

**COMMUNITY DEVELOPMENT BLOCK GRANT  
CAPITAL PROJECT AGREEMENT  
BETWEEN  
COUNTY OF SANTA BARBARA  
AND  
COMMUNITY ACTION PARTNERSHIP OF SAN LUIS OBISPO COUNTY, INC.  
FOR  
HOMEOWNER MINOR HOME REPAIR PROGRAM**

**ASSISTANCE LISTING NUMBER 14.218**

THIS AGREEMENT ("Agreement") is made and entered into by and between the County of Santa Barbara ("COUNTY"), a political subdivision of the State of California, and Community Action Partnership of San Luis Obispo County, Inc., a California nonprofit public benefit corporation ("SUBRECIPIENT"), whose address is 1030 Southwood Drive, San Luis Obispo, CA 93401, and is made with reference to the following:

WHEREAS, the COUNTY has secured funding pursuant to the Community Development Block Grant program ("CDBG Funds") from the United States Department of Housing and Urban Development ("HUD") under Title I of the Housing and Community Development Act of 1974, as amended ("HCD Act"), Public Law 93-383 (42 U.S.C. §§ 5301 *et seq.*); and the regulations promulgated thereunder (24 CFR Part 570) ("Regulations"); and

WHEREAS, on May 13, 2025, the COUNTY Board of Supervisors approved the COUNTY's Fiscal Year 2025 Action Plan ("Action Plan") for submission to HUD, which included an award to SUBRECIPIENT of CDBG Funds to carry out a minor home repair program for low-income homeowners, as more specifically described in the Scope of Work attached hereto as Exhibit A and incorporated herein by this reference ("Scope of Work"); and

WHEREAS, in accordance with the Action Plan, COUNTY is providing to SUBRECIPIENT a grant of CDBG Funds in an amount not to exceed Two Hundred Six Thousand, One Hundred Fifty-Three Dollars (\$206,153) ("COUNTY Grant") to be used by SUBRECIPIENT to carry out the Project (as defined in the Scope of Work), and in accordance with the Budget attached hereto as Exhibit B and incorporated herein by this reference; and

WHEREAS, SUBRECIPIENT'S use of CDBG Funds to carry out the Project is an eligible use of such funds under 24 CFR Part 570 Subpart C; and

WHEREAS, SUBRECIPIENT represents that it has the skills, expertise, and all licenses and permits necessary to carry out the Work to complete the Project in accordance with this Agreement; and

WHEREAS, the SUBRECIPIENT is receiving a federal subaward as identified in Exhibit I, attached hereto and incorporated herein by this reference, in accordance with 2 CFR 200.331(a).

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, the parties hereto agree as follows:

**I. SCOPE OF WORK**

A. General

All work stated and set out in the Scope of Work attached hereto as Exhibit A and incorporated herein by reference ("Work") shall be performed at qualifying homes located in the unincorporated County of Santa Barbara or in the cities of Buellton or Solvang. SUBRECIPIENT's Chief Executive Officer, Elizabeth Steinberg, shall ensure that the background and qualifications of the SUBRECIPIENT's staff, contractors and subcontractors performing the Work and carrying out the Project are appropriate, and that they are each competent to perform the Work, and are all duly licensed to the extent required by Applicable Law (defined below).

B. Scope of Work

The SUBRECIPIENT shall be responsible for providing the Work set forth in Exhibit A to this Agreement in a manner satisfactory to the COUNTY and consistent with all applicable federal, state, and local governmental laws, regulations, ordinances, orders, rules, directives, circulars, bulletins, notices, guidelines (collectively, "Applicable Law"), including, but not limited to, all federal requirements and standards required as a condition of receiving these CDBG Funds. SUBRECIPIENT agrees that it will not begin any Work hereunder, including, but not limited to, soliciting project bids or engaging site studies, before COUNTY has issued to SUBRECIPIENT a written Notice to Proceed for the Project.

C. Eligible Costs

Only costs specified in the Budget attached hereto as Exhibit B ("Budget") and actually incurred by SUBRECIPIENT to perform the Work in accordance with this Agreement are eligible for reimbursement hereunder. The Budget and the maximum aggregate amount of payments to SUBRECIPIENT hereunder shall not exceed \$206,153 ("Maximum Contract Amount"). All of the Work be performed by SUBRECIPIENT or under SUBRECIPIENT's supervision. SUBRECIPIENT represents that it possesses, and that its contractors and subcontractors shall possess, the professional and technical skills required to perform the Work. SUBRECIPIENT and its contractors and subcontractors shall perform all Work in a professional and competent manner, and with the reasonable and customary level of care provided by practitioners of such party's profession performing such work in the State of California.

All Work shall be performed by qualified and experienced personnel who are not employed by COUNTY. SUBRECIPIENT represents and warrants that the Work to be performed shall conform to the requirements of this Agreement, all Applicable Law, and the highest professional standards.

SUBRECIPIENT represents and warrants to COUNTY that it and its contractors and subcontractors have, shall obtain, and shall keep in full force and effect at all times during the Term (defined below), at their sole cost and expense, all licenses, permits, qualifications, insurance and approvals of whatsoever nature that are required under Applicable Law to practice their respective professions and to perform the Work.

D. Performance Monitoring

The COUNTY shall monitor the performance of the SUBRECIPIENT against goals and performance standards set forth in the Scope of Work (Exhibit A). SUBRECIPIENT's

substandard performance as determined by the COUNTY shall constitute SUBRECIPIENT's noncompliance with this Agreement. If action satisfactory to COUNTY to correct such substandard performance is not taken by the SUBRECIPIENT within seven (7) days after being notified by the COUNTY, the COUNTY may initiate suspension or termination of this Agreement.

E. Changes

Any changes to this Agreement, unless otherwise noted, may only be made through a written amendment to this Agreement duly executed by both COUNTY and SUBRECIPIENT. COUNTY and SUBRECIPIENT may amend this Agreement at any time, provided that such amendments make specific reference to this Agreement, are executed in writing, and signed by the duly authorized representatives of each party hereto. Such amendments shall not invalidate any parts of this Agreement that are not changed by such amendment, nor relieve or release either of COUNTY or SUBRECIPIENT from such party's respective obligations under this Agreement that are not changed by the amendment. SUBRECIPIENT agrees to not unreasonably withhold its approval of any amendments proposed by COUNTY that are necessary in order to conform with Applicable Law and available funding amounts.

If this Agreement is executed on behalf of COUNTY by the COUNTY Purchasing Agent or the Director of the COUNTY's Community Services Department ("Director") or both, the same duly authorized representative(s) shall execute all amendments to this Agreement in the same fashion subject to all other applicable requirements set forth herein and otherwise imposed by Applicable Law. If this Agreement is approved by the COUNTY Board of Supervisors and executed by the Chair of the Board of Supervisors on behalf of COUNTY, all amendments to this Agreement must be approved and executed in the same manner, except that the Director is authorized to approve and execute amendments hereto on behalf of COUNTY during the Term to make any one or more of the following changes to this Agreement, to the extent not inconsistent with the terms of the Regulations, or with any other Applicable Law:

1. Increase or decrease a Budget line item or approve a new Budget line item to ensure full and timely expenditure of all CDBG Funds; provided that (i) the Maximum Contract Amount is not thereby increased, other than in accordance with Subsection 2, below; and (ii) all expenditures thereunder are eligible for reimbursement with CDBG Funds in accordance with the Regulations and all other Applicable Law.
2. Increase or decrease the Maximum Contract Amount to ensure full and timely expenditure of all CDBG Funds awarded to the County by HUD; provided, however, that (i) any increase in the Maximum Contract Amount hereunder shall not exceed 10% of the original Maximum Contract Amount, (ii) all Budget line items and expenditures under this Agreement as so amended constitute expenditures eligible for reimbursement with CDBG Funds pursuant to the Regulations and all other Applicable Law, and (iii) in no event shall the Maximum Contract Amount be increased to an amount in excess of the amount of the CDBG Funds available to the COUNTY.
3. Extend the Term by up to 12 months, subject to appropriation of funds. This Section I.E.3. shall not obligate the County to extend the length of the Term at SUBRECIPIENT's

request or otherwise alter the County's rights to terminate this Agreement or reduce the Maximum Contract Amount as otherwise set forth in this Agreement.

4. Conform with federal, state, or local governmental laws, regulations, ordinances, orders, rules, directives, circulars, bulletins, notices, guidelines, policies, and available funding amounts.

F. COUNTY Recognition

SUBRECIPIENT shall ensure recognition of the role of the COUNTY in providing CDBG Funds through this Agreement. All activities, facilities and items utilized pursuant to this Agreement shall be prominently labeled as to funding source. In addition, the SUBRECIPIENT shall include a reference to the support provided herein in all publications made possible with CDBG Funds under this Agreement.

II. TERM

The term of this Agreement ("Term") shall begin on the Effective Date, and shall end on June 30, 2026, unless earlier terminated in accordance with the provisions of this Agreement, or in the event that there are insufficient CDBG Funds available for the COUNTY to provide to SUBRECIPIENT for any reason.

A. Time of Performance

All Work to be performed hereunder shall be completed, and all eligible expenses as authorized in the Budget incurred, and all requests for reimbursement therefore submitted by SUBRECIPIENT in accordance with the provisions of this Agreement, during the Term.

B. Reversion of Assets

Upon the expiration or termination of this Agreement, the SUBRECIPIENT shall transfer to the COUNTY all CDBG funds it has on hand at the time of Agreement expiration or termination, and all accounts receivable attributable to the use of CDBG funds. Any real property owned by SUBRECIPIENT or otherwise under the SUBRECIPIENT'S control that was acquired or improved in whole or in part with CDBG Funds in excess of \$25,000 ("Property") shall either be:

1. Used to meet one of the national objectives in 24 CFR 570.208 (formerly 24 CFR 570.901) until the date that is five years after expiration of the Term of this Agreement, or for such longer period of time as determined to be appropriate by COUNTY. Any change in use to meet one of the aforementioned national objectives shall first be approved in writing signed by the Director; or
2. Not used in accordance with Section II.B.1, above, in which event the SUBRECIPIENT shall pay to the COUNTY an amount equal to the current market value of the Property less any portion of the value attributable to expenditures of non-CDBG Funds for the acquisition of, or improvement to, the Property. Such payment is program income to the COUNTY.
  - a. To determine the current market value of the Property, the SUBRECIPIENT shall obtain a real estate appraisal of the Property, performed by a California licensed real estate

appraiser. Such appraiser must be approved in advance in writing by the COUNTY. An alternate method of valuation may be used only upon mutual written consent signed by both the COUNTY and SUBRECIPIENT.

- b. The COUNTY will determine the amount due to the COUNTY in accordance with this Section II. B.2.

### **III. BUDGET**

COUNTY may require a more detailed Budget breakdown than as set forth in the Budget, and the SUBRECIPIENT shall provide such supplementary budget information within one (1) week of COUNTY'S request for a more detailed Budget breakdown, in the form and content prescribed by COUNTY. Any and all amendments to the Budget must be effected as a written amendment of this Agreement in accordance with Section I.E, above.

SUBRECIPIENT represents that the Budget includes only costs allowable under the CDBG Program pursuant to the HCD Act and the Regulations, including, but not limited to, 24 CFR § 570.502, which includes requirements for compliance with 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and all Subparts and Appendices, as applicable. The Budget shall set forth all costs in sufficient detail to provide a sound basis for the COUNTY to effectively monitor SUBRECIPIENT's performance under this Agreement.

### **IV. PAYMENT**

The total amount to be paid by the COUNTY under this Agreement shall not exceed the Maximum Contract Amount set forth in Section I.C, above, and Exhibit B. Payments hereunder for the reimbursement of eligible expenses shall be made in accordance with the Budget line items. Upon receipt by COUNTY of an acceptable *Expenditure Summary and Payment Request* ("ESPR") provided by SUBRECIPIENT in the format attached hereto as Exhibit D, which may be delivered via electronic submission using a web-based reporting system, together with proper support documentation for the Work, and performance data required in Exhibit A and Section VII.C. of this Agreement, COUNTY shall review the ESPR and, when approved, make payment. Payments may be contingent upon certification of the SUBRECIPIENT's financial management system in accordance with the standards specified in 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

COUNTY shall have no obligation to provide CDBG Funds under this Agreement if for any reason there is insufficient funding available from HUD to pass through to SUBRECIPIENT, or if this Agreement is terminated or suspended.

### **V. NOTICES**

Notices required by this Agreement shall be in writing and delivered via U.S. Mail (postage prepaid), overnight commercial courier, or personal delivery. Notices may be delivered to a party hereto by facsimile or email if a facsimile number or email address, as applicable, is set forth for such party below, provided that such delivery is followed by delivery via U.S. Mail (postage prepaid), commercial courier, or personal delivery the next business day. Any notice sent in compliance with this Section V shall be deemed effective (i) if via personal delivery, facsimile or email, as of the date

of sending, (ii) if via overnight courier, the next business day, and (iii) if via U.S. Mail, as of the date that is three (3) business days after sending. All notices and other written communications to a party hereto under this Agreement shall be addressed to such party as indicated below, unless otherwise modified by subsequent written notice delivered by such party in accordance with this Section V.

