


## Grant Contract Staff Report

**DATE:** JUNE 25, 2024  
**TO:** DOUGLAS COUNTY BOARD OF COUNTY COMMISSIONERS  
**THROUGH:** DOUGLAS J. DEBORD, COUNTY MANAGER  
**FROM:** TERENCE T. QUINN, AICP, DIRECTOR OF COMMUNITY DEVELOPMENT   
**CC:** JENNIFER D'AMBROSIO, COMMUNITY SERVICES COORDINATOR  
RAND M. CLARK, CCAP, NCRT, COMMUNITY SERVICES MANAGER  
JENNIFER L. EBY, AICP, ASSISTANT DIRECTOR OF COMMUNITY SERVICES  
**SUBJECT: SUBGRANTEE AGREEMENT FOR OLDER ADULT HOMEMAKER SERVICES BETWEEN DOUGLAS COUNTY AND VISITING ANGELS IN THE AMOUNT OF \$101,238**

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**BOARD OF COUNTY COMMISSIONERS MEETING:**

**JULY 09, 2024 @1:30 p.m.**

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**I. EXECUTIVE SUMMARY**

This request is for approval of the Subgrantee Agreement for Older Adult Homemaker Services between Douglas County and 3AHC21 LLC dba Visiting Angels in the amount of \$101,238. This subgrantee agreement will provide 2,225 hours of homemaker services to older adults in Douglas County. The term of this contract is July 1, 2024, through June 30, 2025.

**II. REQUEST**

Staff requests approval by the Board of County Commissioners (BCC) of the Subgrantee Agreement for Older Adult Homemaker Services between Douglas County and 3AHC21 LLC dba Visiting Angels in the amount of \$101,238.

**III. BACKGROUND**

At the June 25, 2024, Business Meeting, the BCC approved the Denver Regional Council of Governments (DRCOG) contract EX24015 for Senior Adult Services and Assisted Transportation from July 1, 2024, through June 30, 2025.

Douglas County subgrants funds to local providers who request support through a competitive application process for a two-year period. Visiting Angels applied to receive DRCOG homemaker service funding through the County's 2022 joint application process.

Visiting Angels is a current Douglas County community partner who uses DRCOG grant funds to provide homemaker services at no cost to residents in need.

**IV. DISCUSSION**

These community-based services provide opportunities for residents to remain independent and contribute to a resident’s overall quality of life. Individuals who meet the requirements for in-home services are eligible to receive assistance for instrumental activities of daily living. This subgrantee agreement will provide approximately 2,225 hours of homemaker services.

**V. RECOMMENDED ACTION**

Staff recommends approval of the Subgrantee Agreement for Older Adult Homemaker Services between Douglas County and Visiting Angels in the amount of \$101,238 as it complies with all federal, state and County approval standards and policies.

<b>ATTACHMENTS</b>	<b>PAGE</b>
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**SUB GRANTEE AGREEMENT  
OLDER ADULT HOMEMAKER SERVICES**

THIS SUB GRANTEE AGREEMENT ("Agreement") is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2024, by and between The Board of County Commissioners of the County of Douglas, State of Colorado ("County") and 3AHC21 LLC, dba Visiting Angels ("Sub Grantee"), each acting by and through its duly authorized officers. The County and the Sub Grantee hereinafter collectively referred to as the "Parties" and individually to as a "Party."

**WHEREAS:**

1. The County, acting in its role as grantee for funding under Title III of the Older Americans' Act (OAA), the State of Colorado Funding for Senior Services (SFSS), and American Rescue Plan Act Funding (ARPA) grant awarded by the Denver Regional Council of Governments (DRCOG), is able to receive and dispense federal and state funds upon reimbursement from DRCOG.
2. Consistent with DRCOG procedural requirements, the County submitted an application for local older adult homemaker services funding assistance.
3. The County and DRCOG entered into agreement EX24015 received a total grant award of \$792,516.00 (\$704,422.00 in OAA, SFSS, and/or ARPA grant funds and \$88,094.00 in match funds) for homemaking services for older adults and will use a maximum amount of \$101,238.00 on behalf of the Sub Grantee. This Agreement is intended to memorialize the terms under which the Sub Grantee is to receive the DRCOG grant funds.

**NOW, THEREFORE,** the County and the Sub Grantee agree as follows:

**I. SCOPE OF WORK; APPROVED BUDGET; AND PROVISIONS**

**1.01 Scope of Work.** The Sub Grantee agrees to perform and complete the Scope of Work and Conditions specified in **Exhibit 1** ("Scope of Work"), attached hereto and incorporated herein, in accordance with the terms and conditions of this Agreement and in accordance with all the terms and conditions contained in **Exhibit 2** (Contract By and Between The Denver Regional Council of Governments and Douglas County for Douglas County Adult Services – Douglas County Funding Opportunity – 2024-2025 ("DRCOG Contract"), attached hereto and incorporated herein. Such terms and conditions include, but are not limited to, all supplemental terms and conditions set forth in Exhibit B to the DRCOG Contract, which are incorporated herein. In the event any provisions contained in this Agreement and/or the Scope of Work conflict with the terms of the DRCOG Contract, the DRCOG Contract shall be controlling. The Scope of Work describes the activities to be completed by the Sub Grantee and includes milestones and completion dates. All Scope of Work activities must be consistent with the approved Scope of Work, including the budget. Any proposed change in the Scope of Work must be submitted to the County's Project Manager for written approval. A change in the Scope of Work is not effective until the Sub Grantee receives written approval from the County.

**1.02 Approved Budget.** The Sub Grantee agrees to complete the Scope of Work in accordance with the approved budget set forth in **Exhibit 1**.

**1.03 Provisions.** The Sub Grantee agrees to comply with all provisions in this Agreement including all exhibits.

## II. AUTHORIZED USE OF GRANT FUNDS; ELIGIBILITY OF COSTS

**2.01 Authorized Use of Grant Funds.** The Sub Grantee is only authorized to use the grant funds awarded under this Agreement for cost directly incurred for the Scope of Work activities during the Project Activity Period as specified in **Exhibit 1**. The Sub Grantee shall administer services funded through this Agreement in accordance with the Older Americans Act; all applicable provisions of the Colorado Revised States; 12 CCR 2510-1, Older Americans Act (OAA) Programs (Rule Manual Volume 10); Colorado Department of Human Services, Division of Aging and Adult Services, State Unit on Aging (SUA) Policy and Procedures Manual; and the DRCOG Contract Management Manual, as may be amended from time to time. Sub Grantee is subject to all provisions of DRCOG's contract with CDHS.

**2.02 Eligibility of Costs.** All expenses are subject to DRCOG regulations including, but not limited to:

- All applicable provisions of 2 CFR part 200, 2 CFR part 300 and 45 CFR part 74 and 45 CFR, Part 92 regarding uniform requirements for the administration of Department of Health and Humans Services (HHS) grants and principles for determining costs applicable to activities assisted by HHS grants.

All expenses are also subject to the provisions outlined in the DRCOG Contract.

## III. AWARD AMOUNT, MATCH, AND PAYMENT

**3.01 Project Amount.** The total budget of this Scope of Work is **\$101,238.00**.

**3.02 Maximum Grant Amount.** The County awards to the Sub Grantee a grant of \$101,238.00 ("Maximum Grant Amount") to complete approximately **2,225 units (hours) of homemaker services** as outlined in the Scope of Work. In no event will the County's obligation under this Agreement be more than the Maximum Grant Amount. The County shall bear no responsibility for cost overruns that may be incurred by the Sub Grantee in the performance of the Scope of Work.

**3.03 Local Match.** A local match from the County is required for this operating grant. This requirement will be covered through the County's general fund budget. The local match shall not increase the Maximum Grant Amount.

**3.04 Reimbursement Contingent Upon the Availability of the Local Match.**

Reimbursement is subject to and contingent upon the continuing availability of the required local match. The parties hereto expressly recognize that the Sub Grantee is to be paid, reimbursed, or otherwise compensated with funds provided to the County by DRCOG that are contingent upon the availability of the required local match. If, for whatever reason, the local match is insufficient, the County is only required to reimburse the Sub Grantee from such funds or any part thereof that are received from DRCOG based on the local match provided.

**3.05 Reimbursement.** Expenses will be reimbursed by the County for 100 percent of all eligible costs which have been paid to the County by DRCOG. Invoiced expenditures with all required documentation must be submitted to the Project Manager no later than the fifth day of the following month in order to be reimbursed for expenses from the previous month. Sub Grantees must use the approved forms and submit all required documentation as specified.

Sub Grantees shall submit any additional data or other information requested by the County to support the Sub Grantee's reimbursement request and shall submit any additional data or information that may be required by the federal government for reporting to DRCOG and the State of Colorado.

Upon the County's review and approval of the Sub Grantee's reimbursement request, the County will distribute to the Sub Grantee the approved reimbursement amount. The County may deny part, or all, of any reimbursement request if it believes that it is not a supportable Scope of Work expense. No reimbursement will be made which would cause the distribution of grant funds to exceed, cumulatively, such payment limits in Section 3.02. The County may withhold payment if the Sub Grantee is not current in its reporting requirements under Article V. Distribution of any funds or approval of any report is not to be construed as a County waiver of any Sub Grantee noncompliance with this Agreement.

**3.06 Repayment of Unauthorized Use of Grant Funds.** Upon a finding by the County that the Sub Grantee has made unauthorized or undocumented use of grant funds, and upon a demand for repayment issued by the County, the Sub Grantee agrees to promptly repay such amounts to the County.

**3.07 Reversion of Unexpended Grant Funds.** All funds granted by the County under this Agreement that have not been expended for Scope of Work activities taking place during the Project Activity Period, as defined in Section 6.01 below, shall revert back to DRCOG. Sub Grantee must meet the timeframes outlined in the County's agreement with DRCOG.

**3.08 Grant Contingent upon State or Federal Funding.** This Agreement is subject to and contingent upon the continuing availability of State Older Coloradoan's funds, or Federal Older Americans' Act funds for the purposes thereof. The parties hereto expressly recognize that the Sub Grantee is to be paid, reimbursed, or otherwise compensated with funds provided to the County by DRCOG. DRCOG receives these funds from the State of Colorado, State Funding for Senior Services, or the Federal Older Americans'

Act, and therefore, the Sub Grantee expressly understands and agrees that all its right, demands, and claims to compensation arising under this Agreement are contingent upon receipt of such funds from DRCOG. In the event that such funds or any part thereof are not received from DRCOG, the County may immediately terminate this Agreement without liability, including liability for termination costs.

#### IV. ACCOUNTING AND RECORDKEEPING REQUIREMENTS

**4.01 Documentation of Scope of Work Costs.** All Scope of Work expenses must be supported by proper documentation, including properly executed payrolls, effort reporting or time records, invoices, contracts, receipts for expenses, or vouchers, evidencing in detail the nature and propriety of the charges.

**4.02 Establishment and Maintenance of Scope of Work Information.** The Sub Grantee agrees to establish and maintain accurate, detailed, and complete separate books, accounts, financial records, documentation, and other evidence relating to (a) Sub Grantee's performance under this Agreement, and (b) the receipt and expenditure of all grant funds and the Sub Grantee's match documentation (if required) under this Agreement. The Sub Grantee shall establish and maintain all such information in accordance with generally accepted accounting principles and practices and shall remain intact all Scope of Work information until the latest of:

- A. Six (6) years following the term of this Agreement; or
- B. If any litigation, claim, or audit is commenced during either such period, when all such litigation claims or audits have been resolved.

**4.03 Compliance with HB 18-1128.** Sub Grantee shall comply with the applicable provisions of House Bill 18-1128 Concerning Strengthening Protections for Consumer Data Privacy, including any updates or amendments thereto. Compliance shall include, without limitation, compliance with all required procedures set forth in subpart F of the Scope of Work attached hereto. Sub Grantee shall be a "Third-Party Service Provider" as defined in C.R.S. § 24-73-103(1)(i), shall maintain security procedures and practices consistent with C.R.S. § 24-73-101, *et seq.*, and has a statutory duty to notify and cooperate with the County in the event of a security breach that compromises personally identifiable information (PII), which means any information maintained about an individual that can be used to distinguish or trace an individual's identity, including but not limited to name; social security number; date and place of birth; mother's maiden name; biometric records; other information linked or linkable to an individual such as medical, educational, financial and employment information; and any other information encompassed in C.R.S. § 24-72-501.

**4.04 Audit Requirements.** The Contractor shall ensure that an annual independent audit is conducted of the Contractor's financial records in accordance with the requirements of Title II Part 200 of the Code of Federal Regulations, which supersedes Office of Management and Budget (OMB) Circular A-133. The Contractor shall, upon request, make a copy of the audit

available for review by DRCOG and/or SUA. All activities and costs charged under this Contract shall be in accordance with the provisions of the Older Americans Act, Colorado Revised Statutes, Rule Manual Volume 10 and the SUA Policy and Procedure Manual, as from time to time amended, including but not limited to compliance with cost principles set forth in: Title II Part 200 of the Code of Federal Regulations and Government Audit Standards regardless of the amount of Federal funding the Contractor receives. Federal Acquisition Regulations at 48 C.F.R. Part 31.2 shall also apply when applicable. Should an audit or other financial review disallow any reimbursed costs, the disallowed funds shall be returned to DRCOG or, in DRCOG's discretion and to the extent permitted by Federal and State law and regulations, offset against current or future payments to Contractor. Failure to fulfill these audit obligations is a breach of this Contract and will subject Contractor to all remedies available herein and at law, including all funds being due and payable back to DRCOG.

**4.05** The Sub Grantee agrees to provide the Project Manager with a report of all audits performed.

## **V. REPORTING AND MONITORING REQUIREMENTS**

**5.01 Progress Reports.** The Sub Grantee shall provide information about its progress in the Monthly Reimbursement Request forms it submits to the Project Manager. These reports shall include homemaker units of service information from customer surveys, and copies of marketing materials, as applicable. The Sub Grantee shall provide applicable details and information including: data, explanations, descriptions, copies, and sample documents of milestone activities. If there is more than a ten percent deviation from the numbers listed in the milestones in the Scope of Work (**Exhibit 1**), an explanation for that deviation to the progress report(s) shall be added. Progress and change over time shall be evaluated and reported.

A template report form and/or access to the County's electronic data system shall be provided by Douglas County. The Sub Grantee must use the template(s) and electronic format provided for its reports. The Sub Grantee must also submit to the County any other forms and documentation related to the grant that the County requests. The County will furnish electronic copies of all template report forms to be completed and submitted.

**5.02 Contents of Reports; Copies.** The Sub Grantee agrees to report completely and to provide the County with any additional or follow-up information as may be requested by the County.

**5.03 Other Monitoring Activities.** To assist the County in monitoring compliance with this Agreement, the Sub Grantee agrees to attend regularly scheduled Sub Grantee meetings as requested by the County and to permit site visits by County staff during business hours, upon reasonable notice. The Sub Grantee agrees to submit to the County a copy of any promotional information regarding the Scope of Work disseminated by the Sub Grantee during the term of this Agreement.

**5.04 Changed Conditions.** The Sub Grantee shall use due diligence to achieve the milestones set forth in the Scope of Work. The Sub Grantee agrees to notify the County immediately of any development that has or will have a significant impact on performance of the Scope of Work, including, but not limited to, any problems, delays, or adverse conditions that materially impair the ability to meet the objectives of the Scope of Work in accordance with the terms of this Agreement. The notice shall include a statement of action taken or contemplated and any assistance needed to resolve the situation. Additionally, the County will monitor performance on a quarterly basis to ensure milestones are achieved. A ten percent (10%) variance less than or greater than the target will be accepted.

**5.05 Special Reporting Requirements.** The County is required to report to DRCOG regarding Grant Program Activities. Accordingly, the Sub Grantee agrees to provide the County with any additional follow-up information reasonably requested by the County, in order to meet the County's reporting requirements.

## **VI. PROJECT ACTIVITY PERIOD; TERM; TERMINATION**

**6.01 Project Activity Period.** This Project Activity Period will begin on July 1, 2024 and will end on June 30, 2025.

**6.02 Term.** The term of this Agreement shall extend from the Effective Date of this Agreement to a date sixty (60) calendar days following the end of the Project Activity Period defined in Section 6.01 to permit close out of this Agreement.

**6.03 Termination by County for Convenience.** The County may terminate this Agreement at any time and for any reason by providing the Sub Grantee written notice of such termination at least thirty (30) calendar days prior to the effective date of such termination. Upon such termination, the Sub Grantee shall be entitled to compensation for Scope of Work activities in accordance with this Agreement which were incurred prior to the effective date of the termination, but not exceeding the limits in Section 3.02.

**6.04 Termination Due to Loss of Funding.** The parties acknowledge and agree that Sub Grantee is to be paid, reimbursed or otherwise compensated for the services set forth herein with funds provided to the County by DRCOG. Sub Grantee expressly understands and agrees that all its rights, demands, and claims to compensation arising under this Agreement are contingent upon the County's receipt of such funds from DRCOG. In the event that such funds, or any part thereof, are not received by the County, the County may immediately terminate this Agreement without liability, including costs for termination.

**6.05 Termination for Noncompliance.** If there has been a material failure to comply with the provisions of this Agreement by either party (a "breach"), the other party may terminate this Agreement after seven (7) calendar days' written notice to the party in breach if such breach is not cured within the seven (7) day period. A material failure of the Sub Grantee to make reasonable progress toward completion of the Scope of Work without good



cause and without providing the notices required by Section 5 constitutes a breach. At the County's option, the County may withhold payment of invoices during any period in which the Sub Grantee is noncompliant with this Agreement. If the County finds that the Sub Grantee's noncompliance is willful and unreasonable, the County may terminate or rescind this Agreement and require the Sub Grantee to repay the grant funds in full or in a portion determined by the County, except that Sub Grantee shall not be required to repay funds that the County has reviewed, approved, and distributed except as provided for in Sections 3.05 and 3.06.

