

COUNTY OF MONTEREY STANDARD AGREEMENT

This **Agreement** is made by and between the County of Monterey, a political subdivision of the State of California (hereinafter "County") and:
Goodwill Central Coast

(hereinafter "CONTRACTOR").

In consideration of the mutual covenants and conditions set forth in this Agreement, the parties agree as follows:

1.0 GENERAL DESCRIPTION:

The County hereby engages CONTRACTOR to perform, and CONTRACTOR hereby agrees to perform, the services described in **Exhibit A** in conformity with the terms of this Agreement. The goods and/or services are generally described as follows:

Provide:

expanded subsidized employment, training, supervision, intensive case management, job performance evaluations, and unsubsidized job coordination for eligible CalWORKS Welfare-To-Work customers.

2.0 PAYMENT PROVISIONS:

County shall pay the CONTRACTOR in accordance with the payment provisions set forth in **Exhibit A**, subject to the limitations set forth in this Agreement. The total amount payable by County to CONTRACTOR under this Agreement shall not exceed the sum of: \$1,400,000.00

3.0 TERM OF AGREEMENT:

3.01 The term of this Agreement is from August 1, 2020 to June 30, 2021, unless sooner terminated pursuant to the terms of this Agreement. This Agreement is of no force or effect until signed by both CONTRACTOR and County and with County signing last, and **CONTRACTOR may not commence work before County signs this Agreement.**

3.02 The County reserves the right to cancel this Agreement, or any extension of this Agreement, without cause, with a thirty day (30) written notice, or with cause immediately.

4.0 SCOPE OF SERVICES AND ADDITIONAL PROVISIONS:

The following attached exhibits are incorporated herein by reference and constitute a part of this Agreement:

Exhibit A Scope of Services/Payment Provisions

Exhibit B Other: See Page 10A for list of exhibits

2020-21 \$1,400,000
5010-CWES 01

5.0 PERFORMANCE STANDARDS:

- 5.01 CONTRACTOR warrants that CONTRACTOR and CONTRACTOR's agents, employees, and subcontractors performing services under this Agreement are specially trained, experienced, competent, and appropriately licensed to perform the work and deliver the services required under this Agreement and are not employees of the County, or immediate family of an employee of the County.
- 5.02 CONTRACTOR, its agents, employees, and subcontractors shall perform all work in a safe and skillful manner and in compliance with all applicable laws and regulations. All work performed under this Agreement that is required by law to be performed or supervised by licensed personnel shall be performed in accordance with such licensing requirements.
- 5.03 CONTRACTOR shall furnish, at its own expense, all materials, equipment, and personnel necessary to carry out the terms of this Agreement, except as otherwise specified in this Agreement. CONTRACTOR shall not use County premises, property (including equipment, instruments, or supplies) or personnel for any purpose other than in the performance of its obligations under this Agreement.

6.0 PAYMENT CONDITIONS:

- 6.01 Prices shall remain firm for the initial term of the Agreement and, thereafter, may be adjusted annually as provided in this paragraph. The County does not guarantee any minimum or maximum amount of dollars to be spent under this Agreement.
- 6.02 Negotiations for rate changes shall be commenced, by CONTRACTOR, a minimum of ninety days (90) prior to the expiration of the Agreement. Rate changes are not binding unless mutually agreed upon in writing by the County and the CONTRACTOR.
- 6.03 Invoice amounts shall be billed directly to the ordering department.
- 6.04 CONTRACTOR shall submit such invoice periodically or at the completion of services, but in any event, not later than 30 days after completion of services. The invoice shall set forth the amounts claimed by CONTRACTOR for the previous period, together with an itemized basis for the amounts claimed, and such other information pertinent to the invoice. The County shall certify the invoice, either in the requested amount or in such other amount as the County approves in conformity with this Agreement and shall promptly submit such invoice to the County Auditor-Controller for payment. The County Auditor-Controller shall pay the amount certified within 30 days of receiving the certified invoice.

7.0 TERMINATION:

- 7.01 During the term of this Agreement, the County may terminate the Agreement for any reason by giving written notice of termination to the CONTRACTOR at least thirty (30) days prior to the effective date of termination. Such notice shall set forth the effective date of termination. In the event of such termination, the amount payable under this Agreement shall be reduced in proportion to the services provided prior to the date of termination.

7.02 The County may cancel and terminate this Agreement for good cause effective immediately upon written notice to CONTRACTOR. "Good cause" includes the failure of CONTRACTOR to perform the required services at the time and in the manner provided under this Agreement. If County terminates this Agreement for good cause, the County may be relieved of the payment of any consideration to CONTRACTOR, and the County may proceed with the work in any manner, which County deems proper. The cost to the County shall be deducted from any sum due the CONTRACTOR under this Agreement.

7.03 The County's payments to CONTRACTOR under this Agreement are funded by local, state and federal governments. If funds from local, state and federal sources are not obtained and continued at a level sufficient to allow for the County's purchase of the indicated quantity of services, then the County may give written notice of this fact to CONTRACTOR, and the obligations of the parties under this Agreement shall terminate immediately, or on such date thereafter, as the County may specify in its notice, unless in the meanwhile the parties enter into a written amendment modifying this Agreement.

8.0 INDEMNIFICATION:

CONTRACTOR shall indemnify, defend, and hold harmless the County, its officers, agents, and employees, from and against any and all claims, liabilities, and losses whatsoever (including damages to property and injuries to or death of persons, court costs, and reasonable attorneys' fees) occurring or resulting to any and all persons, firms or corporations furnishing or supplying work, services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims, liabilities, and losses occurring or resulting to any person, firm, or corporation for damage, injury, or death arising out of or connected with the CONTRACTOR's performance of this Agreement, unless such claims, liabilities, or losses arise out of the sole negligence or willful misconduct of the County. "CONTRACTOR's performance" includes CONTRACTOR's action or inaction and the action or inaction of CONTRACTOR's officers, employees, agents and subcontractors.

9.0 INSURANCE REQUIREMENTS:

9.01 **Evidence of Coverage:** Prior to commencement of this Agreement, the Contractor shall provide a "Certificate of Insurance" certifying that coverage as required herein has been obtained. Individual endorsements executed by the insurance carrier shall accompany the certificate. In addition, the Contractor upon request shall provide a certified copy of the policy or policies.

This verification of coverage shall be sent to the County's Contracts/Purchasing Department, unless otherwise directed. The Contractor shall not receive a "Notice to Proceed" with the work under this Agreement until it has obtained all insurance required and the County has approved such insurance. This approval of insurance shall neither relieve nor decrease the liability of the Contractor.

9.02 **Qualifying Insurers:** All coverage's, except surety, shall be issued by companies which hold a current policy holder's alphabetic and financial size category rating of not less than A- VII, according to

2020-21 \$1,400,000
5010-CWES 01

the current Best's Key Rating Guide or a company of equal financial stability that is approved by the County's Purchasing Manager.

9.03 **Insurance Coverage Requirements:** Without limiting CONTRACTOR's duty to indemnify, CONTRACTOR shall maintain in effect throughout the term of this Agreement a policy or policies of insurance with the following minimum limits of liability:

Commercial General Liability Insurance: including but not limited to premises and operations, including coverage for Bodily Injury and Property Damage, Personal Injury, Contractual Liability, Broad form Property Damage, Independent Contractors, Products and Completed Operations, with a combined single limit for Bodily Injury and Property Damage of not less than \$1,000,000 per occurrence.

(Note: any proposed modifications to these general liability insurance requirements shall be attached as an Exhibit hereto, and the section(s) above that are proposed as not applicable shall be lined out in blue ink. All proposed modifications are subject to County approval.)

Requestor must check the appropriate Automobile Insurance Threshold:

Requestor must check the appropriate box.

Agreement Under \$100,000 Business Automobile Liability Insurance: covering all motor vehicles, including owned, leased, non-owned, and hired vehicles, used in providing services under this Agreement, with a combined single limit for Bodily Injury and Property Damage of not less than \$500,000 per occurrence.

Agreement Over \$100,000 Business Automobile Liability Insurance: covering all motor vehicles, including owned, leased, non-owned, and hired vehicles, used in providing services under this Agreement, with a combined single limit for Bodily Injury and Property Damage of not less than \$1,000,000 per occurrence.

(Note: any proposed modifications to these auto insurance requirements shall be attached as an Exhibit hereto, and the section(s) above that are proposed as not applicable shall be lined out in blue ink. All proposed modifications are subject to County approval.)

Workers' Compensation Insurance: if CONTRACTOR employs others in the performance of this Agreement, in accordance with California Labor Code section 3700 and with Employer's Liability limits not less than \$1,000,000 each person, \$1,000,000 each accident and \$1,000,000 each disease.

(Note: any proposed modifications to these workers' compensation insurance requirements shall be attached as an Exhibit hereto, and the section(s) above that are proposed as not applicable shall be lined out in blue ink. All proposed modifications are subject to County approval.)

Professional Liability Insurance: if required for the professional services being provided, (e.g., those persons authorized by a license to engage in a business or profession regulated by the California Business and Professions Code), in the amount of not less than \$1,000,000 per claim and \$2,000,000 in the aggregate, to cover liability for malpractice or

errors or omissions made in the course of rendering professional services. If professional liability insurance is written on a "claims-made" basis rather than an occurrence basis, the CONTRACTOR shall, upon the expiration or earlier termination of this Agreement, obtain extended reporting coverage ("tail coverage") with the same liability limits. Any such tail coverage shall continue for at least three years following the expiration or earlier termination of this Agreement.

(Note: any proposed modifications to these insurance requirements shall be attached as an Exhibit hereto, and the section(s) above that are proposed as not applicable shall be lined out in blue ink. All proposed modifications are subject to County approval.)

9.04 **Other Requirements:**

All insurance required by this Agreement shall be with a company acceptable to the County and issued and executed by an admitted insurer authorized to transact Insurance business in the State of California. Unless otherwise specified by this Agreement, all such insurance shall be written on an occurrence basis, or, if the policy is not written on an occurrence basis, such policy with the coverage required herein shall continue in effect for a period of three years following the date CONTRACTOR completes its performance of services under this Agreement.

Each liability policy shall provide that the County shall be given notice in writing at least thirty days in advance of any endorsed reduction in coverage or limit, cancellation, or intended non-renewal thereof. Each policy shall provide coverage for Contractor and additional insureds with respect to claims arising from each subcontractor, if any, performing work under this Agreement, or be accompanied by a certificate of insurance from each subcontractor showing each subcontractor has identical insurance coverage to the above requirements.

Commercial general liability and automobile liability policies shall provide an endorsement naming the County of Monterey, its officers, agents, and employees as Additional Insureds with respect to liability arising out of the CONTRACTOR'S work, including ongoing and completed operations, **and shall further provide that such insurance is primary insurance to any insurance or self-insurance maintained by the County and that the insurance of the Additional Insureds shall not be called upon to contribute to a loss covered by the CONTRACTOR'S insurance.** The required endorsement form for Commercial General Liability Additional Insured is ISO Form CG 20 10 11-85 or CG 20 10 10 01 in tandem with CG 20 37 10 01 (2000). The required endorsement form for Automobile Additional Insured endorsement is ISO Form CA 20 48 02 99.

Prior to the execution of this Agreement by the County, CONTRACTOR shall file certificates of insurance with the County's contract administrator and County's Contracts/Purchasing Division, showing that the CONTRACTOR has in effect the insurance required by this Agreement. The CONTRACTOR shall file a new or amended certificate of insurance within five calendar days after any change is made in any insurance policy, which would alter the information on the certificate then on file. Acceptance or approval of insurance shall in no way modify or change the indemnification clause in this Agreement, which shall continue in full force and effect.

CONTRACTOR shall always during the term of this Agreement maintain in force the insurance coverage required under this Agreement and shall send, without demand by County, annual certificates to County's Contract Administrator and County's Contracts/Purchasing Division. If the certificate is not received by the expiration date, County shall notify CONTRACTOR and CONTRACTOR shall have five calendar days to send in the certificate, evidencing no lapse in coverage during the interim. Failure by CONTRACTOR to maintain such insurance is a default of this Agreement, which entitles County, at its sole discretion, to terminate this Agreement immediately.

10.0 **RECORDS AND CONFIDENTIALITY:**

- 10.1 **Confidentiality:** CONTRACTOR and its officers, employees, agents, and subcontractors shall comply with any and all federal, state, and local laws, which provide for the confidentiality of records and other information. CONTRACTOR shall not disclose any confidential records or other confidential information received from the County or prepared in connection with the performance of this Agreement, unless County specifically permits CONTRACTOR to disclose such records or information. CONTRACTOR shall promptly transmit to County any and all requests for disclosure of any such confidential records or information. CONTRACTOR shall not use any confidential information gained by CONTRACTOR in the performance of this Agreement except for the sole purpose of carrying out CONTRACTOR's obligations under this Agreement.
- 10.2 **County Records:** When this Agreement expires or terminates, CONTRACTOR shall return to County any County records which CONTRACTOR used or received from County to perform services under this Agreement.
- 10.3 **Maintenance of Records:** CONTRACTOR shall prepare, maintain, and preserve all reports and records that may be required by federal, state, and County rules and regulations related to services performed under this Agreement. CONTRACTOR shall maintain such records for a period of at least three years after receipt of final payment under this Agreement. If any litigation, claim, negotiation, audit exception, or other action relating to this Agreement is pending at the end of the three-year period, then CONTRACTOR shall retain said records until such action is resolved.
- 10.4 **Access to and Audit of Records:** The County shall have the right to examine, monitor and audit all records, documents, conditions, and activities of the CONTRACTOR and its subcontractors related to services provided under this Agreement. Pursuant to Government Code section 8546.7, if this Agreement involves the expenditure of public funds in excess of \$10,000, the parties to this Agreement may be subject, at the request of the County or as part of any audit of the County, to the examination and audit of the State Auditor pertaining to matters connected with the performance of this Agreement for a period of three years after final payment under the Agreement.
- 10.5 **Royalties and Inventions:** County shall have a royalty-free, exclusive and irrevocable license to reproduce, publish, and use, and authorize others to do so, all original computer programs, writings, sound recordings, pictorial reproductions, drawings, and other works of similar nature produced in the course of or under this Agreement. CONTRACTOR shall not publish any such material without the prior written approval of County.

11.0 NON-DISCRIMINATION:

11.01 During the performance of this Agreement, CONTRACTOR, and its subcontractors, shall not unlawfully discriminate against any person because of race, religious creed, color, sex, national origin, ancestry, physical disability, mental disability, medical condition, marital status, age (over 40), or sexual orientation, either in CONTRACTOR's employment practices or in the furnishing of services to recipients. CONTRACTOR shall ensure that the evaluation and treatment of its employees and applicants for employment and all persons receiving and requesting services are free of such discrimination. CONTRACTOR and any subcontractor shall, in the performance of this Agreement, fully comply with all federal, state, and local laws and regulations which prohibit discrimination. The provision of services primarily or exclusively to such target population as may be designated in this Agreement shall not be deemed to be prohibited discrimination.

