

**Agreement  
between the  
Monterey County Workforce Development Board (WDB)  
and  
Brennan Workforce Consulting  
for  
Provision of WIOA Title I Program and Fiscal Compliance Monitoring  
Services**

**I. DECLARATION**

This Agreement is entered into by and between the MONTEREY COUNTY WORKFORCE DEVELOPMENT BOARD, (hereinafter referred to as the WDB or the MCWDB) and Brennan Workforce Consulting (hereinafter referred to as “BWC” or “Contractor”).

The purpose of this Agreement is to formalize the working relationship and establish the roles and responsibilities of the WDB and Contractor for the provision of Workforce Innovation and Opportunity Act (WIOA) Compliance Monitoring services.

The scope of services, locations where on-site reviews are to be conducted, and expected deliverables are specified in Exhibit A – Scope of Services and budget summaries are specified in Exhibit B – Budget Summary. Exhibit C sets forth terms and requirements imposed by the Workforce Innovation and Opportunity Act (WIOA).

**II. BACKGROUND**

The WDB, a government entity created by federal statute, WIOA, is charged with overseeing the allocation of WIOA funds and the WIOA-funded program operations of the Adult, Dislocated Worker, and Youth programs in Monterey County.

By entering into this Agreement, Contractor agrees to provide WIOA Compliance Monitoring services for the WDB. Contractor agrees to review and comply with all WDB policies, located at [www.montereycountywdb.org](http://www.montereycountywdb.org), prior to the start of this contract.

**III. GENERAL AREA OF RESPONSIBILITY**

The general areas of responsibility between the parties to this Agreement and the scope of services to be provided are detailed in Exhibit A of this Agreement. Pursuant to Exhibit A, the parties expressly agree that Contractor is bound to comply with all the requirements of the WIOA as set forth in Exhibits A and C, and that the WDB shall oversee such activities.

This document and Exhibits A through C contain the entire Agreement of the parties and supersede all negotiations, verbal or otherwise, and any other agreement or any established practice(s) between the parties hereto.

**IV. GENERAL PROVISIONS**

## **A. TERM**

This Agreement shall be effective retroactive to **July 1, 2022** and remain in full force and effective through **June 30, 2023**, unless sooner terminated as provided herein. WDB may terminate this Agreement by giving ninety (90) calendar days written notice to Contractor, with or without cause. If WDB terminates this Agreement, WDB may proceed to direct available funding to another provider of WIOA Compliance Monitoring services. This Agreement is contingent upon available funding.

The WDB has the right to renew this Agreement for three (3) additional one (1) year terms, upon thirty (30) days written notice to the Contractor before the expiration of the initial term of the Agreement. Renewal will be contingent on Contractor's satisfactory achievement of agreed upon performance measures, delivery of the services specified by this agreement, availability of funding, and agreement to the renewal determination by the WDB and Chief Elected Official – the Monterey County Board of Supervisors – of the local Monterey County workforce development area. In the event the WDB exercises its right of renewal, all terms and conditions, requirements and specifications of this Agreement shall remain the same and shall apply during renewal terms. This Agreement will not automatically renew.

## **B. CONTRACT ADMINISTRATORS**

Contractor hereby designates Colleen Brennan, Owner and Principal Consultant, 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.

The WDB hereby designates the Executive Director of the WDB as its Contract Administrator for this Agreement. All matters concerning this Agreement which are within the responsibility of the WDB shall be under the direction of, or shall be submitted to the WDB Contract Administrator.

Either party may change its designated Contract Administrator upon giving notice pursuant to Section G - Notice.

## **C. FISCAL / REPORTING**

1. Funding available for the project term of July 1, 2022 to June 30, 2023 is \$45,000. The budget summary is detailed in the attached Exhibit B.
2. The WDB shall serve as the fiscal agent for this Agreement and as such will bear primary responsibility for processing of Contractor's reimbursement.
3. Subject to receipt of funds from the State, the WDB's fiscal office shall approve the reimbursement for services rendered as outlined in Exhibit B of this Agreement. The WDB shall reimburse Contractor for allowable expenditures claimed, within forty-five (45) calendar days after timely receipt of Contractor's properly completed and documented invoice for reimbursement, or as soon thereafter as is reasonable, provided Contractor is following the terms and conditions of this Agreement.

Contractor may not assign any additional costs or fees to any participants or other funding sources outside those identified within this Agreement.

#### **D. COMMUNICATION**

Contractor shall provide the specified services through processes established by the WDB and in compliance with applicable local, state, and federal regulations. Contractor shall provide all duties and services as specified in the attached Exhibit A. Meetings between Contractor and WDB shall be scheduled, as needed, to discuss Contractor performance and other issues that affect either party to this Agreement.

#### **E. INDEMNIFICATION**

Contractor shall indemnify, defend, and hold harmless the WDB and Monterey County, and their 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 WDB or Monterey County. "Contractor's performance" includes Contractor's action or inaction and the action or inaction of Contractor's officers, employees, agents and subcontractors.

Contractor's duty of indemnification as described in this section shall survive termination of this Agreement and shall extend to the expiration of the statute of limitations applicable to claims arising out of this Agreement.

#### **F. INSURANCE**

**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 Monterey 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 such, insurance has been approved by Monterey County. This approval of insurance shall neither relieve nor decrease the liability of the Contractor.

**Qualifying Insurers:** All coverages, 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.

**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.

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 \$1,000,00 per occurrence.

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 statutory limits or \$1,000,000 each person, \$1,000,000 each accident and \$1,000,000 each disease.

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.

**Other Insurance Requirements:** All insurance required by this Agreement shall be with a company acceptable to the WDB and Monterey 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 WDB and Monterey 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 WDB and Monterey County, their 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 WDB and Monterey 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 WDB, Contractor shall file certificates of insurance with the Monterey County's Contract Administrator and 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 the WDB and Monterey County, annual certificates to Monterey County's Contract Administrator and Monterey County's Contracts/Purchasing Division. If the certificate is not received by the expiration date, the WDB or Monterey 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 the WDB, at its sole discretion, to terminate this Agreement immediately.

## G. NOTICE

Notices provided pursuant to this Agreement shall be given personally, by email or by regular mail addressed to each of the following:

Colleen Brennan	Chris Donnelly
Owner and Principal Consultant	Executive Director
Brennan Workforce Consulting	Monterey County Workforce Development Board
754 Carr Avenue	344 Salinas Street, Suite 101
Aromas, CA 95004	Salinas, CA 93901

(408) 838-4373	(831) 759-6644
colleendianebrannan@gmail.com	Donnellyc@co.monterey.ca.us

**H. CONSTRUCTION, INTERPRETATION AND INTEGRATION OF AGREEMENT**

The WDB and Contractor agree that each party has fully participated in the review and drafting 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. 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 Agreement shall be governed by and interpreted under the laws of the State of California and applicable federal law. Venue of litigation arising under this Agreement shall be in the Superior Court of California, Monterey County.

**I. NON-EXCLUSIVE AGREEMENT**

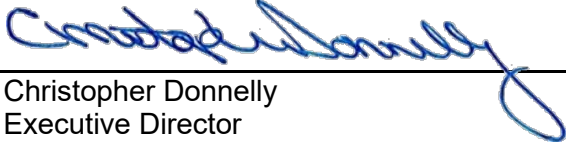
This Agreement is non-exclusive. The WDB expressly reserves the right to contract with other entities for provision of the same or similar services.

**J. EXHIBITS**


The following exhibits are attached hereto and incorporated by reference:

1. Exhibit A – Scope of Services
2. Exhibit B – Budget Summary
3. Exhibit C – WIOA Compliance, Certifications, and Assurances
4. Exhibit D – Insurance Modification

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first herein above written.

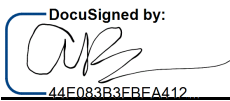
BY:   
\_\_\_\_\_  
Christopher Donnelly  
Executive Director  
Monterey County Workforce Development Board

8/26/22  
\_\_\_\_\_  
Date

BY:   
\_\_\_\_\_  
Colleen Brennan  
Owner and Principal Consultant  
Brennan Workforce Consulting

8/23/21  
\_\_\_\_\_  
Date

Approved as to form:

BY:   
\_\_\_\_\_  
Deputy County Counsel, Monterey County

8/30/2022 | 2:13 PM PDT  
\_\_\_\_\_  
Date

## EXHIBIT A

### SCOPE OF SERVICES WIOA Title I Program and Fiscal Compliance Monitoring Services

July 1, 2022 through June 30, 2023

- I. **PROJECT OVERVIEW:** The purpose of this agreement is to formalize the working relationship and establish the roles and responsibilities of the Monterey County Workforce Development Board (WDB) and Brennan Workforce Consulting (Contractor) for the provision of Workforce Innovation and Opportunity Act (WIOA) Title I subrecipient program and fiscal/procurement compliance monitoring services. The federal Uniform Administrative Guidance (2 CFR Part 200 Subpart D) requires that the WDB determine whether WIOA Title I-funded services administered by subrecipients under agreements with the WDB comply with federal and State of California statutes, regulations, and directives.
- II. **PROJECT PERIOD:** July 1, 2022 through June 30, 2023.
- III. **DESIGNATED SERVICE PROVIDERS:** Contractor shall monitor the following subrecipients providing WIOA Title I-funded services for the WDB:
- Equus Workforce Solutions: Adult, Dislocated Worker and Youth services; and
  - Turning Point of Central California, Inc. (Turning Point): Youth services.

#### IV. **DUTIES AND RESPONSIBILITIES:**

##### A. **Program Compliance Monitoring Services**

- i. **On-Site Reviews:** Contractor will complete annual on-site monitoring activities by June 30<sup>th</sup> of each year of the agreement, to include the following:
- a. On-site entrance conference with subrecipient staff and WDB staff;
  - b. Eligibility and records review of a minimum of 80 Adult and Dislocated Worker files and a minimum of 30 Youth files, maintained on participants enrolled in the Adult, Dislocated Worker, and Youth programs during Program Years 2020-2021 and 2021-22;
  - c. Interviews with subrecipient staff;
  - d. Interviews with participants;
  - e. Assessment of the quality of services delivered by subrecipient, service levels provided by subrecipient, and participant activity levels;
  - f. Review of subrecipient program design and implementation;
  - g. Review of contract planned versus actual performance by subrecipient;
  - h. Determination of whether subrecipient is providing WIOA Title I program services in compliance with applicable nondiscrimination and equal opportunity laws and regulations specified in WIOA Section 188 and 29 CFR Part 38; and
  - i. On-site exit conference with subrecipient staff and WDB staff.
- ii. **Monitoring Tools:** Contractor will utilize standard monitoring instruments, approved in advance by the WDB, covering the following areas:
- a. CalJOBS documents review to ensure that all are in accordance with laws, regulations, and the provisions of contracts or agreements;
  - b. Participant file review for each funding source (Adult, Dislocated Worker, and Youth) for new WIOA participants and participants carried in from the prior program year;



- c. Participant interviews;
  - d. Assessment of classroom training provided to participants by state-approved training providers, including adequacy of referrals to meet participants' skill development needs, whether referrals are performed in correct sequence based upon local WDB policy, adequacy of approvals including whether they are based on an individualized assessment of local demand sectors, and assessment of whether trainings result in credentials, the credential rate for classroom training, completions, and completions by participants who successfully take required testing;
  - e. Review of on-the-job training (OJT) and incumbent worker training provided to participants by either the employer of record or by state-approved training providers;
  - f. Analysis of Return on Investment (ROI) on training expenditures;
  - g. Monitoring the quality of worksite/internship/externship services provided to participants;
  - h. Assessment of subrecipient's placement of participants in local in-demand sectors; and
  - i. Equal Opportunity and nondiscrimination compliance.
- iii. Monitoring Reports: Contractor will issue a draft monitoring report within 15 business days of the exit conference to the subrecipient and the WDB. The report will follow a standard review methodology and will include the following information:
- a. Name of subrecipient;
  - b. Agreement number;
  - c. Findings that record:
    - i. Condition;
    - ii. Cause;
    - iii. Criteria (includes citation of the relevant regulation, directive, or policy);
    - iv. Corrective action; and
    - v. Due dates for completion of corrective action.
- iv. Resolution: Contractor will undertake the following to resolve the annual compliance review:
- a. Assessment of and determination of the adequacy of the subrecipient's response to draft report (i.e., whether a subrecipient's response has or will rectify concerns raised); and
  - b. Issuance of a final monitoring report and development of a corrective action plan, if a corrective action plan is necessary, to the subrecipient and WDB.
- v. Presentations: Contractor will provide a presentation on the outcomes of program monitoring to the WDB's Oversight and Executive committees, and to the full WDB.

## **B. Fiscal Compliance Monitoring Services:**

- i. On-Site Reviews: Contractor will complete annual on-site monitoring activities by June 30<sup>th</sup> of each year of the agreement, and will include the following activities:
  - a. On-site entrance conference with subrecipient staff and WDB staff;
  - b. Fiscal and procurement records review to:
    - i. Determine that expenditures have been made against the proper cost categories and within the cost limitations specified in the WIOA;
    - ii. Confirm that fiscal integrity is ensured, and auditable records are

- maintained;
  - iii. Confirm that procurement of goods and services from vendors used by subrecipients comply with standards of Federal Uniform Guidance (2 CFR §200.318-326) and California Employment Development Department Workforce Services Division Directives for procurement and fiscal management ([www.edd.ca.gov/Jobs\\_and\\_Training/pubs](http://www.edd.ca.gov/Jobs_and_Training/pubs));
  - c. Determination of whether expenditures have been made against the proper cost categories and within the cost limitations specified in the WIOA;
  - d. Confirmation that fiscal integrity is ensured, and auditable records are maintained;
  - e. Analysis of subrecipient costs and expenditures as measured by program deliverables;
  - f. Interviews with subrecipient's fiscal staff; and
  - g. On-site exit conference with subrecipient staff and WDB staff.
- ii. Monitoring Tools: Contractor will utilize standard monitoring instruments covering the following areas:
- a. Agency administration;
  - b. Expenditure reporting;
  - c. Program and Administrative costs;
  - d. Training expenditure requirements;
  - e. Internal controls;
  - f. Cost Allocation;
  - g. Single Audit;
  - h. Procurement Policy;
  - i. Procurement Methods; and
  - j. Interviews with subrecipient's fiscal staff.
- iii. Monitoring Reports: Contractor will issue a draft monitoring report within 15 business days of the exit conference to the subrecipient and the WDB. The report will include the following information:
- a. Name of subrecipient
  - b. Agreement number
  - c. Findings that record:
    - i. Condition;
    - ii. Cause;
    - iii. Criteria (includes citation of the relevant regulation, directive, or policy);
    - iv. Corrective action; and
    - v. Due dates for completion of corrective action.
- iv. Resolution: Contractor will undertake the following to resolve the annual compliance review:
- a. Assessment of and determination of the adequacy of the subrecipient's response to draft report, i.e., and whether a subrecipient's response has or will rectify concerns raised; and
  - b. Issuance of a final monitoring report and development of a corrective action plan, if a corrective action plan is necessary, to the subrecipient and WDB.
- v. Presentations: Contractor will provide a presentation on the outcomes of fiscal monitoring to the WDB's Oversight and Executive committees, and to the full WDB.

**C. WDB Role and Responsibilities:**

The WDB shall:

- i. Provide Contractor with information and guidance on the WDB priorities;
- ii. Provide Contractor with information and guidance on WDB policies and initiatives;
- iii. Provide Contractor with subrecipient's program performance reports for prior Program Years;
- iv. Provide Contractor with prior oversight monitoring and evaluation reports with unresolved findings; and
- v. Provide Contractor with budget reports concerning subrecipient operations, accounts payable and accounts receivable records.

**D. Evaluation of Contractor:**

Authorized Federal, State and County representatives shall have the right to monitor, assess, or evaluate Contractor's performance pursuant to this agreement by any means including, but not limited to, inspections of premises, records, reports, audits, and interviews with Contractor, Contractor's employees and agents, and WIOA participants.

**E. Records and Audits of Contractor:**

- i. **Establishment and Maintenance of Records:** Contractor shall maintain records, including, but not limited to books, financial records, supporting documents, statistical records, personnel, property, and all other pertinent records sufficient to properly reflect:
  - 1) All direct and indirect costs of whatever nature claimed to have been incurred and anticipated to be incurred in the performance of this agreement; and
  - 2) All other matters covered by this agreement. Such records shall be maintained in accordance with requirements now or hereafter prescribed by the WDB.
- ii. **Preservation of Records:** Contractor shall preserve and make available its records for three (3) years from the date of final payment of this agreement. If at the end of the three (3) years, there is litigation or an audit involving those records, Contractor will retain records until the resolution of such litigation or audit.

**F. Branding:**

WIOA-funded programs will follow federal, state, and WDB branding guidelines. Contractor will not use its brand or promote its own organization without the explicit permission of the WDB. Contractor shall use WDB approved logo in any and all promotional, advertisement, and program related materials relative to the services under

this agreement. All materials shall acknowledge the WDB and its role as the source of funding.

**G. Budget Modification:**

If Contractor requests, in writing, a change in Exhibit B – Budget Summary, the WDB's Executive Director or his or her designee, may authorize, in writing, adjustments of the dollar amount to cost categories or any line item, so long as the total amount of compensation under this agreement remains unchanged. A written request for a budget modification will not be required as long as Contractor is within 10% of the line item in question. Budget modifications or transfers of funds affecting performance benchmarks are prohibited.