**6.06 Effect of Scope of Work Closeout or Termination.** The Sub Grantee agrees that Scope of Work closeout or termination of this Agreement does not invalidate continuing obligations imposed on the Sub Grantee by this Agreement. Project closeout or termination of this Agreement does not alter the County's authority to disallow costs and recover funds based on a later audit or other review and does not alter the Sub Grantee's obligation to return any funds due to the County as a result of later refunds, corrections, or other transactions.

## VII. CONTACT PERSONS; PROJECT MANAGER

**7.01 Contact Persons.** The authorized persons for receipt notices, reports, invoices, and approvals under this Agreement are the following:

**The County:**

Name: Jennifer D'Ambrosio  
Title: Community Programs Coordinator  
Mailing Address: 100 Third Street  
Castle Rock, CO 80104  
Phone: 303-660-7460  
Email: crsgrants@douglas.co.us

**The Sub Grantee:**

Name: Peter Guerrero  
Title: Owner  
Mailing Address: 26 W. Dry Creek Circle, Suite 820  
Littleton, CO 80120  
Phone: 720-981-8443  
Email: pguerrero@visitingangels.com

or such other person as may be designated in writing for itself by either party.

**7.02 County's Project Manager.** The County's Project Manager for purposes of administration of this Agreement is the person listed for the County in Section 7.01, or such other person as may be designated in writing by the County. However, nothing in this Agreement will be deemed to authorize the Project Manager to execute amendments to this Agreement on behalf of the County.

**7.03 Sub Grantee Project Manager.** The Sub Grantee's Project Manager for purposes of administration of this Agreement is the person listed for the Sub Grantee in Section 7.01, or such person as may be designated in writing by the Sub Grantee. However, nothing in this Agreement will be deemed to authorize the Project Manager to execute amendments to this Agreement on the behalf of the Sub Grantee unless otherwise noted.

**7.04 Notice.** Notice to any party under this Agreement shall be made in writing, addressed as set forth above, and shall be delivered personally during normal business hours, or by prepaid first-class U.S. mail, e-mail or such other method authorized in writing by the party's Project Manager. Mailed notices shall be deemed effective upon receipt or three (3) days after the date of mailing, whichever is earlier. Email notices shall be effective upon receipt. The parties may from time to time designate substitute addresses or persons where and to whom such notices are to be mailed or delivered, but such substitutions shall not be effective until actual receipt of written notification.

## **VIII. GENERAL CONDITIONS**

**8.01 Amendments.** The terms of this Agreement may be changed only by mutual agreement of both parties. Such changes shall be effective only upon the execution of written amendments signed by authorized officers of the parties to this Agreement.

**8.02 Assignment and Sub Grants.** The Sub Grantee shall not assign, sub grant, sublet, or transfer any Scope of Work activities without receiving express written consent of the County. Any attempt at assignment, sub granting, subletting, or transferring without such consent shall be void. Activities listed in the Scope of Work shall constitute written consent by the County. Any assignment, sub grant, sublet, or transfer by the Sub Grantee shall be subject to compliance with all terms and conditions of this Agreement including Exhibits 1 and 2.

**8.03 Liability.** The parties expressly agree that they do not contractually waive any limitations on liability or other immunities or defenses available to them by statute or common law, or activities undertaken pursuant to this Agreement. The Parties understand and agree that the County, its commissioners, officials, officers, directors, agents, and employees, are relying on, and do not waive or intend to waive by any provisions of this Agreement, the monetary limitations or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, C.R.S. §§ 24-10-101 through 120, or otherwise available to the County.

**8.04 Relationship of the Parties.** Nothing in this Agreement is intended or should be construed in any matter as creating or establishing the relationship of co-partners or a joint venture between the Sub Grantee and the County, nor creating third party beneficiary rights against the County or Sub Grantee, including but not limited to, Sub Grantee's contractors or subcontractors.

**8.05 Indemnification.** The Sub Grantee assumes liability for and agrees to defend, indemnify, and hold harmless the County, its officers, employees, agents, residents, and tax payers from and against all loses, damages, expenses, liability, claims, suits, or demands, including, without limitation, attorney's fees, arising out of, resulting from this Agreement, or relating to the performance of the Scope of Work by the Sub Grantee or Sub Grantee employees, agents, or contractors. In addition, the Sub Grantee shall comply with all indemnification and insurance requirements set forth in Exhibit D to the DRCOG Contract. If Sub Grantee is served with a pleading or other document in connection with an action before a court or administrative decision making body, and such pleading or document relates to this Agreement or may affect Sub Grantee's ability to perform its obligations under this Agreement, Sub Grantee shall, within 3 days after being served, provide notice to the County of such action and deliver copies of such pleading or document to the County/

**8.06 Acknowledgement.** The Sub Grantee shall appropriately acknowledge the support received under "the Older Americans Act" in any promotional materials, reports, and publications relating to the Scope of Work.

**8.07 Jurisdiction, Venue, and Applicable Law.** Venue for all legal proceedings arising out of this Agreement, or breach of this Agreement, shall be in state or federal court with competent jurisdiction in Douglas County, Colorado. All matters relating to the performance of this Agreement shall be controlled by and determined in accordance with the laws of the State of Colorado.

**8.08 Conflict.** In the event that any provisions contained herein conflicts with those in Exhibit 2, provisions in Exhibit 2 shall prevail.

**8.09 Extension of Provisions.** All provisions herein contained, including the benefits and burdens, shall extend to be binding upon the Sub Grantee, its heirs, legal representations, successors, and assigns.

**8.10 Complete Integration.** This Agreement, including all Exhibits attached hereto, represents the complete integration of all understandings between the parties and all prior representations and understandings, oral or written, are merged herein.

## IX. GENERAL REQUIREMENTS

**9.01 Incorporation of Specific Requirements.** Specifically, and without limitation, the Sub Grantee agrees to comply with all requirements set forth in Exhibit 2, including all exhibits thereto. By signing this Agreement, the Sub Grantee certifies that it has received and reviewed Exhibit 2 and agrees to comply with all provisions set forth therein.

**9.02 Integrity Certification.** By signing this Agreement, the Sub Grantee certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Agreement by any federal department or agency. The Sub Grantee

further certifies it has no unpaid federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability. This certification is a material representation of fact upon which the County relies in entering this Agreement. If it is later determined that the Sub Grantee knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment. The Sub Grantee shall provide to the County immediate written notice if at any time the Sub Grantee learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

**9.03 Prohibition Against Workers without Authorization.** Sub Grantee hereby certifies that it does not and shall not knowingly employ or contract workers without Authorization. By signing this Agreement, Sub Grantee represents and warrants that it will comply with all requirements regarding the same set forth in the DRCOG Contract, including but not limited to those set forth in Sections 2 and 3 of Exhibit B to the DRCOG Contract and Exhibits I and J to the DRCOG Contract, all of which are expressly adopted and incorporated herein. **Sub Grantee must sign and return with this Agreement Exhibit 6, the "DRCOG Contractor Services Contract Addendum Prohibition Against Employing Workers Without Authorization",** which is further adopted and incorporated herein.

**9.04 Equal Employment Opportunity.** Sub Grantee agrees to comply with all applicable federal laws, regulations, and orders regarding "Equal Employment Opportunity", as may be amended from time to time, and to execute such provisions as are required under Exhibit C to the DRCOG Contract attached hereto.

Sub Grantee shall comply with the appropriate areas of the Americans with Disabilities Act of 1990, as amended, and any other applicable federal, state or local laws and regulations.

The parties adopt and incorporate the requirements of 41 CFR § 60-1.4(a) and 29 CFR § 471, Appendix A to Subpart A, if applicable.

Sub Grantee shall comply with all applicable requirements of 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a). These regulations prohibit discrimination against qualified protected veterans and qualified individuals with disabilities and require affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans and qualified individuals with disabilities.

**9.05 No Federal or State Obligation.** This grant is financed by state funds administered by DRCOG. However, payments to the Sub Grantee will be made by the County. Neither the United States nor the State of Colorado is a party to this Agreement. No reference in this Agreement to the United States, DRCOG, or any representative of the State or federal government

makes the United States or the State of Colorado a party to this Agreement. The Sub Grantee shall include this clause in any contracts or agreements under this Agreement.

**The remainder of this page intentionally left blank.**

In witness whereof, the parties have caused this Agreement to be executed by their duly authorized officers on the dates set forth below. This Agreement is effective upon final execution by both parties.

**THE BOARD OF COUNTY COMMISSIONERS:  
OF THE COUNTY OF DOUGLAS, COLORADO**

**APPROVED AS TO CONTENT:**

\_\_\_\_\_  
**George P. Teal**  
Chair, Board of County Commissioners

\_\_\_\_\_  
**Jennifer L. Eby**  
Assistant Director of Community  
Services

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

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

\_\_\_\_\_  
**Roberta Nelson**  
Clerk to the Board

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

**APPROVED AS TO LEGAL FORM:**

**APPROVED AS TO CONTENT:**

\_\_\_\_\_  
**Christopher Pratt**  
Managing County Attorney

\_\_\_\_\_  
**Doug DeBord**  
County Manager

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

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

**APPROVED AS TO FISCAL CONTENT:**

\_\_\_\_\_  
**Andrew Copland**  
Director of Finance

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

**3AHC21 LLC DBA VISITING ANGELS**

Sub Grantee

*[Handwritten Signature]*

By (Signature)

President

Title

26 W. Dry Creek Circle STE 820

Address

Littleton, CO, 80120

City, State, Zip Code

STATE OF Colorado

)

COUNTY OF Douglas

)

ss.

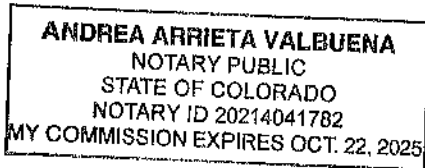
The foregoing instrument was acknowledged before me this 20 day

of June, 2024 by Peter Guerrero  
(month) (year) (name of Subgrantee signatory)

My commission expires: 10/22/2025

Witness my hand and official seal

*[Handwritten Signature]*  
Notary Public



Initials PG

**EXHIBIT 1—SCOPE OF WORK AND CONDITIONS**

**3AHC21 LLC dba Visiting Angels, Douglas County, Denver Regional Council of Governments (DRCOG) Older Adult Homemaker Services Agreement**

**Grant Year** For the period July 1, 2024 through June 30, 2025

**Title of Project** 2024 Older Adult Homemaker Services Sub Grantee Agreement between 3AHC21 LLC dba Visiting Angels, and Douglas County for services under the Denver Regional Council of Governments (DRCOG) Douglas County OAA Funding Opportunity 2024-2025 Contract EX24015

**Project Description** Homemaker services for older adults.

**A. Program Description**

Sub Grantee is an older adult services program that provides homemaker services to residents of Douglas County.

**B. Project Description**

This project accomplishes the goal of improving homemaker options for seniors age 60 and older in all parts of Douglas County. The increase in homemaker opportunities will be achieved by leveraging funding for current services.

Sub Grantee will provide homemaker services for seniors through qualified care staff.

Service Definition for Homemaker Services: Assistance to persons who meet the eligibility requirements for in-home services who are unable to perform two or more of the following instrumental activities of daily living: preparing meals, laundry, shipping for personal items, managing money, using the telephone, or doing light housework.

**C. Project Budget**

1. The twelve (12) month net cost for this project is estimated to be and will be allocated as follows:

<b>Net Project Costs (12 Months July 2024 – June 2025)</b>	<b>\$101,238.00</b>
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2. Project costs must not exceed the maximum allowable cost of \$101,238.00.
3. Sub Grantee is solely responsible for all costs this project incurs above the amount Douglas County reimburses to Sub Grantee from DRCOG and County match funds for the share of eligible, actual costs. If the final, actual project cost is less than the maximum allowable cost of \$101,238.00, the County is not obligated to provide any more of the eligible, actual operational costs.
4. Funds from this grant will pay homemaker services on a per-unit basis for adults age 60 and older. One unit of service is defined as one hour of homemaker service. Sub Grantee in partnership with the Douglas County Department of Community Development, provides these services.



5. Sub Grantee is responsible for providing monthly reporting on units provided to qualified Douglas County residents under the guidelines of this project. Monthly reports are due to Douglas County no later than the sixth (6<sup>th</sup>) day of each month. If the 6<sup>th</sup> day falls on a weekend or holiday, the monthly report will be due on the prior business day.
6. DRCOG and Douglas County require that the service units detailed by this Agreement are provided throughout the grant year. As such, at least forty percent (40%) but no more than sixty percent (60%) of the contracted funds must be spent by December 31, 2024, and seventy percent (70%) but no more than ninety percent (90%) of the contracted funds must be spent by March 31, 2025. All funds must be spent by June 30, 2025.

**D. Reimbursement Eligibility**

1. Sub Grantee shall submit monthly reimbursement requests, including all related documentation to Douglas County. Requests must be within the limits of Sections C, E and F of this Exhibit and shall otherwise comply with the terms of this Agreement.

**E. Project Performance**

1. Sub Grantee shall track and report the number of total clients and other users of these services.

<b>Homemaker Services</b>	<b>Project Activity Period from July 1, 2024 – June 30, 2025</b>
<b>Total Units to be Provided</b>	<b>2,225 at \$45.50 per one unit</b>

**F. Data Reporting, Sharing, and Confidentiality**

1. The County will provide to the Sub Grantee access to its data system or provide a reporting spreadsheet template, through which the Sub Grantee shall capture and report data for all services provided under this Sub Grantee Agreement. The Sub Grantee shall record and report: (i) participant information; (ii) Household information; (iii) Program data; (iv) Service records; and (v) Funding and expenditure records. Be sure to include trip counts, trip costs, demographic information, information from surveys, narrative program questions, and Douglas County approved copies of marketing materials related to the grant program with your monthly reporting.
2. The County and Sub Grantee agree that sharing client data is necessary to meet client needs. Accordingly, the County and the Sub Grantee agree that client data may be shared between the parties, provided, however, that each party shall protect confidential client information as required by state and federal law and this Agreement. Prior to sharing any client information, the Sub Grantee shall obtain an Authorization for Release of Information (“ROI”), in the form included as **Exhibit 3** to this Sub Grantee Agreement or as otherwise approved in writing by the Project Manager, executed by the client which allows the Sub Grantee to share the client's information with the County and any other sub-grantees specified in the ROI form.
3. The Sub Grantee must comply with all applicable provisions of HB 18-1128 regarding “Personal Identifying Information” as defined in C.R.S. § 6-1-713(2)(b) and C.R.S. § 24-73-101(4)(b) and to “Personal Information” as defined in C.R.S. 24-73-103(1)(g). Personal Identifying Information and Personal Information are referred to collectively herein as “Personal Data.” Compliance shall include, without limitation:



- i. Adopting and enforcing a written policy governing the destruction of electronic and paper documents containing Personal Data. The written policy must, at a minimum, require that when electronic or paper documents containing Personal Data are no longer needed, such documents will be destroyed by shredding, erasing, or otherwise modifying the Personal Data so as to make it unreadable or indecipherable through any means;
  - ii. Implementing and maintaining reasonable security procedures designed to protect Personal Data from unauthorized access, use, modification, disclosure, or destruction. Such procedures must be appropriate in light of the nature of the Personal Data that is provided to the partner and the nature and size of the partner's business and operations;
  - iii. Providing immediate written notification to the Project Manager; [crsgrants@douglas.co.us](mailto:crsgrants@douglas.co.us) in the event the partner becomes aware that an unauthorized acquisition of Personal Data compromising the security, confidentiality or integrity of the Personal Data (hereinafter, a "Security Breach") has or may have occurred. The partner shall promptly and in good faith conduct an investigation to determine the likelihood that Personal Data has been or will be misused and shall coordinate with and promptly report the results of such investigation to the Project Manager; [crsgrants@douglas.co.us](mailto:crsgrants@douglas.co.us) as requested;
  - iv. Providing prompt written notification to affected Colorado residents, but in no event later than thirty (30) days after the date of determination that a Security Breach occurred, in accordance with the provisions of House Bill 18-1128; and
  - v. To the extent applicable, requiring any third-party service providers, as defined in C.R.S. § 6-1-716(i) and C.R.S. § 24-73-103, to implement and maintain reasonable security procedures and practices appropriate to the nature of the Personal Data disclosed to the third-party service provider and reasonably designed to help protect the Personal Data from unauthorized access, use, modification, disclosure or destruction.
4. In order to help protect client Personal Data from unauthorized access, use, modification, disclosure, or destruction, the Sub Grantee shall: (i) have and enforce a written policy outlining how Personal Data will be collected, maintained, and protected from inadvertent release; (ii) require and provide training on the protection of Personal Data to anyone with access to client confidential information and/or the County's data system or reporting spreadsheet, including but not limited to employees and volunteers; (iii) require anyone with access to client confidential information and/or the County's data system or reporting spreadsheet to execute an acknowledgment, in the form included as **Exhibit 4** or as otherwise approved in writing by the Project Manager, of their obligation to maintain the confidentiality of Personal Data; and (iv) maintain a secure environment that ensures the confidentiality of Personal Data. Attached as **Exhibit 5** are recommendations for best practices to implement and maintain reasonable security procedures designed to protect Personal Data from unauthorized access, use, modification, disclosure, or destruction.