12.0 COMPLIANCE WITH TERMS OF STATE OR FEDERAL GRANTS:

If this Agreement has been or will be funded with monies received by the County pursuant to a contract with the state or federal government in which the County is the grantee, CONTRACTOR will comply with all the provisions of said contract, to the extent applicable to CONTRACTOR as a subgrantee under said contract, and said provisions shall be deemed a part of this Agreement, as though fully set forth herein. Upon request, County will deliver a copy of said contract to CONTRACTOR, at no cost to CONTRACTOR.

13.0 INDEPENDENT CONTRACTOR:

In the performance of work, duties, and obligations under this Agreement, CONTRACTOR is always acting and performing as an independent contractor and not as an employee of the County. No offer or obligation of permanent employment with the County or County department or agency is intended in any manner, and CONTRACTOR shall not become entitled by virtue of this Agreement to receive from County any form of employee benefits including but not limited to sick leave, vacation, retirement benefits, workers' compensation coverage, insurance or disability benefits. CONTRACTOR shall be solely liable for and obligated to pay directly all applicable taxes, including federal and state income taxes and social security, arising out of CONTRACTOR's performance of this Agreement. In connection therewith, CONTRACTOR shall defend, indemnify, and hold County harmless from any and all liability which County may incur because of CONTRACTOR's failure to pay such taxes.

14.0 NOTICES:

Notices required under this Agreement shall be delivered personally or by first-class, postage pre-paid mail to the County and CONTRACTOR'S contract administrators at the addresses listed below:

FOR COUNTY: Lori A. Medina, DSS Director	FOR CONTRACTOR: Richard Cheatham Director, Workforce Development
Name and Title 1000 S. Main Street Salinas, CA 93901	Name and Title 1325 North Main Street Salinas, California 93906
Address 831-755-4430	Address 831-287-2350
Phone:	Phone:

15.0 MISCELLANEOUS PROVISIONS.

- 15.01 **Conflict of Interest:** CONTRACTOR represents that it presently has no interest and agrees not to acquire any interest during the term of this Agreement, which would directly, or indirectly conflict in any manner or to any degree with the full and complete performance of the services required to be rendered under this Agreement.
- 15.02 **Amendment:** This Agreement may be amended or modified only by an instrument in writing signed by the County and the CONTRACTOR.
- 15.03 **Waiver:** Any waiver of any terms and conditions of this Agreement must be in writing and signed by the County and the CONTRACTOR. A waiver of any of the terms and conditions of this Agreement shall not be construed as a waiver of any other terms or conditions in this Agreement.
- 15.04 **Contractor:** The term "CONTRACTOR" as used in this Agreement includes CONTRACTOR's officers, agents, and employees acting on CONTRACTOR's behalf in the performance of this Agreement.
- 15.05 **Disputes:** CONTRACTOR shall continue to perform under this Agreement during any dispute.
- 15.06 **Assignment and Subcontracting:** The CONTRACTOR shall not assign, sell, or otherwise transfer its interest or obligations in this Agreement without the prior written consent of the County. None of the services covered by this Agreement shall be subcontracted without the prior written approval of the County. Notwithstanding any such subcontract, CONTRACTOR shall continue to be liable for the performance of all requirements of this Agreement.

- 15.07 **Successors and Assigns:** This Agreement and the rights, privileges, duties, and obligations of the County and CONTRACTOR under this Agreement, to the extent assignable or delegable, shall be binding upon and inure to the benefit of the parties and their respective successors, permitted assigns, and heirs.
- 15.08 **Compliance with Applicable Law:** The parties shall comply with all applicable federal, state, and local laws and regulations in performing this Agreement.
- 15.09 **Headings:** The headings are for convenience only and shall not be used to interpret the terms of this Agreement.
- 15.10 **Time is of the Essence:** Time is of the essence in each and all of the provisions of this Agreement.
- 15.11 **Governing Law:** This Agreement shall be governed by and interpreted under the laws of the State of California; venue shall be Monterey County.
- 15.12 **Non-exclusive Agreement:** This Agreement is non-exclusive and both County and CONTRACTOR expressly reserve the right to contract with other entities for the same or similar services.
- 15.13 **Construction of Agreement:** The County and CONTRACTOR agree that each party has fully participated in the review and revision of this Agreement and that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in the interpretation of this Agreement or any amendment to this Agreement.
- 15.14 **Counterparts:** This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same Agreement.
- 15.15 **Authority:** Any individual executing this Agreement on behalf of the County or the CONTRACTOR represents and warrants hereby that he or she has the requisite authority to enter into this Agreement on behalf of such party and bind the party to the terms and conditions of this Agreement.
- 15.16 **Integration:** This Agreement, including the exhibits, represent the entire Agreement between the County and the CONTRACTOR with respect to the subject matter of this Agreement and shall supersede all prior negotiations, representations, or agreements, either written or oral, between the County and the CONTRACTOR as of the effective date of this Agreement, which is the date that the County signs the Agreement.
- 15.17 **Interpretation of Conflicting Provisions:** In the event of any conflict or inconsistency between the provisions of this Agreement and the Provisions of any exhibit or other attachment to this Agreement, the provisions of this Agreement shall prevail and control.

16.0 SIGNATURE PAGE.

IN WITNESS WHEREOF, County and CONTRACTOR have executed this Agreement as of the day and year written below.

COUNTY OF MONTEREY

CONTRACTOR

By: _____
Contracts/Purchasing Officer

Goodwill Central Coast

Date: _____

Contractor's Business Name*

By: _____
Department Head (if applicable)

DocuSigned by:

Thomas R Moran

Date: _____

(Signature of Chair, President, or Vice-President) *

By: _____
Board of Supervisors (if applicable)

Name and Title

Date: _____

7/15/2020 | 11:40 AM PDT

Approved as to Form¹

DocuSigned by:

Anne Brereton, County Counsel

By: _____

County Counsel

Date: 7/17/2020 | 5:16 PM PDT

DocuSigned by:

DocuSigned by:

Jaime Reynolds, Vice President of U

By: _____

(Signature of Secretary, Asst. Secretary, CFO, Treasurer or Asst. Treasurer) *

Approved as to Fiscal Provisions²

DocuSigned by:

Gary Giboney

By: _____

Auditor/Controller

Date: 7/20/2020 | 8:39 AM PDT

Name and Title

7/22/2020 | 4:57 PM PDT
7/22/2020 | 9:04 AM PDT

Approved as to Liability Provisions³

By: _____

Risk Management

Date: _____

County Board of Supervisors' Agreement Number: _____, approved on (date): _____

*INSTRUCTIONS: If CONTRACTOR is a corporation, including non-profit corporations, the full legal name of the corporation shall be set forth above together with the signatures of two (2) specified officers per California Corporations Code Section 313. If CONTRACTOR is a Limited Liability Corporation (LLC), the full legal name of the LLC shall be set forth above together with the signatures of two (2) managers. If CONTRACTOR is a partnership, the full legal name of the partnership shall be set forth above together with the signature of a partner who has authority to execute this Agreement on behalf of the partnership. If CONTRACTOR is contracting in an individual capacity, the individual shall set forth the name of the business, if any, and shall personally sign the Agreement or Amendment to said Agreement.

¹Approval by County Counsel is required

²Approval by Auditor-Controller is required

³Approval by Risk Management is necessary only if changes are made in paragraphs 8 or 9

LIST OF EXHIBITS

GOODWILL CENTRAL COAST

Exhibit A	ESE Scope of Services
Exhibit B	DSS Additional Provisions
Exhibit C	ESE Budget
Exhibit D	Invoice
Exhibit E	Location Tracker
Exhibit F	ESE Worksite Agreement
Exhibit G	ESE Case Closure Summary
Exhibit H	ESE Weekly Job Coordination Report
Exhibit I	ESE Monthly Eval and Weekly Progress Report
Exhibit J	Plan 103 C-IV
Exhibit K	HIPAA Certification
Exhibit L	Lobbying Certification
Exhibit M	Audit Provisions
Exhibit M-1	Schedule of County Programs

MONTEREY COUNTY DEPARTMENT OF SOCIAL SERVICES
and
Goodwill Central Coast, a California Non-Profit Corporation

August 1, 2020 – June 30, 2021

Scope of Services/Payment Provisions

A. CONTACTS

Contract Administrators:

COUNTY	CONTRACTOR
County Contract Manager: Marleen Bush Management Analyst II CalWORKs Employment Services 730 La Guardia Street Salinas, CA 93905 (831) 796-3342 BushML@co.monterey.ca.us Fiscal Contact: Melissa Mairose Finance Manager II Department of Social Services 1000 South Main Street, Suite 306 Salinas, CA 93901 (831) 755-4433 mairosema@co.monterey.ca.us	Goodwill Central Coast Contract Manager: Richard Cheatham Director of Workforce Development Services Goodwill Central Coast 1325 N Main Street Salinas, CA 93906 (831) 287-2350 ext. 8365 rcheatham@ccgoodwill.org Fiscal Contact: Tom Moran Chief Financial Officer Goodwill Central Coast 1566 Moffett Street Salinas, CA 93905 (831) 423-8611 tmoran@scgoodwill.org

B. CONTRACT AWARD INFORMATION

SUBAWARD: *Temporary Assistance for Needy Families*

CONTRACTOR DUNS Number: 076321520

Federal Award Identification Number (FAIN): CFDA #93.558

Date County Awarded Funding: *July 1, 2020*

CFDA PASSTHROUGH INFORMATION AND DOLLAR AMOUNT:

California Department of Social Services CFDA #93.558 \$1,400,000

*Federal Award Description: Administration for Children and Families,
Department of Health and Human Services*

Research and Development: No Indirect Cost Rate: 10%

C. PURPOSE

The purpose of this agreement is to provide administrative and wage subsidy funding to CONTRACTOR (Goodwill Central Coast) to provide an Expanded Subsidized

Employment (ESE) training program and unsubsidized job coordination for CalWORKs customers referred to ESE by Monterey County Department of Social Services (MCDSS) CalWORKs Employment Services (CWES).

D. PROGRAM DESIGN

Goodwill Central Coast (GWCC) will provide expanded subsidized employment, training, supervision, intensive case management, job performance evaluations and unsubsidized job coordination for 239 eligible CalWORKs Welfare-To-Work customers. ESE will be offered at Goodwill stores throughout the county, the Department of Social Services (DSS), as well as newly developed private sector, Monterey County, and/or non-profit locations.

GWCC Job Placement Specialists assist 'work ready' customers with transitioning to unsubsidized employment with no lapse in that employment. The unsubsidized employment placement could start with an ESE or On the Job Training placement.

- a. Work-ready is determined by the GWCC Job Placement Specialist's assessment of the customer based upon interviews as well as GWCC ESE Skills Trainer and non-GWCC ESE Site Supervisor's input into each customer's ESE Monthly Evaluations and Weekly Progress Report (**EXHIBIT H**).
1. Target Population is all eligible CalWORKs customers.
 2. The targeted number of customers: 239 customers (approximately 20 customers per month for 12 months)
 3. Performance Goals:
 - a. 95% of referred customers are scheduled for an Orientation within 3 businesses days from the referral date.
 - b. 100% of customers who attend, and complete Orientation leave with an assigned worksite.
 - c. 55% of customers who participate in the program meet their minimum Federal monthly participation hours each month.
 - d. 95% of customers who successfully complete the program obtain and/or improve on five (5) transferrable skills.
 - e. 40% of customers who complete the program obtain full-time unsubsidized employment, which assists customers to move towards self-sufficiency and off cash aid.
 4. Subsidized Wages:
 - a. Each Goodwill ESE customer shall receive at least the California State minimum wage per hour while in subsidized employment and attending any Goodwill trainings or workshops such as Digital Literacy.
 - b. Each Goodwill ESE customer shall receive an incentive of \$1.00 per hour for each hour worked during the first four (4) weeks if the customer meets their minimum weekly average requirement during those first four (4) weeks. If the customer successfully completes the program in less than four (4) weeks, they may still receive the incentive for the time they were in the program if they met their minimum weekly average required hours during the time, they were in the ESE Program. Successful completion is defined as:

- i. Obtaining full or part-time subsidized, unsubsidized, or On-the-job training employment, or
 - ii. A combination of other activities assigned by the CWES Case Manager that meet their weekly average hours requirement.
 - c. Each Goodwill ESE customer shall receive an incentive of \$50.00 for obtaining unsubsidized employment. This incentive is payable upon the receipt of their first paystub at the new job.
 - d. Customers who do not meet their minimum required WPR hours each month to remain in ESE may be dropped from the program. Some site locations may require more hours than the customer's WPR hours. In order to participate in ESE at those sites, the customers must agree to work the number of hours required by the site. *For example: A customer is only required to work thirty-five (35) WPR hours but the site requires forty (40) hours per week.*
5. Duration of subsidized positions at GWCC ESE sites:
- a. Subsidized payments are authorized for up to twelve (12) weeks at GWCC ESE sites.
 - b. During the initial four (4) week placement GWCC works to assess and improve each customer's individual soft and hard job skills.
 - c. After the initial four (4) weeks, customers with an overall progress report rating of *Satisfactory* or above may be retained in ESE for up to an additional eight (8) weeks for a maximum of twelve (12) weeks dependent upon available space and funding.
6. Duration of subsidized positions at non-GWCC ESE sites:
- a. Subsidized payments are authorized for a maximum of four (4) months at non-GWCC ESE sites.
 - b. After the initial month, customers with an overall progress report rating of *Satisfactory* or above may be retained in ESE for up to an additional three (3) months dependent upon available space and funding.
 - c. Customers at non-GWCC sites are dismissed from ESE by the Site Supervisor for unsatisfactory performance.
 - d. Site Supervisors are required to notify GWCC and the COUNTY Contract Manager of any terminations.
 - e. Site Supervisors are required to notify GWCC and the COUNTY Contract Manager to request an extension beyond four (4) months.
7. Extensions of Subsidized Employment:
- a. GWCC must obtain written authorization *in advance* from the COUNTY Contract Manager to extend a placement.
 - b. Extensions may be granted if funding is available and additional time will increase the likelihood of either of the following:
 - i. The participant obtaining unsubsidized employment with the participating employer.
 - ii. The participant obtaining skills and experiences relevant for unsubsidized employment for an employment field.
8. ESE positions are exempt from unemployment insurance per section 634.5 of the

Unemployment Insurance Code.

