

**COUNTY OF MENDOCINO
STANDARD SERVICES AGREEMENT**

This Agreement is by and between the COUNTY OF MENDOCINO, hereinafter referred to as the "COUNTY", and **UKIAH SENIOR CENTER, INC.**, 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 information and referral services, trainings, financial services, and outreach services to seniors and dependent adults, to promote independence, reduce isolation, and help maintain health and welfare; 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 and Reports
Attachment 2	Financial Services Change Notice

The term of this Agreement shall be from July 1, 2023 (the "Effective Date"), and shall continue through June 30, 2024.

The compensation payable to CONTRACTOR hereunder shall not exceed Fifty-One Thousand Fifty Dollars (\$51,050) for the term of this Agreement.

IN WITNESS WHEREOF

DEPARTMENT FISCAL REVIEW:

By: Bekkie Emery
Bekkie Emery, Social Services Director

Date: May 24, 2023

Budgeted: Yes

Budget Unit: 5010

Line Item: 86-3115

Org/Object Code: SSACM

Grant: No

Grant No.: 'N/A'

COUNTY OF MENDOCINO

By: Glenn McGourty
GLENN MCGOURTY, Chair
BOARD OF SUPERVISORS

Date: 06/20/2023

ATTEST:

DARCIE ANTLE, Clerk of said Board

By: Amap
Deputy 06/20/2023

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

DARCIE ANTLE, Clerk of said Board

By: Amap
Deputy 06/20/2023

INSURANCE REVIEW:

By: Darcie Antle
Risk Management

Date: 05/02/2023

CONTRACTOR/COMPANY NAME

By: David R. Lieberman
Kristin Kelly, Interim Executive Director
David R. Lieberman, Executive Director
Date: 5-18-23

NAME AND ADDRESS OF CONTRACTOR:

UKIAH SENIOR CENTER, INC.
499 Leslie Street
Ukiah, CA 95482
707-462-4343
director@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:

CHRISTIAN M. CURTIS,
County Counsel

By: Charlotte Scott
Deputy

Date: 05/02/2023

EXECUTIVE OFFICE/FISCAL REVIEW:

By: Anna Per
Deputy CEO or Designee

Date: 05/02/2023

Signatory Authority: \$0-25,000 Department; \$25,001- 50,000 Purchasing Agent; \$50,001+ Board of Supervisors
Exception to Bid Process Required/Completed ☒ EB# 21-172
Mendocino County Business License: Valid ☐
Exempt Pursuant to MCC Section: Located within city limits in Mendocino County

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:** To the furthest extent permitted by law (including without limitation California Civil Code sections 2782 and 2782.8, if applicable), CONTRACTOR shall assume the defense of, indemnify, and hold harmless the COUNTY, its officers, agents, and employees, from and against any and all claims, demands, damages, costs, liabilities, and losses whatsoever alleged to be occurring or resulting in connection with the CONTRACTOR's performance or its obligations under this Agreement, unless arising 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.

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 subcontractors' employees.

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.
- If COUNTY over pays CONTRACTOR for any reason, CONTRACTOR agrees to return the amount of such overpayment to COUNTY, or at COUNTY's option, permit COUNTY to offset the amount of such overpayment against future payments owed to CONTRACTOR under this Agreement or any other Agreement.
- In the event CONTRACTOR claims or receives payment from COUNTY for a service, reimbursement for which is later disallowed by COUNTY, State of California or the United States Government, the CONTRACTOR shall promptly refund the disallowance amount to COUNTY upon request, or at its option COUNTY may offset the amount disallowed from any payment due or that becomes due to CONTRACTOR under this Agreement or any other Agreement.
- All invoices, receipts, or other requests for payment under this contract must be submitted by CONTRACTOR to COUNTY in a timely manner and consistent with the terms specified in Exhibit B. In no event shall COUNTY be obligated to pay any request for payment for which a written request for payment and all required documentation was first received more than six (6) months after this Agreement has terminated, or beyond such other time limit as may be set forth in Exhibit B.
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 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.

