



**AUGUSTA-RICHMOND COUNTY
SECTION ONE: ADMINISTRATIVE INFORMATION**

CSRA RC Subgrant Agreement# 20-25-0089

Subgrant Agreement beginning as of day **July 1, 2024** and ending on **June 30, 2025**.

BETWEEN

The Administrative Entity, **Central Savannah River Area Regional Commission**, hereafter referred to as the CSRA RC.

AND

The Recipient Agency, **Augusta-Richmond County**, hereafter referred to as the Subgrantee.

FUNDING INFORMATION

Federal Number	Fund Source	Fund Title	Federal	State	Total (less match)	Match
93.045	Title III C1	Congregate Meals	\$230,288	\$13,546	\$243,834	\$27,093
93.053	ACL NSIP	Congregate Meals	\$65,854		\$65,854	
93.045	ARPA Congregate	Congregate Meals	\$126,891	\$13,435	\$140,326	\$8,957
93.045	Title III C2	Home Delivered Meals	\$198,229	\$11,661	\$209,890	\$23,321
N/A	NSIP-State	Home Delivered Meals		\$143,256	\$143,256	
93.667	NSIP-SSBG	Home Delivered Meals	\$24,137		\$24,137	
93.045	ARPA Home Delivered	Home Delivered Meals	\$214,630	\$22,726	\$237,356	\$15,150

Total Federal and State Funds:	\$1,064,653	DS AD
Match:	\$74,521	
Total:	\$1,139,174	

Note: All ARPA related funds must be expended by September 30, 2024.



**SECTION TWO
AREA AGENCY ON AGING SUBGRANT AGREEMENT**

THIS Subgrant Agreement, entered into as of the 1st day of July, 2024 by and between the **Augusta-Richmond County** (hereinafter referred to as “Subgrantee”) and the **CENTRAL SAVANNAH RIVER AREA REGIONAL COMMISSION**, (hereinafter referred to as “CSRA RC”).

WITNESSETH THAT:

NOW THEREFORE, in consideration of the premises and the mutual covenants and agreements hereinafter contained, the parties hereto agree as follows:

**SECTION THREE
GENERAL PROVISIONS AND FINANCIAL AND PROGRAMMATIC INFORMATION**

1. **Engagement of the Subgrantee** CSRA RC hereby agrees to engage the Subgrantee and the Subgrantee hereby agrees to perform the services hereinafter set forth in accordance with the terms and conditions herein.
2. **Independent Subgrantees** No provision of this Subgrant Agreement, act of the Subgrantee in the performance of this Subgrant Agreement, or act of CSRA RC in the performance of this Subgrant Agreement shall be construed as constituting the Subgrantee as an agent, servant, or employee of CSRA RC. Neither party to this Subgrant Agreement shall have any authority to bind the other in any respect, it being intended that each shall remain an independent Subgrantee.
3. **Scope of Services** The Subgrantee shall do, perform and carry out in a satisfactory and proper manner, as determined by CSRA RC, the work and services described in this Subgrant Agreement and the following amendments hereto:

Attachment A	Scope of Work (including any special conditions associated with this Subgrant Agreement)
Attachment B	Program and Service Reporting Requirements
Attachment C	Cost and Financial Reporting Requirements
Attachment D	Subgrantee Cost and Technical Proposals.
4. **Term and Time of Performance** The term of this Subgrant Agreement runs from July 1, 2024 through June 30, 2025. The effective date of this Subgrant Agreement is July 1, 2024. Work and services shall be undertaken and pursued in such sequence as to assure their expeditious completion and as may be required in Attachment “A” that is attached hereto and made a part hereof. All work and services required hereunder shall be completed on or before June 30, 2025.
5. **Method of Payment** The amount of this Subgrant Agreement is included in Section One of this Subgrant Agreement (page 1). Total payments from the CSRA RC to the Subgrantee shall not exceed the maximum payments noted in Section One unless otherwise approved in writing as an official amendment to this Subgrant Agreement. Such amendments shall



become addendums to this Subgrant Agreement. Unless otherwise specified in Attachments, which are attached hereto and made a part hereof, the following method of payment shall be used:

(a) **Progress Payments** Unless otherwise approved by CSRA RC and the funding agencies, the Subgrantee shall be entitled to receive progress payments on the following basis:

(1) a) Cost Reimbursement Subgrant Agreement - **On or before the fifth business day of the month** following the month for which payment is requested, the Subgrantee shall submit to CSRA RC, in a form acceptable to CSRA RC as specified in Attachment "B", a request documenting actual costs incurred during that month for each cost center as specified in Attachment "A"

b) Performance Based Fixed Rate Subgrant Agreement - **On or before the fifth business day of the month** following the month for which payment is requested, the Subgrantee shall submit to CSRA RC, in a form acceptable to CSRA RC as specified in Attachment "B", a request documenting the actual number of service units provided during that month for each cost center as specified in Attachment "A"

(2) Upon the basis of CSRA RC's determination to its satisfaction that the Subgrantee is in compliance with the terms of this agreement, including but not limited to the Paragraph titled **Subcontracts** below, and its audit and review and approval of (1) the monthly program performance report for the relevant month, and (2) the payment request by cost center, for the relevant month as specified hereinabove, CSRA RC will make payment to the Subgrantee not more than once per month.

(3) CSRA RC may, at its discretion, disallow or delay payment of all or part of a request if CSRA RC determines that the Subgrantee is not in compliance to CSRA RC's satisfaction with any of the terms of this agreement. **Unless the monthly program performance report and the reimbursement request are received by CSRA RC on or before the fifth business day of the month, reimbursement may be withheld until the following payment cycle.**

(b) **Final Payment**

(1) The Subgrantee's payment request for the last month of the Subgrant Agreement term must be received by CSRA RC no later than five days after the termination date of this Subgrant Agreement. Proposed adjustments subsequent to this date are to be requested within ten days of Subgrant Agreement termination. CSRA RC may, at its discretion, disallow payment of all or part of a final request received after this deadline.

(2) The final request will be the request submitted on or before the fifth business day following the termination date. Adjusted reports received by CSRA RC on or



before the tenth day after the Subgrant Agreement termination will become the final request.

- (3) Upon receipt by CSRA RC of the Subgrantee's final payment request and all other required documentation, CSRA RC will review such documents and make comparisons among the costs authorized in Attachment "A" for each cost center and the cumulative value of all payments for each cost center. Based on such comparisons and upon its determination that all other requirements hereunder have been completed, CSRA RC will make either a final payment to the Subgrantee for any allowable expenditures in excess of prior payments for each cost center or request from the Subgrantee reimbursement of any overpayment. The Subgrantee shall refund to CSRA RC any such overpayment within thirty calendar days of notification by CSRA RC.
6. **Communications** All formal communication regarding this Subgrant Agreement shall be in writing between the person executing this Subgrant Agreement on behalf of the Subgrantee (executor) and CSRA RC's Executive Director. Formal communications regarding this Subgrant Agreement shall include, but not necessarily be limited to amendments, correspondence, progress reports and fiscal reports. The Subgrantee shall bear the cost and other liability risks of making any changes covered by this Subgrant Agreement in advance of receiving a formal Subgrant Agreement change order from the CSRA RC Executive Director. The Subgrantee executor and CSRA RC's Executive Director shall each have the right to designate in writing to the other an agent to act in his or her behalf regarding this Subgrant Agreement. Any restrictions to such designation shall be clearly defined in the written designation.
7. **CSRA RC's Designated Agent** According to the paragraph titled "**Communications**" above, CSRA RC's Executive Director hereby designates Debra Minor, CSRA RC'S Area Agency On Aging Director, as his agent for purposes of this Subgrant Agreement only, except for executing amendments (see paragraph entitled "**Amendments**" below) or terminations (see paragraph entitled "**Termination**" below) or for interpretation of the requirements of this Subgrant Agreement. In addition, all formal communications regarding this Subgrant Agreement to include correspondence, reports, and requests for payments shall be submitted directly to the CSRA RC's AAA Director, Debra Minor and copied to the CSRA RC's Executive Director. Such appointments herein may be changed only by CSRA RC via a written addendum to this agreement.
8. **Review and Coordination** To ensure adequate assessment of the Subgrantee's program and proper coordination among interested parties, CSRA RC shall be kept fully informed concerning the progress of the work and services to be performed hereunder. The Subgrantee may be required to meet with designated representatives of CSRA RC and the funding agencies from time to time to review the work and services performed. Written notice of such review meetings shall be given to the Subgrantee. The execution of a Health Insurance Portability and Accountability Act (HIPAA) Business Associate agreement (attachment at the end of the Subgrant Agreement) shall occur prior to execution of this agreement and the HIPAA Business Associate agreement shall outline access granted to records under HIPAA regulations.



9. **Access to Records and Inspections** The state and federal government and the CSRA RC (a staff member and/or an outside party hired to review certain records, documents, and/or procedures) shall have full and complete access to all consumer/customer/client records, administrative records, financial records, pertinent books, documents, papers, correspondence, including e-mails, management reports, memoranda, and any other records of the Subgrantee and fourth party Subgrantees(s). Upon request of such records, the Subgrantee shall immediately provide the records requested. Failure to provide such records may result in termination of the Subgrant Agreement and withholding of any remaining payments due until such time the Subgrantee furnishes the records requested.

Reinstatement of payments to Vendors who have been sanctioned as denoted above must be approved by the RC's Board of Directors at the next regularly scheduled meeting of the Commission. The Subgrantee has executed a Health Insurance Portability and Accountability Act (HIPAA) Business Associate Agreement with the CSRA RC. Through the Business Associate Agreement, the Subgrantee acknowledges and agrees that the Georgia Department of Human Services Division of Aging Services, including the Long-Term Care Ombudsman, and the CSRA RC Area Agency on Aging provide functions that are considered health oversight agencies in their funding, quality improvement and regulatory functions. As health oversight agencies, protected health information must be shared with them and authorization is not required, according to HIPAA. The Subgrantee is responsible for ensuring that a HIPAA Business Associate Agreement is executed by any fourth party Subgrantees authorizing the same level of access to the entities noted above.

