor may request permission to copyright material by writing to the Director of CDA. The Director shall consent to or give the reason for denial to the Contractor in writing within sixty (60) days of receipt of the request.

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ARTICLE XIX. COPYRIGHTS AND RIGHTS IN DATA (Continued)

3. If the material is copyrighted with the consent of CDA, 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 to the author.
4. The Contractor certifies that it has appropriate systems and controls in place to ensure that State funds will not be used in the performance of this contract for the acquisition, operation, or maintenance of computer software in violation of copyright laws.

B. Rights in Data

1. The Contractor shall not publish or transfer any materials, as defined in paragraph 2 below, produced or resulting from activities supported by this Agreement without the express written consent of the Director of CDA. 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 CDA. CDA may request a copy of the material for review prior to approval of the request. This subsection is not intended to prohibit the Contractor from sharing identifying client information authorized by the participant or summary program information which is not client-specific.
2. As used in this Agreement, the term "subject data" means writings, sound recordings, pictorial reproductions, drawings, designs or graphic representations, procedural manuals, forms, diagrams, workflow charts, equipment descriptions, data files and data processing or computer programs, and works of any similar nature (whether or not copyrighted or copyrightable) which are first produced or developed under this Agreement. The term does not include financial reports, cost analyses, and similar information incidental to contract administration, or the exchange of that information between AAAs to facilitate uniformity of contract and program administration on a statewide basis.
3. Subject only to the provisions of this Exhibit, the State may use, duplicate, or disclose in any manner, and have or permit others to do so subject to State and federal law; all subject data delivered under this Agreement.
4. Materials published or transferred by the Contractor and financed with funds under this Agreement shall:
 - a. State "The materials or product were a result of a project funded by a contract with the California Department of Aging";

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Title V – Fiscal Year 2015-16

ARTICLE XIX. COPYRIGHTS AND RIGHTS IN DATA (Continued)

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

ARTICLE XX. BILINGUAL AND LINGUISTIC PROGRAM SERVICES

[Cal. Gov. Code § 11135 to 11139.5] [22 CCR 98211, 98310 to 98314, 98324 to 98326, 98340 to 98370]

A. Needs Assessment

1. The Contractor shall conduct a cultural and linguistic group-needs assessment of the eligible client population in the Contractor's service area to assess the language needs of the population and determine what reasonable steps are necessary to ensure meaningful access to services and activities to eligible individuals. [22 CCR 98310, 98314]

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

- a. Number or proportion of persons with Limited English Proficiency (LEP) eligible to be served or encountered by the program.
- b. Frequency with which LEP individuals come in contact with the program.
- c. Nature and importance of the services provided.
- d. Local or frequently used resources available to the Contractor.

This group-needs assessment will serve as the basis for the Contractor's determination of "reasonable steps" and provide documentary evidence of compliance with Cal. Gov.Code § 11135 et seq; 22 CCR 98000 to 98382.

2. The Contractor shall prepare and make available a report of the findings of the group-needs assessment that summarizes:
 - a. Methodologies used.
 - b. The linguistic and cultural needs of non-English speaking or LEP groups.

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

ARTICLE XX. BILINGUAL AND LINGUISTIC PROGRAM SERVICES (Continued)

- c. Services proposed to address the needs identified and a timeline for implementation. [22 CCR 98310]
3. The Contractor shall maintain a record of the group-needs assessment on file at the Contractor's headquarters at all times during the term of this Agreement. [22 CCR 98310, 98313]

B. Provision of Services

1. The Contractor shall take reasonable steps, based upon the group-needs assessment identified in Section A of this Article, to ensure that "alternative communication services" are available to non-English speaking or LEP beneficiaries of services under this Agreement. [22 CCR 98211]
2. "Alternative communication services" include, but are not limited to, the provision of services and programs by means of the following:
 - a. Interpreters or bilingual providers and provider staff.
 - b. Contracts with interpreter services.
 - c. Use of telephone interpreter lines.
 - d. Sharing of language assistance materials and services with other providers.
 - e. Translated written information materials, including, but not limited to, enrollment information and descriptions of available services and programs.
 - f. Referral to culturally and linguistically appropriate community service programs.
3. Based upon the findings of the group needs assessment, the Contractor shall ensure that reasonable alternative communication services are available to meet the linguistic needs of identified eligible client population groups at key points of contact. Key points of contact include, but are not limited to, telephone contacts, office visits and in-home visits. [22 CCR 98211]
4. The Contractor shall self-certify to compliance with the requirements of this section and shall maintain the self-certification record on file at the Contractor's office at all times during the term of this Agreement. [22 CCR 98310]