**EXHIBIT B**  
**BUDGET SUMMARY**

**WIOA Title I Program and Fiscal Compliance Monitoring Services**  
July 1, 2022 through June 30, 2023

<b>Task</b>	<b>Description</b>	<b>Rate</b>	<b>Hours</b>	<b>Total</b>
	<b>Personnel Costs</b>			
1	WIOA Adult, Dislocated Worker, and Youth Program Compliance Review	\$93.75/hr.	262	\$24,562.50
2	WIOA Adult, Dislocated Worker, and Youth Fiscal Compliance Review	\$93.75/hr.	216	\$20,250.00
	<b>Non-Personnel Costs</b>			
	Supplies			\$37.50
	Telephone, Internet			\$150.00
	<b>Total</b>			\$45,000

## EXHIBIT C

### AMENDED GENERAL CONDITIONS, ASSURANCES AND CERTIFICATIONS WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

---

The following applies to all programs and/or projects funded under the Workforce Innovation and Opportunity Act (WIOA) conducted by Brennan Workforce Consulting (BWC), hereinafter referred to as "Contractor."

#### 1. COMPLIANCE

In performance of this Agreement, Contractor will fully comply with:

- a. The provisions of the Workforce Innovation and Opportunity Act (WIOA), (29 U.S.C. §§ 3101- 3361 (2014), WIOA Final Regulations, and all legislation, regulations, directives, policies, procedures and amendments issued pursuant thereto.
- b. All State legislation and regulations to the extent permitted by federal law and all policies, directives and/or procedures, which implement WIOA.
- c. Title 2, Code of Federal Regulations (C.F.R.) part 200 (Office of Management and Budget Guidance) [OMB Guidance].
- d. Title 2, C.F.R. Part 2900 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) [Uniform Requirements].
- e. The provisions of the Jobs for Veterans Act (Pub. L. No. 107-288), including the requirement to provide priority service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job training program directly funded, in whole or in part, by the DOL.
- f. Contractor will ensure diligence in managing programs under this subgrant agreement, including performing appropriate monitoring activities and taking prompt corrective action against known violations of WIOA.

#### 2. CERTIFICATIONS / ASSURANCES

Except as otherwise indicated, the following certifications apply to all Contractors.

- a. **Corporate Registration:** Contractor, if it is a corporation, certifies it is registered with the Secretary of State of the State of California.
- b. **Contracting with Corporations with Felony Criminal Convictions Prohibited:** The Monterey County Workforce Development Board (MCWDB) and its subrecipients may not knowingly enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to, any corporation that was convicted of a felony criminal violation under any Federal law within the preceding 24 months.
- c. **Contracting with Corporations with Unpaid Tax Liabilities Prohibited:** The MCWDB and its subrecipients may not knowingly enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to, any corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a

timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

- d. **Expatriate Corporations:** Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code §§ 10286 and 10286.1, and is eligible to contract with the State of California.
- e. **Americans Disabilities Act (ADA):** Contractor agrees to comply with the Americans with Disabilities Act (ADA) of 1990, which, prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C.12101 et seq.)
- f. **False Claims Act:** Contractor, by signing this Agreement, agrees to assure that expenditures are proper and in accordance with the terms and conditions of the Federal award and approved project budgets. Contractor shall assure that all annual, final fiscal reports, monthly claims, invoices, and vouchers, it submits for the purpose of requesting payment will include a certification, signed by an official who is authorized to legally bind Contractor, which reads as follows: "By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise." (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).
- g. **Authority to Bind Contractor:** Contractor shall furnish the MCWDB in writing, a list of persons authorized to execute on behalf of Contractor: Agreements, modifications to Agreements, invoices or other documents as may be required by the MCWDB.
- h. **Sectarian Activities:** Contractor certifies that this Agreement does not provide for the advancement or aid to any religious sect, church or creed, or sectarian purpose nor does it help to support or sustain any school, college, university, hospital or other institution controlled by any religious creed, church, or sectarian denomination whatsoever, as specified by Article XVI, Section 5, of the Constitution, regarding separation of church and state.
- i. **Domestic Partners:** For contracts over \$100,000 executed or amended after January 1, 2007, the Contractor certifies that it is in compliance with Public Contract Code § 10295.3.
- j. **National Labor Relations Board:** Contractor (if not a public entity), by signing this Agreement, does swear under penalty of perjury, that no more than one final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a Federal court, which orders Contractor to comply with an order of the National Labor Relations Board (PCC10296).
- k. **Prior Findings:** Contractor, by signing this Agreement, does swear under penalty of perjury, that it has not failed to satisfy any major condition in a current or previous Agreement with the DOL or the State of California and has not failed to satisfy conditions relating to the resolution of a final finding and determination, including repayment of debts.
- l. **Excluded Parties List:** The MCWDB will not contract with any entity listed on the Excluded Parties List System in the federal System for Award Management. Contractor hereby represents and warrants that it is not so listed.

- m. **Drug-Free Workplace Certification:** By signing this Agreement, Contractor hereby certifies under penalty of perjury under the laws of the State of California that Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:
- (1) Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
  - (2) Establish a Drug-Free Awareness Program to inform employees about:
    - a. The dangers of drug abuse in the workplace;
    - b. The person's or organization's policy of maintaining a drug-free workplace;
    - c. Any available counseling, rehabilitation and employee assistance programs; and
    - d. Penalties that may be imposed upon employees for drug abuse violations.
  - (3) Every Contractor employee who works on this Agreement will:
    - a. Receive a copy of the Contractor's drug-free policy statement; and
    - b. Agree to abide by the terms of the Contractor's drug-free policy statement as a condition of employment on the Agreement.
  - (4) The Contractor must notify the MCWDB if an employee of the Contractor is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for suspension or debarment.
  - (5) Failure to comply with these requirements may result in suspension of payments under this Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future agreements if it is determined that any of the following has occurred: the Contractor has made false certification; or violated the certification by failing to carry out the requirements as noted above. (Gov. Code § 8350 et seq.)
- n. **Child Support Compliance Act:** In accordance with the Child Support Compliance Act, Contractor recognizes and acknowledges: The importance of child and family support obligations and shall fully comply with the applicable State and Federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with Section 5200) of Part 5 of Division 9 of the Family Code; and that to the best of its knowledge Contractor is fully complying with the earnings assignment orders of all Contractor's employees and is providing the names of all new Contractor's employees to the New Employee Registry maintained by the State of California Employment Development Department (EDD).
- o. **Debarment and Suspension Certification:** By signing this Agreement, Contractor hereby certifies under penalty of perjury under the laws of the State of California that Contractor will comply with regulations implementing Executive Orders 12549 and 12689, Debarment and Suspension and OMB Guidance 2 CFR Part 180, that the Contractor, to the best of its knowledge and belief, that it and its principals:
- (1) Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency.
  - (2) Have not, within a three-year period preceding this Agreement, been convicted of or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract. Nor shall Contractor have, within a three-year period preceding this



Agreement, been convicted of or had a civil judgment rendered against it for violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property.

- (3) Are not presently indicted for, or otherwise criminally or civilly charged by a government entity (Federal, State or local), with commission of any of the offenses enumerated in Section 2 of this Debarment and Suspension Certification.
  - (4) Have not, within a three-year period preceding this Agreement, had one or more public transactions (Federal, State or local) terminated for cause or default. Where Contractor is unable to certify to any of the statements in this Debarment and Suspension Certification, it shall attach an explanation to this Agreement.
- p. **Mandatory Disclosures:** All WIOA and Wagner-Peyser recipients of Federal awards must disclose, as required at 2 CFR 200.113, in a timely manner, in writing to the Federal awarding agency or the MCWDB, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in 2 CFR 200.338 (Remedies for noncompliance), including suspension or debarment.
- q. **Lobbying Certification:** By signing this AGREEMENT, Contractor hereby assures and certifies to compliance with the lobbying restrictions which are codified in Title 31 of the United States Code, section 1352, as implemented by DOL regulations at 2 CFR Part section 200.208, as follows:
- (1) No Federal appropriated funds have been paid, by or on behalf of Contractor, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress, in connection with this Federal contract, grant loan, or 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, and officer or employee of Congress, or an employee of a Member of Congress, in connection with this Agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
  - (3) Contractor shall require that the language of the lobbying restrictions be included in the award documents for Agreement transactions over \$100,000 (per OMB) at all tiers (including AGREEMENTs, contracts, and subcontracts, under grants, loan, or cooperative Agreements), and that all subrecipients shall certify and disclose accordingly.
  - (4) This certification is a material representation of fact upon which reliance is placed when this transaction is executed. Submission of the Lobbying Certification is a prerequisite for making or entering into this transaction imposed by United States Code, section 1352, Title 31. 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 failure.
- r. **Priority Hiring Considerations:** If this AGREEMENT includes services in excess of \$200,000, Contractor shall give priority consideration in filling vacancies in positions funded by the Agreement to qualified recipients of aid under Welfare and Institutions Section Code 11200 in

accordance with Public Contract Code §10353.

- s. **Sweatfree Code of Conduct:** All Contractors that contract for the procurement or laundering of apparel, garments, or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, or supplies furnished to the State pursuant to the contract have been laundered or produced, in whole or in part, by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. Contractor further declares under penalty of perjury that it will adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at [www.dir.ca.gov](http://www.dir.ca.gov), and Public Contract Code Section 6108. Contractor agrees to cooperate fully in providing reasonable access to Contractor's records, documents, agents or employees, or premises if reasonably required by authorized officials of the MCWDB, State of California EDD, the Department of Industrial Relations, or the Department of Justice to determine Contractor's compliance with the requirements of the Sweatfree Code of Conduct.
- t. **Unenforceable Provision:** In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and shall not be affected hereby.
- u. **Non-discrimination Clause / Affirmative Action / Equal Employment Opportunity:**
  - (1) The conduct of the parties to this Agreement will be in accordance with Title VI of the Civil Rights Act of 1964, and the Rules and Regulations promulgated hereunder and the provisions of WIOA Section 188 and 29 CFR Part 38.
    - a. As a condition to the Agreement of financial assistance from the DOL under WIOA, Contractor assures that it has the ability to comply with the nondiscrimination and equal opportunity provisions of the following laws and will remain in compliance for the duration of the Agreement:
      - i. Section 188 of the WIOA, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, or against beneficiaries on the basis of either citizenship/status or participation in any WIOA financially assisted Title I program or activity;
      - ii. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin;
      - iii. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
      - iv. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
      - v. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

- b. Contractor also assures that, as a recipient of WIOA Title I financial assistance, it will comply with 29 CFR Part 38 and all other regulations implementing the laws listed above. This assurance applies to Contractor's operation of the WIOA financially assisted program or activity, and to all Agreements that Contractor makes to carry out the WIOA financially assisted program or activity. Contractor understands that the United States has the right to seek judicial enforcement of this assurance.
  - c. This Contractor shall include the non-discrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.
  - d. These assurances are binding on Contractor for the term of this Agreement, as specified in 29 CFR section 38.26(b).
- (2) Contractor will take affirmative action to assure that no individual will be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration or in connection with any services or activities authorized under the WIOA in violation of any applicable nondiscrimination law, including laws prohibiting discrimination on the basis of age, race, sex, color, religion, national origin, disability, political affiliation or belief. All complaints alleging discrimination must be filed and processed according to the procedures in the applicable DOL nondiscrimination regulations.
  - (3) Contractor will assure that discriminatory job orders will not be accepted, except where the stated requirement is a bona fide occupational qualification (BFOQ). See, generally, 42 U.S.C. 2000(e)-2(e), 29 CFR parts 1604, 1606, 1625. (3)
  - (4) Contractor will assure that employment testing programs will comply with 41 CFR part 60-3 and 29 CFR part 32 and 29 CFR 1627.3(b)(iv).
  - (5) Contractor agrees to conform to non-discrimination and equal opportunity requirements and procedures, including the discrimination complaint procedures in compliance with the WIOA, the Uniform Guidance 2 CFR Part 200, DOL Exceptions 2 CFR Part 2900, Federal regulations and State statutes, regulations and policy. (Reference MCWDB Policy 2018-1 – Nondiscrimination and Equal Opportunity Procedures, accessible at: <http://www.montereycountywib.org/policies/policies/>).
  - (6) Contractor will be governed by WIOA procedures relating to complaints alleging violations of the WIOA, regulations, other Agreements under the WIOA including terms and conditions of employment. Participants will be notified in writing, upon enrollment into employment or training, of the WIOA complaint procedures including notification of their right to file a complaint and instructions on how to do so. Complaint procedures include: (1) the right to file a complaint, (2) the opportunity to resolve complaints informally, (3) written notice of hearings, and (4) a final decision within sixty (60) days of the date of filing.
  - (7) Contractor will comply with Executive Order 11246, "Equal Employment Opportunity" (30 CFR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, DOL."
  - (8) Contractor shall ensure equal employment opportunity based on objective personnel policies and practices for recruitment, selection, promotion, classification, compensation, performance evaluation, and employee management relations.

v. **Indemnification:**

- (1) The following provision applies only if Contractor is a governmental entity: Pursuant to Section 895.4 of the California Government Code, each party agrees to indemnify and hold the other party harmless from all liability for damage to persons or property arising out of or resulting from acts or omissions of the indemnifying party.
- (2) The following provision applies only if the Contractor is a non-governmental entity: The Contractor agrees to the extent permitted by law, to indemnify, defend and hold harmless the MCWDB, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, materials persons, laborers and any other 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 and losses accruing or resulting to any persons, firms or corporations which may be injured or damaged by the Contractor in the performance of this Agreement.

- w. **Salary and Bonus Limitations:** In compliance with Public Law 109-234, none of the funds appropriated in Public Law 109-149 or prior Acts under the heading "Employment and Training" that are available for expenditure on or after June 15, 2006, including funds expended pursuant to this Agreement, shall be used by a recipient or subrecipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II, except as provided for under section 101 of Public Law 109-149. This limitation shall not apply to Contractors providing goods and services as defined in Uniform Guidance 2 CFR Part 200 and the DOL Exceptions 2 CFR Part 2900. Where States are recipients of such funds, States may establish a lower limit for salaries and bonuses of those receiving salaries and bonuses from subrecipients of such funds, taking into account factors including the relative cost-of-living in the States, the compensation levels for programs involved including DOL Employment and Training Administration programs. See Training and Employment Guidance Letter #05-06 for further clarification at [http://wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=2262](http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2262).

The incurrence of costs and receiving reimbursement for these costs under this Agreement certifies that Contractor has read the above special condition and is in compliance.

- x. **Federal Funding Accountability and Transparency Act (FFATA):** As required by FFATA, recipients of Federal awards are required to report sub-award and executive compensation information. By signing this Agreement, Contractor hereby assures and certifies to comply with the provisions of FFATA, which includes requirements referenced in Uniform Guidance 2 CFR Part 200, DOL Exceptions 2 CFR Part 2900, and requirements implementing FFATA at 2 C.F.R. part 25 and 2. C.F.R. part 170.
- y. **Clean Air Act:** Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. §§ 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. §§ 1251-1387).
- z. **Air or Water Pollution Violation:** Under State laws, Contractor shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to any cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of Federal law relating to air or water pollution.

**3. STANDARDS OF CONDUCT**

Contractor hereby assures that in administering this Agreement, it shall comply with the standards of conduct hereinafter set out, for maintaining the integrity of the Agreement and avoiding any conflict of interest in its administration.

- a. **General Assurance:** Every reasonable course of action will be taken by Contractor in order to maintain the integrity of the expenditure of public funds and to avoid favoritism and questionable or improper conduct. This Agreement will be administered in an impartial manner, free from efforts to gain personal, financial, or political gain. Contractor agrees to conform to the non-discrimination requirements as referenced in WIOA Section 188.
- b. **Conflict of Interest:** An executive or employee of Contractor, an elected official in the area or a member of the MCWDB will not solicit or accept money or any other consideration from a third person, for the performance of an act reimbursed, in whole or in part, by Contractor or the MCWDB: supplies, materials, equipment or services purchased with Agreement funds will be used solely for purposes allowed under this Agreement. No member of Contractor or the MCWDB will cast a vote on the provision of services by that member (or any organization, which that member represents) or vote on any matter which would provide direct financial benefit to that member (or immediate family of the member) or any business or organization which the member directly represents. For the purpose of this Agreement, a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein has a financial interest in or a tangible personal benefit from a firm considered for a contract, subcontract, or Agreement. (Reference 2 CFR Part 200.318(c)(1)(2) – Conflict of Interest) If a non-Federal entity, has a parent, affiliate, or subsidiary organization that is not a State, local government, or Indian tribe, the non-Federal entity must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest mean that because of relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears unable to be impartial in conducting a procurement action involving a related organization. (Reference 2 CFR Part 200.318(c)(2))
- c. **Buy-American:** Contractor agrees that, as stated in sec. 502 of WIOA, all funds authorized in WIOA and the Wagner-Peyser Act must be expended on only American made equipment and products, as required by the Buy American Act (41 U.S.C. 8301–8305). For the purposes of this award, the Contractor is required to maximize the use of goods, products, and materials produced in, and services offered in, the United States, in accordance with the Made in America Laws. No funds may be made available to any person or entity (including as a contractor or subrecipient of the award recipient) that has been found to be in violation of any Made in America Laws.
- d. **Nepotism:** Contractor certifies that it shall not hire nor permit the hiring of any person in a position funded under this Agreement if a member of the person’s immediate family is employed in an administrative capacity. For the purpose of this Agreement, the term “immediate family” means spouse (common law or otherwise), child, mother, father, brother, sister, brother/sister-in-law, son/daughter-in-law, mother/father-in-law, aunt, uncle, niece, nephew, step-parent, step-child, or such other relationship which would give rise to a substantial appearance of impropriety if the person were to be hired by Contractor. The term “administrative capacity” means persons who have overall administrative responsibility for a program, including but not limited to, selection, hiring, or supervisory responsibilities.
- e. **Procurement:** Contractor must comply with the MCWDB procurement policy and procedures which reflect applicable local, State and Federal laws and regulations, and the standards identified in Uniform Guidance 2 CFR Part 200.318 – General Procurement Standards. (Reference MCWDB Policy 2019-02 – Procurement Standards and policy attachments;

<https://www.montereycountywdb.org/policy-procedures/>.