#### **G. Special Conditions**

1. Sub Grantee may not bill the County under this Agreement until the Agreement is fully executed. No services shall be provided prior to the full execution of the DRCOG

Contract.

2. Sub Grantee shall have a valid policy in place to require background checks be conducted for all employees, volunteers, and agents of Sub Grantee providing homemaker services. Sub Grantee shall ensure that prior to delivery of services, a records check through the Colorado Bureau of Investigations (CBI) or another background check system that provides information at the same level of detail or higher than the CBI records. Sub Grantee shall ensure that appropriate follow-up of the background check is completed according to the SUA Policy and Procedure Manual Subsection 401.15, and shall ensure that its employees, volunteers, and agents are in compliance with the restrictions of said Subsection. Sub Grantee shall make available all background check results to Douglas County and any agencies to whom Douglas County is obligated to provide such information for purposes of reporting and meeting funding requirements.
3. Sub Grantee shall demonstrate a good faith effort to provide, and certify as applicable, safety-related training for staff, volunteers, and other appropriate personnel.
4. Sub Grantee shall comply with all applicable requirements for establishing and utilizing waiting lists when services are available but cannot be provided to all eligible consumers as set forth in Section 14 of Exhibit B to the DRCOG Contract.
5. Sub Grantee represents and warrants that: (i) it has a consumer complaint/appeal process in place that conforms to all requirements set forth in Section 15 of Exhibit B to the DRCOG Contract; and (ii) it has a process in place to monitor service quality and consumer satisfaction that conforms to all requirements set forth in Section 16 of Exhibit B to the DRCOG Contract.
6. Sub Grantee acknowledges receipt of DRCOG's on-site assessment requirements and shall comply with the on-site assessment requirements.

**EXHIBIT 2 – DRCOG “Douglas County Funding Opportunity – 2024-2025” Contract  
EX24015 with DOUGLAS COUNTY**



**CONTRACT BY AND BETWEEN THE**  
**DENVER REGIONAL COUNCIL OF GOVERNMENTS**  
1001 17<sup>th</sup> Street, Suite 700  
Denver, Colorado 80202  
("DRCOG")

and

**DOUGLAS COUNTY GOVERNMENT**  
100 Third Street  
Castle Rock, Colorado 80104  
("CONTRACTOR")

for

**Douglas County OAA Funding Opportunity – 2024-2025**  
("Contract")

**Project Number 624025**

**Contract Number EX24015**

**RECITALS:**

- A. DRCOG is the recipient of grant funds under Title III of the Older Americans Act (OAA), the State of Colorado (State) Funding for Senior Services (SFSS), and the American Rescue Plan Act Funding (ARPA).
- B. DRCOG desires Contractor to render certain services hereinafter described in connection with an undertaking which is expected to be financed under the OAA, SFSS and/or ARPA.
- C. The Contractor agrees to comply with all relevant provisions of the Contract between DRCOG and the State for OAA/SFSS/ARPA, incorporated herein by reference and made a part of this Contract, as if fully set forth, in the monitoring and administration of this Contract.

NOW THEREFORE, the parties hereto mutually agree as follows:

**1.0 SELECTION OF CONTRACTOR**

DRCOG hereby selects the Contractor, and the Contractor hereby agrees to perform the services hereinafter set forth in connection with the project of DRCOG under the OAA, SFSS, and/or ARPA.

**2.0 SCOPE OF WORK**

The Contractor shall do, perform, and carry out, in a satisfactory manner, as determined by DRCOG, all work elements described in the Contractor's Proposal submitted for funding (as approved and as may be amended, from time to time, by DRCOG) which is herein incorporated by reference and made a part of this Contract and which is summarized in Exhibit A, Scope of Work, of this Contract. The Contractor will administer services funded under this Contract in accordance with the Older Americans Act; all applicable provisions of the Colorado Revised

Statutes; 12 CCR 2510-1, Older Americans Act Programs (Rule Manual Volume 10); Colorado Department of Human Services, Division of Aging and Adult Services, State Unit on Aging (SUA) Policy and Procedures Manual; and the DRCOG Contract Management Manual, as from time to time may be amended.

**3.0 ADMINISTRATIVE REQUIREMENTS**

In performance of its obligations under this Contract, Contractor shall comply with all applicable provisions of 45 CFR, Part 74 and 45 CFR, Part 92 regarding uniform requirements for the administration of Department of Health and Humans Services (HHS) grants and principles for determining costs applicable to activities assisted by HHS grants. Contractor is subject to all provisions of DRCOG's contract with CDHS (see Section 18B of the State contract). In addition, Contractor must also comply with the State Unit on Aging Policy and Procedure Manual, as may be amended.

**4.0 TIME OF PERFORMANCE**

Services of the Contractor shall commence upon Contract execution or July 1, 2024 whichever comes later. Services shall be undertaken in such sequence as to assure completion of all services required hereunder by June 30, 2025. Funding levels shall be awarded annually, and funding of this Contract is conditioned upon funds being made available to DRCOG for such purposes.

**Services cannot commence prior to an executed contract.**

After the initial term, at DRCOG's discretion, this contract may be extended for two (2) additional one-year terms. Services eligible for the extension are determined annually by DRCOG. If eligible, Contractor shall receive notice from DRCOG no later than January 31 of the then current year. Contractor shall submit to DRCOG a proposal including but not limited to, a detailed budget (outlining administrative, travel, equipment, contractual services, staff training/education and indirect costs), the number of units of services proposed to be provided (both compensated and non-compensated), the proposed unduplicated clients to be served, proposed matching funds (cash and in-kind), and anticipated program income by 5:00 P.M. on March 1 of the then current year,. The scope of compensated services proposed shall not change without DRCOG's written permission. Contract amounts for the additional terms may vary according to the level of available funds.

**5.0 PAYMENT TERMS**

**5.1 Maximum Amount**

DRCOG agrees to reimburse the Contractor for allowable project expenses up to but not exceeding the sum of **\$704,422.00** in **OAA, SFSS, and/or ARPA** funds and based on the cumulative number of service units delivered after applying program income. The total **OAA, SFSS, and/or ARPA** dollars, contracted units of service, and cost reimbursement rate are outlined in Exhibit A, Scope of Services attached hereto.

**5.2 Other Contributions**

Contractor cash match, Contractor in-kind services, Contractor program income/client contributions, and State cash match contributions, if applicable, are also outlined in Exhibit A, Scope of Services attached hereto.

**5.3 In-Kind Contributions**

Valuation of in-kind contributions shall show how the contribution was computed and must be incorporated into the Contractor's accounting records. Supplies, volunteer services and other contributions shall be valued as described under 45 CFR, Part 74, Subpart C.

**6.0 HHS GRANT**

It is agreed by the above parties that should the HHS or the State disapprove this Contract or refuse or fail to make the grant to DRCOG as contemplated by this Contract, then this Contract shall be void and shall not be binding on any parties hereto. Unearned payments under this Contract may be suspended or terminated in the event that the Contractor refuses to accept additional terms or conditions to this Contract that may be imposed by HHS, the State or DRCOG after the effective date of this Contract.

**7.0 CHANGES**

Except as may be expressly provided in this Contract, including its Exhibits and Attachments, any changes, including, without limitation, any increase in the amount of this Contract, changes in the scope of services, or service unit reimbursement rate which are mutually agreed upon by and between DRCOG and the Contractor, shall be incorporated in a written amendment to this Contract.

**8.0 DEBARMENT, SUSPENSION**

By signing this Agreement, the Contractor represents that its organization and its principals and employees are not suspended, debarred, excluded from participation, declared ineligible, voluntarily excluded, or otherwise ineligible to participate in a "federal health care program" as defined in 42 U.S.C. § 1320a-7b(f) or in any other government payment program by any federal or State of Colorado department. If Contractor, its principals, employees or agents become ineligible to participate in any such program during the term of this Contract, Contractor shall notify DRCOG in writing within three (3) days after such event. Upon the occurrence of such event, whether or not such notice is given to Contractor, the State may immediately terminate this Contract.

**9.0 CORA DISCLOSURE**

To the extent not prohibited by federal or state law, this Contract and the Work are subject to public release through the Colorado Open Records Act, CRS § 24-72-200.1, *et seq.*, as may be updated from time to time.

**10.0 COLORADO LAW FOR PERSONS WITH DISABILITIES**

To the full extent possible, Contractor shall comply with and the Work Product provided under this Contract shall be in compliance with all applicable provisions of §§24-85-101, et seq., C.R.S., and the Accessibility Standards for Individuals with a Disability, as established by OIT pursuant to Section §24-85-103 (2.5), C.R.S. Contractor shall also comply with all State of Colorado technology standards related to technology accessibility and with Level A and Level AA of the most current version of the Web Content Accessibility Guidelines (WCAG), incorporated in the State of Colorado technology standards.

The State may require Contractor's compliance to the State's Accessibility Standards to be determined by a third party selected by the State to attest to Contractor's Work Product and software is in compliance with §§24-85-101, et seq., C.R.S., and the Accessibility Standards for Individuals with a Disability as established by OIT pursuant to Section §24-85-103 (2.5), C.R.S.

**11.0 TERMS AND CONDITIONS**

The parties agree that this Contract is also subject to the provisions set forth in the Exhibits and Attachments of this Contract, attached hereto and incorporated herein.

**12.0 AUTHORITY**

The undersigned signatories of Contractor represent that they have been duly authorized to execute this Agreement and have full power and authority to bind Contractor to the terms and conditions hereof, and certify that their signatures below, whether handwritten, electronic, or digital or submitted by facsimile or electronic mail are their own. Contractor further understands and agrees that no further certification authority or third-party verification is necessary to validate any signature hereto and that the lack of such certification or verification will not in any way affect the enforceability of the Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Contract on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ and acknowledge that the signatures hereon, whether handwritten, typed, electronic, or digital or submitted by facsimile or electronic mail, are sufficient and legally binding.

**DENVER REGIONAL COUNCIL  
OF GOVERNMENTS**

**DOUGLAS COUNTY GOVERNMENT**

By: \_\_\_\_\_  
Douglas W. Rex  
Executive Director

By: \_\_\_\_\_

ATTEST:

ATTEST:

By: \_\_\_\_\_  
Jenny Hunnings  
Director, Administration and Finance

By: \_\_\_\_\_



**EXHIBIT A: SCOPE OF WORK**

The Contractor shall perform all the necessary services provided under this Contract for eligible residents of the jurisdiction(s) listed in the Contractor’s Proposal as approved by DRCOG.

Prior written approval from DRCOG is required if the number of units of service in any service category listed in this exhibit is more than ten percent (10 %) lower than listed. This provision shall not alter the maximum funding set forth in Section 5.1.

**Agency Information**

**Organization Name:** Douglas County Government  
**Doing Business As:** Department of Community Development  
**Address:** 100 Third Street Castle Rock, CO 80104  
**Phone:** (303) 814-4302  
**Unique Entity ID:** LXE5XEA44AH6

**Organization URL:** <https://www.douglas.co.us/>  
**Agency Director:** Lora L Thomas  
**Agency Director Phone:** (303) 660-7401  
**Agency Director Email:** [BOCC@douglas.co.us](mailto:BOCC@douglas.co.us)  
**Approved Indirect Rate w/Base:** N/A

**Agency Description:**

Douglas County's goal is quality of life for all citizens. This includes keeping people safe, ensuring access to resources and services, and supporting the most vulnerable County residents.

**Project Term Date:** July 1, 2024 – June 30, 2025

**Primary Contact**

**Primary Contact Name:** Jennifer D’Ambrosio  
**Primary Contact Email:** [jdambrosio@douglas.co.us](mailto:jdambrosio@douglas.co.us)  
**Primary Contact Phone:** (303) 814-4302

**Grant General Information**

**Title of Proposal:** Douglas County OAA Funding Opportunity - 2024-2025

**Purpose**

The Denver Regional Council of Governments is contracting with the provider for the services identified in this scope of work. The scope of work is generated from the proposal submitted to DRCOG the notice of funding opportunity that was issued for Older Americans Act and State Funding for Senior Services funds. Contractor must adhere to the information contained within the proposal that was submitted and the detailed budgets provided in DRCOG’s grant management system.

**Total Project Budget**

Revenue Source	Amount
<b>Total Contracted Funds</b>	\$704,422.00
<b>Total Cash Match</b>	\$88,094.00
<b>Total In-kind Match</b>	\$ 0.00
<b>Total State Part E Match</b>	\$ 0.00

<b>Total Estimated Program Income</b>	<b>\$ 0.00</b>
<b>Total Revenue (Less Program Income)</b>	<b>\$792,516.00</b>

**Appropriations**

Service	Project Number	CFDA	Description	Amount
Assisted Transportation	624025	N/A	State	\$299,700.00
Chore	624025	N/A	State	\$16,000.00
Homemaker	624025	N/A	State	\$201,972.00
Personal Care	624025	N/A	State	\$186,750.00

**Service: Assisted Transportation**

**Service Description**

This funding will allow Douglas County to continue to provide door-to-door, demand-response transportation services for vulnerable residents aged 60 and over. Sub-grantee agreements with community partners will be utilized to provide these transportation services.

Individuals seeking transit service may contact Douglas County First Call, the information and assistance line, or an established provider to plan and schedule trips. Trips are arranged based upon program requirements for qualification, originating location, physical mobility needs of the traveler, and travel destination. Those individuals with the greatest economic and social need are prioritized, as are medical visit trips.

**State Service Definition**

Assistance and transportation, including escort, to a person who has difficulties (physical or cognitive) using regular vehicular transportation.

1 Unit = 1 One-Way Trip

**Service Budget**

**Revenue**

Funding Source	Amount
Contracted Funds	\$299,700.00
Cash Match	\$33,300.00
In-kind Match	\$0.00
State Part E Match	\$0.00
Estimated Program Income	\$0.00
<b>Total Revenue (Less Program Income)</b>	<b>\$333,000.00</b>

**Expenses**

Expense Category	Amount
Personnel	0
Travel	0
Equipment	0
Contractual Services	\$333,000.00
Supplies	0
Indirect	0
Other Expenses	0
<b>Total Expenses</b>	<b>\$333,000.00</b>

**Contracted Units**

County	Units
Adams	0
Arapahoe	0

<b>Broomfield</b>	0
<b>Clear Creek</b>	0
<b>Denver</b>	0
<b>Douglas</b>	8,563
<b>Gilpin</b>	0
<b>Jefferson</b>	0
<b>Total</b>	8,563

**Reimbursement Rate: Actual Cost**

**Contracted Clients**

<b>County</b>	<b>Low Income</b>	<b>Low Income Minority</b>	<b>Minority</b>	<b>Rural</b>	<b>Total Clients</b>
<b>Adams</b>	0	0	0	0	0
<b>Arapahoe</b>	0	0	0	0	0
<b>Broomfield</b>	0	0	0	0	0
<b>Clear Creek</b>	0	0	0	0	0
<b>Denver</b>	0	0	0	0	0
<b>Douglas</b>	271	29	43	15	1,406
<b>Gilpin</b>	0	0	0	0	0
<b>Jefferson</b>	0	0	0	0	0
<b>Total</b>	271	29	43	15	1,406

**Service: Chore**

**Service Description**

Douglas County will utilize a sub-grantee agreement and partner with a community partner to provide chore services to adults aged 60 and over. Chore services provide assistance performing certain household tasks, such as yard work and home repairs. Potential clients contact partner organizations to be enrolled to receive services. If the partner organization receives a referral from another source (ex. Douglas County Community Services, Human Services, a community partner organization such as a church, food bank), the contracted community-based provider reaches out to the potential client per the referral. The community-based service provider speaks with the potential client over the phone or conducts an in-person assessment of the client's eligibility and scope of work to ensure requests are assigned appropriately. Certain data to establish eligibility for OAA funded chore serves is collected, which includes the following information: demographic info, age, physical location and need. The potential client also receives information about other services for which they may be eligible, as well as a copy of the grievance procedure and a copy of the non-discrimination policies. Depending on the service required, a volunteer or service worker(s) performs the task. Chore services, such as yard clean-up, are usually performed by groups.

**State Service Definition**

Chore services are those services designed to increase the safety of older adults living at home such as assistance with heavy housework, yard work or sidewalk maintenance. Chore service activities are one-time, seasonal or occasional in nature, and shall be planned with input from the older adult based on an evaluation of the older adult's strengths and needs, and the degree of physical and/or cognitive impairment of the older adult.