9. GWCC will provide Worker's Compensation for ESE customers.

E. CONTRACTOR RESPONSIBILITIES

In accordance with the principles of this Agreement, the duties and responsibilities of CONTRACTOR are outlined as follows:

1. Administration

CONTRACTOR shall:

- a. Provide programmatic oversight of the CONTRACTOR responsibilities provided under this Agreement.
- b. Monitor the program through established processes and in compliance with applicable city, county, state, and federal regulations.
- c. Submit monthly reimbursement claims to the COUNTY, no later than the 15th of the month following the invoice month, by completing the monthly invoice (**EXHIBIT C**).
- d. Schedule and attend regular bi-monthly meetings during the term of this Agreement with essential GWCC, and CWES staff to review the status of the program, including the number and progress of serviced customers, challenges and opportunities for improvement, and remaining services to be rendered. Additional meetings shall be scheduled as needed to discuss other areas that affect either party to this Agreement.
- e. Participate in an annual meeting of CWES service providers convened by CWES that includes all CWES contractors.
- f. Respond to program improvement requests as well as deficiencies in meeting the service requirements in this Agreement within two (2) business days of the request and/or deficiency being identified through contract monitoring or reported by the COUNTY Contract Manager. Identification and response shall be captured in written communication. Corrective actions shall be agreed upon by both parties. Corrective actions shall be implemented as soon as deemed possible by both parties. Uncorrected deficiencies may result in delayed payment of monthly invoicing and/or termination of this Agreement.
- g. Ensure appropriate staffing to support the administration and service provided for in this Agreement. Ensure replacement staffing is available to continue the uninterrupted provision of services under this Agreement in the event of staffing vacancies related to sickness, absence, or staffing changes.

2. Tracking and Reporting

CONTRACTOR shall:

- a. Respond to COUNTY customer ESE referrals by the next business day. The response shall be provided electronically using secure electronic mail. The response shall indicate the date the customer is scheduled to attend ESE orientation.
- b. Enter the customer information, including the: Case Number, Last Name, First Name, Assigned Location, Referral Date, Start Date, End Date, Program Status,

Employer, and Hours Worked with New Employer into the service provider's Location Tracker (**EXHIBIT D**).

- c. Provide the Location Tracker (**EXHIBIT D**) to the COUNTY Contract Manager on a weekly basis.
- d. Maintain an ongoing and accurate service provider's data report that includes C-IV CIN Number, C-IV Case Number, Customer Last Name, Customer First Name, ESE Start Month, Worksite, ESE Start Date, ESE End Date, Final Outcome, Comments, Monthly Hours Completed, Monthly Wages Paid, Total Days, Total Hours, and Total Wages.
- e. Provide a current electronic copy of the monthly hours completed and monthly wages paid to the COUNTY Contract Manager monthly with regular invoicing using secure email. In addition, provide a current electronic copy of the Location Tracker (**EXHIBIT D**) via secure e-mail within two (2) days of receiving a request from CWES.

3. Orientation

CONTRACTOR shall:

- a. Schedule newly referred customers to attend an eight (8) hour ESE orientation the first available working day of each month.
- b. Schedule and provide a second eight (8) hour monthly orientation on or before the third working day of each month.
- c. Schedule and provide a third eight (8) hour monthly orientation on or before the fifth working day of each month.
- d. Provide ad-hoc eight (8) hour orientations as requested by the COUNTY to serve customers that require immediate placement and were not able to attend a previous orientation. All ad-hoc orientations shall be provided within forty-eight (48) hours of receiving a request from the COUNTY Contract Manager.
- e. Develop, maintain, and provide an ESE participant handbook to each referred customer at the ESE orientation.
- f. Ensure that each orientation includes, but is not limited to: instruction for completion of the monthly evaluations, review of the worksite agreement, delivery and discussion of the ESE participant handbook, instructions for completing the employee time card, ESE participant expectations and code of conduct, grievance reporting procedures, formal worksite safety training, an explanation about the subsidized employment process, available employment site locations, information about how sites are assigned, information about the ESE time period and when paid job search and coordination services will be provided, as well as answers to any questions ESE customers may have about the ESE program.
- g. Allow CWES Partners to provide presentations during Orientation that inform customers of additional services they may be eligible to receive.
- h. Offer to customers a week-long Digital Literacy workshop with additional weekly tutoring. This workshop covers key applications including: word processing, spreadsheets, and presentation applications, as well as skills for

living in an Internet or networked environment and a foundational understanding of computing.

4. Placement

CONTRACTOR shall:

- a. Start referred customers in a subsidized and supported work environment the next working day following the completed orientation. The work placement shall meet the amount of hours identified on the referral which could be as few as ten (10) hours per week and as many as forty (40) hours per week. The work placement shall be able to last for a period of twelve (12) weeks. The subsidized employment positions shall consist of no less than four (4) consecutive paid work weeks in a supported work environment aimed at developing basic job skills and eight (8) additional paid work weeks focused on both the continued development of job skills and job search activities. If a customer does not acquire an unsubsidized employment position or an OJT/SE position where there is a promise to hire during the first twelve (12) weeks of participation, then CONTRACTOR may request extensions that may be approved by the COUNTY Contract Manager.
- b. Place customers who have been referred to non-GWCC ESE in a subsidized and supported work environment by the agreed-upon hiring date following the orientation. The work placement shall meet the amount of hours identified on the referral which could be as few as ten (10) hours per week and as many as forty (40) hours per week. The subsidized employment position shall consist of four (4) months of paid work weeks including paid job search activities offered at least once per week. If a customer does not acquire an unsubsidized employment position or an OJT/SE position where there is a promise to hire during the first four (4) months of participation, then CONTRACTOR may request extensions that may be approved by the COUNTY Contract Manager.
- c. Complete the ESE Worksite Agreement (**EXHIBIT E**) for each customer placed in an ESE position prior to the customer starting in the position. Provide an electronic copy of each customer's signed ESE Worksite Agreement using secure electronic mail to the non-GWCC ESE Site Supervisor, and the CWES Case Manager (CCM).
- d. Record and report each customer's ESE in the Location Tracker (**EXHIBIT D**).
- e. Serve as each referred customer's employer of record and provide all payroll services. This includes providing worker's compensation insurance for all GWCC ESE and non-GWCC ESE customers. This also includes the collection of time sheets, verification of hours worked, processing and issuance of wages bi-weekly, reporting of all wages to the COUNTY Contract Manager, and serving as a reference for future employment opportunities.
- f. Pay at least the state minimum wage for each customer placed in an ESE supported work position.
- g. Complete an ESE Case Closure Summary (**EXHIBIT F**) on all ESE customers including those who do not successfully complete either the orientation process or do not attend their scheduled work placement site. Immediately inform the designated Office Assistant (OA) and the COUNTY Contract Manager using

secure electronic mail whenever services have been closed for an ESE customer.

- h. Create different levels of ESE that support the differing skill levels of the customer as they move through the program:
 - i. Level One: Customers who have entry-level or below skills and need to gain basic skills such as showing up to work daily on time, customer service skills. Examples of jobs include: working in a Goodwill store on the floor.
 - ii. Level Two: Customers who have more than entry-level skills or have obtained the entry-level skills through their time in a Goodwill store. These customers should be moved to another worksite to continue their skill-building. Examples of jobs include:
 1. working in E-Commerce, the warehouse, human resources or finance at Goodwill Headquarters,
 2. Any of the already developed Non-Goodwill Sites such as Monterey County; Fishes, Loaves, and Computer, etc.

5. Site Development

CONTRACTOR shall:

- a. Provide a minimum of thirty-six (36) GWCC ESE positions to support the placement of up to twelve (12) new/additional individuals per month. This includes the development of sites accessible to customers living in South County (including but not limited to Bradley, Parkfield, Lockwood, San Ardo, and San Lucas), the Monterey Peninsula, and the greater Salinas areas.
- b. Develop a process for establishing subsidized employment reimbursement agreements with private employers. Agreements shall clearly delineate the length of time and reimbursement amount allocated to each subsidized employment position as well as detail CONTRACTOR and private employer responsibilities throughout the agreement. Subsidized employment agreements with private employers shall result in each customer obtaining unsubsidized employment with the private employer, or because of the subsidized employment, upon completion.
- c. Develop GWCC ESE supported worksites and positions to support customers who are monolingual in a language other than English, or who have limited English proficiency.
- d. Develop and maintain sufficient ESE worksites to ensure each referred customer is placed the next workday following the orientation. Ensure that new GWCC ESE worksite locations and/or positions are added as needed to satisfy the number of referrals and time requirements outlined in this Agreement.
- e. Develop non-GWCC ESE worksites as identified by the COUNTY Contract Manager. Coordinate with the prospective non-GWCC ESE Site Supervisor to conduct a site visit. Tour each newly developed non-GWCC ESE site. Provide the new non-GWCC ESE Site Supervisors with ESE program information and answer Site Supervisor questions. Report to the COUNTY Contract Manager when a newly identified non-GWCC ESE site is developed and the Site

Supervisor is ready to begin interviewing prospective ESE customers for placement. Serve as the liaison to GWCC ESE Skills Trainers for each GWCC ESE worksite developed. This includes, but is not limited to, providing each Skills Trainer with training on the ESE program regarding completion of the worksite agreement, time card submission, how to correctly fill out and submit the CWES 123 form, the weekly and monthly completion of the customer evaluation, and the requirement to report timely periods of missed work. Respond to GWCC ESE Skills Trainer inquiries within forty-eight (48) hours.

- f. Serve as the liaison to non-GWCC ESE Site Supervisors for each non-GWCC ESE worksite developed. This includes, but is not limited to, providing each non-GWCC ESE Site Supervisor with training on the ESE program regarding completion of the worksite agreement, time card submission, the monthly completion of the customer evaluation, and the requirement to report timely periods of missed work. Respond to non-GWCC ESE Site Supervisor inquiries within forty-eight (48) hours.
- g. Ensure regular assessment, hands-on training, skill development, and supervision are provided at each ESE job site. Develop work site positions that allow for ESE customers making satisfactory progress to have upward mobility throughout their placement. This requires a “tiered” structure to work site positions. Ensure work site positions allow for increasing responsibility, access to new skill development, decreased supervision as appropriate, and increased pay as appropriate. Higher tiered work site positions may be at the original work site or at alternative ESE work sites.

6. Certifications

CONTRACTOR Shall:

- a. Provide, or arrange, program training that results in ESE customers obtaining skill-gains and/or obtaining certifications of completion related to in-demand career fields. Examples of certifications include, but are not limited to: forklift driving, e-commerce marketing, food safety, customer service, warehouse & distribution operations, Digital Literacy, etc.

7. Program Staff

CONTRACTOR shall:

- a. Provide an ESE Program Coordinator
 - i. Provide one (1) full-time ESE Program Coordinator to ensure daily compliance with the administrative and operational requirements detailed in this Agreement.
 - ii. The ESE Program Coordinator shall communicate directly to the COUNTY Contract Manager regarding:
 - 1. The need for additional or holding referrals.
 - 2. The scheduling of orientations, including ad-hoc orientations.
 - 3. A day to day operational change that would significantly impact ESE program.

- iii. The ESE Program Coordinator shall assist the Director in developing key aspects of the program such as:
 1. work site development,
 2. employer partnership, and
 3. skill-building programs,
 - iv. The ESE Program Coordinator shall be qualified to carry out the role and responsibility of key roles or be able to draw on qualified staff to provide program support to ensure that business operations run smoothly without a loss of service.
- b. Provide two (2) Job Placement Specialists
- i. Provide two (2) full-time Job Placement Specialists to assist each ESE customer with job search and placement in unsubsidized employment.
 - ii. The Job Placement Specialist positions shall assist customers with their transition into OJT/SE and ultimately unsubsidized positions relevant to the customer's employment goal as soon as the customer is determined to be "work-ready" with no lapse in employment. The determination of "work-ready" is made by the Job Specialist's assessment of each customer based upon interviews and GWCC ESE Skills Trainer or non-GWCC ESE Site Supervisor input as well as the customer's weekly/monthly ESE progress report.
 - iii. Job placement services will be provided weekly to each ESE customer. Which includes:
 1. Resume development, restructuring, and submission.
 2. Interview scheduling and follow-up.
 3. Interview practice.
 4. Career exploration and advice.
 5. Early and consistent customer encouragement and motivation to secure unsubsidized employment as soon as possible.
 6. Goal Setting using GPDR/R methodology
 - iv. Each Job Placement Specialist shall provide a Weekly Job Coordination Report (**EXHIBIT G**) detailing the weekly progress that each GWCC and non-GWCC ESE customer has made toward obtaining future subsidized or unsubsidized employment. The Weekly Job Coordination Report shall also identify each customer that has been placed in other subsidized or unsubsidized positions and provide a running total of the number of job placements as well as a running total of customers that have completed ESE. The weekly job coordination report shall also identify those ESE customers that have completed ESE and have not obtained other subsidized or unsubsidized employment.
 1. Each ESE customer's completion status shall be accurately reflected on the ESE Case Closure Summary (**EXHIBIT F**) An

electronic copy of the weekly job coordination report shall be sent to the designated OA and the COUNTY Contract Manager using secure electronic mail.

- v. The Job Placement Specialist shall assess and refer any ESE job search customer that would benefit from an OJT/SE placement utilizing CWES enrollment.
 - vi. The Job Placement Specialist shall network with employers and other workforce entities including, but not limited to: Business and HR Associations, Local Chambers, etc. to assist with the development of on-the-job training, subsidized and/or unsubsidized employment opportunities.
- c. Provide a Training Coordinator
- i. Provide one (1) full-time GWCC ESE Training Coordinator to train and supervise each GWCC ESE Skills Trainer.
 - ii. The Training Coordinator shall develop and administer a training program for Skills Trainers which includes but is not limited to: instruction on the completion of customer evaluations, standards for job training and coaching, responding to customer complaints and incidents, and reporting customer progress to program staff.
 - iii. The Training Coordinator shall provide program information and training to non-GWCC ESE Site Supervisors initially when a new site has been identified and is being developed as well as refresher training as requested by non-GWCC ESE Site Supervisors.
 - iv. The Training Coordinator will be available to fill in as a Skills Trainer at Goodwill ESE sites should a Skills Trainer position become vacant.
- d. Provide Skills Trainers
- i. Provide at least one (1) GWCC ESE Skills Trainer for each GWCC ESE worksite not to exceed six (6) FTE's. Provide additional Skills Trainers as needed to ensure all referred GWCC ESE customers are placed in a supported worksite in the time periods detailed in this Agreement.
 - ii. Skills Trainers shall ensure that the ESE Monthly Evaluations and Weekly Progress Report (**EXHIBIT H**) is completed for each customer and provided to the Employment Services Specialists timely. Skills Trainers shall provide basic job skills training and support to each GWCC ESE customer that they are assigned. Skills Trainers shall work with each GWCC ESE customer to identify barriers to employment. Skills Trainers report the barriers to the Employment Services Specialist who then report the barriers to the CCM using secure electronic mail.
- e. Provide one (1) Employment Services Specialists (ESS)
- i. Provide one (1) full-time Employment Services Specialists (ESS) to deliver the intensive case management services detailed in this Agreement.