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

ARTICLE XX. BILINGUAL AND LINGUISTIC PROGRAM SERVICES (Continued)

5. The Contractor shall notify its employees of clients' rights regarding language access and the Contractor's obligation to ensure access to alternative communication services where determined appropriate, based upon the needs assessment conducted by the Contractor. [22 CCR 98324]
6. Noncompliance with this section may result in suspension or termination of funds and/or termination of this Agreement. [22 CCR 98370]

C. Compliance Monitoring

1. The Contractor shall develop and implement policies and procedures for assessing and monitoring the performance of individuals and entities that provide alternative communication services to non-English and LEP clients. [22 CCR 98310]
2. The Contractor shall monitor, evaluate, and take effective action to address any needed improvement in the delivery of culturally and linguistically appropriate services. [22 CCR 98310]
3. The Contractor shall permit timely access to all records of compliance with this section. Failure to provide access to such records may result in appropriate sanctions. [22 CCR 98314]

D. Notice to Eligible Beneficiaries of Contracted Services

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

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

ARTICLE I. ASSURANCES SPECIFIC TO TITLE V SCSEP

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

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

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

- D. The Contractor will comply with an average participation cap for eligible individuals of no more than twenty-seven (27) months in the aggregate, unless requested and approved by DOL. [OAA §502(b)(1)(C)] [20 CFR 641.570(c)]
- E. Community service assignments must not reduce the number of employment opportunities or vacancies that would otherwise be available to individuals who are not SCSEP participants. [OAA §502(b)(1)(G)] [20 CFR 641.844(1)]
- F. When monitoring local projects (subcontractors) the Contractor will use a tool that mirrors CDA's Title V SCSEP monitoring tool.
- G. The Contractor will follow CDA's Participant Termination Policy (PM 11-20). [20 CFR 641.580] [20 CFR 641.910]
- H. The Contractor shall assure their participant grievance procedure is in accordance with 22 CCR 7400 to 7406; 20 CFR 641.827; 20 CFR 641.910; CDA PM 11-20 and CDA PM 11-06.
 - 1. In relation to an appeal conducted because of a determination of ineligibility or termination for cause against a Title V SCSEP participant, the decision of the Contractor is final. In accordance with 20 CFR 641.910, no appeal shall be elevated to the DOL unless a federal law has been violated. In the event an appeal is elevated to DOL, a copy must be provided to CDA. Complaints alleging discrimination based on race, national origin, religion, age, sex, or disability, may be filed with the Director, Civil Rights Center, U.S. Department of Labor, Room N-4123, 200 Constitution Avenue, N.W., Washington, D.C. 20210.
 - 2. If the participant is not satisfied with the final determination of his/her grievance, he/she may appeal to DOL within thirty (30) days of the date of the determination. However, DOL's only authority is to determine whether the grievance procedures were followed correctly, or if there were any allegations of violations of Federal law (other than civil rights laws) that have not been resolved within sixty (60) days under CDA's procedures. If the participant intends to file an appeal to DOL, he/she must send a copy of the final determination, the statement of appeal, and any supporting documentation within thirty (30) calendar days to: Chief, Division of Adult Services, Employment and Training Administration, U.S. Department of Labor, 200 Constitution Avenue NW., Washington, DC 20210. [20 CFR 641.910]

I. Political Activities

The Contractor shall assure the following:

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

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

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

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

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

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

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

4. Train and orient staff and subcontractor's staff on data collection and reporting requirements.
- B. The Contractor shall review Management Reports, monthly, in accordance with DOL requirements to ensure accuracy of data inputted into the WDCCS.
- C. The Contractor shall review Data Quality Reports, monthly, in accordance with DOL requirements to ensure accuracy of data inputted into the WDCCS.
- D. The Contractor shall submit a Corrective Action Plan describing the actions to be taken to achieve the performance goals if the project did not achieve the established performance goals in the previous fiscal year. [20 CFR 641.740(b)]

ARTICLE III. APPEAL PROCESS

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

- A. The Contractor shall first discuss the problem informally with the designated Coach of the Area Agency on Aging (AAA)-based team within CDA. If the problem is not resolved, the Contractor must, within fifteen (15) working days of the failed attempt to resolve the dispute with the designated Coach of the AAA-based team within CDA, 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 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 Agreement. Should the Contractor disagree with the decision of the Deputy Director, the Contractor may appeal the decision to CDA's Chief Deputy Director.
- B. The Contractor's appeal must be submitted within ten (10) working days from the date of the decision of the Long-Term Care and Aging Services 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.

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

ARTICLE III. APPEAL PROCESS (Continued)

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

ARTICLE IV. SCSEP TRANSITION PLAN

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