

**COMMUNITY BASED ORGANIZATION  
Master Contract Exhibit A and B Coversheet**

Dept Name: **SSA – Children & Family Services** Vendor ID #: **27284** Board PO #:  
 Bus Unit: **SOCSA** Master Contract #: **900035** Procurement Contract #: Budget Year: **2011**

Acct #	Fund #	Dept #	Program #	Subclass #	Project /Grant #	Amount to be Encumbered	Total Contract Amount
<b>610341</b>	<b>10000</b>	<b>320100</b>	<b>36100</b>			<b>\$4,298,075,</b>	<b>\$4,298,075</b>

**Federal Funds Waiver #:** N/A Contract Maximum: **\$4,298,075**

Procurement Contract: Begin Date: **July 1, 2010** Expire Date: **June 30, 2011**

Period of Funding: From: **July 1, 2010** To: **June 30, 2011**

Department Contact: **Sandra Oubre** Telephone: **(510) 267-9457** QIC Code: **20203**

Contractor / Contract Project Name: **Chabot-Las Positas Community College District**

Contractor Address: **5020 Franklin Drive** BOS Dist. # **2**  
**Pleasanton, CA 94588** Federal Tax ID: **94-1670563**

Remittance Address: **Same as above** Location # **8**

Contractor Telephone: **(925) 485-5234** E-mail: **jdozier@clpccd.org**

Contractor Contact Person: **Julia Dozier** Fax #: **(925) 485-5211**

Contract Service Category: **Group Homes/Foster Homes, Title IV-E Training**

Estimated Units of Service: **N/A**

Maximum Single Payment & Exceptions:

Method of Reimbursement (Invoicing Procedures):

History of Funding:	Original	Amendment #1	Amendment #2	Amendment #3	Amendment #4
Funding Level	<b>\$4,298,075</b>				
Exhibit #					
Amount of Encumbrance	<b>\$4,298,075</b>				
File Date	<b>6/8/10 / 9/7/10</b>				
File / Item #	<b>26234-4 / 26655-50</b>				
Reason	<b>Board Action</b>				

Funding Source Allocation:	Federal / CFDA # (93.658)	State	County
	<b>\$4,298,075</b>		

The signatures below signify that the attached Exhibits A and B have been reviewed, negotiated and finalized. The Contractor also signifies agreement with all provisions of the Master Contract.

DEPARTMENT

By \_\_\_\_\_

Signature \_\_\_\_\_

**Lori Jones**

Title **Director, Social Services Agency**

Date \_\_\_\_\_

CONTRACTOR

By \_\_\_\_\_

Signature \_\_\_\_\_

**Lorenzo S. Legaspi**

Title **Vice-Chancellor,** Date \_\_\_\_\_

**Business Services**

By \_\_\_\_\_

Signature **Julia A. Dozier**

Title **Distr. Exec. Dir. Econ. Dev.** Date \_\_\_\_\_

**COMMUNITY BASED ORGANIZATION MASTER CONTRACT  
PROGRAM DESCRIPTION AND PERFORMANCE REQUIREMENTS  
FOSTER CARE PROVIDERS AND CHILD WELFARE WORKER TRAININGS**

Contractor: Chabot-Las Positas Community College District  
Service Category: Title IV-E Training  
Contract Period: July 1, 2010 - June 30, 2011

Contracting: Children & Family Services  
Alameda County SSA

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**Overview:** The program funded under this contract includes trainings for child welfare workers and group home staff, foster family agency staff and foster parents. This program benefits Alameda County children in foster or adoptive care by providing resources to those who care for them.

**I. Child Welfare Worker Trainings**

**1. Contracted Services:**

The trainings offered shall fulfill the requirements for Title IV-E federally funded training programs. Chabot-Las Positas Community College District (CLPCCD), hereafter referred to as “Contractor” shall collaborate with subcontracting agencies and Alameda County Social Service Agency (SSA) to coordinate training schedules, locations and other allowable activities. Contractor submitted an application in response to Alameda County Social Service Agency’s request for proposals and was awarded a contract. Said contract and subsequent addendums shall serve as the primary basis and reference documents for the contracted services described within.

**2. Audience:**

Social Services Agency (SSA) staff training courses will address the training needs outlined by Alameda County child welfare supervisory staff. Children’s Hospital of Oakland’s (CHO) Center for the Vulnerable Child also offers trainings for families and staff working in foster and adoptive care. Training topics, scheduling, and delivery will be coordinated between SSA staff and Contractor. SSA staff and Contractor will work together to establish the audiences for the trainings, as well as selecting which trainings and which instructors can best address the needs identified by the department.