The Subgrantee and fourth party Subgrantees (subcontractors) record retention requirements are six (6) years from submission of final expenditure reports. If any litigation, claim, or audit is started before the expiration of the six-year period, the records shall be retained until all litigations, claims, or audit findings involving the records have been resolved. The Subgrantee agrees that the DHS Office of Investigative Services, upon the request of the Commissioner or his designee, has full authority to investigate any allegation of misconduct in performance of duties arising from this Subgrant Agreement made against an employee of the Subgrantee. The Subgrantee agrees to cooperate fully in such investigations by providing the Office of Investigative Services full access to its records and by allowing its employees to be interviewed during such investigations.

The CSRA RC and the State Department of Human Services shall have the right to monitor and inspect the operations of the Subgrantee and any fourth party Subgrantees (subcontractors) for compliance with the provisions of this Subgrant Agreement and all applicable federal and state laws and regulations, with or without notice, but at no more than a maximum of 48 hours' notice, at any time during the term of this Subgrant Agreement. Federal regulations can be found within the Super Circular 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, an electronic version can be found at www.ecfr.gov. State regulations and guidance can be found on the Online Directives Information System (ODIS), www.odis.dhs.ga.gov. When not specifically addressed within ODIS, Federal regulations should be followed. Any deviation from these regulations must be approved by the CSRA RC and/or the State Department of Human Services in writing prior to the deviation occurring. The Subgrantee agrees to



cooperate fully with these monitoring and inspection activities. Such monitoring and inspection activities may include, without limitation, on-site health and safety inspections, financial and behavioral health/clinical audits, review of any records developed directly or indirectly as a result of this Subgrant Agreement, review of management systems, policies and procedures, review of service authorization and utilization activities, and review of any other areas, activities or materials relevant to or pertaining to this Subgrant Agreement. The Department and/or CSRA RC will provide the Subgrantee with a report of any findings and recommendations and may require the Subgrantee to develop corrective action plans or reimburse for costs identified as unallowable as appropriate. Such corrective action plans may include requiring the Subgrantee to make changes in service authorization, utilization practices, and/or any activity deemed necessary by the Department and/or CSRA RC.

The Central Savannah River Area Regional Commission's Board of Directors has established the following sanctions for any violations of this section of the Subgrant Agreement:

"If at any time an official representative of the CSRA RC (a staff member and/or an outside party hired to review certain records, documents, and/or procedures) is denied access to the information requested, or if the Contractor does not provide such information as requested, the CSRA RC will withhold any pending and/or future payments for services rendered until such time that the information is presented."

10. General

- (a) The Subgrantee agrees to carry out the program in accordance with all terms, provisions and conditions of the applicable guidelines and regulations issued by the funding agencies (e.g., the Older Americans Act of 1965, as amended, 45 CFR 74, 45 CFR 92, and 45 CFR 202). CSRA RC shall determine the appropriateness and application of such terms, provisions, and conditions. The Subgrantee also agrees to carry out the program in compliance with requirements relating to the application, acceptance and use of Federal funds for this program, including, but not limited to, Executive Order 12372 and 41 CFR 29-70 or 45 CFR 74 or 45 CFR 92, as appropriate. The Subgrantee assures and certifies that it shall comply with all requirements imposed by CSRA RC or the funding agencies concerning special requirements of law or program requirements including, but not limited to, 45 CFR 1321, 45 CFR 202, 2 CFR Part 200 or ODIS as appropriate.
- (b) The Subgrantee agrees that the purpose of this program is to develop greater service capacity and to foster the development of comprehensive and coordinated service delivery systems to serve older persons and others deemed in need. To accomplish this purpose, the Subgrantee agrees to execute a program which will:
 - (1) secure and maintain maximum independence and dignity in a home environment for older persons and other eligible individuals capable of self-care with appropriate supportive services;
 - (2) remove individual and social barriers to economic and personal independence; and



(3) provide specified services to eligible individuals who reside within the planning area, with greatest social need being determined by advanced age (75 years or more);

(4) transport those deemed in need to scheduled sites.

11. **Subgrantee's Personnel** The Subgrantee represents that it has, or will secure at its own expense, all personnel required to perform the services under this Subgrant Agreement. Such personnel shall not be employees of CSRA RC.

12. **Standards for Service Performance**

- (a) The Subgrantee shall perform all services in accordance with the definitions cited in Attachment "A" and as further defined in relevant notices issued by CSRA RC, or through CSRA RC from the Georgia Department of Human Services or the Administration on Aging, U.S. Department of Health and Human Services.
- (b) The Subgrantee agrees that no changes resulting in a decrease in the scope of services, units of service to be provided, or numbers of persons to be served will be made without prior written approval of CSRA RC as provided in the Paragraph titled "**Amendments**" below.
- (c) The Subgrantee acknowledges that CSRA RC has developed a multi-year *Area Plan on Aging* which is updated annually (hereinafter referred to as the "Area Plan") for a comprehensive and coordinated system for the delivery of supportive services and nutrition services to the elderly within the planning area pursuant to the Older Americans Act of 1965 and the Community Care Act of 1985, as amended. Subgrantee further acknowledges that the services provided herein may be included in the Area Plan and that the Area Plan may, from time-to-time, be amended to reflect changes in services, service delivery methods, vendors, subgrantees, and/or subcontractors. Subgrantee acknowledges that inclusion in the Area Plan does not constitute a Subgrant Agreement or agreement for the delivery of services within the period of time covered by the Area Plan. Copies of the plan are maintained on file at the CSRA RC.
- (d) The Subgrantee further acknowledges that said Area Plan defines the specific services to be provided to eligible persons residing within the planning area and that those services provided under this Subgrant Agreement are a part of said Area Plan.
- (e) The Subgrantee acknowledges that the CSRA RC Area Plan delineates a range of available services for the elderly and, therefore, the Subgrantee agrees to coordinate and cooperate with other CSRA RC contracted service providers to the fullest extent possible and in a manner satisfactory to CSRA RC.
- (f) Supportive services and nutrition services, if any, included in this Subgrant Agreement, are aggregated into defined sub-elements. Descriptions of these sub-elements are on file at CSRA RC and are incorporated herein by reference. The service standards listed



in the Georgia Department of Human Resources Division of Aging Services' Manual and shall be the basis for determining the Subgrantee's performance of supportive services and nutrition services.

13. **Termination of Services to Clients** The Subgrantee agrees, with respect to any individual who is a potential program participant or a potentially aggrieved program participant, to provide such individual with meaningful opportunity to be heard concerning his or her eligibility or continuing eligibility at a hearing. The Subgrantee shall have procedural requirements which, at a minimum, include all of the safeguards and elements of the model **Client Grievance/Complaint Procedure** on file at CSRA RC and available from CSRA RC upon written request.
14. **Reports** The Subgrantee shall furnish CSRA RC with monthly program performance reports, in such form as may be specified by CSRA RC, describing the work accomplished by the Subgrantee. Such report(s) shall be furnished to CSRA RC within five days after the end of the period reported. All due dates in this Subgrant Agreement shall be based on calendar days. If any such due date should occur on Saturday, Sunday or CSRA RC holiday, the next CSRA RC workday shall be considered the due date.
15. **Rights in Documents, Materials and Data Produced** The Subgrantee agrees that all reports, studies, records, and other data prepared by or for it under the terms of this Subgrant Agreement shall be the property of CSRA RC upon termination or completion of the work. CSRA RC shall have the right to use the same without restriction or limitation and without compensation to the Subgrantee other than that provided for in this Subgrant Agreement. For the purposes of this contact, "data" includes writings, sound recordings, photographs, films, videotapes or other graphic representations and works of a similar nature. No documents, material or data produced in whole or in part under this Subgrant Agreement shall be the subject of an application for copyright by or on behalf of the Subgrantee or its fourth party Subgrantees. The Subgrantee acknowledges that matters regarding the rights to inventions and materials generated by or arising out of this Subgrant Agreement may be subject to certain regulations issued by the funding agencies. Information regarding the applicability of such regulations to a specific situation may be obtained by written request to CSRA RC.
16. **CSRA RC'S Right to Suspend Subgrant Agreement** The CSRA RC reserves the right to suspend the Subgrant Agreement/subgrant in whole or in part under this Subgrant Agreement provision if it appears to the CSRA RC that the Subgrantee is failing to substantially comply with the quality of service or the specified completion schedule of its duties required under this Subgrant Agreement, and/or to require further proof of reimbursable expenses prior to payment thereof, and/or to require improvement, at the discretion of the CSRA RC, in the programmatic performance or service delivery and/or to comply with any order or directive of a state or federal agency or court or arbitrator(s) with jurisdiction, by law or by consent, over the CSRA RC.
17. **Cooperation in Transition of Services** The Subgrantee agrees upon termination of this Subgrant Agreement, in whole or in part, for any reason that the Subgrantee will cooperate as requested by the CSRA RC to effectuate the smooth and reasonable transition of the care and services for consumers/customers/clients as directed by the CSRA RC. This will include but



not be limited to the transfer of the consumer/customer/client records, personal belongings, and funds of all consumers/customers/clients as directed by the CSRA RC. Subgrantee further agrees that should it go out of business and/or cease to operate, all original records of consumers/customers/clients served pursuant to this Subgrant Agreement shall be transferred by the Subgrantee to the CSRA RC immediately and shall become the property of the CSRA RC in addition to any other remedy afforded the CSRA RC hereunder or by law. Failure to cooperate in the transition of services will result in the Subgrantee becoming an ineligible contractor/Subgrantee for a period of three (3) years from the end of this Subgrant Agreement period.