**COUNTY**

County of Santa Barbara  
Community Services Department,  
Division of Housing and Community Development  
Joe Dzvonik, Deputy Director  
123 E. Anapamu Street, 2<sup>nd</sup> Floor  
Santa Barbara, CA 93101  
Phone: (805) 568-3520

**SUBRECIPIENT**

Community Action Partnership of San Luis  
Obispo County, Inc.  
ATTN: Jim McNamara  
1030 Southwood Dr.  
San Luis Obispo, CA 93401  
Phone: 805-541-4122

**VI. GENERAL CONDITIONS**

**A. General Compliance**

The SUBRECIPIENT agrees to comply with the requirements of the Regulations at 24 CFR Part 570, including subpart K, except that (1) the SUBRECIPIENT does not assume the COUNTY's environmental responsibilities described in 24 CFR 570.604 and (2) the SUBRECIPIENT does not assume the COUNTY's responsibility for initiating the review process under the provisions of 24 CFR Part 52. In addition, SUBRECIPIENT agrees to comply with the Federal Terms and Conditions attached hereto and incorporated herein as Exhibit E and in 2 CFR part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. SUBRECIPIENT agrees to comply with 24 CFR 570.609, the suspension and debarment rules, and 24 CFR 570.614, the Architectural Barriers Act of 1968. SUBRECIPIENT also agrees to comply with the terms of HUD's award to COUNTY, including the grant agreement, assurances in any applications, notices of awards, all Applicable Law, and all other rules, guidelines, directives, circulars, bulletins, notices and policies governing the CDBG Funds provided under this Agreement. The judgment of any court of competent jurisdiction, or the admission of the SUBRECIPIENT in any action or proceeding against SUBRECIPIENT, whether the COUNTY is a party thereto or not, that SUBRECIPIENT has violated any such Applicable Law or other rules, guidelines, directives, circulars, bulletins, notices and policies governing the CDBG Funds provided under this Agreement, shall be conclusive of that fact as between SUBRECIPIENT and COUNTY. The SUBRECIPIENT further agrees to utilize CDBG Funds available under this Agreement to supplement rather than supplant funds otherwise available.

**B. National Environmental Policy Act (NEPA) Compliance**

The COUNTY will complete environmental review under NEPA (40 CFR 1500-1508 and 24 CFR Part 58) for the Project. COUNTY may, at COUNTY's sole discretion, require SUBRECIPIENT to retain a qualified consultant to assist in preparation of the Project's NEPA review. Expenses incurred by SUBRECIPIENT pursuant to completion of the NEPA review are eligible for reimbursement by COUNTY only if included in the Budget. SUBRECIPIENT shall identify the need for and shall complete all other required environmental reviews, including, but not limited to, review under the California Environmental Quality Act (CA Pub Res Code §21000 et seq.), if applicable. SUBRECIPIENT shall comply with all mitigation measures established in the environmental reviews conducted for the Project. Environmental and

other associated compliance shall be completed prior to the start of the Project or any Work. Accordingly, notwithstanding any other provision of this Agreement, COUNTY shall not provide any funds to SUBRECIPIENT pursuant to this Agreement, and SUBRECIPIENT shall not begin implementation of the Work, or otherwise have any claim to the COUNTY Grant funds, until COUNTY provides written notice to the SUBRECIPIENT that all applicable environmental and regulatory compliance analyses and clearances have been completed, and that SUBRECIPIENT may begin Work and implementation of this Project ("Clearance Notice"). The parties hereto further agree that the payment of any funds to SUBRECIPIENT hereunder is subject to the COUNTY's issuance of a Clearance Notice with respect to the Project.

*The COUNTY may immediately and unilaterally terminate this Agreement for cause in the event that SUBRECIPIENT begins any activity that requires environmental or other regulatory compliance approval hereunder or under applicable law prior to SUBRECIPIENT's receipt of a Clearance Notice from COUNTY.*

C. Independent Contractor

Nothing contained in this Agreement is intended to create or establish, or shall be construed in any manner as creating or establishing, the relationship of employer/employee between COUNTY and SUBRECIPIENT. The SUBRECIPIENT shall at all times remain an independent contractor with respect to the Work to be performed under this Agreement. COUNTY shall not be responsible for paying any taxes on SUBRECIPIENT'S behalf, and should COUNTY be required to do so by state, federal, or local taxing agencies, SUBRECIPIENT agrees to promptly reimburse COUNTY for the full value of such paid taxes, plus all interest and penalties, if any. Such taxes shall include, but not be limited to, the following: FICA (Social Security), unemployment insurance contributions, income tax, disability insurance and workers' compensation Insurance. In addition, SUBRECIPIENT understands and acknowledges that it shall not be entitled to any of the benefits of a COUNTY employee, including but not limited to vacation, sick leave, administrative leave, health insurance, disability insurance, retirement, unemployment insurance, workers' compensation and protection of tenure.

D. Insurance and Indemnification

The SUBRECIPIENT shall comply with all insurance and indemnification provisions set forth in Exhibit C "Indemnification and Insurance Requirements," attached hereto and incorporated herein ("Indemnification and Insurance Requirements").

E. Workers' Compensation

The SUBRECIPIENT shall provide Workers' Compensation Insurance coverage for all of its employees involved in the performance of this Agreement as set forth in the Indemnification and Insurance Requirements.

F. Suspension or Termination

In accordance with 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and 24 CFR 570.503 (b)(6), COUNTY may suspend or terminate this Agreement if (i) SUBRECIPIENT fails to comply with this Agreement or with any of the terms of HUD's award to COUNTY, including, but not limited

to, the grant agreement, assurances in applications, notices of awards, or in the event of any of the following:

- Failure to comply with any of the Applicable Laws, rules, regulations, ordinances, provisions, orders, guidelines, policies, circulars, bulletins, notices or directives referred to herein, or as may become applicable at any time;
- Failure, for any reason, of SUBRECIPIENT to fulfill its obligations under this Agreement;
- Ineffective or improper use of CDBG Funds provided under this Agreement; or
- Submittal of reports that are false or that are incorrect or incomplete in any material respect.

#### 1. Termination by COUNTY

COUNTY may, by written notice to SUBRECIPIENT, terminate this Agreement in whole or in part at any time, whether for COUNTY's convenience, for nonappropriation of funds, or because of the failure of SUBRECIPIENT to fulfill its obligations hereunder.

- a. **For Convenience.** In accordance with 2 CFR Part 200, this Agreement may be terminated for convenience by COUNTY in which case COUNTY shall specify the termination conditions, including the effective termination date and, in the case of partial termination, the portions to be terminated.
- b. **For Nonappropriation of Funds.** Notwithstanding any other provision of this Agreement, in the event that no funds or insufficient funds are appropriated or budgeted by federal, state or COUNTY governments, or funds are not otherwise available for payment in the Term covered by this Agreement, then COUNTY will notify SUBRECIPIENT of such occurrence and COUNTY may terminate or suspend this Agreement in whole or in part, with or without a prior notice period. Subsequent to termination of this Agreement under this provision, COUNTY shall have no obligation to make payments with regard to the remainder of the Term.
- c. **For Cause.** Should SUBRECIPIENT default in the performance of this Agreement or breach any of its provisions, COUNTY may, at COUNTY's sole option, terminate or suspend this Agreement in whole or in part by written notice. Upon COUNTY's provision of notice, SUBRECIPIENT shall immediately discontinue all Work (unless the notice directs otherwise) and notify COUNTY as to the status of its performance hereunder. The date of termination of this Agreement shall be the date such notice is provided by COUNTY, unless such notice directs otherwise.

#### 2. Termination by SUBRECIPIENT

In accordance with 2 CFR Part 200, this Agreement may be terminated by SUBRECIPIENT, upon written notification to COUNTY, setting forth the reasons for such termination, the effective termination date, and, in the case of partial termination, the portions to be terminated; provided, however, that in the case of a partial termination, if COUNTY determines that the remaining portion of the Agreement will not accomplish the purposes for which this Agreement was made, COUNTY may terminate this Agreement and the award in their entirety under 2 CFR Part 200.



3. Upon termination, SUBRECIPIENT shall deliver to COUNTY all data, estimates, graphs, summaries, reports, and all other property, records, documents or papers as may have been accumulated or produced by SUBRECIPIENT in connection with this Agreement, whether completed or in process, except such items as COUNTY may, by written permission, permit SUBRECIPIENT to retain.
4. If HUD demands reimbursement from COUNTY for COUNTY's payments to SUBRECIPIENT due to SUBRECIPIENT's failure to comply with the terms of HUD's award to COUNTY, including, but not limited to, the grant agreement, assurances in applications, notices of awards, any applicable term of this Agreement, or any Applicable Law, regulation, ordinance, order, rule, directive, circular, bulletin, notice, guideline or policy referred to herein, or as may become applicable at any time, SUBRECIPIENT shall fully and completely reimburse COUNTY in the total amount of all such disallowed payments. This Section VI shall survive the termination or expiration of this Agreement.

## **VII. ADMINISTRATIVE REQUIREMENTS**

### **A. Financial Management**

#### **1. Accounting Standards**

The SUBRECIPIENT agrees to comply with 24 CFR § 570.502 and the Uniform Administrative requirements referenced therein, including, but not limited to, 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. SUBRECIPIENT additionally agrees to comply with 24 CFR 570.509 "Grant Closeout Procedures" in their entirety. SUBRECIPIENT agrees to adhere to the accounting principles and procedures referenced therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred.

#### **2. Cost Principles**

The SUBRECIPIENT agrees to comply with 24 CFR 570.610 "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards." These principles shall be applied for all costs incurred whether charged on a direct or indirect basis.

#### **3. Program Income**

The use of program income by SUBRECIPIENT shall comply with program income requirements as set forth in Title 24 CFR section 570.504. Additionally, upon expiration of this Agreement, the SUBRECIPIENT shall remit to the COUNTY all CDBG Funds on hand at the time of expiration, all accounts receivable attributable to the use of CDBG Funds, and all program income balances held by SUBRECIPIENT, with the exception of those needed for immediate cash needs, cash balances of a revolving loan fund, cash balances from a lump sum drawdown, or cash or investments held for section 108 security needs. The reversion of all Project-related assets shall comply with 2 CFR Part 200 and 24 CFR 570.502, 570.503, and 570.504, as applicable.

#### **4. Indirect Costs**

If indirect costs are charged, the SUBRECIPIENT shall develop an indirect cost allocation plan for determining the SUBRECIPIENT's appropriate share of administrative costs and shall submit such plan to the COUNTY for approval, in a form specified by the COUNTY.

5. Procurement

a. **Compliance**

The SUBRECIPIENT shall comply with all COUNTY policies concerning the purchase of equipment, and shall maintain inventory records of all non-expendable personal property as defined by such policy as may be procured with funds provided hereunder. All program assets (unexpended program income, property, equipment, etc.) shall revert to the COUNTY upon termination of this Agreement. The SUBRECIPIENT shall comply with the procurement requirements in 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

b. **Federal Requirements**

Unless excepted under 24 CFR 570, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, set forth in 2 CFR part 200, Subpart D shall apply.

c. **Build America, Buy America Act (BABA)**

Unless exempted by HUD under a General Waiver or Specific Waiver, the SUBRECIPIENT shall comply with the requirements of the Build America, Buy America (BABA) Act, 41 USC 8301 note, and all applicable rules and notices, as may be amended, as described in Exhibit E Federal Terms and Conditions.

6. Travel

The SUBRECIPIENT shall not travel outside the County of Santa Barbara with or using funds provided hereunder without the COUNTY's prior written consent in each instance.

7. Administrative Requirements

The SUBRECIPIENT shall comply with all applicable uniform administrative requirements set forth in 24 CFR 570.502 and all applicable requirements set forth in 24 CFR Part 5 (24 CFR 5.100-5.2011) and found in the provisions contained in 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. The CDBG Funds received by SUBRECIPIENT from COUNTY pursuant to this Agreement shall be maintained in an account in a banking or savings and loan institution separate and apart from any other account or funds of SUBRECIPIENT or of any principal or member of SUBRECIPIENT. No costs shall be invoiced or billed except for expenditures authorized in the Budget contained within this Agreement and Exhibit B. Such itemized costs shall be of sufficient detail to provide a sound basis for the COUNTY to effectively monitor costs incurred under and compliance with this Agreement.

B. Documentation and Record Keeping

1. Records to be Maintained

The SUBRECIPIENT shall maintain all records required by the Federal regulations specified in 24 CFR 570.506 and by COUNTY's ordinances and policies that are pertinent to the Work to be performed and activities to be funded under this Agreement. Such records shall include but not be limited to:

- a. Records providing a full description of each activity undertaken;
- b. Records required to determine the eligibility of activities;
- c. Records required to document the acquisition, improvement, use or disposition of real property acquired or improved with CDBG Funds;
- d. Records documenting compliance with the fair housing and equal opportunity components of the CDBG program;
- e. Financial records as required by 24 CFR 570.502; and
- f. Other records as required to document compliance with Subpart K of 24 CFR Part 570.

2. Retention

The SUBRECIPIENT shall retain all financial records, supporting documents, statistical records, and all other records pertinent to this Agreement for a period of at least four (4) years. The retention period begins on the date of the submission of the COUNTY's annual performance and evaluation report to HUD, as prescribed in 24 CFR 91.520, in which the activities assisted under the Agreement are reported on for the final time rather than from the date of submission of the COUNTY's final expenditure report for HUD's award to COUNTY. Notwithstanding the above, if there are litigation, claims, audits, negotiations or other actions that involve any of the records and that have started before the expiration of such four-year period, then all records must be retained until completion of such actions and final resolution of all issues, or the expiration of such four-year period, whichever occurs later.

