

**COUNTY OF MENDOCINO
STANDARD SERVICES AGREEMENT**

This Agreement, dated as of JUL 12 2016, 2016, is by and between the COUNTY OF MENDOCINO, hereinafter referred to as the "COUNTY", and **Ukiah Senior Center**, hereinafter referred to as the "CONTRACTOR".

WITNESSETH

WHEREAS, pursuant to Government Code Section 31000, COUNTY may retain independent contractors to perform special services to or for COUNTY or any department thereof; and,

WHEREAS, COUNTY desires to obtain CONTRACTOR for its Senior health and welfare outreach and information referral, and financial management as referred by Adult Protective Services; and,

WHEREAS, CONTRACTOR is willing to provide such services on the terms and conditions set forth in this AGREEMENT and is willing to provide same to COUNTY.

NOW, THEREFORE it is agreed that COUNTY does hereby retain CONTRACTOR to provide the services described in Exhibit "A", and CONTRACTOR accepts such engagement, on the General Terms and Conditions hereinafter specified in this Agreement, the Additional Provisions attached hereto, and the following described exhibits, all of which are incorporated into this Agreement by this reference:

- Exhibit A Definition of Services
- Exhibit B Payment Terms
- Exhibit C Insurance Requirements
- Exhibit D Assurance of Compliance with Nondiscrimination in State and Federally Assisted Programs
- Appendix A Certification Regarding Debarment, Suspension, and Other Responsibility Matters -- Lower Tier Covered Transactions
- Attachment 1 Invoice & Reports

The term of this Agreement shall be from July 1, 2016 through June 30, 2017.

The compensation payable to CONTRACTOR hereunder shall not exceed Fifty-Seven Thousand, Three Hundred Dollars (\$57,300) for the term of this Agreement.

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

COUNTY OF MENDOCINO
HEALTH AND HUMAN SERVICES AGENCY:

By: _____

Date: 5-13-16

Budgeted: Yes No

Budget Unit: 5010

Line Item: 86-3115

Org/Object Code: SSACM 863115

Grant: Yes No

Grant No.:

COUNTY OF MENDOCINO

By: _____

DAN GJERDE, Chair
BOARD OF SUPERVISORS

Date: JUL 12 2016

ATTEST:

CARMEL J. ANGELO, Clerk of said Board

By: _____

Deputy

Date: JUL 12 2016

I hereby certify that according to the provisions of Government Code Section 25103, delivery of this document has been made.

CARMEL J. ANGELO, Clerk of said Board

By: _____

Deputy

Date: JUL 12 2016

INSURANCE REVIEW:

By: _____

ALAN D. FLORA, Risk Manager

Date: 5-13-16

CONTRACTOR/COMPANY NAME

By: _____

Signature

Printed Name: Diana Clarke

Title: Executive Director

Date: 6/12/16

NAME AND ADDRESS OF CONTRACTOR:

Ukiah Senior Center
499 Leslie Street
Ukiah, CA 95482
707-462-4343
Diana@ukiahseniorcenter.org

By signing above, signatory warrants and represents that he/she executed this Agreement in his/her authorized capacity and that by his/her signature on this Agreement, he/she or the entity upon behalf of which he/she acted, executed this Agreement.

COUNTY COUNSEL REVIEW:

APPROVED AS TO FORM:

KATHARINE L. ELLIOTT, County Counsel

By: _____

Deputy

Date: 5-12-16

FISCAL REVIEW:

By: _____

Deputy CEO/Fiscal

Date: 5-13-16

EXECUTIVE OFFICE REVIEW:

APPROVAL RECOMMENDED

By: _____

CARMEL J. ANGELO, Chief Executive Officer

Date: 5-13-16

GENERAL TERMS AND CONDITIONS

1. **INDEPENDENT CONTRACTOR:** No relationship of employer and employee is created by this Agreement; it being understood and agreed that CONTRACTOR is an Independent Contractor. CONTRACTOR is not the agent or employee of the COUNTY in any capacity whatsoever, and COUNTY shall not be liable for any acts or omissions by CONTRACTOR nor for any obligations or liabilities incurred by CONTRACTOR.

CONTRACTOR shall have no claim under this Agreement or otherwise, for seniority, vacation time, vacation pay, sick leave, personal time off, overtime, health insurance medical care, hospital care, retirement benefits, social security, disability, Workers' Compensation, or unemployment insurance benefits, civil service protection, or employee benefits of any kind.

CONTRACTOR shall be solely liable for and obligated to pay directly all applicable payroll taxes (including federal and state income taxes) or contributions for unemployment insurance or old age pensions or annuities which are imposed by any governmental entity in connection with the labor used or which are measured by wages, salaries or other remuneration paid to its officers, agents or employees and agrees to indemnify and hold County harmless from any and all liability which COUNTY may incur because of CONTRACTOR's failure to pay such amounts.

In carrying out the work contemplated herein, CONTRACTOR shall comply with all applicable federal and state workers' compensation and liability laws and regulations with respect to the officers, agents and/or employees conducting and participating in the work; and agrees that such officers, agents, and/or employees will be considered as Independent Contractors and shall not be treated or considered in any way as officers, agents and/or employees of COUNTY.

CONTRACTOR does, by this Agreement, agree to perform his/her said work and functions at all times in strict accordance with all applicable federal, state and County laws, including but not limited to prevailing wage laws, ordinances, regulations, titles, departmental procedures and currently approved methods and practices in his/her field and that the sole interest of COUNTY is to ensure that said service shall be performed and rendered in a competent, efficient, timely and satisfactory manner and in accordance with the standards required by the County agency concerned.

Notwithstanding the foregoing, if the COUNTY determines that pursuant to state and federal law CONTRACTOR is an employee for purposes of income tax withholding, COUNTY may upon two (2) week's written notice to CONTRACTOR, withhold from payments to CONTRACTOR hereunder federal and state income taxes and pay said sums to the federal and state governments.