18. **Force Majeure** Each party will be excused from performance under this Subgrant Agreement to the extent that it is prevented from performing, in whole or in substantial part, due to delays caused by an act of God, civil or military authority, war, court order, acts of public enemy, and such nonperformance will not be default under this Subgrant Agreement nor a basis for termination for cause. Nothing in this paragraph shall be deemed to relieve the Subgrantee from its liability for work performed by any fourth party Subgrantees. If the services to be provided to the CSRA RC are interrupted by a force majeure event, the CSRA RC will be entitled to an equitable adjustment to the fees and other payments due under this Subgrant Agreement.

19. **Publicity**

A. Subgrantees must ensure that any publicity given to the program or services provided herein identify the CSRA RC and the State Department of Human Services as sponsoring agencies. Publicity materials include, but are not limited to, signs, notices, information pamphlets, press releases, brochures, radio or television announcements, or similar information prepared by or for the Subgrantee. Prior approval for the materials must be received in writing from the CSRA RC and/or DHS's managing programmatic division/office. All media and public information materials must also be approved by the State of Georgia's Commissioner's Office of Policy and Government Services, Office of Communications. In addition, the Subgrantee shall not display the CSRA RC or DHS's name or logo in any manner, including, but not limited to, display on Subgrantee's letterhead or physical plant, without the prior written authorization of the Executive Director of the CSRA RC and/or the Commissioner of DHS.

B. Notwithstanding subparagraph A above, if the Subgrantee is a county board of health, the Commissioner's Office of Policy and Government Services must be notified prior to major publicity and/or media campaigns developed by or for the board-operated programs which identify the Department as a sponsoring agency. This is to enable the Commissioner's Office of Policy and Government Services to support the effort and to respond in a timely manner to inquiries to the Department that might result. In addition, the Subgrantee shall not display the Department's name or logo in any manner, including, but not limited to, display on Subgrantee's letterhead or physical plant, without the prior written authorization of the Commissioner of the Department.

20. **Inventions, Patents, Copyrights, Intangible Property and Publications** The Subgrantee agrees if patentable items, patent rights, processes, or inventions are produced in the course



of work supported and funded by this Subgrant Agreement, to report such facts in writing promptly and fully to the CSRA RC. The CSRA RC, the federal agency, and DHS shall determine whether protection of the invention or discovery shall be sought. The CSRA RC, the federal agency and DHS will also determine how the rights to the invention or discovery, including rights under any patent issued thereon, shall be allocated and administered in order to protect the public interest consistent with Government Patent Policy.

Copyrights Except as otherwise provided in the terms and conditions of this Subgrant Agreement, the author or the CSRA RC or DHS is free to copyright any books, publications, or other copyrightable materials developed in the course of, or under this Subgrant Agreement. Should any copyright materials be produced as a result of this Subgrant Agreement, the CSRA RC, the federal agency and DHS shall reserve a royalty-free nonexclusive and irrevocable right to reproduce, modify, publish, or otherwise use and to authorize others to use the work for government, CSRA RC, and/or departmental purposes.

Publications All publications, including pamphlets, art work, and reports shall be submitted to the CSRA RC on disk or electronically.

21. **Financial Management System** Subgrantee certifies that its financial management system currently complies and will continue to comply with all of the standards for financial management systems specified in 45 CFR 74, or 45 CFR 92, 41 CFR 29-70, 2 CFR 200, or ODIS as appropriate. In addition, the Subgrantee agrees to accurately maintain its financial records for each cost center as specified in Attachment C in such form and utilizing such procedures as CSRA RC or the funding agencies may require. This includes, but it not limited to, the requirement that Subgrantee financial records shall provide for (1) accurate, current, and complete disclosure of the financial results of each cost center; (2) records that identify adequately the source and application of funds by cost center for activities supported under this Subgrant Agreement; and (3) time, attendance, and payroll distribution records to support salaries and wages paid to employees of the Subgrantee.

This award is governed by the guidance in 2 Code of Federal Regulations (CFR) Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. The Department of Health and Human Services adopts the Office of Management and Budget (OMB) Guidance in 2 CFR part 200, and has codified the text, with HHS-specific amendments in 45 CFR part 75.

22. **Employee's Rate of Compensation** The rate of compensation for work performed under this program by a staff member or employee of the Subgrantee shall not exceed the compensation of such person that is applicable to his or her other work activities for the Subgrantee. Time and attendance and payroll distribution records shall support charges for salaries and wages of individual employees.
23. **Financial Reports** In addition to other records required by this Subgrant Agreement, the Subgrantee agrees to provide to CSRA RC such additional financial reports in such form and frequency as CSRA RC may require in order to meet the CSRA RC's requirements for reporting to funding agencies.



24. **Audits** Subgrantees that expend \$750,000 or more in Federal funds during their fiscal year agree to have a single entity-wide **audit** conducted for that year in accordance with the provisions of the Single Audit Act Amendments of 1996 (Public Law 104-156) and their implementing regulation, 2 CFR Part 200, Subpart F, Audit Requirements. The audit reporting package shall include the documents listed in Policy 1244 of the online DHS Directives Information System (ODIS).

Subgrantees expending \$100,000 or more in State funds during their fiscal year agree to have an entity-wide **audit conducted for that year** in accordance with Generally Accepted Auditing Standards issued by the American Institute of Certified Public Accountants. The audit reporting package shall include the documents listed in Policy 1244 of the online DHS Directives Information System.

Subgrantees expending at least \$25,000 but less than \$100,000 in State funds during their fiscal year agree to prepare **unaudited entity-wide financial statements for that year**. **Assertions concerning** the basis of financial statement preparation must be made by the president or other corporate official as described in Policy 1244 of the DHS Directives Information System.

The Subgrantee further agrees to submit the required audit or financial statement, within 180 days after the close of the Subgrantee's fiscal year to:

*Amy DeVries
Director of Finance
3626 Walton Way Ext, Suite 1
Augusta, GA 30909-6421*

Effective July 1, 2005, the Central Savannah River Area Regional Commission's Board of Directors has established the following sanction for any violation of this Subgrant Agreement requirement:

If a Contractor fails to provide a final audit statement as required under the Subgrant Agreement's terms, the CSRA RC will withhold any pending and/or future payments for services rendered until such time that the final audit is submitted and verified. If a pattern of such failures materializes, the Contractor will become ineligible to receive CSRA RC Subgrant Agreements for a period of 12 months. Recognizing that some situations might arise that are above and beyond the Contractor's control, the CSRA RC may extend the date of receipt of the final audit for a thirty (30) day period upon request and verifiable documentation related to the reason for the extension. Extensions past the thirty (30) day period may be requested, but any such request must be presented in person before the CSRA RC's Board of Directors with the Contractor's auditor present.

Reinstatement of payments to Subgrantees who have been sanctioned as denoted above must be approved by the RC's Board of Directors at the next regularly scheduled meeting of the Commission.



25. **Interest of Subgrantee** The Subgrantee covenants that neither the Subgrantee, nor anyone controlled by the Subgrantee, controlling the Subgrantee, or under common control with the Subgrantee, nor its agents, employees or fourth party Subgrantees, presently has an interest, nor shall acquire an interest, direct or indirect, which would conflict in any manner or degree with the performance of its service hereunder, or which would prevent, or tend to prevent, the satisfactory performance of the Subgrantee's service hereunder in an impartial and unbiased manner. The Subgrantee further covenants that in the performance of this Subgrant Agreement no person having any such interest shall be employed by the Subgrantee as an agent, fourth party Subgrantees or otherwise. If the Subgrantee contemplates taking some action which may constitute a violation of this paragraph, and Subgrantee shall request in writing the advice of CSRA RC, and if CSRA RC notifies the Subgrantee in writing that the Subgrantee's contemplated action will not constitute a violation hereof, then the Subgrantee shall be authorized to take such action without being in violation of this paragraph.
26. **Interest of Members of CSRA RC and Others** No officer, member or employee of CSRA RC, and no public official of any local government which is affected in any way by the program, who exercises any function or responsibilities in the review or approval of the program or any component part thereof, shall participate in any decision relating to this Subgrant Agreement which affects his or her personal interests or the interest of any corporation, partnership or association in which he or she is directly, or indirectly, interested; nor shall any such officer, member or employee of CSRA RC, or public official of any local government affected by the program, have an interest, direct, in this Subgrant Agreement or the proceeds arising therefrom.
27. **Officials Not to Benefit** No member or delegate to the (1) Legislature of the State of Georgia, elected or appointed State of Georgia official, or employee of the State of Georgia Department of Human Services (and Division of Aging Services) and (2) Congress of the United States of America, resident commissioner or employee of the United States Government, shall participate or influence any decision relating to the award or administration of this Subgrant Agreement which affects his or her personal interests or the interests of any corporation, partnership or association in which he or she is directly, or indirectly, has any involvement.
28. **Restrictions on Hiring of CSRA RC Employees** The Subgrantee and any associated fourth party Subgrantees shall not hire, retain, or engage in any paid or unpaid capacity (employee, consultant, or advisor) an employee (full-time, part-time, or consultant) of the CSRA RC within a twelve (12) month period after the termination date of this Subgrant Agreement. Further, any former CSRA RC employee who is hired, retained, or engaged having met the above 12-month restriction may not be directly involved with the management and performance of this Subgrant Agreement without the express written approval of the CSRA RC Executive Director. Subgrantee violation of this restriction shall be grounds for Subgrant Agreement termination.