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
Department of Social Services
747 S. State Street
Ukiah, CA 95482
Attn: Garry Colson

To CONTRACTOR: UKIAH SENIOR CENTER, INC.
499 Leslie Street
Ukiah, CA 95482
Attn: Kristin Kelly

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, State, and local laws, rules and regulations pertaining to nondiscrimination in employment.
 - 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, pregnancy, disability, sex, sexual orientation, gender identity, ancestry, national origin, age, religion, Veteran's status, political affiliation, or any other factor prohibited by law.

- 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. To the extent required by law, CONTRACTOR shall display licenses in a location that is reasonably conspicuous. Upon COUNTY's request, CONTRACTOR shall file copies of same with the County Executive Office.
- CONTRACTOR represents and warrants to COUNTY that CONTRACTOR and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required to practice their respective professions.
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 notice. Such notice shall be in writing and may be issued by any COUNTY officer authorized to execute or amend the contract, the County Chief Executive Officer, or any other person designated by the County Board of Supervisors. 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 \$51,050 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. In the event of a conflict between the body of this Agreement and any of the Exhibits, the provisions in the body of this Agreement shall control.

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. Only the department head or his or her designee shall have the authority to approve subcontractor(s).
 - 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. **INTELLECTUAL PROPERTY WARRANTY:** CONTRACTOR warrants and represents that it has secured all rights and licenses necessary for any and all materials, services, processes, software, or hardware ("CONTRACTOR PRODUCTS") to be provided by CONTRACTOR in the performance of this Agreement, including but not limited to any copyright, trademark, patent, trade secret, or right of publicity rights. CONTRACTOR hereby grants to COUNTY, or represents that it has secured from third parties, an irrevocable license (or sublicense) to reproduce, distribute, perform, display, prepare derivative works, make, use, sell, import, use in commerce, or otherwise utilize CONTRACTOR PRODUCTS to the extent reasonably necessary to use the CONTRACTOR PRODUCTS in the manner contemplated by this Agreement.

CONTRACTOR further warrants and represents that it knows of no allegations, claims, or threatened claims that the CONTRACTOR PRODUCTS provided to COUNTY under this Agreement infringe any patent, copyright, trademark or other proprietary right. In the event that any third party asserts a claim of infringement against the COUNTY relating to a CONTRACTOR PRODUCT, CONTRACTOR shall indemnify and defend the COUNTY pursuant to Paragraph 2 of this Agreement.

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.

33. **ELECTRONIC COPIES:** The parties agree that an electronic copy, including facsimile copy, email, or scanned copy of the executed Agreement, shall be deemed, and shall have the same legal force and effect as, an original document.
34. **COOPERATION WITH COUNTY:** CONTRACTOR shall cooperate with COUNTY and COUNTY staff in the performance of all work hereunder.
35. **PERFORMANCE STANDARD:** CONTRACTOR shall perform all work hereunder in a manner consistent with the level of competency and standard of care normally observed by a person practicing in CONTRACTOR's profession. COUNTY has relied upon the professional ability and training of CONTRACTOR as a material inducement to enter into this Agreement. CONTRACTOR hereby agrees to provide all services under this Agreement in accordance with generally accepted professional practices and standards of care, as well as the

requirements of applicable Federal, State, and local laws, it being understood that acceptance of CONTRACTOR's work by COUNTY shall not operate as a waiver or release. If COUNTY determines that any of CONTRACTOR's work is not in accordance with such level of competency and standard of care, COUNTY, in its sole discretion, shall have the right to do any or all of the following: (a) require CONTRACTOR to meet with COUNTY to review the quality of the work and resolve matters of concern; (b) require CONTRACTOR to repeat the work at no additional charge until it is satisfactory; (c) terminate this Agreement pursuant to the provisions of paragraph 19 (Termination) or (d) pursue any and all other remedies at law or in equity.

36. ATTORNEYS' FEES: In any action to enforce or interpret the terms of this Agreement, including but not limited to any action for declaratory relief, each party shall be solely responsible for and bear its own attorneys' fees, regardless of which party prevails.

[END OF GENERAL TERMS AND CONDITIONS]

EXHIBIT A

DEFINITION OF SERVICES

I. CONTRACTOR shall provide the following services:

A. HEALTH & WELFARE INFORMATION AND REFERRALS

(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 Department of Social Services (DSS).
 - b. The Senior Resource Directory.
 - c. Adult Protective Services (APS).
 - d. In-Home Supportive Services (IHSS).
 - e. Substance Use Disorders Treatment (SUDT).
 - f. Veterans Services.
 - g. Behavioral Health Services.
2. Refer inquiring callers to other community resources including, but not limited to:
 - a. Multi-Purpose senior services programs.
 - b. Medi-Cal or Medicare.
 - c. CalFresh.
 - d. The 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 (AAS) (Attachment 1, Report 1).