2. **INDEMNIFICATION:** CONTRACTOR shall indemnify, defend, and hold harmless the COUNTY, its officers, agents, and employees, from and against any and all claims, liabilities, and losses whatsoever including damages to property and injuries to, or death of persons, reasonable attorney's fees, expert fees and court costs occurring or resulting, or alleged to be occurring or resulting, to any and all persons, firms or corporations furnishing or supplying work, services, materials, or supplies in connections with the CONTRACTOR'S performance or its obligations under this AGREEMENT, and from any and all claims, liabilities, and losses occurring or resulting, or alleged to be 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 its obligations under this AGREEMENT, unless such claims, liabilities, or losses arise out of the sole negligence or willful misconduct of COUNTY. "CONTRACTOR'S performance" includes CONTRACTOR'S action or inaction and the action or inaction of CONTRACTOR'S officers, employees, agents and subcontractors.
3. **INSURANCE AND BOND:** CONTRACTOR shall at all times during the term of the Agreement with the COUNTY maintain in force those insurance policies and bonds as designated in the attached Exhibit "C," and will comply with all those requirements as stated therein.
4. **WORKERS' COMPENSATION:** CONTRACTOR shall provide Workers' Compensation insurance, as applicable, at CONTRACTOR's own cost and expense and further, neither the CONTRACTOR nor its carrier shall be entitled to recover from COUNTY any costs, settlements, or expenses of Workers' Compensation claims arising out of this Agreement.
5. **CONFORMITY WITH LAW AND SAFETY:**
 - a. In performing services under this Agreement, CONTRACTOR shall observe and comply with all applicable laws, ordinances, codes and regulations of governmental agencies, including federal, state, municipal, and local governing bodies, having jurisdiction over the scope of services, including all applicable provisions of the California Occupational Safety and Health Act. CONTRACTOR shall indemnify and hold COUNTY harmless from any and all liability, fines, penalties and consequences from any of CONTRACTOR's failures to comply with such laws, ordinances, codes and regulations.
 - b. **Accidents:** If a death, serious personal injury or substantial property damage occurs in connection with CONTRACTOR's performance of this Agreement, CONTRACTOR shall immediately notify Mendocino County Risk Manager's Office by telephone. CONTRACTOR shall promptly submit to COUNTY a written report, in such form as may be required by COUNTY of all accidents which occur in connection with this Agreement. This report must include the following information: (1) name and address

of the injured or deceased person(s); (2) name and address of CONTRACTOR's sub-contractor, if any; (3) name and address of CONTRACTOR's liability insurance carrier; and (4) a detailed description of the accident and whether any of COUNTY's equipment, tools, material, or staff were involved.

- c. CONTRACTOR further agrees to take all reasonable steps to preserve all physical evidence and information which may be relevant to the circumstances surrounding a potential claim, while maintaining public safety, and to grant to the COUNTY the opportunity to review and inspect such evidence, including the scene of the accident.
6. PAYMENT: For services performed in accordance with this Agreement, payment shall be made to CONTRACTOR as provided in Exhibit "B" hereto as funding permits.
7. TAXES: Payment of all applicable federal, state, and local taxes shall be the sole responsibility of the CONTRACTOR.
8. OWNERSHIP OF DOCUMENTS: CONTRACTOR hereby agrees to provide to a private, not-for-profit, successor and if there is none then assigns the COUNTY and its assignees all copyright and other use rights in any and all proposals, plans, specification, designs, drawings, sketches, renderings, models, reports and related documents (including computerized or electronic copies) respecting in any way the subject matter of this Agreement, whether prepared by the COUNTY, the CONTRACTOR, the CONTRACTOR's subcontractors or third parties at the request of the CONTRACTOR (collectively, "Documents and Materials"). This explicitly includes the electronic copies of all above stated documentation.

CONTRACTOR shall be permitted to retain copies, including reproducible copies and computerized copies, of said Documents and Materials. CONTRACTOR agrees to take such further steps as may be reasonably requested by COUNTY to implement the aforesaid assignment. If for any reason said assignment is not effective, CONTRACTOR hereby grants the COUNTY and any assignee of the COUNTY an express royalty – free license to retain and use said Documents and Materials. The COUNTY's rights under this paragraph shall apply regardless of the degree of completion of the Documents and Materials and whether or not CONTRACTOR's services as set forth in Exhibit "A" of this Agreement have been fully performed or paid for.

CONTRACTOR shall pay all royalties and license fees which may be due for any patented or copyrighted materials, methods or systems selected by the CONTRACTOR and incorporated into the work as set forth in Exhibit "A", and shall defend, indemnify and hold the COUNTY harmless from any claims for infringement of patent or copyright arising out of such selection.

The COUNTY's rights under this Paragraph 8 shall not extend to any computer software used to create such Documents and Materials.

9. CONFLICT OF INTEREST: The CONTRACTOR covenants that it presently has no interest, and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of services required under this Agreement.
10. NOTICES: All notices, requests, demands, or other communications under this Agreement shall be in writing. Notices shall be given for all purposes as follows:

Personal delivery: When personally delivered to the recipient, notices are effective on delivery.

First Class Mail: When mailed first class to the last address of the recipient known to the party giving notice, notice is effective three (3) mail delivery days after deposit in a United States Postal Service office or mailbox. Certified Mail: When mailed certified mail, return receipt requested, notice is effective on receipt, if delivery is confirmed by a return receipt.

Overnight Delivery: When delivered by overnight delivery (Federal Express/Airborne/United Parcel Service/DHL WorldWide Express) with charges prepaid or charged to the sender's account, notice is effective on delivery, if delivery is confirmed by the delivery service.

Facsimile transmission: When sent by facsimile to the facsimile number of the recipient known to the party giving notice, notice is effective on receipt, provided that, (a) a duplicate copy of the notice is promptly given by first-class or certified mail or by overnight delivery, or (b) the receiving party delivers a written confirmation of receipt. Any notice given facsimile shall be deemed received on the next business day if it is received after 5:00 p.m. (recipient's time) or on a non-business day.