29. **Project Administration**

- (a) The Subgrantee agrees that the Subgrantee executor is responsible for ensuring that all terms and conditions of the Subgrant Agreement are fully met to CSRA RC's satisfaction.
- (b) The Subgrantee agrees that all persons who administer the funds associated with this Subgrant Agreement on behalf of the Subgrantee will be responsible to the Subgrantee executor.
- (c) The Subgrantee agrees to administer the program in a manner satisfactory to CSRA RC and in accordance with relevant procedures, as determined by CSRA RC and the funding agencies (e.g., 29 CFR 1321 or 45 CFR 202, 2 CFR 200, ODIS as appropriate).
- (d) The Subgrantee shall at all times maintain during the term of this agreement policies of insurance (including, where applicable, Worker's Compensation coverage) covering any property acquired with funds made available by this agreement, as well as public liability insurance with generally recognized, responsible insurance companies authorized to do business in the state of Georgia, each of which are also qualified and authorized to assume the risks undertaken. Such insurance shall be in such amounts as a responsible and prudent company or organization would require under similar circumstances. Such insurance shall cover the Subgrantee and its above, described property, as well as its employees, agents and volunteers.

30. **Subcontracts** Work or services to be performed under this (third party) Subgrant Agreement by the Subgrantee may be subcontracted (fourth party) under the following conditions:

- (a) The Subgrantee agrees that the selection of fourth party Subgrantees requires competition between potential fourth party Subgrantees pursuant to 45 CFR 74, 2 CFR 200, or adequate justification for sole source selection.
- (b) All such subcontracts shall bind the fourth party Subgrantee to applicable terms and conditions of this (third party) Subgrant Agreement between CSRA RC and the Subgrantee.
- (c) Any third party Subgrant Agreement in excess of \$10,000 total value shall have written CSRA RC approval prior to execution. CSRA RC approval shall not be unreasonably withheld.
- (d) A copy of all third party Subgrant Agreements shall be on file at the Subgrantee's office and available for review by CSRA RC monitors upon request.
- (e) The Subgrantee will be responsible for the performance and monitoring both fiscally and programmatically of any fourth party Subgrantees to whom any duties are delegated under any provision of this Subgrant Agreement.
- (f) The Subgrantee agrees to reimburse the CSRA RC for any federal or state audit



disallowances arising from a fourth party Subgrantees's performance or non-performance of duties under this Subgrant Agreement, which are delegated to the fourth party Subgrantees.

- (g) If the Subgrantee subcontracts for the provision of any deliverables pursuant to this Subgrant Agreement, the Subgrantee agrees to include the following in each subcontract:
1. Stipulations that the fourth party Subgrantees is required to adhere to each provision of this Subgrant Agreement related to the quality and quantity of deliverables, compliance with state and federal laws and regulations, confidentiality, auditing, access to records and Subgrant Agreement administration.
 2. A clear statement of the service or product being acquired through said subcontract with detailed description of cost including properly completed Division of Aging Services Unit Cost Methodology documentation, as appropriate.
- (h) The Subgrantee shall promptly pursue, at its own expense, appropriate legal and equitable remedies against any fourth party Subgrantees who fails to adhere to the Subgrant Agreement requirements. The Subgrantee's failure to proceed against a fourth party Subgrantees will constitute a separate breach by the Subgrantee in which case the CSRA RC may pursue appropriate remedies as a result of such breach.

Failure by the Subgrantee to comply with the provisions of this paragraph in a timely manner as determined by CSRA RC, may at CSRA RC's discretion result in disallowance or delay in payment under the Paragraph titled "Method of Payment" or in termination pursuant to the Paragraph titled "Termination" below.

31. **Assignability** The Subgrantee shall only assign, sublet or transfer all or any portion of its interest in this agreement with the prior written approval of CSRA RC.
32. **Amendments** The CSRA RC may require changes in this Subgrant Agreement from time-to-time. Such changes, including any increase or decrease in the amount of the Subgrantee's compensation shall be incorporated in written amendments to this Subgrant Agreement. Only the CSRA RC's Executive Director may execute amendments to this Subgrant Agreement on behalf of the CSRA RC.
33. **Disputes and Appeals** The CSRA RC Executive Director shall decide any questions arising under this Subgrant Agreement. Such questions must be submitted to the CSRA RC's Executive Director in writing via certified mail, return-receipt requested. The CSRA RC's Executive Director shall reduce such decision concerning the question to writing and mail or otherwise furnish a copy thereof to the Subgrantee within ten (10) business days after receipt of the question. The Subgrantee agrees that the decision of CSRA RC's Executive Director shall be final and conclusive unless, within ten (10) days of receipt of such copy, the Subgrantee mails or otherwise furnishes a written request for appeal concerning the question



of fact to CSRA RC's Board of Directors, who shall arrange a formal hearing within thirty (30) business days after receipt of the appeal request. All such requests must be mailed via certified mail, return-receipt requested to the attention of the CSRA RC's Board of Directors at 3626 Walton Way Ext, Suite 1, Augusta, GA 30909. Both the Subgrantee and CSRA RC's Executive Director shall have the right to present witnesses and give evidence concerning the question of fact at such time. Within thirty-two (32) days after the hearing, the CSRA RC's Board of Directors shall render its decision concerning the question of fact in writing to the Subgrantee and to CSRA RC's Executive Director.

Pending final decision of an appeal to the CSRA RC's Board of Directors, the Subgrantee shall proceed diligently with the performance of the Subgrant Agreement and in accordance with CSRA's Board of Director's decision.

The Subgrantee agrees that the decision of the CSRA RC's Board of Directors concerning the question shall be final and conclusive unless determined otherwise by the funding agencies, or the Comptroller General of the United States. In the event the funding agencies provide input, the CSRA RC's Board of Directors will reconsider its decision at the next regularly scheduled meeting of the CSRA RC Commission. Any decision made based on the information provided from the funding agencies (the reconsideration action) shall be final and conclusive.

34. **Assurances** The Subgrantee hereby assures and certifies that it will comply with the regulations, policies, guidelines and requirements, including the Executive Order 12372, 45 CFR 74, 45 CFR 92, and OMB Supercircular, as appropriate, as they relate to the application, acceptance, use and audit of Federal funds for this federally assisted program. Also, the Subgrantee gives assurance and certifies with respect to this purchase of service agreement that:

(a) For all purchase of service agreements:

- (1) It possesses legal authority to apply for this purchase of service agreement, and, if appropriate, to finance and construct any proposed facilities; and, a resolution, motion or similar action has been duly adopted or passed as an official act of the Subgrantee's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the Subgrantee to act in connection with the application and to provide such additional information as may be required, and, upon CSRA RC's approval of its application, that the person identified as the official representative of the Subgrantee is authorized to execute a purchase of service agreement contract incorporating the terms of its application.
- (2) It will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352 and 42USC 2000d) and in accordance with Title VI of that Act, no person in the United States shall, on the ground of age, disability, religion, creed or belief, political affiliation, sex, sexual orientation, race, color, or national origin, be executed from participation in, be denied the benefits of, or be otherwise



subjected to discrimination under any program or activity for which the applicant received Federal financial assistance and will immediately take any measures necessary to effectuate this assurance. It will further comply with Title VI provisions prohibiting employment discrimination where the primary purpose of a grant is to provide employment. It will not discriminate against any qualified employee, applicant for employment or service fourth party Subgrantees, or client because of age, disability, religion, creed or belief, political affiliation, race, color, sex, sexual orientation, or national origin. The Subgrantee shall take affirmative action to ensure that qualified applicants are employed and qualified fourth party Subgrantees are selected, and that qualified employees are treated fairly during employment, without regard to their age, disability, religion, creed or belief, political affiliation, race, color, sex, sexual orientation, or national origin. Such action shall include but not be limited to the following: employment, upgrading, demotions, or transfers; recruitment or recruitment advertising; layoffs or terminations; rates of pay or other forms of compensation; selection for training including apprenticeship, and participation in recreational and educational activities. If the Subgrantee has fifty or more employees (regardless of the funding sources) and if the total compensation and reimbursement to be paid to the Subgrantee as specified in Attachment "A" of the contract is fifty thousand dollars (\$50,000) or more, the Subgrantee certifies that: (A) It has developed a written Affirmative Action Program (AAP) which includes: an analysis of the Subgrantee's work forces showing by job category the extent to which minorities and females are being underutilized, and where minorities and females are being underutilized, realistic goals and timetables in each job category for correcting the underutilization; and (b) it presently has such a plan in effect and such plan will remain in effect at least until the program completion date of this Subgrant Agreement. The Subgrantee agrees to post in a conspicuous place available to employees and applicants for employment, notices to be provided setting forth the provisions of this non-discrimination clause.

The Subgrantee shall in all solicitations or advertisements for fourth party Subgrantees or employees placed by or on behalf of the Subgrantee, state that all qualified applicants will receive consideration for employment without regard to age, disability, religion, creed or belief, political affiliation, race, color, sex or national origin. The Subgrantee shall not discriminate against any qualified client or recipient of services provided through this Subgrant Agreement on the basis of age, disability, religion, creed or belief, political affiliation, race, color, sex or national origin. The Subgrantee shall cause the foregoing provisions to be included in all subcontracts for any work covered by this Subgrant Agreement so that such provisions will be binding upon each fourth party Subgrantees, provided that the foregoing provisions shall not apply to subcontracts for less than ten thousand dollars (\$10,000).

The Subgrantee shall keep such records and submit such reports concerning the racial and ethnic origin of applicants for employment and employees as CSRA RC or the funding agencies may require.



The Subgrantee agrees to comply with such rules, regulations or guidelines as CSRA RC or the funding agencies may issue to implement the requirements of this paragraph.

