

ORIGINAL

**COUNTY OF MONTEREY STANDARD AGREEMENT  
(MORE THAN \$100,000)**

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

United Way of Monterey County

(hereinafter "CONTRACTOR").

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

**1.0 GENERAL DESCRIPTION.**

1.01 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** volunteer community service opportunities for CalWORKs customers who need additional employment experience to successfully compete for unsubsidized employment.

**2.0 PAYMENT PROVISIONS.**

2.01 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 \$ 128,000.00.

**3.0 TERM OF AGREEMENT.**

3.01 The term of this Agreement is from July 1, 2014 to June 30, 2015, 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.**

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

**Exhibit A** Scope of Services/Payment Provisions

See Page 10 (a) List of Exhibits

## 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.

- 8.01 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

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.)*

**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 at all times 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.

- 10.01 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.
- 10.02 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.
- 10.03 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.
- 10.04 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.
- 10.05 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.

12.01 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.

13.01 In the performance of work, duties, and obligations under this Agreement, CONTRACTOR is at all times 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 particular 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.

14.01 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:

<b>FOR COUNTY:</b>	<b>FOR CONTRACTOR:</b>
Marcie Castro, MA III	Yuri Anderson, Director of Community Impact
Name and Title	Name and Title
730 La Guardia Street	60 Garden Court, Suite 350
Salinas, CA 93905	Monterey, CA 93940
Address	Address
(831) 796-3398 fax: (831) 796-3321	(831) 372-8026 fax: (831) 372-4945
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.
- 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.

-----*This section left blank intentionally*-----

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

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Department Head (if applicable)

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Board of Supervisors (if applicable)

Date: \_\_\_\_\_

Approved as to Form<sup>1</sup>

By: Kay Beeman  
County Counsel

Date: 5/12/14

Approved as to Fiscal Provisions<sup>2</sup>

By: [Signature]  
Auditor/Controller

Date: 5/12/14

Approved as to Liability Provisions<sup>3</sup>

By: \_\_\_\_\_  
Risk Management

Date: \_\_\_\_\_

\_\_\_\_\_  
United Way of Monterey County  
Contractor's Business Name\*

By: [Signature]  
(Signature of Chair, President, or  
Vice-President)\*

MARY L. ADAMS President & CEO  
Name and Title

Date: 5/7/14

By: [Signature]  
(Signature of Secretary, Asst. Secretary, CFO,  
Treasurer or Asst. Treasurer)\*

SHARON LAGANA, CFO  
Name and Title

Date: 5/7/14

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

\*INSTRUCTIONS: If CONTRACTOR is a corporation, including limited liability and non-profit corporations, the full legal name of the corporation shall be set forth above together with the signatures of two specified officers. If CONTRACTOR is a partnership, the 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.

<sup>1</sup>Approval by County Counsel is required

<sup>2</sup>Approval by Auditor-Controller is required

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

## List of Exhibits

Exhibit A	Scope of Services/Payment Provisions
Exhibit B	DSS Additional Provisions
Exhibit C	Budget
Exhibit D	Invoice
Exhibit E	Monthly Narrative Report
Exhibit F	Monthly Statistical Report
Exhibit G	WEX CS Program Update
Exhibit H	Community Service Referral Form
Exhibit I	Authorization for Release of Information
Exhibit J	Child Abuse Reporting Certification
Exhibit K	Elder Abuse Reporting Certification
Exhibit L	HIPAA Certification
Exhibit M	Lobbying Certification
Exhibit N	Audit Requirements

**SCOPE OF SERVICES / PAYMENT PROVISIONS**

**UNITED WAY of MONTEREY COUNTY**  
CalWORKs Employment Services – Community Service Program

*July 1, 2014 - June 30, 2015*

**I. CONTRACTOR INFORMATION**

Contractor Name: United Way Monterey County  
Mailing Address: 60 Garden Court, Suite 350  
Monterey, CA 93940

Contact Person: Yuri Anderson, Director of Community Impact  
Agency Telephone: (831) 372-8026, ext. 106 / Agency FAX: (831) 372-4945  
Mayra Perez, Salinas Office 757-3206  
Agency e-mail: [yanderson@unitedwaymcca.org](mailto:yanderson@unitedwaymcca.org)

Site Name: United Way Monterey County – Salinas Office  
Site Mailing Address: 376 Main Street  
Salinas, CA 93901

**II. COUNTY CONTRACT MANAGER**

County Contract: Marcie Castro, Management Analyst III  
Manager Department of Social and Employment Services  
Address: 730 La Guardia Street  
Salinas, CA 93905

Telephone: (831) 796-3398  
FAX: (831) 796-3321  
E-Mail: [castrom@co.monterey.ca.us](mailto:castrom@co.monterey.ca.us)

**III. DESCRIPTION OF COUNTY-FUNDED SERVICES**

CONTRACTOR shall work collaboratively with COUNTY to make volunteer community service opportunities available to CalWORKs customers who need additional employment experiences to successfully compete for unsubsidized employment in the public and private sectors. The goal of the program is to enhance and develop participants' employment skills and for the participant to obtain unsubsidized employment.