1 Unit = 1 Hour

**Service Budget**

**Revenue**

Funding Source	Amount
Contracted Funds	\$16,000.00
Cash Match	\$1,778.00
In-kind Match	\$0.00
State Part E Match	\$0.00
Estimated Program Income	\$0.00
<b>Total Revenue (Less Program Income)</b>	<b>\$17,778.00</b>

**Expenses**

Expense Category	Amount
Personnel	0
Travel	0
Equipment	0
Contractual Services	\$17,778.00
Supplies	0
Indirect	0
Other Expenses	0
<b>Total Expenses</b>	<b>\$17,778.00</b>

**Contracted Units**

County	Units
Adams	0
Arapahoe	0
Broomfield	0
Clear Creek	0
Denver	0
Douglas	534
Gilpin	0
Jefferson	0
<b>Total</b>	<b>534</b>

Reimbursement Rate: \$29.97

**Contracted Clients**

County	Low Income	Low Income Minority	Minority	Rural	Total Clients
Adams	0	0	0	0	0
Arapahoe	0	0	0	0	0
Broomfield	0	0	0	0	0
Clear Creek	0	0	0	0	0
Denver	0	0	0	0	0
Douglas	10	1	2	3	72
Gilpin	0	0	0	0	0
Jefferson	0	0	0	0	0
<b>Total</b>	<b>10</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>72</b>

**Service: Homemaker**

**Service Description**

Douglas County will utilize community partner organizations to provide services through use of sub-grantee agreements. Homemaker services provide light housekeeping services to eligible clients. Potential clients contact partner organizations to be enrolled in order to receive services. If the partner organization receives a referral from another source (ex. Douglas County Community Services, Human Services, a community partner organization such as a church, food bank), the contracted community-based provider reaches out to the potential client per the referral. The community-based service provider speaks with the potential client over the phone or conducts an in-person assessment of the client's eligibility and scope of work to ensure requests are assigned appropriately. Certain data to establish eligibility for OAA funded homemaker services is collected, which includes the following information: demographic info, age, physical location and need. The potential client also receives information about other services for which they may be eligible, as well as a copy of the grievance procedure and a copy of the non-discrimination policies. A volunteer or paid service worker performs the homemaker services, working closely with the client to ensure their homemaker needs are met.

**State Service Definition**

Assistance to persons who meet the eligibility requirements for in-home services and who are unable to perform two or more of the following instrumental activities of daily living: preparing meals, laundry, shopping for personal items, managing money, using the telephone, or doing light housework.

1 Unit = 1 Hour

**Service Budget**

**Revenue**

Funding Source	Amount
Contracted Funds	\$201,972.00
Cash Match	\$32,266.00
In-kind Match	\$0.00
State Part E Match	\$0.00
Estimated Program Income	\$0.00
<b>Total Revenue (Less Program Income)</b>	<b>\$234,238.00</b>

**Expenses**

Expense Category	Amount
Personnel	0
Travel	0
Equipment	0
Contractual Services	\$234,238.00
Supplies	0
Indirect	0
Other Expenses	0
<b>Total Expenses</b>	<b>\$234,238.00</b>

**Contracted Units**

County	Units
Adams	0
Arapahoe	0
Broomfield	0
Clear Creek	0

<b>Denver</b>	0
<b>Douglas</b>	6,026
<b>Gilpin</b>	0
<b>Jefferson</b>	0
<b>Total</b>	6,026

**Reimbursement Rate: \$ 33.52**

**Contracted Clients**

<b>County</b>	<b>Low Income</b>	<b>Low Income Minority</b>	<b>Minority</b>	<b>Rural</b>	<b>Total Clients</b>
<b>Adams</b>	0	0	0	0	0
<b>Arapahoe</b>	0	0	0	0	0
<b>Broomfield</b>	0	0	0	0	0
<b>Clear Creek</b>	0	0	0	0	0
<b>Denver</b>	0	0	0	0	0
<b>Douglas</b>	191	21	44	186	1,151
<b>Gilpin</b>	0	0	0	0	0
<b>Jefferson</b>	0	0	0	0	0
<b>Total</b>	191	21	44	186	1,151

**Service: Personal Care**

**Service Description**

Douglas County will utilize a sub-grantee agreement with a community partner organization to provide services in the community.

Personal care services aid with bathing, dressing, walking and medication reminders. Potential clients contact the partner organization providing personal care to be enrolled to receive services. If the partner organization receives a referral from another source, the contracted community-based provider will reach out to the potential client to schedule an intake appointment. An intake specialist, whose primary function is to identify seniors who need care, completes a screening to identify if the individual meets OAA funded personal care requirements and to identify if the individual is one with great economic or social need. The intake specialist makes the potential client aware of the grant-funded care and requests the opportunity to perform an in-home visit.

The in-home consultations are performed by care consultants, employees dedicated to performing in-home assessments. During these face-to-face visits, these specialists work to identify what care is needed, how much care will be given and when it will need to be performed. The specifics of the grant are discussed and the potential client also receives information about other services for which they may be eligible. A copy of the grievance procedure and a copy of the non-discrimination policies is provided at this time. Grant dollars are prioritized so that the funds go to assist those seniors most disadvantaged and at-risk.

**State Service Definition**

Assistance (Personal assistance, stand-by assistance, supervision or cues) with Activities of Daily Living (ADLs) and/or health-related tasks provided in a person's home and possibly other community settings. Personal care may include assistance with Instrumental Activities of Daily Living (IADLs) for persons who meet the requirements for in-home services.

1 Unit = 1 Hour

**Service Budget**

**Revenue**

Funding Source	Amount
Contracted Funds	\$186,750.00
Cash Match	\$20,750.00
In-kind Match	\$0.00
State Part E Match	\$0.00
Estimated Program Income	\$0.00
<b>Total Revenue (Less Program Income)</b>	<b>\$207,500.00</b>

**Expenses**

Expense Category	Amount
Personnel	0
Travel	0
Equipment	0
Contractual Services	\$207,500.00
Supplies	0
Indirect	0
Other Expenses	0
<b>Total Expenses</b>	<b>\$207,500.00</b>

**Contracted Units**

County	Units
Adams	0
Arapahoe	0
Broomfield	0
Clear Creek	0
Denver	0
Douglas	4,150
Gilpin	0
Jefferson	0
<b>Total</b>	<b>4,150</b>

Reimbursement Rate: \$ 45.00

**Contracted Clients**

County	Low Income	Low Income Minority	Minority	Rural	Total Clients
Adams	0	0	0	0	0
Arapahoe	0	0	0	0	0
Broomfield	0	0	0	0	0
Clear Creek	0	0	0	0	0
Denver	0	0	0	0	0
Douglas	16	3	7	2	152
Gilpin	0	0	0	0	0
Jefferson	0	0	0	0	0
<b>Total</b>	<b>16</b>	<b>3</b>	<b>7</b>	<b>2</b>	<b>152</b>

**Non-Compensated Services**

<b>Services</b>	<b>Units</b>
<b>Information and Assistance</b>	120
<b>Outreach</b>	520
<b>Nutrition Education</b>	0
<b>Nutrition Counseling</b>	0



## EXHIBIT B: TERMS AND CONDITIONS

The following supplemental terms and conditions apply to the Contract herein and take precedence over any conflicting language within the Contract.

### 1. Personnel.

The Contractor represents that it has, or will secure at its own expense, all personnel required in performing the services under this Contract. Such personnel shall not be employees of or have any contractual relationship with DRCOG.

### 2. Employment Eligibility Verification (Federal requirement).

If this Contract includes an award of Federal funds of more than \$3,000, Contractor must also comply with the E-Verify Federal Contractor Rule set forth in Exhibit H, attached hereto and incorporated herein by reference, which requires the Contractor to use the E-Verify program to verify the employment eligibility of all employees assigned to the Contract and all new hires. If Contractor uses one or more subcontractors to provide services under the Contract, Contractor shall include the language set forth in Exhibit H in any subcontract that is: (1) for commercial or noncommercial services or construction; (2) has a value of more than \$3,000; and (3) includes work performed in the United States. Contractors who are State or local governments, institutions of higher education, or governments of a Federally recognized Indian tribe are not exempt from these requirements; however, such entities may choose to verify only those employees who are assigned to the Contract, whether existing employees or new hires, as further detailed in Exhibit H.

### 3. Qualifications.

All of the services required hereunder will be performed by the Contractor or under its supervision, and all personnel engaged in the work shall be fully qualified and shall be authorized under State and local law to perform such services.

### 4. Background Check; Driver's License.

Contractor shall ensure that prior to delivery of services, a records check through the Colorado Bureau of Investigations (CBI) or another background check system that provides information at the same level of detail or higher than the CBI records check, shall be conducted for all employees, volunteers, and contractors of Contractor providing services delivered via one-to-one contact or as specified in the SUA Policy and Procedure Manual, Subsection 401.15. Contractor shall ensure that appropriate follow-up of the background check is completed according to the SUA Policy and Procedure Manual, Subsection 401.15, and shall ensure that its employees, volunteers, and contractors are in compliance with the restrictions of said Subsection. Effective January 1, 2019, Contractor shall comply with the requirements outlined in SUA Policy and Procedure Manual Subsection 401.16 and the correlated DRCOG policy in which it is stipulated that a Colorado Adult Protective Services (CAPS) background check is conducted prior to hiring or contracting with a new employee who will provide direct care to an at-risk adult. Employees, volunteers, or contractors responsible for transporting consumers shall have a valid Colorado driver's license and shall not have any alcohol related offenses in the past three years, or two or more convictions or chargeable accidents within the past two years.

### 5. Sub-grant or Subcontract.

None of the work or services covered by this Contract shall be sub-granted or subcontracted to any other party except for those listed on Exhibit E *(without the prior written approval of*

DRCOG). Failure to obtain DRCOG's prior approval of any additional sub-grantors or subcontractors shall result in the disallowance of reimbursements for any services provided by sub-grantor or subcontractors not previously approved. Contractor shall verify that all sub-grantees and subcontractors have not been excluded or disqualified pursuant to 2 CFR Part 376 prior to submitting such sub-grantees or subcontractors to DRCOG for approval and shall certify that the proposed sub-grantees and subcontractors are neither excluded nor disqualified by a Federal agency. Any approval by DRCOG of a sub-grantee or subcontractor shall be effective only through the current contract fiscal year and subject to the continuing requirement of non-exclusion or non-disqualification pursuant to 2 CFR Part 376. It shall be Contractor's responsibility to submit verification of such non-exclusion or non-disqualification upon request. See also section 8.0 herein.

**6. Licensure.**

Where the State or local public jurisdictions require licensure for the provision of social services provided hereunder, the Contractor shall be licensed and shall meet all requirements of licensure. Contractor shall provide DRCOG notice of any action to revoke or suspend any such licenses as well as any actual suspension or revocation of any licenses within 48 hours of Contractor receiving notice.

**7. Contractor Training.**

Contractor shall complete mandatory training through DRCOG at least biannually (or more often if deemed appropriate by DRCOG) regarding contract management of this Contract.

**8. Monitoring and Reporting Program Performance.**

The activities of Contractor in providing the services set forth under this Contract shall be monitored by DRCOG in accordance with the applicable provisions of 45 CFR Part 74 and 45 CFR Part 92, other applicable Federal regulations, and this Contract. DRCOG will monitor all activities of Contractor supported by this Contract to assure that the services being performed are consistent with the Contract and applicable Federal and State regulations. Contractor acknowledges that disclosure of protected health information to DRCOG is permitted pursuant to Federal law.

**9. Performance Management.**

Contractor shall meet or exceed applicable Performance Measures and Contract Performance Measures as outlined in the State Contract with DRCOG. Contractor acknowledges that such performance measures shall evolve to meet the objective of measuring key performance outcome indicators for the work of the Contractor. DRCOG may, at its discretion, require periodic progress reports from the Contractor describing the current status of the service program or project. Notwithstanding, Contractor shall promptly notify DRCOG of any issues or concerns that may materially impact contract performance.

**10. Monthly Data Entry.**

The Federal Administration on Community Living requires certain Older Americans Act data to be reported in the Older Americans Act Performance System (OAAPS). To assist in the data collection for NAPIS, the State requires all Contractors to report services provided in the State software system as designated and assigned by the State. The State software system is currently the State Unit Data System, also referred to as SUDS. System training is available each year and is mandatory for all of Contractor's staff who have been granted access to the State's software system. Contractor shall enter the previous month's service data into the State software system **no later than the fifteenth of the following month**. If the fifteenth of the month falls on a holiday or weekend, then entering of all data shall be due the business day

prior to the fifteenth. Contractor may not seek reimbursement for services that have not been adequately entered into the State system unless otherwise approved in writing by DRCOG. Failure to enter the State software system data correctly and timely is a violation of this Contract and DRCOG may exercise any remedies available under the Contract or at law, including withholding payments.

#### **11. Cost Analysis/Grant Close-out Report.**

Contractor shall prepare and submit to DRCOG by no later than July 31 of the State fiscal year then ended, a cost analysis report in a form approved by DRCOG, comparing actual costs incurred to reimbursements received from DRCOG. In addition, Contractor must maintain adequate supporting documentation of costs reimbursed and submit such backup information with the cost analysis report. If requested by DRCOG at any other time during the contract term, and/or if additional documentation is required, Contractor shall comply with such request.

#### **12. Services Performance Report and Reimbursement Requests.**

Contractor shall submit a monthly service performance report and reimbursement request in a form prescribed by DRCOG. Such report and request shall be filed on or before the fifteenth day of the month following the month in which services are provided, throughout the term of the Contract. If the fifteenth of the month falls on a holiday or weekend, then submissions shall be due the business day prior to the fifteenth. Failure to submit the monthly report and reimbursement request by the prescribed due date may delay processing of payments until the next calendar month or in the case of the final months' reports due on July 15 may result in denied payment by DRCOG. Contractor is responsible for the timely filing, completeness and accuracy of all service performance reports and reimbursement requests. All reports are subject to verification by DRCOG.

Contractor may not receive reimbursement for more than the actual costs incurred for the contracted service. The monthly reimbursement request must reflect actual costs incurred that can be adequately supported with documentation and that are within the calculated limit of grant funds available for drawing down that month. Costs must abide by the service budget approved by DRCOG and, notwithstanding, must be both reasonable and allowable. DRCOG agrees to reimburse Contractor via Electronic Funds Transfer (EFT) (Attachment A) into the bank account designated by Contractor upon approval of reimbursement request during regularly scheduled payment cycles.

#### **13. Waiting Lists.**

Waiting lists shall be established by the Contractor when services are available but cannot be provided to all eligible consumers requesting services. In such circumstances, Contractor shall place eligible consumers on a waiting list. Waiting list procedures must be consistent for and equitable to all eligible consumers. Contractor shall give priority to Older Americans Act targeted populations and to persons in emergency situations where the health, safety, and welfare of the applicant is in jeopardy. Additionally, due consideration shall be given to the individual's time kept on a wait list. Persons shall be removed from the waiting list in accordance with SUA Policy and Procedure Manual, Subsection 205c. Contractor shall develop a waiting list procedure in compliance with the policies set forth in Subsections 205b and 205c of the SUA Policy and Procedure Manual, as amended from time to time and, regardless of whether or not there are consumers waiting for service. Waiting list documentation may be kept in hard copy or electronically but must be printable and made available for review upon request by DRCOG or the SUA. Contractor shall retain waiting list documentation and shall not destroy any such records until notified by DRCOG.

**14. Consumer Complaint/Appeal Process.**

The Contractor shall develop a procedure for service recipients to use in the event that they wish to file a complaint. In addition to receiving such procedures, all consumers must be informed of their rights in the complaint and appeal process. Procedures must be in compliance with SUA Policy and Procedure Subsection 501 and as directed by DRCOG. Complaint/appeals documentation may be kept in hard copy or electronically but must be printable. Contractor shall retain complaint/appeal documentation and shall retain records in accordance with Section 21 herein.

**15. Evaluation.**

Contractor shall implement a quality improvement process, which includes, at a minimum, monitoring of service quality and consumer satisfaction. Methods of receiving consumer input on the quality of services shall be established, documented and utilized by the Contractor on a regular basis throughout the term of this Contract. Examples include site councils, projects councils, consumer forums, consumer satisfaction surveys, telephone interviewed, and visits. Contractor shall, upon DRCOG's request provide information evidencing Contractor's compliance with these requirements. In addition, Contractor shall distribute an annual consumer satisfaction survey designed by the State to a minimum of fifty percent (50%) of registered consumers starting in the month of February. Responses from such surveys shall be collected for reporting by the Contractor per instructions from DRCOG.

**16. Voluntary Contributions and Non-eligible Recipient Fees.**

Contractor shall (1) provide each recipient with an opportunity to voluntarily contribute to the cost of the service; (2) clearly inform each recipient that there is no obligation to contribute and that the contribution is purely voluntary; (3) protect the privacy and confidentiality of each recipient with respect to the recipient's contribution or lack of contribution; (4) establish appropriate accounting procedures to safeguard and account for all contributions; (5) use all collected contributions to expand or enhance the service for which the contributions were given; and (6) identify the income as program income and expend it in accordance with Section 26 below. Contractor shall establish minimum standards and procedures for the responsible collection of, handling, and safeguarding of consumer contributions and non-eligible recipient fees in compliance with SUA Policy and Procedure Manual, Subsection 310.

**17. On-Site Evaluation.**

The Contractor may be subject to an on-site evaluation by DRCOG and/or the State and shall upon such notice, cooperate fully with requirements for the on-site evaluation, as instructed by DRCOG and/or the State.

**18. Policy Changes.**

From time to time during the term of this Contract, DRCOG and/or the State Unit on Aging may revise or adopt policies and procedures that relate to services provided under this Contract. Upon written notice of such changes to policies or procedures, Contractor shall incorporate them into their practices and comply with the provisions thereof.

**19. Eligibility Assessments.**

The Contractor shall conduct an assessment of individual eligibility prior to the delivery of any registered services and for specified services, at least annually thereafter as outlined in the SUA Policy and Procedure Manual for such services. The standardized assessment form provided by DRCOG must be utilized and may not be altered, although an addendum to the assessment may be attached to collect additional information for use by the Contractor. Contractor may conduct assessments in an electronic format provided that the form collects the same

information as required by the DRCOG assessment and has been preapproved in writing by DRCOG. Any addendum to the assessment must also be approved in advance by DRCOG. Eligibility for services provided under this Contract shall be only that the individual receiving service is age 60 or above unless other eligibility requirements exists within Rule Manual Volume 10 or SUA Policy and Procedure for the contracted service. A means test may not be utilized to determine eligibility for OAA/SFSS/ARPA services.