Addresses for purpose of giving notice are as follows:

To COUNTY: COUNTY OF MENDOCINO
HHSA Adult and Aging Services
PO Box 839
Ukiah, CA 95482
Attn: Debbie Worra

To CONTRACTOR: Ukiah Senior Center
499 Leslie Street
Ukiah, CA 95482
Attn: Diana Clarke

Any correctly addressed notice that is refused, unclaimed, or undeliverable because of an act or omission of the party to be notified shall be deemed effective as of the first date that said notice was refused, unclaimed, or deemed undeliverable by the postal authorities, messenger, or overnight delivery service.

Any party may change its address or facsimile number by giving the other party notice of the change in any manner permitted by this Agreement.

11. **USE OF COUNTY PROPERTY:** CONTRACTOR shall not use County property (including equipment, instruments and supplies) or personnel for any purpose other than in the performance of his/her obligations under this Agreement.
12. **EQUAL EMPLOYMENT OPPORTUNITY PRACTICES PROVISIONS:** CONTRACTOR certifies that it will comply with all federal and state laws pertaining to equal employment opportunity and that it shall not engage in any unlawful discrimination.
 - a. CONTRACTOR shall, in all solicitations or advertisements for applicants for employment placed as a result of this Agreement, state that it is an "Equal Opportunity Employer" or that all qualified applicants will receive consideration for employment without regard to their race, creed, color, disability, sex, sexual orientation, national origin, age, religion, Veteran's status, political affiliation, or any other non-merit factor.
 - b. CONTRACTOR shall, if requested to so do by the COUNTY, certify that it has not, in the performance of this Agreement, engaged in any unlawful discrimination.
 - c. If requested to do so by the COUNTY, CONTRACTOR shall provide the COUNTY with access to copies of all of its records pertaining or relating to its employment practices, except to the extent such records or portions of such records are confidential or privileged under state or federal law.
 - d. Nothing contained in this Agreement shall be construed in any manner so as to require or permit any act which is prohibited by law.
 - e. The CONTRACTOR shall include the provisions set forth in this paragraph in each of its subcontracts.
13. **DRUG-FREE WORKPLACE:** CONTRACTOR and CONTRACTOR's employees shall comply with the COUNTY's policy of maintaining a drug-free workplace. Neither CONTRACTOR nor CONTRACTOR's employees shall unlawfully manufacture, distribute, dispense, possess or use controlled substances, as defined in 21 U.S. Code § 812, including, but not limited to, marijuana, heroin, cocaine, and amphetamines, at any COUNTY facility or work site. If CONTRACTOR or any employee of CONTRACTOR is convicted or pleads *nolo*

contendere to a criminal drug statute violation occurring at a County facility or work site, the CONTRACTOR, within five days thereafter, shall notify the head of the County department/agency for which the contract services are performed. Violation of this provision shall constitute a material breach of this Agreement.

14. ENERGY CONSERVATION: CONTRACTOR agrees to comply with the mandatory standards and policies relating to energy efficiency in the State of California Energy Conservation Plan, (Title 24, California Administrative Code).
15. COMPLIANCE WITH LICENSING REQUIREMENTS: CONTRACTOR shall comply with all necessary licensing requirements and shall obtain appropriate licenses and display the same in a location that is reasonably conspicuous, as well as file copies of same with the County Executive Office.
16. AUDITS; ACCESS TO RECORDS: The CONTRACTOR shall make available to the COUNTY, its authorized agents, officers, or employees, for examination any and all ledgers, books of accounts, invoices, vouchers, cancelled checks, and other records or documents evidencing or relating to the expenditures and disbursements charged to the COUNTY, and shall furnish to the COUNTY, within sixty (60) days after examination, its authorized agents, officers or employees such other evidence or information as the COUNTY may require with regard to any such expenditure or disbursement charged by the CONTRACTOR.

The CONTRACTOR shall maintain full and adequate records in accordance with County requirements to show the actual costs incurred by the CONTRACTOR in the performance of this Agreement. If such books and records are not kept and maintained by CONTRACTOR within the County of Mendocino, California, CONTRACTOR shall, upon request of the COUNTY, make such books and records available to the COUNTY for inspection at a location within County or CONTRACTOR shall pay to the COUNTY the reasonable, and necessary costs incurred by the COUNTY in inspecting CONTRACTOR's books and records, including, but not limited to, travel, lodging and subsistence costs. CONTRACTOR shall provide such assistance as may be reasonably required in the course of such inspection. The COUNTY further reserves the right to examine and reexamine said books, records and data during the four (4) year period following termination of this Agreement or completion of all work hereunder, as evidenced in writing by the COUNTY, and the CONTRACTOR shall in no event dispose of, destroy, alter, or mutilate said books, records, accounts, and data in any manner whatsoever for four (4) years after the COUNTY makes the final or last payment or within four (4) years after any pending issues between the COUNTY and CONTRACTOR with respect to this Agreement are closed, whichever is later.

17. DOCUMENTS AND MATERIALS: CONTRACTOR shall maintain and make available to COUNTY for its inspection and use during the term of this Agreement, all Documents and Materials, as defined in Paragraph 8 of this Agreement. CONTRACTOR's obligations under the preceding sentence shall continue for four

(4) years following termination or expiration of this Agreement or the completion of all work hereunder (as evidenced in writing by COUNTY), and CONTRACTOR shall in no event dispose of, destroy, alter or mutilate said Documents and Materials, for four (4) years following the COUNTY's last payment to CONTRACTOR under this Agreement.