COUNTY staff will refer customers to the United Way Volunteer Center. Prior to referral, customers will have participated in employment readiness and job search activities and may have education or training that provides them with specific employment skills. Some customers will be unemployed. Others will be employed less than full time or need to gain experience in order to advance in employment, or to make

United Way of Monterey County, Exhibit A  
*July 1, 2014 – June 30, 2015*

## EXHIBIT A

an employment change. COUNTY staff will work closely with United Way Volunteer Center staff to ensure that supportive services are available to community service participants, including subsidized child care and transportation, evaluation and treatment of learning disabilities, substance abuse, mental health or domestic violence issues, and assistance with items needed for employment or volunteer service such as, but not limited to, clothing, licenses, books, or tools.

### IV. CONTRACTOR RESPONSIBILITIES

CONTRACTOR shall:

1. Develop Community Service sites and volunteer positions with not-for-profit organizations and public agencies in locations, and of the type and quantity, needed to serve CalWORKs customers referred by COUNTY a minimum of two (2) days per month;
2. Work with not-for-profit organizations and public agencies to develop volunteer positions in southern Monterey County when COUNTY refers sufficient individuals to keep one or more volunteer positions filled. Report on efforts and accomplishments as part of the Monthly Statistical and Narrative Reports (**Exhibits E and F**) submitted to COUNTY;
3. Work with not-for-profit organizations and public agencies to develop volunteer positions that are suitable for customers who are monolingual in a language other than English, or who have limited English proficiency and who are simultaneously enrolled in English as a Second Language (ESL) or High Intensity Language Training (H.I.L.T.) classes. Report on efforts and accomplishments to develop these sites as part of the Monthly Statistical and Narrative Reports (**Exhibits E and F**) submitted to COUNTY;
4. Identify sites and volunteer positions for short-term, temporary assignments, and refer customers to these short-term, temporary placements while they are completing requirements, such as fingerprinting or training, for longer-term placements and during school breaks. These short-term placements are needed to maintain the urgency of being engaged in welfare-to-work activities at all times for the customer and for COUNTY work participation rate (WPR) compliance;
5. Refer CalWORKs customers to private nonprofit and public agency volunteer positions that will build on and expand the customer's existing skills with a goal of increasing their employability and earnings potential;
6. Serve as a liaison to all participating organizations and agencies;
7. Provide case management and assistance to CalWORKs participants in the Community Service Program to increase their success in volunteer work;

## EXHIBIT A

8. Work with customers, COUNTY, and site managers to address unsatisfactory participation;
9. Conduct intake interviews with CalWORKs customers at the United Way office in Salinas, a minimum of one (1) day per month in King City, and a minimum of two (2) days per month at the Seaside One-Stop Career Center when there are sufficient referrals of Seaside customers. Other locations may be arranged on a case-by-case basis if needed;
10. Work with COUNTY during the development of a Welfare-To-Work Plan for customers, including participation in three-way meetings with COUNTY staff, the customer, and CONTRACTOR Volunteer Coordinators, when requested;
11. Provide bi-lingual (English-Spanish), bi-cultural services on an as-needed basis. At a minimum maintain the capacity to set appointments, conduct intake and provide case management in Spanish, either directly or through use of a translator;
12. Identify barriers to employment during the participant's assessment/intake process and during case management contacts and make recommendations about addressing the barriers to the appropriate COUNTY case manager;
13. Provide information and forms as provided by COUNTY to sites so that sites can make a first report of an on-the-job injury sustained by a CalWORKs customer to the CalWORKs Workers Compensation carrier. Require sites to inform CONTRACTOR of any injuries that occur. Inform the COUNTY Contract Manager of any injuries reported by sites and provide a copy of the first report and case number assigned by the Workers Compensation carrier to the COUNTY;
14. Submit a Monthly Report via Encrypted Email (**Exhibit F**) to COUNTY one time per month after the time sheets are received from sites so that hours worked in the previous month are reflected. The report is submitted with the monthly claim for payment by the 10<sup>th</sup> of each month;  
  