B. FINANCIAL SERVICES

(This is a time limited Crisis Intervention service for a maximum of two (2) years. These services are focused activities to assist consumers 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. An FSR shall be appointed for APS referred seniors and disabled adults who require assistance in managing their general finances and/or Social Security Benefits.
 - b. All financial records will be available for review by designated AAS staff upon request.
2. Establish new accounts, the FSR shall:
 - a. Meet with referred customers 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, the FSR shall:
 - a. Meet face-to-face with consumers at least once (1x) every thirty (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 SSA any changes that affect consumer's eligibility.
 - h. Maintain fiscal records on funds accumulated in the consumer's account, and notify AAS 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 SSA.
 - 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 resource for financial oversight is made (e.g. family, friends, other community agencies).
4. Close financial services account, the FSR shall:
 - a. Stop providing financial service support to consumers when:
 - i. They have received two (2) years of financial services at the center.

- ii. They move out of the area.
 - iii. They move into a skilled nursing facility.
 - iv. They are conserved.
 - v. They move into a long-term facility, the financial services activity will be transferred within thirty (30) days to that facility. If the CONTRACTOR decides to continue providing financial services to the consumer, this contract will NOT continue to pay for the financial services activity.
 - vi. Their financial status changes and/or their income exceeds One Thousand Five Hundred Dollars (\$1,500) per month.
- b. Assist with the following when an account is transferred or closed:
- i. Send written notification that the Senior Center is no longer acting as representative to:
 - 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).

(Consumers who have received financial services support for more than two (2) years will be removed from this service within the first three (3) months of the start of this contract.

If after two (2) years of receiving Financial Services, the consumer is unable to pay for private services, a review of their need will be conducted and a justification presented to AAS for consideration.

If a new referral is made by APS for Financial Services, receipt of previous services will not automatically prevent them from receiving services again.

When COUNTY receives information indicating a consumer has a change in circumstance which should result in a closure of financial services, CONTRACTOR will be notified by COUNTY using the Financial Services Change Notice (Attachment 2).)

5. Comply with financial services billing hours according to the following (This billing is activity specific and should reflect time spent to maintain each individual's financial record.):
 - a. Up to four (4) hours for individuals or up to six (6) hours for married couples (three (3) hours each) may be billed for the establishment of a new account.
 - b. Up to four (4) hours per month may be billed for account maintenance.

c. Up to three (3) hours may be billed for closing an account.

6. Coordinate financial and outreach services:

- a. The 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 FSR to minimize duplication.)

- 1. Designate or hire an Outreach Services staff person (minimum twenty-four (24) hours per week) to 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 in 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. Checking-in, either in-person or by telephone, on a routine basis to provide reassurance and support.
 - b. In-home monitoring.
 - c. Resolving clutter and disorganization through in-home direct help or education and referral.
 - d. Reading, comprehending, completing forms, mail, and other paperwork.
 - e. Supporting and advocating for consumers during problem resolution with service providers.
 - f. Locating 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 seniors 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 seniors to appropriate agencies, and advocating for seniors when the need is identified.
 - d. Coordinating with the FSR to facilitate or accompany consumer during transportation to:
 - i. Medical appointments.
 - ii. Housing and utility assistance and advocacy.
 - iii. Errands.
 - iv. Educational and support activities at the Senior Center.
6. Provide support services for Financial Services associated tasks.
7. Maintain monthly Outreach Worker Log provided (Attachment 1, Report 3).
8. Coordinate with local APS Office Social Worker Supervisor to ensure open communication regarding current shared consumers.

D. OUTREACH WORKER MILEAGE

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

E. OTHER CONDITIONS

1. Meet with AAS designated staff to implement and coordinate the provision and monitoring of contract activities.
2. Develop individual consumer case files in a format approved by AAS.