- f. **Flood Insurance:** The Flood Disaster Protection Act of 1973, as amended, 42 U.S.C. 4001 *et seq.*, provides that no Federal financial assistance to acquire, modernize, or construct property may be provided in communities in the United States identified as flood-prone, unless the community participates in the National Flood Insurance Program and flood insurance is purchased within 1 year of the identification. The flood insurance purchase requirement applies to both public and private applicants for the DOL support.
- g. **Architectural Barriers:** The Architectural Barriers Act of 1968, 42 U.S.C. 4151 *et seq.*, as amended, the Federal Property Management Regulations (see 41 CFR 102-76), and the Uniform Federal Accessibility Standards issued by the U.S. General Services Administration (GSA) (see 36 CFR 1191, Appendixes C and D) set forth requirements to make facilities accessible to, and usable by, the physically handicapped and include minimum design standards. All new facilities designed or constructed with grant support must comply with these requirements.
- h. **Promoting Equitable Delivery of Government Benefits and Equal Opportunity:** The Department of Labor (Labor) seeks to affirmatively advance equity, civil rights and equal opportunity in the policies, programs, and services it provides. Therefore, consistent with Executive Order 13985, *Advancing Racial Equity and Support for Underserved Communities Through the Federal Government*, Contractors must execute the terms and conditions of their funding award in a manner that advances equity for all, including people of color and others who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality. This extends to all award activities including, but not limited to, service delivery, selection of subrecipients and contractors, and procurement of goods and services. Government programs are designed to serve all eligible individuals. As an expectation, Contractors should make the goods and services they provide widely available with the goal of effectively serving a diverse population of eligible individuals; fairly, justly, and impartially in administering the funding award. Contractors are encouraged to engage in contracting and subcontracting for goods and services related to performing the terms and conditions of their agreements in such a way to achieve equity.
- i. **Publicity:** Pursuant to P.L. 117-103, Division H, Title V, Section 503, the Contractor is not authorized to use any funds provided under this award—other than for normal and recognized executive–legislative relationships—for publicity or propaganda purposes, for the preparation, distribution or use of any kit, pamphlet, booklet, publication, electronic communication, radio, television, or video presentation, designed to support or defeat legislation pending before the Congress or any state or local legislature or legislative body, except in presentation to the Congress or any state or local legislature itself, or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any state or local government, except in presentation to the executive branch of any state or local government itself.
- j. **Telecommunications Prohibition:** Contractors must adhere to 2 CFR 200.216 - Prohibition on certain telecommunications and video surveillance services or equipment (effective August 13, 2020). Contractors are prohibited from obligating or expending loan or grant funds to: procure or obtain; extend or renew a contract to procure or obtain; or enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, any use of video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities) is prohibited, including telecommunications or video surveillance services provided by such entities or using such equipment and telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

- k. Waste, Fraud, and Abuse:** No entity receiving federal funds may require employees or contractors of such entity seeking to report fraud, waste, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or contractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.
- l. Whistleblower Protection:** All employees working for contractors, grantees/ grant recipients, subcontractors, subgrantees/ subrecipients, and recipients of cooperative agreements working on this Federal award are subject to the whistleblower rights and remedies established at 41 U.S.C. 4712. The award recipient shall inform its employees and applicable contractors and subrecipients, in writing, in the predominant language of the workforce, of employee whistleblower rights and protections under 41 U.S.C. 4712, as described in section 3.908 of the Federal Acquisition Regulation. The Contractor shall insert the substance of this clause in all subawards and contracts over the Simplified Acquisition Threshold.
- m. Historically Black Colleges and Universities, Other Minority Institutions:** Pursuant to Executive Order (EO) 12928, the Contractor is strongly encouraged to provide subcontracting opportunities to Historically Black Colleges and Universities and other Minority Institutions such as Hispanic-Serving Institutions and Tribal Colleges and Universities; and to Small Businesses Owned and Controlled by Socially and Economically Disadvantaged Individuals.
- n. Improving Access to Services for Persons with Limited English Proficiency:** As clarified by EO 13166, Improving Access to Services for Persons with Limited English Proficiency, dated August 11, 2000, and resulting agency guidance, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI, Contractor must take reasonable steps to ensure that LEP persons have meaningful access to programs in accordance with DOL's Policy Guidance on the Prohibition of National Origin Discrimination as it Affects Persons with Limited English Proficiency, 68 FR 32289 (May 29, 2003). Meaningful access may entail providing language assistance services, including oral and written translation, where necessary.
- o. Harassment Prohibited:** The Contractor is prohibited from engaging in harassment of an individual based on race, color, religion, sex, national origin, age, disability, or political affiliation or belief, or, for beneficiaries, applicants, and participants only, based on citizenship status or participation in any WIOA Title I-financially assisted program or activity. Harassing conduct of this type is a violation of the nondiscrimination provisions of WIOA and of 29 CFR Part 38.
- p. Health Benefits Coverage for Contraceptives:** Federal funds may not be used to enter in to or renew a contract which includes a provision for prescription drug coverage unless the contract also includes a provision for contraceptive coverage. This requirement does not apply to contracts with 1) the religious plans Personal Care's HMO and OSF Health Plans, Inc. and 2) any

existing or future plan if the carrier for the plan objects to such coverage on the basis of religious beliefs.

q. **Health Benefits Coverage for Abortions Restricted:** Pursuant to P.L. 117-103, Division H, Title V, Section 506 and 507, Federal funds may not be expended for health benefits coverage that includes coverage of abortions, except when the pregnancy is the result of rape or incest, or in the case where a woman suffers from a physical disorder, physical injury, or physical illness, including a life-endangering physical condition caused by or arising from the pregnancy itself that would, as certified by a physician, place the women in danger of death unless an abortion is performed. This restriction does not prohibit a contractor from providing health benefits coverage for abortions when all funds for that specific benefit do not come from a Federal source. Additionally, no funds made available through this grant award may be provided to a State or local government if such government subjects any institutional or individual health care entity to discrimination on the basis that the health care entity does not provide, pay for, provide coverage of, or refer for abortions.

r. **Fair Labor Standards Act Amendment for Major Disasters:** Pursuant to P.L. 117-103, Division H, Title I, Section 108, the Fair Labor Standards Act of 1938 (FLSA) will apply as if the following language was added to Section 7 (the Maximum Hours Worked Section). This language specifically relates to occurrences of a major disaster (as declared or designated by the state or federal government) and are applied for a period of two years afterwards. The language is as follows:

“(s)(1) The provisions of this section [maximum hours worked] shall not apply for a period of 2 years after the occurrence of a major disaster to any employee—

(A) employed to adjust or evaluate claims resulting from or relating to such major disaster, by an employer not engaged, directly or through an affiliate, in underwriting, selling, or marketing property, casualty, or liability insurance policies or contracts;

(B) who receives from such employer on average weekly compensation of not less than \$591.00 per week or any minimum weekly amount established by the Secretary, whichever is greater, for the number of weeks such employee is engaged in any of the activities described in subparagraph (C); and (C) whose duties include any of the following:

(i) interviewing insured individuals, individuals who suffered injuries or other damages or losses arising from or relating to a disaster, witnesses, or physicians;

(ii) inspecting property damage or reviewing factual information to prepare damage estimates;

(iii) evaluating and making recommendations regarding coverage or compensability of claims or determining liability or value aspects of claims;

(iv) negotiating settlements; or

(v) making recommendations regarding litigation.

(2) The exemption in this subsection shall not affect the exemption provided by section 13(a)(1) [of the FLSA].

s. **Lobbying/Advocacy Restricted:** Pursuant to P.L. 117-103, Division H, Title V, Section 503, no federal funds may be used to pay the salary or expenses of any grant recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or executive order proposed or pending before the Congress or any state government, state legislature or local legislature or legislative body, other than for normal and recognized executive–legislative relationships or participation by an agency or officer of a state, local or tribal government in policymaking and administrative processes within the executive branch of that government.



- t. **Blocking Pornography Required:** Pursuant to P.L. 117-103, Division H, Title V, Section 503, no federal funds may be used to pay the salary or expenses of any grant recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or executive order proposed or pending before the Congress or any state government, state legislature or local legislature or legislative body, other than for normal and recognized executive–legislative relationships or participation by an agency or officer of a state, local or tribal government in policymaking and administrative processes within the executive branch of that government.
- u. **Privacy Act:** No funds can be used in contravention of 5 U.S.C. 552a (the Privacy Act) or regulations implementing the Privacy Act.
- v. **Procuring Goods Obtained through Child Labor Prohibited:** Pursuant to P.L. 117-103, Division H, Title I, Section 103, no Federal funds may be obligated or expended for the procurement of goods mined, produced, manufactured, or harvested or services rendered, in whole or in part, by forced or indentured child labor in industries and host countries identified by the DOL prior to December 20, 2019. DOL has identified these goods and services at ILAB’s List of Products Produced by Forced or Indentured Child Labor webpage.
- w. **Promotion of Drug Legalization Restricted:** Pursuant to P.L. 117-103, Division H, Title V, Section 509, no Federal funds shall be used for any activity that promotes the legalization of any drug or other substance included in Schedule I of the schedules of controlled substances established under Section 202 of the Controlled Substances Act except for normal and recognized executive-congressional communications or where there is significant medical evidence of a therapeutic advantage to the use of such drug or other substance or that federally sponsored clinical trials are being conducted to determine therapeutic advantage.
- x. **Purchase of Sterile Needles or Syringes Restricted:** Pursuant to P.L. 117-103, Division H, Title V, Section 526, no Federal funds shall be used to purchase sterile needles or syringes for the hypodermic injection of any illegal drug.
- y. **Trafficking in Persons Prohibited:**
  - (1) This part establishes a government-wide award term for grants and cooperative agreements to implement the requirement in regard to Trafficking in persons.
    - a. *Provisions applicable to a recipient that is a private entity.*
      - I. The award recipient, the award recipient’s employees, subrecipients under this award, and subrecipients’ employees may not—
        - (A). Engage in severe forms of trafficking in persons during the period of time that the grant award is in effect; or
        - (B). Procure a commercial sex act during the period of time that the award is in effect; or
        - (C). Use forced labor in the performance of the award or subawards under the award.
      - II. DOL/ETA as the Federal awarding agency may unilaterally terminate this award, without penalty, if the award recipient or a subrecipient that is a private entity —
        - (A). Is determined to have violated a prohibition in paragraph a.I of this award term; or
        - (B). Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.I of

this award term through conduct that is either—

- i. Associated with performance under this award; or
  - ii. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR Part 180, “OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),” as implemented by our agency at 2 CFR Part 2998.
- b. *Provision applicable to a recipient other than a private entity.* DOL/ETA as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity—
- I. Is determined to have violated an applicable prohibition in paragraph a.I of this grant award term; or
  - II. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a. I of this grant award term through conduct that is either—
    - (A). Associated with performance under this award; or
    - (B). Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, “OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),” as implemented by our agency at 29 CFR Part 98.
- c. *Provisions applicable to any recipient.*
- I. The award recipient must inform DOL/ETA immediately of any information the award recipient receives from any source alleging a violation of a prohibition in paragraph a.1 of this grant award term.
  - II. DOL/ETA right to terminate unilaterally that is described in paragraph a. II or b of this section:
    - (A). Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and
    - (B). Is in addition to all other remedies for noncompliance that are available to DOL/ETA under this grant award.
  - III. The award recipient must include the requirements of paragraph a. I of this award term in any subaward the award recipient makes to a private entity.

#### 4. COORDINATION

- a. Contractor will, to the maximum extent feasible, coordinate all programs and activities supported under this part with other core programs under the WIOA, including the WIOA (Adult, Dislocated Worker and Youth formula programs); Wagner-Peyser Act employment services; Adult Education and Literacy Act programs; Rehabilitation Act Title I programs; Job Corps program, YouthBuild program, Native American programs, Migrant and Seasonal Farmworker programs, and other employment and training programs at the local level. In addition to the core programs, for individuals with multiple needs to access services, Contractor will, to the maximum extent feasible, coordinate with the following partner programs required to provide access through the America’s Job Center of California or One-Stop Career Center: Career and Technical Education (Perkins), Community Development Block Grants, Indian and Native American programs, HUD Employment and Training programs, Local Veterans' Employment Representatives and Disabled Veterans' Outreach program, National Farmworker Jobs program, Senior Community Service Employment program, Temporary Assistance for Needy Families (TANF), Trade Adjustment Assistance programs, and Unemployment Compensation programs.

- b. Contractor shall not accept referrals for participant positions funded under this Agreement from any agency which charges a fee to either the individual being referred or the employing agency for the services rendered. Charges incurred in violation of this clause shall be the sole responsibility of Contractor and shall not be charged to either this AGREEMENT or the participant under this Agreement.

## **5. SUBCONTRACTING**

- a. Contractor will not assign a contract resulting from this Agreement or any portion thereof to a third party without the prior written consent of the MCWDB, and any attempted assignment or subcontract without such prior written consent may cause immediate termination of the Agreement.
- b. Upon approval from the MCWDB, any of the work or services specified in this AGREEMENT which will be performed by other than Contractor will be evidenced by a written Agreement specifying the terms and conditions of such performance.
- c. Contractor will maintain and adhere to an appropriate system, consistent with Federal, State and local law, for the award and monitoring of contracts which contain acceptable standards for insuring accountability.
- d. The system for awarding contracts will contain safeguards to insure Contractor does not contract with any entity whose officers have been convicted of fraud or misappropriation of funds within the last two years.

## **6. CONSULTANTS**

Fees paid to a consultant, who provides services under a program, shall be limited to \$750 per day (representing an 8 hour work day). Any fees paid in excess of this amount cannot be paid without prior approval from the Grant Officer.

## **7. RESOLUTION**

A county, city, district or other local public body must provide the MCWDB and the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an AGREEMENT, authorizing execution of this Agreement. Preferably resolutions should authorize a designated position rather than a named individual.

## **8. FUNDING**

- a. It is mutually understood between the parties that this Agreement may have been written before ascertaining the availability of congressional and legislative appropriation of funds. The parties hereby enter into this Agreement in advance of confirmation of the availability of funds for the mutual benefit of both parties, in order to avoid program and fiscal delays which would occur if the AGREEMENT was executed after that determination was made.
- b. This AGREEMENT is valid and enforceable only if (1) sufficient funds are made available by the State Budget Act of the appropriate State fiscal years covered by this Agreement for the purposes of this program and; (2) sufficient funds are made available to the State by the United States Government for the fiscal years covered by this AGREEMENT for the purposes of the programs described in the scope of services. In addition, this Agreement is subject to any additional restrictions, limitations, or conditions enacted by the Congress and Legislature or any statute

enacted by the Congress and Legislature which may affect the provisions, terms, or funding of this AGREEMENT in any manner.

- c. At the expiration of the terms of this Agreement or upon termination prior to the expiration of this Agreement, funds not obligated for the purpose of this Agreement will be immediately remitted to the MCWDB, and shall no longer be available to Contractor.
- d. The MCWDB retains the right to suspend financial assistance, in whole or in part, to protect the integrity of the funds or to ensure proper operation of the program, providing Contractor is given prompt notice and the opportunity for an informal review of the MCWDB's decision. The Executive Director of the MCWDB or his/her designee will perform this informal review and will issue the final administrative decision within 60 days of receiving the written request for review. Failure on the part of Contractor to comply with the provisions of this Agreement, or with the WIOA or regulations, when such failure involves fraud or misappropriation of funds, may result in immediate withholding of funds.