In addition, if needed, the COUNTY may request an updated report at another time. When requested, this report shall be submitted via Encrypted Email no later than seven (7) business days following the receipt of a request;
15. Answer inquiries from a COUNTY case manager about the status of a customer within two (2) working days;
16. Contact sites within ten (10) calendar days of a customer being assigned to determine if the customer has reported to the site and is attending as scheduled;
17. CONTRACTOR will follow-up with sites monthly for updates on customers;

## EXHIBIT A

18. Customers not meeting required expectations after the first month will be evaluated for placement hold by CONTRACTOR after consultation with COUNTY;
19. Report failure of a customer to show for an intake appointment or a scheduled meeting with United Way Volunteer Center staff as scheduled to the COUNTY case manager using a WEX / CS PU (**Exhibit G**) within two (2) working days of discovery;
20. Customers not rescheduling the appointment within ten (10) calendar days will be placed on hold by CONTRACTOR;
21. Customers failing to attend a scheduled appointment will be considered for compliance action after COUNTY receives notification from CONTRACTOR.
22. If a customer fails to report to a site as scheduled CONTRACTOR will attempt to contact the customer by telephone, mail, or in person at their work site a minimum of once within the next five (5) working days after discovery to determine the reason for missing the work assignment and take appropriate action as follows after discussing the situation with the customer:
  - Establish a new date with the customer to report to the volunteer site no later than one (1) week from the date of the contact and inform COUNTY of the new date;
  - If the customer appears to need an exemption from participation or has good cause for temporarily not participating, refer the customer to their COUNTY case manager and contact the COUNTY case manager with the information so that the case manager can document the situation and take appropriate action;
  - If it appears that customer needs assistance with child care, transportation or other supportive services in order to participate, refer them back to the COUNTY case manager for assistance and inform COUNTY of the reason the customer is not participating, and that they have been referred back to the COUNTY case manager for assistance;
  - If modification of the assignment or change to a different assignment appears desirable, work with the site manager and customer to reach agreement on next steps, and inform the COUNTY case manager of actions taken;
  - Take other actions as appropriate to resolve the lack of participation and inform COUNTY of the steps taken;
  - If unable to contact the customer within the five (5) working days, inform COUNTY and hold the case open for thirty (30) days from the last attempted contact date to see if the customer initiates contact or participation, or COUNTY asks you to close the case.

## EXHIBIT A

23. Case Management after placement: Contact each referred customer whose case is open at a minimum of once every three (3) months (quarterly) for a face-to-face or telephone conversation to assess how the assignment is working out, whether any changes are needed, what new skills are being learned, what else is needed to be able to become employed, whether the customer is ready to try Job Search again, and whether the customer needs any type of assistance to be more successful on the job. Document the contact and provide information obtained to the COUNTY case manager. Quarterly reviews may be waived for certain customers, if the COUNTY case manager agrees;
24. Volunteer Coordinator may visit customers at sites with the customer's and site's agreement being mindful to keep confidential the fact that a customer is receiving public assistance unless the customer has signed a release of information allowing disclosure of the information;
25. CONTRACTOR will notify the COUNTY when the caseload reaches 170 of 200 caseload capacity. COUNTY and CONTRACTOR will agree on actions for resolution.

### V. COUNTY RESPONSIBILITIES

COUNTY shall:

- A. Submit the following information to the CONTRACTOR with each referral:
  1. A completed WEX / Community Service Referral & Customer's Legal History (WEX / CSP 1) (**Exhibit H**);
  2. A copy of the customer's current Welfare-To-Work Plan or Activity Agreement, including the hours and days of the week that the customer will be engaged in Welfare-To-Work activities other than Community Service;
  3. The dates that the customer completed Job Readiness workshops and Job Search activities;
  4. A signed Authorization for Release of Information (ABCDM 228 UWVC-Rev. 5/10) (**Exhibit I**); and
  5. A statement of any identified barriers to employment, such as learning disabilities and/or health issues, and the accommodations in place or needed to address these.
  6. A copy of customer's resume.
- B. Provide CONTRACTOR promptly with change of status updates such as: increase or decrease in required community service hours, case closures, exemptions, temporary good cause, and other similar information using the WEX / CS Program Update form (WEX / CS PU) (**Exhibit G**).
- C. Respond to inquiries from CONTRACTOR about the status of a customer or requests for other information within five (5) working days;



- D. Provide necessary supportive services for customers to participate in Community Service activities.