18. TIME OF ESSENCE: Time is of the essence in respect to all provisions of this Agreement that specify a time for performance; provided, however, that the foregoing shall not be construed to limit or deprive a party of the benefits of any grace or use period allowed in this Agreement.
19. TERMINATION: The COUNTY has and reserves the right to suspend, terminate or abandon the execution of any work by the CONTRACTOR without cause at any time upon giving to the CONTRACTOR prior written notice. In the event that the COUNTY should abandon, terminate or suspend the CONTRACTOR's work, the CONTRACTOR shall be entitled to payment for services provided hereunder prior to the effective date of said suspension, termination or abandonment. Said payment shall be computed in accordance with Exhibit "B" hereto, provided that the maximum amount payable to CONTRACTOR for its services as outlined in Exhibit "A" shall not exceed \$57,300 payment for services provided hereunder prior to the effective date of said suspension, termination or abandonment or lack of funding.
20. NON APPROPRIATION: If COUNTY should not appropriate or otherwise make available funds sufficient to purchase, lease, operate or maintain the products set forth in this Agreement, or other means of performing the same functions of such products, COUNTY may unilaterally terminate this Agreement only upon thirty (30) days written notice to CONTRACTOR. Upon termination, COUNTY shall remit payment for all products and services delivered to COUNTY and all expenses incurred by CONTRACTOR prior to CONTRACTOR'S receipt of the termination notice.
21. CHOICE OF LAW: This Agreement, and any dispute arising from the relationship between the parties to this Agreement, shall be governed by the laws of the State of California, excluding any laws that direct the application of another jurisdiction's laws.
22. VENUE: All lawsuits relating to this contract must be filed in Mendocino County Superior Court, Mendocino County, California.
23. WAIVER: No waiver of a breach, failure of any condition, or any right or remedy contained in or granted by the provisions of this Agreement shall be effective unless it is in writing and signed by the party waiving the breach, failure, right or remedy. No waiver of any breach, failure, right or remedy shall be deemed a waiver of any other breach, failure, right or remedy, whether or not similar, nor shall any waiver constitute a continuing waiver unless the writing so specifies.

24. **ADVERTISING OR PUBLICITY:** CONTRACTOR shall not use the name of County, its officers, directors, employees or agents, in advertising or publicity releases or otherwise without securing the prior written consent of COUNTY in each instance.
25. **ENTIRE AGREEMENT:** This Agreement, including all attachments, exhibits, and any other documents specifically incorporated into this Agreement, shall constitute the entire agreement between COUNTY and CONTRACTOR relating to the subject matter of this Agreement. As used herein, Agreement refers to and includes any documents incorporated herein by reference and any exhibits or attachments. This Agreement supersedes and merges all previous understandings, and all other agreements, written or oral, between the parties and sets forth the entire understanding of the parties regarding the subject matter thereof. This Agreement may not be modified except by a written document signed by both parties.
26. **HEADINGS:** Herein are for convenience of reference only and shall in no way affect interpretation of this Agreement.
27. **MODIFICATION OF AGREEMENT:** This Agreement may be supplemented, amended or modified only by the mutual agreement of the parties. No supplement, amendment or modification of this Agreement shall be binding unless it is in writing and signed by authorized representatives of both parties.
28. **ASSURANCE OF PERFORMANCE:** If at any time the COUNTY has good objective cause to believe CONTRACTOR may not be adequately performing its obligations under this Agreement or that CONTRACTOR may fail to complete the Services as required by this Agreement, COUNTY may request from CONTRACTOR prompt written assurances of performance and a written plan acceptable to COUNTY, to correct the observed deficiencies in CONTRACTOR's performance. CONTRACTOR shall provide such written assurances and written plan within thirty (30) calendar days of its receipt of COUNTY's request and shall thereafter diligently commence and fully perform such written plan. CONTRACTOR acknowledges and agrees that any failure to provide such written assurances and written plan within the required time is a material breach under this Agreement.
29. **SUBCONTRACTING/ASSIGNMENT:** CONTRACTOR shall not subcontract, assign or delegate any portion of this Agreement or any duties or obligations hereunder without the COUNTY's prior written approval.
 - a. Neither party shall, on the basis of this Agreement, contract on behalf of or in the name of the other party. Any agreement that violates this Section shall confer no rights on any party and shall be null and void.

- b. CONTRACTOR shall use subcontractors identified in Exhibit "A" and shall not substitute subcontractors without COUNTY's prior written approval.
 - c. CONTRACTOR shall remain fully responsible for compliance by its subcontractors with all the terms of this Agreement, regardless of the terms of any agreement between CONTRACTOR and its subcontractors.
30. SURVIVAL: The obligations of this Agreement, which by their nature would continue beyond the termination on expiration of the Agreement, including without limitation, the obligations regarding Indemnification (Paragraph 2), Ownership of Documents (Paragraph 8), and Conflict of Interest (Paragraph 9), shall survive termination or expiration for two (2) years.
31. SEVERABILITY: If a court of competent jurisdiction holds any provision of this Agreement to be illegal, unenforceable, or invalid in whole or in part for any reason, the validity and enforceability of the remaining provisions, or portions of them, will not be affected, unless an essential purpose of this Agreement would be defeated by the loss of the illegal, unenforceable, or invalid provision.
32. PATENT AND COPYRIGHT INDEMNITY: CONTRACTOR represents that it knows of no allegations, claims, or threatened claims that the materials, services, hardware or software ("CONTRACTOR Products") provided to COUNTY under this Agreement infringe any patent, copyright or other proprietary right. CONTRACTOR shall defend, indemnify and hold harmless COUNTY of, from and against all losses, claims, damages, liabilities, costs expenses and amounts (collectively, "Losses") arising out of or in connection with an assertion that any CONTRACTOR Products or the use thereof, infringe any patent, copyright or other proprietary right of any third party.
- a. COUNTY will: (1) notify CONTRACTOR promptly of such claim, suit or assertion; (2) permit CONTRACTOR to defend, compromise, or settle the claim; and, (3) provide, on a reasonable basis, information to enable CONTRACTOR to do so. CONTRACTOR shall not agree without COUNTY's prior written consent, to any settlement, which would require COUNTY to pay money or perform some affirmative act in order to continue using the CONTRACTOR Products.
 - b. If CONTRACTOR is obligated to defend COUNTY pursuant to this Section 32 and fails to do so after reasonable notice from COUNTY, COUNTY may defend itself and/or settle such proceeding, and CONTRACTOR shall pay to COUNTY any and all losses, damages and expenses (including attorney's fees and costs) incurred in relationship with COUNTY's defense and/or settlement of such proceeding.
 - c. In the case of any such claim of infringement, CONTRACTOR shall either, at its option, (1) procure for COUNTY the right to continue using the

CONTRACTOR Products; or (2) replace or modify the CONTRACTOR Products so that that they become non-infringing, but equivalent in functionality and performance.