3. Ownership of Documents

Each and every report, draft, map, record, plan, document and other writing produced, prepared or caused to be prepared by or on behalf of any of SUBRECIPIENT, its officers, employees, agents, representatives, contractors, and subcontractors in connection with this Agreement (collectively, "Documents"), shall be and become the exclusive property of COUNTY, and COUNTY shall have the sole right to use such Documents in its sole discretion without further compensation to SUBRECIPIENT or any other party. SUBRECIPIENT shall, at SUBRECIPIENT's own expense, provide such Documents to COUNTY upon COUNTY'S written request.

4. Disclosure

The SUBRECIPIENT understands that client information collected under this Agreement is private, and the use or disclosure of such information, when not directly connected with the administration of the COUNTY's or SUBRECIPIENT's responsibilities with respect to the Work, may be prohibited under state or federal law unless written consent is

obtained from such person receiving service and, in the case of a minor, that of a responsible parent/guardian.

5. Close-outs

The SUBRECIPIENT shall comply with all grant closeout procedures set forth in 24 CFR § 570.509 and all applicable requirements set forth in 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. The SUBRECIPIENT's obligations to the COUNTY shall not end until all close-out requirements are completed. Activities during this close-out period shall include, but are not limited to: making final payments, disposing of program assets (including the return of all unused materials, equipment, unspent cash advances, program income balances, and accounts receivable to the COUNTY), and determining the custodianship of records. Notwithstanding anything in this Agreement to the contrary, this Agreement shall remain in effect during any period that the SUBRECIPIENT has control over CDBG Funds, including program income.

6. Audits & Inspections

All SUBRECIPIENT records with respect to any matters covered by this Agreement shall be made available to COUNTY, HUD, and the Comptroller General of the United States or any of their authorized representatives, at any time during normal business hours, as often as deemed necessary, to audit, examine, and make copies, excerpts or transcripts of all relevant data. Any deficiencies, audit findings, or required corrective actions noted in audit reports must be fully cleared by the SUBRECIPIENT within 30 days after receipt by SUBRECIPIENT unless a longer time period is agreed upon in writing by the COUNTY, HUD, or the Controller General, as applicable. SUBRECIPIENT hereby agrees to have an annual program-specific audit conducted by a certified public accounting firm in accordance with 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and COUNTY policy and requirements concerning audits.

As this Agreement exceeds ten thousand dollars (\$10,000.00), SUBRECIPIENT shall be subject to the examination and audit of the California State Auditor, at the request of the COUNTY or as part of any audit of the COUNTY, for a period of three (3) years after final payment under this Agreement (Cal. Govt. Code Section 8546.7). SUBRECIPIENT shall participate in all audits and reviews, whether by COUNTY, State, HUD, or Controller General, at no charge to COUNTY.

If federal, state or COUNTY audit exceptions are made relating to this Agreement, SUBRECIPIENT shall reimburse all costs incurred by federal, state, and/or COUNTY governments associated with defending against the audit exceptions or performing any audits or follow-up audits, including but not limited to: audit fees, court costs, attorneys' fees based upon a reasonable hourly amount for attorneys in the community, travel costs, penalty assessments and all other costs of whatever nature. Immediately upon notification from COUNTY, SUBRECIPIENT shall reimburse the amount of the audit exceptions and any other related costs directly to COUNTY or as specified by COUNTY in the notification.

7. Access to Records

The SUBRECIPIENT shall furnish and cause each of its own contractors and subcontractors to furnish all information and reports required hereunder and shall permit access to books, records and accounts by the COUNTY, HUD or other authorized officials or their agents, to ascertain compliance with the laws, rules, regulations, executive orders, ordinances, resolutions, guidelines, policies, directives, standards and provisions stated in this Agreement or the CDBG program.

C. Reports

For each month of the Term, SUBRECIPIENT shall deliver to the COUNTY's Community Services Department, Housing and Community Development Division ("HCD") a monthly Project Status and Completion Report in the form attached hereto as Exhibit F and incorporated herein by this reference ("Report"). Upon completion of the Work, SUBRECIPIENT shall complete and submit Section III of the Report documenting an unduplicated count of persons benefiting from the Work. The Report shall contain, without limitation, the household income level, and race and ethnicity of each client assisted as a result of the Work, and other data in accordance with the Scope of Service, the Budget, and the requirements of the federal Integrated Disbursement and Information System, and as may be requested by HCD. Annually thereafter, for a period of five (5) years, SUBRECIPIENT shall complete Section IV of the Report and submit the Report to HCD by June 30 of each year. If SUBRECIPIENT fails to timely complete and submit any required Report(s), COUNTY may withhold CDBG Funds until such Report(s) are received.

**VIII. RELOCATION, REAL PROPERTY ACQUISITION AND ONE-FOR-ONE HOUSING REPLACEMENT**

The SUBRECIPIENT shall comply with (a) the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA), (42 U.S.C., §§ 4601 *et seq.*) and all implementing regulations, including, but not limited to, those set forth in Title 24 CFR Part 42, 49 CFR Part 24, and 24 CFR 570.606, all as may be amended. The SUBRECIPIENT shall provide relocation assistance to displaced persons as defined by 24 CFR 570.606 (b)(2), i.e., persons that are displaced as a direct result of demolition, renovation, major rehabilitation or acquisition for a CDBG-assisted project. The SUBRECIPIENT also agrees to comply with all applicable State and COUNTY laws, ordinances, resolutions, and policies concerning the displacement of persons from their residences.

**IX. PERSONNEL & PARTICIPANT CONDITIONS**

A. Civil Rights

1. Compliance

The SUBRECIPIENT shall comply with Santa Barbara County Code, Chapter 2 Administration, Article XIII "Unlawful Discrimination, County Contracts" and with Title VI of the Civil Rights Act of 1964 (42 U.S.C., §§ 2000d *et seq.*), Title VIII of the Civil Rights Act of 1968 (42 U.S.C., §§ 3601 *et seq.*), Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 (42 U.S.C., §§ 5301 *et seq.*), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C., §§ 701 *et seq.*), the Americans with Disabilities Act of 1990 (42 U.S.C., §§ 12101 *et seq.*), the Age Discrimination Act of 1975 (42 U.S.C., §§ 6101 *et seq.*), and Executive Order 11063, and all implementing regulations, and all as may be amended.

2. Nondiscrimination

The SUBRECIPIENT shall comply with the non-discrimination in employment and contracting opportunities laws, regulations, and executive orders referenced in 24 CFR 570.607 and Executive Order 13279 as amended by Executive Orders 13559 and 14205. The applicable non-discrimination provisions in Section 109 of the HCD Act are still applicable. In addition, COUNTY's Unlawful Discrimination Ordinance (Article XIII of Chapter 2 of the Santa Barbara County Code) applies to this Agreement and is incorporated herein by this reference with the same force and effect as if the Ordinance were specifically set out herein and SUBRECIPIENT shall comply with said Ordinance.

3. Land Covenants

This Agreement is subject to the requirements of Title VI of the Civil Rights Act of 1964 (42 U.S.C., §§ 2000d *et seq.*) (P. L. 88-352) and 24 CFR 570.601 and 570.602. In regard to the sale, lease, or other transfer of land acquired, cleared or improved with assistance provided under this Agreement, the SUBRECIPIENT shall cause or require a covenant running with the land to be inserted in the deed or lease for such transfer, prohibiting discrimination as herein defined, in the sale, lease or rental, or in the use or occupancy of such land, or in any improvements erected or to be erected thereon, providing that the COUNTY and the United States are beneficiaries of and entitled to enforce such covenants. The SUBRECIPIENT, in undertaking its obligation to carry out the program assisted hereunder, agrees to take such measures as are necessary to enforce such covenant, and shall not itself so discriminate.

4. Section 504

The SUBRECIPIENT shall comply with all Federal regulations issued pursuant to and in compliance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), which prohibits discrimination against qualified individuals with disabilities or handicaps in any Federally assisted program.

5. Program Income

The use of program income by SUBRECIPIENT shall comply with the requirements set forth in 24 CFR 570.504. Additionally, upon expiration of this Agreement, the SUBRECIPIENT shall remit to the COUNTY any CDBG Funds on hand at the time of expiration, any accounts receivable attributable to the use of CDBG Funds, and all program income balances held by SUBRECIPIENT, with the exception of the following: those needed for immediate cash needs, cash balances of a revolving loan fund, cash balances from a lump sum drawdown, or cash or investments held for section 108 security needs. The reversion of any project related assets shall comply with 2 CFR Part 200 and 24 CFR 570.502, 570.503, and 570.504, as applicable.

B. Affirmative Action

1. Women- and Minority-Owned Businesses (MBE/WBE)

The SUBRECIPIENT shall use its best efforts to afford small businesses, minority business enterprises, and women's business enterprises the maximum practicable opportunity to participate in the performance of this Agreement, as referenced in "D/MBE/WBE Implementation Guidelines" attached hereto and incorporated herein as Exhibit G. As used in this Agreement, the terms "small business" means a business that meets the criteria set forth in section 3(a) of the Small Business Act, as amended (15 U.S.C. 632),

and “minority and women’s business enterprise” means a business at least fifty-one (51) percent owned and controlled by minority group members or women. For the purpose of this definition, “minority group members” are African-Americans, Spanish-speaking, Spanish surnamed or Spanish-heritage Americans, Asian-Americans, and American Indians. The SUBRECIPIENT may rely on written representations by businesses regarding their status as minority and women’s business enterprises in lieu of an independent investigation.

2. Access to Records

The SUBRECIPIENT shall furnish, and shall cause each of its contractors and subcontractors to furnish, all information and reports required hereunder, and shall permit access to all books, records and accounts by the COUNTY, HUD or its agent, or other authorized Federal officials for purposes of investigation to ascertain compliance with the rules, regulations and provisions stated herein.

3. Notifications

The SUBRECIPIENT shall send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding a notice, to be provided by HUD, advising the labor union or workers’ representative of the SUBRECIPIENT’s commitments hereunder, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

4. Equal Employment Opportunity and Affirmative Action (EEO/AA) Statement

The SUBRECIPIENT shall, in all solicitations or advertisements for employees placed by or on behalf of the SUBRECIPIENT, state that it is an Equal Opportunity and Affirmative Action employer.

5. Contract and Subcontract Provisions

The SUBRECIPIENT shall include the provisions of Sections IX.A, Civil Rights, and IX.B, Affirmative Action, in every contract or subcontract or purchase order, specifically or by reference, so that such provisions will be binding upon each of its own contractors and subcontractors.

C. Employment Restrictions

1. Prohibited Activity

The SUBRECIPIENT is prohibited from using CDBG Funds provided herein or personnel employed in the provision of the activities set out in the Scope of Work under this Agreement for: political activities; inherently religious activities; lobbying; political patronage; and nepotism activities. The SUBRECIPIENT agrees to comply with the Federal Labor Standards Provisions attached hereto and incorporated herein as Exhibit H.

2. “Section 3” Clause

The SUBRECIPIENT agrees to comply with the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3), as described in Exhibit E Federal Terms and Conditions.

3. Labor Standards Requirements

The SUBRECIPIENT shall comply with labor standards requirements as set forth in Title 24 CFR Part 570, Subpart K and HUD regulations issued to implement these requirements.

D. Conduct

1. Assignability; Transfer

The SUBRECIPIENT shall not assign or otherwise transfer, directly or indirectly, whether by operation of law or otherwise, this Agreement, any interest in this Agreement, or any of SUBRECIPIENT's rights or obligations hereunder without the prior written consent of the COUNTY thereto in each instance, and any attempt to so assign or transfer without such consent shall be null and void and without legal effect, and shall constitute grounds for immediate termination of this Agreement by COUNTY. The foregoing sentence of this Section IX.D.1. notwithstanding, claims for money due or to become due to the SUBRECIPIENT from the COUNTY under this Agreement may be assigned to a bank, trust company, or other financial institution without such approval, provided that SUBRECIPIENT notifies COUNTY in writing within two (2) business days of any such financial institution assignment.

2. Contracts and Subcontracts

a. Approvals

The SUBRECIPIENT shall not enter into any contracts or subcontracts with any agency or individual in the performance of this Agreement without the written consent of the COUNTY prior to the execution of such agreement.

b. Monitoring

The SUBRECIPIENT shall monitor all contracted and subcontracted services on a regular basis to assure contract compliance. Results of monitoring efforts shall be summarized in written reports and supported with documented evidence of follow-up actions taken to correct areas of noncompliance.

c. Content

The SUBRECIPIENT shall cause all of the provisions of this Agreement in its entirety to be included in and made a part of any contract or subcontract executed in the performance of this Agreement.

d. Selection Process

The SUBRECIPIENT shall undertake to ensure that all contracts and subcontracts let in the performance of this Agreement shall be awarded on a fair and open competition basis in accordance with applicable procurement requirements. Executed copies of all contracts and subcontracts shall be forwarded to the COUNTY along with documentation concerning the selection process.

3. Hatch Act

The SUBRECIPIENT agrees that no funds provided, nor personnel employed under this Agreement, shall be in any way or to any extent engaged in the conduct of political



activities in violation of 5 U.S.C., §§ 7321 *et seq.* or 5 CFR Parts 733 and 734, all as may be amended.