**20. Target Populations.**

The Contractor shall assure compliance with federal and state requirements to target the following populations of older adults: (1) greatest social need, (2) greatest economic need, (3) at risk for institutional placement, (4) low-income minority, (5) limited English proficiency, and (6) residing in rural areas. Contractor shall develop and implement a plan that directs outreach and prioritizes services to such targeted populations.

**21. Records.**

The Contractor agrees to retain all records pertinent to this Contract for a period of three years after final payment hereunder. In the event that activities or costs are questioned by audit, records shall be retained until all questioned items are resolved. Contractor shall maintain confidentiality of information relating to specific consumers by ensuring that such information is gathered only with the informed consent of the consumer, such information is used only for the purposes gathered, adequate security of records is maintained to prevent unauthorized use, access to consumer records and identifiable information is limited only to program staff, and consumer files are kept under lock and key after use. Contractor shall maintain the confidentiality of protected health information as required by law, including the consumer's individually identifiable health information.

**22. Accounting Records.**

Records which identify adequately the source and application of funds for Contract activities shall be maintained for the period provided in Section 21 above and shall comply with the requirements of the Older Americans Act, Colorado Revised Statutes, Rule Manual Volume 10 and the SUA Policy and Procedure Manual, as from time to time amended.

**23. Contractor Audits.**

The Contractor shall ensure that an annual independent audit is conducted of the Contractor's financial records in accordance with the requirements of Title II Part 200 of the Code of Federal Regulations. The Contractor shall send a copy of the most recent audit to DRCOG for review. All activities and costs charged under this Contract shall be in accordance with the provisions of the Older Americans Act, Colorado Revised Statutes, Rule Manual Volume 10 and the SUA Policy and Procedure Manual, as from time to time amended, including but not limited to compliance with cost principles set forth in: Title II Part 200 of the Code of Federal Regulations and Government Audit Standards regardless of the amount of Federal funding the Contractor receives. Federal Acquisition Regulations at 48 C.F.R. Part 31.2 shall also apply when applicable. Should an audit or other financial review disallow any reimbursed costs, the disallowed funds shall be returned to DRCOG or, in DRCOG's discretion and to the extent permitted by Federal and State law and regulations, offset against current or future payments to Contractor. Failure to fulfill these audit obligations is a breach of this Contract and will subject Contractor to all remedies available herein and at law, including all funds being due and payable back to DRCOG.

**24. Audits and Inspections.**

During the Contract period, the retention period and as long thereafter as the records are maintained, at any time during normal business hours, Contractor shall make available to DRCOG, HHS, the State and the Comptroller General of the United States, or their authorized representatives, any books, documents, papers or other records of the Contractor with respect to all matters covered by this Contract in order to make audit, examination, excerpts, and transcripts. Contractor acknowledges that disclosure of protected health information to DRCOG, HHS, the State and the Comptroller General of the United States and their authorized representatives is permitted pursuant to Federal law. Failure to make records available for inspection within 72 hours of notice shall be deemed a violation of the Contract.

**25. Additional Records Required.**

Contractors shall develop and maintain the records required by applicable laws and regulations including but not limited to Section 401.7 of the SUA Policy and Procedure Manual and including the following records: personnel records for each employee to include documentation of training, documentation of supervision, and documentation of current licensure if applicable; a Targeting Plan; Emergency Response Plan (if nutrition and/or transportation provider); client confidentiality procedures; procedures for handling and reporting of critical incidents, including accidents, suspicion of abuse, neglect or exploitation, and criminal activity; a log of all complaints and critical incidents; records for each older adult served; and travel documentation policies and procedures. These shall be maintained by the Contractor and made available to DRCOG, SUA and/or their authorized representatives upon request.

**26. Income.**

Program income, including participant contributions, earned by the Contractor from activities which are supported by this Contract shall be added to funds committed to the project or program and used for allowable costs of services under the Contract to further the objectives of this Contract as provided under 45 CFR 74.24(b)(1). Program income must be fully expended within the reporting month it was received and cannot be carried over for any period of time.

**27. Income Accounting Records.**

Program income must be accounted for according to the additional costs alternative specified in Section 26 above and pursuant to 45 CFR, Section 74.24.

**28. Equal Employment Opportunity.**

The Contractor agrees to comply with all applicable Federal laws, regulations, and orders regarding "Equal Employment Opportunity", as from time to time amended, and to execute such provisions as are required under Exhibit "C" attached hereto. **The parties hereby incorporate the requirements of 41 C.F.R. § 60-1.4(a) and 29 C.F.R. § 471, Appendix A to Subpart A, if applicable.**

**This contractor and subcontractor shall abide by the requirements of 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a), if applicable. These regulations prohibit discrimination against qualified protected veterans and qualified individuals with disabilities, and require affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans and qualified individuals with disabilities.**

**29. Handicapped.**

The Contractor will not discriminate in employment on the basis of handicap against any qualified handicapped person and agrees to take positive steps to employ and advance in employment qualified handicapped persons and to comply with Department of Human Services Regulations (45 CFR Part 84), as from time to time amended.

**30. Identification of Documents.**

Contractor shall designate on the front cover or title page of all reports, maps and other documents completed as part of this Contract, other than documents exclusively for internal use by the Contractor, an acknowledgement of the support received under "the Older Americans Act."

**31. Publication, Reproduction and Use of Material.**

Material produced in whole or in part under this Contract may not be subject to copyright laws.

**32. Procurement.**

All procurement transactions for supplies, equipment and services shall be conducted in a manner to provide, to the maximum extent practicable, open and free competition as provided under 45 CFR, Part 74, Subpart C, as from time to time amended, and shall comply with the provisions of 45 CFR, Part 74, Subpart C.

**33. Work Hours.**

The Contractor shall comply with the Contract Work Hours and Safety Standards Act and comply with the Department of Labor Regulations (29 CFR Part 5), as from time to time amended.

**34. Interest of Contractor.**

The Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Contract. No person having any such interest shall be employed or participate in any decision relative to this Contract.

**35. Assignability.**

The Contractor shall not assign any interest in this Contract and shall not transfer any interest in the same (whether by assignment or novation), without the prior written consent of DRCOG thereto; provided, however, that claims for money due or to become due to the Contractor from DRCOG under this Contract may be assigned to a bank or other financial institution without such approval. Notice of any such assignment or transfer shall be furnished to DRCOG.

**36. Influencing Legislation.**

To the extent prohibited by Federal or State law, as from time to time amended, no part of this Contract shall be used to pay the salary or expenses of any person or any organization acting for the Contractor to engage in any activity designed to influence legislation or appropriations pending before the Congress, or legislation or appropriations pending before the State General Assembly.

**37. Termination for Cause.**

If, through any cause, the Contractor shall fail to meet performance measures set forth by the State, fail to fulfill in timely and proper manner with Contractor obligations under this Contract or if the Contractor shall violate any of the covenants, agreements, or stipulations of this Contract, DRCOG shall thereupon have the right to terminate this Contract by giving written notice to the

Contractor of such termination, the reasons for such termination, and specifying the effective date thereof, at least 5 days before the effective date of such termination, unless a shorter time is set forth herein for any failure to fulfill Contractor's obligations.

**38. Termination Due to Loss of Funding.**

The parties hereto expressly recognize that the Contractor is to be paid, reimbursed, or otherwise compensated with funds provided to DRCOG for the purpose of contracting for the services provided for herein, and therefore, the Contractor expressly understands and agrees that all its rights, demands, and claims to compensation arising under this Agreement are contingent upon receipt of such funds by DRCOG. In the event that such funds or any part thereof are not received by DRCOG, DRCOG may immediately terminate this Agreement without liability, including costs for termination.

**39. Termination for the Convenience of DRCOG.**

DRCOG may terminate this Contract at any time by giving written notice to the Contractor of such termination, which shall be effective upon receipt of the written notice. If the Contract is terminated by DRCOG as provided herein, the Contractor shall be entitled to receive compensation for services performed prior to the effective date of such termination, subject to such services being completed to the satisfaction of DRCOG, and except as provided in Section 6.0 of this Contract.

**40. Project Material.**

In the event of termination, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports or other material prepared by the Contractor under this Contract shall, at the option of DRCOG, become its property, and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials.

**41. Liability.**

Notwithstanding the above, the Contractor shall not be relieved of liability to DRCOG for damages sustained by DRCOG by virtue of any breach of the Contract by the Contractor, and DRCOG may withhold any payments to the Contractor for the purpose of setoff until such time as the exact amount of damages due DRCOG from the Contractor is determined.

**42. Remedies.**

Where the Contractor violates or breaches terms of this Contract, DRCOG, at its discretion, shall terminate said Contract subject to the provisions hereinabove stated, and, in addition, may institute such administrative, contractual or legal remedies available to DRCOG as may be appropriate. In addition to the corrective actions set forth below, DRCOG may take one or more of the following actions, as appropriate in the circumstances:

1. Temporarily withhold payments pending correction of deficiency by the Contractor.
2. Disallow all or part of the cost of the activity or action not in compliance.
3. Wholly or partly suspend or terminate the Contract, including suspending the Contract and services provided under the Contract pending any audit or other investigation.
4. Withhold further Contracts with Contractor.



5. Take any other remedies that may be legally available.

**43. Corrective Action.**

In the event the Contractor fails to expend by December 31 of the current fiscal year of the contract term at least forty percent (40%) of the contracted funds detailed in Section 5.1; fails to expend by March 31 of the current fiscal year of the contract term at least seventy percent (70%) of the contracted funds detailed in Section 5.1; or fails to provide adequate documentation as requested by DRCOG, or in the event DRCOG finds that Contractor is failing to conform to the terms and conditions of this Contract, then DRCOG may, in its sole discretion and in addition to any other remedies it may have, including termination of this Contract, require that a corrective action plan be prepared by a date specified by DRCOG and suspend payments under the Contract, such payments to begin only upon production by the Contractor of and compliance with a corrective action plan satisfactory to DRCOG. Further, DRCOG shall have the right, upon issuance of notice to the Contractor and without necessity of an amendment, to retain and reallocate to other contractor's funds remaining under this Contract in the event of any termination or any failure of the Contractor to provide the service units listed in Exhibit A in accordance with this Contract or any corrective action plan. Nothing in this subsection shall require that DRCOG accept a corrective action plan in lieu of exercising its rights to terminate this Contract.

**44. Erroneous Payments.**

Unless prohibited by Federal or State law or regulation, any costs incurred by the Contractor that are later found to be disallowed or ineligible for payment under this Contract shall be reimbursed by the Contractor to DRCOG or offset against current or future payments due by DRCOG to the Contractor, at DRCOG's election.

**45. Provisions of Services: Expenditures of Funds.**

DRCOG intends to require that the service units provided by Contractor pursuant to this Contract be provided throughout the entire duration of the fiscal year. As such, Contractor shall expend no more than sixty percent (60%) of the contracted funds detailed in Section 5.1 prior to December 31 of the then current fiscal year and no more than ninety percent (90%) of said funds prior to March 31 of the then current fiscal year without the express prior written consent of DRCOG. If Contractor fails to comply with these limitations, DRCOG may in its sole discretion and in addition to any other remedies it may have, including termination of this Contract, require a corrective action plan and suspend payments under the Contract pursuant to the guidelines listed above. Contractor understands and agrees that nothing in this section limits DRCOG's authority set forth in Section 6.0 of this Contract, including but not limited to, its authority to require the return of funds previously paid to Contractor for services provided hereunder because of sequestration.

**46. Safeguarding Personally Identifiable Information (PII).**

If Contractor will or may receive PII under this Contract, the Contractor shall provide for the security of such PII in a manner and form acceptable to DRCOG, including without limitation, State non-disclosure requirements, use of appropriate technology, security practices, computer access security, data access security, data storage encryption, data transmission encryption, security inspections, and audits. Contractor shall be a "Third-Party Service Provider" as defined in C.R.S. § 24-73-103(1)(i), shall maintain security procedures and practices consistent with C.R.S. § 24-73-101, et seq., and has a statutory duty to notify and cooperate with DRCOG in the event of a security breach that compromises personal information in the most expedient time and without unreasonable delay. For purpose of this Contract, "Personally Identifiable Information" or "PII" means any information maintained about an individual that can be used to

distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records; and any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information. PII includes, but is not limited to, all information defined as personally identifiable information in C.R.S. § 24-72-501.

**47. Litigation Reporting.**

If Contractor is served with a pleading or other document in connection with an action before a court or other administrative decision-making body, and such pleading or document relates to this Contract or may affect Contractor's ability to perform its obligations under this Contract, Contractor shall, within 5 days after being served, notify DRCOG of such action and deliver copies of such pleading or document to DRCOG.

**48. Compliance with Laws.**

In addition to the "Administrative Requirements" set forth in Section 3.0 herein, the Contractor and its agent(s) shall at all times during the term of this contract, be bound by and strictly adhere to the following Federal and State laws, rules, regulations and the State Unit on Aging (SUA) Policies and Procedures as they currently exist and may hereafter be amended, which documents are incorporated herein by this reference:

- A. Federal Older Americans Act;
- B. Code of Federal Regulation (CFR), Title 45 Public Welfare;
- C. Older Coloradans Act, C.R.S. 26-11-100.1 et seq.;
- D. C.R.S. Title 25 Health and 26 Human Services Code;
- E. Colorado Long-Term Care Ombudsman Act, C.R.S. 26-11.5 et seq.;
- F. Colorado Department of Human Services Staff Manual Volume 10;
- G. Administration on Aging Fiscal Guide, Older Americans Act, Titles III and VII;
- H. Colorado Retail Food Establishment Rules and Regulations;
- I. Dietary Guidelines for Americans;
- J. Dietary Reference Intakes (DRIs);
- K. SUA Policy and Procedures Manual;
- L. SUA Policy Directives;
- M. Code of Federal Regulation (CFR) Title 48 Section 3.908 Whistleblower Protection;
- N. Title II Part 200 of the Code of Federal Regulations; and
- O. CAPS Fees C.R.S. 24-75-402; CAPS Statute C.R.S. 26-3.1-111; CAPS Implementation Regulation 12 CCR 2518-1, Volume 30.960

**49. Independent Contractor.**

Contractor shall perform its duties hereunder as an independent contractor and not as an employee. Neither Contractor nor any agent or employee of Contractor shall be deemed to be an agent or employee of DRCOG. Contractor shall not have authorization, express or implied, to bind DRCOG to any agreement, liability or understanding, except as expressly set forth herein. **Contractor and its employees and agents are not entitled to unemployment insurance or workers compensation benefits through DRCOG and DRCOG shall not pay for or otherwise provide such coverage for Contractor or any of its agents or employees. Contractor shall pay when due all applicable employment taxes and income taxes and local head taxes incurred pursuant to this Contract. Contractor shall (i) provide and keep in force workers' compensation and unemployment compensation insurance in the amounts required by law, (ii) provide proof thereof when requested by DRCOG, and (iii) be solely responsible for its acts and those of its employees and agents.**

**50. No Third Party Beneficiaries.**

It is expressly understood and agreed that enforcement of the terms and conditions of this Contract, and all rights of action relating to such enforcement, shall be strictly reserved to DRCOG and Contractor, and nothing contained in this Contract shall give or allow any such claim or right of action by any other third party on such Contract.

**51. Choice of Law, Venue, Jurisdiction.**

Colorado law, and rules and regulations issued pursuant thereto, shall be applied in the interpretation, execution, and enforcement of this Contract. Any provision included or incorporated herein by reference which conflicts with said laws, rules, and regulations shall be null and void. All suits or actions related to this Contract shall be filed and proceedings held in the State of Colorado and exclusive venue shall be in the City and County of Denver.

THIS CONCLUDES the provisions of these supplementary terms and conditions.

**EXHIBIT C: ASSURANCE OF COMPLIANCE WITH THE DEPARTMENT OF HEALTH AND HUMAN SERVICES REGULATION UNDER TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 AND SECTION 504 OF THE REHABILITATION ACT OF 1973**

The Contractor HEREBY AGREES to comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by or pursuant to Regulations of the Department of Health and Human Services (HHS) (45 CFR Part 80) issued pursuant to that title, and to comply with Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112) and all requirements imposed by or pursuant to the Regulations of the HHS (45 CFR Part 84) issued pursuant to the Act, all as from time to time amended, to the end that, in accordance with Title VI, the Act and Regulations, no person in the United States shall, on the grounds of race, color, national origin, or non-qualified handicap, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Contractor receives Federal financial assistance from DRCOG, a recipient of Federal financial assistance from HHS; and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Contractor by DRCOG, this assurance shall obligate the Contractor, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Contractor for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Contractor for the period during which the Federal financial assistance is extended to it by DRCOG.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Contractor by DRCOG, including installment payments after such date on account of applications for Federal financial assistance which were approved before such date. The Contractor recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that DRCOG or the United States or both shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Contractor, its successors, transferees, and assignees.

**EXHIBIT D: INDEMNIFICATION & INSURANCE**

**Section 1. Indemnification.**

To the extent allowable by law, the Contractor agrees to indemnify and hold harmless the State of Colorado, DRCOG, their officers, employees, and insurers, from and against all liability, claims, and demands, on account of injury, loss, or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, or any other loss of any kind whatsoever, which arise out of or are in any manner connected with this Contract, if such injury, loss, or damage is caused in whole or in part by, or is claimed to be caused in whole or in part by, the act, omission, error, professional error, mistake, negligence, or other fault of the Contractor, any subcontractor or subcontractor of the Contractor, or any officer, employee, representative, or agent of the Contractor or of any subcontractor or subcontractor of the Contractor, or which arise out of any workers' compensation claim of any employee of the Contractor or of any employee of any subcontractor or subcontractor of the Contractor. The Contractor agrees to investigate, handle, respond to, and to provide defense for and defend against, any such liability, claims, or demands at the sole expense of the Contractor. The Contractor also agrees to bear all other costs and expenses related thereto, including court costs and attorney fees, whether or not any such liability, claims, or demands alleged are groundless, false, or fraudulent.