- ii. Ensure each referred GWCC ESE customer is placed in a supported worksite and position appropriate for an unskilled worker by the next workday following the completion of the orientation.
- iii. Ensure each placed GWCC ESE customer meets their assigned work hours weekly and monthly.
- iv. Ensure that the prior day's timecards are sent using secure electronic mail to the designated OA and the ESE Contract Manager.
- v. Ensure weekly contact with each placed GWCC ESE customer during the first four (4) weeks of placement,
- vi. Ensure monthly contact with each placed GWCC and non-GWCC ESE customer.
- vii. Ensure each customer contact is used to determine the customer's needs, satisfaction with their placement, and progress toward the skills needed to secure future subsidized/unsubsidized employment.
- viii. In light of the new environment and restrictions surrounding COVID-19, ensure services are continued and provided to CalWORKs customers safely, including services provided by phone or virtual/online platforms (i.e. Zoom, Skype, GoToMeeting, etc.) where the technology is available.
- ix. Due to COVID-19, ensure the health and safety of CONTRACTOR staff, CalWORKs customers and the general public, by taking preventative measures, including increased cleaning and sanitizing, ensuring CONTRACTOR staff and CalWORKs customers follow safety measures such as social distancing (as appropriate), wearing masks (when required), and encouraging sick CONTRACTOR staff and CalWORKs customers to stay home.
- x. Ensure that the ESE Monthly Evaluations and Weekly Progress Reports (**EXHIBIT H**) are completed by the Skills Trainers for each GWCC ESE customer during the first four (4) weeks of participation.
- xi. Ensure that the ESE Monthly Evaluations and Weekly Progress Reports (**EXHIBIT H**) are completed by the Skills Trainers and Site Supervisors for GWCC and non-GWCC ESE customers.
- xii. Ensure that an electronic copy of each weekly progress report and monthly evaluation is sent using secure electronic mail to the COUNTY Contract Manager and the designated OA for each placed customer.
- xiii. Visit each GWCC and non-GWCC ESE worksite a minimum of one (1) time per quarter to meet with both customers and Skills Trainers/Site Supervisors to discuss any site concerns regarding evaluations, training, safety, and progress.
- xiv. Ensure that each GWCC ESE worksite placement allows for each customer to work every available workday during each calendar month that the customer is participating in the ESE program.

- xv. Ensure each customer's time card is completed as required and that each customer is paid during regular payment schedules.
- xvi. Ensure that ESE customers working at Goodwill worksites will have time off benefits administered consistent with Goodwill policy for all other employees. ESE customers working at non-Goodwill worksites will receive holiday pay when their worksite is closed due to a holiday.
- xvii. Ensure that additional work days (Saturdays and Sundays) are available to each GWCC ESE customer each week to make up hours that may be missed due to both excused and unexcused absences.
- xviii. Ensure that GWCC ESE customers with limited means of transportation are provided priority for placement close to their residence and/or a suitable alternative worksite is available.
- xix. Immediately report to the customer's CCM, within one (1) business day, if the GWCC ESE customer misses a scheduled day of work. This report shall be made using secure electronic mail.
- xx. Make daily attempts to contact GWCC ESE customers that are absent from their worksite. Daily contact attempts shall be made until the customer responds or the CCM determines that GWCC ESE services should be closed for the customer.
- xxi. Provide support to ESE customers and Skills Trainers/Site Supervisors to address and report unsatisfactory performance as a component of regular monthly reporting.
- xxii. Coordinate with each ESE customer's CCM to incorporate ESE participation as an activity and component of the customer's WTW plan to meet WPR.
- xxiii. Participate in group meetings as requested which may include either combination of the ESE customer, CONTRACTOR, CCM, and Skills Trainer/Site Supervisor.
- xxiv. Provide bi-lingual (English-Spanish) case management services either directly or by a translator.
- xxv. Identify the employment barriers of each ESE customer and make recommendations to the customer's CCM on how to remove the barriers.
- xxvi. Contact the site of each new ESE placement the day following the 1st day of a customer's start date to ensure the customer attended as required. If the customer did not attend, report the absence to the CCM immediately using secure electronic mail.
- xxvii. Make three (3) attempts throughout the next workday to contact each ESE customer who did not attend their first scheduled workday at the ESE worksite as scheduled. Determine the reason for the customer's absence. Report the reason to the customer's CCM immediately using secure electronic mail. Ensure the customer's CCM is informed that attempts to contact the customer have been unsuccessful.

- xxviii. Close ESE services when directed by the CCM or COUNTY Contract Manager. Record the service closure on the ESE Case Closure Summary (**EXHIBIT F**) and complete all the fields including the ESE scheduled and actual end dates, program exit status, and employment status if applicable.
 - xxix. Respond using secure electronic mail to COUNTY inquiries about customer progress within two (2) business days.
 - xxx. Report to the customer's CCM using secure electronic mail whenever a referred customer misses a scheduled appointment or the customer's services are required to be interrupted and/or discontinued.
 - xxxi. Contact the COUNTY Contract Manager if the active GWCC ESE placement caseload reaches maximum capacity for customers. Coordinate with the COUNTY Contract Manager on actions to take to support excessive caseload management and placement.
- f. 0.2 FTE Quality Assurance Coordinator
- i. Monitor and analyze programmatic and fiscal performance and procedures to ensure compliance with contractual requirements, federal, state and local regulations, as well as internal policies. Conducts internal case file/record reviews and audits to ensure contractual performance expectations are met.
 - ii. Ensure data entry and collection methods meet outcomes management and compliance standards. Create and aggregate reports to assist directors monitor and assess program progress.
 - iii. Coordinate follow up and corrective action planning for internal and external audits. Ensure external audit recommendations are executed.
- g. GWCC may modify staffing to create personnel, programmatic and fiscal efficiencies within the perimeters of the budget and approval from COUNTY Contract Manager.

F. NON-DISPLACEMENT PROVISIONS

Subsidized placement shall not result in any of the following:

1. Displacement or partial displacement of current employees.
2. The filling of positions, which would otherwise be promotional opportunities for current employees.
3. The filling of a position, prior to compliance with applicable personnel procedures or provisions of collective bargaining agreements.
4. The filling of established unfilled public agency positions, unless the positions are unfunded in a public agency budget.
5. The filling of a position created by termination, layoff, or reduction in work force.
6. A strike, lockout or other bona fide labor dispute, or violation of any existing collective bargaining agreement between employees and employers.
7. The filling of a work assignment customarily performed by a worker in a job

classification within a recognized collective bargaining unit in that worksite, or funded positions are vacant or regular employees laid off.

8. The termination of a contract for services, prior to the expiration date, that results in displacement full or partial of workers performing contracted services.
9. The denial to a customer or employee of protection afforded other workers on the worksite by state and federal laws governing workplace health, safety, and representation. [WELFARE & INSTITUTIONS CODE SECTION 11324.6]

G. COUNTY RESPONSIBILITIES

In accordance with the principles of this agreement, COUNTY shall:

1. Report to the State as required regarding AB 74 Expanded Subsidized Employment expenditures and participation.
2. Review monthly invoices and reports submitted by GWCC and forward to the Administrative Services Branch for payment.
3. Identify and refer up to twenty (20) CWES customers each month.
 - a. Submit the following information using secure/encrypted electronic mail to CONTRACTOR:
 - i. The Plan 103 C-IV (**EXHIBIT I**) contains the following information: CWES Case Worker Name, Customer's C-IV Case Number, Customer's Name, Customer's working telephone number (if available), referral date, the reason for the referral, a statement about the customer's needs, required work participation hours, preferred starting worksite and start date, and any additional information deemed necessary and relevant by the CCM.
4. Communicate at a minimum within two (2) working days to:
 - a. Respond to any inquiries from GWCC regarding an ESE referral or placement.
 - b. Share any changes in customer status or circumstances that impact ESE.
 - c. Be available for bi-monthly meetings and as needed with GWCC and/or customer.
5. Coordinate with CONTRACTOR on any line item budget adjustments necessary to allow for appropriate realignment of funds within the approved budget.
6. Coordinate with CONTRACTOR thirty (30) days in advance to re-schedule orientations that fall on holidays or days when either the CONTRACTOR or COUNTY are unable to provide the orientations.
7. Conduct a minimum of two (2) contract monitoring visits to evaluate service delivery and CONTRACTOR performance in relation to targets, goals, and responsibilities. Provide written documentation of contract monitoring findings and recommendations to CONTRACTOR after each visit. Monitoring visits will include a review of each line item in this Agreement.

H. PAYMENT PROVISIONS:

1. **CONTRACTOR** shall provide to the COUNTY Contract Manager:
 - a. County shall pay CONTRACTOR according to the terms set forth in the DSS

Additional Provisions (Exhibit J, Section I. PAYMENT BY COUNTY).

- b. Completed Monthly Invoice with trial balance detail, (**EXHIBIT C**), no later than the 15th of the month following the month of service.
 - i. The invoices shall contain the original signature of the person authorized to submit claims for payment, and any required documentation, as noted on the applicable invoice form, shall be submitted with the invoice.
 - ii. COUNTY Contract Manager shall review and forward the approved invoice to the Administrative Services Branch.
 - c. COUNTY Fiscal staff will meet with GWCC and County Program Managers quarterly to monitor budget status.
2. The maximum amount to be paid by **COUNTY** to **CONTRACTOR** under this Agreement shall not exceed **one million four hundred thousand dollars (\$1,400,000)**, as detailed in the Expanded Subsidized Employment Budget (**EXHIBIT B**).

(End of Exhibit A)

**MONTEREY COUNTY
DEPARTMENT OF SOCIAL SERVICES**

ADDITIONAL PROVISIONS

I. PAYMENT BY COUNTY:

1.01 Monthly claims/invoices by CONTRACTOR: Not later than the tenth (10th) day of each month, CONTRACTOR shall submit to COUNTY a signed invoice setting forth the amount claimed. All invoices (monthly and final) shall be submitted in the form set forth in **Exhibit D**.

1.02 Final Invoice; forfeiture for late invoice: CONTRACTOR's final month and end of fiscal year invoice is due, and must be received by COUNTY, no later than close of business on **July 10, 2021**. **If the Final Invoice is not received by COUNTY by close of business on July 10, 2021, CONTRACTOR understands and agrees that the reimbursement of CONTRACTOR's final expenses represented by that invoice may be forfeited, and COUNTY shall have no legal obligation regarding it, nor shall COUNTY be required to make any payment towards that untimely/late invoiced claim.**

1.03 Allowable Costs: Allowable costs shall be the CONTRACTOR's actual costs of developing, supervising and delivering the services under this Agreement, as set forth in **Exhibit A**. Only the costs listed in **Exhibit A** as contract expenses may be claimed as allowable costs. Any dispute over whether costs are allowable shall be resolved in accordance with the provisions of 45 Code of Federal Regulations, Part 74, Sub-Part F and 48 Code of Federal Regulations (CFR), Chapter 1, Part 31.

1.04 Cost Control: CONTRACTOR shall not exceed by more than twenty (20) percent any contract expense line item amount in the budget without the written approval of COUNTY, given by and through the Contract Administrator or Contract Administrator's designee. CONTRACTOR shall submit an amended budget with its request for such approval. Such approval shall not permit CONTRACTOR to receive more than the maximum total amount payable under this contract. Therefore, an increase in one-line item will require corresponding decreases in other line items.

1.05 Payment in Full:

(a) If COUNTY certifies and pays the amount requested by CONTRACTOR, such payment shall be deemed payment in full for the month in question and may not thereafter be reviewed or modified, except to permit COUNTY's recovery of overpayments.

(b) If COUNTY certifies and pays a lesser amount than the amount requested, COUNTY shall, immediately upon certification of the lesser amount, notify CONTRACTOR in writing of such certification. If CONTRACTOR does not protest the lesser amount by delivering to COUNTY a written notice of protest within twenty (20) days after CONTRACTOR's receipt of the certification, then payment of the lesser amount shall be deemed payment in full for the month in question and may not thereafter be questioned by CONTRACTOR.

1.06 Disputed payment amount: If COUNTY pays a lesser amount than the amount requested, and if CONTRACTOR submits a written notice of protest to COUNTY within twenty (20) days after CONTRACTOR's receipt of the certification, then the parties shall promptly meet to review the dispute and resolve it on a mutually acceptable basis. No court action may be taken on such dispute until the parties have met and attempted to resolve the dispute in person.

II. PERFORMANCE STANDARDS & COMPLIANCE

2.01 Outcome objectives and performance standards: CONTRACTOR shall for the entire term of this Agreement provide the service outcomes set forth in **Exhibit A**. CONTRACTOR shall meet the contracted level of service and the specified performance standards described in **Exhibit A**, unless prevented from doing so by circumstances beyond CONTRACTOR's control, including but not limited to, natural disasters, fire, theft, and shortages of necessary supplies or materials due to labor disputes.

2.02 County monitoring of services: COUNTY shall monitor services provided under this Agreement in order to evaluate the effectiveness and quality of services provided.

2.03 Notice of defective performance: COUNTY shall notify CONTRACTOR in writing within thirty (30) days after discovering any defects in CONTRACTOR's performance. CONTRACTOR shall promptly take action to correct the problem and to prevent its recurrence. Such corrective action shall be completed and a written report made to the COUNTY concerning such action not later than thirty (30) days after the date of the COUNTY's written notice to CONTRACTOR.

2.04 Termination for cause: Notwithstanding Section 7.02 of the Agreement, if the corrective actions required above are not completed and the report to the COUNTY not made within thirty (30) days, the COUNTY may terminate this Agreement by giving five (5) days' written notice to CONTRACTOR.

2.05 Remedies for Inadequate Service Levels:

- a) For each month that service falls below 80% of the contracted level, CONTRACTOR shall submit to the COUNTY an analysis of the causes of the problem and any necessary actions to be taken to correct the problem. If the problem continues for another month, the COUNTY shall meet with CONTRACTOR to explore the problem and develop an appropriate written corrective action plan with appropriate time frames.
- b) If CONTRACTOR does not carry out the required corrective action within the time frame specified, sanctions shall be applied in accordance with funding source regulations.
- c) Notwithstanding Section 7.02 of the Agreement, if, after the COUNTY notifies CONTRACTOR of any sanctions to be imposed, CONTRACTOR continues in its

failure to take corrective action, then COUNTY may terminate this contract by giving CONTRACTOR five (5) days' written notice.