**VI. REPORTING REQUIREMENTS**

- A. CONTRACTOR shall provide written documentation, including encrypted electronic mail, using the Work Experience (WEX)/ Community Service (CS) Program form (**Exhibit G**) about the status of a referred customer promptly when contacted by COUNTY Employment and Training (CWES) staff.
- B. CONTRACTOR shall submit a monthly Statistical Report (**Exhibit F**), and Narrative Report (**Exhibit E**) showing hours worked in the previous month by the 10<sup>th</sup> of each month. Both reports shall accompany the monthly Invoice (**Exhibit D**).
- C. CONTRACTOR and COUNTY shall use encryption or similar method when transmitting reports, forms or any personally identifiable information of customers via e-mail to ensure the integrity of confidential information as specified under law, including but not limited to Welfare and Institutions Code Section 10850.

**VII. PAYMENT PROVISIONS**

COUNTY shall pay CONTRACTOR according to the terms set forth in Section 6. PAYMENT CONDITIONS, of this Agreement. CONTRACTOR shall submit a monthly invoice to COUNTY (**Exhibit D**) no later than the 10<sup>th</sup> day of each month for expenses incurred during the previous month. Payment will be based on the Program Budget (**Exhibit C**).

The total amount payable by COUNTY to CONTRACTOR under this Agreement shall not exceed **one hundred twenty eight thousand dollars (\$128,000)**.

## EXHIBIT B

### MONTEREY COUNTY DEPARTMENT OF SOCIAL SERVICES

#### ADDITIONAL PROVISIONS

##### I. PAYMENT BY COUNTY:

**1.01 Monthly Claims by CONTRACTOR:** Not later than the 10<sup>th</sup> day of the month following the month of service, CONTRACTOR shall submit to COUNTY a signed invoice, setting forth the amount claimed. The invoice shall be submitted in the form set forth in **Exhibit D**.

**1.02 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 C**. Only the costs listed in **Exhibit C** 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.

**1.03 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.

**1.04 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.

**1.05 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

## EXHIBIT B

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.

## EXHIBIT B

- 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

## EXHIBIT B

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

## EXHIBIT B

Agreement. Such statement shall be available to employees, recipients of services, and members of the public, upon request.

**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 **Yuri Anderson** 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

## EXHIBIT B

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 DSES 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 DSES Contact/Program Analyst, submit a written complaint, together with any evidence, to the DSES Division 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 Division 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 & Employment Services.

B. CONTRACTOR's appeal of the Division 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.



Employment Services – CalWORKs Community Service Program  
**July 1, 2014 – June 30, 2015**  
 Name of Agency: United Way Monterey County

**Budget**

CATEGORY	Established Program (200 active cases)
<b>Personnel-Salaries</b>	
Community Impact Manager 37.5 hours/week @ \$17.86	\$34,827
Community Outreach Associate 40 hours/week @ \$21.26	\$44,220
<b>Personnel Benefits</b>	
Life / Disability Insurance	\$946
Workers' Compensation	\$619
Payroll Taxes	\$ 6,916
Medical Insurance	\$12,042
Pension (8% of salary)	\$7,906
<b>SUBTOTAL - PERSONNEL SERVICES</b>	<b>\$107,476</b>
<b>Operating Expenses</b>	
Rent	\$9,252
Technology License	\$2,376
Mileage	\$1,800
Program Supplies	\$2,000
Postage	\$236
Printing (outreach materials)	\$500
Professional/Consultant Fees	\$0
Communications (telephone, efax, Voltage)	\$1,200
Janitorial	\$384
Utilities	\$760
InfoTech Support	\$2,016
<b>SUBTOTAL OPERATING EXPENSES</b>	<b>\$20,515</b>
<b>TOTAL PROGRAM COST</b>	<b>\$128,000</b>

**Monthly Report of Expenditures (Contractor Invoice)**

Employment Services – CalWORKs Community Service Program  
July 1, 2014 through June 30, 2015

**Name of Agency: United Way Monterey County**

Month \_\_\_\_\_

CATEGORY	TOTAL CONTRACT BUDGET	CURRENT MONTH INVOICED	YEAR TO DATE INVOICED	BALANCE REMAINING
<b>Personnel-Salaries</b>				
Community Impact Manager	<b>\$34,827</b>			
Community Outreach Associate	<b>\$44,220</b>			
<b>Personnel Benefits</b>				
Life / Disability Insurance	<b>\$946</b>			
Workers' Compensation	<b>\$619</b>			
Payroll Taxes	<b>\$6,916</b>			
Medical Insurance	<b>\$12,042</b>			
Pension	<b>\$7,906</b>			
<b>Operating Expenses</b>				
Rent	<b>\$9,252</b>			
Technology License	<b>\$2,376</b>			
Mileage	<b>\$1,800</b>			
Program Supplies	<b>\$2,000</b>			
Postage	<b>\$236</b>			
Printing	<b>\$500</b>			
Professional/Consultant Fees				
Communications	<b>\$1,200</b>			
Janitorial	<b>\$384</b>			
Utilities	<b>\$760</b>			
InfoTech Support	<b>\$2,016</b>			
<b>Total</b>	<b>\$128,000</b>			