- (3) It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally assisted programs.
- (4) It will comply with the applicable provisions of the Hatch Act, which limits the political activity of employees.
- (5) It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
- (6) It will cooperate with CSRA RC in assisting the funding agencies in compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), Executive Order 11593, and the Archeological and Historic Preservation Act of 1966 (16 U.S.C. 469a-1 et seq.) by (a) consulting, through CSRA RC, with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 3 CFR Part 800.8) by the activity, and subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying, through CSRA RC, the funding agencies of the existence of any such properties, and by (b) complying with all requirements established by CSRA RC or the funding agencies to avoid or mitigate adverse effects upon such properties.
- (7) It understands that the phrase "Federal financial assistance" is included any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
- (8) For purchase of service agreements involving Federal financial assistance for construction, it will make certain that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the Project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the fund agencies, through CSRA RC, of the receipt of any communication from the Director of the EPA office of Federal Activities indicating that a facility to be used in the program is under consideration for listing by EPA.
- (9) It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87



Stat. 975, approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities when such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards.

- (10) The Subgrantee agrees to abide by all State and Federal laws, rules and regulations and DHS and Division of Aging Services policy or procedure on respecting confidentiality of an individual's records. The Subgrantee further agrees not to divulge any information concerning any individual to any unauthorized person without the written consent of the individual employee, client or responsible parent or guardian.
- (11) The Subgrantee agrees to comply with all applicable provisions of the Americans with Disabilities Act (ADA) and any relevant federal and state laws, rules and regulations.

35. **Property Management Standards** The Subgrantee agrees:

- A. That all non-expendable personal property purchased, in total or in part, with funds received from the CSRA RC during the term of this Subgrant Agreement and all previous contracts is property of the CSRA RC and is subject to the rules and regulations of the CSRA RC throughout the life and disposition of said property. Said property cannot be transferred or otherwise disposed of without prior written approval of the CSRA RC.
- B. To adhere to all policies and procedures as promulgated in the State of Georgia's Department of Human Services' DHS Administrative Policy and Procedures Manual, Part IX, the Property Management Manual, and, if applicable, the Vehicle Management Manual, which are by reference made a part of this Subgrant Agreement. Subgrantee understands that the requirements for inventory of property (at least every two years) and a control system to safeguard against loss, damage or theft as contained in the property manual shall be followed.
- C. That property records shall be maintained accurately and reported on Form #5111, Detailed Equipment Listing (available upon request), within 30 days after acquisition of such property, to the CSRA RC as indicated below:

CSRA Regional Commission
Attn: Property Control
3626 Walton Way Ext, Suite 1
Augusta, GA 30909

- D. In the event this Subgrant Agreement is terminated prior to expiration or is not renewed, Subgrantee agrees to properly dispose of all CSRA RC property as



follows:

1. Prepare Form 5086, Equipment Status Change form (available on request), listing all CSRA RC equipment in the Subgrantee's possession and send this form to the CSRA RC for final disposal determination.
2. Upon notification by the CSRA RC, Subgrantee agrees to transport the RC's property to the CSRA RC's facility. Expenses incurred by the Subgrantee in transporting this equipment may be charged to the terminated Subgrant Agreement.

36. **Federal Prohibitions and Requirements Related to Lobbying** Pursuant to Section 1352 of Public Law 101-221, the Subgrantee agrees that:

- (a) No Federally appropriated funds have been paid or will be paid, by or on behalf of the Subgrantee, to any person for influencing or attempting to influence an officer or employee of any Federal 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.
- (b) As a condition of receipt of **any** Federal contract, grant, loan, or cooperative agreement exceeding \$100,000, the Subgrantee shall file with CSRA RC a signed "Certification Regarding Lobbying."
- (c) If any funds other than Federally 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 the Federal contract, grant, loan, or cooperative agreement, the Subgrantee shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instruction.
- (d) A disclosure form will be filed at the end of each calendar quarter in which there occurs any event that requires disclosure or that materially affects the accuracy of the information contained in any disclosure form previously filed by the Subgrantee under subparagraphs (B) or (C) of this paragraph. An event that materially affects the accuracy of the information reported includes:
 - (1) A cumulative increase of \$25,000 or more in the amount paid or expected to be paid for influencing or attempting to influence a covered Federal action; or
 - (2) A change in the person(s) or individual(s) influencing or attempting to influence a covered Federal action; or,



- (3) A change in the officer(s), employee(s), or member(s) contacted to influence or attempt to influence a covered Federal action.

Any Subgrantee who makes a prohibited expenditure or who fails to file or amend the disclosure form, as required, shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure.

An imposition of a civil penalty under this action does not prevent the United States from seeking any other remedy that may apply to the same conduct that is the basis for the imposition of such civil penalty.

The Subgrantee shall require that the prohibitions and requirements of this paragraph included in the award documents for all subawards at all tiers (including subcontracts, purchase of service agreements, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

37. **Debarment** In accordance with Executive Order 12549, Debarment and Suspension, and implemented at 45 CFR Part 76, 100-510, the Subgrantee shall certify that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Subgrant Agreement by any federal department or agency. The Subgrantee further agrees that it will include the requirement for the “Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion – Lower Tier Covered Transaction,” without modification, in all lower tier transactions and in all solicitations for lower tier covered transactions.
38. **Compliance with Requirements of the Georgia Department of Human Services (DHS)** The Subgrantee shall be bound by the applicable terms and conditions of the purchase of service contract between CSRA RC and DHS, which is on file in the offices of CSRA RC and is hereby made a part of this Subgrant Agreement as fully as if the same were attached hereto. If any of the terms and conditions of this agreement conflict with any terms and conditions of the purchase of service contract, the Subgrantee agrees to abide by the terms and conditions of the contract, which shall be controlling unless prior written consent to the contrary is received from CSRA RC.
39. **Documentation of Rent Costs** All Subgrantee budgeted rent line items or maintenance in lieu of rent line items on privately owned buildings must be supported by three (3) separate Statements of Comparable Rent, DHS Form #5465 (copies available from the Department).
- Public facility maintenance in lieu of rent budgeted by the Subgrantee will be supported by a Local Statement of Service and Maintenance Cost in Lieu of Rent in Public Buildings, DHS Form #5464, and by three separate Statements of Comparable Rent, DHS Form #5465 (copies available from the Department). Rent per se is not applicable for publicly owned facilities/buildings unless newly occupied on or after October 1, 1980, in accordance with OMB Supercircular.
40. **Criminal Records Investigation**



- (a) The Subgrantee agrees that, for the filling of positions or classes of positions having direct care/treatment custodial responsibilities for services rendered under this Subgrant Agreement, applicants selected for such positions shall undergo a criminal record history investigation that shall include a fingerprint record check pursuant to the provisions of Code Section 49-2-14 of the Official Code of Georgia Annotated. In order to initiate this requirement, the Department will provide forms, which will include the required data from the applicant. The Subgrantee agrees to obtain the required information (which will include two proper sets of fingerprints on each applicant) and transmit said fingerprints directly to the Georgia Crime Information Center together with the fee as required by said Center for a determination made pursuant to Code Section 49-2-14 of the Official Code of Georgia Annotated or any other relevant statutes or regulations.
- (b) After receiving the information from the Georgia Crime Information Center or any other appropriate source, the Department will review any derogatory information and, if the crime is one which is prohibited by duly published criteria within the Department, the Subgrantee will be informed and the individual so identified will not be employed for the purpose of providing services under this Subgrant Agreement.
- (c) The provisions of this paragraph of the Subgrant Agreement shall not apply to persons employed in day-care centers, group day-care homes, family day-care homes, or child-caring institutions which are required to be licensed or registered by the Department or to personal care homes required to be licensed, permitted, or registered by the Department.

41. **Other Requirements** In addition to other requirements of this Subgrant Agreement, the Subgrantee agrees to comply with, and shall be bound by, the applicable terms and conditions of all State and Federal laws or regulations governing and defining resources, project administration, allowable costs and associated procurement standards including but not limited to 41 CFR 29-70, 45 CRR 74, 45 CFR 92, 2 CFR 200, or ODIS as appropriate.

The Subgrantee agrees that, if costs incurred by the Subgrantee are not in conformity with the above requirements and are subsequently disallowed as a result of an audit pursuant to the Paragraph titled "**Audits**" above or by CSRA RC, Georgia Department of Human Services, U.S. Department of Health and Human Services, the Comptroller General of the United States, or any of their duly authorized representatives, then, upon written demand by CSRA RC, the Subgrantee shall reimburse CSRA RC in full for any payment made by CSRA RC to the Subgrantee for such disallowed costs within thirty days of receipt of such written demand.

42. **State of Georgia Ethics Code Violations** The Subgrantee understands that the State of Georgia's Department of Human Services' Division of Aging Services (the Department) is the primary source of funds for this subgrant agreement. Under Subsection 93.11 (§93.11) of the Division of Aging Services' *Compliance with Contractor Responsibilities, Rewards and Sanctions* publication, entitled Ethics Code Violations, all contractors, including the Area Agency on Aging and their sub-contractors are expected to abide by the Code of Ethics for Government Service (See Appendix 93-B of the above-referenced publication for a copy of the current Code of Ethics). Accordingly, any violations of the Ethics Code requirements will



be investigated by the Department and referred by the Department to the appropriate law enforcement agency. Ethics violations may result in criminal prosecution and may be pursued based on the provisions pertinent laws and regulations. When conducting such investigations, the Department will inform the contractor of the exact nature of the complaint and may require the contractor to conduct its own internal investigation. The Department will document its investigation's findings and conclusions and inform the contractor and the complainant of the results. If an investigation indicates there is a substantiated situation in which there is a question of ethics code violations, the Department will require the contractor to take corrective action and/or refer the complaint to appropriate law enforcement agencies.