4. Conflict of Interest

The SUBRECIPIENT agrees to abide by the provisions of 2CFR 200.112, 2 CFR Part 200, and 24 CFR 570.611, which include (but are not limited to) the following:

- a. The SUBRECIPIENT shall maintain a written code or standards of conduct that shall govern the performance of its officers, employees or agents engaged in the award and administration of contracts supported by Federal funds.
- b. No employee, officer or agent of the SUBRECIPIENT shall participate in the selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved.
- c. No covered persons who exercise or have exercised any functions or responsibilities with respect to CDBG-assisted activities, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest in any contract, or have a financial interest in any contract, subcontract, or agreement with respect to the CDBG-assisted activity, or with respect to the proceeds from the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for a period of one (1) year thereafter. For purposes of this paragraph, a "covered person" includes any person who is an employee, agent, consultant, officer, or elected or appointed official of the COUNTY, the SUBRECIPIENT, or any designated public agency.
- d. The SUBRECIPIENT shall promptly disclose to the COUNTY, in writing, any potential conflict of interest.

5. Lobbying

The SUBRECIPIENT hereby certifies that:

- a. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement; and
- b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and

- c. It will require that the language of paragraphs (a), (b), (c), and (d) of this certification in this Section IX.D.5 be included in the award documents for all awards and subawards at all tiers (including subcontracts, subgrants, contracts, and grants under grants, loans, and cooperative agreements) and that SUBRECIPIENT and all contractors and subcontractors shall certify and disclose accordingly; and

- d. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

- 6. Copyright

If this Agreement results in any copyrightable material or inventions, the COUNTY and HUD reserve rights to a royalty-free, non-exclusive and irrevocable license to reproduce, publish or otherwise use and to authorize others to use, the work or materials for governmental purposes.

COUNTY shall be the owner of the following items incidental to the Agreement upon production, whether or not completed: all data collected, all documents of any type whatsoever, and any material necessary for the practical use of the data and/or documents from the time of collection and/or production whether or not performance under this Agreement is completed or terminated prior to completion. SUBRECIPIENT shall not release any materials under this section except after prior written approval of COUNTY.

No materials produced in whole or in part under this Agreement shall be subject to copyright in the United States or in any other country except as determined at the sole discretion of COUNTY. COUNTY shall have the unrestricted authority to publish, disclose, distribute, and otherwise use in whole or in part, any reports, data, documents or other materials prepared under this Agreement.

- 7. Religious Activities

The SUBRECIPIENT agrees that CDBG Funds provided under this Agreement shall not be utilized for inherently religious activities prohibited by 24 CFR 5.109, as referenced in 24 CFR 570.200(j), such as worship, religious instruction, or proselytization.

- 8. Conditions for Religious Organizations

If SUBRECIPIENT represents that it is, or may be deemed to be, a religious or denominational institution or organization or an organization operated for religious purposes which is supervised or controlled by or in connection with a religious or denominational institution or organization, SUBRECIPIENT agrees that:

- a. It shall not discriminate against any employee or applicant for employment on the basis of religion and shall not limit employment or give preference in employment to persons on the basis of religion; and
- b. It shall not discriminate against any person applying for the use or occupancy of any facility to be constructed as part of the Project on the basis of religion and shall not limit the use or occupancy of any facility to be constructed as part of the Project or give preference to persons on the basis of religion; and
- c. It shall provide no religious instruction or counseling, conduct no religious worship or religious services, engage in no religious proselytizing, and exert no other religious influence in the provision of services; and
- d. The portion of a facility assisted in whole or in part under this Agreement shall contain no sectarian or religious symbols or decorations.

The SUBRECIPIENT shall comply with all applicable conditions of 24 CFR 570.200(j) prescribed by HUD for the use of CDBG Funds by religious organizations if SUBRECIPIENT is a religious organization.

9. Federal Contracts

The SUBRECIPIENT must file with HUD a written declaration and certify that SUBRECIPIENT has not made and will not make any prohibited expenditure. Further, any person or entity that requires or receives from SUBRECIPIENT a contract or subcontract hereunder is required to file a written declaration with HUD.

This Agreement is subject to and incorporates the terms of the Housing and Community Development Act of 1974 and 24 CFR Part 570, all as may be amended.

10. Drug Free Workplace

The SUBRECIPIENT shall comply with the Federal Drug-Free Workplace Act (41 U.S.C., §§ 8101 *et seq.*), and shall make all good faith efforts to continue to maintain a drug-free workplace, including establishing a drug-free awareness program to inform employees about the dangers of drug abuse and the SUBRECIPIENT's policy and penalties for drug abuse violations occurring in the workplace. In addition, SUBRECIPIENT agrees to provide a drug-free workplace in accordance with the COUNTY's Drug Free Workplace Policy as follows:

- A. SUBRECIPIENT shall publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the SUBRECIPIENT's workplace and shall specify the actions that will be taken against employees for violation of such prohibition.
- B. SUBRECIPIENT shall establish an ongoing drug-free awareness program to inform employees about:
  1. The dangers of drug abuse in the workplace; and

2. The SUBRECIPIENT's policy of maintaining a drug-free workplace; and
  3. Any available drug counseling, rehabilitation, and employee assistance programs; and
  4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- C. SUBRECIPIENT shall require that each employee to be engaged in the performance of the Agreement be given a copy of the statement specified in paragraph (a) of this Section IX.D.10.
- D. SUBRECIPIENT shall notify the employee that, as a condition of employment under the Agreement, the employee shall:
1. Abide by the terms of the statement specified in paragraph (a) of this Section IX.D.10; and
  2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
- E. SUBRECIPIENT shall notify the COUNTY in writing, within ten calendar days after receiving notice under paragraph (d) of this Section IX.D.10 from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice to every grant officer or other designee on whose Agreement the convicted employee was working.
- F. SUBRECIPIENT shall take one of the following actions, within 30 calendar days of receiving notice under paragraph (d) of this Section IX.D.10, with respect to any employee who is so convicted:
1. Take appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973 (29 U.S.C., §§ 701 *et seq.*), as amended; or
  2. Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, state, or local health, law enforcement, or other appropriate agency.
- G. SUBRECIPIENT agrees to make a good faith effort to maintain a drug-free workplace through implementation of paragraphs a, b, c, d, e, and f above of this Section IX.D.10.
11. Criminal Disclosure  
SUBRECIPIENT must disclose, in a timely manner, in writing to the COUNTY all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the award. Failure to make required disclosures can result in any of the

remedies described in 2 CFR §200.339 Remedies for noncompliance, including suspension or debarment. (See also 2 CFR parts 180 and 2424.)

**X. ENVIRONMENTAL CONDITIONS**

**A. Air and Water**

The SUBRECIPIENT shall comply with the following requirements insofar as they apply to the performance of this Agreement:

1. Clean Air Act, 42 U.S.C., 7401, *et seq.*;
2. Federal Water Pollution Control Act, , 33 U.S.C., §§ 1251 *et seq.*, 1318 relating to inspection, monitoring, entry, reports, and information, as well as other requirements specified in said Section 114 and Section 308, and all regulations and guidelines issued thereunder, all as may be amended;
3. Environmental Protection Agency (EPA) regulations pursuant to 40 CFR Part 50, as may be amended.

**B. Flood Disaster Protection**

In accordance with the requirements of the Flood Disaster Protection Act of 1973 (42 U.S.C. 4001 *et seq.*), 44 CFR Parts 59 through 79, and Executive Order 11988 relating to the evaluation of flood hazards, prevention, control, and abatement of water pollution, the SUBRECIPIENT shall assure that for activities located in an area identified by the Federal Emergency Management Agency (FEMA) as having special flood hazards, flood insurance under the National Flood Insurance Program is obtained and maintained as a condition of financial assistance for acquisition or construction purposes (including rehabilitation).

**C. Lead-Based Paint**

The SUBRECIPIENT agrees that any construction or rehabilitation of residential structures with assistance provided under this Agreement shall be subject to HUD Lead-Based Paint Regulations at 24 CFR 570.608, and 24 CFR Part 35, Subpart B. Such regulations pertain to all CDBG-assisted housing and require that all SUBRECIPIENTS, prospective SUBRECIPIENTS, and tenants of properties constructed prior to 1978 be properly notified that such properties may include lead-based paint. Such notification shall point out the hazards of lead-based paint and explain the symptoms, treatment and precautions that should be taken when dealing with lead-based paint poisoning and the advisability and availability of blood lead level screening for children under seven. The notice should also point out that if lead-based paint is found on the property, abatement measures may be undertaken. The regulations further require that, depending on the amount of Federal funds applied to a property, paint testing, risk assessment, treatment and/or abatement may be conducted.

**D. Historic Preservation**

The SUBRECIPIENT shall comply with the Historic Preservation requirements set forth in the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470 *et seq.*) as applicable and the procedures set forth in 36 CFR Part 800, Advisory Council on Historic Preservation Procedures for Protection of Historic Properties, insofar as they apply to the performance of this Agreement.

In general, this requires concurrence from the State Historic Preservation Officer for all rehabilitation and demolition of historic properties that are fifty years old or older or that are included on a Federal, state, or local historic property list.

**XI. SEVERABILITY**

If any provision of this Agreement is held invalid by a court of competent jurisdiction, then the remainder of the Agreement shall not be affected thereby, and all other parts of this Agreement shall nevertheless be in full force and effect.

**XII. SECTION HEADINGS AND SUBHEADINGS**

The section headings and subheadings contained in this Agreement are included for convenience only and shall not affect the meaning, construction or effect of the terms of this Agreement.

**XIII. WAIVER**

The COUNTY's failure to act with respect to any breach by the SUBRECIPIENT shall not constitute or be construed as a waiver of COUNTY's rights with respect to any subsequent or similar breach(es). Any delay or failure of the COUNTY to exercise or enforce any right or provision of this Agreement shall not constitute a waiver of such right or provision, and every power and remedy given by this Agreement to COUNTY shall be exercised from time to time and as often as may be deemed expedient in the sole discretion of COUNTY.

**XIV. ENTIRE AGREEMENT**

This Agreement constitutes the entire agreement between the COUNTY and the SUBRECIPIENT with respect to the subject matter hereof, and it supersedes all prior and contemporaneous communications and proposals, whether electronic, oral, or written between the COUNTY and the SUBRECIPIENT with respect to the subject matter hereof. Each party hereto waives their future right to claim, contest or assert that this Agreement was modified, canceled, superseded, or changed by any oral agreements, course of conduct, waiver or estoppel.

**XV. REMEDIES NOT EXCLUSIVE**

No remedy herein conferred upon or reserved to COUNTY is intended to be exclusive of any other remedy or remedies, and each and every such remedy, to the extent permitted by law, shall be cumulative and in addition to any other remedy given hereunder or now or hereafter existing at law or in equity or otherwise.

**XVI. TIME IS OF THE ESSENCE**

Time is of the essence in this Agreement and each covenant and term is a condition herein.

**XVII. NONEXCLUSIVE AGREEMENT**

SUBRECIPIENT understands that this is not an exclusive Agreement and that COUNTY shall have the right to negotiate with and enter into contracts with others providing the same or similar services as those provided by SUBRECIPIENT as the COUNTY desires.

**XVIII. CALIFORNIA LAW**

This Agreement shall be governed by the laws of the State of California. Any litigation regarding this Agreement or its contents shall be filed in the County of Santa Barbara, if in state court, or in the federal district court nearest to Santa Barbara County, if in federal court.

**XIX. EXECUTION OF COUNTERPARTS**

This Agreement may be executed electronically and in any number of counterparts and each of such counterparts shall for all purposes be deemed to be an original; and all such counterparts, or as many of them as the parties shall preserve undestroyed, shall together constitute one and the same instrument.

**XX. AUTHORITY**

Each party to this Agreement warrants and represents that such party has the power and authority to enter into this Agreement in the names, titles and capacities herein stated and on behalf of any entities, persons, or firms represented or purported to be represented by such entity(ies), person(s), or firm(s), and that all formal requirements necessary or required by any local, state and/or federal law in order to enter into this Agreement have been fully complied with. Furthermore, by entering into this Agreement, SUBRECIPIENT hereby warrants that it shall not have breached the terms or conditions of any other contract or agreement to which SUBRECIPIENT is obligated, which breach would have a material effect hereon.

**XXI. PRECEDENCE**

Conflicts or inconsistencies between the provisions contained in Sections I through XXI of this Agreement and the provisions contained in the Exhibits to this Agreement shall be resolved by giving precedence in the following order:

- A. Exhibit E
- B. Exhibit C
- C. The provisions in Sections I through XXI of this Agreement
- D. Exhibit B
- E. Exhibit A
- F. Other exhibits attached hereto to the extent incorporated by reference above.

[Signatures on Following Page]

**IN WITNESS WHEREOF**, COUNTY and SUBRECIPIENT have executed this Agreement by the respective authorized officers as set forth below to be effective as of July 1, 2025.