## **9. FISCAL ACCOUNTABILITY**

- a. Contractor shall establish and maintain a sound financial management system, based upon generally accepted accounting principles. An integral part of the required financial management system is a system of internal accounting controls that will provide reasonable assurance that WIOA assets are safeguarded against loss from unauthorized use or disposition, and that accounting transactions affecting WIOA fund accountability are properly charged and recorded by administrative and program cost categories to permit the preparation of accurate and supportable financial reports.
- b. Contractor will comply with controls, record keeping and fund accounting procedure requirements of WIOA, Federal and State regulations, and directives to ensure the proper accounting for program funds paid to Contractor by the MCWDB through a cost reimbursement process.
- c. This Agreement provides for the reimbursement of allowable costs that are identified and approved in the AGREEMENT budget, and incurred in the operation of the programs specified in the scope of services. Back-up documentation is required from Contractor to justify reimbursement payments made under this AGREEMENT.
- d. All expenditures must be reported on an accrual basis of accounting.
- e. No cost shall be allowed under this AGREEMENT which is not specifically identified in Contractor's approved budget. Contractor shall not transfer funds between cost categories or adjust designated "total budget" line items without prior written approval by the MCWDB (applicable to cost reimbursement contracts only). Invoices for reimbursement submitted by Contractor that include designated total line item expenditures above the total budget for that designated line item will not be paid until the cost overrun is reconciled. All limitations on expenditures specified in Federal and State fiscal requirements shall apply to this AGREEMENT.
- f. Contractor shall not charge nor receive compensation under this AGREEMENT for any services or expenses unless said services or expenses are directly and exclusively related to the purpose of this AGREEMENT. In addition, payment may not be received by Contractor from any other source for said services or expenses. Moreover, funds shall not be allowed for cost incurred before or after the effective dates of this AGREEMENT. Contractor shall not use WIOA funds as security or payment for obligations or as loans for activities of other funded programs.
- g. Contractor's personnel whose time is charged to the budget under this AGREEMENT shall be

paid on a pro-rata basis commensurate with the percentage of time devoted to the programs specified in the scope of services. Personnel costs including salary shall be reasonable. Employees of Contractor shall be compensated using WIOA funds under this AGREEMENT only for work performed under the terms of this AGREEMENT.

- h. The MCWDB shall not pay, and Contractor shall not request, payment for any accrued employee fringe benefits (including vacation and sick time), which were not accrued by Contractor's employees during the term of this AGREEMENT.
- i. In accordance with the requirements at 2 CFR 200.400(g), Contractor may not earn or keep any profit resulting from WIOA funds paid under this AGREEMENT, or other federal financial assistance.
- j. Any excess of revenue over costs incurred for services provided by Contractor must be included in program income. (WIOA secs. 194(7)(A)–(B)). Interest income earned on funds received under WIOA and Wagner-Peyser Act must be included in program income. (WIOA sec.194(7)(B)(iii)) Accordingly, these funds may be retained by Contractor to underwrite additional training or training related services pursuant to the project or program that generated them, consistent with the purposes of WIOA. When Contractor ultimately discontinues the provision of all WIOA training and/or services described in this AGREEMENT, program income remaining shall be returned to the MCWDB.
- k. Contractor shall make available to the MCWDB, upon request, a complete and detailed record or cost allocation of any expenses that are, in whole or in part, supported with program funds. This detailed account shall include percentages and total contributions from both WIOA and non-WIOA sources. Shared expenses may include, but are not necessarily limited to the following: staff salaries, facilities, equipment, etc.
- l. Travel expenses when permitted should be made at the agency rate per mile, but the rate cannot exceed the Agreement allowed by the Monterey County travel expense reimbursement policy, located online at: <http://www.co.monterey.ca.us/auditor/policies.htm>.

## 10. PAYMENT OF AUTHORIZED EXPENDITURES

- a. Subject to receipt of funds from the State, the MCWDB agrees to reimburse Contractor for expenditures authorized in the AGREEMENT budget. Financial reports and invoices are due to the fiscal unit of the MCWDB by the 15th working day of each month and shall include all obligations, expenditures and accruals incurred during the previous month, unless otherwise specified by the MCWDB. Late submission of financial reports and invoices are subject to withholding of payment due to non-compliance with Contractor's AGREEMENT to submit timely and accurate reports and invoices. The MCWDB's Fiscal Unit shall pay the certified invoice within 45 days of receiving the certified invoice. Financial information reported on claims must be directly linked to records maintained by Contractor which support actual delivery of services as outlined in the existing AGREEMENT between Contractor and the MCWDB. The MCWDB shall be the sole judge of what constitutes adequate supporting documentation.
- b. Contractor shall be paid in accordance with the AGREEMENT and budget, not to exceed the maximum Agreement specified. Any cost incurred by Contractor over and above the maximum Agreement obligated by the AGREEMENT and budget shall be at the sole risk and expense of Contractor.

## 11. REQUIRED FUNDING INFORMATION IN PUBLIC COMMUNICATIONS

Pursuant to Public Law 116-260, Division H, Title V, Section 505, when issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all non-Federal entities receiving Federal funds shall clearly state:

- a. The percentage of the total costs of the program or project which will be financed with Federal money;
- b. The dollar amount of Federal funds for the project or program; and
- c. The percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

## **12. PERFORMANCE ACCOUNTABILITY**

- a. Contractor, commencing as of the date of execution of this AGREEMENT by both parties, shall perform all the functions set forth in the AGREEMENT scope of services. Adequate performance under this AGREEMENT is essential and Contractor shall measure its performance results against goals and performance standards provided by this AGREEMENT. Measured performance below goals standards will constitute noncompliance with the terms of this AGREEMENT.
- b. It is the responsibility of Contractor to bring to the attention of the MCWDB areas of performance which are below goals and standards and, with respect to each such area, prepare a corrective action plan or a statement justifying modification of operational plans. In addition, upon receipt of any monitoring report or other communication identifying areas of concern, a corrective action plan must be submitted to the MCWDB within the time frame identified in the report. A corrective action plan shall consist of the following:
  - (1) Specific Actions to be taken
  - (2) The objective of each action
  - (3) Completion dates
  - (4) Person(s) responsible
  - (5) Result(s) to be accomplished
- c. Contractor shall submit all corrective plans to the MCWDB for written approval. If approved, Contractor shall keep the MCWDB aware of progress, on a continuing basis, until the corrective action plan results are accomplished. The MCWDB reserves the right to require modifications to the corrective action plan, satisfactory to the MCWDB, in the event of failure by Contractor to achieve the specified results.
- d. Failure of Contractor to satisfy administrative standards and/or performance goals may result in the immediate reduction of service levels to new applicants and/or enrollees by MCWDB. Such reduction will be accompanied by a proportionate decrease in obligated AGREEMENT funds.

## **13. MAINTENANCE OF EFFORT**

Contractor shall comply with the following maintenance of effort requirements:

- a. Contractor warrants that participant positions funded through this AGREEMENT are in addition to those that would otherwise be financed by Contractor without assistance under WIOA.
- b. Participant positions funded through this AGREEMENT shall: (1) result in an increase in employment opportunities over those that would otherwise be available; (2) not result in the displacement of currently employed workers, including partial displacement such as a reduction in

hours of non-over time work, wages or employment benefits; (3) not impair existing contracts for service or result in a substitution of Federal funds for other funds in connection with work that would otherwise be performed; (4) not substitute public service and/or work experience positions for existing jobs.

- c. Contractor will not terminate, layoff or reduce the working hours of an employee for the purpose of hiring an individual with funds available under WIOA.
- d. Contractor will not hire any person using funds available under WIOA when any other person is on layoff for the same or substantially equivalent job.

#### 14. AMENDMENTS

This AGREEMENT may be unilaterally modified by the MCWDB, under the following circumstances:

- a. There is a decrease in Federal or State funding levels.
- b. Funds awarded to Contractor have not been expended in accordance with the budget included in the approved Contractor's plan. This will occur if, after consultation with Contractor, the MCWDB has determined, in a manner consistent with State and Federal law, regulations and policies, that funds will not be spent in a timely manner.
- c. There is a change in State and Federal law or regulation requiring a change in the provisions of this AGREEMENT.

Except as provided above, the AGREEMENT may be amended only in writing by the mutual AGREEMENT of both parties.

#### 15. REPORTING

- a. Contractor will compile and submit reports of activities, performance and expenditures by the specified dates prescribed by the MCWDB. All expenditure reports must be submitted upon the accrual basis of accounting. Failure to adhere to the reporting requirements of this AGREEMENT will result in funds not being paid to Contractor by the MCWDB.
- b. Contractor shall submit to the MCWDB all required reports on a timely basis as delineated by the MCWDB. Contractor shall submit written monthly status reports covering such items as progress of work being performed, milestones attained, resources expended, problems encountered and corrective action taken or other reports determined to be necessary by the MCWDB. These reports are due to the MCWDB, as requested in writing. Contractor also shall submit on a timely basis all required AGREEMENT supplemental documents.

#### 16. TERMINATION

In the event of early termination of this AGREEMENT, the MCWDB's liability to Contractor is limited to the value of services and/or goods provided to the date of termination. This AGREEMENT may be terminated, in whole or in part, for either of the two following circumstances:

- a. **Termination for Convenience:** The MCWDB may, in its sole discretion, terminate this Agreement for convenience, including but not limited to, insufficient funding, lack of program participants, change in focus of WIOA program priorities, and similar. The MCWDB shall provide

Contractor with ninety (90) days advance notice of termination of this Agreement for convenience.

- b. **Termination for Cause:** The MCWDB may terminate this Agreement, in whole or in part, if it determines that Contractor has substantially breached this agreement or violated WIOA, WIOA regulations, the Uniform Guidance, implementing state legislation, and/or guidance and directives issued by the State Employment Development Department or the federal Department of Labor. In the event of Contractor's breach of this Agreement or in the event of Contractor's violation of WIOA and related laws, regulations, guidance and directives, the MCWDB may pursue all legal remedies available to it under federal and state law, including injunctive relief and restitution of WIOA funds previously disbursed to Contractor.

(1) In the event of breach of this Agreement by Contractor or in the event of Contractor's violation of WIOA and related laws, regulations, guidance and directives, the MCWDB may also seek to impose administrative sanctions such as, but not limited to, a bar on Contractor's future receipt of WIOA funds and/or a bar on Contractor's future provision of WIOA program services.

(2) The MCWDB may, in its sole discretion, afford Contractor the opportunity to take corrective action prior to terminating this Agreement and/or pursuing legal remedies/administrative sanctions.

All notices of termination must be in writing and be delivered personally or by deposit in the U.S. Mail postage prepaid, "Certified Mail-Return Receipt Requested", and will be deemed to have been given at the time of personal delivery or of the date of postmark by the U.S. Postal Service.

Notices to the MCWDB will be addressed to:

Executive Director  
Workforce Development Board (MCWDB)  
344 Salinas Street, Suite 101  
Salinas, CA 93901

Notices to Contractor will be addressed to:

Colleen Brennan, Owner and Principal Consultant  
Brennan Workforce Consulting  
754 Carr Avenue  
Aromas, CA 95004

## 17. RECORDS MAINTENANCE & RETENTION

- a. If participants are served under this AGREEMENT, Contractor will use CalJOBS <https://www.caljobs.ca.gov>, online case management systems as prescribed by the County of Monterey.
- b. Contractor will retain all records pertinent to this AGREEMENT for a period of three (3) years from the date of final payment of this AGREEMENT. If, at the end of three (3) years, there is litigation or an audit involving those records, Contractor will retain the records until the resolution of such litigation or audit. (Refer to Uniform Guidance, Subpart D, Part 200.333-200.337.)
- c. The MCWDB, the State of California, and/or the U.S. DOL, or their designee (refer to Uniform Guidance, Subpart F, Part 200.500-200.521) will have access to and right to examine, monitor



and audit all records, documents, conditions and activities related to programs funded by this AGREEMENT. For purposes of this section, "access to" means that Contractor shall at all times maintain within the State of California a complete set of records and documents related to programs funded by this AGREEMENT. Contractor shall comply with this requirement regardless of whether it ceases to operate or maintain a presence within the State of California before the expiration of the AGREEMENT. Contractor's performance under the terms and conditions herein specified will be subject to an evaluation by the MCWDB of the adequacy of the services performed, timeliness of response and a general impression of the competency of Contractor's organization and its staff.

- d. Portable Document Format (PDF), electronic, machine readable information or paper documentation is allowed for the purpose of records maintenance and retention, as long as there are appropriate and reasonable internal controls in place to safeguard against any inappropriate alteration of records. (Reference Uniform Guidance 2 CFR 200.335 – Methods for Collection, Transmission and Storage of Information) To the extent possible, Contractors should use the Virtual Job Center and/or CalJOBS systems as prescribed by the MCWDB, as both a reporting and a case management tool.

## 18. AUDITS

- a. If Contractor expends \$750,000 or more in a year in federal funds, CONTRACTOR shall submit an audit report that conforms to the requirements of 2 CFR part 200, subpart F (Single Audit.) Funds may be set aside in Contractor's budget in an amount equal to MCWDB'S fair share of the Contractor's cost of an A-133 independent audit, if required.
- b. The audit report shall ascertain and determine that no services provided by the Contractor under this AGREEMENT are duplicative of services provided to another agency from which Contractor receives funding and are not being reimbursed from funding received from another agency.
- c. Contractor shall enter into an agreement with an outside auditor no later than sixty (60) days before the end of each Fiscal Year calling for the financial and compliance audit of the Fiscal Years that are covered by this AGREEMENT. The written agreement may be in the form of an engagement letter prepared by the auditor and approved by Contractor.
- d. The audit report must be completed and sent to the MCWDB within six months of the end of each Fiscal Year covered by this AGREEMENT. Acceptable forms include: (i) an original, bound copy signed by the certified public accountant responsible for the work, OR (ii) a protected document file format (.pdf) emailed from the certified public accountant. If this AGREEMENT expires or is terminated on a date that occurs after the period covered by the foregoing audit, the Contractor shall deliver an audit report within two hundred and fifty (250) days after the expiration or termination of this AGREEMENT auditing the period not covered by the prior audit.
- e. Should Contractor not enter into an agreement with an outside auditor or should an audit not be performed on a timely basis, the MCWDB, at its discretion, may enter into an agreement with an independent auditor to perform the audit at Contractor's expense.
- f. The Contractor shall submit to the MCWDB copies of management letters the auditor prepares for the Contractor as part of the audit engagement.
- g. All audits must be performed by Certified Public Accountants currently certified and licensed to practice in the State of California. Contractor must have auditor's proof of current licensing on file in Contractor's office. Contractor must submit a copy of the auditor's certification to practice in California to the MCWDB.

- h. Contractor will maintain and make available to auditors, at all levels, accounting and program records including supporting source documentation and cooperate with all auditors. Contractor must follow the audit requirements (single audit or program-specific audit requirement) of Uniform Guidance 2 CFR, Part 200 and DOL Exceptions 2 CFR Part 2900.
- i. Auditors performing monitoring or audits of Contractor will immediately report to the MCWDB any incidents of fraud, abuse or other criminal activity in relation to this AGREEMENT, the WIOA or its regulations.

## **19. DISALLOWED COSTS**

- a. Except to the extent that the State determines it will assume liability, Contractor will be liable for and will repay the MCWDB, any sums expended under this AGREEMENT found not to be in compliance with the WIOA including, but not limited to, disallowed costs. Such repayment will be from funds (Non-Federal), other than those received under the WIOA. Payment of any disallowed costs must be made within 30 days of notification of the disallowed costs, unless otherwise specified by the MCWDB.
- b. Contractor shall be notified of all final determinations made by the MCWDB regarding audit reports, independent monitoring reports, and MCWDB administrative findings by a final determination letter.
- c. If Contractor fails to refund any disallowed cost within 30 days, the MCWDB may, at its sole discretion, terminate any and all AGREEMENTs with Contractor effective immediately thereon.

## **20. CONFLICTS**

- a. Contractor will cooperate in the resolution of any conflict with the MCWDB that may occur from the activities funded under this AGREEMENT.
- b. In the event of a dispute between the MCWDB and Contractor over any part of this AGREEMENT, the dispute may be submitted to non-binding arbitration upon the consent of both the MCWDB and Contractor. An election for arbitration pursuant to this provision will not preclude either party from pursuing any remedy for relief otherwise available.

## **21. PROPERTY**

- a. The Federal Government reserves a paid-up, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use for federal purposes: the copyright in all products developed under the grant, including a subgrant or contract under the grant or subgrant; and any rights of copyright to which the grant award recipient, subrecipient or a contractor purchases ownership under an award (including but not limited to curricula, training models, technical assistance products, and any related materials). Such uses include, but are not limited to, the right to modify and distribute such products worldwide by any means, electronically or otherwise.
  - (1) Federal funds may not be used to pay any royalty or license fee for use of a copyrighted work, or the cost of acquiring by purchase a copyright in a work, where the DOL/ETA has a license or rights of free use in such work, although they may be used to pay costs for obtaining a copy which is limited to the developer/seller costs of copying and shipping.
  - (2) If revenues are generated by selling products developed with grant funds, including intellectual property, these revenues are considered as program income. Program income

must be used in accordance with the provisions of this grant award and 2 CFR 200.307.

- (3) The following language must be on all workforce products developed in whole or in part with grant funds:

*“This workforce product was funded by a grant awarded by the U.S. Department of Labor (DOL)’s Employment and Training Administration. The product was created by the recipient and does not necessarily reflect the official position of DOL/ETA. DOL/ETA makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it.”*

- (4) Additionally, pursuant to 2 CFR 2900.13, Intellectual Property developed under this subgrant will be licensed under a Creative Commons Attribution license, which allows subsequent users to copy, distribute, transmit and adapt the copyrighted work and requires such users to attribute the work in the manner specified by the Pass-through Entity.