- d. Notwithstanding this Section 32, COUNTY retains the right and ability to defend itself, at its own expense, against any claims that CONTRACTOR Products infringe any patent, copyright, or other intellectual property right.

33. OTHER AGENCIES:

Other tax supported agencies within the State of California who have not contracted for their own requirements may desire to participate in this contract. The CONTRACTOR is requested to service these agencies and will be given the opportunity to accept or reject the additional requirements. If the CONTRACTOR elects to supply other agencies, orders will be placed directly by the agency and payments made directly by the agency.

[END OF GENERAL TERMS AND CONDITIONS]

EXHIBIT A

DEFINITION OF SERVICES

I. CONTRACTOR (Ukiah Senior Center) shall provide the following services:

A. HEALTH & WELFARE INFORMATION AND REFERRAL

(This is general information and support made available for all consumers coming to the Senior Center)

1. Distribute information verbally and in print to the elderly, disabled and the general public about:
 - a. Services offered by Mendocino County Health and Human Services Agency (MCHHSA)
 - b. The Senior Resource Directory
 - c. Adult Protective Services (APS)
 - d. In Home Supportive Services (IHSS)
 - e. Substance Use Disorder Treatment (SUDT)
 - f. Veterans Services
 - g. Mental Health Services
2. Refer inquiring callers to other community resources including but not limited to:
 - a. Senior Services Program, linkages
 - b. Medi-Cal or Medicare
 - c. Food Stamps
 - d. Social Security Administration
 - e. Housing Assistance
 - f. Health Care Providers and Clinics
 - g. Energy Assistance
 - h. Any/all services that would improve the individual's health and welfare
3. Maintain a log of calls and referrals using the form developed by Adult and Aging Services (AS) (Attachment 1, Report 1)

B. FINANCIAL SERVICES

(These are focused activities to assist the consumer in maintaining the highest level of independence regarding their personal finances. These activities are generally bookkeeping in nature and separate from outreach activities)

1. Designate a Financial Services Representative (FSR)
 - a. A Financial Services Representative (FSR) shall be appointed for APS referred consumers and disabled adults who require assistance in managing their general finances and or Social Security benefits
 - b. All financial records will be reviewed at least once per year and will be available for review by a County of Mendocino Health and Human Services Agency staff member upon request

EXHIBIT A, page 2
DEFINITION OF SERVICES

2. Establish New Accounts.
 - a. Meet with the referred consumer to review monthly income and expense account needs and develop a budget plan
 - b. Build the individual's case file to track:
 - i. Bank statements
 - ii. Monthly budget transactions with copies of bills received and paid
 - iii. List of assets, income, and liabilities/expenses
 - c. Rectify past financial irregularities, if necessary and if possible
 - d. Facilitate representative payee designation if applicable through the Social Security Administration (SSA) by completing required paperwork
3. Maintain Consumer Accounts
 - a. Meet face-to-face with consumers at least once every 30 days to consult with and discuss consumer finance needs
 - b. Keep an accurate and running balance in the consumer's checkbook
 - c. Reconcile checkbook to bank statements
 - d. Deposit consumer's monthly benefit checks, if not set up for direct deposit
 - e. Write checks and obtain necessary signatures
 - f. Update and keep current individual consumer case files
 - g. Communicate with the Social Security Administration, any changes that affect consumer's eligibility
 - h. Maintain fiscal records on funds accumulated in the consumer's account and notify caseworker when accumulation approaches property limits for consumer's continued Supplemental Security Income/State Supplemental Payment (SSI/SSP) eligibility
 - i. Complete and submit the requisite Representative Payee annual report to Social Security
 - j. Maintain a log tracking time spent providing financial services
 - k. Document in the consumer case file when an annual review of any appropriate alternative resources for financial oversight is made (Examples of alternative resources: family, friends, other community agencies)
4. Close Financial Services Account
 - a. Consumers are to be taken off of financial service support when they:
 - i. Move out of the area
 - ii. Move into a skilled nursing facility
 - iii. Are conserved

EXHIBIT A, page 3
DEFINITION OF SERVICES

- iv. Have income increase to a net of \$1,100 or more per month. At this point, an assessment of their resources will be completed with the intent to make an appropriate referral to an alternative resource provider if feasible. If no appropriate alternative resource is found, the Senior Center may continue to provide financial services on a year by year basis.
- v. Move into a long term facility. At this point the financial services activity will be transferred within 30 days to that facility. If the CONTRACTOR decides to continue providing financial services to the consumer, then this contract will NOT continue to pay for the financial services activity.

5. Bill for Financial Services Hours

(This billing is activity specific and should reflect time spent to maintain each individual's financial record)

- a. Up to 4 hours for individuals or up to 6 hours for married couples (3 hours each) may be billed for the establishment of a new account
- b. Up to 4 hours per month may be billed for account maintenance
- c. Up to 3 hours may be billed for closing an account
- d. When an account is transferred or closed, the FSR shall:
 - i. Send written notification stating that the Senior Center is no longer acting as:
 - (a) Income source
 - (b) Bank
 - (c) Suppliers (i.e. Utilities)
 - ii. Return checkbook and all account files to the consumer
 - iii. Note the closing date of the account on the monthly Financial Services Report (Attachment 1, Report 5)

6. Coordinate Financial and Outreach Services

- a. FSR and Outreach Worker will coordinate services provided to consumer(s) to minimize duplication of effort. Each may assist in facilitating the following on behalf of the consumer if necessary for their safety and well-being:
 - i. Transportation to doctors' appointments and health-related meetings
 - ii. Shopping
 - iii. Errands