- d) If all appropriate corrective actions are taken but service still falls 80% or more below contracted level, COUNTY and CONTRACTOR may renegotiate the contracted level of service.

2.06 Training for Staff: CONTRACTOR shall insure that sufficient training is provided to its volunteer and paid staff to enable them to perform effectively on the project, and to increase their existing level of skills. Additionally, CONTRACTOR shall ensure that all staff completes Division 21 Civil Rights training.

2.07 Bi-lingual Services: CONTRACTOR shall ensure that qualified staff is available to accommodate non-English speaking, and limited English proficient, individuals.

2.08 Assurance of drug free-workplace: CONTRACTOR shall submit to the COUNTY evidence of compliance with the California Drug-Free Workplace Act of 1990, Government Code sections 8350 et seq., by doing the following:

- Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the person's or organization's workplace and specifying the actions that will be taken against employees for violations of the prohibition;
- Establishing a drug-free awareness program to inform employees about all of the following:
 - 1) the dangers of drug abuse in the workplace;
 - 2) the organization's policy of maintaining a drug-free workplace;
 - 3) any available drug counseling, rehabilitation, and employee assistance programs;
 - 4) the penalties that may be imposed upon employees for drug abuse violations;
 - 5) requiring that each employee engaged in the performance of the contract or grant be given a copy of the company's drug-free policy statement and that, as a condition of employment on the contract or grant, the employee agrees to abide by the terms of the statement.

III. CONFIDENTIALITY

CONTRACTOR and its officers, employees, agents, and subcontractors shall comply with Welfare and Institutions (W & I) Code Sec. 10850, 45 CFR Sec. 205.50, and all other applicable provisions of law which provide for the confidentiality of records and prohibit their being opened for examination for any purpose not directly connected with the administration of public social services. Whether or not covered by W&I Code Sec. 10850 or by 45 CFR Sec. 205.50, confidential medical or personnel records and the identities of clients and complainants shall not be disclosed unless there is proper consent to such disclosure or a court order requiring disclosure. Confidential information gained by CONTRACTOR from access to any such records, and from contact with its clients and complainants, shall be used by CONTRACTOR only in connection with its conduct of the program under this Agreement. The COUNTY, through the Director of the Department of Social Services, and his/her representatives, shall have access to such confidential

information and records to the extent allowed by law, and such information and records in the hands of the COUNTY shall remain confidential and may be disclosed only as permitted by law.

IV. NON-DISCRIMINATION

CONTRACTOR certifies that to the best of its ability and knowledge it will comply with the nondiscrimination program requirements set forth in this Section.

4.01 Discrimination Defined: The term “discrimination” as used in this contract, is the same term that is used in Monterey County Code, Chapter 2.80 “Procedures for Investigation and Resolution of Discrimination Complaints”; it means the illegal denial of equal employment opportunity, harassment (including sexual harassment and violent harassment), disparate treatment, favoritism, subjection to unfair or unequal working conditions, and/or other discriminatory practice by any Monterey County official, employee or agent, due to an individual’s race, color, ethnic group, national origin, ancestry, religious creed, sex, sexual orientation, age, veteran’s status, cancer-related medical condition, physical handicap (including AIDS) or disability. The term also includes any act of retaliation.

4.02 Application of Monterey COUNTY Code Chapter 2.80: The provisions of Monterey COUNTY Code Chapter 2.80 apply to activities conducted pursuant to this Agreement. Complaints of discrimination made by CONTRACTOR against the COUNTY, or by recipients of services against CONTRACTOR, may be pursued using the procedures established by Chapter 2.80. CONTRACTOR shall establish and follow its own written procedures for the prompt and fair resolution of discrimination complaints made against CONTRACTOR by its own employees and agents, and shall provide a copy of such procedures to COUNTY on demand by COUNTY.

4.03 Compliance with laws: During the performance of this Agreement, CONTRACTOR shall comply with all applicable federal, state and local laws and regulations which prohibit discrimination, including but not limited to the following:

- **California Fair Employment and Housing Act**, California Government Code Sec. 12900 et seq., see especially Section 12940 (c), (h), (1), (i), and (j); and the administrative regulations issued thereunder, 2 Calif. Code of Regulations Secs. 7285.0 et seq. (Division 4 - Fair Employment and Housing Commission);
- **California Government Code Secs. 11135 - 11139.5**, as amended (Title 2, Div. 3, Part 1, Chap. 1, Art. 9.5) and any applicable administrative rules and regulations issued under these sections; including **Title 22 California Code of Regulations 98000-98413**.
- **Federal Civil Rights Acts of 1964 and 1991** (see especially Title VI, 42 USC Secs. 2000d et seq.), as amended, and all administrative rules and regulations issued thereunder (see especially 45 CFR Part 80);

EXHIBIT B

- **The Rehabilitation Act of 1973**, Secs. 503 and 504 (29 USC Sec. 793 and 794), as amended; all requirements imposed by the applicable HHS regulations (45 CFR Parts 80, 84 and 91); and all guidelines and interpretations issued pursuant thereto;
- **7 Code of Federal Regulations (CFR)**, Part 15 and **28 CFR** Part 42;
- **Title II of the Americans with Disabilities Act of 1990** (P.L. 101-336), 42 U.S.C. Secs. 12101 et seq. and 47 U.S.C. Secs. 225 and 611, and any federal regulations issued pursuant thereto (see 24 CFR Chapter 1; 28 CFR Parts 35 and 36; 29 CFR Parts 1602, 1627, and 1630; and 36 CFR Part 1191);
- **Unruh Civil Rights Act**, Calif. Civil Code Sec. 51 et seq., as amended;
- **Monterey COUNTY Code**, Chap. 2.80.;
- **Age Discrimination in Employment Act 1975**, as amended (**ADEA**), 29 U.S.C. Secs 621 et seq.;
- **Equal Pay Act of 1963**, 29 U.S.C. Sec. 206(d);
- **California Equal Pay Act**, Labor Code Sec.1197.5.
- **California Government Code** Section 4450;
- **The Dymally-Alatorre Bilingual Services Act; Calif. Government Code Sec. 7290 et seq.**
- **The Food Stamp Act of 1977**, as amended and in particular **Section 272.6.**
- **California Code of Regulations, Title 24, Section 3105A(e)**
- **Removal of Barriers to Inter-Ethnic Adoption Act of 1996, Section 1808**

4.04 Written assurances: Upon request by COUNTY, CONTRACTOR will give any written assurances of compliance with the Civil Rights Acts of 1964 and 1991, the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act of 1990, as may be required by the federal government in connection with this Agreement, pursuant to 45 CFR Sec. 80.4 or 45 CFR Sec. 84.5, and 91; 7 CFR Part 15; and 28 CFR Part 35, or other applicable State or federal regulation.

4.05 Written non-discrimination policy: Contractor shall maintain a written statement of its non-discrimination policies which shall be consistent with the terms of this Agreement. Such statement shall be available to employees, recipients of services, and members of the public, upon request.

EXHIBIT B

4.06 Grievance Information: CONTRACTOR shall advise applicants who are denied CONTRACTOR's services, and recipients who do receive services, of their right to present grievances, and of their right to a State hearing concerning services received under this Agreement.

4.07 Notice to Labor Unions: CONTRACTOR shall give written notice of its obligations under paragraphs 4.01 - 4.08 to labor organizations with which it has a collective bargaining or other agreement.

4.08 Access to records by government agencies: CONTRACTOR shall permit access by COUNTY and by representatives of the State Department of Fair Employment and Housing, and any state agency providing funds for this Agreement, upon reasonable notice at any time during normal business hours, but in no case less than 24 hours' notice, to such of its books, records, accounts, facilities, and other sources of information as the inspecting party may deem appropriate to ascertain compliance with these non-discrimination provisions.

4.09 Binding on Subcontractors: The provisions of paragraphs 4.01 - 4.08 shall also apply to all of CONTRACTOR's subcontractors. CONTRACTOR shall include the non-discrimination and compliance provisions of these paragraphs in all subcontracts to perform work or provide services under this Agreement.

V. CONTRACT ADMINISTRATORS

5.01 Contract Administrator – CONTRACTOR: CONTRACTOR hereby designates **Dori Rose Inda** as its Contract Administrator for this Agreement. All matters concerning this Agreement which are within the responsibility of CONTRACTOR shall be under the direction of, or shall be submitted to, the CONTRACTOR's Contract Administrator. CONTRACTOR may, in its sole discretion, change its designation of the Contract Administrator, and shall promptly give written notice to COUNTY of any such change.

5.02 Contract Administrator – COUNTY: COUNTY hereby designates the Director of the Monterey County Department of Social Services as its Contract Administrator for this Agreement. All matters concerning this Agreement which are within the responsibility of COUNTY shall be under the direction of, or shall be submitted to, the Director or such other COUNTY employee in the Department of Social Services as the Director may appoint. COUNTY may, in its sole discretion, change its designation of the Contract Administrator, and shall promptly give written notice to CONTRACTOR of any such change.

VI. CONTRACT DEPENDENT ON GOVERNMENT FUNDING

COUNTY's payments to CONTRACTOR under this Agreement are funded by the State and Federal governments. If funds from State and Federal sources are not obtained and continued at a level sufficient to allow for COUNTY's purchase of the indicated quantity of services, then COUNTY may give written notice of this fact to CONTRACTOR, and the obligations of the parties under this Agreement shall terminate immediately, or on such date thereafter, as COUNTY may specify in its notice, unless in the meanwhile the parties enter into a written Amendment modifying this Agreement.

VII. APPEAL PROCESS

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

- A. CONTRACTOR shall first discuss the problem informally with the designated DSS Contact/Program Analyst. If the problem is not resolved, CONTRACTOR must, within fifteen (15) working days of the failed attempt to resolve the dispute with DSS Contact/Program Analyst, submit a written complaint, together with any evidence, to the DSS Branch Deputy Director. The complaint must include a description of the disputed issues, the legal authority/basis for each issue which supports CONTRACTOR's position, and the remedy sought. The Branch Deputy Director shall, within fifteen (15) working days after receipt of 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 Section 14. NOTICES of this Agreement. Should CONTRACTOR disagree with the decision of the Division Deputy Director, CONTRACTOR may appeal the decision to the Director of the Department of Social Services.
- B. CONTRACTOR's appeal of the Branch Deputy Director's decision must be submitted to the Department Director within ten (10) working days from the date of the decision; 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 CONTRACTOR'S appeal, the Department Director, or his/her designee, shall meet with CONTRACTOR to review the issues raised on appeal. The Department Director shall issue a final written decision within fifteen (15) working days of such meeting.
- C. CONTRACTOR may appeal the final decision of the Department Director in accordance with the procedures set forth in Division 25.1 (commencing with Section 38050) of the Health and Safety Code and the regulations adopted thereunder. (Title 1, Subchapter 2.5 commencing with Section 251, or Subchapter 3 commencing with Section 300, whichever is applicable, of the California Code of Regulations).
- D. CONTRACTOR shall continue to carry out the obligations under this Agreement during any dispute.
- E. Costs incurred by CONTRACTOR for administrative/court review are not reimbursable by COUNTY.

EXHIBIT C



Goodwill Central Coast

July 1, 2020 - June 30, 2021

CATEGORY	Anticipated Monthly Expense	Total FY 2020-21 Expense
Program Coordination		
Salaries & Benefits		
0.3 FTE Workforce Director	\$2,235	\$26,822
0.9 FTE Program Manager	\$5,068	\$60,816
0.2 FTE Outcomes Analyst	\$1,107	\$13,279
1.0 FTE Employment Services Specialist	\$5,140	\$61,685
2.0 FTE Job Coordinator/Digital Literacy	\$8,937	\$107,242
1.0 FTE Training Supervisor	\$3,680	\$44,159
2.0 FTE Clerical	\$6,645	\$79,736
4.5 FTE Skills Trainer	\$16,098	\$193,178
Total S&B	\$48,910	\$586,918
Operating Costs		
Office Supplies & Expenses	\$333	\$4,000
Student Kits-Books-Supplies-Instruction & Support Expenses	\$167	\$2,000
Safety and Security Supply Expense	\$167	\$2,000
Small Equip-Furniture-Tool or Item Purchases	\$417	\$5,000
Telephone-Communications-Internet Costs	\$667	\$8,000
Building Rents & Leases Expense	\$667	\$8,000
General Liability & Casualty Insurance	\$267	\$3,200
Building/Grounds Repair & Maintenance	\$83	\$1,000
Utilities- Power & Water	\$333	\$4,000
Trash Removal-Dump-Hauling-Shredding Disposal Fees	\$500	\$6,000
Janitorial / Cleaning / Housekeeping Services	\$458	\$5,500
Equipment Rents & Leases	\$292	\$3,500
Subscriptions and Publications	\$42	\$500
Printing & Duplication - Outside	\$67	\$800
Travel-Per Deim-Mileage-Parking Expense	\$1,042	\$12,500
Internal Seminars -Meetings-Activities	\$83	\$1,000
Participant Specific Assistance	\$25	\$300
Total Operating Cost	\$5,608	\$67,300
Modified Total Direct Costs (10%)	\$5,452	\$65,422
Total Program Coordination	\$59,970	\$719,640
Wage Subsidy		
Participant Wages (239 clients * \$13.5/hr. *27 days *6.5 hr./day)	\$47,113	\$565,350
17% Taxes/WC	\$8,009	\$96,110
Participant Incentives (180 earn incentive @ \$105 each)	\$1,575	\$18,900
Total Wage Subsidy	\$56,697	\$680,360
Total Costs	\$116,667	\$1,400,000

EXHIBIT D

Monthly Invoice
Expanded Subsidized Employment
08/01/2020 to 06/30/2021

Goodwill Central Coast

PO#

Vendor ID

Date

INV#

Cust# MCDSS

Marleen Bush
 CalWORKS Employment Services
 730 La Guardia St.
 Salinas, CA 93905

Period of Service: _____

CATEGORY	TOTAL CONTRACT	MONTHLY EXPENSE	YTD EXPENSE	BALANCE CONTRACT
Program Coordination				
Salaries / Benefits	\$ 586,918			
Operating Costs	\$ 67,300			
Overhead	\$ 65,422			
Total Program Coordination	\$ 719,640			
Wage Subsidy	\$ 680,360			
TOTAL	\$ 1,400,000			

I hereby certify that this report is correct and complete to the best of my knowledge.