- (5) If the Federal award meets the definition of “funding agreement” under [37 CFR § 401.2](#) (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of [37 CFR Part 401](#), “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

- b. All property, whether finished or unfinished documents, data, studies and reports prepared or purchased by Contractor under this AGREEMENT, will be disposed of in accordance with the direction of the MCWDB. In addition, any tools and/or equipment furnished to Contractor by the MCWDB and/or purchased by Contractor with funds pursuant to this AGREEMENT, will be limited to the use within the activities outlined in this AGREEMENT and will remain the property of the DOL and/or the MCWDB. Upon termination of this AGREEMENT, Contractor will immediately return such tools and/or equipment to the MCWDB or dispose of them as prescribed by the MCWDB.
- c. All non-expendable property acquired with program funds provided, in whole or in part, under this AGREEMENT shall become property of the MCWDB at the time of acquisition and shall be returned to the MCWDB upon termination of the AGREEMENT and completion of the program or at such time as the MCWDB makes a request for such property. Non-expendable property is defined as property which will not be consumed or lose its identity during the AGREEMENT term, has a unit value in excess of \$1,000 at the time of purchase, and is expected to have a useful life of one year or more.
- d. Contractor shall obtain advance written approval of MCWDB for purchase of any non-expendable equipment having a unit purchase price of \$1,000 or more, and use expectancy in excess of one year.
- e. Property records for non-expendable property shall be accurately maintained by Contractor and shall reflect the following:
- (1) a description of the property;
  - (2) acquisition date and costs;

- (3) supplier; and
  - (4) percentage of the cost of the property purchased with funds from this AGREEMENT.
- f. Contractor shall insure that adequate safeguards are provided to prevent loss, damage or theft of the property. In the case of all suspected thefts and if there is any possibility of a criminal cause of the loss or damage, Contractor shall report the loss, damage, or theft to the police, unless the possible crime occurred in another jurisdiction, in which case Contractor shall report it to the law enforcement authorities with that jurisdiction and Contractor shall provide a copy of the law enforcement report to the MCWDB.

## 22. CONFIDENTIALITY REQUIREMENTS

The MCWDB and Contractor will exchange various kinds of information pursuant to this AGREEMENT. That information will include data, applications, program files, and databases. These data and information are confidential when they define an individual or an employing unit. Confidential information requires special precautions to protect it from unauthorized use, access, disclosure, modification, and destruction. The sources of information may include, but are not limited to, the County of Monterey, State of California EDD, California Department of Social Services, California Department of Education, California Department of Corrections and Rehabilitation, County Welfare Department(s), County IV-D Directors Office of Child Support, Office of the District Attorney, California Department of Mental Health, California Office of Community Colleges and Department of Alcohol and Drug Programs.

The MCWDB and Contractor agree that:

- a. Each party must recognize and safeguard personally identifiable information (PII) and information designated as sensitive in accordance with Uniform Guidance 2 CFR 200.303 – Safeguarding Personally Identifiable Information, except where disclosure is allowed by prior written approval of the Grant Officer or by court order. Contractor must take reasonable measures to safeguard protected PII, as well as any information that the MCWDB designates as sensitive. Both Contractor and the MCWDB must meet the requirements in Training and Employment Guidance letter (TEGL) 39-11, Guidance on the Handling and Protection of Personally Identifiable Information, located at [http://wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=7872](http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=7872).
  - b. Each party shall keep all information that is exchanged between them in the strictest confidence and make sure information available to their respective employees is only on a “need-to-know” basis.
  - c. Each party shall provide security sufficient to ensure protection of confidential information from improper use and disclosures, including sufficient administrative, physical, and technical safeguards to protect this information from reasonable unanticipated threats to the security or confidentiality of the information.
  - d. Contractor agrees that information obtained under this AGREEMENT will not be reproduced, published, sold or released in original or in any other form for any purpose other than those specifically identified in this AGREEMENT.
- (1) Aggregate Summaries: All reports and/or publications developed by Contractor based on data obtained under this AGREEMENT shall contain confidential data in aggregated or statistical summary form only. “Aggregated” refers to a data output that does not allow identification of an individual or employer unit.
  - (2) Publication: Prior to publication, Contractor shall carefully analyze aggregated data outputs

to ensure the identity of individuals and/or employer units cannot be inferred pursuant to Unemployment Insurance Code Section 1094(c). Personal identifiers must be removed. Geographic identifiers should be specified only in large areas and as needed, and variables should be recorded in order to protect confidentiality.

- (3) Minimum Data Cell Size: The minimum data cell size or derivation thereof shall be three participants for any data table released to outside parties or to the public.
- e. Each party agrees that no disaggregate data, identifying individuals or employers, shall be released to outside parties or the public.
  - f. Contractor shall notify the MCWDB of any actual or attempted information security incidents, within 24 hours of initial detection, by telephone at (831) 759-6644 or (831) 796-6434. Information security incidents include, but are not limited to, any event (intentional or unintentional), that causes the loss, damage, or destruction, or unauthorized access, use, modification, or disclosure of information assets. Contractor shall cooperate with the MCWDB in any investigation of security incidents. The system or device affected by an information security incident and containing confidential data obtained in the administration of this program shall be immediately removed from operation upon confidential data exposure or a known security breach. It shall remain removed from operation until correction and mitigation measures are applied. If Contractor learns of a breach in the security of the system which contains confidential data obtained under this AGREEMENT, then Contractor must provide notification to individuals pursuant to Civil Code Section 1798.82.
  - g. Contractor shall provide for the management and control of physical access to information assets (including personal computer systems, computer terminals, mobile computing devices, and various electronic storage media) used in performance of this AGREEMENT. This shall include, but is not limited to, security measures to physically protect data, systems, and workstations from unauthorized access and malicious activity; the prevention, detection, and suppression of fires; and the prevention, detection, and minimization of water damage.
  - h. At no time will confidential data obtained pursuant to this AGREEMENT be placed on a mobile computing device or on any form of removable electronic storage media of any kind unless the data are fully encrypted.
  - i. Each party shall provide its employees with access to confidential information with written instructions fully disclosing and explaining the penalties for unauthorized use or disclosure of confidential information found in Section 1798.55 of the Civil Code, Section 502 of the Penal Code, Section 2111 of the Unemployment Insurance Code, Section 10850 of the Welfare and Institutions Code and other applicable local, State and Federal laws.
  - j. Each party shall (where it is appropriate) store and process information in electronic format, in such a way that unauthorized persons cannot reasonably retrieve the information by means of a computer.
  - k. Each party shall promptly return to the other party confidential information when its use ends, or destroy the confidential information utilizing an approved method of destroying confidential information: shredding, burning, or certified or witnessed destruction. Magnetic media are to be degaussed or returned to the other party.
  - l. If the MCWDB or Contractor enters into an AGREEMENT with a third-party to provide WIOA services, the MCWDB and Contractor agree to include these data and security and confidentiality requirements in the AGREEMENT with that third-party. In no event, shall said information be

disclosed to any individual outside of that third-party's authorized staff, subcontractor(s), service Contractors, or employees.

- m. Contractor may, in its program operations, allow an individual to register for resume-distribution services at the same time the individual enrolls in the Virtual Job Center or CalJOBS. Contractor shall ensure that it and all subcontractors comply with the confidentiality requirements of this AGREEMENT and any other terms of this AGREEMENT that may be applicable. In addition, the following requirements must be adhered to by Contractor and its subcontractors:
- (1) All client information submitted over the Internet to Contractor and/or subcontractor(s) databases must be protected, at a minimum, by 128-bit Secure Socket Layer (SSL) encryption. Client's social security numbers must be stored in a separate database within Contractor and/or subcontractor(s) network of servers, and protected by a firewall and a secondary database server firewall or AES1 data encryption. If a Contractor and/or subcontractor(s) obtain confidential information, the AGREEMENT between Contractor and its subcontractor(s) must specifically state the purpose for the data collection and the term of records retention must be stated, and directly related, to the purpose and use of the information. In accordance with Uniform Guidance 2 CFR Part 200 and DOL Exceptions 2 CFR Part 2900, social security numbers and other client specific information shall not be retained for more than three years after a client completes services. Contractor and/or subcontractor(s) should extend this period, only if any litigation, claim, negotiation, audit, or other action involving the records has been started before the end of the three-year retention period. In this case, the records should be maintained until completion of the action and resolution of all issues arising from it, or until the close of the three-year retention period, whichever is later.
  - (2) Client information (personal information that identifies a client such as name and social security number) and/or demographic information of a client (such as wage history, address, and previous employment) shall not be used as a basis for commercial solicitation during the time the client or agency is using Contractor and/or subcontractor(s) services. Client information and/or demographic information shall not be used for any purposes other than those specific program purposes set forth in Contractor and subcontractor(s) AGREEMENT scope of services.
  - (3) Contractor must give an America's Job Center of California (Job Center) or One-Stop Career Center (One-Stop) client the option to use the Job Center or One-Stop services, including Virtual Job Center or CalJOBS, even if he or she chooses not to use any services of Contractor and/or subcontractor(s). This option shall be prominently, clearly, and immediately communicated to the client upon registration within the Job Center or One-Stop for the Virtual Job Center or CalJOBS. This obligation applies even if Contractor's and/or subcontractor's resume-distribution services, or any other services are offered to the client.
  - (4) Contractor and/or subcontractor(s) must clearly disclose all of its potential and intended uses of the client's personal and/or demographic information for the services the client seeks and for any other services Contractor and/or subcontractor(s) offers. Contractor and/or subcontractor(s) shall not use a client's personal and/or demographic information without the client's prior permission. A link to Contractor and/or subcontractor(s) privacy policy shall appear prominently on the registration screens that list the potential and intended uses of the client's personal and/or demographic information.
  - (5) When the MCWDB modifies State automated systems such as the CalJOBS or VOS systems, it shall provide reasonable notice of such changes to Contractor and/or subcontractor(s). Contractor shall be responsible to communicate such changes to its

subcontractor(s) in the local area.

- n. Each party shall designate an employee who shall be responsible for overall security and confidentiality of its data and information systems and each party shall notify the other of any changes in that designation.

**EXHIBIT D**  
**INSURANCE MODIFICATION**  
**WIOA Program and Fiscal Monitoring Services**  
July 1, 2022 through June 30, 2023

*I. Workers Compensation Insurance:*

At the time of execution of this Agreement, CONTRACTOR Brennan Workforce Consulting does not have employees and therefore, does not carry Workers' Compensation Insurance coverage. Should CONTRACTOR hire employees during the term of this Agreement, CONTRACTOR shall comply with County's insurance requirements pertaining to Workers' Compensation as described in Section IV (F) of this Agreement.





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
06/02/2022

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

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

<b>PRODUCER</b> California Southwestern Insurance Agency License Number 0443354 25 Orchard, Suite 100 Lake Forest CA 92630	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2"><b>CONTACT NAME:</b> Shawne Miller</td> </tr> <tr> <td><b>PHONE (A/C, No, Ext):</b> (949) 472-6560</td> <td><b>FAX (A/C, No):</b> (949) 588-8348</td> </tr> <tr> <td colspan="2"><b>E-MAIL ADDRESS:</b> smiller@csia-ins.com</td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>INSURER(S) AFFORDING COVERAGE</b></td> </tr> <tr> <td colspan="2"><b>INSURER A:</b> Hiscox Insurance Company</td> </tr> <tr> <td colspan="2"><b>INSURER B:</b></td> </tr> <tr> <td colspan="2"><b>INSURER C:</b></td> </tr> <tr> <td colspan="2"><b>INSURER D:</b></td> </tr> <tr> <td colspan="2"><b>INSURER E:</b></td> </tr> <tr> <td colspan="2"><b>INSURER F:</b></td> </tr> </table>	<b>CONTACT NAME:</b> Shawne Miller		<b>PHONE (A/C, No, Ext):</b> (949) 472-6560	<b>FAX (A/C, No):</b> (949) 588-8348	<b>E-MAIL ADDRESS:</b> smiller@csia-ins.com		<b>INSURER(S) AFFORDING COVERAGE</b>		<b>INSURER A:</b> Hiscox Insurance Company		<b>INSURER B:</b>		<b>INSURER C:</b>		<b>INSURER D:</b>		<b>INSURER E:</b>		<b>INSURER F:</b>	
<b>CONTACT NAME:</b> Shawne Miller																					
<b>PHONE (A/C, No, Ext):</b> (949) 472-6560	<b>FAX (A/C, No):</b> (949) 588-8348																				
<b>E-MAIL ADDRESS:</b> smiller@csia-ins.com																					
<b>INSURER(S) AFFORDING COVERAGE</b>																					
<b>INSURER A:</b> Hiscox Insurance Company																					
<b>INSURER B:</b>																					
<b>INSURER C:</b>																					
<b>INSURER D:</b>																					
<b>INSURER E:</b>																					
<b>INSURER F:</b>																					
<b>INSURED</b> Colleen Brennan, DBA: Brennan Workforce Consulting 754 Carr Ave Aromas CA 95004																					

**COVERAGES** **CERTIFICATE NUMBER:** CL226243382 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		MPL220285022	03/19/2022	03/19/2023	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000						
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
							\$
	<b>AUTOMOBILE LIABILITY</b>						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	<b>UMBRELLA LIAB</b>						EACH OCCURRENCE \$
	<b>EXCESS LIAB</b>						AGGREGATE \$
	DED RETENTION \$						\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						PER STATUTE OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N	N / A				E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability	Y		MPL220285022	03/19/2022	03/19/2023	Each Claim \$1,000,000 Aggregate \$2,000,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

The certificate holder is included as additional insured with respect to general liability and professional liability when required by a written contract per the attached endorsement. General Liability Coverage is provided on a primary & non contributory basis per the attached endorsement when it is required by written contract.

Complete Additional Insured Reads as Follows: County of Monterey and their officials, agents and employees; Monterey Workforce Development Board and their officials, agents and employees

**CERTIFICATE HOLDER**

**CANCELLATION**

County of Monterey and Monterey Workforce Development Board 1488 Shilling Place  Salinas CA 93901	<p><b>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</b></p> <p><b>AUTHORIZED REPRESENTATIVE</b></p> <p style="text-align: right;"><i>John Wood</i></p>
--	---



**Endorsement 15**

NAMED INSURED: Brennan Workforce Consulting

**E6851.1 Specific Primary and Non-Contributory Endorsement – Scheduled Contracts**

In consideration of the premium charged, and on the understanding this endorsement leaves all other terms, conditions, and exclusions unchanged, it is agreed the General Liability Coverage Part is amended as follows:

**SCHEDULE**

<b>Contract(s)</b>	<b>Name of Additional Insured(s)</b>
1488 Shilling Place Salinas, CA 93901	County of Monterey and their officials, agents and employees; Monterey Workforce Development Board and their officials, agents and employees

- I. Section III. Who is an insured, K. Additional insureds, is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule above, but only to the extent required in the contract or agreement **you** entered into naming such additional insured and identified in the Schedule above.
- II. Notwithstanding anything to the contrary in the other insurance provisions of the General Terms and Conditions or in this Coverage Part, the coverage available under this Coverage Part to any additional insured identified in the Schedule above will be primary and non-contributory, and any other insurance available to the additional insured for the same **claim** or **occurrence** will be specifically excess of the **coverage part limit**.
- III. The coverage afforded to the additional insured(s) listed above is subject to all of the terms and conditions of Section III. Who is an insured, K. Additional insureds.

Endorsement effective:	03/19/2022	Certificate No.:	MPL2202850.22
Endorsement No:	15	Processed Date:	02/28/2022
Hiscox Inc.			

Authorized Representative  
Kevin Kerridge

**RE: Question about Contractor insurance**

Mancuso, Danielle P. x3006 <MancusoDP@co.monterey.ca.us>

Wed 9/1/2021 9:13 AM

To: Kaylor, Elizabeth A. <KaylorEA@co.monterey.ca.us>

Cc: Donnelly, Chris x6644 <DonnellyC@co.monterey.ca.us>; Pak, Grace x3558 <PakG@co.monterey.ca.us>

Good Morning,

The language is also acceptable.

Danielle P. Mancuso  
Risk Manager  
County of Monterey  
168 W. Alisal Street, 3rd Floor  
Salinas, CA 93901  
(831) 796-3006  
(831) 755-5081 (fax)  
[MancusoDP@co.monterey.ca.us](mailto:MancusoDP@co.monterey.ca.us)

---

**From:** Kaylor, Elizabeth A. <KaylorEA@co.monterey.ca.us>

**Sent:** Tuesday, August 31, 2021 2:11 PM

**To:** Mancuso, Danielle P. x3006 <MancusoDP@co.monterey.ca.us>

**Cc:** Donnelly, Chris x6644 <DonnellyC@co.monterey.ca.us>; Pak, Grace x3558 <PakG@co.monterey.ca.us>

**Subject:** Re: Question about Contractor insurance

Dear Ms. Danielle:

For the sake of efficiency, I should add that we have recently developed another, similar contract with BWC for WIOA Policy Development, for which the insurance in question was also proposed.

Please find enclosed the original agreement and Amendment No. 1, and please let us know if the primary coverage with a waiver of subrogation will also be acceptable for a 2021-22 BWC Policy Development Amendment No. 2.

Thank you so much,  
Elizabeth

---

**From:** Mancuso, Danielle P. x3006 <[MancusoDP@co.monterey.ca.us](mailto:MancusoDP@co.monterey.ca.us)>

**Sent:** Tuesday, August 31, 2021 12:27 PM

**To:** Kaylor, Elizabeth A. <[KaylorEA@co.monterey.ca.us](mailto:KaylorEA@co.monterey.ca.us)>

**Cc:** Donnelly, Chris x6644 <[DonnellyC@co.monterey.ca.us](mailto:DonnellyC@co.monterey.ca.us)>; Pak, Grace x3558 <[PakG@co.monterey.ca.us](mailto:PakG@co.monterey.ca.us)>

**Subject:** RE: Question about Contractor insurance

Primary coverage along with a waiver of subrogation is acceptable for this contract. I have no objection to this proposal.