C. OUTREACH WORKER SERVICES

(These activities are broad in scope, often done out of the office and are coordinated with the Financial Services Representative to minimize duplication)

EXHIBIT A, page 4
DEFINITION OF SERVICES

1. Designate or hire an Outreach Worker to work a minimum of 24 hours per week. This worker will have primary responsibility for the provision of activities to carry out this contract
2. Accept referrals from APS staff for the provision of services or aid to consumers in need of minimal support to overcome their need for APS services
3. Conduct outreach into the community to:
 - a. Identify, visit and aid lonely, isolated, self-neglecting elders as a preventive measure against the future need for APS
 - b. Increase consumer awareness and utilization of services available at the Senior Center and in the Community
4. Provide support services and assistance to consumers. Examples of outreach services may include, but are not limited to:
 - a. Check-in, in-person or by telephone, on a routine basis to provide reassurance and support
 - b. In-home monitoring
 - c. Resolve clutter and disorganization through in-home direct help or education and referral
 - d. Reading, comprehension, completion of forms, mail and other paperwork
 - e. Support and advocate for consumers during problem resolution with service providers
 - f. Locate an in-home, private pay, care provider if consumer is not eligible for IHSS
5. Assist consumers in accessing services and addressing health needs by:
 - a. Screening consumers for issues related to:
 - i. Drugs
 - ii. Alcohol
 - iii. Nutrition
 - iv. Depression
 - v. Suicide
 - b. Providing information on available health care services in the community
 - c. Referring to, and advocating for consumers with appropriate agencies when the need is identified
6. Coordinate with FSR to facilitate or accompany the consumer during transport for:
 - a. Medical appointments
 - b. Housing and utility assistance and advocacy
 - c. Errands

EXHIBIT A, page 5
DEFINITION OF SERVICES

- d. Educational and support activities at the Senior Center
- 7. Provide support services for Financial Services associated tasks
- 8. Maintain monthly Outreach Worker Log provided (Attachment 1, Report 3)
- 9. Provide monthly narrative(s) summarizing the contact provided to each consumer who is receiving outreach services
 - a. The narratives are due on the 15th of the following month to the APS supervisor. The narratives may be submitted in hard copy format via fax or other hard copy format
 - b. The CONTRACTOR and APS social worker supervisor will coordinate receipt of the narrative(s) in order to meet the needs of each office

D. OUTREACH WORKER MILEAGE

- 1. Mileage funds are provided to the Outreach Worker to carry out the services outlined in this contract which include:
 - a. Transporting consumers
 - b. Visiting consumers in their homes
 - c. Running errands for consumers
 - d. Attending required or related trainings
 - e. Attending any meetings related to this contract

E. MEAL SUBSIDY

- 1. Meals served at the Ukiah Senior Center Bartlett Hall will be subsidized by \$1.00 per meal during this contract period
- 2. Document number of meals served monthly and submit on monthly invoice

F. OTHER CONDITIONS AND SERVICES

- 1. Meet with Adult and Aging Services (AS) designated staff to implement and coordinate the provision and monitoring of contract activities
- 2. Develop individual consumer case files
- 3. Make case files available and open for inspections by designated Adult and Aging Services (AS) staff
- 4. Maintain consumer confidentiality
- 5. Meet with APS staff, as appropriate, to solve problems related to any issues arising on behalf of the consumer
- 6. Participate in three (3) required trainings including:
 - a. Elder Abuse Prevention conference
 - b. Any other two trainings as available, or needed (The Cal Fresh contract meeting may serve as one of these two meetings)

EXHIBIT A, page 6
DEFINITION OF SERVICES

7. Write at least four (4) Press Releases each contract year, incorporating the collaboration efforts in this contract between the CONTRACTOR and COUNTY (Mendocino County Health and Human Services Agency), ensuring that both parties are recognized for their efforts
 - a. Press releases will be submitted to HNSA_Media@co.mendocino.ca.us a minimum of four (4) days prior to being printed in the local newspaper
 - b. Contractor will submit press releases to local media
 - c. Other publications, such as an agency's newsletter, that are sent out to consumers will fulfill the press release requirement (This applies to Non-Profits with a contract in excess of \$10,000 providing services to the community through the funds of the contract)
8. Submit the following monthly reports electronically, facsimiles attached:
 - a. Health & Welfare Information & Referral (Attachment 1, Report 1)
 - b. Seniors Utilizing Senior Center (Attachment 1, Report 2)
 - c. Health & Welfare Outreach (Attachment 1, Report 3)
 - d. Congregate Meals & Community Distribution (Attachment 1, Report 4)
 - e. Financial Services (Attachment 1, Report 5)
 - f. Outreach Mileage (Attachment 1, Report 6)

II. CONTRACTOR has the right to:

- A. Refuse an APS referral if there are perceived issues of safety to the Outreach Worker, Financial Services staff or volunteers
- B. Recruit volunteers to assist in the performance of Outreach activities under the supervision of the Senior Center staff

[END OF DEFINITION OF SERVICES]

EXHIBIT B
PAYMENT TERMS

COUNTY will pay CONTRACTOR (Ukiah Senior Center) as per the following:

- A. For satisfactory provision of services as defined in the definition of services
- B. Services furnished under this Agreement must be made in accordance with the cost basis stipulated herein
 - 1. Neither expenditure nor obligation shall be incurred in excess of the authorized cost
 - 2. Not to exceed the number of units stipulated in this agreement
 - 3. Not to exceed the maximum allowable amount of this agreement
 - 4. Any such unauthorized expenditure shall be borne by the CONTRACTOR

SERVICE	Duration	Cost	Maximum Amount	Annual Maximum
INFORMATION & REFERRAL	Month	\$333.33	12 months	\$4,000
FINANCIAL SERVICES	Hour	\$13.50	354 hours	\$4,780
OUTREACH WORKER	Month	\$2,750	12 months	\$33,000
OUTREACH MILEAGE	Mile	\$.54	12,074 miles	\$6,520
MEAL SUBSIDY	Meal	\$1.00	9,000 meals	\$9,000

- C. Upon submission of claims using the Health and Human Services Agency provided electronic invoice; facsimile provided herein (Attachment 1)
 - 1. By the twentieth day of the following month for all services provided to consumers in the previous month
 - 2. Invoices submitted 90 days after the service is provided must be accompanied by a letter to the County Executive Office explaining the reason for the lateness
 - 3. County Administrator will determine whether to approve or disapprove payment of late invoice
- D. Upon submission of required and completed reports; facsimiles attached herewith (Attachment 1, Reports 1-6)
 - 1. COUNTY shall not approve payment of funds until CONTRACTOR has filed all reports required under this Agreement.
- E. This is a limited project and CONTRACTOR should make no assumption of continued funding from the COUNTY for this purpose at the end of this contract period.