ESE Program Manager, Goodwill
 Central Coast

Authorized Signature - Goodwill Central Coast Title Date

Senior Accountant

Authorized Signature - Goodwill Central Coast Title Date

Management Analyst

Authorized Signature - Monterey County DSS, CWES Title Date

Please remit to:

Goodwill Central Coast
 1566 Moffett Street
 Salinas, CA 93905

ESE Worksite Agreement

SITE NAME:	Goodwill Central Coast Case Manager	CWES CASE MANAGER:
Site Address:	Address:	Office:
Full Name of ESE Site Contact:	Full Name of ESE Case Manager:	Full Name of CWES Case Manager:
Telephone: ()	Telephone: ()	Telephone: ()
Fax()	Fax()	Fax()
E-Mail Address:	E-Mail Address:	E-Mail Address:

Participant Full Name:	Case Number:	Participant's Phone Number: ()
------------------------	--------------	------------------------------------

Job Title:	Subsidized Employment Begins: Click here to enter a date. Subsidized Employment Ends: Click here to enter a date.
------------	--

(1) Hours per Week: /week	2) Starting Hourly Wage Rate: \$ /hr
-------------------------------	--

Hours of work each day: Hours may vary						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

JOB SEARCH SCHEDULE (ATTACH IF APPLICABLE):

ESE Site AGREES:

Signed copies to ESE Site Supervisor, CWES Case Manager, and CWES Contract Analyst
 Submit using secure electronic mail

ESE Worksite Agreement

1. To provide the above-named participant a temporary job listed above, to provide supervision and instruction regarding duties and work activities, and to orient the participant to the business's policies, job responsibilities, procedures, safety instructions, and regulations. The orientation will also include appropriate dress, work hours and break times, and other expectations. To provide equipment necessary for injury and damage prevention.
2. The ESE participant will be working under the same standards, conditions, benefits (except Unemployment Insurance) as similarly-situated regular employees, and these conditions will comply with all State and Federal regulations governing health and safety, Worker's Compensation, and labor laws.
3. To keep accurate records of the ESE participant's attendance, and complete the Time Card/Progress Report (attached) at the end of each month and submit it to the ESE Rep in person, by fax to (831) 287-2351.
4. To notify the ESE Representative ASAP of any difficulties the site may be experiencing with the new hire during the agreement period (i.e. attendance, communication, or performance issues). The site will notify the ESE Rep listed above of any significant change in job position/main duties (promotion, demotion, reassignment, hours change, etc.), or before terminating the participant for any reason. The site agrees to provide ESE a completed Time Card/claim within three (3) days of termination.
5. To ensure that participant work hours do not fall below the number of hours specified in this agreement.
6. To complete and distribute an Employee Progress Report monthly to the participant, Goodwill Central Coast, and CWES Case Manager
7. To allow the participant time-off to complete weekly or biweekly job search activities during the placement.

GOODWILL CENTRAL COAST AGREES:

1. To visit and/or contact the ESE Site on a schedule to be mutually agreed upon for: picking up time cards/progress reports, to ensure satisfactory progress of new employee, and/or to coordinate supportive services needed by site or participant.
2. To provide the ESE Site Agreement, time card, and monthly progress report to the CWES Case Manager.
3. To perform the duties outlined in the Agreement between the County of Monterey and Goodwill Central Coast.

GENERAL PROVISIONS:

1. This agreement may be terminated by either party upon ten (10) days advance written notification. The site agrees not to terminate the employee without first notifying the ESE Rep listed above. This agreement may be terminated at the discretion of the CWES if funding becomes unavailable, or if the site:
 - a) Fails to meet the performance criteria specified in this agreement.
 - b) If a participant is unable to continue in the program, as determined by CWES.
2. Goodwill Central Coast is a California Non-profit Corporation 501 (c) 3 and or is authorized to implement the ESE program by the County of Monterey.
3. No person shall be denied training or employment; excluded from benefits, or discriminated against because of race, color, religion, sex, national origin, age, handicap, physical or mental disability, medical condition, marital status, sexual orientation, or political affiliation or belief.
4. A ESE position may not be created as the result of, and may not result in, any of the following: displacement of current employees, including overtime currently worked by these employees; the filling of positions which would otherwise be promotional opportunities for current employees; the filling of a position, prior to compliance with applicable personnel procedures or provisions; the filling of a position created by layoff, or reduction in workforce; the filling of a work assignment customarily performed by a worker in a job classification within a recognized collective bargaining unit in that specific worksite, or the filling of a work assignment in any bargaining unit in which funded positions are vacant or in which regular employees are on layoffs; a strike, lockout, or other bona fide labor dispute, or violation of any existing collective bargaining agreement between employees. Activities under this agreement shall not violate any provisions limiting sectarian or political activities.

ESE Worksite Agreement

SIGNATURES

The undersigned approve this agreement. This agreement will not take effect and no person shall begin working until this agreement is signed and dated by all parties and returned to the ESE Representative listed above.

IN WITNESS WHEREOF, this agreement has been executed by and on behalf of the parties signed below:

<p>FOR PARTICIPANT:</p> <p>_____</p> <p>Print Name</p> <p>_____</p> <p>Signature</p> <p>_____</p> <p>Date</p> <p>_____</p> <p>Phone Number</p>	<p>FOR GOODWILL CENTRAL COAST:</p> <p>_____</p> <p>Print Name and Title of Authorized Signer</p> <p>_____</p> <p>Signature</p> <p>_____</p> <p>Date</p> <p>_____</p> <p>Phone Number</p>
<p>FOR ESE SITE:</p> <p>_____</p> <p>Print Name and Title of Authorized Signer</p> <p>_____</p> <p>Signature</p> <p>_____</p> <p>Date</p> <p>_____</p> <p>Phone Number</p>	



Expanded Subsidized Employment (ESE) Case Closure Summary

Participant Name: Enter text here.		Date: Enter today's date.	
Goodwill ESE Rep: Enter text here.		Case Number: Enter text here.	
		Case Worker: Enter text here.	
ESE Placement information:			
Employer: Enter text here.		Job Title: Enter text here.	
Salary: Enter amount.	Hours: Enter hours.	Total ESE Funds Used: Enter amount.	
ESE Start Date: Enter ESE start date.	Scheduled End Date: Enter ESE sched end date.	Actual End Date: Enter actual end date.	
Program Exit Status:			
Participant: Choose an item.			
Employment Status:			
Participant Job Title: Enter text here.			
Date of Unsubsidized Employment: Enter date of hire.		Hourly Wage: Enter hourly wage.	Hours Per Week: Enter hours/week.
Summary of reason(s) for exiting from the ESE program: Enter text here.			

Participant will be referred: <input type="checkbox"/> Back to County CWES <input type="checkbox"/> On-the-Job Training Program <input type="checkbox"/> Other: If other, please explain here:
--

Signature of Manager: _____ Date: _____

Weekly Job Coordination Report					EXHIBIT H
Total Placements to date:		Placement Ratio:			
	Total Successfully Completed:	Interviews	Job Search/ Applications	Meetings w/ Participant	Employed
Location	Participant Name:				
GWCC	Customer 1				
GWCC	Customer 2				
N. Main	Customer 3				
N. Main	Customer 4				
Soledad	Customer 5				
Soledad	Customer 6				
Marina	Customer 7				
Marina	Customer 8				
Child Support	Customer 9				
Seaside One-Stop	Customer 10				
Salinas One-Stop	Customer 11				
Additional Location	Customer 12				

**ESE MONTHLY EVALUATIONS &
WEEKLY PROGRESS REPORT FORM**

NAME: _____ CASE NUMBER: _____

STORE: _____

APPRAISAL PERIOD FROM: _____ TO: _____

	Exceeds Standards	Achieves Standards		Below Standard
		P	M	
1. JOB KNOWLEDGE: Displays awareness of job duties, greets guests and offers assistance, knowledgeable of different departments, and displays product in a pleasing way for guests to shop.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. QUALITY OF WORK: Capable of arranging product in an organized way, and keeps racks and shelves straightened and in the proper departments throughout the day.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. PRODUCTIVITY: Follows directions, checks work, keeps up on guest service, and requests additional projects. Meets store quotas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. DEPENDABILITY: Arrives on time for work and from breaks and understands and carries out instructions in an acceptable manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. ATTENDANCE: Meets program guidelines for attendance. Follows proper procedures for calling in sick. Begins work on time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. RELATIONS WITH OTHERS: Works well with co-workers, displays a professional attitude to guests, and is helpful and cooperative with all Goodwill guests and employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. APPEARANCE: Wears appropriate dress for the workplace. Maintains good cleanliness and grooming standards (each job site will determine appropriate dress).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. COMMITMENT TO SAFETY: Observes all safety procedures, communicates potential safety hazards with Skills Trainer or Store Manager in a timely manner, and practices safe work habits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. OVERALL RATING:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TRAINEE PROGRESS REPORT FORM

RATER'S OVERALL COMMENTS:

TRAINEE'S COMMENTS (Use attachments if necessary):

TRAINEE SIGNATURE: _____ DATE: _____

SKILLS TRAINER NAME: _____
(PRINT)

SKILLS TRAINER SIGNATURE: _____ DATE: _____

TRAINEE'S REFUSAL TO SIGN: I certify that this performance appraisal was discussed with the trainee who refused to sign it.

SKILLS TRAINER CERTIFICATION: _____ DATE: _____

Salinas Employment Services
730 LA GUARDIA ST
SALINAS, CA 93905-3354

County of Monterey - Employment Services

Phone: (831) 755-4452
Worker Name: Enter name of CWES Case Worker
Worker ID: Enter CWES Case Worker ID#
Worker Phone Number: Enter CWES Case Worker Ph#
Date: Enter date form was completed
Case Name: Enter name of CWES Customer
Case Number: Enter CWES Customer Case #

TEST
USE
ONLY

Service Referral

Enter name of CWES Customer
Enter street address of CWES Customer
Enter city, State and Zip code of CWES Customer

Customer Name: Enter name of CWES Customer
Need Category: Education/Job Training
Need Type: On the Job Experience
Need Description: ESE

Provider and address:
Goodwill Central Coast
1325 N. Main Street
Salinas, CA 93906-2828

Children	Age	SSN
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

DO NOT

DISTRIBUTE

Comments:
Language: (Enter preferred language, i.e. English)
Required Weekly Hours: (Enter number of hours needed for customer, i.e. 32)
State Review List for: (Enter month and year of review, i.e. March 2020)
Ready to start at: (Enter address of Goodwill locations in Monterey County)

INFORMATION FOR YOUR CUSTOMER:
ESE orientation is scheduled on: (Enter the date of the orientation, if known)
Orientations begins at 9:00 am and may last until 5:00 pm.
Orientation location: 1325 N. Main Street, Salinas, CA 93906
YOU MUST BRING YOUR ORIGINAL SOCIAL SECURITY CARD AND VALID ID TO THE ORIENTATION.



Health Insurance Portability & Accountability Act (HIPAA) Certification

WHEREAS, Sections 261 through 264 of the federal Health Insurance Portability and Accountability Act of 1996, Public Law 104-191, known as “the Administrative Simplification provisions,” direct the Department of Health and Human Services to develop standards to protect the security, confidentiality and integrity of health information; and

WHEREAS, pursuant to the Administrative Simplification provisions, the Secretary of Health and Human Services has issued regulations modifying 45 CFR Parts 160 and 164 (the “HIPAA Privacy Rule”); and

WHEREAS, CONTRACTOR and COUNTY have entered into an Agreement (“the Agreement”) to which this Certification is an attachment whereby CONTRACTOR will provide certain services to COUNTY; and

WHEREAS, CONTRACTOR may have access to Protected Health Information (as defined below) in fulfilling its responsibilities under the underlying Agreement.

THEREFORE, in consideration of the Parties’ continuing obligations under the Agreement, compliance with the HIPAA Privacy Rule, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, CONTRACTOR agrees to the provisions of this Certification and of the HIPAA Privacy Rule and to protect the interests of COUNTY.

I. DEFINITIONS

Except as otherwise defined herein, any and all capitalized terms in this Section shall have the definitions set forth in the HIPAA Privacy Rule. In the event of an inconsistency between the provisions of this Certification and mandatory provisions of the HIPAA Privacy Rule, as amended, the HIPAA Privacy Rule shall control. Where provisions of this Certification are different than those mandated in the HIPAA Privacy Rule, but are nonetheless permitted by the HIPAA Privacy Rule, the provisions of this Certification shall control.

The term “Protected Health Information” means individually identifiable health information including, without limitation, all information, data, documentation, and materials, including without limitation, demographic, medical and financial information, that relates to the past, present, or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present, or future payment for the provision of health care to an individual; and that identifies the individual or with respect to which there is a reasonable basis to believe the information can be used to identify the individual.

CONTRACTOR acknowledges and agrees that all Protected Health Information that is created or received by COUNTY and disclosed or made available in any form, including paper record, oral communication, audio recording, and electronic display by COUNTY, or its operating units, to CONTRACTOR or is created or received by CONTRACTOR on COUNTY’s behalf shall be subject to this Certification.

II. CONFIDENTIALITY REQUIREMENTS

EXHIBIT K

- (a) CONTRACTOR agrees:
- (i) to use or disclose any Protected Health Information solely: (1) for meeting its obligations as set forth in any agreements between the Parties evidencing their business relationship or (2) as required by applicable law, rule or regulation, or by accrediting or credentialing organization to whom COUNTY is required to disclose such information, or as otherwise permitted under this Certification, or the underlying Agreement ,(if consistent with this Certification and the HIPAA Privacy Rule), or the HIPAA Privacy Rule, and (3) as would be permitted by the HIPAA Privacy Rule if such use or disclosure were made by COUNTY; and
 - (ii) at termination of the Agreement, (or any similar documentation of the business relationship of the Parties), or upon request of COUNTY, whichever occurs first, if feasible CONTRACTOR will return or destroy all Protected Health Information received from or created or received by CONTRACTOR on behalf of COUNTY that CONTRACTOR still maintains in any form, and retain no copies of such information, or if such return or destruction is not feasible, CONTRACTOR will extend the protections of this Agreement to the information and limit further uses and disclosures to those purposes that make the return or destruction of the information not feasible; and
 - (iii) to ensure that its agents, including a subcontractor(s), to whom it provides Protected Health Information received from or created by CONTRACTOR on behalf of COUNTY, agrees to the same restrictions and conditions that apply to CONTRACTOR with respect to such information. In addition, CONTRACTOR agrees to take reasonable steps to ensure that its employees' actions or omissions do not cause CONTRACTOR to breach the terms of the Agreement.
- (b) Notwithstanding the prohibitions set forth in this Certification or the Agreement, CONTRACTOR may use and disclose Protected Health Information as follows:
- (i) if necessary, for the proper management and administration of CONTRACTOR or to carry out the legal responsibilities of CONTRACTOR, provided that as to any such disclosure, the following requirements are met:
 - (A) the disclosure is required by law; or
 - (B) CONTRACTOR obtains reasonable assurances from the person to whom the information is disclosed that it will be held confidentially and used or further disclosed only as required by law, or for the purpose for which it was disclosed to the person, and the person notifies CONTRACTOR of any instances of which it is aware in which the confidentiality of the information has been breached;
 - (ii) for data aggregation services, if to be provided by CONTRACTOR for the health care operations of COUNTY pursuant to any agreements between the Parties evidencing their business relationship. For purposes of this Certification and the Agreement, data aggregation services means the combining of Protected Health Information by CONTRACTOR with the protected health information received by CONTRACTOR in its capacity as CONTRACTOR of another COUNTY, to permit data analyses that relate to the health care operations of the respective covered entities.
- (c) CONTRACTOR will implement appropriate safeguards to prevent use or disclosure of Protected Health Information other than as permitted in this Certification. The Secretary of Health and Human Services shall have the right to audit CONTRACTOR's records and practices related to use and disclosure of Protected Health Information to ensure

EXHIBIT K

COUNTY's compliance with the terms of the HIPAA Privacy Rule. CONTRACTOR shall report to COUNTY any use or disclosure of Protected Health Information which is not in compliance with the terms of this Certification of which it becomes aware. In addition, CONTRACTOR agrees to mitigate, to the extent practicable, any harmful effect that is known to CONTRACTOR of a use or disclosure of Protected Health Information by CONTRACTOR in violation of the requirements of this Certification or the Agreement.