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

Person completing form \_\_\_\_\_ Phone no. (     ) \_\_\_\_\_

Authorized  
Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Approved for  
Payment \_\_\_\_\_ Date \_\_\_\_\_  
(Dept. of Social & Employment Services Authorized Representative)

EXHIBIT E MONTHLY NARRATIVE REPORT

**MONTH CalWORKS Community Service Report from MM/DD/YYYY to MM/DD/YYYY**

Referred CWES Worker	Customer Name	Case Number	Referral Date	Last Follow Up Dte	Customer Status	Last Case Note	Monthly Hours	Actual Monthly Hours	Community Service Site	Other Community Service Site	Case Manager	Case Status

**EXHIBIT F MONTHLY STATISTICAL REPORT**

**United Way Monterey - County CalWORKs Community Service Program**

**Monthly Statistical Report and Narrative for the month of MM/YYYY**  
**This data incorporates cases handled from MM/DD/YYYY to MM/DD/YYYY**

<b>Caseload Statistics</b>		<b>Number of Cases</b>	<b>Comments</b>
1	Number of Open Cases Carried Forward from Prior Month		
2	Referrals received from CalWORKS this month		
3	Cases closed this month		
4	Net Number of Open Cases at the end of this month		
<b>Status of Open Cases</b>			
5	Individuals meeting expectations		
6	Individuals not meeting expectations		
7	VC is working to place customer		
8	VC is waiting for information from agency.		
9	VC is waiting for information from CalWORKS staff/HOLD		
10	Customer has not contacted VC		
11	Customer is not placed - and placement seems unlikely due to remoteness or other factors (describe in comments)		
12	No Timesheet Received		
13	Total Open Cases (5-12 should total to line 14 and equal line 4)		

	<b>Efforts To Develop Community Service Sites &amp; Volunteer Postions</b>	<b>Monoglungal Site?</b>	<b>Short Term-Temporary Site?</b>
<b>Peninsula</b>			
<b>South County</b>			
<b>Salinas</b>			

**Community Service (CS) Program: Customer ID Section**

Customer Name:	Case #:	Date:
Mailing address	Residence address (if different)	Phone # Message #

**UPDATE SECTION:**

<b>TO:</b> <input type="checkbox"/> UWVC <input type="checkbox"/> CWES	<b>FROM:</b> <input type="checkbox"/> UWVC <input type="checkbox"/> CWES
Worker Name: Phone #	Worker Name: Phone #

- New address and/or phone number is:
- Found Full-time Employment; is meeting minimum participation requirements.\*\*
- Found Part-time Employment; please change CS hours to \_\_\_\_\_ per week beginning \_\_\_\_\_
- Customer is no longer required to participate in WTW activities as of: \_\_\_\_\_ \*\*
- Customer's CS hours requirement has changed, please change hours to \_\_\_\_\_ per week beginning \_\_\_\_\_
- CalWORKs case discontinued effective: \_\_\_\_\_ \*\*
- No contact by customer as of: \_\_\_\_\_
- Other:

\*\*Note: Customers who wish to continue participating in this activity on their own do so as private citizens. Any costs incurred or associated with participation after this notice date shall not be paid by CWES.

**You are requested to:**

- Update your records.
- Continue attendance tracking.
- Ensure site changes customer hours to new amount.
- Close your file on this customer effective: \_\_\_\_\_
- Consider initiating non-compliance process if appropriate.
- Provide an update on the customer's status by \_\_\_\_\_
- Other:

Please contact me if you have any questions

Name:	Phone #:	Email: <b>Must send securely.</b>	Date:
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**CWES Office Locations:**

- 200 Broadway, Ste. 62; King City, CA 93930
- 1760-D2 Fremont Blvd., Seaside, CA 93955
- 730 La Guardia Street, Salinas, CA 93905
- 713 La Guardia Street, Salinas, CA 93905