Payments under this agreement shall not exceed Fifty-Seven Thousand, Three Hundred Dollars (\$57,300) for the term of this agreement
[END OF PAYMENT TERMS]

EXHIBIT C

INSURANCE REQUIREMENTS

Insurance coverage in a minimum amount set forth herein shall not be construed to relieve CONTRACTOR for liability in excess of such coverage, nor shall it preclude COUNTY from taking such other action as is available to it under any other provisions of this Agreement or otherwise in law.

CONTRACTOR agrees to indemnify and hold harmless COUNTY, its elected or appointed officials, employees or volunteers against any claims, actions, or demands against them, or any of them, and against any damages, liabilities or expenses, including costs of defense and attorney's fees, for personal injury or death, or for the loss or damage to the property, or any or all of them, to the extent arising out of the performance of this Agreement by CONTRACTOR.

CONTRACTOR affirms that s/he is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for the Workers' Compensation or to undertake self-insurance in accordance with the provisions of the Code and CONTRACTOR further assures that s/he will comply with such provisions before commencing the performance of work under this Agreement. CONTRACTOR shall furnish to COUNTY certificate(s) of insurance evidencing Worker's Compensation Insurance coverage to cover its employees, and CONTRACTOR shall require all subcontractors similarly to provide Workers' Compensation Insurance as required by the Labor Code of the State of California for all of CONTRACTOR'S and subcontractors' employees.

CONTRACTOR shall furnish to COUNTY certificates of insurance with Automobile Liability/General Liability Endorsements evidencing at a minimum the following:

- a. Combined single limit bodily injury liability and property damage liability - \$1,000,000 each occurrence.
- b. Vehicle / Bodily Injury combined single limit vehicle bodily injury and property damage liability - \$500,000 each occurrence.

[END OF INSURANCE REQUIREMENTS]

EXHIBIT D
CONTRACTOR ASSURANCE OF COMPLIANCE WITH
THE MENDOCINO COUNTY
HEALTH & HUMAN SERVICES AGENCY
**NONDISCRIMINATION IN STATE
AND FEDERALLY ASSISTED PROGRAMS**

NAME OF CONTRACTOR: **Ukiah Senior Center**

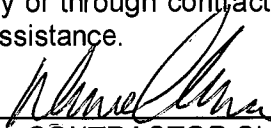
HEREBY AGREES THAT it will comply with Title VI and VII of the Civil Rights Act of 1964 as amended; Section 504 of the Rehabilitation Act of 1973 as amended; the Age Discrimination Act of 1975 as amended; the Food Stamp Act of 1977, as amended and in particular section 272.6; Title II of the Americans with Disabilities Act of 1990; California Civil Code Section 51 et seq., as amended; California Government Code section 11135-11139.5, as amended; California Government Code section 12940 (c), (h) (1), (i), and (j); California Government Code section 4450; Title 22, California Code of Regulations section 98000 – 98413; Title 24 of the California Code of Regulations, Section 3105A(e); the Dymally-Alatorre Bilingual Services Act (California Government Code Section 7290-7299.8); Section 1808 of the Removal of Barriers to Interethnic Adoption Act of 1996; and other applicable federal and state laws, as well as their implementing regulations [including 45 Code of Federal Regulations (CFR) Parts 80, 84, and 91, 7 CFR Part 15, and 28 CFR Part 42], by ensuring that employment practices and the administration of public assistance and social services programs are nondiscriminatory, to the effect that no person shall because of ethnic group identification, age, sex, sexual orientation, color, disability, medical condition, national origin, race, ancestry, marital status, religion, religious creed or political belief be excluded from participation in or be denied the benefits of, or be otherwise subject to discrimination under any program or activity receiving federal or state financial assistance; and HEREBY GIVE ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal and state assistance; and THE CONTRACTOR HEREBY GIVES ASSURANCE THAT administrative methods/procedures which have the effect of subjecting individuals to discrimination or defeating the objectives of the California Department of Social Services (CDSS) Manual of Policies and Procedures (MPP) Chapter 21, will be prohibited.

BY ACCEPTING THIS ASSURANCE, CONTRACTOR agrees to compile data, maintain records and submit reports as required, to permit effective enforcement of the aforementioned laws, rules and regulations and permit authorized CDSS and/or federal government personnel, during normal working hours, to review such records, books and accounts as needed to ascertain compliance. If there are any violations of this assurance, CDSS shall have the right to invoke fiscal sanctions or other legal remedies in accordance with Welfare and Institutions Code section 10605, or Government Code section 11135-11139.5, or any other laws, or the issue may be referred to the appropriate federal agency for further compliance action and enforcement of this assurance.

THIS ASSURANCE is binding on CONTRACTOR directly or through contract, license, or other provider services, as long as it receives federal or state assistance.

6/12/16
Date
499 Leslie Street, Ukiah, CA 95482
Address of CONTRACTOR


CONTRACTOR Signature

Appendix A
CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, and OTHER RESPONSIBILITY MATTERS
LOWER TIER COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 **Federal Register** (pages 19160-19211).