**ATTEST:**

MONA MIYASATO  
CLERK OF THE BOARD

**COUNTY OF SANTA BARBARA:**

By: \_\_\_\_\_  
Deputy Clerk

By: \_\_\_\_\_  
LAURA CAPPS  
Chair, Board of Supervisors

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

**APPROVED AS TO ACCOUNTING FORM:**

BETSY M. SCHAFFER, CPA  
AUDITOR-CONTROLLER

**COUNTY OF SANTA BARBARA,  
COMMUNITY SERVICES DEPARTMENT:**  
JESÚS ARMAS, DIRECTOR

Signed by:  
By: Shawna Jorgensen  
DF6DB8D7D6344E6...  
Deputy Auditor-Controller  
Shawna Jorgensen

DocuSigned by:  
By: Jesús Armas  
E33B804A6E03475...  
Department Director

**APPROVED AS TO FORM:**

RACHEL VAN MULLEM  
COUNTY COUNSEL

**SUBRECIPIENT: COMMUNITY ACTION  
PARTNERSHIP OF SAN LUIS OBISPO  
COUNTY, INC.**

Signed by:  
By: Lauren Wideman  
8F464D822C84458...  
Deputy County Counsel  
Lauren Wideman

Signed by:  
By: Lan George  
43C266D2B23145C...  
Lan George  
Board President

**APPROVED AS TO FORM:**

GREG MILLIGAN, ARM, AIC  
RISK MANAGEMENT

Signed by:  
By: Greg Milligan  
05F555F00268466...  
Risk Manager



## EXHIBIT A

### SCOPE OF WORK FOR CDBG CAPITAL PROJECTS

Project Name: Homeowner Minor Home Repair Program

Maximum Contract Amount: \$206,153

#### INTRODUCTION

This Scope of Work is attached to and incorporated into the Subrecipient Agreement ("Agreement") between the County of Santa Barbara ("COUNTY") and Community Action Partnership of San Luis Obispo County, Inc. ("SUBRECIPIENT"). The purpose of this Scope of Work is to further describe the project requirements referenced in the Agreement.

#### 1. FEDERAL REGULATORY INFORMATION

A. CDBG National Objective: *Benefit to low- and moderate- income (LMI) persons*

HUD Matrix Code: 14A                      Rehabilitation: Single-Unit Residential  
Proposed Number of beneficiaries: 27

B. Beneficiaries. Beneficiaries who will benefit from the Project are to be counted by the total number of (check one):

☐ PEOPLE: ☐ count person(s) served or ☐ include all members of the family

OR

☒ HOUSEHOLDS (all members of a household are counted as one household)

C. The Project will be carried out under (check one):

☐ 24 CFR 570.208(a)(1) Area Benefit  
List neighborhoods and census tracts in which the Activity will be carried out:  
Neighborhoods:  
Census Tracts:

OR

☐ 24 CFR 570.208(a)(2) Limited Clientele  
Select which method of income verification that must be used:  
☐ Self-Certification. Provide justification for using self-certification.

OR

☒ Verification of income per 24 CFR Part 5.609 (referred to as “Part 5”)

OR

☐ Presumed Benefit: per 24 CFR Part 570.208(a)(2)(i)(A). No income qualification of clients is required; provided, however, that the organization provides documentation confirming that the program being funded exclusively serves persons who meet the presumed benefit definition.

## **2. ACTIVITY DESCRIPTION/PERFORMANCE GOALS**

### **Scope of Work to be performed**

SUBRECIPIENT shall provide home rehabilitation and accessibility improvements to 27 beneficiary households (“clients” and each a “client”), of which at least 4 shall be located in the City of Buellton, and the remainder shall be located in the unincorporated County of Santa Barbara or the City of Solvang (collectively, the “Project”). Eligible repairs and improvements include, but are not limited to, bathroom grab bars, mobility ramps, heating or hot water systems, carpentry or plumbing repairs, or other safety or accessibility improvements as needed. The amount of assistance provided to any individual client shall not exceed \$25,000.

### **Goals and Community Impact**

SUBRECIPIENT will provide clients with improved living conditions and quality of life by removing physical barriers to safety and accessibility at home. Senior clients will be enabled to continue living independently. Repairs will extend the life cycle of the County’s limited supply of naturally-affordable homeownership housing.

### **Local Jurisdictions rules and regulations**

SUBRECIPIENT agrees that it has read and understands the local jurisdiction’s rules and regulations and local codes pertaining to the Work, and that all Work will be permitted with the applicable municipality and completed according to its rules and regulations.

## **3. REPORTING**

SUBRECIPIENT must collect data demonstrating client income eligibility and showing progress towards meeting the objectives described in Section 2 of this Exhibit A, above. The disbursement of funds by COUNTY hereunder is contingent upon the COUNTY’s timely receipt of the required information.

SUBRECIPIENT shall timely submit the following reports to the COUNTY Community Services Department’s Division of Housing and Community Development (“HCD”) using the form attached hereto as Exhibit F:

- a. Monthly Project status report (Exhibit F, Sections I & II)
- b. Completion Report (Exhibit F, Sections I & III)
- c. Annual Report, submitted annually for five years following the completion of the Project (Exhibit F, Sections I & IV)

HCD will provide a form for the collection of client income and demographic information which includes the items checked below:

- ☒ Household Information
  - Total number of household members
  - Total income of all household members
- ☒ Race and Ethnicity
  - Ethnicity: Hispanic or Latino OR Not Hispanic or Latino of each household member
  - The race of each household member: White, Black or African American, Asian, American Indian or Alaska Native, Native Hawaiian or Other Pacific Islander, American Indian or Alaska Native and White, Asian and White, Black or African American and White, American Indian or Alaska Native and Black or African American, Other Multi-Racial.

*NOTE: Both ethnicity AND race category must be selected for each household member*
- ☐ Beneficiary reporting is not required for this project (applicable to Area Benefit projects)

#### 4. RECORD-KEEPING AND MONITORING

The SUBRECIPIENT shall retain all financial records, supporting documents, statistical records, and all other records pertinent to this Agreement for a period of at least four (4) years after the expiration of the Term. A partial list of documents is provided below; however, the COUNTY, HUD or another Federal agency, or an external audit firm may require additional documents. The retention period begins on the date of the submission of the COUNTY's annual performance and evaluation report to HUD, as prescribed in 24 CFR 91.520 (See Section VII.B.2 of the Agreement). Files shall be made available to the County, the Department of Housing and Urban Development, the Office of Inspector General, the General Accounting Office, or any other federal regulatory agency, upon request for monitoring purposes.

1. Agreement between COUNTY and SUBRECIPIENT
2. Payment Requests and supporting documentation
3. Beneficiary Data
4. Annual audits
5. Records of compliance with federal procurement rules when the SUBRECIPIENT awards contracts, utilizing CDBG funds, for services, supplies, materials or equipment, that are in the amount of \$100,000 or more, or when CDBG funds, in any amount, are used for construction activities. SUBRECIPIENT shall follow its local jurisdiction or State procurement policies; provided that they are not in conflict with applicable federal law. Labor clauses contained in HUD-4010 and the applicable Davis-Bacon wage rate decision must be a

physical part of a bid package. *2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*

- a. Copies of bid documents
  - b. Copies of contracts
  - c. Copies of all payments and supporting documentation to contractors and vendors
6. Records pertaining to Labor Laws and Requirements  
<http://www.hud.gov/offices/adm/hudclips/forms/files/4010.pdf>
7. Davis-Bacon wage rate decisions when project costs are \$2,000 or more
8. Davis-Bacon weekly payroll records, including overtime records
9. Section 3 outreach efforts, for contracts between the COUNTY and SUBRECIPIENT that are in the amount of \$200,000 or more, and for contracts between the SUBRECIPIENT and its contractors and subcontractors
10. Women and Minority Business Enterprise - outreach efforts and records of contracts with woman- and minority-owned businesses
11. Copies of contracts with sub-contractors
12. Records of lead-based paint assessment, abatement and final clearance, if applicable
13. Records of asbestos assessment, abatement and final clearance, if applicable
14. Records of acquisition and/or relocation, if applicable

**EXHIBIT B****BUDGET**

## FOR CDBG CAPITAL PROJECTS

Project Name: Homeowner Minor Home Repair Program

Maximum Contract Amount: \$206,153

**1. PROJECT BUDGET**

	COUNTY CDBG	BUELLTON CDBG	CDBG TOTAL
Salaries, benefits, payroll taxes	\$91,385	\$16,268	\$107,653
Program support costs	\$10,623	\$1,891	\$12,514
Construction Materials	\$60,025	\$10,686	\$70,711
Indirect Costs	\$12,967	\$2,308	\$15,275
<b>TOTAL (Maximum Contract Amount)</b>	<b>\$175,000</b>	<b>\$31,153</b>	<b>\$206,153</b>

**2. TIMELINE**

ITEM	MILESTONE	COMPLETION DATE
A	Funding Available for Project	July 2025
B	50% Complete	January 2026
C	Project Completion	June 30, 2026
D	Final Billing Submitted	July 2026

This timeline may be revised from time to time. Revisions or project delays must be communicated promptly to HCD staff. All Project activities must be completed and all Project expenditures subject to reimbursement with CDBG funds must be incurred by June 30, 2026.

**3. PAYMENT REQUESTS**

Each SUBRECIPIENT request for payment hereunder must include all of the following:

- a. A true and complete Expenditure Summary and Payment Request (ESPR) in the form attached hereto as Exhibit D.
- b. Supporting documentation (to include all check items below):

- ☒ Third-party invoices or receipts
- ☒ Proof of payment, such as copies of cancelled checks
- ☐ Lien Waivers
- ☐ Davis-Bacon Certified Payrolls, reviewed and approved by the Subrecipient
- ☒ Payroll records, including timesheets delineating time worked on CDBG-eligible activities and payroll journals showing gross pay and deductions (if salaries are included in the project budget)

## EXHIBIT C

### Indemnification and Insurance Requirements (For Construction Contracts)

#### INDEMNIFICATION

CONTRACTOR agrees to indemnify, defend (with counsel reasonably approved by COUNTY) and hold harmless COUNTY and its officers, officials, employees, agents and volunteers from and against any and all claims, actions, losses, damages, judgments and/or liabilities arising out of this Agreement from any cause whatsoever, including the acts, errors or omissions of any person or entity and for any costs or expenses (including but not limited to attorneys' fees) incurred by COUNTY on account of any claim except where such indemnification is caused by the active negligence, sole negligence, or willful misconduct of the COUNTY.

#### NOTIFICATION OF ACCIDENTS AND SURVIVAL OF INDEMNIFICATION PROVISIONS

CONTRACTOR shall notify COUNTY immediately in the event of any accident or injury arising out of or in connection with this Agreement. The indemnification provisions in this Agreement shall survive any expiration or termination of this Agreement.

#### INSURANCE

CONTRACTOR shall procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the CONTRACTOR, its agents, representatives, employees or subcontractors.

A. Minimum Scope and Limit of Insurance

Coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** Insurance Services Office (ISO) Form CG 00 01 covering CGL on an "occurrence" basis, including products-completed operations, personal & advertising injury, with limits no less than \$2,000,000 per occurrence and \$4,000,000 in the aggregate.
2. **Automobile Liability:** Insurance Services Office Form CA 0001 covering Code 1 (any auto), with limits no less than \$2,000,000 per accident for bodily injury and property damage.
3. **Workers' Compensation:** Insurance as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.
4. **Contractor's Pollution Legal Liability and/or Asbestos Legal Liability:** (if project involves environmental hazards) with limits no less than \$1,000,000 per occurrence or claim, and \$2,000,000 policy aggregate.

If the CONTRACTOR maintains higher limits than the minimums shown above, the COUNTY requires and shall be entitled to coverage for the higher limits maintained by the CONTRACTOR. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the COUNTY.

B. Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions:

1. **Additional Insured** – COUNTY, its officers, officials, employees, agents and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the CONTRACTOR including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the CONTRACTOR'S insurance at least as broad as ISO Form CG 20 10 11 85 or **both** CG 20 10, CG 20 26, CG 20 33, or CG 20 38; **and** CG 20 37 forms if later revisions used).
2. **Primary Coverage** – For any claims related to this Agreement, the CONTRACTOR'S insurance coverage shall be primary insurance coverage at least as broad as ISO CG 20 01 04 13 as respects the COUNTY, its officers, officials, employees, agents and volunteers. Any insurance or self-insurance maintained by the COUNTY, its officers, officials, employees, agents or volunteers shall be excess of the CONTRACTOR'S insurance and shall not contribute with it.
3. **Notice of Cancellation** – Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the COUNTY.
4. **Waiver of Subrogation Rights** – **CONTRACTOR hereby agrees to waive rights of subrogation which any insurer of CONTRACTOR may acquire** from CONTRACTOR by virtue of the payment of any loss. CONTRACTOR agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation. **The Workers' Compensation policy shall be endorsed with a waiver of subrogation** in favor of the COUNTY for all work performed by the CONTRACTOR, its employees, agents and subcontractors. This provision applies regardless of whether or not the COUNTY has received a waiver of subrogation endorsement from the insurer.
5. **Deductibles and Self-Insured Retention** – Any deductibles or self-insured retentions must be declared to and approved by the COUNTY. At the option of the COUNTY, either: the CONTRACTOR shall cause the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the COUNTY, its officers, officials, employees, agents and volunteers; or the CONTRACTOR shall provide a financial guarantee satisfactory to the COUNTY guaranteeing payment of losses and related investigations, claim administration, and defense expenses.
6. **Acceptability of Insurers** – Unless otherwise approved by Risk Management, insurance shall be written by insurers authorized to do business in the State of California and with a minimum A.M. Best's Insurance Guide rating of "A- VII".
7. **Verification of Coverage** – CONTRACTOR shall furnish the COUNTY with proof of insurance, original certificates and amendatory endorsements as required by this Agreement. The proof of insurance, certificates and endorsements are to be received and approved by the COUNTY before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the CONTRACTOR'S obligation to provide them. The CONTRACTOR shall furnish evidence of renewal of coverage throughout the term of the Agreement. The COUNTY reserves the right to require complete, certified copies of all required

insurance policies, including endorsements required by these specifications, at any time.