**II. Group Home Provider, Foster Family Agency Staff and Foster Parent Trainings**

**1. Contracted Services:**

- A. The Contractor shall work closely with subcontractors (Seneca Center, Fred Finch Youth Center, Lincoln Child Center, St. Vincent’s School for Boys, A Better Way, Family Paths and West Coast Children's Clinic) to build on the accomplishments of the 2002-2009 programs in designing the 2010-11 training program.
- B. Trainings and technical assistance will be offered to group home and foster family agency staff in a coordinated and (as needed) sequential manner, allowing trainees to build on and enhance their professional competencies, ranging from a foundational knowledge of direct care to sophisticated skills for intervening with children and families in crisis, to the design of innovative services that meet the needs of even the most challenging clients while providing the least restrictive and most family-like setting possible.

**COMMUNITY BASED ORGANIZATION MASTER CONTRACT  
PROGRAM DESCRIPTION AND PERFORMANCE REQUIREMENTS  
GROUP HOMES AND FOSTER CARE PROVIDER TRAININGS**

Contractor: Chabot-Las Positas Community College District  
Service Category: Title IV-E Training  
Contract Period: July 1, 2010-June 30, 2011

Contracting: Children & Family Services  
Alameda County SSA

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**2. Audience:**

Contractor, in collaboration with its subcontractors, shall design and convene a series of training courses that shall serve as a local training resource for staff and providers serving Alameda County's federally IV-E eligible children.

**3. Purpose of Provider Trainings:**

- A. Trainings provide new information and refresher courses directly related to working with court dependents and their families, to maintain the exemplary skill level required of providers and staff working with these children. Trainings also provide necessary skills to maintain records and other administrative needs not directly connected to working with foster children, but important for the administration of those activities.
- B. The trainings will be offered via lecture, group discussions and interactive activities.

**4. Scheduling:**

- A. Courses start July 2010. Contractor will maintain schedules of trainings.
- B. Cancellations-Both Contractor and SSA retain the right to cancel any class that is offered under this Agreement no later than 7 days before the first meeting of the class. However, if there are less than six (6) registrants for a scheduled class, the class may be cancelled at Contractor's discretion for lack of interest.

**The Children & Family Services Department Program Division Director and the Chabot Las-Positas Community College District Executive Director Economic Development will agree on the types and amounts of trainings to be offered.**

**5. Evaluation and Post-Testing Requirements:**

- A. Following all trainings, participants will be requested to fill out a course evaluation to assist the program coordinators with assessing the effectiveness of the instructor, materials, and information offered in the training. Changes will be made to those courses shown to be not delivering a quality, engaging educational experience.
- B. Trainings that meet regulatory/licensing requirements shall require a post-test. A minimum of 75% of the class shall pass the post-test with 75% score or better. If majority of class does not pass post-test, instructor and curriculum shall be reviewed and steps taken to assure success in subsequent trainings, and additional training shall be provided to students who did not pass the post-test, to assure their comprehension of the material. County reserves the right to review and approve the content of post-test material for appropriate level of difficulty.

**COMMUNITY BASED ORGANIZATION MASTER CONTRACT  
PROGRAM DESCRIPTION AND PERFORMANCE REQUIREMENTS  
GROUP HOMES AND FOSTER CARE PROVIDER TRAININGS**

Contractor: Chabot-Las Positas Community College District  
Service Category: Title IV-E Training  
Contract Period: July 1, 2010-June 30, 2011

Contracting: Children & Family Services  
Alameda County SSA

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**6. Reporting Requirements:**

- A. Statement of Costs – Contractor shall submit a quarterly Statement of Costs as described in Exhibit B, paragraph 4 herein, in the form of Exhibit B-2 hereto.
- B. Invoices/Statements of Costs Supporting Documentation:—  
Each provider will submit a monthly calendar including:
  - 1. List all trainings that were provided
  - 2. Identify the agencies the participants came from
  - 3. Number of hours they are billing.
- C. Annual Report shall be submitted by September 30, 2011, reflecting the 2010-2011 activities, including:
  - 1. Overview of program
  - 2. Status of previous year’s recommendations
  - 3. Forward-looking discussion of how to improve or build upon successes
  - 4. Training topics delivered
  - 5. Total number of hours delivered
  - 6. Total number of individuals participating in each training topic
  - 7. Total reimbursement amount
  - 8. Total expenses, and analysis of expenses by major category.
  - 9. Breakdown of types of participants in training for the year