43. **CSRA RC Ethics Hotline** The Central Savannah River Area Regional Commission has initiated and established an ethics hotline. All recipients of subgrants, Subgrant Agreements, subcontracts, and/or cooperative agreements are required to take proactive steps to ensure that employees within their agencies are aware of the CSRA RC's ethics hotline. To this end, the subgrantee must provide its employees with a copy of the CSRA RC's ethics hotline information brochure and each employee must sign an acknowledgement that the information has been provided to him/her. Copies of all acknowledgements must be maintained in the records associated with this agreement and are subject to review by the CSRA RC at all times.

44. **Termination**

- (a) **Due to Non-Availability of Funds.** Notwithstanding any other provision of this Subgrant Agreement, in the event that any of the funding sources for payments to the CSRA RC for services under this Subgrant Agreement no longer exist, or in the event the sum of all obligations of the CSRA RC incurred under this and all other Subgrant Agreements entered into for this program exceeds the balance of such Subgrant Agreement sources, then this Subgrant Agreement shall immediately be suspended until further modification from the CSRA RC without further obligation of the CSRA RC as of that moment. The certification by the Commissioner of the Department of Human Services of the occurrence of either of the events stated above shall be conclusive.
- (b) **Due to Default or for Cause.** This Subgrant Agreement may be terminated for cause, in whole or in part, at any time by the CSRA RC for failure of the Subgrantee to perform any of the provisions hereof. Should the CSRA RC exercise its right to terminate this Subgrant Agreement under the provisions of this paragraph, the termination shall be accomplished in writing and specify the reason and termination date. The Subgrantee will be required to submit the final Subgrant Agreement expenditure report not later than thirty (30) days after the effective date of written notice of termination. Upon termination of this Subgrant Agreement, the Subgrantee shall not incur any new obligations after the effective date of the termination and shall cancel as many outstanding obligations as possible. The above remedies are in addition to any other remedies provided by law or the terms of this Subgrant Agreement.
- (c) **For Convenience of the Subgrantee.** This Subgrant Agreement may be cancelled or terminated by the Subgrantee without cause; however, the Subgrantee must give written notice of its intention to do so to the CSRA RC at least ninety (90) days prior to the effective date of cancellation or termination.



- (d) **For Convenience of CSRA RC.** This Subgrant Agreement may be cancelled or terminated by the CSRA RC without cause; however, the CSRA RC must give written notice of its intention to do so to the Subgrantee at least thirty (30) days prior to the effective date of cancellation or termination.
- (e) Notwithstanding any other provision of this paragraph, this Subgrant Agreement may be immediately terminated without any opportunity to cure, if any of the following events occurs:
1. Subgrantee becomes insolvent or liquidation or dissolution or a sale of the Subgrantee's assets begins.
 2. Subgrantee or any of its subgrantees violates or fails to comply with any applicable provision of federal or state law or regulation.
 3. Subgrantee or any of its subgrantees knowingly provides fraudulent, misleading or misrepresentative information to any consumer/customer/client of the CSRA RC or the Department of Human Services or to the CSRA RC or DHS's representatives.
 4. Subgrantee has exhibited an inability to meet its financial or services obligations.
 5. A voluntary or involuntary bankruptcy petition is filed by or against the Subgrantee under the U.S. Bankruptcy Code or any similar petition under any state insolvency law.
 6. An assignment is made by the Subgrantee for the benefit of creditors.
 7. A proceeding for the appointment of a receiver, custodian, trustee, or similar agent is initiated with respect to the Subgrantee.
 8. The CSRA RC deems that such termination is necessary if the Subgrantee or any fourth party Subgrantees fails to protect or potentially threatens the health or safety of any consumer/customer/client and/or to prevent or protect against fraud or otherwise protect the CSRA RC or the State of Georgia's personnel, consumers/customers/clients, facilities, or services.
 9. A court with competent jurisdiction, or an arbitrator(s) conducting an arbitration involving the CSRA RC by consent, issues an order or decision that causes or determines the Subgrant Agreement to be rendered voidable or null and void and/or prohibits the CSRA RC from contracting with the Subgrantee, or otherwise invalidates the procurement process and/or the contractual relationship with the Subgrantee.
 10. Subgrantee is debarred or suspended from performing services on any public contracts and/or subject to exclusion from participation in the Medicaid or Medicare programs.



45. **Subgrantee/Fourth-Party License Requirements** The Subgrantee agrees to maintain any required city, county and state business licenses and any other special licenses required, prior to and during the performance of this Subgrant Agreement. The Subgrantee is responsible to ensure that fourth party (sub-subgrantees) contractors are appropriately licensed. The Subgrantee agrees that if it loses or has sanctioned any license, certification or accreditation required by this Subgrant Agreement or state and federal laws, that this Subgrant Agreement may be terminated immediately in whole or in part.
46. **AIDS Policy** Subgrantee agrees, as a condition to provision of services to the CSRA RC's and/or DHS's consumers/customers/clients/patients, not to discriminate against any consumer/customer/client/patient who may have AIDS or be infected with Human Immunodeficiency Virus (HIV). The Subgrantee is encouraged to provide or cause to be provided appropriate AIDS training to its employees and to seek AIDS technical advice and assistance from the appropriate division or office of DHS, as the Subgrantee deems necessary. The Subgrantee further agrees to refer those consumers/customers/clients/patients requesting additional AIDS related services or information to the appropriate county health department.

Notwithstanding subparagraph A above, if the Subgrantee is a county board of health it agrees to comply with the Joint Advisory Notice, entitled "Protection Against Occupational Exposure to Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV)," dated October 30, 1987, from the Department of Labor/Department of Health and Human Services and which has been made available to the board. The board further agrees that in the implementation of the Department's programs it will follow those standard operation procedures developed and identified by the appropriate program division of the Department as applicable to the specific programs and as provided to the board by the program division.

47. **Indemnification of CSRA RC** Subgrantee hereby waives, releases, relinquishes, discharges and agrees to indemnify, protect and save harmless the State of Georgia (including the State Tort Claims Trust Fund), DHS, DOAS, the Central Savannah River Area Regional Commission and the Central Savannah River Area Regional Commission's Area Agency on Aging, their officers and employees (collectively "indemnitees") of and from any and all claims, demands, liabilities, loss, costs or expenses for any loss or damage for bodily injury (including but not limited to death), personal injury, property damage, or contract rights, attorneys' fees caused by, growing out of, or otherwise happening in connection with this Subgrant Agreement, due to any act or omission on the part of Subgrantee, its agents, employees, fourth party Subgrantees, or others working at the direction of Subgrantee or on Subgrantee's behalf: or due to any breach of this Subgrant Agreement by Subgrantee; (collectively, the "Indemnity Claims").

This indemnification extends to the successors and assigns of the Subgrantee, and this indemnification and release survives the termination of this Subgrant Agreement and the dissolution or, to the extent allowed by law, the bankruptcy of the Subgrantee.

If and to the extent such damage or loss as covered by this indemnification is covered by the State Tort Claims Fund or any other self-insurance funds maintained by the Department of Administrative Services (collectively, the "funds"), the Subgrantee agrees to reimburse the



IN WITNESS WHEREOF, the Subgrantee and the CSRA RC have executed this Subgrant Agreement as of the day first above written.

SIGNED:

Augusta-Richmond County

Address for Official Notices:

Garnett Johnson
Mayor
535 Telfair Street
Augusta, GA 30901

By: _____

Mayor
Title

DATE: _____

ATTEST:

DocuSigned by:
Jennifer Sankey
86309204F236407...

Jennifer Sankey, CFO

CSRA REGIONAL COMMISSION
3626 Walton Way Ext, Suite 1
Augusta, Georgia 30909-6421

By: DocuSigned by:
Andy Crosson
2DCD3DE526877476...

Andy Crosson, Executive Director

DATE: 6/20/2024 | 8:51:26 AM EDT

**SECTION FOUR**

Work Services As a provider under this Subgrant Agreement, the Subgrantee shall be responsible for the following general activities:

1. The Subgrantee shall submit quarterly narrative reports that document efforts to develop new sources of community support, both public and private, during the Subgrant Agreement period. Reports are due on the 10th of the succeeding month.
2. The Subgrantee shall attend all regularly scheduled and/or called CSRA RC-sponsored meetings and training sessions.
3. The Subgrantee shall be responsible for developing, maintaining, and fulfilling all written working agreements called for in each cost center.
4. The Subgrantee shall maintain and distribute an updated agency brochure describing available services within its service area. In addition, the Subgrantee shall develop and implement publication strategies that foster high visibility and promote positive public awareness of the aging program and issues facing older adults.
5. The Subgrantee shall encourage and document efforts to generate the program income budgeted in each sub-element. The Subgrantee shall also encourage and document efforts to generate voluntary contributions not budgeted in each sub element.
6. The Subgrantee shall implement the automated client tracking system and shall do so consistent with the policies and procedures promulgated by the Division of Aging Services for WellSky or CSRA RC.
7. The Subgrantee shall notify CSRA RC promptly of any changes in service delivery, organization or sites.
8. The Subgrantee shall do, perform, and carry out, in a satisfactory manner, as determined by CSRA RC's cognizant department director, the goals and objectives as submitted in the Provider's FY 2024 Update. The application by reference is an official Subgrant Agreement document.
9. The Subgrantee shall implement customer satisfaction feedback and provide annual evaluations. The Subgrantee shall do, perform, and carry out, in a satisfactory manner, as determined by CSRA RC's cognizant department director, the following specific work and services.



Attachment A Scope of Work

The Scope of Work to be performed under this agreement is outlined in the Subgrantee's Request for Proposal for the fiscal year covered by this agreement unless otherwise specified.