8. **Failure to Procure Coverage** – In the event that any policy of insurance required under this Agreement does not comply with the requirements, is not procured, or is canceled and not replaced, COUNTY has the right but not the obligation or duty to terminate the Agreement. Maintenance of required insurance coverage is a material element of the Agreement and failure to maintain or renew such coverage or to provide evidence of renewal may be treated by COUNTY as a material breach of contract.
9. **Subcontractors** – CONTRACTOR shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and CONTRACTOR shall ensure that COUNTY is an additional insured on insurance required from subcontractors. For CGL coverage subcontractors shall provide coverage with a format least as broad as CG 20 38 04 13.
10. **Claims Made Policies** – If any of the required policies provide coverage on a claims-made basis:
  - i. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
  - ii. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of contract work.
  - iii. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the CONTRACTOR must purchase “extended reporting” coverage for a minimum of five (5) years after completion of contract work.
11. **Special Risks or Circumstances** – COUNTY reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other circumstances.

Any change requiring additional types of insurance coverage or higher coverage limits must be made by amendment to this Agreement. CONTRACTOR agrees to execute any such amendment within thirty (30) days of receipt.

Any failure, actual or alleged, on the part of COUNTY to monitor or enforce compliance with any of the insurance and indemnification requirements will not be deemed as a waiver of any rights on the part of COUNTY.



*This form has been tailored for the funding year noted in the upper-right corner of this form. Other ESPR forms are obsolete.*

Detailed Expenditures by Budget Line Item

Complete the chart in each category as applicable. Do not enter information in the gray-shaded cells.

Budget Category 1: County - Salaries, Benefits, Payroll Taxes

Description	Inv. #	Inv. Date	Date Pd	Amount
TOTAL				carried fwd to summary page \$0.00

Submit copies of invoices or receipts and proof of payment (cancelled checks or copies of bank statements)

Budget Category 2: County - Program Support Costs

Description	Inv. #	Inv. Date	Date Pd	Amount
TOTAL				carried fwd to summary page \$0.00

Submit copies of invoices or receipts and proof of payment (cancelled checks or copies of bank statements)

Budget Category 3: County - Construction Materials

Description	Inv. #	Inv. Date	Date Pd	Amount
TOTAL				carried fwd to summary page \$0.00

Submit copies of invoices or receipts and proof of payment (cancelled checks or copies of bank statements)

Budget Category 4: County - Indirect Costs

Description	Inv. #	Inv. Date	Date Pd	Amount
TOTAL				carried fwd to summary page \$0.00

Submit copies of invoices or receipts and proof of payment (cancelled checks or copies of bank statements)

## SALARIES MUST BE SUPPORTED WITH TIMESHEETS AND PAYROLL REGISTERS OR PAY STUBS

*Do not enter data in gray-shaded cells. Enter information from employees' timesheets and organization's payroll summaries. Include Employee Name, Total Hours, Total Hours spent on CDBG-funded program and Gross Pay. The percent of CDBG hours to total hours will calculate automatically. The CDBG Amount to be paid by the will calculate automatically.*

Employee Name	CDBG Hrs	Total Hrs	% of CDBG hrs	Gross Pay	CDBG Amt.
			auto-calculate	0.00	auto-calculate
Sarah Jones	40	80	0.50	1,000.00	500.00
<i>Copy information from your payroll summary</i>				<b>TOTAL</b> <i>carried fwd to summary</i>	<b>500.00</b>

***Timesheets must include the following information:***

Employee Name	Employee Name and Title
Pay Period	The applicable pay period. The period may be for a duration of two weeks, twice a month, once a month, or other period, depending on your organization's payroll period.
Daily Hours Worked	The number of hours worked each day in the pay period must be allocated by funding source.
Total Hours Worked in the Pay Period	The total number of hours worked during the pay period must be shown. Transfer only the total hours to be paid by the CDBG grant to the Itemized Expenditure tap on the ESRP form.

***Payroll summaries or paycheck stubs must include the following information:***

Employee Name	Employee Name and Title
Check Number	Paycheck Number applicable to Pay Period. If Direct Deposit, show direct deposit transaction number.
Pay Period	The applicable pay period. The period may be for a duration of two weeks, twice a month, once a month, or other period, depending on your organization's payroll period.
Total Hours Worked in Pay Period	Total number of hours worked by the employee during the pay period.
Gross Pay for Pay Period	Total gross amount of pay earned by the employee during Pay Period.
Deductions	All deductions must be clearly identified, including federal, state, local taxes, deductions for employee-paid health benefits and all other deductions.
Net Pay	Gross pay, less deductions, paid to employee.

## **Checklist for Payments Requests**

### **Salaries**

- ☐ Timesheets documenting all hours worked by funding source
- ☐ Timesheets signed by the employee and his/her supervisor
- ☐ Payroll registers or paystubs showing gross pay and deductions for each employee covered
- ☐ Invoices, contracts or rate schedules from insurance provider if charges are included in the draw

### **Materials/supplies/services**

- ☐ Third-Party Invoices or receipts
- ☐ Proof of Payment – copies of cancelled checks or bank statements
- ☐ Costs paid by and reimbursed to employees - include proof of payment and reimbursement
- ☐ Costs were incurred during the contract period
- ☐ Costs are eligible per approved contract budget

### **General**

- ☐ Pay request is submitted on County's "Expenditure Summary and Payment Request" (ESPR) form
- ☐ Pay request signed by the Executive Director or designee (If designee, submit letter from ED)
- ☐ Pay request signed by the Chief Financial Officer or designee (If designee, submit letter from ED)
- ☐ Box is checked for final payment, if applicable (Balance will be rescinded and used for other projects)
- ☐ Complete Beneficiary Report submitted when due

*Public Services: Due by the 10<sup>th</sup> day following the end of each quarter*

## **EXHIBIT E**

### **County of Santa Barbara Housing and Community Development Division**

#### **FEDERAL TERMS AND CONDITIONS**

This Agreement is being assisted by the U.S. Department of Housing and Urban Development. The following Federal provisions must be included in the Agreement, all contracts, and subcontracts pursuant to the provisions applicable to Federal assistance, such as Community Development Block Grant (CDBG), HOME Investments Partnerships (HOME), and Emergency Solutions Grants (ESG) programs. During the performance of the Agreement, the Subrecipient must agree to comply with all applicable Federal laws and regulations including but not limited to each of the following:

#### **A. Equal Opportunity**

During the performance of this Agreement, the Subrecipient agrees as follows:

1. The Subrecipient shall comply with Executive Order 11246 of September 24, 1965 entitled Equal Employment Opportunity as amended by Executive Order 11375 of October 1967 as supplemented in Department of Labor regulations (41 CFR chapter 60).
2. The Subrecipient shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Subrecipient shall take affirmative action to ensure that applicants are employed and that employees are treated equally during employment, without regard to race, color, religion, sex, or national origin. Such action shall include, but not be limited to, the following: employment upgrading, demotion, transfer, recruitment, or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training including apprenticeship. The Subrecipient agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the County of Santa Barbara setting forth the provisions of this nondiscrimination clause.
3. The Subrecipient shall, in all solicitations or advertisements for employees placed by or on behalf of the Subrecipient, state that all qualified applicants will receive consideration for employment without regard to their race, color, religion, sex, or national origin.
4. The Subrecipient shall send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the Subrecipient's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

5. In the event of the Subrecipient's noncompliance with the nondiscrimination clauses of this Agreement or with any of such rules, regulations, or orders, this Agreement may be cancelled, terminated or suspended in whole or in part and the Subrecipient may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of Sept. 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
6. The Subrecipient shall include the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Subrecipient shall take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the Subrecipient becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the Subrecipient may request the United States to enter into such litigation to protect the interests of the United States.
7. The Subrecipient shall file, and shall cause each of its subcontractors to file, Compliance Reports with the contracting agency or the Secretary of Labor as may be directed. Compliance Reports shall be filed within such times and shall contain such information as to the practices, policies, programs, and employment policies, programs, and employment statistics of the Subrecipient and each subcontractor, and shall be in such form, as the Secretary of Labor may prescribe.
8. Bidders or prospective contractors or subcontractors may be required to state whether they have participated in any previous contract subject to the provisions of this Order, or any preceding similar Executive order, and in that event to submit, on behalf of themselves and their proposed subcontractors, Compliance Reports prior to or as an initial part of their bid or negotiation of a contract.
9. Bidders or prospective contractors or subcontractors may be required to state whether they have participated in any previous contract subject to the provisions of this Order, or any preceding similar Executive order, and in that event to submit, on behalf of themselves and their proposed subcontractors, Compliance Reports prior to or as an initial part of their bid or negotiation of a contract.
10. The Secretary of Labor may direct that any bidder or prospective contractor or subcontractor shall submit, as part of its Compliance Report, a statement in writing, signed by an authorized officer or agent on behalf of any labor union or any agency referring workers or providing or supervising apprenticeship or other training, with which the bidder or prospective Subrecipient or deals, with supporting information, to the effect that the signer's practices and policies do not discriminate on the grounds of race, color, religion, sex or national origin, and that the signer either will affirmatively cooperate in the implementation of the policy and provisions of this order or that it consents and agrees that recruitment, employment, and the terms and conditions of employment

under the proposed contract shall be in accordance with the purposes and provisions of the order. In the event that the union, or the agency shall refuse to execute such a statement, the Compliance Report shall so certify and set forth what efforts have been made to secure such a statement and such additional factual material as the Secretary of Labor may require.

11. The Subrecipient shall cause the foregoing provisions to be inserted in all subcontracts for work covered by this Agreement so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

**B. Disadvantaged/Minority/Women Business Enterprise Federal Regulatory Requirements under 2 CFR 200.321**

1. The Subrecipient agrees, and shall cause its contractors and subcontractors to agree, to take all necessary affirmative steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used when possible.
2. Affirmative steps shall include:
  - i. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
  - ii. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
  - iii. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;
  - iv. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises; and
  - v. Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce.

**C. Section 3 Clause in accordance with Federal Regulatory Requirements under 24 CFR Part 75**

1. The work to be performed under this Agreement is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

2. The parties to this Agreement agree to comply with HUD's regulations in 24 CFR part 75, which implement Section 3. As evidenced by their execution of this Agreement, the parties to this Agreement certify that they are under no contractual or other impediment that would prevent them from complying with regulations under 24 CFR Part 75.
3. The Subrecipient agrees, and shall cause its contractors and subcontractors to agree, to send to each labor organization or representative of workers with which the Subrecipient or contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the Subrecipient's or contractor's commitments under this section 3 clause, and shall post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
4. The Subrecipient agrees, and shall cause its contractors and subcontractors to agree, to accept and implement regulatory requirements of 24 CFR Part 75 under this Section 3 clause, and shall conduct its business practices in a manner that provides records and reports consistent with HUD Section 3 reporting and compliance under covered contracts. This may include, but is not limited to:
  - a. Certifications, records and documentation confirming contractor and business qualification as a Section 3 Business Concern, if applicable;
  - b. Certifications, records and documentation confirming workers' qualification and status as a Section 3 and/or Targeted Section 3 Worker; if applicable;
  - c. Certified payroll records, reports and documentation reflecting time and hours for all labor performed on Section 3 covered contracts, including hours for certified Section 3 and Targeted Section 3 workers, if and as applicable; and
  - d. Any such additional records, documents and reports that COUNTY may request to confirm compliance with requirements under 24 CFR Part 75.
5. The Subrecipient agrees, and shall cause its contractors and subcontractors to agree, to include this Section 3 clause in every contract or subcontract subject to compliance with regulations in 24 CFR part 75, and agrees to take appropriate action, as provided in an applicable provision of the contract or subcontract or in this Section 3 clause, upon a finding that the contractor or subcontractor is in violation of the regulations in 24 CFR Part 75. The Subrecipient shall not contract with or permit its contractors to subcontract with any contractor or subcontractor where the Subrecipient has notice or knowledge that the contractor or subcontractor has been found in violation of the regulations in 24 CFR Part 75.



6. The Subrecipient shall certify, and cause its contractors and subcontractors to certify, that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR Part 75 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR Part 75.
7. In the event that the County or HUD determines that it is necessary to deploy qualitative efforts in accordance with 24 CFR Sections 75.15(b) and/or 75.25(b), the Subrecipient agrees to work in good faith with the County in order to implement such qualitative efforts. Such efforts may include the qualitative efforts outlined in the County's Section 3 Plan, Policies and Procedures, as it may be revised or amended from time to time. The County's Section 3 Plan, Policies and Procedures are available at HCD offices and provided electronically.
8. Noncompliance with HUD's regulations in 24 CFR Part 75 may result in sanctions, termination of this Agreement for default, and debarment or suspension from future HUD assisted contracts.
9. With respect to work performed in connection with Section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act, 25 U.S.C. 450e (Section 7(b)) also applies to the work to be performed under this Agreement. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this Agreement that are subject to the provisions of Section 3 and Section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with Section 7(b).

**D. Copeland "Anti-Kickback" Act (18 U.S.C. 874)**

Subrecipient agrees, and shall cause its contractors and subcontractors to agree, to comply with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR Part 3).

**E. Compliance with Labor Standard Provisions**

Subrecipient agrees, and shall cause its contractors and subcontractors to agree, to comply with all provisions contained in the form HUD-4010, Federal Labor Standards Provisions, attached hereto as Exhibit H and incorporated by this reference.