- (1) The primary principal certifies to the best of its knowledge and belief, that it and its principals:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment tendered against them for commission of fraud or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsifications or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification, and
 - (d) Have not, within a three-year period preceding this application/proposal, had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the primary principal is unable to certify to any of the statements in this certification, such principal shall attach an explanation.

Diana Clarke

 (Type Name)

Executive Director

 (Title)



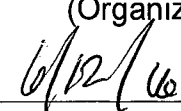
 (Signature)

Ukiah Senior Center

 (Organization Name)

499 Leslie Street
 Ukiah, CA 95482

 (Organization Address)



 (Date)

ATTACHMENT 1

INVOICE & REPORTS

UKIAH SENIOR CENTER, INC. – VENDOR # 7767
 2016 - 2017 CONTRACT NUMBER: _____
 BUDGET UNIT: # 5010 - ACCOUNT STRING: 86-3115 – ORG/OBJ: SSACM 863115

Vendor <p style="text-align: center;">UKIAH SENIOR CENTER, INC. 499 Leslie Street Ukiah, CA 95482</p>	Send to <p style="text-align: center;">Debbie Worra, Sr. Program Specialist Mendocino County Health & Human Services Agency Adult and Aging Services P.O. Box 839, Ukiah, CA 95482 Phone: (707) 463-7842 or email to: worrad@co.mendocino.ca.us</p>
Outreach Invoice for the Period	Total Amount of Invoice

<p>INFORMATION & REFERRALS, HEALTH & WELFARE RELATED SERVICES</p> <p>Contract Rate: \$4,000 Payable Monthly: \$333.33</p>	Report #1 - 4 Required	<p>\$333.33</p>
<p>FINANCIAL SERVICES</p> <p>Contract Rate: \$4,780 Payable Monthly: As Invoiced</p>	Report #5 Required	
<p>OUTREACH MILEAGE</p> <p>Contract Rate: \$6,520 Payable Monthly: As Expensed</p>	Report #6 Required	
<p>OUTREACH SALARY</p> <p>Contract Rate: \$33,000 Payable Monthly: \$2,750</p>		<p>\$2,750.00</p>
<p>MEAL SUBSIDY</p> <p>Contract Rate: \$9,000 Payable Monthly: @ \$1.00 per meal</p>	Number of meals served	
Total Monthly Billing		\$

I Hereby Certify The Services Described Above Have Been Performed and No Prior Claim Has Been Presented for Said Services. _____ Date Diana Clark, Executive Director Ukiah Senior Center, Inc.	I Hereby Certify The Services Described Above Were Necessary for Use By the Department. _____ Date Bekkie Emery, Deputy Director Adult and Aging Services
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**Ukiah Senior Center
Reports for the Month of**

Report 1: Health & Welfare Information & Referral

This report is intended to show only calls or persons requesting information regarding the categories listed below. This report is not for Outreach Activities, which are to be recorded on the Health & Welfare Outreach Log (Report 3). In the 'referred out' column, please include the number of persons referred to other services or agencies because of the inquiry.

INFORMATION & REFERRAL					
NUMBER OF PERSONS REQUESTING INFORMATION ↓		REFERRED OUT ↓	NUMBER OF PERSONS REQUESTING INFORMATION ↓		REFERRED OUT ↓
Medi-Cal /Medicare			OTHER		
Medical Equipment					
Health Care Providers					
Disaster Preparedness Info					
Adult Protective Services					
In-Home Health Services					
Older Adult System of Care					
Mental Health Services					
Alcohol & Drug Services					
Veterans Services					
Food Stamps					
Food Bank					
General Transportation					
Transport to Doctor Appt					
Senior Information & Referral					
Social Security Assistance					
Legal Assistance					
Housing Assistance					
Energy Assistance					
HICAP					
Financial Assistance					
Stimulus Payments					
Tax Preparation					
Center Activities/Meals					
Farmers Market					
Interpreter Services					
Information & Referral Total			Information & Referral "Other" Total		

Report 2: Seniors Utilizing Senior Center

Include each person entering the center to participate in any activity even if they are counted in the health screenings, trainings, classes, programs and services. Do not include Information & Referral Total	#
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Ukiah Senior Center
Reports for the Month of

Report 3: Health & Welfare Outreach

				TRAININGS			
Depression		OTHER		Disaster Preparedness		OTHER	
Suicide				Fall Prevention			
Nutrition				Defensive Driving			
Drug and Alcohol				Nutrition			
APS Risk Factor				HICAP			

CLASSES & PROGRAMS				SERVICES			
Computer		OTHER		Flu Shots		OTHER	
Exercise				Blood Pressure			
Tai Chi				Tax Preparation			
Bingo				Renters Rebate			
Arts & Crafts				Thrift Store			
Bridge				Support Group			
Writing				Transportation			
Singing				Moving On			
Quilting				Life Line			
				HICAPP			

Report 4: Congregate Meals & Commodity Distribution

TOTAL DAYS MEALS WERE SERVED	PERSONS SERVED	CHILDREN UNDER 18	ADULTS 18-59	ADULTS 60 OR OLDER	TOTAL PERSONS SERVED
	Number ↻				
TOTAL DAYS COMMODITIES DISTRIBUTED	PERSONS SERVED	CHILDREN UNDER 18	ADULTS 18-59	ADULTS 60 OR OLDER	TOTAL PERSONS SERVED
	Number ↻				

Ukiah Senior Center
Reports for the Month of

Report 5 – Financial Services

Consumer Name	New Account			Account Maintenance Including Consumer and Outreach Worker Contact		Terminate Account			Total
	Up to 4 Hours Per Newly Opened Account @ \$13.50 per hr			Up to 4 Hours Per Consumer per Month @ \$13.50 per hr		Maximum of 3 Hours Per Closed Account @ \$13.50 per hr			
	DATE OPEN	HOURS	AMOUNT	HOURS	AMOUNT	DATE CLOSED	HOURS	AMOUNT	
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									
13.									
14.									
15.									
16.									
17.									
TOTALS		0	0	0	0		0	0	0