No term or condition of this Contract shall be construed or interpreted as a waiver, express or implied, of any of the immunities, rights, benefits, protection, or other provisions for the parties, of the Colorado Governmental Immunity Act, C.R.S. § 24-10-101 *et seq.* or the Federal Tort Claims Act, 28 U.S.C. § 2671 *et seq.* as applicable, as now or hereafter amended. The Contractor, by execution of this Contract containing this indemnification clause, is relying upon and does not waive the operation of any law concerning the Contractor's ability to indemnify.

**Section 2. Insurance.**

**2.1 Procure and Maintain**

The Contractor agrees to procure and maintain, at its own cost, a policy or policies of insurance sufficient to insure against all liability, claims, demands, and other obligations assumed by the Contractor pursuant to Section 1 of this Exhibit D. Such insurance shall be in addition to any other insurance requirements imposed by this agreement or by law. The Contractor shall not be relieved of any liability, claims, demands, or other obligations assumed pursuant to Section 1 of this Exhibit D by reason of its failure to procure or maintain insurance, or by reason of its failure to procure or maintain insurance in sufficient amounts, durations, or types.

**2.2 Coverage Amounts**

(a) Contractor shall procure and maintain and shall cause each subcontractor hired to perform services under this Agreement pursuant to its' obligations herein to procure and maintain, the minimum insurance coverages listed below. Such coverages shall be procured and maintained with forms and insurers acceptable to DRCOG.

(b) All coverages shall be continuously maintained through the term of this contract to cover all liability, claims, demands, and other obligations assumed by the Contractor pursuant to Section 1 of this Exhibit D.

(c) In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage for a period of three years beyond the expiration of the contract. Evidence of qualified self-insured status may be substituted for the Insurance requirements listed below.

(1) Workers' Compensation insurance to cover obligations imposed by applicable laws for any employee engaged in the performance of work under this agreement, and Employers' Liability insurance with minimum limits of ONE HUNDRED THOUSAND DOLLARS (\$100,000) each accident, FIVE HUNDRED THOUSAND DOLLARS (\$500,000) disease policy limit, and ONE HUNDRED THOUSAND DOLLARS (\$100,000) disease - each employee. Provide a waiver of subrogation in favor of DRCOG.

(2) General Liability insurance with minimum combined single limits of ONE MILLION DOLLARS (\$1,000,000) each occurrence; ONE MILLION DOLLARS (\$1,000,000) aggregate; ONE MILLION DOLLARS (\$1,000,000) products and completed operations aggregate; and FIFTY THOUSAND DOLLARS (\$50,000) any one fire. The policy shall be applicable to all premises and operations. The policy shall include coverage for bodily injury, broad form property damage (including completed operations), personal and advertising injury (including coverage for contractual and employee acts), blanket contractual, products, and completed operations.

(3) Comprehensive Automobile Liability insurance with minimum combined single limits for bodily injury and property damage of not less than ONE MILLION DOLLARS (\$1,000,000) each occurrence and ONE MILLION DOLLARS (\$1,000,000) aggregate with respect to each of Contractor's owned, hired or non-owned vehicles assigned to or used in performance of the services.

(4) Security & Privacy Liability or Cyber Risk insurance to cover loss of protected information, including without limitation Protected Health Information ("PHI") and Personally Identifiable Information ("PII") data and claims based upon alleged violations of privacy rights through improper use or disclosure of protected information with minimum annual limits as follows:

- Contractors with 10 or less clients or revenues of \$250,000 or less shall maintain limits on Privacy Liability Insurance of not less than \$50,000.
- Contractors with 25 or less clients or revenues of \$500,000 or less shall maintain limits on Privacy Liability Insurance of not less than \$100,000.
- Contractors with more than 25 clients or revenues of more than \$500,000 shall maintain limits on Privacy Liability Insurance of not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate.

(5) Professional Liability insurance in the amount of ONE MILLION DOLLARS (\$1,000,000) each occurrence for coverage to defend against allegations as well as damages resulting from failure to perform on the part of, financial loss caused by, and error or omission in the service or product of the policy holder.

### **2.3 Additional Insured**

Every policy required above shall be primary insurance, and any insurance carried by DRCOG, its officers, or its employees, shall be excess and not contributory insurance to that provided by Contractor. No additional insured endorsement to the policy required by paragraph (1) above shall contain any exclusion for bodily injury or property damage arising from completed

operations. The Contractor shall be solely responsible for any deductible losses under any policy required above.

**2.4 Certificates of Insurance**

A certificate of insurance evidencing coverage and naming DRCOG, its officers, its employees and the State of Colorado as additional insureds on all general liability policies and shall be completed by the Contractor's insurance agent as evidence that policies providing the required coverages, conditions, and minimum limits are in full force and effect, and shall be reviewed and approved by DRCOG prior to commencement of the agreement. In the case of qualified self-insurance status, DRCOG may require satisfactory evidence of sufficient funding for such purposes. The certificate shall identify this Contract and shall provide that coverages afforded under the policies shall not be cancelled, terminated or materially changed until at least 30 days prior written notice has been given to DRCOG. The completed certificate and/or evidence of qualified self-insured status must be sent with the signed Contract to:

Denver Regional Council of Governments  
Attention: Contracts  
1001 17<sup>th</sup> Street, Suite 700  
Denver, Colorado 80202

**2.5 Coverage Requirements**

(a) Failure on the part of the Contractor to procure or maintain policies providing the required coverages, conditions, and minimum limits shall constitute a material breach of this agreement upon which DRCOG may immediately terminate this agreement, or at its discretion, DRCOG may procure or renew any such policy or any extended reporting period thereto and may pay any and all premiums in connection therewith, and all monies so paid by DRCOG shall be repaid by Contractor to DRCOG upon demand, or DRCOG may offset the cost of the premiums against any monies due to Contractor from DRCOG.

(b) DRCOG reserves the right to request and receive a certified copy of any policy and any endorsement thereto.

(c) The parties hereto understand and agree that DRCOG is relying on and does not waive or intend to waive by any provision of this agreement, the monetary limitations or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, 24-10-101 et. seq., C.R.S., as from time to time amended, or otherwise available to DRCOG, its officers, or its employees.

(d) Notwithstanding the above provisions, the Contractor, if a governmental entity, may elect to self-insure for any of the coverage areas required by subsections (b)(1) – (b)(3) of this Section 2. In such case, the Contractor shall maintain a claims fund that is available solely to pay claims against the Contractor that are proven or otherwise settled by the Contractor in its sole discretion. Such claims fund is intended for and available for only those purposes and is not available or allocated to fund a commitment or obligation, if any, or to defend or indemnify any party. Payments out of such funds may require approval by the Contractor's governing body. It is understood and agreed that a commitment by the Contractor to self-insure by the creation of said claims fund does not commit the Contractor to otherwise appropriate funds to fund self-insurance for this Contract or for any other commitment of the Contractor, and it is further understood and agreed that the Contractor has not appropriated funds for such purpose. In case of such election to self-insure, the Contractor shall itself provide DRCOG with written confirmation of the Contractor's self-insured status and the existence of said claims fund.



**EXHIBIT E: APPROVED SUBCONTRACTORS**

Subcontractor(s) will be incorporated into this contract only by written approval from DRCOG. Upon DRCOG approval and contract execution by both parties, approved Subcontractors (listed below, if applicable) shall be made part of this Contract and legally bound to all applicable provisions herein.

**ARDC** – Assisted Transportation, Chore, Homemaker

**Castle Rock Senior Activity Center** – Assisted Transportation

**Visiting Angels** – Homemaker, Personal Care

## EXHIBIT F: FIXED ASSETS

**Note:** This Exhibit F is applicable only to contracts that include funding of a fixed asset acquisition approved by DRCOG.

### 1.0 FIXED ASSETS

DRCOG hereby approves the acquisition of the fixed assets described in Contractor's Proposal, which is herein incorporated by reference and made a part of this Contract. Fixed assets may include (1) real property (land, buildings, and building improvements); (2) leasehold improvements (remodeling or redecorating of rented or leased spaces); and (3) tangible personal property (office furniture, kitchen equipment and vehicles) with a useful life of more than one year and an acquisition cost greater than \$5,000 per unit.

#### 1.1 Real Property.

Title to any real property shall vest in Contractor subject to the condition that the Contractor shall use the real property for the authorized purpose of the project as long as it is needed and shall not encumber the property without approval of DRCOG.

#### 1.2 Equipment.

Title to equipment shall vest in Contractor subject to the following conditions:

1. Contractor shall not use equipment acquired hereunder to provide services to non-Federal organizations for a fee that is less than private companies charge for equivalent services. All user charges shall be treated as program income.
2. Contractor shall use the equipment in the project as long as needed, whether or not the project continues to be supported by Federal or State funds, and shall not encumber the equipment without the approval of DRCOG. When no longer needed for the original project, the Contractor shall use the equipment in compliance with applicable Federal and State regulations.
3. Contractor shall make the equipment available for use on other projects or programs if such other use will not interfere with the work on the program for which the equipment was originally acquired. First preference for such other use shall be given to other programs, projects, or activities sponsored by DRCOG. Use by others shall be in preference order consistent with applicable Federal and State regulations.
4. When acquiring replacement equipment, Contractor may use the equipment to be replaced as trade-in or sell the equipment and use the proceeds to offset the costs of the replacement equipment, subject to the approval of DRCOG.
5. Contractor shall maintain accurate equipment records and shall take a physical inventory of equipment and reconcile the results with the equipment records annually. Any discrepancies between quantities determined by the physical inspection and those shown in the accounting records shall be investigated to determine the causes of the differences. Contractor shall annually verify the existence, current utilization, and continued need for the equipment. Contractor shall submit to DRCOG annually a property inventory report for all fixed assets acquired under this Contract in the form attached hereto or other report template as approved by DRCOG.

6. Contractor shall maintain a control system to insure adequate safeguards to prevent loss, damage, or theft of the equipment. Contractor shall implement adequate maintenance procedures to keep the equipment in good condition. In the event the Contractor no longer needs the equipment, Contractor shall contact DRCOG for instructions. In such event, DRCOG reserves the right to order the transfer of title of the equipment to the Federal Government or to a third party named by DRCOG when such third party is otherwise eligible.

**1.3 Supplies.**

Title to supplies shall vest in the Contractor upon acquisition. Contractor shall not use supplies acquired under this Contract to provide services to non-Federal organizations for a fee that is less than private companies charge for equivalent services, unless authorized by DRCOG. User charges shall be treated as program income.

**2.0 ACQUISITION OF FIXED ASSETS**

**2.1 Acquire of Asset.**

Contractor shall acquire the fixed assets as set forth in its Proposal in compliance with all applicable procurement standards set forth in either State or Federal regulations. Contractor is the responsible authority, without recourse to DRCOG, regarding the settlement and satisfaction of all contractual and administrative issues arising out of procurements entered into in support of this Contract.

**2.2 Written Standards**

Contractor shall maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts. No employee, officer, or agent of Contractor shall participate in the selection, award, or administration of a contract supported by this Contract if a real or apparent conflict of interest would be involved. The officers, employees, and agents of the Contractor shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to sub agreements.

**2.3 Procurement**

All procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, open and free competition. Awards shall be made to the bidder or offeror whose bid or offer is responsive to the solicitation and is most advantageous to the Contractor, price, quality and other factors considered.

Contractor shall establish written procurement procedures in compliance with 45 CFR § 74.44.

**3.0 ADMINISTRATIVE REQUIREMENTS**

In performance of its obligations under this Contract, Contractor shall comply with all applicable provisions of Rule Manual Volume 10, SUA Policy and Procedure Manual Subsection 313, 45 CFR Part 74 and 45 CFR Part 92, as applicable, regarding acquisition, use and disposition of fixed assets.

#### 4.0 INSURANCE

In addition to Contractor's obligations to maintain insurance as set forth in the Contract, Contractor shall maintain, at a minimum, insurance coverage adequate to cover the replacement value of all fixed assets.

#### 5.0 USE OF FIXED ASSETS

Fixed assets shall be used for the purposes set forth in this Contract and the Contractor's proposal. Fixed assets may be used on a part-time basis for non-contract purposes as follows:

1. By nonprofit agencies, provided that: (1) a minimum usage fee is charged in accordance with Program Income requirements pursuant to Rule Manual Volume 10; and (2) the part-time usage does not conflict with the use of the equipment for the purposes of the Contract.

2. By profit-making organizations, provided that: (1) a usage fee equal to or greater than the prescribed minimum is charged; (2) usage does not conflict with the use of the equipment for purposes of the Contract; and (3) prior approval has been obtained from DRCOG.

#### 6.0 DISPOSITION OF FIXED ASSETS

##### 6.1 Real Property.

In the event that the Contractor determines that real property acquired under this Contract is no longer needed for the purpose of the original project, Contractor shall obtain written approval from DRCOG for the use of the real property in other Federally sponsored projects. Use in other projects shall be limited to those Federally sponsored projects or programs that have purposes consistent with those authorized for support by DRCOG. If the real property is no longer needed for a Federally sponsored project, then Contractor shall request disposition instructions from DRCOG or its successor.

##### 6.2 Equipment.

In the event Contractor determines that equipment acquired under this Contract is no longer needed for the purpose of the project, Contractor may use the equipment for other activities as follows: for equipment with a current per unit fair market value of \$5,000 or more, the Contractor may retain the equipment for other uses provided that compensation is made to DRCOG. The amount of compensation shall be computed by applying the percentage of DRCOG's share in the cost of the original project or program to the current fair market value of the equipment. If the recipient has no need for the equipment, the recipient shall request disposition instructions from DRCOG.

##### 6.3 Supplies.

If there is a residual inventory of unused supplies exceeding \$5,000 in total aggregate value upon termination or completion of the project and the supplies are not needed for any other Federally sponsored program, the Contractor shall retain the supplies for use on non-Federally sponsored activities or sell them, but shall, in either case, compensate DRCOG for its share. The amount of compensation shall be computed by applying the percentage of DRCOG's share in the cost of the original project or program to the current fair market value of the supplies.

##### 6.4 Disposition.

These provisions regarding disposition of fixed assets shall survive termination of the Contract.

## 7.0 HHS GRANT

It is agreed by the above parties that should the Department of Health and Human Services ("HHS") or the State disapprove this Contract or refuse or fail to make the grant to DRCOG as contemplated by this Contract, then this Contract shall be void and shall not be binding on any parties hereto.

## 8.0 CHANGES

Any changes, including any increase in the amount of this Contract, which are mutually agreed upon by and between DRCOG and the Contractor, shall be incorporated in written amendments to this Contract.

## 9.0 TERMS AND CONDITIONS

The parties agree that this Contract is also subject to the provisions set forth in the Contract between DRCOG and Contractor. If Contractor does not comply with the requirements set forth herein or in the Contract, Contractor agrees to return the value of the fixed assets to DRCOG.

**PROPERTY INVENTORY FORM**

DENVER REGIONAL COUNCIL OF GOVERNMENT, AREA AGENCY ON AGING

Inventory Tag Number: \_\_\_\_\_ Date of physical inventory: \_\_\_\_\_

Description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Manufacturer's serial number, model number, or other identification number:

\_\_\_\_\_

Source of equipment (include award number):

\_\_\_\_\_  
\_\_\_\_\_

Title in (check one):

Contractor

DRCOG

Federal Government

State

Acquisition Date: \_\_\_\_\_ Acquisition Cost: \_\_\_\_\_

Percentage of DRCOG share in cost of equipment (attach documentation to calculate percentage): \_\_\_\_\_

Location of equipment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Condition of equipment: \_\_\_\_\_

Unit acquisition cost: \_\_\_\_\_

Ultimate disposition data:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

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

## EXHIBIT G: HIPAA BUSINESS ASSOCIATE ADDENDUM

This Business Associate Addendum ("Addendum") is a part of the Contract between the Denver Regional Council of Governments ("DRCOG"), Area Agency on Aging, and "Contractor". For purposes of this Addendum, DRCOG, Area Agency on Aging, is referred to as "AAA" and the Contractor is referred to as "Associate". Unless the context clearly requires a distinction between the Contract document and this Addendum, all references herein to "the Contract" or "this Contract" include this Addendum.

### RECITALS

- A. AAA entered into a HIPAA Business Associate Addendum ("State Addendum") with the Department of Human Services, Division of Aging and Adult Services ("Covered Entity" or "CE") as required by the HIPAA Regulations, the Privacy Rule (defined below), which requires the CE, prior to disclosing protected health information to AAA, to enter into a contract containing specific requirements as set forth in, but not limited to, Title 45, Sections 160.103, 164.502(e) and 164.504(e) of the Code of Federal Regulations ("CFR") and contained in this Addendum.
- B. Associate, as a sub-grantee of AAA, has access to certain information, some of which may constitute Protected Health Information ("PHI") (defined below).
- C. As a subgrantee with access to PHI, Associate is a Business Associate and subject to obligations with respect to PHI under HIPAA in the same manner as the State Addendum.
- D. AAA and Associate intend to protect the privacy and provide for the security of PHI disclosed to Associate pursuant to this Contract in compliance with the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 ("HIPAA") and regulations promulgated thereunder by the U.S. Department of Health and Human Services (the "HIPAA Regulations") and other applicable laws, as amended.