As noted in Attachment D below, the response to the Request for Proposals is on file with the CSRA RC's Area Agency on Aging and is referenced as submitted herein.

Specific information related to the service(s) outlined in the Scope of Work can be found in Georgia's Administrative Guidelines and Requirements on the On-line Directives Information System (ODIS) at <https://odis.dhs.ga.gov>.



**ATTACHMENT B
PROGRAM AND SERVICE PERFORMANCE REQUIREMENTS**

- I. **General:** The work to be accomplished by the subgrantee is in support of the services authorized for the provider in the State of Georgia’s WellSky system. Services include those listed under the “Services” tab of the provider and outline the service code, service description, unit type and unit cost. If you have questions about your services, units or unit costs, please contact the Area Agency on Aging.
- II. The subgrantee’s monthly program performance reports will separately detail progress made relative to each service provided.
- III. **Area Covered:** The subgrantee shall perform all the services provided for under this Subgrant Agreement within the geographic service areas, herein called the “service delivery area” approved by the CSRA RC’s Area Agency on Aging.
- IV. The subgrantee will access Georgia’s Administrative Guidelines and Requirements on the On-line Directives Information System (ODIS) at <https://odis.dhs.ga.gov> for compliance and technical assistance issues as needed.
- V. **Mandatory Trainings and Meetings –** The Subgrantee will be responsible for attending all training(s) and meeting(s) mandated by the Division of Aging Services or the CSRARC AAA. Therefore, should the Subgrantee be unable to attend the training or meeting, he or she may send a staff member if all staff is not mandated to attend.



PROGRAM AND SERVICE REPORTING REQUIREMENTS (continued)

Reporting Requirements: As a provider under this Subgrant Agreement, the Subgrantee shall be responsible for implementing the following reporting requirements.

I. Intake, Assessment and Record Maintenance Basics for All Non-Medicaid Clients

- 1.1 The Title III-SSBG Operations Manual is superseded in part by these policies and procedures.
- 1.2 Basic intake and assessment information for all new clients entering the service delivery system shall be gathered using the following forms:
 - (a) Basic demographics
 - (b) DON-R- (Determination of Need)
 - (c) The NSI “DETERMINE” Checklist
 - (d) <http://odis.dhs.ga.gov>
- 1.3 The same information shall be gathered *for all ongoing clients, at the time of annual individual reassessment*, and changes to these client files are to be entered in the WellSky database as reassessments are completed.
- 1.4 Provider or AAA staff responsible for preparing individual client service plans shall continue to use approved service plan forms until further notice.
- 1.5 Provider or AAA staff responsible for preparing client notification forms shall continue to use approved forms until further notice.
- 1.6 Staff shall continue to include narrative entries in client records using approved documentation formats.
- 1.7 Clients receiving HCBS home care services must come through the ADRC for an initial screening and assessment by the AAA staff. In cases where subcontractors are authorized to admit clients directly, a comprehensive assessment utilizing the Determination of Need-Revised (DON-R) and the Nutritional Screening Initiative (NSI) must be performed at the provider level in accordance with Policy 114 Guideline and Requirements for Client Assessment. Refer to the Georgia Department of Human Services’ Division of Aging Services Division of Aging Services’ Requirements for Non-Medicaid and Community Based Services. In case where the client is served by more than one agency/organization, the AAA will designate which provider will be responsible for conducting reassessments and making appropriate referrals. Providers are expected to review WellSky reports and records to ensure effective coordination of services.



II. Basic Demographics

2.1 All affected providers, and/or Area Agencies will use the Client Intake, Registration and Tracking Form to collect, record and enter into WellSky certain basic individual client data.

2.2 **Complete all** data elements:

2.3 When form is to be completed or information is to be updated:

- (a) For all new clients being registered with WellSky
- (b) At the time of the first or subsequent annual reassessment for ongoing clients
- (c) At any time that there is a change in any of the required data for any client

2.4 Retention and distribution of the form:

- (a) Keep the original form completed for initial registration of the client in the client record.
- (b) Provide a copy of the original form, and of any updated information, to the data entry staff for processing.
- (c) If adding or changing information after initial registration, complete a new form if necessary, or add or change the information (suggestion: Use a 'highlighter' marker to enter changes on the data entry copy.) Retain the original in the client record.

III. Determination of Need (DON-R)

3.1 When form is completed:

- (a) All affected providers of Non-Medicaid Home and Community Based Services, regardless of fund source, or Area Agencies, will complete the DON-R for all clients applying for services, including those who will be placed on a waiting list.
- (b) At the time of first reassessment the following implementation for each ongoing client.
- (c) At any time that there is a significant change in any client's situation which affects functional status and the need for services.

3.2 Use of information



- (a) The information from the DON-R, along with information captured on Poverty Level and the NSI “DETERMINE” Checklist, will evaluate the client’s priority for receiving services.
- (b) Clients at or below poverty, with significant impairments in ADLs and IADLs, and with Nutrition Risk Scores of 6 or higher, shall be given preference for services.
- (c) Ongoing clients shall be reassessed at the annual review date and decisions regarding continued service needs will be based on this reassessment, using the same criteria as in III.2 (b), in conjunction with other significant information about the client’s situation and need for support.

IV. Nutrition Screening Initiative “DETERMINE” Checklist

- 4.1 The NSI “DETERMINE” Checklist shall be used to determine nutritional risk status for each client applying for non-Medicaid home and community-based services.
- 4.2 The initial NSI Checklist Score shall auto populate into WellSky.
- 4.3 For each client who begins receiving nutrition services, either at home or in a congregate setting, the NSI “DETERMINE” Checklist will be administered again within the first three months of service. *This score, whether the same or different, shall auto populate in WellSky.*
- 4.4 *Baseline NSI “DETERMINE” Checklist Scores shall be determined for all current nutrition service clients and recipients of homemaker, in-home respite, and adult day health services (regardless of fund source) at the time of the next scheduled reassessment.*
- 4.5 The risk status for all clients in the specified services shall be tracked for the duration of their participation in the service program using the on an annual review basis.
- 4.6 Wherever feasible, nutrition service applicants/participants with risk scores of 6 or higher shall be referred for additional individualized nutrition screening (Level I Screening) and counseling by a registered dietician.



ATTACHMENT C COST AND FINANCIAL REPORTING REQUIREMENTS

- I. Deviations between Expenditure Object Class Categories (except FOOD or EQUIPMENT) within the same service are permitted if the cumulative absolute total of such transfers does not exceed ten (10) percent of the total amount for that service shown on individual cost center pages. Subgrantee must promptly submit written notice of such deviation to CSRA RC. No deviation in the FOOD or EQUIPMENT Expenditure Object Class Categories is permitted, under this ten percent provision.
- II. If the Subgrantee's proposed deviations exceed the tolerances identified in A. above, or if transfers of funds are proposed from one or more services to another, a formal Subgrant Agreement amendment must be requested by the Subgrantee, approved by CSRA RC, and executed by both parties.
- III. **Compensation** The compensation is shown by cost center and resource category on the Distribution of Resource, Supplemental Fiscal Year exhibit and on individual cost center pages, which are made a part of this Subgrant Agreement for financial reporting, monitoring, and audit purposes. The maximum amount of CSRA RC's compensation to the Subgrantee by cost center is equal to the total federal and state funds as outlined in Section I of this agreement.

The Subgrantee's request for payment described in the "Method of Payment" paragraph in the main body of the Subgrant Agreement shall delineate charges to be applied to each service. In no event will total payments under each service exceed the maximum amounts listed on the "Distribution of Resources" exhibit, nor shall CSRA RC's payment to the Subgrantee exceed the total federal and state funds as outlined in Section I of this agreement.

Any deviation from or changes to the approved budget shall be handled as follows:

- IV. **Matching-Share** In addition to the requirements specified herein, the Subgrantee specifically agrees to comply with, and shall be bound by, the applicable terms and procedures for determining the allow ability of non-federal contributions by the Subgrantee or other non-federal parties in satisfying the cost sharing and matching requirements of this Subgrant Agreement, if any, including but not limited to 45 CFR 74, 45 CFR 92, 2 CFR 200, and ODIS as appropriate.

The Subgrantee further agrees that if non-federal contributions provided by the Subgrantee or other non-federal parties to fulfill the matching share requirements of this Subgrant Agreement, if any, are not in conformity with the above and are subsequently disallowed as a result of an audit by CSRA RC, the funding agencies, the Comptroller General of the United States, or any of their duly sworn representatives, then, upon written demand by CSRA RC, the Subgrantee shall, within thirty (30) calendar days of receipt of such written demand, reimburse CSRA RC the amount of compensation previously paid by CSRA RC to the Subgrantee that became unearned because of such disallowance.



- V. **Program Income** Program income, as defined in 4 CFR 74, 45 CFR 92, 2 CFR 200, and ODIS as appropriate, is further defined as follows:

Funds projected to be contributed by participant(s) or person(s) on behalf of a particular participant(s) of the program during the period of this subgrant Subgrant Agreement. Expenditure of this resource is limited to funds received, up to the amount shown on the "Distribution of Resources" exhibit. If program income is generated in excess of the amount shown on the "Distribution of Resources" exhibit, a Subgrant Agreement amendment executed by both parties is required prior to expenditure.

All program income is bound by the same guidelines and requirements governing the expenditure of all funds in this Subgrant Agreement. It is a resource to be budgeted and accounted for by service.