Volunteer Center Address:  
376 Main Street, Salinas, CA 93901

### Monterey County DSS Community Service Referral

<b>Referring EC / ES:</b>	<b>Date Referred:</b>
<b>Email:</b>	<b>Phone:</b>
<b>Customer Name:</b>	<b>Case Number:</b>
<b>Customer address:</b>	<b>Phone:</b> <b>Message Phone:</b>
<b>CalWORKs Status:</b> <input type="checkbox"/> Unable to find work <input type="checkbox"/> Completed training, No employment <input type="checkbox"/> Intermittent work (temp, seasonal, on call) <input type="checkbox"/> Other <input type="checkbox"/> Time left on aid <input type="checkbox"/> CS hours per week requirement (From CSP 2 worksheet)	<b>Employment Goal:</b>  <b>Customer KSAs<sup>1</sup>:</b> <input type="checkbox"/> Degree / Certificate  <input type="checkbox"/> License  <input type="checkbox"/> Training or OJT  <input type="checkbox"/> Strengths / Experience
<b>Potential Barriers:</b> (check all that apply) <input type="checkbox"/> Family Issues <input type="checkbox"/> Sanction <input type="checkbox"/> Housing <input checked="" type="checkbox"/> Physical Limitations <input type="checkbox"/> Domestic Abuse <input type="checkbox"/> Child Protective Services <input type="checkbox"/> Transportation <input type="checkbox"/> Mental Health <input type="checkbox"/> Drug / Alcohol <input type="checkbox"/> Appearance / Dress <input type="checkbox"/> Child Care <input type="checkbox"/> Ex-Offender <input type="checkbox"/> Legal Status <input type="checkbox"/> Other	<b>Site/Job Accommodation Needed Due To Learning Or Physical Disability?</b>  <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, list accommodation(s) needed:  1. 2. 3.  Language Preference:
<b>Customer completed:</b> <input type="checkbox"/> Job Readiness Workshop on <input type="checkbox"/> Job Search on  <b>Attachments:</b> <input type="checkbox"/> Welfare-To-Work Plan <input type="checkbox"/> ABCDM 228 UWVC Release of Info. <input type="checkbox"/> Customer's JSW résumé	<b>Volunteers Only:</b> <b>Meets the following referral criteria:</b> <input type="checkbox"/> EAP evaluation recommendation <input type="checkbox"/> LD evaluation recommendation <input type="checkbox"/> Completed education/training and needs experience. <input type="checkbox"/> Needs a current work reference.
<b>Additional Comments or Other items that may impact customer's success in the assigned activities:</b>  _____  _____	
<small><sup>1</sup>KSA = Knowledge, Skills and Abilities. List any certificates / licenses / education or pertinent experience in the field.</small>	

**CWES CUSTOMER LEGAL HISTORY**

Customer Name: \_\_\_\_\_

Case Number: \_\_\_\_\_

**A declaration of your legal history is necessary to place you with the most appropriate Community Service Site. Some sites require background checks and drug tests. Every site has their own unique job requirements based upon the volunteer position and duties.**

**PLEASE ANSWER THE QUESTIONS BELOW:**

**1. Do you have any misdemeanors?** Select

If yes, explain and include the dates and description of the conviction(s):

**2. Do you have any felonies?** Select

If yes, explain and include the dates and description of the conviction(s):

**3. Are you currently on probation?** Select

If yes,  Formal  Informal

Explain and include the dates and description of the conviction(s)

**4. Are you currently on parole?** Select

If yes, explain and include the dates and description of the conviction(s)

**5. Do you currently have any court ordered community service/mandates etc. that would prevent you from attending anytime during the week?** Select

**6. Have you ever been on Probation or Parole?** Select

If yes, include the termination date(s):

**7. Do you have any court ordered restrictions?** Select

If yes, detail the restrictions:

**8. Do you have a current conviction disposition (rap sheet)?** Select

**9. If you have had prior or current convictions, have you started the process to expunge your records?** Select

**10. If no, would you like to?** Select

I certify that the above answers are truthful and correct. I understand that not answering these questions truthfully could jeopardize my employment.