III. AVAILABILITY OF PHI

CONTRACTOR agrees to make available Protected Health Information to the extent and in the manner required by Section 164.524 of the HIPAA Privacy Rule. CONTRACTOR agrees to make Protected Health Information available for amendment and incorporate any amendments to Protected Health Information in accordance with the requirements of Section 164.526 of the HIPAA Privacy Rule. In addition, CONTRACTOR agrees to make Protected Health Information available for purposes of accounting of disclosures, as required by Section 164.528 of the HIPAA Privacy Rule.

IV. TERMINATION

Notwithstanding anything in this Certification or the Agreement to the contrary, COUNTY shall have the right to terminate the Agreement immediately if COUNTY determines that CONTRACTOR has violated any material term of this Certification and/or the Agreement. If COUNTY reasonably believes that CONTRACTOR will violate a material term of this Certification and/or the Agreement and, where practicable, COUNTY gives written notice to CONTRACTOR of such belief within a reasonable time after forming such belief, and CONTRACTOR fails to provide adequate written assurances to COUNTY that it will not breach the cited term of this Certification and/or the Agreement within a reasonable period of time given the specific circumstances, but in any event, before the threatened breach is to occur, then COUNTY shall have the right to terminate the Agreement immediately.

V. MISCELLANEOUS

Except as expressly stated herein or the HIPAA Privacy Rule, the parties to the Agreement do not intend to create any rights in any third parties. The obligations of CONTRACTOR under this Section shall survive the expiration, termination, or cancellation of this Certification and/or the Agreement, and/or the business relationship of the parties, and shall continue to bind CONTRACTOR, its agents, employees, contractors, successors, and assigns as set forth herein.


The parties agree that, in the event that any documentation of the arrangement pursuant to which CONTRACTOR provides services to COUNTY contains provisions relating to the use or disclosure of Protected Health Information which are more restrictive than the provisions of this Certification or the Agreement, the provisions of the more restrictive documentation will control. The provisions of this Certification and the Agreement are intended to establish the minimum requirements regarding CONTRACTOR's use and disclosure of Protected Health Information.

In the event that either party believes in good faith that any provision of this Certification and/or the Agreement fails to comply with the then current requirements of the HIPAA Privacy Rule, such party shall notify the other party in writing. For a period of up to thirty (30) days, the parties shall address in good faith such concern and amend the terms of this Certification and/or the Agreement, if necessary to bring it into compliance. If, after such thirty-day period, the Certification and/or the Agreement fails to

EXHIBIT K

comply with the HIPAA Privacy Rule, then either party has the right to terminate upon written notice to the other party.

CONTRACTOR: Goodwill Central Coast

By:  _____
1C9A4280E90B4BE...

Title: _____

7/15/2020 | 11:40 AM PDT

Date: _____

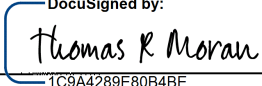
CERTIFICATION REGARDING LOBBYING

Goodwill Central Coast

The undersigned certifies, to the best of his or her knowledge and belief, that:

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

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. 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.

<p>DocuSigned by:  <small>1C9A4289E80B4BE...</small></p> <hr/> <p>Signature</p>	<hr/> <p>Title</p> <p>7/15/2020 11:40 AM PDT</p> <hr/> <p>Date</p>
<hr/> <p>Goodwill Central Coast</p> <p>Agency/Organization</p>	

AUDIT & RECOVERY OF OVERPAYMENTS REQUIREMENTS**I. CPA Audit on Termination:****1.01 Audit Requirement**

At the request of COUNTY, CONTRACTOR shall give to COUNTY an audit report(s) covering the contract period, prepared by an independent Certified Public Accountant. The purpose of the audit requirement is determining whether the reported costs are fair and reasonable and have been computed in accordance with generally accepted accounting principles, with the provisions of this Agreement, and with all applicable COUNTY requirements.

If CONTRACTOR expends a total of \$750,000 or more of federal funding per fiscal year, CONTRACTOR is required to submit an annual audit report(s) that was performed in compliance with the Uniform Guidance.

If CONTRACTOR expends less than \$750,000 in federal funding per fiscal year, then the COUNTY shall require an annual audit report(s) be performed in accordance with the Generally Accepted Auditing Standards (GAAS).

1.02 Audit Submission /Fiscal Year-end

CONTRACTOR shall provide COUNTY with the audit report(s), required herein no later than six (6) months after the close of CONTRACTOR's Fiscal Year, except when CONTRACTOR has expended \$750,000 in federal funding and the Uniform Guidance allows a nine (9) month deadline. In the case where providing the required audit within the specified time period represents an unreasonable hardship, CONTRACTOR shall alert COUNTY and request an extension. Additional documentation may be requested by COUNTY to grant the extension.

1.03 Audit Format

CONTRACTOR may submit to COUNTY one of the following in satisfaction of this Audit requirement:

1) If CONTRACTOR expends a total of \$750,000 or more of federal funding per fiscal year, CONTRACTOR is required to submit an annual audit report(s) that was performed in compliance with the Uniform Guidance.

-OR-

2) If CONTRACTOR expends less than \$750,000 in federal funding per fiscal year, then the COUNTY shall require an annual audit report(s) be performed in accordance with the Generally Accepted Auditing Standards (GAAS).

-OR-

3) Additionally, at the discretion of the CONTRACTOR, a program specific audit report(s) may be submitted in accordance with the Uniform Guidance.

All Audits must include the following information within their audit:

- a) A separate schedule listing programs and funding, see recommended format, **Exhibit I-1**
- b) All Management Letters received by the CONTRACTOR relating to the performed audit, shall be submitted in conjunction with the annual audit report(s) to the COUNTY.

1.04 Payment for Audit

CONTRACTOR shall bear all costs in connection with, or resulting from, any audit and/or inspections including, but not limited to, actual cost incurred and the payment/repayment of any expenditures disallowed by COUNTY, State or Federal government entities, including any assessed interest and penalties.

If CONTRACTOR is exempt from federal audit procedures under UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS (Uniform Guidance), then payment for this audit shall be made by CONTRACTOR with resources other than grant funds, or those used for matching purposes. If CONTRACTOR is not exempt from federal audit procedures under the UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS (Uniform Guidance), the cost of audits made in accordance with the provisions of this part are allowable charges to Federal awards. The charges may be considered a direct cost or an allocated indirect cost, as determined in accordance with the provisions of applicable Uniform Guidance cost principles, other applicable cost principles or regulations.

II. Contractor Records

Funds provided by COUNTY shall be accounted for separately in CONTRACTOR’s books and records. CONTRACTOR shall keep a systematic accounting record of the receipt and disbursement of COUNTY funds. CONTRACTOR shall permit COUNTY to audit, examine and to copy excerpts and transcripts from such records and to conduct audits or reviews of all records including, but not limited to, invoices, materials, personnel records, bank account records, business records, billing statements, payroll records, business expense records, and all other data related to matters covered by this Agreement. CONTRACTOR shall maintain such data and records in an accessible location and condition for a period of at least four (4) years from the close of this Agreement term, or until after the conclusion of any audit, whichever occurs last. The State of California and/or any Federal agency providing funds for this Agreement shall have the same rights conferred upon COUNTY herein. CONTRACTOR shall keep records that are sufficient to permit the tracing of funds to a level of expenditure adequate to ensure that the funds have not been unlawfully spent. CONTRACTOR’s records shall describe and support the use of funds for the agreed upon project or services outlined in this Agreement.

III. Recovery of Overpayments: If any audit shows that COUNTY has paid to CONTRACTOR any amount in excess of properly allowable costs, then CONTRACTOR shall reimburse COUNTY for that amount, either by a cash payment made within thirty (30) days after COUNTY notifies CONTRACTOR of the overpayment, or by an offset made by COUNTY against any payments owed by COUNTY to CONTRACTOR under this or any other contract.

Goodwill Central Coast
DocuSigned by:
Thomas R Moran

(signature of authorized representative)

7/15/2020 | 11:40 AM PDT

(date)

GOODWILL CENTRAL COAST
SCHEDULE OF COUNTY PROGRAMS
YEAR ENDED 2020-21

<u>Program Name</u>	<u>County</u>	<u>Contract No.</u>	<u>CFDA #</u>	<u>Contract Period</u>	<u>Contract Amount</u>	<u>Fiscal Year</u>	<u>Contract Life-to-Date</u>	<u>Expenditures</u>	<u>Amount Received from County</u>



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/23/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Arthur J. Gallagher & Co. Insurance Brokers of CA., Inc. 505 N Brand Blvd, Suite 600 Glendale CA 91203	CONTACT NAME: Kimberly Kleinman PHONE (A/C. No. Ext.): 818-539-8619 FAX (A/C. No.): 818-539-8719 E-MAIL ADDRESS: Kimberly_Kleinman@ajg.com INSURER(S) AFFORDING COVERAGE NAIC # INSURER A: Nonprofits' Insurance Alliance of CA INSURER B: Quality Comp Inc INSURER C: INSURER D: INSURER E: INSURER F:
INSURED Goodwill Central Coast 1566 Moffett Street Salinas, CA 93905	License#: 0726293 GOODCEN-04

COVERAGES **CERTIFICATE NUMBER: 501793109** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

NSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO. JECT <input checked="" type="checkbox"/> LOC OTHER:	Y		2019-01147-NPO	9/9/2019	9/9/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/>	Y		2019-01147-NPO	9/9/2019	9/9/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTIONS			2019-01147-UMB	9/9/2019	9/9/2020	EACH OCCURRENCE \$ 9,000,000 AGGREGATE \$ 9,000,000 \$
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	0150660815	1/1/2020	1/1/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Professional Liability			2019-01147-NPO	9/9/2019	9/9/2020	Each Claim \$ 1,000,000 Aggregate \$ 3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Nonprofits' Insurance Alliance of CA - A.M. Best #: 011845

Policy: Improper Sexual Conduct
 Policy #: 2019-01147-NPO
 Policy Term: 09/09/2019 to 09/09/2020
 Carrier: Nonprofits' Insurance Alliance of CA
 Each Claim: \$1,000,000 ,Aggregate: \$3,000,000
 County DSES shall be named as Additional Insured as respects General Liability per the attached endorsement form #NIACE25 (1/98) and as respects Auto See Attached...

CERTIFICATE HOLDER Monteny County DSES 1000 South Main Street, Ste 304 Attn: Makenze Collins, Contract Manager. Salinas CA 93901	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	--



ADDITIONAL REMARKS SCHEDULE

AGENCY Arthur J. Gallagher & Co.		NAMED INSURED Goodwill Central Coast 1566 Moffett Street Salinas, CA 93905	
POLICY NUMBER		EFFECTIVE DATE:	
CARRIER	NAIC CODE		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

Liability per the attached endorsement form #NIACA 1 (3/91) with respect to liability arising out of training services provided for the Certificate Holder. Such insurance is primary and non-contributory per NIAC E61 02 13, attached.



QUALITY COMP

Workers' Compensation Solutions

RE: Quality Comp, Inc.—Self-Insured Workers' Compensation Group

To Whom It May Concern:

As proof of workers' compensation coverage, I would like to provide you with the attached Certificate of Consent to Self-Insure issued to Quality Comp, Inc. by the Department of Industrial Relations, Office of Self-Insurance Plans. This Certificate carries an effective date of December 1, 2004 and does not have an expiration date. The Quality Comp, Inc. program has excess insurance coverage with Safety National Casualty Corporation. Safety National is a fully licensed and admitted writer of Excess Workers' Compensation Insurance in the State of California (NAIC #15105). The company is rated "A+" Category "XV" by A.M. Best & Company.

Specific Excess Insurance

Excess Workers' Compensation: Statutory per occurrence excess of \$500,000
Employers Liability: \$1,000,000 Limit

Term of Coverage

Effective Date: January 1, 2020
Expiration: January 1, 2021

Please contact me if you have any questions or require additional information. Thank you.

Sincerely,

Jaqueline Harris
Director of Underwriting
RPS Monument

STATE OF CALIFORNIA
DEPARTMENT OF INDUSTRIAL RELATIONS
OFFICE OF THE DIRECTOR

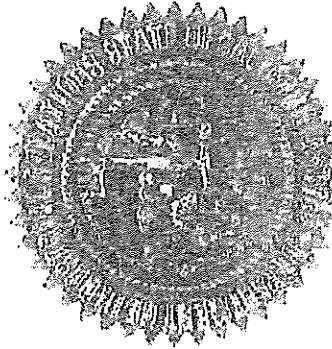
NUMBER 4515

CERTIFICATE OF CONSENT TO SELF-INSURE

Quality Comp, Inc.
_____ (a CA corporation)

THIS IS TO CERTIFY, That _____ has complied with the requirements of the Director of Industrial Relations under the provisions of Sections 3700 to 3705, inclusive, of the Labor Code of the State of California and is hereby granted this Certificate of Consent to Self-Insure.