- 7. Contract Monitoring / Evaluation Requirements:** The SSA Children & Family Services staff and SSA Contracts Office Liaisons may at any time, upon one week’s notice, monitor and conduct an evaluation of operations, which may include site visits and reviews of Contractor’s financial records and other records and materials to determine progress in the achievement of program goals and objectives and service criteria and requirements as specified within this agreement. A final report will be prepared by the SSA DCFS monitor and Contracts Office Liaison to provide feedback on areas of compliance and/or non-compliance. Contractor shall submit a written corrective action plan to the SSA DCFS and/or Contracts Office Liaison in response to all findings of non-compliance. A follow-up monitor visit will be conducted to insure that any and all corrective action measures have been completed and contractor is in compliance with contract requirements.

**8. Certification/Licensure:**

- A. Contractor represents that it is a public post-secondary educational institution with the capability and the experience to provide services in the subject area specified herein. If any class offered under this contract is for college credit, the instructor employed to teach this class will hold or qualify for a valid Faculty Service Area (FSA) authorizing instruction at the post-secondary level in the subject area specified.
- B. Contractor and subcontractors will maintain all licensures and certifications as required by regulatory statute and standard for each agency’s operations. Subcontracted agencies will maintain and keep current all licenses granted through the State Department of Social Services and the accreditation granted through the California Alliance of Services to Children and Families.

**COMMUNITY BASED ORGANIZATION MASTER CONTRACT  
PROGRAM DESCRIPTION AND PERFORMANCE REQUIREMENTS  
GROUP HOME AND FOSTER CARE PROVIDER TRAININGS**

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**9. Marketing Requirements:**

In an effort to make trainings available to as many providers who serve foster children as possible, the following steps shall be taken:

- A. Alameda County Child Welfare Services will provide Contractor with list of Alameda County agencies and their contacts that serve foster and adoptive care children. Contractor will recognize the confidential nature of this information and will respect the privacy of the contents.
- B. Training schedules outlining open trainings will be distributed electronically to county agencies on a regular basis. Notices of one-time training opportunities will also be electronically distributed.
- C. Alameda County SSA and Children's Hospital, Oakland, will be responsible for marketing other child welfare services training classes and workshops to staff members and other concerned caretakers.
- D. Contractor will begin to create a master calendar of all trainings underwritten by this contract, with a goal of the calendar being fully functioning by September, 2010.

**10. Service Area:** Alameda County

**11. Service Delivery Sites:**

Most training will be offered at subcontractors' training centers located throughout Alameda County. Trainings for smaller, individual agencies may be delivered at the provider's site. SSA and CHO trainings will be delivered primarily at county facilities. Other venues may be used as necessary to accommodate larger audiences or special needs.

**12. Service Criteria:**

Contractor shall choose instructors by their ability to fulfill instruction requirements in specific topics, including subject matter expertise and training experience.

**13. Training Topics:**

The following is a list of sample topics to be covered as part of available trainings. Topics will be revised to reflect changing needs and resources as necessary (e.g. new regulations, requests for alternative trainings, instructor availability, etc.):

Active Listening	How to Recognize and Help Foster Youth Cope with Learning Disabilities
Automated External Defibrillator (AED)	How to Talk with Youth About Human Sexuality
Basic Illness/Injury Triage	How Youth Respond to Conflict; With, Toward, and Away
Behavior Basics	Human Resource Compliance Impact of Separation and Loss on Youth
Blood-borne Pathogens	Legal Issues in Management
Boundaries and Good Practice with Youth in Out of Home Care	Medication Training Content and Practical Skills
Building Effective Teams	Microsoft Suite
Chemical Dependency: Demystifying Drugs and Alcohol	Nutrition, Fitness and Special Diets
Community Care Licensing Regulations for Group Homes	Physically & Sexually Abused Children/Abuse Identification
Conflict Resolution	PROAct: Dangers of Restraint & Seclusion/Physical
CPR/First Aid	Program Activity Planning
Developing a Multicultural Perspective When Working with Youth and Families	Program Governance
Direct Communication with Youth and Families	Program Quality Improvement
Discipline Techniques	Sexual Harassment Prevention
Effective Customer Service	Skills of a Supervisor
Emergency Preparedness for Managers	Spanish for English-speaking Managers
Family Dynamics	The Impact of Placement Instability on Youth in Out-of-Home Care
Helping Children Cope: The Impact of Trauma	Understanding the Value of Healthy Childhood Attachments to Adults
Helping Foster Youth Navigate Multi-stressed Family Systems	Vehicle Safety
Helping Youth Cope with the Impact of Domestic Violence	Water Safety
HIV/AIDS	Youth Safety: Preventing Self Injurious Behavior
How to Address the Health Needs of Severely Emotionally Disturbed Youth	