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_

CWES Case Manager Signature: \_\_\_\_\_

CASE #: \_\_\_\_\_

EC #: \_\_\_\_\_

**AUTHORIZATION FOR  
RELEASE OF INFORMATION**

**To: Monterey County Department of Social and Employment Services**  
(AGENCY OR INDIVIDUAL FROM WHOM INFORMATION IS REQUESTED)

I, \_\_\_\_\_, RESIDING AT  
\_\_\_\_\_ HEREBY AUTHORIZE YOU  
TO RELEASE TO THE **United Way Volunteer Center** SPECIFIC INFORMATION REQUESTED BY  
THIS AGENCY CONCERNING: **Case status, Welfare To Work Plan, hours of assignment and  
case management information.**

I FURTHER AUTHORIZE THE SHARING OF INFORMATION BETWEEN BOTH AGENCIES  
REGARDING MY WELFARE TO WORK OR COMMUNITY SERVICES PLAN ACTIVITIES. THIS  
INFORMATION IS NEEDED FOR THE FOLLOWING PURPOSE:

**Placement and monitoring in Community Service work site.**

DISCLOSURE IS AUTHORIZED FOR THE PERIOD OF: \_\_\_\_\_

I HAVE THE RIGHT TO REVOKE THIS AUTHORIZATION AT ANY TIME.

THIS FORM WAS COMPLETED IN ITS ENTIRETY AND WAS READ BY ME (OR READ TO ME) PRIOR TO SIGNING.

SIGNATURE OF WTW CUSTOMER		DATE
BIRTH DATE	MOTHER'S MAIDEN NAME	



**CHILD ABUSE & NEGLECT REPORTING  
CERTIFICATION**

**United Way of Monterey County**

HEREBY acknowledges that this contract for services will bring CONTRACTOR in contact with children, and that CONTRACTOR has received from COUNTY a copy of Penal Code Sections 11165.7 and 11166 as required by the Child Abuse and Neglect Reporting Act (Penal Code Sections 11164, et seq). CONTRACTOR further certifies that it has knowledge of the provisions of the Act, and will comply with its provisions, which define a mandated reporter and requires that reports of child abuse or neglect be made by a mandated reporter whenever, in his or her professional capacity or within the scope of his or her employment, he/she has knowledge or observes a child whom he/she knows or reasonably suspects has been a victim of neglect or abuse.

CONTRACTOR further gives assurance that all of its employees, consultants, and agents performing services under this Agreement, who are mandated reporters under the Act, sign statements indicating that they know of, and will comply with, the Act's reporting requirements.

  
Authorized Signature

5-7-14  
Date

- ◆ 24-hour Bilingual Child Abuse Hotline 1-800-606-6618
- ◆ Mandated Child Abuse Reporter Training is available, at no cost, through the Child Abuse Prevention Council of Monterey County (CAPC), 755-4737.

**ELDER/DEPENDENT ADULT  
ABUSE & NEGLECT REPORTING  
CERTIFICATION**

**United Way of Monterey County**

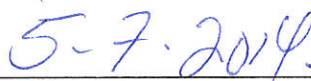
HEREBY acknowledges that this contract for services will bring CONTRACTOR in contact with dependent adults or elders, and that CONTRACTOR has received from COUNTY a copy of Welfare & Institutions Code Section 15659 as required by the Elder Abuse and Dependent Adult Civil Protection Act (Welfare & Institutions Code Sections 15600, et seq). CONTRACTOR certifies that it has knowledge of the provisions of the Act, and will comply with its provisions which define a mandated reporter, and requires that reports of abuse or neglect be made by a mandated reporter when, in his or her professional capacity, or within the scope of his or her employment, he/she observes or has knowledge of an incident that reasonably appears to be physical abuse, abandonment, isolation, financial abuse, or neglect.

Form SOC 341, Report of Suspected Dependent Adult/Elder Abuse, and General Instructions are available on the California Department of Social Services website: <http://www.dss.cahwnet.gov/cdssweb/entres/forms/English/SOC341.pdf>

CONTRACTOR further gives assurance that all of its employees, consultants, and agents performing services under this Agreement, who are mandated reporters under the Act, sign statements indicating that they know of and will comply with the Act's reporting requirements.

Form SOC 341A, Statement Acknowledging Requirement to Report Suspected Abuse of Dependent Adult and Elders, is available on the California Department of Social Services website: <http://www.dss.cahwnet.gov/cdssweb/entres/forms/English/SOC341A.pdf>

  
\_\_\_\_\_  
Authorized Signature

  
\_\_\_\_\_  
Date

To Report Suspected Dependent Adult/Elder Abuse during regular business hours, call  
**1 (800) 510-2020**

To Report Suspected Dependent Adult/Elder Abuse after hours, call **911**

WELFARE AND INSTITUTIONS CODE  
SECTION 15659

15659.