This certificate may be revoked at any time for good cause shown.*



EFFECTIVE:

THE 1st DAY OF December 2004

MARK T. JOHNSON
MANAGER

DEPARTMENT OF INDUSTRIAL RELATIONS
OF THE STATE OF CALIFORNIA

DIRECTOR

JOHN M. REA

* Revocation of Certificate.—"A certificate of consent to self-insure may be revoked by the Director of Industrial Relations at any time for good cause after a hearing. Good cause includes, among other things, the impairment of the solvency of such employer, the inability of the employer to fulfill his obligations, or the practice by such employer or his agent in charge of the administration of obligations under this division of any of the following: (a) Habitually and as a matter of practice and custom incurring claimants for compensation to accept less than the compensation due or making it necessary for them to resort to proceedings against the employer to secure the compensation due; (b) Discharging his compensation obligations in a dishonest manner; (c) Discharging his compensation obligations in such a manner as in causa injury to the public or those dealing with him." (Section 3702 of Labor Code.) The Certificate may be revoked for noncompliance with Title 8, California Administrative Code, Group 2.—Administration of Self-Insurance.

STATE OF CALIFORNIA

Gavin Newsom, Governor

DEPARTMENT OF INDUSTRIAL RELATIONS
OFFICE OF SELF-INSURANCE PLANS
11050 Olson Drive, Suite 230
Rancho Cordova, CA 95670
Phone No. (916) 464-7000
FAX (916) 464-7007



CERTIFICATION OF SELF-INSURANCE OF WORKERS' COMPENSATION

TO WHOM IT MAY CONCERN:

This certifies that Certificate of Consent to Self-Insure No. 4515 was issued by the Director of Industrial Relations to:

Quality Comp, Inc.

under the provisions of Section 3700, Labor Code of California with an effective date of **December 1, 2004**. The certificate is currently in full force and effective.

Dated at Sacramento, California
This day the 05th of December 2019

A handwritten signature in black ink, appearing to read "Lyn Asio Booz".

Lyn Asio Booz, Chief

ORIG: Jackie Harris
Director Of Underwriting
Monument Insurance Services
255 Great Valley Pkwy, Ste 200
Malvern, Pa 19355

NUMBER: 4515 - 0070

STATE OF CALIFORNIA
DEPARTMENT OF INDUSTRIAL RELATIONS
OFFICE OF THE DIRECTOR

CERTIFICATE OF CONSENT TO SELF-INSURE

THIS IS TO CERTIFY, That

Goodwill Central Coast

(Name of Affiliate)

STATE OF INCORPORATION CA

Quality Comp, Inc.

(Master CertificateHolder)

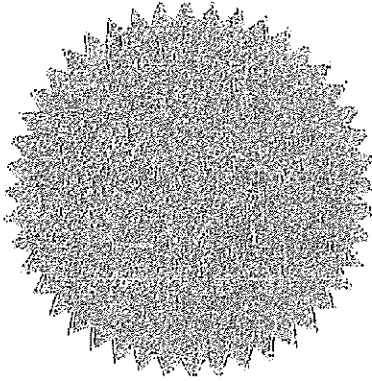
STATE OF INCORPORATION CA

has complied with the requirements of the Director of Industrial Relations under the provisions of Sections 3700 to 3705, inclusive, of the Labor Code of the State of California and is hereby granted this Certificate of Consent to Self-Insure, holder of Master Certificate No. 4515.

This certificate may be revoked at any time for good cause shown.*

EFFECTIVE DATE: August 5, 2015

DEPARTMENT OF INDUSTRIAL RELATIONS
OF THE STATE OF CALIFORNIA



Jon Wrotzen, Chief

Christine Baker, Director

*Revocation of Certificate. -- A certificate of consent to self-insure may be revoked by the Director of Industrial Relations at any time for good cause after a hearing. Good cause includes, among other things, the impairment of solvency of such employer, the inability of the employer to fulfill his obligations, or the practice of such employer or his agent in charge of the administration of obligations, under the this division of any of the following: (a) Habitually and as a matter of practice and custom inducing claimants for compensation to accept less than the compensation due or making it necessary for them to resort to proceedings against the employer to secure the compensation due; (b) Discharging his compensation obligations in a dishonest manner; (c) Discharging his compensation obligations in such a manner as to cause injury to the public or those dealing with him. (Section 3702 of Labor Code.) The Certificate may be revoked for non compliance with Title 8, California Administrative Code, Group 2 - Administration of Self Insurance



THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – PRIMARY AND NON-CONTRIBUTORY -
FOR DESIGNATED PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

SOCIAL SERVICE PROFESSIONAL LIABILITY COVERAGE FORM

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

Any person or organization that you are required to add as an additional insured on this policy, under a written contract or agreement currently in effect, or becoming effective during the term of this policy. The additional insured status will not be afforded with respect to liability arising out of or related to your activities as a real estate manager for that person or organization.

Section II — Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "damages" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf in the performance of your ongoing operations.

The insurance extended by this endorsement is primary coverage when you have so agreed in a written contract or agreement and will be considered non-contributory with the additional insured(s) own insurance.



A Head for Insurance. A Heart for Nonprofits.

NONPROFITS INSURANCE ALLIANCE OF CALIFORNIA (NIAC)

www.insurancefornonprofits.org

**BUSINESS AUTO COVERAGE
ADDITIONAL INSURED/LOSS PAYEE EXTENSION**

POLICY NUMBER: 2019-01147-NPO

Schedule AI

Page 1

NAME OF INSURED: Goodwill Central Coast, dba: Shoreline Workforce Development Services

**ADDITIONAL INSURED /
LOSS PAYEE**

Additional Insured - NIAC A1
County of Monterey; Workforce Investment Board
P.O. Box 2265
Salinas, CA 93902

As respects vehicle(s): ALL

Additional Insured - NIAC A1
County of Santa Cruz, Human Services Department /
Workforce Development Board, Attn: ETPL Coordinator
18 W Beach St.
Watsonville, CA 95076

As respects vehicle(s): ALL

Loss Payee - CA9944
Enterprise Holdings Inc
600 Corporate Park Drive
Saint Louis, MO 63105

As respects vehicle(s): ALL

Additional Insured - NIAC A1
Monterey County DSES
1000 South Main Street, Ste. 304
Salinas, CA 93901

As respects vehicle(s): ALL

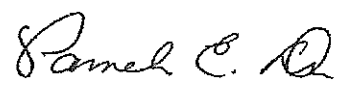
Additional Insured - CA2001
Ryder Truck Rental LT and Ryder Truck Rental, Inc
6000 Winward Parkway
Alpharetta, GA 30005

As respects vehicle(s): ALL

Additional Insured - NIAC A1
Trailer Resources
16200 South McKinley Avenue
Lathrop, CA 95330

As respects vehicle(s): ALL

COUNTERSIGNED: 9/19/2019

BY 
(AUTHORIZED REPRESENTATIVE)

POLICY NUMBER: 2019-01147
Named Insured: Goodwill Central Coast*

COMMERCIAL GENERAL LIABILITY
CG 20 26 04 13

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

Any person or organization that you are required to add as an additional insured on this policy, under a written contract or agreement currently in effect, or becoming effective during the term of this policy. The additional insured status will not be afforded with respect to liability arising out of or related to your activities as a real estate manager for that person or organization.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

- A. Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:
1. In the performance of your ongoing operations; or
 2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

- B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations; whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.



A NEW WAY TO SIGN IN - If you already have a SAM account, use your **SAM email** for login.gov.

[Log In](#)

[Login.gov FAQs](#)

⚠ ALERT: SAM.gov will be down for scheduled maintenance Saturday, 07/18/2020 from 8:00 AM to 10:00 PM

⚠ ALERT: CAGE is experiencing intermittent service interruptions. SAM registrants may encounter an error validating a CAGE Code. If this happens, please try again later.

Search Results

Current Search Terms: **Goodwill Central Coast***

Total records: 1

[Save PDF](#) [Export Results](#) [Print](#)

Result Page: 1

Sort by Order by

Your search for Goodwill Central Coast* returned the following results...

Entity	Goodwill Central Coast	Status: Active
DUNS: 076321520	CAGE Code: 1CWF5	View Details
Has Active Exclusion?: No	DoDAAC:	
Expiration Date: 09/19/2020	Debt Subject to Offset?: No	
Purpose of Registration: Federal Assistance Awards Only		

Result Page: 1

[Save PDF](#) [Export Results](#) [Print](#)



IBM-P-20200626-1452
WWW3

- [Search Records](#)
- [Data Access](#)
- [Check Status](#)
- [About](#)
- [Help](#)
- [Disclaimers](#)
- [Accessibility](#)
- [Privacy Policy](#)
- [FAPIS.gov](#)
- [GSA.gov/IAE](#)
- [GSA.gov](#)
- [USA.gov](#)

Certificate Of Completion

Envelope Id: 0339F22026D14293997D3563AB3459D5	Status: Sent
Subject: Please DocuSign: Goodwill 20-21 \$1,4000.00.pdf	
Source Envelope:	
Document Pages: 62	Signatures: 8
Certificate Pages: 6	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Wes Morrill
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	morrillrw@co.monterey.ca.us
	IP Address: 192.92.176.114

Record Tracking

Status: Original	Holder: Wes Morrill	Location: DocuSign
7/9/2020 2:35:37 PM	morrillrw@co.monterey.ca.us	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Social Services	Location: DocuSign

Signer Events

Thomas R Moran
 tmoran@ccgoodwill.org
 CFO and Interim CEO
 Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

 1C9A4289E80B4BE...
 Signature Adoption: Pre-selected Style
 Using IP Address: 50.226.30.155

Timestamp

Sent: 7/14/2020 9:05:02 AM
 Viewed: 7/15/2020 11:39:26 AM
 Signed: 7/15/2020 11:40:51 AM

Electronic Record and Signature Disclosure:
 Accepted: 7/15/2020 11:39:26 AM
 ID: 130bcd6a-c513-4bf4-8851-d17b865ccc63

Anne Brereton, County Counsel
 BreretonA@co.monterey.ca.us
 Security Level: Email, Account Authentication (None)

DocuSigned by:

 07025F3AA36B4A4...
 Signature Adoption: Pre-selected Style
 Using IP Address: 192.92.176.112

Sent: 7/17/2020 11:19:34 AM
 Viewed: 7/17/2020 5:15:46 PM
 Signed: 7/17/2020 5:16:37 PM

Electronic Record and Signature Disclosure:
 Accepted: 7/17/2020 5:15:46 PM
 ID: f095c666-ce8b-41b2-acb6-e2a343a0ee78

Gary Giboney
 giboneyg@co.monterey.ca.us
 Chief Deputy Auditor-Controller
 County of Monterey
 Signing Group: Auditor/Controller Signers
 Security Level: Email, Account Authentication (None)

DocuSigned by:

 D3834BFEC1D8449...
 Signature Adoption: Pre-selected Style
 Using IP Address: 107.142.229.22

Sent: 7/17/2020 5:16:40 PM
 Viewed: 7/20/2020 8:39:05 AM
 Signed: 7/20/2020 8:39:31 AM

Electronic Record and Signature Disclosure:
 Accepted: 6/24/2020 10:29:27 AM
 ID: e202b2b4-a46c-4303-9783-0c64502e30e3

Jaime Reynolds
 jreynolds@ccgoodwill.org
 Security Level: Email, Account Authentication (None)

DocuSigned by:

 ECB1044835AC4FC...
 Signature Adoption: Pre-selected Style
 Using IP Address: 50.226.30.155

Sent: 7/20/2020 8:39:35 AM
 Resent: 7/22/2020 8:37:30 AM
 Viewed: 7/22/2020 9:03:59 AM
 Signed: 7/22/2020 9:04:39 AM

Electronic Record and Signature Disclosure:

Signer Events	Signature	Timestamp
Accepted: 7/22/2020 9:03:59 AM ID: ace9fb49-dc65-4100-89cd-250b10d5e0c2		
Jaime Reynolds, Vice President of Workforce and Administration jreynolds@ccgoodwill.org Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 50.226.30.155	Sent: 7/22/2020 9:04:43 AM Resent: 7/22/2020 4:55:28 PM Resent: 7/22/2020 4:55:46 PM Viewed: 7/22/2020 4:56:26 PM Signed: 7/22/2020 4:57:33 PM
Electronic Record and Signature Disclosure: Accepted: 7/22/2020 4:56:26 PM ID: e712128e-2695-4a84-b9ff-19a6ac3556de		
Lori A. Medina medinal@co.monterey.ca.us Security Level: Email, Account Authentication (None)		
Electronic Record and Signature Disclosure: Not Offered via DocuSign		

In Person Signer Events	Signature	Timestamp
-------------------------	-----------	-----------

Editor Delivery Events	Status	Timestamp
------------------------	--------	-----------


Becky Cromer cromerbl@co.monterey.ca.us County of Monterey Security Level: Email, Account Authentication (None)		Sent: 7/22/2020 4:57:37 PM
Electronic Record and Signature Disclosure: Accepted: 5/6/2020 5:40:51 PM ID: 865bb7c0-8667-48ee-ac6b-c56c3339027a		

Agent Delivery Events	Status	Timestamp
-----------------------	--------	-----------

Intermediary Delivery Events	Status	Timestamp
------------------------------	--------	-----------

Certified Delivery Events	Status	Timestamp
---------------------------	--------	-----------

Carbon Copy Events	Status	Timestamp
--------------------	--------	-----------

Jaime Reynolds jreynolds@ccgoodwill.org Security Level: Email, Account Authentication (None)		Sent: 7/14/2020 9:05:04 AM
Electronic Record and Signature Disclosure: Accepted: 7/14/2020 9:03:48 AM ID: c6a88d11-0538-487c-a535-0f7cbd20c317		
Marleen Bush, Contract Analyst Bushml@co.monterey.ca.us Security Level: Email, Account Authentication (None)		
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Christel Lucero, DSS Finance lucero@co.monterey.ca.us Security Level: Email, Account Authentication (None)		
Electronic Record and Signature Disclosure: Not Offered via DocuSign		

Carbon Copy Events	Status	Timestamp
---------------------------	---------------	------------------

Richard Cheatham

rcheatham@ccgoodwill.org

Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:

Accepted: 7/9/2020 2:56:51 PM

ID: 0d666b3e-b08e-40d6-945c-425b684176e5

Witness Events	Signature	Timestamp
-----------------------	------------------	------------------

Notary Events	Signature	Timestamp
----------------------	------------------	------------------

Envelope Summary Events	Status	Timestamps
--------------------------------	---------------	-------------------

Envelope Sent

Hashed/Encrypted

7/22/2020 4:57:37 PM

Payment Events	Status	Timestamps
-----------------------	---------------	-------------------

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Social Services (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Social Services:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: urenael@co.monterey.ca.us

To advise Social Services of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at urenael@co.monterey.ca.us and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Social Services

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to urenael@co.monterey.ca.us and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Social Services

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to urenae1@co.monterey.ca.us and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Social Services as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Social Services during the course of your relationship with Social Services.