**COMMUNITY BASED ORGANIZATION MASTER CONTRACT  
PROGRAM DESCRIPTION AND PERFORMANCE REQUIREMENTS**

Contractor: **Chabot-Las Positas Community College District**  
Service Category: **Title IV-E Training**  
Contract Period: **July 1, 2010-June 30, 2011**

Contracting: **Children & Family Services**  
**Alameda County SSA**

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**III. Contractor Responsibilities – Client Grievance Policy**

SSA Contractors are required to have a Client Grievance Policy in place and to disclose the policy to all SSA clients during the Client Intake Process. As evidence that a Client Grievance Policy is in place and all SSA clients provided services by the Contractor have been made aware of its existence, Contractor must obtain the signature of each SSA client on a copy of the policy acknowledging they were made aware of it, understand it, and received a copy of the signed document. Contractor must also place a copy of the signed document in each client's case file and make the files available for review by County staff upon request. See Attachment A for a sample SSA Grievance Policy. An MS Word file of the SSA Grievance Policy Template is available through your SSA Contract Liaison.

**CLIENT GRIEVANCE POLICY**

**WHAT TO DO IF YOU HAVE A GRIEVANCE**

If you have a complaint about the performance of **(INSERT NAME OF CONTRACTOR)** staff, and/or you feel you have been treated unfairly, the following are the steps you should take to have your complaint heard:

1. Talk privately to the person with whom you have the problem. We encourage you to try first to work out the problem in an open and informal way.
2. If you do not feel comfortable talking with the person with whom you have the problem, or you do talk with them and are not satisfied with the outcome, you may make an appointment to speak with or submit a written complaint (which may be in your own language) to **(INSERT NAME OF CONTRACTOR)** Executive Director or designee. If you have good cause to use another medium to communicate your complaint, such as a tape recording, you may do so. The Executive Director or designee shall meet with you or provide you with a written response to your written complaint within ten (10) working days of the meeting or receipt of your written complaint.
3. Or, if you prefer, you may bypass the above steps and immediately contact the funding agency below:

**Alameda County Social Services Agency  
Administrative Offices  
2000 San Pablo Avenue  
Oakland, CA 94612  
Attn: Lori Jones, Agency Director  
(510) 271-9100**

I certify that the information in this document was explained to my satisfaction in my own language and a copy of this form was given to me.

\_\_\_\_\_  
Client's Name (printed)

\_\_\_\_\_  
Client's Signature

\_\_\_\_\_  
Date



**EXHIBIT B – Page 1 of 3**  
**COMMUNITY BASED ORGANIZATION MASTER CONTRACT**  
**TERMS AND CONDITIONS OF PAYMENT**

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- 1. Contract Amount and Maximum Reimbursement:** This contract provides for the Alameda County Social Services Agency (SSA) to pass-through Federal Reimbursement generated on costs incurred by the Contractor in order to deliver the training services described in exhibit A. The total funds amount expected to be claimed on the county expense claim for FY 2010-11 services is \$7,850,365. The maximum amount of reimbursement to be passed through to the Contractor by the Social Services Agency will be \$4,298,075.
  
- 2. Federal Reimbursement:** There are two classes of cost for purposes of this contract – costs of General Training and costs of Organizational Training. General Trainings increase the ability of staff to provide support and assistance to foster and adoptive children; and include trainings for managers and supervisors who manage child care workers, as well as trainings that increase the general skill level of employees. Organizational Trainings include trainings that do not benefit the foster children directly, but give employees the tools to better perform at their jobs.

Costs of each type will be discounted by the federal discount rate (the percentage of foster children determined to be federally eligible). The discount rate is currently 73%, but is subject to change over time.

The federal share of General Training is expected to be roughly 54.75% (which is computed by multiplying the discount rate (73%) by the Federal sharing ratio for this class of cost (75%)). The federal share of Organizational Training is expected to be 36.5% (which is computed by multiplying the discount rate (73%) by the federal sharing ratio for this class of cost (50%)).

The Contractor's direct support costs (contract management unit costs) will be paid at General versus Organizational reimbursement rates based on the distribution of General versus Organizational trainings provided for the same time period. The Contractor's indirect costs, which are not eligible for enhanced financial federal share, will always be reimbursed at the same rate as Organizational trainings.