**F. Requirements and Regulations Pertaining to Reporting**

1. Subrecipient shall comply with the reporting requirements contained in Exhibit F attached hereto and incorporated by this reference.

2. The County, HUD and the Comptroller General of the United States or any of their duly authorized representatives shall be granted access to any books, documents, papers and records of Subrecipient which are directly pertinent to the Agreement.

**G. Compliance with Clean Air Act and Clean Water Act**

1. Subrecipient agrees, and shall cause its contractors and subcontractors to agree, to comply with all applicable standards, orders and requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 7606).
2. Subrecipient agrees, and shall cause its contractors and subcontractors to agree, to comply with all applicable standards, orders and requirements issued under Section 508 of the Clean Water Act (33 U.S.C. 1368).
3. Subrecipient agrees, and shall cause its contractors and subcontractors to agree, to comply with Executive Order 11738 and Environmental Protection Agency regulations (40 CFR part 15).

**H. Compliance with Build America, Buy America Act**

Subrecipient agrees, and shall cause its contractors and subcontractors to agree, to comply with the requirements of the Build America, Buy America (BABA) Act, 41 USC 8301 note, and all applicable rules and notices, as may be amended, if applicable to the Subrecipient's infrastructure project.

**EXHIBIT F**  
County of Santa Barbara  
CDBG Capital Projects  
Project Status and Completion Report

**SECTION I**

Today's Date \_\_\_\_\_

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

Owner/Developer Name: \_\_\_\_\_

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

Check one

<input type="checkbox"/>	Progress Report: Complete Section II. Reports are due monthly
<input type="checkbox"/>	Final Construction Report: Complete Sections III
<input type="checkbox"/>	Annual Report: Complete Section IV

**SECTION II: CONSTRUCTION/REHAB PERIOD**

Reporting Period \_\_\_\_\_ through \_\_\_\_\_ Today's Date \_\_\_\_\_

1 Provide the dates that the following activities were completed:

	Contract executed with general contractor
	Permits pulled
	Start of work
	Percent complete
	Estimated date of completion
	Estimated date of final CDBG draw

2 Provide 1 - 3 photographs of the current status of the project

3 Provide a narrative report below on the Project's progress for the period

Report prepared by: \_\_\_\_\_

*I have reviewed the information on this form and attest to its accuracy to the best of my knowledge. I will report any change or anticipated change in the ownership or lease term of the facility to the County.*

Signed \_\_\_\_\_  
Executive Director (non-profit) or Division Manager (government)

SECTION III: FINAL CONSTRUCTION REPORT

Date construction completed: \_\_\_\_\_

1

Provide a narrative report below on the outcome of the Project and any issues encountered

2 Provide the dates that the following activities were completed:

	Final Inspection by local code/building department
	Notice of Completion filed
	Certificate of Occupancy issued (housing)

4. a.

For projects qualified under Limited Clientele, please list number of persons served:

Add additional rows as needed

Do not enter data in shaded cells

Persons

Households\*

0-30% AMI	31%-50% AMI	51%-80% AMI	> 80% AMI

\*Use "Households" for housing projects. Household means all the persons who occupy a housing unit. The occupants may be a single family, one person living alone, two or more families living together, or any other group of related or unrelated persons who share living arrangements. 24 CFR 570.3

TOTAL

0	0	0	0	0
---	---	---	---	---

Total must equal total below

Of the total served, provide race and ethnicity data. Note that ethnicity is in addition to race

# Hispanic

White

Black/African American

Asian

American Indian/Alaskan Native

Native Hawaiian/Other Pacific Islander

American Indian/Alaskan Native & white

Asian & White

Black/African American & White


TOTAL

0	0	0	0	0
---	---	---	---	---

4.b. For projects qualified under Area Benefit, the census data collected at the start of the project will be used to document beneficiary data.

Report prepared by: \_\_\_\_\_

I have reviewed the information on this form and attest to its accuracy to the best of my knowledge. I will report any change or anticipated change in the ownership or lease term of the facility to the County.

Signed

Executive Director (non-profit) or Division Manager (government)

**SECTION IV: ANNUAL REPORT** (not applicable to County-owned infrastructure projects)

Complete the first annual report along with the Final Construction Report, and then annually thereafter for five years.

*Reporting Period* \_\_\_\_\_ *through* \_\_\_\_\_ *Today's Date* \_\_\_\_\_

1 Is the facility owned or leased? ☐

a. If owned, has the facility transferred ownership in the past year? ☐

(Provide new owner information to HCD)

b. If leased, when does the lease term expire?

5 Please describe the use of the building. Is it being used for the same or different purpose than when the CDBG-funded project was completed? Describe how the facility is serving low income persons.

*I have reviewed the information on this form and attest to its accuracy to the best of my knowledge. I will report any change or anticipated change in the ownership or lease term of the facility to the County.*

Signed

\_\_\_\_\_  
Executive Director (non-profit) or Division Manager (government)

## EXHIBIT G

### D/MBE/WBE Implementation Guidelines

The following information, as applicable, shall be retained by SUBRECIPIENT and produced upon request by COUNTY if determined by COUNTY to be necessary to establish the bidder's "good faith efforts" to meet the Disadvantaged/Minority/Women Business Enterprise (D/M/WBE) requirements.

1. The names and dates of advertisement of each newspaper, trade paper, and minority-focus paper in which a request for D/M/WBE participation for this project was placed by the bidder.
2. The names and dates of notices of all certified D/M/WBEs solicited by direct mail for this project and the dates and methods used for following up initial solicitations to determine with certainty whether the D/M/WBEs were interested.
3. The items of work for which the bidder requested subbids or materials to be supplied by D/M/WBEs, the information furnished interested D/M/WBEs in the way of plans, specifications and requirements for the work, and any breakdown of items of work into economically feasible units to facilitate D/M/WBE participation. Where there are D/M/WBEs available for doing portions of the work normally performed by the bidder with his own forces, the bidder will be expected to make portions of such work available for D/M/WBEs to bid on.
4. The names of D/M/WBEs who submitted bids for any of the work indicated in (3) above, which were not accepted, a summary of the bidder's discussions and/or negotiations with them, the name of the contractor, subcontractor or supplier that was selected for that portion of work, and the reasons for the bidder's choice. If the reason for rejecting the D/M/WBE bid was price, give the price bid by the rejected D/M/WBE and the price bid by the selected contractor, subcontractor or supplier.
5. Assistance that the bidder has extended to D/M/WBEs identified in (4) above to remedy the deficiency in their subbids.
6. To find a D/M/WBE certified firm, you may call (916) 324-1700, go on-line to: [http://www.dot.ca.gov/hq/bep/find\\_certified.htm](http://www.dot.ca.gov/hq/bep/find_certified.htm), or via email at: DBE\_Certification@dot.ca.gov.

Initial\_\_\_\_\_

**HUD-4010  
Federal Labor Standards Provisions**

**U.S. Department of Housing and Urban Development  
Office of Davis-Bacon and Labor Standards**

**A. APPLICABILITY**

The Project or Program to which the construction work covered by this Contract pertains is being assisted by the United States of America, and the following Federal Labor Standards Provisions are included in this Contract pursuant to the provisions applicable to such Federal assistance.

**(1) MINIMUM WAGES**

- (i) All laborers and mechanics employed or working upon the site of the work will be paid unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account (except such payroll deductions as are permitted by regulations issued by the Secretary of Labor under the Copeland Act (29 CFR Part 3)), the full amount of wages and bona fide fringe benefits (or cash equivalents thereof) due at time of payment, computed at rates not less than those contained in the wage determination of the Secretary of Labor (which is attached hereto and made a part hereof), regardless of any contractual relationship which may be alleged to exist between the contractor and such laborers and mechanics. Contributions made or costs reasonably anticipated for bona fide fringe benefits under Section 1(b)(2) of the Davis-Bacon Act on behalf of laborers or mechanics are considered wages paid to such laborers or mechanics, subject to the provisions of 29 CFR 5.5(a)(1)(iv); also, regular contributions made or costs incurred for more than a weekly period (but not less often than quarterly) under plans, funds, or programs, which cover the particular weekly period, are deemed to be constructively made or incurred during such weekly period.

Such laborers and mechanics shall be paid the appropriate wage rate and fringe benefits on the wage determination for the classification of work actually performed, without regard to skill, except as provided in 29 CFR 5.5(a)(4). Laborers or mechanics performing work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein: Provided, that the employer's payroll records accurately set forth the time spent in each classification in which work is performed. The wage determination (including any additional classification and wage rates conformed under 29 CFR 5.5(a)(1)(ii) and the Davis-Bacon poster (WH1321)) shall be posted at all times by the contractor and its subcontractors at the site of the work in a prominent and accessible place, where it can be easily seen by the workers.

**(ii) Additional Classifications.**

- (A) Any class of laborers or mechanics which is not listed in the wage determination and which is to be employed under the contract shall be classified in conformance with the wage determination. HUD shall approve an additional classification and wage rate and fringe benefits therefor only when the following criteria have been met:
  - (1) The work to be performed by the classification requested is not performed by a classification in the wage determination;
  - (2) The classification is utilized in the area by the construction industry; and
  - (3) The proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination.
- (B) If the contractor, the laborers and mechanics to be employed in the classification (if known), or their representatives, and HUD or its designee agree on the proposed classification and wage rate (including the amount designated for fringe benefits, where appropriate), a report of the action taken shall be sent by HUD or its designee to the Administrator of the Wage and Hour Division ("Administrator"), Employment Standards Administration, U.S. Department of Labor, Washington, D.C. 20210. The Administrator, or an authorized representative, will approve, modify, or disapprove every additional classification action within 30 days of receipt and so advise HUD or its designee or will notify HUD or its designee within the 30-day period that additional time is necessary. (Approved by the Office of Management and Budget ("OMB") under OMB control number 1235-0023.)
- (C) In the event the contractor, the laborers or mechanics to be employed in the classification or their representatives, or HUD or its designee do not agree on the proposed classification and wage rate (including the amount designated for fringe benefits, where appropriate), HUD or its designee shall refer the questions, including the views of all interested parties and the recommendation of HUD or its designee, to the Administrator for determination. The Administrator, or an authorized representative, will issue a determination within 30 days of receipt and so advise HUD or its designee or will notify HUD or its designee within the 30-day period that additional time is necessary. (Approved by the Office of Management and Budget under OMB Control Number 1235-0023.)

(D) The wage rate (including fringe benefits, where appropriate) determined pursuant to subparagraphs (1)(ii)(B) or (C) of this paragraph, shall be paid to all workers performing work in the classification under this Contract from the first day on which work is performed in the classification.

(iii) Whenever the minimum wage rate prescribed in the contract for a class of laborers or mechanics includes a fringe benefit which is not expressed as an hourly rate, the contractor shall either pay the benefit as stated in the wage determination or shall pay another bona fide fringe benefit or an hourly cash equivalent thereof.

(iv) If the contractor does not make payments to a trustee or other third person, the contractor may consider as part of the wages of any laborer or mechanic the amount of any costs reasonably anticipated in providing bona fide fringe benefits under a plan or program, Provided, that the Secretary of Labor has found, upon the written request of the contractor, that the applicable standards of the Davis-Bacon Act have been met. The Secretary of Labor may require the contractor to set aside in a separate account assets for the meeting of obligations under the plan or program. (Approved by the Office of Management and Budget under OMB Control Number 1235-0023.)

(2) **Withholding.** HUD or its designee shall, upon its own action or upon written request of an authorized representative of the U.S. Department of Labor, withhold or cause to be withheld from the contractor under this contract or any other Federal contract with the same prime contractor, or any other Federally-assisted contract subject to Davis-Bacon prevailing wage requirements which is held by the same prime contractor, so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics, including apprentices, trainees and helpers, employed by the contractor or any subcontractor the full amount of wages required by the contract. In the event of failure to pay any laborer or mechanic, including any apprentice, trainee or helper, employed or working on the site of the work, all or part of the wages required by the contract, HUD or its designee may, after written notice to the contractor, sponsor, applicant, or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds until such violations have ceased. HUD or its designee may, after written notice to the contractor, disburse such amounts withheld for and on account of the contractor or subcontractor to the respective employees to whom they are due. The U.S. Department of Labor shall make such disbursements in the case of direct Davis-Bacon Act contracts.

### (3) Payrolls and basic records.

(i) **Maintaining Payroll Records.** Payrolls and basic records relating thereto shall be maintained by the contractor during the course of the work and preserved for a period of three years thereafter for all laborers and mechanics working at the site of the work. Such records shall contain the name, address, and social security number of each such worker, his or her correct classification(s), hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof of the types described in Section 1(b)(2)(B) of the Davis-Bacon Act), daily and weekly number of hours worked, deductions made, and actual wages paid.

Whenever the Secretary of Labor has found, under 29 CFR 5.5(a)(1)(iv), that the wages of any laborer or mechanic include the amount of any costs reasonably anticipated in providing benefits under a plan or program described in Section 1(b)(2)(B) of the Davis-Bacon Act, the contractor shall maintain records which show that the commitment to provide such benefits is enforceable, that the plan or program is financially responsible, and that the plan or program has been communicated in writing to the laborers or mechanics affected, and records which show the costs anticipated or the actual cost incurred in providing such benefits.