EXHIBIT B

PAYMENT TERMS

- I. COUNTY will pay CONTRACTOR (Ukiah Senior Center, Inc.) for satisfactory provision of services as defined by Exhibit A.
- II. Services furnished under this Agreement will be reimbursed as per the following budget:

Services	Duration	Cost	Maximum	Annual Maximum
INFORMATION & REFERRAL	Month	\$333.33	12 Months	\$4,000
FINANCIAL SERVICES	Hour	\$16.50	289.7 Hours	\$4,780
OUTREACH WORKER	Month	\$3,062.50	12 Months	\$36,750
OUTREACH MILEAGE	Mile	\$0.655	8427 Miles	\$5,520
Contract Total:				\$51,050

- III. CONTRACTOR will submit claims and reports using the electronic invoice provided by the Department of Social Services (Attachment 1).
 - A. CONTRACTOR will submit invoices by the twentieth (20th) day of the month for services provided to clients in the previous month.
 - B. Invoices submitted past the due date must be accompanied by a letter explaining why the invoice is late. COUNTY has the sole authority to determine whether to approve or disapprove payment of the late invoice.
 - C. COUNTY shall not approve payment of funds until CONTRACTOR has filed all reports required under this Agreement.
- IV. 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.
- V. Payments under this Agreement shall not exceed Fifty-One Thousand Fifty Dollars (\$51,050) for the term of this Agreement.

[END OF PAYMENT TERMS]

3. Make case files available to and open for inspections by designated AAS staff.
4. Maintain consumer confidentiality as dictated by the information and materials provided.
5. Meet with APS staff, as appropriate, to solve problems related to any issues arising on behalf of consumer.
6. Participate in three (3) required trainings including (during the restrictions of COVID-19, COUNTY encourages staff to take online trainings to meet this requirement, as there will be limited opportunity for in-person trainings):
 - a. Elder Abuse Prevention Conference.
 - b. Any other two (2) trainings as available or needed.
7. Write at least two (2) Press Releases each contract year, incorporating the collaboration efforts in this contract between CONTRACTOR and DSS, ensuring that both parties are recognized for their efforts.
 - a. Press releases will be emailed to socialservicesmedia@mendocinocounty.org a minimum of four (4) days prior to print in the local newspaper.
 - b. CONTRACTOR will submit press releases to local media.
 - c. Other publications that are sent out to consumers (such as an agency's newsletter) will fulfill the press release requirement.
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 and Welfare Outreach (Attachment 1, Report 3).
 - d. Congregate Meals & Commodity Distribution (Attachment 1, Report 4).
 - e. Financial Services (Attachment 1, Report 5).
 - f. Outreach Mileage Log (Attachment 1, Report 6).

II. CONTRACTOR has the right to:

- A. Refuse an APS referral if there are perceived issues of safety to Outreach Workers, 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 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. Insurance requirements shall be in addition to, and not in lieu of, CONTRACTOR's indemnity obligations under Paragraph 2 of this Agreement.

CONTRACTOR shall obtain and maintain insurance coverage as follows:

- 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.

CONTRACTOR shall furnish to COUNTY certificates of insurance evidencing the minimum levels described above.

[END OF INSURANCE REQUIREMENTS]

EXHIBIT D
CONTRACTOR ASSURANCE OF COMPLIANCE WITH
MENDOCINO COUNTY
Department of Social Services
NONDISCRIMINATION IN STATE
AND FEDERALLY ASSISTED PROGRAMS

NAME OF CONTRACTOR: **UKIAH SENIOR CENTER, INC.**

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.

5/12/2023
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 offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, 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.

Kristin Kelly David R. Lieberman
(Type Name)

UKIAH SENIOR CENTER, INC.
(Organization Name)

Interim Executive Director
(Title)

499 Leslie Street
Ukiah, CA 95482
(Organization Address)


(Signature)

5/12/2023
(Date)

Attachment 1
INVOICE & REPORTS

UKIAH SENIOR CENTER – VENDOR # 7767

2023-2024 CONTRACT NUMBER:

BUDGET UNIT: # 5010 - ACCOUNT STRING: 86-3115 – ORG/OBJ: SSACM 863115

Vendor	Send to
Ukiah Senior Center, Inc. 499 Leslie Street Ukiah, CA 95482	Francesca Rosales, Program Administrator Mendocino County Department of Social Services Adult and Aging Services P.O. Box 839, Ukiah, CA 95482 Phone: (707) 463-7904 or email to: asips@mendocinocounty.org
Outreach Invoice for the Month of:	Total Amount of Invoice