- 3. Responsibility to Monitor Expenditure Levels:** Pass through reimbursement shall not exceed the amount of \$4,298,075 for the term of this agreement. It is the obligation of the Contractor to monitor all expenditures and take appropriate corrective preventive measures including the timely notification of Alameda County Social Services Agency (SSA) if termination of services becomes the necessary measure to prevent the over-expenditure of contract funds. Prior approval from the Director or an authorized designee and Contractor's signatory or an authorized designee shall be required to alter or change the terms and conditions of this agreement.
  
- 4. Invoicing Policy/Statement of Costs:** Contractor shall submit to SSA, quarterly, an Invoice/Statement of Costs in the form of Exhibit B-2. The Invoice/Statement of Costs shall accurately reflect Contractor's direct and indirect General Training and Organizational Training costs incurred in the delivery of the training services described in Exhibit A. The Invoice/Statement of Costs shall serve as SSA's documentation for purposes of claiming federal reimbursement.

**EXHIBIT B – Page 2 of 3**  
**COMMUNITY BASED ORGANIZATION MASTER CONTRACT**  
**TERMS AND CONDITIONS OF PAYMENT**

The initial request for payment will be submitted after the end of the third fiscal quarter (March 2011), and will include all training expenses from July 1, 2010 through February 28, 2011. Subsequent requests for payment will be submitted on a monthly basis.

Invoices shall require the original signature of the District Executive Director of Economic Development & Contract Education; Vice Chancellor, Business Services; or an official designee.

- 5. Contractor's Financial Documentation:** The contractor will maintain detailed documentation of all direct costs and indirect costs, and will also maintain documentation relating to all methods used to allocate those costs to the IV-E training contract and to the General and Organizational cost pools within the contract.
- 6. Audit Disallowances:** If amounts claimed based on Contractor's invoices are later disallowed by the State of California or United States Government and a refund is required, Contractor shall promptly refund the disallowed amount to SSA at SSA's request. At its option, SSA may offset the amount disallowed from any payment due or to become due to Contractor under this Agreement or any other Agreement.
- 7. Funding Availability:** Funding of this contract is subject to the availability of authorized funds. If expected or actual Federal funding is withdrawn, reduced or limited in any way prior to the expiration date set forth in this contract, or any subsequent amendment, the County of Alameda may, upon written notice to the Contractor, terminate this contract in whole or in part.
- 8. Subcontracts:** Contractor will be developing subcontracts with Seneca Center, Lincoln Child Center, Fred Finch Youth Center, St. Vincent's School for Boys, A Better Way, West Coast Children's Center and Family Paths agencies, as well as Children's Hospital, Oakland, to deliver instruction. Other subcontracts may be developed to deliver trainings, if appropriate.
- 9. Annual Report** will be due on September 30, 2011.
- 10. Contractor shall send or deliver originally signed invoices to:**  
  
Alameda County Social Services Agency  
Contracts Office  
2000 San Pablo Avenue, 4th Floor  
Oakland, CA 94612  
Attn: Sandra Oubre
- 11. Termination Provisions:** Termination for Cause -- If County determines that Contractor has failed, or will fail, through any cause, to fulfill in a timely and proper manner its obligations under the Agreement, or if County determines that Contractor has violated or will violate any of the covenants, agreements, provisions, or stipulations of the Agreement, County shall thereupon have the right to terminate the Agreement by giving written notice to Contractor of such termination and specifying the effective date of such termination.

**EXHIBIT B – Page 3 of 3**  
**COMMUNITY BASED ORGANIZATION MASTER CONTRACT**  
**TERMS AND CONDITIONS OF PAYMENT**

Without prejudice to the foregoing, Contractor agrees that if prior to or subsequent to the termination or expiration of the Agreement upon any final or interim audit by County, Contractor shall have failed in any way to comply with any requirements of this Agreement, then Contractor shall pay to County forthwith whatever sums are so disclosed to be due to County (or shall, at County's election, permit County to deduct such sums from whatever amounts remain undisbursed by County to Contractor pursuant to this Agreement or from whatever remains due Contractor by County from any other contract between Contractor and County).

Termination Without Cause -- County or Contractor shall have the right to terminate this Agreement without cause at any time upon giving at least 30 days written notice prior to the effective date of such termination.

Termination By Mutual Agreement -- County and Contractor may otherwise agree in writing to terminate this Agreement in a manner consistent with mutually agreed upon specific terms and conditions.