Contractors employing apprentices or trainees under approved programs shall maintain written evidence of the registration of apprenticeship programs and certification of trainee programs, the registration of the apprentices and trainees, and the ratios and wage rates prescribed in the applicable programs. (Approved by the Office of Management and Budget under OMB Control Numbers 1235-0023 and 1215-0018)

#### (ii) Certified Payroll Reports.

(A) The contractor shall submit weekly, for each week in which any contract work is performed, a copy of all payrolls to HUD or its designee if the agency is a party to the contract, but if the agency is not such a party, the contractor will submit the payrolls to the applicant sponsor, or owner, as the case may be, for transmission to HUD or its designee. The payrolls submitted shall set out accurately and completely all of the information required to be maintained under 29 CFR 5.5(a)(3)(i), except that full social security numbers and home addresses shall not be included on weekly transmittals. Instead, the payrolls only need to include an individually identifying number for each employee (e.g., the last four digits of the employee's social security number). The required weekly payroll information may be submitted in any form desired. Optional Form WH-347 is available for this purpose from the Wage and Hour Division Web site at <https://www.dol.gov/agencies/whd/forms> or its successor site. The prime contractor is responsible for the submission of copies of payrolls by all subcontractors.



Contractors and subcontractors shall maintain the full social security number and current address of each covered worker, and shall provide them upon request to HUD or its designee if the agency is a party to the contract, but if the agency is not such a party, the contractor will submit the payrolls to the applicant sponsor, or owner, as the case may be, for transmission to HUD or its designee, the contractor, or the Wage and Hour Division of the U.S. Department of Labor for purposes of an investigation or audit of compliance with prevailing wage requirements. It is not a violation of this subparagraph for a prime contractor to require a subcontractor to provide addresses and social security numbers to the prime contractor for its own records, without weekly submission to HUD or its designee. (Approved by the Office of Management and Budget under OMB Control Number 1235-0008.)

- (B) Each payroll submitted shall be accompanied by a "Statement of Compliance," signed by the contractor or subcontractor or his or her agent who pays or supervises the payment of the persons employed under the contract and shall certify the following:
  - (1) That the payroll for the payroll period contains the information required to be provided under 29 CFR 5.5(a)(3)(ii), the appropriate information is being maintained under 29 CFR 5.5(a)(3)(i), and that such information is correct and complete;
  - (2) That each laborer or mechanic (including each helper, apprentice, and trainee) employed on the contract during the payroll period has been paid the full weekly wages earned, without rebate, either directly or indirectly, and that no deductions have been made either directly or indirectly from the full wages earned, other than permissible deductions as set forth in 29 CFR Part 3;
  - (3) That each laborer or mechanic has been paid not less than the applicable wage rates and fringe benefits or cash equivalents for the classification of work performed, as specified in the applicable wage determination incorporated into the contract; and
- (C) The weekly submission of a properly executed certification set forth on the reverse side of Optional Form WH-347 shall satisfy the requirement for submission of the "Statement of Compliance" required by subparagraph (a)(3)(ii)(b).
- (D) The falsification of any of the above certifications may subject the contractor or subcontractor to civil or criminal prosecution under Section 1001 of Title 18 and Section 3729 of Title 31 of the United States Code.

(iii) The contractor or subcontractor shall make the records required under subparagraph (a)(3)(i) available for inspection, copying, or transcription by authorized representatives of HUD or its designee or the U.S. Department of Labor, and shall permit such representatives to interview employees during working hours on the job. If the contractor or subcontractor fails to submit the required records or to make them available, HUD or its designee may, after written notice to the contractor, sponsor, applicant, or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds. Furthermore, failure to submit the required records upon request or to make such records available may be grounds for debarment action pursuant to 29 CFR 5.12.

#### (4) Apprentices and Trainees.

- (i) **Apprentices.** Apprentices will be permitted to work at less than the predetermined rate for the work they performed when they are employed pursuant to and individually registered in a bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship Training, Employer and Labor Services, or with a State Apprenticeship Agency recognized by the Office, or if a person is employed in his or her first 90 days of probationary employment as an apprentice in such an apprenticeship program, who is not individually registered in the program, but who has been certified by the Office of Apprenticeship Training, Employer and Labor Services, or a State Apprenticeship Agency (where appropriate), to be eligible for probationary employment as an apprentice.

The allowable ratio of apprentices to journeymen on the job site in any craft classification shall not be greater than the ratio permitted to the contractor as to the entire work force under the registered program. Any worker listed on a payroll at an apprentice wage rate, who is not registered or otherwise employed as stated above, shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any apprentice performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. Where a contractor is performing construction on a project in a locality other than that in which its program is registered, the ratios and wage rates (expressed in percentages of the journeyman's hourly rate) specified in the contractor's or subcontractor's registered program shall be observed.

Every apprentice must be paid at not less than the rate specified in the registered program for the apprentice's level of progress, expressed as a percentage of the journeymen hourly rate specified in the applicable wage determination.

Apprentices shall be paid fringe benefits in accordance with the provisions of the apprenticeship program.

If the apprenticeship program does not specify fringe benefits, apprentices must be paid the full amount of fringe benefits listed on the wage determination for the applicable classification. If the Administrator determines that a different practice prevails for the applicable apprentice classification, fringe benefits shall be paid in accordance with that determination. In the event the Office of Apprenticeship Training, Employer and Labor Services, or a State Apprenticeship Agency recognized by the Office, withdraws approval of an apprenticeship program, the contractor will no longer be permitted to utilize apprentices at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

- (ii) **Trainees.** Except as provided in 29 CFR 5.16, trainees will not be permitted to work at less than the predetermined rate for the work performed, unless they are employed pursuant to and individually registered in a program which has received prior approval, evidenced by formal certification by the U.S. Department of Labor, Employment and Training Administration. The ratio of trainees to journeymen on the job site shall not be greater than permitted under the plan approved by the Employment and Training Administration. Every trainee must be paid at not less than the rate specified in the approved program for the trainee's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable wage determination. Trainees shall be paid fringe benefits in accordance with the provisions of the trainee program. If the trainee program does not mention fringe benefits, trainees shall be paid the full amount of fringe benefits listed on the wage determination unless the Administrator of the Wage and Hour Division determines that there is an apprenticeship program associated with the corresponding journeyman wage rate on the wage determination which provides for less than full fringe benefits for apprentices. Any employee listed on the payroll at a trainee rate who is not registered and participating in a training plan approved by the Employment and Training Administration shall be paid not less than the applicable wage rate on the wage determination for the work actually performed.

In addition, any trainee performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. In the event the Employment and Training Administration withdraws approval of a training program, the contractor will no longer be permitted to utilize trainees at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

- (iii) **Equal employment opportunity.** The utilization of apprentices, trainees, and journeymen under 29 CFR Part 5 shall be in conformity with the equal employment opportunity requirements of Executive Order 11246, as amended, and 29 CFR Part 30.

- (5) **Compliance with Copeland Act requirements.** The contractor shall comply with the requirements of 29 CFR Part 3, which are incorporated by reference in this Contract.
- (6) **Subcontracts.** The contractor or subcontractor will insert in any subcontracts the clauses contained in subparagraphs (1) through (11) in this paragraph (a) and such other clauses as HUD or its designee may, by appropriate instructions, require, and a copy of the applicable prevailing wage decision, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all the contract clauses in this paragraph.
- (7) **Contract termination; debarment.** A breach of the contract clauses in 29 CFR 5.5 may be grounds for termination of the contract and for debarment as a contractor and a subcontractor as provided in 29 CFR 5.12.
- (8) **Compliance with Davis-Bacon and Related Act Requirements.** All rulings and interpretations of the Davis-Bacon and Related Acts contained in 29 CFR Parts 1, 3, and 5 are herein incorporated by reference in this Contract.
- (9) **Disputes concerning labor standards.** Disputes arising out of the labor standards provisions of this Contract shall not be subject to the general disputes clause of this Contract. Such disputes shall be resolved in accordance with the procedures of the U.S. Department of Labor set forth in 29 CFR Parts 5, 6, and 7. Disputes within the meaning of this clause include disputes between the contractor (or any of its subcontractors) and HUD or its designee, the U.S. Department of Labor, or the employees or their representatives.
- (10) **Certification of Eligibility.**
- (i) By entering into this Contract, the contractor certifies that neither it (nor he or she) nor any person or firm who has an interest in the contractor's firm is a person or firm ineligible to be awarded Government contracts by virtue of Section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1) or to be awarded HUD contracts or participate in HUD programs pursuant to 24 CFR Part 24.

- (ii) No part of this Contract shall be subcontracted to any person or firm ineligible for award of a Government contract by virtue of Section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1) or to be awarded HUD contracts or participate in HUD programs pursuant to 24 CFR Part 24.
- (iii) Anyone who knowingly makes, presents, or submits a false, fictitious, or fraudulent statement, representation or certification is subject to criminal, civil and/or administrative sanctions, including fines, penalties, and imprisonment (e.g., 18 U.S.C. §§ 287, 1001, 1010, 1012; 31 U.S.C. §§ 3729, 3802).

**(11) Complaints, Proceedings, or Testimony by Employees.** No laborer or mechanic, to whom the wage, salary, or other labor standards provisions of this Contract are applicable, shall be discharged or in any other manner discriminated against by the contractor or any subcontractor because such employee has filed any complaint or instituted or caused to be instituted any proceeding or has testified or is about to testify in any proceeding under or relating to the labor standards applicable under this Contract to his employer.

## **B. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT**

The provisions of this paragraph (b) are applicable where the amount of the prime contract exceeds **\$100,000**. As used in this paragraph, the terms “laborers” and “mechanics” include watchmen and guards.

- (1) Overtime requirements.** No contractor or subcontractor contracting for any part of the contract work, which may require or involve the employment of laborers or mechanics, shall require or permit any such laborer or mechanic in any workweek in which the individual is employed on such work to work in excess of 40 hours in such workweek, unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of 40 hours in such workweek.
- (2) Violation; liability for unpaid wages; liquidated damages.** In the event of any violation of the clause set forth in subparagraph B(1) of this paragraph, the contractor, and any subcontractor responsible therefor, shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory) for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in subparagraph B(1) of this paragraph, **in the sum set by the U.S. Department of Labor at 29 CFR 5.5(b)(2)** for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of 40 hours without payment of the overtime wages required by the clause set forth in subparagraph B(1) of this paragraph. In accordance with the Federal Civil Penalties Inflation Adjustment Act of 1990 (28 U.S.C. § 2461 Note), the DOL adjusts this civil monetary penalty for inflation no later than January 15 each year.
- (3) Withholding for unpaid wages and liquidated damages.** HUD or its designee shall, upon its own action or upon written request of an authorized representative of the U.S. Department of Labor, withhold or cause to be withheld from any moneys payable on account of work performed by the contractor or subcontractor under any such contract, or any other Federal contract with the same prime contract, or any other Federally-assisted contract subject to the Contract Work Hours and Safety Standards Act which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages, as provided in the clause set forth in subparagraph B(2) of this paragraph.
- (4) Subcontracts.** The contractor or subcontractor shall insert in any subcontracts the clauses set forth in subparagraph B(1) through (4) of this paragraph and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in subparagraphs B(1) through (4) of this paragraph.

## **C. HEALTH AND SAFETY**

The provisions of this paragraph (c) are applicable where the amount of the prime contract exceeds **\$100,000**.

- (1)** No laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to his or her health and safety, as determined under construction safety and health standards promulgated by the Secretary of Labor by regulation.
- (2)** The contractor shall comply with all regulations issued by the Secretary of Labor pursuant to 29 CFR Part 1926 and failure to comply may result in imposition of sanctions pursuant to the Contract Work Hours and Safety Standards Act, (Public Law 91-54, 83 Stat 96), 40 U.S.C. § 3701 et seq.
- (3)** The contractor shall include the provisions of this paragraph in every subcontract, so that such provisions will be binding on each subcontractor. The contractor shall take such action with respect to any subcontractor as the Secretary of Housing and Urban Development or the Secretary of Labor shall direct as a means of enforcing such provisions.

## Exhibit I

Federal Award Identification Information (per 2 CFR 200.331)		
<b>i. Subrecipient Name (which must match the registered name at sam.gov)</b>		Community Action Partnership of San Luis Obispo County, Inc.
<b>ii. Subrecipient Unique Entity ID</b>		GBL8FWWVCLC5
<b>iii. Anticipated Federal Award Identification Number</b>		B-24-UC-06-0509
<b>iv. Estimated Federal Award Date</b>		September 23, 2024
<b>v. Period of Performance</b>	<b>Start Date</b>	July 1, 2025
	<b>End Date</b>	June 30, 2026
<b>vi. Amount of Federal Funds Obligated by this action</b>		\$206,153
<b>vii. Total Amount of Federal Funds Obligated to subrecipient</b>		\$206,153
<b>viii. Total Amount of the Federal Award</b>		\$1,183,009
<b>ix. Federal award project description</b>		To develop viable urban communities by providing decent housing, a suitable living environment, and expanding economic opportunities, principally for persons of low and moderate income.
<b>x. Name of Federal awarding agency,</b>		Department of Housing and Urban Development
<b>Pass through entity,</b>		County of Santa Barbara
<b>And contact information for awarding official</b>		(805) 568-3549
<b>xi. CFDA</b>	<b>Number</b>	14.218
	<b>Name</b>	Community Development Block Grants/Entitlement Grants
<b>xii. Is the award research and development?</b>		No
<b>xiii. Indirect cost rate for the Federal award (including if the de minimis rate is charged per §200.414 Indirect (F&amp;A) costs)</b>		No