The parties agree as follows:

#### 1. Definitions.

a. Except as otherwise defined herein, capitalized terms in this Addendum shall have the definitions set forth in the HIPAA Privacy Rule at 45 CFR Parts 160 and 164, as amended ("Privacy Rule"). In the event of any conflict between the mandatory provisions of the Privacy Rule and the provisions of this Contract, the Privacy Rule shall control. Where the provisions of this Contract differ from those mandated by the Privacy Rule, but are nonetheless permitted by the Privacy Rule, the provisions of this Contract shall control.

b. "Protected Health Information" or "PHI" means any information, whether oral or recorded in any form or medium: (i) that relates to the past, present or future physical or mental condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual; and (ii) that identifies the individual or with respect to which there is a reasonable basis to believe the information can be used to identify the individual, and shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 CFR Section 160.103.



c. “Protected Information” shall mean PHI provided by CE or AAA to Associate or created or received by Associate on CE’s or AAA’s behalf.

**2. Obligations of Associate.**

a. Permitted Uses. Associate shall not use Protected Information except for the purpose of performing Associate’s obligations under this Contract and as permitted under this Addendum. Further, Associate shall not use Protected Information in any manner that would constitute a violation of the Privacy Rule if so used by CE or AAA, except that Associate may use Protected Information: (i) for the proper management and administration of Associate; (ii) to carry out the legal responsibilities of Associate; or (iii) for Data Aggregation purposes for the Health Care Operations of CE. Additional provisions, if any, governing permitted uses of Protected Information are set forth in Attachment A to this Addendum.

b. Permitted Disclosures. Associate shall not disclose Protected Information in any manner that would constitute a violation of the Privacy Rule if disclosed by CE or AAA, except that Associate may disclose Protected Information: (i) in a manner permitted pursuant to this Contract; (ii) for the proper management and administration of Associate; (iii) as required by law; (iv) for Data Aggregation purposes for the Health Care Operations of CE; or (v) to report violations of law to appropriate federal or state authorities, consistent with 45 CFR Section 164.502(j)(1). To the extent that Associate discloses Protected Information to a third party, Associate must obtain, prior to making any such disclosure: (i) reasonable assurances from such third party that such Protected Information will be held confidential as provided pursuant to this Addendum and only disclosed as required by law or for the purposes for which it was disclosed to such third party; and (ii) an agreement from such third party to immediately notify Associate of any breaches of confidentiality of the Protected Information, to the extent it has obtained knowledge of such breach. Additional provisions, if any, governing permitted disclosures of Protected Information are set forth in Attachment A.

c. Appropriate Safeguards. Associate shall implement appropriate safeguards consistent with applicable law as are necessary to prevent the use or disclosure of Protected Information other than as permitted by this Contract. Associate shall maintain a comprehensive written information privacy and security program consistent with applicable law that includes administrative, technical and physical safeguards appropriate to the size and complexity of the Associate’s operations and the nature and scope of its activities.

d. Reporting of Improper Use or Disclosure. Associate shall report to AAA in writing any use or disclosure of Protected Information other than as provided for by this Contract within five (5) days of becoming aware of such use or disclosure.

e. Associate’s Agents. If Associate uses one or more subcontractors or agents to provide services under the Contract, and such subcontractors or agents receive or have access to Protected Information, each subcontractor or agent shall sign an agreement with Associate containing substantially the same provisions as this Addendum and further identifying CE and AAA as third party beneficiaries with rights of enforcement and indemnification from such subcontractors or agents in the event of any violation of such subcontractor or agent agreement. Associate shall implement and maintain sanctions against agents and subcontractors that violate such restrictions and conditions and shall mitigate the effects of any such violation.

f. Access to Protected Information. Associate shall make Protected Information maintained by Associate or its agents or subcontractors in Designated Record Sets available to AAA by the deadline specified in a written request by AAA so that AAA may comply with any request(s) by CE to AAA for inspection and copying of records to enable CE to fulfill its obligations to permit individual access to PHI under the Privacy Rule, including, but not limited to, 45 CFR Section 164.524.

g. Amendment of PHI. By the deadline specified in a written request from AAA for an amendment of Protected Information or a record about an individual contained in a Designated Record Set, Associate or its agents or subcontractors shall make such Protected Information available to AAA to provide to CE so that CE may fulfill its obligations with respect to requests by individuals to amend their PHI under the Privacy Rule, including, but not limited to, 45 CFR Section 164.526. If any individual requests an amendment of Protected Information directly from Associate or its agents or subcontractors, Associate must notify AAA in writing within two (2) days of receipt of the request.

h. Accounting Rights. By the deadline specified in written notice by AAA of a request for an accounting of disclosures of Protected Information, Associate and its agents or subcontractors shall make available to AAA the information required to provide an accounting of disclosures so that AAA may forward such accounting disclosures on to CE so that CE may fulfill its obligations under the Privacy Rule, including, but not limited to, 45 CFR Section 164.528. As set forth in, and as limited by, 45 CFR Section 164.528, Associate shall not provide an accounting to AAA of disclosures: (i) to carry out treatment, payment or health care operations, as set forth in 45 CFR Section 164.506; (ii) to individuals of Protected Information about them as set forth in 45 CFR Section 164.502; (iii) pursuant to an authorization as provided in 45 CFR Section 164.508; (iv) to persons involved in the individual's care or other notification purposes as set forth in 45 CFR Section 164.510; (v) for national security or intelligence purposes as set forth in 45 CFR Section 164.512(k)(2); or (vi) to correctional institutions or law enforcement officials as set forth in 45 CFR Section 164.512(k)(5). Associate agrees to implement a process that allows for an accounting to be collected and maintained by Associate and its agents or subcontractors for at least six (6) years prior to the request, but not before the compliance date of the Privacy Rule. At a minimum, such information shall include: (i) the date of disclosure; (ii) the name of the entity or person who received Protected Information and, if known, the address of the entity or person; (iii) a brief description of Protected Information disclosed; and (iv) a brief statement of purpose of the disclosure that reasonably informs the individual of the basis for the disclosure, or a copy of the individual's authorization, or a copy of the written request for disclosure. In the event that the request for an accounting is delivered directly to Associate or its agents or subcontractors, Associate shall within five (5) days of the receipt of the request forward it to AAA in writing, which will forward such request to CE. It shall be CE's responsibility to prepare and deliver any such accounting requested. Associate shall not disclose any Protected Information except as set forth in Section 2(b) of this Addendum.

i. Governmental Access to Records. Associate shall make its internal practices, books and records relating to the use and disclosure of Protected Information available to the Secretary of the U.S. Department of Health and Human Services (the "Secretary"), in a time and manner designated by the Secretary, for purposes of determining CE's compliance with the Privacy Rule. Associate shall provide to AAA a copy of any Protected Information that Associate provides to the Secretary concurrently with providing such Protected Information to the Secretary. AAA shall subsequently provide such information to CE.

j. Minimum Necessary. Associate (and its agents or subcontractors) shall only request, use and disclose the minimum amount of Protected Information necessary, to the extent practicable, to accomplish the purpose of the request, use or disclosure, in accordance with the Minimum Necessary requirements of the Privacy Rule including, but not limited to 45 CFR Sections 164.502(b) and 164.514(d).

k. Data Ownership. Associate acknowledges that Associate has no ownership rights with respect to the Protected Information.

l. Retention of Protected Information. Notwithstanding Section 4(d) of this Addendum, Associate and its subcontractors or agents shall retain all Protected Information throughout the term of this Contract and shall continue to maintain the information required under Section 2(h) of this Addendum for a period of six (6) years after termination of the Contract.

m. Associate's Insurance. Associate shall maintain casualty and liability insurance to cover loss of PHI data and claims based upon alleged violations of privacy rights through improper use or disclosure of PHI. All such policies shall meet or exceed the minimum insurance requirements of the Contract (e.g., occurrence basis, combined single dollar limits, annual aggregate dollar limits, additional insured status and notice of cancellation).

n. Notification of Breach. During the term of this Contract, Associate shall notify AAA within twenty-four (24) hours of any suspected or actual breach of security, intrusion or unauthorized use or disclosure of PHI and/or any actual or suspected use or disclosure of data in violation of any applicable federal or state laws or regulations. Associate shall take (i) prompt corrective action to cure any such deficiencies and (ii) any action pertaining to such unauthorized disclosure required by applicable federal and state laws and regulations.

o. Audits, Inspection and Enforcement. Within ten (10) days of a written request by CE, Associate and its agents or subcontractors shall allow CE or AAA to conduct a reasonable inspection of the facilities, systems, books, records, agreements, policies and procedures relating to the use or disclosure of Protected Information pursuant to this Addendum for the purpose of determining whether Associate has complied with this Addendum; provided, however, that: (i) Associate and CE shall mutually agree in advance upon the scope, timing and location of such an inspection; (ii) CE shall protect the confidentiality of all confidential and proprietary information of Associate to which CE has access during the course of such inspection; and (iii) CE shall execute a nondisclosure agreement, upon terms mutually agreed upon by the parties, if requested by Associate. The fact that CE inspects, or fails to inspect, or has the right to inspect, Associate's facilities, systems, books, records, agreements, policies and procedures does not relieve Associate of its responsibility to comply with this Addendum, nor does CE's (i) failure to detect or (ii) detection, but failure to notify Associate or require Associate's remediation of any unsatisfactory practices, constitute acceptance of such practice or a waiver of CE's enforcement rights under the Contract.

p. Safeguards During Transmission. Associate shall be responsible for using appropriate safeguards to maintain and ensure the confidentiality, privacy and security of Protected Information transmitted to AAA pursuant to the Contract, in accordance with the standards and requirements of the Privacy Rule, until such Protected Information is received by AAA, and in accordance with any specifications set forth in Attachment A.

q. Restrictions and Confidential Communications. Within ten (10) business days of notice by CE of a restriction upon uses or disclosures or request for confidential communications pursuant to 45 C.F.R. 164.522, Associate will restrict the use or disclosure of an individual's Protected Information, provided Associate has agreed to such a restriction. Associate will not respond directly to an individual's requests to restrict the use or disclosure of Protected Information or to send all communication of Protect Information to an alternate address. Associate will refer such requests to the CE so that the CE can coordinate and prepare a timely response to the requesting individual and provide direction to Associate.

**3. Obligations of AAA.**

a. Safeguards During Transmission. AAA shall be responsible for using appropriate safeguards consistent with applicable law to maintain and ensure the confidentiality, privacy and security of PHI transmitted to Associate pursuant to this Contract, in accordance with the standards and requirements of the Privacy Rule, until such PHI is received by Associate, and in accordance with any specifications set forth in Attachment A.

b. Notice of Changes. AAA shall provide Associate with a copy of any notices of changes that it receives from the State pursuant to the State Addendum, including the following: 1) notice of privacy practices produced in accordance with 45 CFR Section 164.520, as well as any subsequent changes or limitation(s) to such notice, to the extent such changes or limitations may effect Associate's use or disclosure of Protected Information; 2) any changes in, or revocation of, permission to use or disclose Protected Information, to the extent it may affect Associate's permitted or required uses or disclosures; and 3) to the extent that it may affect Associate's permitted use or disclosure of PHI, any restriction on the use or disclosure of Protected Information that CE has agreed to in accordance with 45 CFR Section 164.522. CE may effectuate any and all such notices of non-private information via posting on CE's web site. Associate shall monitor CE's designated web site for notice of changes to CE's HIPAA privacy policies and practices.

**4. Termination.**

a. Material Breach. In addition to any other provisions in the Contract regarding breach, a breach by Associate of any provision of this Addendum, as determined by AAA, shall constitute a material breach of this Contract and shall provide grounds for immediate termination of this Contract by AAA pursuant to the provisions of the Contract covering termination for cause, if any. If the Contract contains no express provisions regarding termination for cause, the following terms and conditions shall apply:

(1) Default. If Associate refuses or fails to timely perform any of the provisions of this Contract, AAA may notify Associate in writing of the non-performance, and if not promptly corrected within the time specified, AAA may terminate this Contract. Associate shall continue performance of this Contract to the extent it is not terminated and shall be liable for excess costs incurred in procuring similar goods or services elsewhere.

(2) Associate's Duties. Notwithstanding termination of this Contract, and subject to any directions from AAA, Associate shall take timely, reasonable and necessary action to protect and preserve property in the possession of Associate in which AAA has an interest.

(3) Compensation. Payment for completed supplies delivered and accepted by AAA shall be at the Contract price. In the event of a material breach under paragraph 4a, AAA

may withhold amounts due Associate as AAA deems necessary to protect AAA against loss from third party claims of improper use or disclosure and to reimburse AAA for the excess costs incurred in procuring similar goods and services elsewhere.

(4) Erroneous Termination for Default. If after such termination it is determined, for any reason, that Associate was not in default, or that Associate's action/inaction was excusable, such termination shall be treated as a termination for convenience, and the rights and obligations of the parties shall be the same as if this Contract had been terminated for convenience, as described in this Contract.

b. Reasonable Steps to Cure Breach. If AAA knows of a pattern of activity or practice of Associate that constitutes a material breach or violation of the Associate's obligations under the provisions of this Addendum or another arrangement and does not terminate this Contract pursuant to Section 4(a), then AAA shall take reasonable steps to cure such breach or end such violation, as applicable. If CE's efforts to cure such breach or end such violation are unsuccessful, AAA shall either (i) terminate the Contract, if feasible or (ii) if termination of this Contract is not feasible, AAA shall report Associate's breach or violation to the Secretary of the Department of Health and Human Services.

c. Judicial or Administrative Proceedings. Either party may terminate the Contract, effective immediately, if (i) the other party is named as a defendant in a criminal proceeding for a violation of HIPAA, the HIPAA Regulations or other security or privacy laws or (ii) a finding or stipulation that the other party has violated any standard or requirement of HIPAA, the HIPAA Regulations or other security or privacy laws is made in any administrative or civil proceeding in which the party has been joined.

d. Effect of Termination.

(1) Except as provided in paragraph (2) of this subsection, upon termination of this Contract, for any reason, Associate shall return or destroy all Protected Information that Associate or its agents or subcontractors still maintain in any form and shall retain no copies of such Protected Information. If Associate elects to destroy the PHI, Associate shall certify in writing to AAA that such PHI has been destroyed.

(2) If Associate believes that returning or destroying the Protected Information is not feasible, Associate shall promptly provide AAA notice of the conditions making return or destruction infeasible. Upon mutual agreement of AAA and Associate that return or destruction of Protected Information is infeasible, Associate shall continue to extend the protections of Sections 2(a), 2(b), 2(c), 2(d) and 2(e) of this Addendum to such information, and shall limit further use of such PHI to those purposes that make the return or destruction of such PHI infeasible.

**5. Injunctive Relief.**

AAA shall have the right to injunctive and other equitable and legal relief against Associate or any of its subcontractors or agents in the event of any use or disclosure of Protected Information in violation of this Contract or applicable law. Associate acknowledges and agrees that in the event of such impermissible use or disclosure of Protected Information, AAA may seek injunctive relief if: (1) AAA will suffer real, immediate, and irreparable injury which will be prevented by injunctive relief; (2) that AAA has no plain, speedy, and adequate remedy at law; (3) that the granting of a preliminary injunction will promote the public interest in privacy rather than disserve the public interest; (4) that the balance of equities always favors the injunction in such cases; (5) that the injunction will preserve the status quo pending a trial on

the merits; and (6) that AAA shall not be required to demonstrate a reasonable probability of success on the merits in order to obtain injunctive relief.

**6. No Waiver of Immunity.**

No term or condition of this Contract shall be construed or interpreted as a waiver, express or implied, of any of the immunities, rights, benefits, protection, or other provisions of the Colorado Governmental Immunity Act, C.R.S. 24-10-101 et seq. or the Federal Tort Claims Act, 28 U.S.C. 2671 et seq. as applicable, as now in effect or hereafter amended.

**7. Limitation of Liability.**

Any limitation of Associate's liability in the Contract shall be inapplicable to the terms and conditions of this Addendum.

**8. Disclaimer.**

AAA makes no warranty or representation that compliance by Associate with this Contract, HIPAA or the HIPAA Regulations will be adequate or satisfactory for Associate's own purposes. Associate is solely responsible for all decisions made by Associate regarding the safeguarding of PHI.

**9. Certification.**

To the extent that CE determines an examination is necessary in order to comply with CE's legal obligations pursuant to HIPAA relating to certification of its security practices, CE or its authorized agents or contractors, may, at CE's expense, examine Associate's facilities, systems, procedures and records as may be necessary for such agents or contractors to certify to CE the extent to which Associate's security safeguards comply with HIPAA, the HIPAA Regulations or this Addendum.

**10. Amendment.**

a. Amendment to Comply with Law.

The parties acknowledge that state and federal laws relating to data security and privacy are rapidly evolving and that amendment of this Addendum may be required to provide for procedures to ensure compliance with such developments. This Addendum may be amended upon written notice by AAA to Associate, provided that such amendment is necessary to assure ongoing compliance with the State Addendum, HIPAA, the Privacy Rule and other applicable laws relating to the security or privacy of PHI. The parties understand and agree that CE and AAA must receive satisfactory written assurance from Contractor that Contractor will adequately safeguard all Protected Information. Upon the request of any party, the other party agrees to promptly enter into negotiations concerning the terms of an amendment to this Addendum embodying written assurances consistent with the standards and requirements of HIPAA, the Privacy Rule or other applicable laws. AAA may terminate this Contract upon thirty (30) days written notice in the event (i) Contractor does not promptly enter into negotiations to amend this Contract when requested by CE or AAA pursuant to this Section or (ii) Contractor does not enter into an amendment to this Contract providing assurances regarding the safeguarding of PHI that CE or AAA, in their discretion, deem sufficient to satisfy the standards and requirements of HIPAA and the Privacy Rule.

b. Amendment of Attachment A.