**12. Indemnification:** Except as provided by Section 6 and Section 7 of this Exhibit B and regardless of whether Contractor has previously submitted a funding request or whether SSA has approved the disbursement of the program funds requested in any funding request, SSA may withhold all or any portion of undisbursed program funds if it determines in its reasonable discretion that Contractor is in breach of a material provision of the Master Contract or any Exhibit thereto, pending final and binding adjudication of its claim of breach against the Contractor before an arbitrator agreed upon and selected jointly by the parties hereto. Any program funds withheld pursuant to this Section and subsequently disbursed to Contractor as a result of a favorable arbitration ruling, shall be disbursed with interest at the maximum rate permitted under applicable law. Funds withheld but later disbursed after favorable a ruling by the arbitor, and after Contractor cures all applicable Events of Default, will not be entitled to interest. In connection with any dispute arbitrated pursuant to this Section 12, each party agrees to bare their own costs associated with the arbitration..

SSA may offset against all or any portion of undisbursed program funds s or against any payments due to Contractor under any other agreement between Contractor and SSA, the amount of any outstanding Loss incurred by SSA, including any Loss incurred as a result of the Event of Default. "Loss" shall mean a loss determined by mutual written agreement of the parties, by an arbitrator selected jointly by the parties.

SSA may demand the immediate return of any previously disbursed funds, distributed pursuant to this agreement, that have been claimed or expended by Contractor in breach of the terms of this contract, together with interest thereon, from the date of disbursement at the maximum rate permitted under applicable law.

<b>Training Type, Host &amp; Audience</b>
<b>Social Services Agency trainings</b>
<i>Boles - Diversity Trainings</i>
<i>Staff Conferences</i>
<i>Greenwald - Harris Trainings</i>
<b>Children's Hospital Oakland trainings</b>
<i>Foster Parent Support Groups</i>
<i>Training For Child Welfare - Psych Issues</i>
<i>Foster Parents re: Medical Issues/Health Trainings</i>
<i>SEED Case Managers Workshops</i>
<i>TDM / SEED Consultant</i>
<b>Other Community Organization trainings</b>
<i>BATC Evidence-based Conference</i>
<i>To Be Determined Trainings &amp; Conferences</i>
<i>Youth Alternatives Program (YAP)</i>
<b>Hourly General &amp; Organizational trainings</b>
<i>A Better Way</i>
<i>Chabot-Las Positas (provider)</i>
<i>Family Paths</i>
<i>Fred Finch Youth Home</i>
<i>Lincoln Child Center</i>
<i>Seneca Center</i>
<i>St. Vincent's School for Boys</i>
<i>WestCoast Children's Center</i>
<b>Fee for Service trainings</b>
<i>A Better Way</i>
<i>Chabot-Las Positas (provider)</i>
<i>Family Paths</i>
<i>Fred Finch Youth Center</i>
<i>Lincoln Child Center</i>
<i>Seneca Center</i>
<i>St. Vincent's School for Boys</i>
<i>WestCoast Children's Center</i>

**NOTE: The Children & Family Services Department Program Division Director and the Chabot Las-Positas Community College District Executive Director Economic Development will agree on the types and amounts of trainings to be offered.**

**EXHIBIT C**

## COUNTY OF ALAMEDA MINIMUM INSURANCE REQUIREMENTS

Without limiting any other obligation or liability under this Agreement, the Contractor, at its sole cost and expense, shall secure and keep in force during the entire term of the Agreement or longer, as may be specified below, the following insurance coverage, limits and endorsements:

TYPE OF INSURANCE COVERAGES		MINIMUM LIMITS
<b>A</b>	<b>Commercial General Liability</b> Premises Liability; Products and Completed Operations; Contractual Liability; Personal Injury and Advertising Liability	\$1,000,000 per occurrence (CSL) Bodily Injury and Property Damage
<b>B</b>	<b>Commercial or Business Automobile Liability</b> All owned vehicles, hired or leased vehicles, non-owned, borrowed and permissive uses. Personal Automobile Liability is acceptable for individual contractors with no transportation or hauling related activities	\$1,000,000 per occurrence (CSL) Any Auto Bodily Injury and Property Damage
<b>C</b>	<b>Workers' Compensation (WC) and Employers Liability (EL)</b> Required for all contractors with employees	WC: Statutory Limits EL: \$100,000 per accident for bodily injury or disease
<b>D</b>	<b>Professional Liability/Errors &amp; Omissions</b> Includes endorsements of contractual liability	\$1,000,000 per occurrence \$2,000,000 project aggregate
<b>E</b>	<ol style="list-style-type: none"> <li>1. <b>Endorsements and Conditions: ADDITIONAL INSURED:</b> All insurance required above with the exception of Professional Liability, Personal Automobile Liability, Workers' Compensation and Employers Liability, shall be endorsed to name as additional insured: County of Alameda, its Board of Supervisors, the individual members thereof, and all County officers, agents, employees and representatives.</li> <li>2. <b>DURATION OF COVERAGE:</b> All required insurance shall be maintained during the entire term of the Agreement with the following exception: Insurance policies and coverage(s) written on a claims-made basis shall be maintained during the entire term of the Agreement and until 3 years following termination and acceptance of all work provided under the Agreement, with the retroactive date of said insurance (as may be applicable) concurrent with the commencement of activities pursuant to this Agreement.</li> <li>3. <b>REDUCTION OR LIMIT OF OBLIGATION:</b> All insurance policies shall be primary insurance to any insurance available to the Indemnified Parties and Additional Insured(s). Pursuant to the provisions of this Agreement, insurance effected or procured by the Contractor shall not reduce or limit Contractor's contractual obligation to indemnify and defend the Indemnified Parties.</li> <li>4. <b>INSURER FINANCIAL RATING:</b> Insurance shall be maintained through an insurer with a minimum A.M. Best Rating of A- or better, with deductible amounts acceptable to the County. Acceptance of Contractor's insurance by County shall not relieve or decrease the liability of Contractor hereunder. Any deductible or self-insured retention amount or other similar obligation under the policies shall be the sole responsibility of the Contractor. Any deductible or self-insured retention amount or other similar obligation under the policies shall be the sole responsibility of the Contractor.</li> <li>5. <b>SUBCONTRACTORS:</b> Contractor shall include all subcontractors as an insured (covered party) under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.</li> <li>6. <b>JOINT VENTURES:</b> If Contractor is an association, partnership or other joint business venture, required insurance shall be provided by any one of the following methods: <ul style="list-style-type: none"> <li>– Separate insurance policies issued for each individual entity, with each entity included as a "Named Insured (covered party)", or at minimum named as an "Additional Insured" on the other's policies.</li> <li>– Joint insurance program with the association, partnership or other joint business venture included as a "Named Insured."</li> </ul> </li> <li>7. <b>CANCELLATION OF INSURANCE:</b> All required insurance shall be endorsed to provide thirty (30) days advance written notice to the County of cancellation.</li> <li>8. <b>CERTIFICATE OF INSURANCE:</b> Before commencing operations under this Agreement, Contractor shall provide Certificate(s) of Insurance and applicable insurance endorsements, in form and satisfactory to County, evidencing that all required insurance coverage is in effect. The County reserves the rights to require the Contractor to provide complete, certified copies of all required insurance policies. The require certificate(s) and endorsements must be sent to: <b>Alameda County Social Services Agency Contracts Office, 2000 San Pablo Ave., 4th Floor, Oakland, CA 94612 Attn: Sandra Oubre</b> <ul style="list-style-type: none"> <li>- With a copy to Risk Management Unit (1106 Madison Street, Room 233, Oakland, CA 94607)</li> </ul> </li> </ol>	

**EXHIBIT D**  
**AUDIT REQUIREMENTS**

The County contracts with various organizations to carry out programs mandated by the Federal and State governments or sponsored by the Board of Supervisors. Under the Single Audit Act Amendments of 1996 and Board policy, the County has the responsibility to determine whether those organizations receiving funds through the County have spent them in accordance with the provisions of the contract, applicable laws and regulations.

The County discharges this responsibility by reviewing audit reports submitted by contractors and through other monitoring procedures.

I. **AUDIT REQUIREMENTS**

A. Funds from Federal Sources: non-federal entities which are determined to be subrecipients by the supervising department according to § \_\_\_ . 210 of OMB Circular A-133 and which expend annual Federal awards of:

1. \$500,000 or more must have a single audit in accordance with § \_\_\_ .500 of OMB Circular A-133. When an auditee expends Federal awards under only one Federal program (excluding R&D) and the Federal program's laws, regulations, or grant agreements do not require a financial statement audit of the auditee, the auditee may elect to have a program-specific audit conducted in accordance with § \_\_\_ .235 of OMB Circular A-133.
2. Less than \$500,000 are exempt from the single audit requirement except that the County may require a limited-scope audit in accordance with § \_\_\_ .230 (b)(2) of OMB Circular A-133.