- (a) Any person who enters into employment on or after January 1, 1995, as a care custodian, health practitioner, or with an adult protective services agency or a local law enforcement agency, prior to commencing his or her employment and as a prerequisite to that employment shall sign a statement on a form, that shall be provided by the prospective employer, to the effect that he or she has knowledge of Section 15630 and will comply with its provisions. The signed statement shall be retained by the employer.
- (b) Agencies or facilities that employ persons required to make reports pursuant to Section 15630, who were employed prior to January 1, 1995, shall inform those persons of their responsibility to make reports by delivering to them a copy of the statement specified in subdivision (a).
- (c) The cost of printing, distribution, and filing of these statements shall be borne by the employer.
- (d) On and after January 1, 1995, when a person is issued a state license or certificate to engage in a profession or occupation the members of which are required to make a report pursuant to Section 15630, the state agency issuing the license or certificate shall send a statement substantially similar to the one contained in subdivision (a) to the person at the same time as it transmits the document indicating licensure or certification to the person.
- (e) As an alternative to the procedure required by subdivision (d), a state agency may cause the required statement to be printed on all application forms for a license or certificate printed on or after January 1, 1995.
- (f) The retention of statements required by subdivision (a), and the delivery of statements required by subdivision (b) shall be the full extent of the employer's duty pursuant to this section. The failure of any employee or other person associated with the employer to report abuse of elders or dependent adults pursuant to Section 15630 or otherwise meet the requirements of this chapter shall be the sole responsibility of that person. The employer or facility shall incur no civil or other liability for the failure of these persons to comply with the requirements of this chapter.

## EXHIBIT L

### 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

- (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.

## EXHIBIT L

- (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 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

**EXHIBIT L**

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

**CONTRACTOR:**

By: Casey L. Agnew

Title: President + CEO

Date: 5-7-14

**CERTIFICATION REGARDING LOBBYING**

**United Way of Monterey County**

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.

*Joseph L. Jones*  
Signature

*President + CEO*  
Title

*United Way Monterey County*  
Agency/Organization

*5-7-14*  
Date



**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 or audit reports covering the contract period, prepared by an independent Certified Public Accountant. The audit requirement is for the purpose of 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. Such audit shall be performed in accordance with the "Standards for Audit of Governmental Organizations, Programs, Activities, and Functions" as published by the Comptroller General of the United States, and in accordance with generally accepted auditing standards.

**1.02 Audit Submission /Fiscal Year-end**

CONTRACTOR shall provide COUNTY with the audit, or audit report, required herein no later than 120 days after the close of CONTRACTOR's Fiscal Year. If CONTRACTOR's fiscal records adhere to a Fiscal Year different from COUNTY's, then CONTRACTOR's audit will include a schedule(s) coinciding with COUNTY's Fiscal Year (July-June), or CONTRACTOR may submit a program specific audit coinciding with COUNTY's Fiscal Year (July-June).

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 in order to grant the extension. The submittal of the audit will continue to be required and due **no later than six (6) months** after the close of CONTRACTOR's fiscal year-end.

**1.03 Audit Format**

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

1) An annual independent audit and Management Letter conducted in accordance with Generally Accepted Auditing Standards (GAAS) and Government Auditing Standards (yellow book audit) issued by the Comptroller General of the United States. **The audit must identify all federal, state and matching funds issued under this Agreement as a note, or as a supplemental schedule of expenses within Contractor's audits.**

**-OR-**

2) If CONTRACTOR is not required to have an annual independent audit conducted in accordance with *both* Generally Accepted Auditing Standards (GAAS) and Government Auditing Standards (yellow book audit) issued by the Comptroller General of the United States, other than to comply with COUNTY's request, *then* an annual independent audit and Management Letter, conducted only in accordance with Generally Accepted Auditing Standards (GAAS) may be submitted *as long as the audit includes this grant/program as part of the testing*. **The audit must identify all federal, state and matching funds issued under this Agreement as a note, or as a supplemental schedule of expenses within Contractor's audits.**

**EXHIBIT N**

COUNTY reserves the right to require a program specific audit at COUNTY's discretion.

**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.

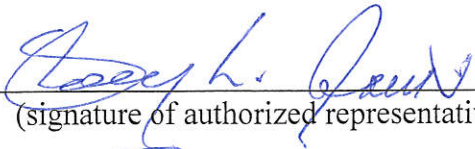
If CONTRACTOR is exempt from federal audit procedures under OMB Circular 133, then payment for this audit shall be made by CONTRACTOR with resources other than grant funds, or those used for matching purposes. If CONTRACTOR is not exempt from federal audit procedures under OMB Circular 133, the cost 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 OMB cost principles circulars, the Federal Acquisition Regulation (FAR) (48 CFR parts 30 and 31), or 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 any 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.

United Way of Monterey County

  
\_\_\_\_\_  
(signature of authorized representative)

5-7-14  
\_\_\_\_\_  
(date)