Danielle P. Mancuso  
Risk Manager  
County of Monterey  
168 W. Alisal Street, 3rd Floor  
Salinas, CA 93901  
(831) 796-3006  
(831) 755-5081 (fax)  
[MancusoDP@co.monterey.ca.us](mailto:MancusoDP@co.monterey.ca.us)

---

**From:** Kaylor, Elizabeth A. <[KaylorEA@co.monterey.ca.us](mailto:KaylorEA@co.monterey.ca.us)>  
**Sent:** Monday, August 30, 2021 9:34 AM  
**To:** Mancuso, Danielle P. x3006 <[MancusoDP@co.monterey.ca.us](mailto:MancusoDP@co.monterey.ca.us)>  
**Cc:** Donnelly, Chris x6644 <[DonnellyC@co.monterey.ca.us](mailto:DonnellyC@co.monterey.ca.us)>; Pak, Grace x3558 <[PakG@co.monterey.ca.us](mailto:PakG@co.monterey.ca.us)>  
**Subject:** Re: Question about Contractor insurance

Good Morning, Danielle:

Please find enclosed Amendment No. 2 to the agreement between the Monterey County Workforce Development Board (the WDB) and Brennan Workforce Consulting (BWC) for Employment Training Provider List (ETPL) monitoring, as well as Amendment No. 1 and the original agreement for your convenience.

Thank you for your assistance,  
Elizabeth

---

**From:** Pak, Grace x3558 <[PakG@co.monterey.ca.us](mailto:PakG@co.monterey.ca.us)>  
**Sent:** Monday, August 30, 2021 9:25 AM  
**To:** Kaylor, Elizabeth A. <[KaylorEA@co.monterey.ca.us](mailto:KaylorEA@co.monterey.ca.us)>; Mancuso, Danielle P. x3006 <[MancusoDP@co.monterey.ca.us](mailto:MancusoDP@co.monterey.ca.us)>  
**Cc:** Donnelly, Chris x6644 <[DonnellyC@co.monterey.ca.us](mailto:DonnellyC@co.monterey.ca.us)>  
**Subject:** RE: Question about Contractor insurance

Good morning Elizabeth,

I'm including our new Risk Manager, Danielle Mancuso on this email. She should be able to assist you with any insurance coverage questions. Can you please send Danielle the final Amendment No. 2 with Brennan (if that is the subject agreement at issue)?

Danielle: Elizabeth is with the Workforce Development Board and has some questions about a contract with one of their training provider monitors, Brennan Workforce Consulting. WDB provides workforce development services for the County through federal and state funds, as well as grants. Elizabeth should be able to answer any further questions you may have, but please let me know if you need anything else.

Thank you!  
Grace

-----  
Grace L. Pak

Deputy County Counsel

---

**From:** Kaylor, Elizabeth A. <[KaylorEA@co.monterey.ca.us](mailto:KaylorEA@co.monterey.ca.us)>  
**Sent:** Monday, August 30, 2021 9:11 AM  
**To:** Pak, Grace x3558 <[PakG@co.monterey.ca.us](mailto:PakG@co.monterey.ca.us)>  
**Cc:** Donnelly, Chris x6644 <[DonnellyC@co.monterey.ca.us](mailto:DonnellyC@co.monterey.ca.us)>  
**Subject:** Question about Contractor insurance

Hi, Grace:

Our contracted monitor, Brennan Workforce Consulting, is having some issues relating to obtaining the required coverages, and has asked me to speak with "the County's Risk Manager" about State Farm's response to BWC's request for primary and noncontributory language. Please find her question about *noncontributory* versus *waiver of subrogation* immediately below:

"I finally received an answer from State Farm regarding the "Primary and Noncontributory" language. Although the "Primary" part is already covered within my policy documents, State Farm will not add "Non-contributory". Primary - State Farm will pay before other applicable policies (primary) but will not add Non-contributory - without seeking contribution from other policies that also claim to be primary (noncontributory)

They have offered an alternative, which is to add a waiver of subrogation - whereby an insured (me) waives the right of their insurance carrier (State Farm) to seek redress or seek compensation for losses from a negligent third party (County or anyone else).

As the waiver of subrogation will cost me extra, I thought I'd make sure that it would be acceptable in lieu of the "non-contributory" language before I said yes to my agent."

As you know, I'm not fully checked out on Risk Management issues, but I think a waiver of subrogation applies after a payout, while the primary and noncontributory language would apply during a claim, so they appear to be *related* protections but not the same thing at all...but since I don't know what, if any, flexibility *could* happen here, I think it's good to ask you this morning so that if she needs to be talking with another vendor, she can get on about the business of finding insurance coverages acceptable to the County.

Thank you so much,  
Elizabeth



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/24/2022

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

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

<b>PRODUCER</b> STATE FARM INSURANCE JACKLYN DINH, AGENT 520 LAWRENCE EXPRESSWAY, SUITE 309 SUNNYVALE, CA 94085	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2"><b>CONTACT NAME:</b> JACKLYN DINH</td> </tr> <tr> <td><b>PHONE (A/C No. Ext):</b> 408-702-2602</td> <td><b>FAX (A/C, No):</b> 408-228-4597</td> </tr> <tr> <td colspan="2"><b>E-MAIL ADDRESS:</b> jacklyn@jacklyndinh247.com</td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>INSURER(S) AFFORDING COVERAGE</b></td> </tr> <tr> <td><b>INSURER A:</b> State Farm Fire and Casualty Company</td> <td style="text-align: right;">NAIC # 25143</td> </tr> <tr> <td><b>INSURER B:</b></td> <td></td> </tr> <tr> <td><b>INSURER C:</b></td> <td></td> </tr> <tr> <td><b>INSURER D:</b></td> <td></td> </tr> <tr> <td><b>INSURER E:</b></td> <td></td> </tr> <tr> <td><b>INSURER F:</b></td> <td></td> </tr> </table>	<b>CONTACT NAME:</b> JACKLYN DINH		<b>PHONE (A/C No. Ext):</b> 408-702-2602	<b>FAX (A/C, No):</b> 408-228-4597	<b>E-MAIL ADDRESS:</b> jacklyn@jacklyndinh247.com		<b>INSURER(S) AFFORDING COVERAGE</b>		<b>INSURER A:</b> State Farm Fire and Casualty Company	NAIC # 25143	<b>INSURER B:</b>		<b>INSURER C:</b>		<b>INSURER D:</b>		<b>INSURER E:</b>		<b>INSURER F:</b>	
<b>CONTACT NAME:</b> JACKLYN DINH																					
<b>PHONE (A/C No. Ext):</b> 408-702-2602	<b>FAX (A/C, No):</b> 408-228-4597																				
<b>E-MAIL ADDRESS:</b> jacklyn@jacklyndinh247.com																					
<b>INSURER(S) AFFORDING COVERAGE</b>																					
<b>INSURER A:</b> State Farm Fire and Casualty Company	NAIC # 25143																				
<b>INSURER B:</b>																					
<b>INSURER C:</b>																					
<b>INSURER D:</b>																					
<b>INSURER E:</b>																					
<b>INSURER F:</b>																					
<b>INSURED</b>  COLLEEN BRENNAN 754 CARR AVE AROMAS, CA 95004																					

**COVERAGES**

**CERTIFICATE NUMBER:**

**REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY			477 9215-F23-05D	06-23-2022	12-23-2022	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ 1,000,000.00 BODILY INJURY (Per accident) \$ 1,000,000.00 PROPERTY DAMAGE (Per accident) \$ 250,000.00 \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y / N <input checked="" type="checkbox"/> N / A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

1998 FORD F150 PICKUP  
 Vin: 1FTZX1768WKA59393  
 Premium:\$ 462.03  
 Comprehensive Coverage: \$250

**CERTIFICATE HOLDER**

**CANCELLATION**

Please see document attached for additional intrests.

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

PO Box 2368  
Bloomington IL 61702-2368

**DECLARATIONS PAGE**

NAMED INSURED 00161  
000161 0058 05-0330-1 B A

BRENNAN, COLLEEN DBA  
BRENNAN WORKFORCE CONSULTING  
754 CARR AVE  
AROMAS CA 95004-9663

POLICY NUMBER 477 9215-F23-05E  
POLICY PERIOD JUN 23 2022 to DEC 23 2022  
12:01 A.M. Standard Time

AGENT  
JACKLYN DINH  
520 LAWRENCE EXPY STE 309  
SUNNYVALE, CA 94085-4025

PHONE: (408)702-2602



ST-4-U  
0103-8082

**DO NOT PAY PREMIUMS SHOWN ON THIS PAGE.  
IF AN AMOUNT IS DUE, THEN A SEPARATE STATEMENT IS ENCLOSE D.**

**YOUR CAR**

YEAR	MAKE	MODEL	BODY STYLE	VEHICLE ID. NUMBER	CLASS
1998	FORD	F150	PICKUP	1FTZX1768WKA59393	003H1X11

SYMBOLS	COVERAGE & LIMITS	PREMIUMS
A	Liability Coverage Bodily Injury Limits Each Person, Each Accident \$1,000,000 \$1,000,000 Property Damage Limit Each Accident \$250,000	\$347.68
C	Medical Payments Coverage Limit - Each Person \$5,000	\$13.16
D	Comprehensive Coverage - \$250 Deductible	\$25.22
H	Emergency Road Service Coverage	\$4.97
U	Uninsured Motor Vehicle Coverage Bodily Injury Limits Each Person, Each Accident \$250,000 \$500,000	\$63.32
U1	Uninsured Motor Vehicle Property Damage Coverage	\$7.68
<b>Total premium for JUN 23 2022 to DEC 23 2022.</b>		<b>\$462.03 This is not a bill.</b>

**IMPORTANT MESSAGES**

**IMPORTANT NOTICE**

For your protection California law requires the following to appear with this policy: Any person who knowingly presents false or fraudulent information to obtain or amend insurance coverage or to make a claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

Replaced policy number 4779215-05D.

CONTINUED

See Reverse Side

PO Box 2368  
Bloomington IL 61702-2368

**DECLARATIONS PAGE**

PAGE 2 OF 2

00161 05-0330-1 B A  
NAMED INSURED 000161 0058  
BRENNAN, COLLEEN DBA  
BRENNAN WORKFORCE CONSULTING  
754 CARR AVE  
AROMAS CA 95004-9663

POLICY NUMBER 477 9215-F23-05E  
POLICY PERIOD JUN 23 2022 to DEC 23 2022  
12:01 A.M. Standard Time



ST-4-U  
0203-8082

**EXCEPTIONS, POLICY BOOKLET & ENDORSEMENTS (See policy booklet & individual endorsements for coverage details.)**

YOUR POLICY CONSISTS OF THIS DECLARATIONS PAGE, THE POLICY BOOKLET - FORM 9805B, AND ANY ENDORSEMENTS THAT APPLY, INCLUDING THOSE ISSUED TO YOU WITH ANY SUBSEQUENT RENEWAL NOTICE.  
01 6028BU ADDITIONAL INSURED-COUNTY OF MONTEREY ITS OFFICERS, AGENTS AND EMPLOYEES, 344 SALINAS ST STE 101, SALINAS CA 93901-2727.  
02 6028BU ADDITIONAL INSURED-SANTA CRUZ COUNTY HUMAN SERVICES DEPARTMENT, 18 W BEACH ST, WATSONVILLE CA 95076-4504.  
03 6028BU ADDITIONAL INSURED-COUNTY OF MERCED, 2222 M ST, MERCED CA 95340-3729.  
04 6028BU ADDITIONAL INSURED-MCWDB ITS OFFICERS, AGENTS, EMPLOYEES, 344 SALINAS ST STE 101, SALINAS CA 93901-2727.  
6126MD EXCESS COVERAGE FOR PERSONAL VEHICLE SHARING.  
6128AC AMENDATORY ENDORSEMENT.  
6196AA - WAIVER OF SUBROGATION UNDER THE LIABILITY COVERAGE FOR COUNTY OF MONTEREY ITS OFFICERS, AGENTS AND EMPLOYEES,MCWDB ITS OFFICERS,AGENTS, EMPLOYEES.

Agent: JACKLYN DINH

Telephone: (408)702-2602

Prepared JUL 13 2022

0330-AD9



**6126MD EXCESS COVERAGE FOR PERSONAL VEHICLE SHARING**

This endorsement is a part of the policy. Except for the changes this endorsement makes, all other provisions of the policy remain the same and apply to this endorsement.

**1. LIABILITY COVERAGE**

**a. Exclusions**

Exclusion 15. is replaced by the following:

THERE IS NO COVERAGE FOR AN *INSURED* FOR THE OWNERSHIP, MAINTENANCE, OR USE OF *YOUR CAR* OR A *NEWLY ACQUIRED CAR* WHILE USED IN *PERSONAL VEHICLE SHARING*. This exclusion does not apply to *you* and *resident relatives* when, and only if, the full amount of all available limits of all other liability bonds, policies, and self-insurance plans that apply have been used up by payment of judgments or settlements, or have been offered in writing.

**2. MEDICAL PAYMENTS COVERAGE**

**a. Exclusions**

(1) Exclusion 3. is replaced by the following:

THERE IS NO COVERAGE FOR AN *INSURED* WHO IS *OCCUPYING* A VEHICLE WHILE IT IS RENTED OR LEASED TO OTHERS BY AN *INSURED*. This exclusion does not apply to *you* and *resident relatives* while *occupying your car* or a *newly acquired car* while used in *personal vehicle sharing* when, and only if, the full amount of all available limits of all other sources of medical payments coverage or similar vehicle insurance that apply have been paid.

**b. If Other Liability Coverage Applies**

The first paragraph of item 2. is changed to read:

The Liability Coverage provided by this policy applies as primary coverage for the ownership, maintenance, or use of *your car* or a *trailer* attached to it, except while *your car* or a *trailer* attached to it is used in *personal vehicle sharing*. The Liability Coverage provided by this policy applies as excess coverage for the ownership, maintenance, or use of *your car* or a *trailer* attached to it while *your car* or a *trailer* attached to it is used in *personal vehicle sharing*.

**b. If Other Medical Payments Coverage or Similar Vehicle Insurance Applies**

The first paragraph of item 3. is changed to read:

The Medical Payments Coverage provided by this policy applies as primary coverage for an *insured* who sustains *bodily injury* while *occupying your car* or a *trailer* attached to it, except while *your car* or a *trailer* attached to it is used in *personal vehicle sharing*. The Medical Payments Coverage provided by this policy applies as excess coverage for *you* and *resident relatives* who sustain *bodily injury* while *occupying your car* or a *trailer* attached to it while *your car* or a *trailer* attached to it is used in *personal vehicle sharing*.

**3. UNINSURED MOTOR VEHICLE COVERAGE**

**a. Exclusions**

Exclusion 6. is replaced by the following:

THERE IS NO COVERAGE FOR AN *INSURED* WHO IS *OCCUPYING YOUR CAR* OR A *NEWLY ACQUIRED CAR* WHILE USED IN *PERSONAL VEHICLE SHARING*. This exclusion does not apply to *you* and *resident relatives* when, and only if, the full amount of all available limits of all other sources of uninsured motor vehicle coverage that apply have been paid.

**b. If Other Uninsured Motor Vehicle Coverage Applies**

The first paragraph of item 2. is changed to read:

The first paragraph of item 2. is changed to read:

**The Uninsured Motor Vehicle Coverage provided by this policy applies as primary coverage for an insured who sustains bodily injury while occupying your car, except while your car is used in personal vehicle sharing.**

The Uninsured Motor Vehicle Coverage provided by this policy applies as excess coverage for *you* and *resident relatives* who sustain *bodily injury* while *occupying your car* while *your car* is used in *personal vehicle sharing*.

**4. PHYSICAL DAMAGE COVERAGES**

**a. Exclusions**

(1) Exclusion 2. is replaced by the following:

THERE IS NO COVERAGE FOR ANY *COVERED VEHICLE* WHILE IT IS RENTED OR LEASED TO OTHERS BY AN *INSURED*. This exclusion does not apply to *your car* or a *newly acquired car* while used in *personal vehicle sharing* when, and only if, the full amount of all available limits of all other sources of physical damage coverage or similar coverage that apply have been paid.