INFORMATION & REFERRALS, HEALTH & WELFARE RELATED SERVICES Contract Rate: \$4,000 Payable Monthly: \$333.33	Report #1 - 4 Required	\$333.33
FINANCIAL SERVICES Contract Rate: \$4,780 Payable Monthly: As Invoiced	Report #5 Required	
OUTREACH MILEAGE Contract Rate: \$5,520 Payable Monthly: As Expensed	Report #6 Required	
OUTREACH SALARY Contract Rate: \$36,750 Payable Monthly: \$3,062.50	Report #7 Required	\$3,062.50
Total Monthly Billing		\$

I Hereby Certify The Services Described Above Have Been Performed and No Prior Claim Has Been Presented for Said Services. <div style="text-align: right;">Date _____</div> Rachael McDavid, David R. Lieberman, Executive Director Ukiah Senior Center, Inc.	I Hereby Certify The Services Described Above Were Necessary for Use By the Department. <div style="text-align: right;">Date _____</div> Stephen White, Deputy Director Adult and Aging Services
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Revised 02.16.23

Ukiah Senior Center Reports for the Month of

Report 1: Health & Welfare Information & Referral

This report is not for Outreach Activities, which you record on the Outreach Log. They are only calls/persons requesting information regarding the following categories. Include in the 'referred out' column the number of persons you referred to other services or agencies because of the inquiry.

INFORMATION & REFERRAL					
NUMBER PERSONS REQUESTING INFORMATION ↓		REFERRED OUT ↓	NUMBER 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					
I & R Total			I & R "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 I&R Total	#
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Ukiah Senior Center
Reports for the Month of

Report 3: Health & Welfare Outreach

HEALTH SCREENINGS				TRAININGS			
Depression		OTHER		Disaster Prepared		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			
				HICAP			

Report 4: Congregate Meals

TOTAL NUMBER OF DAYS MEALS WERE SERVED ↓	INDIVIDUALS	NUMBER OF INDIVIDUALS: ADULTS 60 OR OLDER	NUMBER OF INDIVIDUALS: ADULTS 18-59	NUMBER OF INDIVIDUALS: CHILDREN UNDER 18	TOTAL NUMBER OF INDIVIDUALS SERVED DURING THE MONTH
	Number ☞				
	MEALS	NUMBER OF MEALS SERVED TO ADULTS 60 OR OLDER	NUMBER OF MEALS SERVED TO ADULTS 18-59	NUMBER OF MEALS SERVED TO CHILDREN UNDER 18	TOTAL NUMBER OF MEALS SERVED DURING THE MONTH
	Number ☞				

Ukiah Senior Center
Reports for the Month of

Report 5 – Financial Services

Client Name	New Account			Account Maintenance, Including Client and Outreach Worker Contact		Terminate Account			Total
	Up to 4 Hours Per Newly Opened Account @ \$16.50 per hr			Up to 4 Hours Per Client per Month @ \$16.50 per hr		Maximum of 3 Hour Per Closed Account @ \$16.50 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									

Report 6 – Outreach Mileage

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Attachment 2



Mendocino County
Department of Social Services
Healthy People, Healthy Communities
Bekkie F. Emery, Director
Stephen White, Acting Deputy Director
Adult and Aging Services Division

Mendocino County Department of
**social
services**

Financial Services Change Notice

Click or tap to enter a date.

Your agency has an established contract with Mendocino County for providing Financial Services through a Financial Services Representative (FSR), for individuals referred to you by Adult Protective Services. We appreciate that your Agency is willing to provide this important service. Over time, some peoples financial or living situation changes. This service is intended to be a limited Crisis Intervention service.

It has come to our attention that _____ has a change in circumstance which impacts their eligibility for Financial Services.

- ☐ Has received 2 years of financial services at your center.
- ☐ Moved out of the area.
- ☐ Moved into a skilled nursing facility.
- ☐ Has been conserved.
- ☐ Moved into a long term facility.
- ☐ Income exceeds \$1,500 monthly.

Unless we hear from you that our information is incorrect, please discontinue billing for FSR for _____