B. Funds from All Sources: non-federal entities which receive annual funds through the County from all sources of:

1. \$100,000 or more must have a financial audit in accordance with the U.S. Comptroller General's Government Auditing Standards covering all County programs.
2. Less than \$100,000 are exempt from these audit requirements except as otherwise noted in the contract.
3. If a non-federal entity is required to have or chooses to do a single audit, then it is not required to have a financial audit in the same year. However, if a non-federal entity is required to have a financial audit, it may be required to also have a limited-scope audit in the same year.

C. General Requirements for All Audits:

1. All audits must be conducted in accordance with Government Auditing Standards prescribed by the U.S. Comptroller General.
2. All audits must be conducted annually, except where specifically allowed otherwise by laws, regulations or County policies.

3. Audit reports must identify each County program covered in the audit by contract number, contract amount and contract period. An exhibit number must be included when applicable.
4. If a funding source has more stringent and specific audit requirements, they must prevail over those described here.

## II. AUDIT REPORTS

At least two copies of the audit reports package, including all attachments and any management letter with its corresponding response, should be sent to the County supervising department within six months after the end of the contract period or other time frame specified by the department. The County supervising department is responsible for forwarding a copy to the County Auditor within one week of receipt.

## III. AUDIT RESOLUTION

Within 30 days of issuance of the audit report, the entity must submit to its County supervising department a plan of corrective action to address the findings contained therein. Questioned costs and disallowed costs must be resolved according to procedures established by the County in the Contract Administration Manual. The County supervising department will follow-up on the implementation of the corrective action plan as it pertains to County programs.

## IV. ADDITIONAL AUDIT WORK

The County, the state or Federal agencies may conduct additional audits or reviews to carry out their regulatory responsibilities. To the extent possible, these audits and reviews will rely on the audit work already performed under these audit requirements.

**EXHIBIT E**  
**(Revised: 12/27/07)**

**LANGUAGE ACCESS REQUIREMENTS FOR CONTRACTORS**

- I. The Alameda County Social Services Agency (SSA) has developed and adopted a Master Plan on Language Access to ensure its limited-English proficient (LEP) clients are provided with language accessible services and communications. Under the plan's provisions, community-based organizations (CBOs)/contractors whose services are contracted by the SSA:
  - A. Shall clearly disclose language access capabilities in relationship to the population served.
  - B. Shall have a plan in place—available for review upon request by County staff—for referring clients whose language needs the contractor can't accommodate.
  - C. Shall permit County staff to conduct ongoing monitoring of contracted services for compliance with provisions of the County's Language Access Plan.
  - D. Shall provide the County with a list and copies of all printed contract-related marketing/promotional/education-related materials (including languages materials are printed in).
  
- II. The SSA shall aid contracted CBOs in expanding language interpretation services through:
  - A. Providing CBOs/contractors with training, materials and instruction on how to effectively refer LEP clients to appropriate language resources.
  - B. Including service-marketing plan requirements in requests for proposals (RFPs) and contracts with CBOs that propose to offer language services (including appropriate outreach and notification of programs and services) to the LEP community and customers.
  - C. Developing a monitoring process of contracted services to ensure high-quality language accessible services are always provided to LEP clients.
  - D. Providing CBOs/contractors with access to **TeleInterpreters**,—a 24-hour, seven-day-a-week, 365-days-a-year telephone language translation service—to supplement on-site language access services.



# EXHIBIT F

## COUNTY OF ALAMEDA

### DEBARMENT AND SUSPENSION CERTIFICATION

(Applicable to all agreements funded in part or whole with federal funds and contracts over \$25,000).

The contractor, under penalty of perjury, certifies that, except as noted below, the contractor, its principals, and any named and unnamed subcontractor:

- Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency;
- Has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three years;
- Does not have a proposed debarment pending; and
- Has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three years.

If there are any exceptions to this certification, insert the exceptions in the following space or attach an additional page.

Exceptions will not necessarily result in denial of award, but will be considered in determining contractor responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.

Notes: Providing false information may result in criminal prosecution or administrative sanctions. The above certification is part of the contracting process.

By signing this contract and Exhibit F, Debarment and Suspension Certification, the Contractor/Grantee agrees to comply with applicable federal suspension and debarment regulations, including but not limited to 7 Code of Federal Regulations (CFR) 3016.35, 28 CFR 66.35, 29 CFR 97.35, 34 CFR 80.35, 45 CFR 92.35 and Executive Order 12549.

CONTRACTOR: Chabot-Las Positas Community College District

PRINCIPAL: Lorenzo S. Legaspi TITLE: Vice-Chancellor Business Services

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_