(2) Exclusion 20. is replaced by the following:

THERE IS NO COVERAGE FOR *YOUR CAR* OR A *NEWLY ACQUIRED CAR* WHILE USED IN *PERSONAL VEHICLE SHARING*. This exclusion does not apply when, and only if, the full amount of all available limits of all other sources of physical damage



b. **If Other Physical Damage Coverage or Similar Coverage Applies**

coverage or similar coverage that apply have been paid. The first paragraph of item 3. is changed to read:  
The physical damage coverages provided by this policy apply as

primary coverage for a *loss to your car*, except while *your car* is used in *personal vehicle sharing*. The physical damage coverages provided by this policy apply as excess coverage for a *loss to your car* while it is used in *personal vehicle sharing*.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/24/2022

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

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

<p><b>PRODUCER</b></p> <p><b>State Farm</b> STATE FARM INSURANCE JACKLYN DINH, AGENT 520 LAWRENCE EXPRESSWAY, SUITE 309 SUNNYVALE, CA 94085</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2"><b>CONTACT NAME:</b> JACKLYN DINH</td> </tr> <tr> <td><b>PHONE (A/C, No, Ext):</b> 408-702-2602</td> <td><b>FAX (A/C, No):</b> 408-228-4597</td> </tr> <tr> <td colspan="2"><b>E-MAIL ADDRESS:</b> jacklyn@jacklyndinh247.com</td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>INSURER(S) AFFORDING COVERAGE</b></td> </tr> <tr> <td><b>INSURER A:</b> State Farm Fire and Casualty Company</td> <td style="text-align: right;">NAIC # 25143</td> </tr> <tr> <td><b>INSURER B:</b></td> <td></td> </tr> <tr> <td><b>INSURER C:</b></td> <td></td> </tr> <tr> <td><b>INSURER D:</b></td> <td></td> </tr> <tr> <td><b>INSURER E:</b></td> <td></td> </tr> <tr> <td><b>INSURER F:</b></td> <td></td> </tr> </table>	<b>CONTACT NAME:</b> JACKLYN DINH		<b>PHONE (A/C, No, Ext):</b> 408-702-2602	<b>FAX (A/C, No):</b> 408-228-4597	<b>E-MAIL ADDRESS:</b> jacklyn@jacklyndinh247.com		<b>INSURER(S) AFFORDING COVERAGE</b>		<b>INSURER A:</b> State Farm Fire and Casualty Company	NAIC # 25143	<b>INSURER B:</b>		<b>INSURER C:</b>		<b>INSURER D:</b>		<b>INSURER E:</b>		<b>INSURER F:</b>	
<b>CONTACT NAME:</b> JACKLYN DINH																					
<b>PHONE (A/C, No, Ext):</b> 408-702-2602	<b>FAX (A/C, No):</b> 408-228-4597																				
<b>E-MAIL ADDRESS:</b> jacklyn@jacklyndinh247.com																					
<b>INSURER(S) AFFORDING COVERAGE</b>																					
<b>INSURER A:</b> State Farm Fire and Casualty Company	NAIC # 25143																				
<b>INSURER B:</b>																					
<b>INSURER C:</b>																					
<b>INSURER D:</b>																					
<b>INSURER E:</b>																					
<b>INSURER F:</b>																					
<p><b>INSURED</b></p> <p>COLLEEN BRENNAN 754 CARR AVE AROMAS, CA 95004</p>																					

**COVERAGES**

**CERTIFICATE NUMBER:**

**REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS																
	<p><b>COMMERCIAL GENERAL LIABILITY</b></p> <p><input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR</p> <hr/> <p>GEN'L AGGREGATE LIMIT APPLIES PER:</p> <p><input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC</p> <p>OTHER:</p>						<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>EACH OCCURRENCE</td><td>\$</td></tr> <tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td>\$</td></tr> <tr><td>MED EXP (Any one person)</td><td>\$</td></tr> <tr><td>PERSONAL &amp; ADV INJURY</td><td>\$</td></tr> <tr><td>GENERAL AGGREGATE</td><td>\$</td></tr> <tr><td>PRODUCTS - COMP/OP AGG</td><td>\$</td></tr> <tr><td></td><td>\$</td></tr> </table>	EACH OCCURRENCE	\$	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$	MED EXP (Any one person)	\$	PERSONAL & ADV INJURY	\$	GENERAL AGGREGATE	\$	PRODUCTS - COMP/OP AGG	\$		\$		
EACH OCCURRENCE	\$																						
DAMAGE TO RENTED PREMISES (Ea occurrence)	\$																						
MED EXP (Any one person)	\$																						
PERSONAL & ADV INJURY	\$																						
GENERAL AGGREGATE	\$																						
PRODUCTS - COMP/OP AGG	\$																						
	\$																						
	<p><b>AUTOMOBILE LIABILITY</b></p> <p><input type="checkbox"/> ANY AUTO</p> <p><input checked="" type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS</p> <p><input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY</p>			477 9107-F23-05C	06-23-2022	12-23-2022	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>COMBINED SINGLE LIMIT (Ea accident)</td><td>\$</td></tr> <tr><td>BODILY INJURY (Per person)</td><td>\$</td></tr> <tr><td>BODILY INJURY (Per accident)</td><td>\$ 1,000,000.00</td></tr> <tr><td>PROPERTY DAMAGE (Per accident)</td><td>\$</td></tr> <tr><td></td><td>\$</td></tr> </table>	COMBINED SINGLE LIMIT (Ea accident)	\$	BODILY INJURY (Per person)	\$	BODILY INJURY (Per accident)	\$ 1,000,000.00	PROPERTY DAMAGE (Per accident)	\$		\$						
COMBINED SINGLE LIMIT (Ea accident)	\$																						
BODILY INJURY (Per person)	\$																						
BODILY INJURY (Per accident)	\$ 1,000,000.00																						
PROPERTY DAMAGE (Per accident)	\$																						
	\$																						
	<p><b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR</p> <p><b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE</p> <p>DED <input type="checkbox"/> RETENTION \$</p>						<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>EACH OCCURRENCE</td><td>\$</td></tr> <tr><td>AGGREGATE</td><td>\$</td></tr> <tr><td></td><td>\$</td></tr> </table>	EACH OCCURRENCE	\$	AGGREGATE	\$		\$										
EACH OCCURRENCE	\$																						
AGGREGATE	\$																						
	\$																						
	<p><b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b></p> <p>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y / N <input checked="" type="checkbox"/> N / A</p> <p><b>(Mandatory in NH)</b></p> <p>If yes, describe under DESCRIPTION OF OPERATIONS below</p>						<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 5%;">PER STATUTE</td> <td style="width: 5%;">OTH-ER</td> <td style="width: 40%;"></td> </tr> <tr><td>E.L. EACH ACCIDENT</td><td></td><td></td><td>\$</td></tr> <tr><td>E.L. DISEASE - EA EMPLOYEE</td><td></td><td></td><td>\$</td></tr> <tr><td>E.L. DISEASE - POLICY LIMIT</td><td></td><td></td><td>\$</td></tr> </table>		PER STATUTE	OTH-ER		E.L. EACH ACCIDENT			\$	E.L. DISEASE - EA EMPLOYEE			\$	E.L. DISEASE - POLICY LIMIT			\$
	PER STATUTE	OTH-ER																					
E.L. EACH ACCIDENT			\$																				
E.L. DISEASE - EA EMPLOYEE			\$																				
E.L. DISEASE - POLICY LIMIT			\$																				

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES** (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

2017 HYUNDAI ACCENT 4DR  
 Vin: KMHCT4AE6HU350349  
 Premium:\$ 1325.61  
 Collision Coverage: \$250  
 Comprehensive Coverage: \$250

**CERTIFICATE HOLDER**

**CANCELLATION**

Please see document attached for additional intrests.

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



PO Box 2368  
Bloomington IL 61702-2368

## DECLARATIONS PAGE

PAGE 1 OF 2

NAMED INSURED 00160  
000160 0058 05-0330-1 B ABRENNAN, COLLEEN DBA  
BRENNAN WORKFORCE CONSULTING  
754 CARR AVE  
AROMAS CA 95004-9663POLICY NUMBER 477 9107-F23-05D  
POLICY PERIOD JUN 23 2022 to DEC 23 2022  
12:01 A.M. Standard TimeAGENT  
JACKLYN DINH  
520 LAWRENCE EXPY STE 309  
SUNNYVALE, CA 94085-4025

PHONE: (408)702-2602

DO NOT PAY PREMIUMS SHOWN ON THIS PAGE.  
IF AN AMOUNT IS DUE, THEN A SEPARATE STATEMENT IS ENCLOSE D.

## YOUR CAR

YEAR	MAKE	MODEL	BODY STYLE	VEHICLE ID. NUMBER	CLASS
2017	HYUNDAI	ACCENT	4DR	KMHCT4AE6HU350349	60301311

SYMBOLS	COVERAGE & LIMITS	PREMIUMS
A	Liability Coverage Limit-Each Accident \$1,000,000	\$847.18
C	Medical Payments Coverage Limit - Each Person \$5,000	\$39.57
D	Comprehensive Coverage - \$250 Deductible	\$54.80
G	Collision Coverage - \$1,000 Deductible	\$228.64
H	Emergency Road Service Coverage	\$4.97
U	Uninsured Motor Vehicle Coverage Bodily Injury Limits Each Person, Each Accident \$250,000 \$500,000	\$137.83
U1	Uninsured Motor Vehicle Property Damage Coverage	\$11.66
S	Death, Dismemberment and Loss of Sight Coverage Persons Insured - \$10,000	\$.96
BRENNAN, COLLEEN		

<b>Total premium for JUN 23 2022 to DEC 23 2022.</b>	<b>\$1,325.61</b>	This is not a bill.
--	-------------------	---------------------

## IMPORTANT MESSAGES

## IMPORTANT NOTICE

For your protection California law requires the following to appear with this policy: Any person who knowingly presents false or fraudulent information to obtain or amend insurance coverage or to make a claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

Replaced policy number 4779107-05C.

CONTINUED

See Reverse Side

03352/01652

155-3886 CA 2 05-2002 (01a025c)  
IHSXON (01a025c)ST-4-U  
0103-8082

PO Box 2368  
Bloomington IL 61702-2368

**DECLARATIONS PAGE**

00160 05-0330-1 B A  
NAMED INSURED 000160 0058  
BRENNAN, COLLEEN DBA  
BRENNAN WORKFORCE CONSULTING  
754 CARR AVE  
AROMAS CA 95004-9663

POLICY NUMBER 477 9107-F23-05D  
POLICY PERIOD JUN 23 2022 to DEC 23 2022  
12:01 A.M. Standard Time



ST-4-U  
0203-8082

**EXCEPTIONS, POLICY BOOKLET & ENDORSEMENTS (See policy booklet & individual endorsements for coverage details.)**

YOUR POLICY CONSISTS OF THIS DECLARATIONS PAGE, THE POLICY BOOKLET - FORM 9805B, AND ANY ENDORSEMENTS THAT APPLY, INCLUDING THOSE ISSUED TO YOU WITH ANY SUBSEQUENT RENEWAL NOTICE.  
01 6028BU ADDITIONAL INSURED-COUNTY OF MONTEREY ITS OFFICERS, AGENTS, AND EMPLOYEES, 344 SALINAS ST STE 101, SALINAS CA 93901-2727  
02 6028BU ADDITIONAL INSURED-COUNTY OF MONTEREY, 344 SALINAS ST STE 101, SALINAS CA 93901-2727.  
03 6028BU ADDITIONAL INSURED-SANTA CRUZ COUNTY HUMAN SERVICES DEPARTMENT, 18 W BEACH ST, WATSONVILLE CA 95076-4504  
04 6028BU ADDITIONAL INSURED-COUNTY OF MERCED, 2222 M ST, MERCED CA 95340-3729  
05 6028BU ADDITIONAL INSURED-MCWDB ITS OFFICERS, AGENTS EMPLOYEES, 344 SALINAS ST STE 101, SALINAS CA 93901-2727.  
6126MD EXCESS COVERAGE FOR PERSONAL VEHICLE SHARING.  
6128AC AMENDATORY ENDORSEMENT.  
6289DW SINGLE LIMIT LIABILITY COVERAGE.  
6196AA: WAIVER OF SUBROGATION UNDER THE LIABILITY COVERAGE FOR COUNTY OF MONTEREY ISAOA; MCWDB ISAOA.

Agent: JACKLYN DINH

Telephone: (408)702-2602

Prepared JUL 13 2022

0330-AD9

**6126MD EXCESS COVERAGE FOR PERSONAL VEHICLE SHARING**

This endorsement is a part of the policy. Except for the changes this endorsement makes, all other provisions of the policy remain the same and apply to this endorsement.

**1. LIABILITY COVERAGE**

**a. Exclusions**

Exclusion 15. is replaced by the following:

THERE IS NO COVERAGE FOR AN *INSURED* FOR THE OWNERSHIP, MAINTENANCE, OR USE OF *YOUR CAR* OR A *NEWLY ACQUIRED CAR* WHILE USED IN *PERSONAL VEHICLE SHARING*. This exclusion does not apply to *you* and *resident relatives* when, and only if, the full amount of all available limits of all other liability bonds, policies, and self-insurance plans that apply have been used up by payment of judgments or settlements, or have been offered in writing.

**2. MEDICAL PAYMENTS COVERAGE**

**a. Exclusions**

(1) Exclusion 3. is replaced by the following:

THERE IS NO COVERAGE FOR AN *INSURED* WHO IS *OCCUPYING* A VEHICLE WHILE IT IS RENTED OR LEASED TO OTHERS BY AN *INSURED*. This exclusion does not apply to *you* and *resident relatives* while *occupying your car* or a *newly acquired car* while used in *personal vehicle sharing* when, and only if, the full amount of all available limits of all other sources of medical payments coverage or similar payments insurance that apply have been paid.

**b. If Other Liability Coverage Applies**

The first paragraph of item 2. is changed to read:

The Liability Coverage provided by this policy applies as primary coverage for the ownership, maintenance, or use of *your car* or a *trailer* attached to it, except while *your car* or a *trailer* attached to it is used in *personal vehicle sharing*. The Liability Coverage provided by this policy applies as excess coverage for the ownership, maintenance, or use of *your car* or a *trailer* attached to it while *your car* or a *trailer* attached to it is used in *personal vehicle sharing*.

**b. If Other Medical Payments Coverage or Similar Vehicle Insurance Applies**

The first paragraph of item 3. is changed to read:

The Medical Payments Coverage provided by this policy applies as primary coverage for an *insured* who sustains *bodily injury* while *occupying your car* or a *trailer* attached to it, except while *your car* or a *trailer* attached to it is used in *personal vehicle sharing*. The Medical Payments Coverage provided by this policy applies as excess coverage for *you* and *resident relatives* who sustain *bodily injury* while *occupying your car* or a *trailer* attached to it while *your car* or a *trailer* attached to it is used in *personal vehicle sharing*.

**3. UNINSURED MOTOR VEHICLE COVERAGE**

**a. Exclusions**

Exclusion 6. is replaced by the following:

THERE IS NO COVERAGE FOR AN *INSURED* WHO IS *OCCUPYING YOUR CAR* OR A *NEWLY ACQUIRED CAR* WHILE USED IN *PERSONAL VEHICLE SHARING*. This exclusion does not apply to *you* and *resident relatives* when, and only if, the full amount of all available limits of all other sources of uninsured motor vehicle coverage that apply have been paid.

**b. If Other Uninsured Motor Vehicle Coverage Applies**

The first paragraph of item 2. is changed to read:

The Uninsured Motor Vehicle Coverage provided by this policy applies as primary coverage for an *insured* who sustains *bodily injury* while *occupying your car*, except while *your car* is used in *personal vehicle sharing*. The Uninsured Motor Vehicle Coverage provided by this policy applies as excess coverage for *you* and *resident relatives* who sustain *bodily injury* while *occupying your car* while *your car* is used in *personal vehicle sharing*.

**4. PHYSICAL DAMAGE COVERAGES**

**a. Exclusions**

(1) Exclusion 2. is replaced by the following:

THERE IS NO COVERAGE FOR ANY *COVERED VEHICLE* WHILE IT IS RENTED OR LEASED TO OTHERS BY AN *INSURED*. This exclusion does not apply to *your car* or a *newly acquired car* while used in *personal vehicle sharing* when, and only if, the full amount of all available limits of all other sources of physical damage coverage or similar coverage that apply have been paid.

(2) Exclusion 20. is replaced by the following:

THERE IS NO COVERAGE FOR *YOUR CAR* OR A *NEWLY ACQUIRED CAR* WHILE USED IN *PERSONAL VEHICLE SHARING*. This exclusion does not apply when, and only if, the full amount of all available limits of all other sources of physical damage



2008-0050  
U-1-S

b. coverage or similar coverage that apply have been paid.  
**If Other Physical Damage Coverage or Similar Coverage Applies**  
 The first paragraph of item 3. is changed to read:  
 The physical damage coverages provided by this policy apply as

primary coverage for a *loss to your car*, except while *your car* is used in *personal vehicle sharing*. The physical damage coverages provided by this policy apply as excess coverage for a *loss to your car* while it is used in *personal vehicle sharing*.

**6289DW SINGLE LIMIT LIABILITY COVERAGE**

This endorsement is a part of the policy. Except for the changes this endorsement makes, all other provisions of the policy remain the same and apply to this endorsement.

**LIABILITY COVERAGE**

The **Limits** provision is replaced by the following:

**Limit**

1. The Liability Coverage limit is shown on the Declarations Page under "Liability Coverage – Limit – Each Accident";
2. The limit shown is the most *we* will pay for all damages resulting from any one accident.
3. This Liability Coverage limit shall be reduced by payments for *bodily injury* damages made to or for the *insured* under the Uninsured Motor Vehicle Coverage of this policy.
4. This Liability Coverage limit is the most *we* will pay regardless of the number of:
  - a. *insureds*;
  - b. claims made;
  - c. vehicles insured; or
  - d. vehicles involved in the accident.
5. If the *insured* must provide the limits required by a motor vehicle compulsory insurance, financial responsibility, motor carrier or similar law, then the limit provided by this policy will be applied.
 