Attachment A may be modified or amended by mutual agreement of the parties in writing from time to time without formal amendment of this Addendum.

**11. Assistance in Litigation or Administrative Proceedings.**

Associate shall make itself, and any subcontractors, employees or agents assisting Associate in the performance of its obligations under the Contract, available to CE or AAA, at no cost to CE or AAA, to testify as witnesses, or otherwise, in the event of litigation or administrative proceedings being commenced against AAA, its directors, officers or employees based upon a claimed violation by associate, its subcontractors, employees or agent of HIPAA, the Privacy Rule or other laws relating to security and privacy or PHI covered by this Addendum, except where Associate or its subcontractor, employee or agent is a named adverse party.

**12. No Third-Party Beneficiaries.**

The Department of Human Services, Division of Aging and Adult Services, is a Third-Party Beneficiary to this Agreement with rights of enforcement and indemnification in the event of any violation of the Contract. Nothing express or implied in this Contract is intended to confer, nor shall anything herein confer, upon any person other than The Department of Human Services, Division of Aging and Adult Services, CE, Associate and their respective successors or assigns, any rights, remedies, obligations or liabilities whatsoever.

**13. Interpretation and Order of Precedence.**

The provisions of this Addendum shall prevail over any provisions in the Contract that may conflict or appear inconsistent with any provision in this Addendum. Together, the Contract and this Addendum shall be interpreted as broadly as necessary to implement and comply with HIPAA and the Privacy Rule. The parties agree that any ambiguity in this Contract shall be resolved in favor of a meaning that complies and is consistent with HIPAA and the Privacy Rule. This Contract supersedes and replaces any previous separately executed HIPAA addendum between the parties.

**14. Survival of Certain Contract Terms.**

Notwithstanding anything herein to the contrary, Associate's obligations under Section 4(d) ("Effect of Termination") shall survive termination of this Contract and shall be enforceable by CE as provided herein in the event of such failure to perform or comply by the Associate.

**15. Representatives and Notice.**

a. Representatives.

For the purpose of the Contract, the individuals identified elsewhere in this Contract shall be the representatives of the respective parties. If no representatives are identified in the Contract, the individuals listed below are hereby designated as the parties' respective representatives for purposes of this Contract. Either party may from time to time designate in writing new or substitute representatives.

b. Notices.

All required notices shall be in writing and shall be hand delivered or given by certified or registered mail to the representatives at the addresses set forth below.

AAA Representative:

Name: Tim Feld  
Title: HIPAA Compliance Coordinator  
Address: 1001 17<sup>th</sup> Street, Suite 700  
Denver, CO 80202



Contractor/Business Associate Representative:

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

Title: \_\_\_\_\_

Department/Division: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

**ATTACHMENT to EXHIBIT G**

This Attachment sets forth additional terms to the HIPAA Business Associate Addendum, which is part of the Contract between DRCOG and Contractor and is effective upon contract execution. This Attachment may be amended from time to time as provided in Section 10(b) of the Addendum.

1. Additional Permitted Uses. In addition to those purposes set forth in Section 2(a) of the Addendum, Associate may use Protected Information as follows: \_\_\_\_\_  
None except as otherwise directed in writing by DRCOG

2. Additional Permitted Disclosures. In addition to those purposes set forth in Section 2(b) of the Addendum, Associate may disclose Protected Information as follows: \_\_\_\_\_  
None except as otherwise directed in writing by DRCOG

3. Subcontractor(s). The parties acknowledge that the following subcontractors or agents of Associate shall receive Protected Information in the course of assisting Associate in the performance of its obligations under this Contract: \_\_\_\_\_  
None except as otherwise directed in writing by DRCOG

4. Receipt. Associate's receipt of Protected Information pursuant to this Contract shall be deemed to occur as follows, and Associate's obligations under the Addendum shall commence with respect to such PHI upon such receipt: Upon the effective date of the contract

5. Additional Restrictions on Use of Data. CE is a Business Associate of certain other Covered Entities and, pursuant to such obligations of CE, Associate shall comply with the following restrictions on the use and disclosure of Protected Information: \_\_\_\_\_  
As may be directed in writing by DRCOG or the State

6. Additional Terms. [This section may include specifications for disclosure format, method of transmission, use of an intermediary, use of digital signatures or PKI, authentication, additional security of privacy specifications, de-identification or re-identification of data and other additional terms.]  
None

**EXHIBIT H: E-VERIFY FEDERAL CONTRACTOR RULE EMPLOYMENT ELIGIBILITY VERIFICATION**

**(a) Definitions. As used in this clause—**

Commercially available off-the-shelf (COTS) item—

- (1) Means any item of supply that is—
  - i. A commercial item (as defined in paragraph (1) of the definition at 2.101);
  - ii. Sold in substantial quantities in the commercial marketplace; and
  - iii. Offered to the Government, without modification, in the same form in which it is sold in the commercial marketplace; and
- (2) Does not include bulk cargo, as defined in section 3 of the Shipping Act of 1984 (46 U.S.C. App. 1702), such as agricultural products and petroleum products. Per 46 CFR 525.1(c)(2), "bulk cargo" means cargo that is loaded and carried in bulk onboard ship without mark or count, in a loose unpackaged form, having homogenous characteristics. Bulk cargo loaded into intermodal equipment, except LASH or Seabee barges, is subject to mark and count and, therefore, ceases to be bulk cargo.

Employee assigned to the contract means an employee who was hired after November 6, 1986, who is directly performing work, in the United States, under a contract that is required to include the clause prescribed at 22.1803. An employee is not considered to be directly performing work under a contract if the employee—

- (1) Normally performs support work, such as indirect or overhead functions; and
- (2) Does not perform any substantial duties applicable to the contract.

Subcontract means any contract, as defined in 2.101, entered into by a subcontractor to furnish supplies or services for performance of a prime contract or a subcontract. It includes but is not limited to purchase orders, and changes and modifications to purchase orders.

Subcontractor means any supplier, distributor, vendor, or firm that furnishes supplies or services to or for a prime Contractor or another subcontractor.

United States, as defined in 8 U.S.C. 1101(a)(38), means the 50 States, the District of Columbia, Puerto Rico, Guam, and the U.S. Virgin Islands.

**(b) Enrollment and verification requirements.**

- (1) If the Contractor is not enrolled as a Federal Contractor in E-Verify at time of contract award, the Contractor shall—
  - i. Enroll. Enroll as a Federal Contractor in the E-Verify program within 30 calendar days of contract award;
  - ii. Verify all new employees. Within 90 calendar days of enrollment in the E-Verify program, begin to use E-Verify to initiate verification of employment eligibility of all new hires of the Contractor, who are working in the United States, whether or not assigned to the contract, within 3 business days after the date of hire (but see paragraph (b)(3) of this section); and
  - iii. Verify employees assigned to the contract. For each employee assigned to the contract, initiate verification within 90 calendar days after date of enrollment or within 30 calendar days of the employee's assignment to the contract, whichever date is later (but see paragraph (b)(4) of this section).

- (2) If the Contractor is enrolled as a Federal Contractor in E-Verify at time of contract award, the Contractor shall use E-Verify to initiate verification of employment eligibility of—
- i. All new employees.
    - (A) Enrolled 90 calendar days or more. The Contractor shall initiate verification of all new hires of the Contractor, who are working in the United States, whether or not assigned to the contract, within 3 business days after the date of hire (but see paragraph (b)(3) of this section); or
    - (B) Enrolled less than 90 calendar days. Within 90 calendar days after enrollment as a Federal Contractor in E-Verify, the Contractor shall initiate verification of all new hires of the Contractor, who are working in the United States, whether or not assigned to the contract, within 3 business days after the date of hire (but see paragraph (b)(3) of this section); or
  - ii. Employees assigned to the contract. For each employee assigned to the contract, the Contractor shall initiate verification within 90 calendar days after date of contract award or within 30 days after assignment to the contract, whichever date is later (but see paragraph (b)(4) of this section).
- (3) If the Contractor is an institution of higher education (as defined at 20 U.S.C. 1001(a)); a State or local government or the government of a Federally recognized Indian tribe; or a surety performing under a takeover agreement entered into with a Federal agency pursuant to a performance bond, the Contractor may choose to verify only employees assigned to the contract, whether existing employees or new hires. The Contractor shall follow the applicable verification requirements at (b)(1) or (b)(2), respectively, except that any requirement for verification of new employees applies only to new employees assigned to the contract.
- (4) Option to verify employment eligibility of all employees. The Contractor may elect to verify all existing employees hired after November 6, 1986, rather than just those employees assigned to the contract. The Contractor shall initiate verification for each existing employee working in the United States who was hired after November 6, 1986, within 180 calendar days of—
- i. Enrollment in the E-Verify program; or
  - ii. Notification to E-Verify Operations of the Contractor's decision to exercise this option, using the contact information provided in the E-Verify program Memorandum of Understanding (MOU).
- (5) The Contractor shall comply, for the period of performance of this contract, with the requirements of the E-Verify program MOU.
- i. The Department of Homeland Security (DHS) or the Social Security Administration (SSA) may terminate the Contractor's MOU and deny access to the E-Verify system in accordance with the terms of the MOU. In such case, the Contractor will be referred to a suspension or debarment official.
  - ii. During the period between termination of the MOU and a decision by the suspension or debarment official whether to suspend or debar, the Contractor is excused from its obligations under paragraph (b) of this clause. If the suspension or debarment official determines not to suspend or debar the Contractor, then the Contractor must reenroll in E-Verify.

**(c) Web site.** Information on registration for and use of the E-Verify program can be obtained via the Internet at the Department of Homeland Security Web site: <http://www.dhs.gov/E-Verify>.

**(d) Individuals previously verified.** The Contractor is not required by this clause to perform additional employment verification using E-Verify for any employee—

- (1) Whose employment eligibility was previously verified by the Contractor through the E-Verify program;
- (2) Who has been granted and holds an active U.S. Government security clearance for access to confidential, secret, or top secret information in accordance with the National Industrial Security Program Operating Manual; or
- (3) Who has undergone a completed background investigation and been issued credentials pursuant to Homeland Security Presidential Directive (HSPD)-12, Policy for a Common Identification Standard for Federal Employees and Contractors.

**(e) Subcontracts.** The Contractor shall include the requirements of this clause, including this paragraph (e) (appropriately modified for identification of the parties), in each subcontract that—

- (1) Is for—(i) Commercial or noncommercial services (except for commercial services that are part of the purchase of a COTS item (or an item that would be a COTS item, but for minor modifications), performed by the COTS provider, and are normally provided for that COTS item); or (ii) Construction;
- (2) Has a value of more than \$3,000; and
- (3) Includes work performed in the United States.

ATTACHMENT A



ACH Payment Request Form

\*Email request to: [Accountspayable@drcog.org](mailto:Accountspayable@drcog.org)

Section 1 Your Company Information:

Company Name: \_\_\_\_\_ FED ID: \_\_\_\_\_  
 Requested by: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Email address(s) (this is for payment notifications): \_\_\_\_\_  
 \_\_\_\_\_

Section 2 Bank Information\*:

Name of Financial Institution: \_\_\_\_\_  
 Routing Number: \_\_\_\_\_  
 Account Number: \_\_\_\_\_

**ACH Information:** By submitting this form, you authorize DRCOG to initiate ACH transactions to the account noted above.

**\*Please include a voided check or official bank letter with this form.**

For Internal Use Only

Input in GP: \_\_\_\_\_  
 Prenote completed: \_\_\_\_\_ Verified by: \_\_\_\_\_

**EXHIBIT 3 - Authorization for Release of Information to DOUGLAS COUNTY**

PK

**Authorization for Release of Information to  
DOUGLAS COUNTY**

**Applicant Name (printed):** \_\_\_\_\_

In an effort to better serve applicants requesting our services, we are requesting your consent to disclose certain information you provide to us, which may include personally identifying information or protected health information. Your consent to the disclosure and use of any such protected information is voluntary, and you are not required to consent to the use or disclosure of such information. If you choose not to consent to the disclosure and use of your information, you may still be eligible for certain services but Douglas County may not be able to provide grant funds to assist you in paying for those services.

**What Disclosure You Are Authorizing**

Federal and/or state law may prohibit the disclosure of protected information you have provided absent express written consent. By signing this Authorization for Release of Information, you are providing express written consent to the disclosure of your information as described in this form.

By signing this form, you consent to the disclosure of your information to Douglas County and any agencies to whom Douglas County is obligated to provide such information for purposes of reporting activity to funding agencies. You agree to the release of information such as name; date of birth; partial social security number; address and contact information; gender; income; prescription history; and the fact of certain medical and/or mental health conditions. We DO NOT track or disclose information regarding your HIV or STD status or patient records regarding substance use.

**Important Information About Your Consent**

Please be aware that the information disclosed based on this authorization may be redisclosed by a recipient and no longer protected by federal or state privacy laws. Not all persons or entities are required to comply with these laws. By signing this form, you release Douglas County from any, and all, liability arising out of or related to the disclosure of information permitted in this form.

**Termination of Consent**

This consent may be terminated at any time by providing written notice to *[insert agency name]* by email at *[insert agency email address]* or by delivering a written termination of consent to *[insert agency address]*. This consent will automatically expire 90 days after assistance or services cease if consent was not previously terminated. Upon receipt of a written termination or expiration of this consent, information may continue to be used and disclosed only to the extent required for reporting purposes for any previously administered services for up to \_\_\_\_\_ days.

**Acknowledgment: By signing this form, I acknowledge that I have read this form and voluntarily agree to its terms.**

Printed Name: \_\_\_\_\_

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

**Name of agency collecting this Authorization:**

\_\_\_\_\_



**EXHIBIT 4 - DOUGLAS COUNTY COMMUNITY SERVICES SYSTEM OF CARE  
User Confidentiality Agreement**

**DOUGLAS COUNTY COMMUNITY SERVICES SYSTEM OF CARE**  
**User Confidentiality Agreement**

In an effort to hold a high standard of data stewardship, I, the undersigned user of the Douglas County Community Services System of Care Data System, herein referred to as "the System," acknowledge that I have been informed and am aware of the confidential nature of the information provided and accessible to me through my use of the System.

I am advised and aware that:

1. Any information received directly from a resident, though a reports and/or stored record shall be confidential.
2. Information may only be shared with an agency, organization or individual for whom consent has been obtained through a signed Authorization for Release of Information by the resident.
3. Nothing in this agreement shall prevent me from commenting publicly about general trends, concerns or aggregate de-identifiable data.
4. Exceptions to this confidentiality agreement will be made as required by state law as it pertains to the mandatory reporting of abuse and neglect of children and at-risk adults.
5. Douglas County will not indemnify me, defend me, or contribute financially to my defense should civil or criminal claims be made against me if I choose to speak publicly concerning information obtained through the System.
6. Any breach of this agreement, including the unauthorized release of confidential information, may be punishable by law, subject me to discipline by my employer and/or result in my removal from future participation in the System.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Agency

**Exhibit 5 - Douglas County Community Services Partners  
Data Security Procedures**

## Data Security Procedures

### Security Best Practices

The Douglas County Cyber Security Team advises all users of the System to practice the following procedures to the best of their organization's ability.

#### Personal

- Only authorized users will be permitted access to the Douglas County Community Services System (System).
- All authorized users will be required to sign a confidentiality agreement.
- No data accessed from the System will be shared with non-authorized personnel, including physical copies.
- Keep aware of new cyber security threats and devise education and training to defend against them.
- Be wary and report any attempts to gather data by non-authorized parties, either through social engineering, phishing emails, or other means, to Community Services program staff contact.
- Report any additional incidents to Douglas County program staff.

#### Technical

- Computers and other devices used to access the System at the agency or by the agency authorized users will have anti-virus and/or advanced malware detection which is run at regular intervals.
- Keep all systems up-to-date with current software patching (Windows Updates, application patches, appliance firmware, drivers, etc).
- Do not save any sensitive, private, or personal data locally outside of the application.
- Control physical access to computers that have authorized access to the System.
- Never share a password with any person or save a password locally; and if a password needs reset, the user will contact the designated Douglas County employee for assistance.

#### Roles and Access

Each organization should create an internal policy that defines what personnel roles will have access to the System, who participates in those roles and periodically audit these roles.

#### Incident Reporting

In the event of an incident, all relevant information must be relayed as early as possible to the Douglas County Department of Community Development. Douglas County has an obligation to report data breaches within a statutory deadline.

The following are examples (but not an exhaustive list) of incidents:

- Unauthorized user accesses the system
- Computer that accesses constituent data is compromised by ransomware or virus
- Repeated phishing attempts at authorized personnel
- Social engineering or impersonation attempt to gain access to the system
- Unknown external media (usb, etc) is used on computers that accesses the System
- Computer previously used to access the system is removed through theft or unknown loss
- Unknown performance problems on any computer used to access the System

Partners should feel confident to contact [CRSgrants@douglas.co.us](mailto:CRSgrants@douglas.co.us) to leverage Douglas County cyber security professional expertise in the identification of potential incidents and other educational correspondence.