Regardless of such requirements, *we* will not pay more than the limit shown on the Declarations Page.

CERTIFICATE OF LIABILITY INSURANCE

**POLICY: 466 9622-F09-05**

ADDITIONAL INTRESTS:

COUNTY OF MONTEREY ITS  
OFFICERS, AGENTS, AND  
EMPLOYEES  
344 SALINAS ST STE 101  
SALINAS CA 93901-2727

MCWDB ITS OFFICERS, AGENTS,  
AND EMPLOYEES  
344 SALINAS ST STE 101  
SALINAS CA 93901-2727

**POLICY: 477 9107-F23-05C**

ADDITIONAL INTRESTS:

COUNTY OF MONTEREY ITS  
OFFICERS, AGENTS, AND  
EMPLOYEES  
344 SALINAS ST STE 101  
SALINAS CA 93901-2727

SANTA CRUZ COUNTY HUMAN  
SERVICES DEPARTMENT  
18 W BEACH ST  
WATSONVILLE CA 95076-4504

COUNTY OF MERCED  
2222 M ST  
MERCED CA 95340-3729

MCWDB ITS OFFICERS, AGENTS  
EMPLOYEES  
344 SALINAS ST STE 101  
SALINAS CA 93901-2727



**POLICY: 477 9215-F23-05D**

COUNTY OF MONTEREY ITS  
OFFICERS, AGENTS AND EMPLOYEES  
344 SALINAS ST STE 101  
SALINAS CA 93901-2727

SANTA CRUZ COUNTY  
HUMAN SERVICES DEPARTMENT  
18 W BEACH ST  
WATSONVILLE CA 95076-4504

COUNTY OF MERCED  
2222 M ST  
MERCED CA 95340-3729

MCWDB ITS OFFICERS, AGENTS,  
EMPLOYEES  
344 SALINAS ST STE 101  
SALINAS CA 93901-2727



PO Box 853922  
Richardson, TX 75085-3922

**DECLARATIONS PAGE**

NAMED INSURED 00118  
000118 0058 05-8974-3 P A

POLICY NUMBER 466 9622-F09-05  
POLICY PERIOD DEC 09 2021 to JUN 09 2022  
12:01 A.M. Standard Time

BRENNAN, COLLEEN DBA  
BRENNAN WORKFORCE CONSULTING  
754 CARR AVE  
AROMAS CA 95004-9663



AGENT  
ABDELKHALEK INS AGCY INC  
775 E EL CAMINO REAL  
SUNNYVALE, CA 94087-2976

PHONE: (408)732-4100

**DO NOT PAY PREMIUMS SHOWN ON THIS PAGE.  
IF AN AMOUNT IS DUE, THEN A SEPARATE STATEMENT IS ENCLOSE D.**

**YOUR CAR**

YEAR	MAKE	MODEL	BODY STYLE	VEHICLE ID. NUMBER	CLASS
	NONOWNED		AUTO		6700EP00

SYMBOLS	COVERAGE & LIMITS	PREMIUMS
A	Liability Coverage Limit-Each Accident \$1,000,000	\$29.44
L	Physical Damage Coverage - \$500 Deductible	\$25.00
U	Uninsured Motor Vehicle Coverage Bodily Injury Limits Each Person, Each Accident \$1,000,000 \$1,000,000	\$6.00

**Total premium for DEC 09 2021 to JUN 09 2022. \$60.44 This is not a bill.**

**IMPORTANT MESSAGES**

New Policy Form

**EXCEPTIONS, POLICY BOOKLET & ENDORSEMENTS (See policy booklet & individual endorsements for coverage details.)**

YOUR POLICY CONSISTS OF THIS DECLARATIONS PAGE, THE POLICY BOOKLET - FORM 9805B, AND ANY ENDORSEMENTS THAT APPLY, INCLUDING THOSE ISSUED TO YOU WITH ANY SUBSEQUENT RENEWAL NOTICE.  
01 6028BU ADDITIONAL INSURED-COUNTY OF MONTEREY ITS OFFICERS, AGENTS, AND EMPLOYEES, 344 SALINAS ST STE 101 344 SALINAS ST STE 101, SALINAS CA 93901-2727.  
02 6028BU ADDITIONAL INSURED-MCWDB ITS OFFICERS, AGENTS, AND EMPLOYEES, 344 SALINAS ST STE 101, SALINAS CA 93901-2727.  
6126MD EXCESS COVERAGE FOR PERSONAL VEHICLE SHARING.  
6128AC AMENDATORY ENDORSEMENT.  
6164DP HIRED CAR LIABILITY COVERAGE.  
6165CS EMPLOYERS NON-OWNED CAR LIABILITY COVERAGE.  
6166AM HIRED CAR-COMPREHENSIVE COVERAGE AND COLLISION COVERAGE \$100,000 LIMIT: \$500 DEDUCTIBLE.  
6289DW SINGLE LIMIT LIABILITY COVERAGE.

ST-3486C-U  
0104-C5A2



PO Box 2368  
Bloomington IL 61702-2368

DATE OF NOTICE: JUL 13 2022  
CODE:

AT1 02 106A A  
000194 0093

MCWDB ITS OFFICERS, AGENTS,  
AND EMPLOYEES  
344 SALINAS ST STE 101  
SALINAS CA 93901-2727



NOTE: PLEASE NOTIFY STATE FARM AT THE  
ADDRESS LISTED AT THE TOP, LEFT CORNER  
OF THIS PAGE REGARDING ANY CHANGE OF  
ADDRESS INFORMATION.



0101-ST-0000

**ADDITIONAL INSURED'S NOTICE OF COVERAGE**

State Farm Mutual Automobile Insurance Company

0330-FAD9A

**NAMED INSURED:**  
BRENNAN, COLLEEN DBA  
BRENNAN WORKFORCE CONSULTING  
754 CARR AVE  
AROMAS CA 95004-9663

**POLICY NO:** 466 9622-F09-05A  
**YR/MAKE/MODEL:** NONOWNED AUTO  
**VIN/CAMPER:**  
**AGENT NAME:** JACKLYN DINH  
**AGENT PHONE:** (408)702-2602  
**ENDORSEMENT NO:** 6028BU  
6164DP 6165CS

**COVERAGE:**  
BI AND PD LIABILITY  
\$ 1 MIL  
\$500 DED. COMP/COLL.

**POLICY EFFECTIVE**  
JUN 09 2022 UNTIL TERMINATED

**POLICY MESSAGES:** This policy shown above supersedes policy# 4669622-05.  
The policy includes a loss payable clause protecting the additional insured's interest in the described car to the extent of the insurance provided and subject to all policy provisions. The additional insured will be given 20 days notice if the policy is terminated. Until such notice is provided, it shall be presumed that the required renewal premiums have been paid. The additional insured must notify us within 10 days of any change of interest or ownership coming to their attention. Failure to do so will render this policy null and void.

00.8 (01a0821f) 06-06-2014

StateFarm STATE FARM®



PO Box 2368  
Bloomington IL 61702-2368

DATE OF NOTICE: JUL 13 2022  
CODE:

AT1 02 45A A  
000134 0093

COUNTY OF MONTEREY ITS  
OFFICERS, AGENTS, AND  
EMPLOYEES  
344 SALINAS ST STE 101  
344 SALINAS ST STE 101  
SALINAS CA 93901-2727



NOTE: PLEASE NOTIFY STATE FARM AT THE  
ADDRESS LISTED AT THE TOP, LEFT CORNER  
OF THIS PAGE REGARDING ANY CHANGE OF  
ADDRESS INFORMATION.



0101-ST-0000

**ADDITIONAL INSURED'S NOTICE OF COVERAGE**

State Farm Mutual Automobile Insurance Company

0330-FAD9A

**NAMED INSURED:**  
BRENNAN, COLLEEN DBA  
BRENNAN WORKFORCE CONSULTING  
754 CARR AVE  
AROMAS CA 95004-9663

**POLICY NO:** 466 9622-F09-05A  
**YR/MAKE/MODEL:** NONOWNED AUTO  
**VIN/CAMPER:**  
**AGENT NAME:** JACKLYN DINH  
**AGENT PHONE:** (408)702-2602  
**ENDORSEMENT NO:** 6028BU  
6164DP 6165CS

**COVERAGE:**  
BI AND PD LIABILITY  
\$ 1 MIL  
\$500 DED. COMP/COLL.

**POLICY EFFECTIVE**  
JUN 09 2022 UNTIL TERMINATED

**POLICY MESSAGES:** This policy shown above supersedes policy# 4669622-05.  
The policy includes a loss payable clause protecting the additional insured's interest in the described car to the extent of the insurance provided and subject to all policy provisions. The additional insured will be given 20 days notice if the policy is terminated. Until such notice is provided, it shall be presumed that the required renewal premiums have been paid. The additional insured must notify us within 10 days of any change of interest or ownership coming to their attention. Failure to do so will render this policy null and void.

00.8 (01a0821f) 06-06-2014



PO Box 2368  
Bloomington IL 61702-2368

DATE OF NOTICE: JUL 13 2022

CODE:

AT1 02 46A A

000135 0093

COUNTY OF MONTEREY  
344 SALINAS ST STE 101  
SALINAS CA 93901-2727

NOTE: PLEASE NOTIFY STATE FARM AT THE ADDRESS LISTED AT THE TOP, LEFT CORNER OF THIS PAGE REGARDING ANY CHANGE OF ADDRESS INFORMATION.



0101-ST-0000

**ADDITIONAL INSURED'S NOTICE OF COVERAGE**

State Farm Mutual Automobile Insurance Company

0330-FAD9A

**NAMED INSURED:**

BRENNAN, COLLEEN DBA  
BRENNAN WORKFORCE CONSULTING  
754 CARR AVE  
AROMAS CA 95004-9663

**POLICY NO:**

477 9107-F23-05D

**YR/MAKE/MODEL:**

2017 HYUNDAI 4DR

**VIN/CAMPER:**

KMHCT4AE6HU350349

**AGENT NAME:**

JACKLYN DINH

**AGENT PHONE:**

(408)702-2602

**ENDORSEMENT NO:**

6028BU

**COVERAGE:**

BI AND PD LIABILITY  
\$ 1 MIL  
\$250 DED. COMP.  
\$1000 DED. COLL.

POLICY EFFECTIVE

JUN 23 2022 UNTIL TERMINATED

**POLICY MESSAGES:** This policy shown above supersedes policy# 4779107-05C.

The policy includes a loss payable clause protecting the additional insured's interest in the described car to the extent of the insurance provided and subject to all policy provisions. The additional insured will be given 20 days notice if the policy is terminated. Until such notice is provided, it shall be presumed that the required renewal premiums have been paid. The additional insured must notify us within 10 days of any change of interest or ownership coming to their attention. Failure to do so will render this policy null and void.

00.8 (01a0821f) 06-06-2014

PO Box 2368  
Bloomington IL 61702-2368

CODE:

AT1 02 107A A  
000195 0093

MCWDB ITS OFFICERS, AGENTS,  
EMPLOYEES  
344 SALINAS ST STE 101  
SALINAS CA 93901-2727

NOTE: PLEASE NOTIFY STATE FARM AT THE  
ADDRESS LISTED AT THE TOP, LEFT CORNER  
OF THIS PAGE REGARDING ANY CHANGE OF  
ADDRESS INFORMATION.



0101-ST-0000

**ADDITIONAL INSURED'S NOTICE OF COVERAGE**

State Farm Mutual Automobile Insurance Company

0330-FAD9A

**NAMED INSURED:**  
BRENNAN, COLLEEN DBA  
BRENNAN WORKFORCE CONSULTING  
754 CARR AVE  
AROMAS CA 95004-9663

**POLICY NO:** 477 9215-F23-05E  
**YR/MAKE/MODEL:** 1998 FORD PICKUP  
**VIN/CAMPER:** 1FTZX1768WKA59393  
**AGENT NAME:** JACKLYN DINH  
**AGENT PHONE:** (408)702-2602  
**ENDORSEMENT NO:** 6028BU

**COVERAGE:**  
BI AND PD LIABILITY  
\$ 1 MIL /\$ 1 MIL /\$250,000  
\$250 DED. COMP.

POLICY EFFECTIVE  
JUN 23 2022 UNTIL TERMINATED

**POLICY MESSAGES:** This policy shown above supersedes policy# 4779215-05D.

The policy includes a loss payable clause protecting the additional insured's interest in the described car to the extent of the insurance provided and subject to all policy provisions. The additional insured will be given 20 days notice if the policy is terminated. Until such notice is provided, it shall be presumed that the required renewal premiums have been paid. The additional insured must notify us within 10 days of any change of interest or ownership coming to their attention. Failure to do so will render this policy null and void.

121000.8 (01a0621f) 06-06-2014

**ADDITIONAL INSURED'S NOTICE OF COVERAGE**

State Farm Mutual Automobile Insurance Company

0330-FAD9A

**NAMED INSURED:**  
BRENNAN, COLLEEN DBA  
BRENNAN WORKFORCE CONSULTING  
754 CARR AVE  
AROMAS CA 95004-9663

**POLICY NO:** 477 9107-F23-05D  
**YR/MAKE/MODEL:** 2017 HYUNDAI 4DR  
**VIN/CAMPER:** KMHCT4AE6HU350349  
**AGENT NAME:** JACKLYN DINH  
**AGENT PHONE:** (408)702-2602  
**ENDORSEMENT NO:** 6028BU

**COVERAGE:**  
BI AND PD LIABILITY  
\$ 1 MIL  
\$250 DED. COMP.  
\$1000 DED. COLL.

POLICY EFFECTIVE  
JUN 23 2022 UNTIL TERMINATED

**POLICY MESSAGES:** This policy shown above supersedes policy# 4779107-05C.

The policy includes a loss payable clause protecting the additional insured's interest in the described car to the extent of the insurance provided and subject to all policy provisions. The additional insured will be given 20 days notice if the policy is terminated. Until such notice is provided, it shall be presumed that the required renewal premiums have been paid. The additional insured must notify us within 10 days of any change of interest or ownership coming to their attention. Failure to do so will render this policy null and void.

(a0622a)

PO Box 2368  
Bloomington IL 61702-2368

44A

AT1 02 A

000133 0093

COUNTY OF MONTEREY ITS  
OFFICERS, AGENTS AND EMPLOYEES  
344 SALINAS ST STE 101  
SALINAS CA 93901-2727

NOTE: PLEASE NOTIFY STATE FARM AT THE  
ADDRESS LISTED AT THE TOP, LEFT CORNER  
OF THIS PAGE REGARDING ANY CHANGE OF  
ADDRESS INFORMATION.



0101-ST-0000

121000.8 (01a0821f) 06-06-2014

(a0822d)

**ADDITIONAL INSURED'S NOTICE OF COVERAGE**

State Farm Mutual Automobile Insurance Company

0330-FAD9A

**NAMED INSURED:**  
BRENNAN, COLLEEN DBA  
BRENNAN WORKFORCE CONSULTING  
754 CARR AVE  
AROMAS CA 95004-9663

**POLICY NO:** 477 9215-F23-05E  
**YR/MAKE/MODEL:** 1998 FORD PICKUP  
**VIN/CAMPER:** 1FTZX1768WKA59393  
**AGENT NAME:** JACKLYN DINH  
**AGENT PHONE:** (408)702-2602  
**ENDORSEMENT NO:** 6028BU

**COVERAGE:**  
BI AND PD LIABILITY  
\$ 1 MIL /\$ 1 MIL /\$250,000  
\$250 DED. COMP.

POLICY EFFECTIVE  
JUN 23 2022 UNTIL TERMINATED

**POLICY MESSAGES:** This policy shown above supersedes policy# 4779215-05D.

The policy includes a loss payable clause protecting the additional insured's interest in the described car to the extent of the insurance provided and subject to all policy provisions. The additional insured will be given 20 days notice if the policy is terminated. Until such notice is provided, it shall be presumed that the required renewal premiums have been paid. The additional insured must notify us within 10 days of any change of interest or ownership coming to their attention. Failure to do so will render this policy null and void.

**ADDITIONAL INSURED'S NOTICE OF COVERAGE**

State Farm Mutual Automobile Insurance Company

0330-FAD9A

**NAMED INSURED:**  
BRENNAN, COLLEEN DBA  
BRENNAN WORKFORCE CONSULTING  
754 CARR AVE  
AROMAS CA 95004-9663

**POLICY NO:** 477 9107-F23-05D  
**YR/MAKE/MODEL:** 2017 HYUNDAI 4DR  
**VIN/CAMPER:** KMHCT4AE6HU350349  
**AGENT NAME:** JACKLYN DINH  
**AGENT PHONE:** (408)702-2602  
**ENDORSEMENT NO:** 6028BU

**COVERAGE:**  
BI AND PD LIABILITY  
\$ 1 MIL  
\$250 DED. COMP.  
\$1000 DED. COLL.

POLICY EFFECTIVE  
JUN 23 2022 UNTIL TERMINATED

**POLICY MESSAGES:** This policy shown above supersedes policy# 4779107-05C.

The policy includes a loss payable clause protecting the additional insured's interest in the described car to the extent of the insurance provided and subject to all policy provisions. The additional insured will be given 20 days notice if the policy is terminated. Until such notice is provided, it shall be presumed that the required renewal premiums have been paid. The additional insured must notify us within 10 days of any change of interest or ownership coming to their attention. Failure to do so will render this policy null and void.