VI. **General**

- A. The Subgrantee agrees that the "year to date" percent of annual budget expended (by service or by category, and/or by Part, as appropriate) shall be in approximate alignment with the "year to date" percent of units of service delivered.
- B. The Subgrantee agrees that Match and Program Income collected shall be expended monthly or at intervals, such that state and federal funds are not expended at an accelerated rate (e.g., 10 percent match to 90 percent state and federal funds in Title III; and 12 percent match to 88 percent state and federal funds in SSBG).
- C. The Subgrantee agrees to furnish annual cost/cash contribution or in-kind match for Title III, as appropriate, which represents 10 percent of the total cost of this Subgrant Agreement. The certified cost/expenditures or in-kind match values will be expended/recorded by the Subgrantee monthly at 10 percent of the total monthly project expenditures for each service claimed for reimbursement.
- D. The Subgrantee agrees to furnish annual cost/cash contribution or in-kind match for SSBG, which represents 12 percent of the total cost of this Subgrant Agreement. The certified cost/expenditures or in-kind match values will be expended/recorded by the Subgrantee monthly at 12 percent of the total monthly project expenditures for each service claimed for reimbursement. The Subgrantee agrees that CSRA RC may withhold reimbursement if compliance is not maintained with A., B., and C. above or if satisfactory explanations are not provided regarding the provision of units of service and dollars expended.



**ATTACHMENT D
CONTRACTOR COST AND TECHNICAL PROPOSALS**

The Subgrantee shall do, perform and carry out in a satisfactory and proper manner, as determined by CSRA RC, the work and cost referenced in Attachment A which is on file at the CSRA RC and made a part hereof.

- Subgrantee's Request for Proposal for the agreement's covered fiscal year are official source documents and on file as submitted to the CSRA RC's AAA.
- Unit Cost Methodology Spreadsheet
- CD and/or Thumb Drive included in response to Request for Proposals (if applicable)
- Contractual and Administrative Assurances

On file at:

CSRA Regional Commission
3626 Walton Way Ext Suite 1
Augusta, Georgia 30909-6421



E-Verify Certification Affidavit Under O.C.G.A. § 13-10-91(b)(4)

By executing this affidavit, the undersigned sub-subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract for the Workforce Development Program on behalf of agencies of the State of Georgia has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

Furthermore, the undersigned sub-subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned sub-subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the sub-subcontractor with the information required by O.C.G.A. § 13-10-91(b). The undersigned sub-subcontractor shall submit, at the time of such contract, this affidavit to (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract).

Additionally, the undersigned sub-subcontractor will forward notice of the receipt of any affidavit from a sub-subcontractor to (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Sub-subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number _____

Date of Authorization _____

Name of Project CSRA Area Agency on Aging Nutrition Subgrant Agreement

Name of Employer Augusta-Richmond County

I hereby declare under penalty of perjury that the forgoing is true and correct.

I understand that an electronic signature has the same legal effect and can be enforced in the same manner as a written signature.

By checking this box and signing my name below, I am electronically signing this form.

Signature _____ **Date** _____

Name (typed) Garnett Johnson **Title** Mayor

CONTRACTUAL AND STANDARD PROGRAM ASSURANCES OF COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED

The responder hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964, as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 CFR Part 80) issued pursuant to that title, to the end that, in accordance with Title VI and the Act and the Regulation, no person in the United States shall, on the ground of political affiliation, religion, race, color, sex, handicap, age, or national origin, be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination under any program or activity financed in whole or in part by federal funds, which the RESPONDER provides or participates directly through a contractual or other arrangement.

The RESPONDER agrees to make no distinction on the ground of political affiliation, religion, race, color, sex, handicap, age, or national origin with respect to admission policy or procedure or in the provision of any aid, care, service or other benefits to individuals admitted or seeking admission to the RESPONDER.

This assurance is given in consideration of and for the purpose of receiving any and all payments from state agencies receiving federal grants. The RESPONDER recognizes and agrees that state agency financial payments will be extended in reliance on the presentations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance.

The assurance is binding on the RESPONDER, its successors, transferees, and assignees, and the persons whose signatures appear below are authorized to sign this assurance on behalf of the RESPONDER.

I understand that an electronic signature has the same legal effect and can be enforced in the same manner as a written signature.

By checking this box and signing my name below, I am electronically signing this form.

Signature _____

Date _____

Name (typed) _____

Title _____

Contact Phone: _____ Email: _____

ASSURANCE OF COMPLIANCE WITH SECTION 504 OF THE REHABILITATION ACT OF 1973, AS AMENDED, AND THE AMERICANS WITH DISABILITIES ACT OF 1990, AS AMENDED

The RESPONDER HEREBY AGREES THAT it will comply with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, as amended, and all requirements imposed by the applicable DHHS regulation (45 CFR Part 84) and all guidelines and interpretations issued pursuant thereto.

Pursuant to sub-section 84.5(a) of the regulation (45 CFR 84.5(a)), the RESPONDER gives this Assurance in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts (except procurement contracts and contracts of insurance or guaranty), property, discounts, or other federal financial assistance extended by the Department of Health and Human Services after the date of this Assurance, including payments or other assistance made after such date on Responses for federal financial assistance that were approved before such date.

The RESPONDER recognizes and agrees that such federal financial assistance will be extended in reliance on the representations and agreements made in this Assurance and that the United States will have the right to enforce this Assurance through lawful means. This Assurance is binding on the RESPONDER, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this Assurance on behalf of the recipient.

This Assurance obligates the recipient for the period during which federal assistance is extended by it to the Department of Health and Human Services or, where the assistance is in the form of real property, for the period provided for in sub-section 84.5(b) of the regulation (45 CFR 84.5(b)).

The responder

Employs fifteen (15) or more persons and, pursuant to sub-section 84.7(a) of the regulation (45 CFR 84.7(a)), has designated the following person(s) to coordinate its efforts to comply with the DHHS regulation.

Name of Compliance Person

Employer Identification # (IRS#)

I certify that this information is complete and correct to the best of my knowledge.

I understand that an electronic signature has the same legal effect and can be enforced in the same manner as a written signature.

By checking this box and signing my name below, I am electronically signing this form.

Signature _____ Date _____
Name (typed) _____ Title _____
Contact Phone: _____ Email: _____

COMPLIANCE WITH CLEAN AIR AND WATER ACTS

The grantee certifies that:

This contract is subject to the requirements of the Clean Air Act, as amended, 42 USC 1857 et. seq., and the regulations of the Environmental Protection Agency with respect thereto, at 40 CFR Part 15, as amended from time to time.

In compliance with said regulations:

1. The Contractor shall require of subcontractors that any facility to be utilized in the performance of any nonexempt contract or subcontract is not listed on the List of Violating Facilities issued by the Environmental Protection Agency (EPA) pursuant to 4C CFR 15.20.
2. The Contractor will comply with all the requirements of Section 114 of the Clean Air Act, as amended, (42 USC 1857c-8) and section 308 of the Federal Water Pollution Control Act as amended, (330 USC 1318) relating to inspection, monitoring, entry, reports, and information, as well as all other requirements specified in said section 114 and section 308, and all regulations and guidelines issued thereunder.
3. The Contractor will provide prompt notice of any notification received from the Director, Office of Federal Activities, EPA, indicating that a facility utilized or to be utilized for the contract is under consideration to be listed on the EPA List of Violating Facilities.
4. The Contract will include or cause to be included the criteria and requirements to paragraph (1) through (4) of this section in every nonexempt subcontract and take such action as the Government will direct as a means of enforcing such provisions.

Signature of Legally Authorized Person

I understand that an electronic signature has the same legal effect and can be enforced in the same manner as a written signature.

By checking this box and signing my name below, I am electronically signing this form.

Signature _____ Date _____
Name (typed) _____ Title _____
Contact Phone: _____ Email: _____

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION FOR COVERED CONTRACTS AND GRANTS

Federal Executive Order 12549 requires the CSRA RC to screen each covered potential contractor/grantee to determine whether each has a right to obtain a contract/grant in accordance with federal regulations on debarment, suspension, ineligibility, and voluntary exclusion. Each covered contractor/grantee must also screen each of its covered subcontractors/providers.

In this certification "contractor/grantee" refers to both contractor/grantee and subcontractor/sub-grantee: "contract/grant" refers to both contract/grant and subcontract/subgrant. By signing and submitting this certification the potential contractor/grantee accepts the following terms:

1. The certification herein below is a material representation of fact upon which reliance was placed when this contract/grant was entered into. If it is later determined that the potential contractor/grantee knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the Department of Health and Human Services, United States Department of Agriculture or other federal department or agency, the Technical College System of Georgia, or the CSRA Regional Commission may pursue available remedies, including suspension and/or debarment.
2. The potential contractor/grantee shall provide immediate written notice to the person to which this certification is submitted if at any time the potential contractor/grantee learns that the certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
3. The words "covered contract," "debarred," "suspended," "ineligible," "participant," "person," "principal", "response," and "voluntarily excluded," as used in this certification have meanings based upon materials in the Definitions and Coverage sections of federal rules implementing Executive Order 12549. Usage is as defined in the attachment.
4. The potential contractor/grantee agrees by submitting this certification that, should the proposed covered contract/grant be entered into, it shall not knowingly enter into any subcontract with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Department of Health and Human Services, United States Department of Agriculture or other federal department or agency, the Technical College System of Georgia and/or the CSRA Regional Commission as applicable.
5. The potential contractor/grantee further agrees by submitting this certification that it will include this certification titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion for Covered Contracts and Grants" without modification, in all covered subcontracts and in solicitations for all covered subcontracts.
6. A contractor/grantee may rely upon a certification of a potential subcontractor/subgrantee that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered contract/grant, unless it knows that the certification is erroneous. A contractor/grantee must, at a minimum, obtain certifications from its covered subcontractors/subgrantees upon each subcontract's/subgrant's initiation and upon each renewal.
7. Nothing contained in all the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this certification document. The knowledge and information of a contractor/grantee is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
8. Except for contracts/grants authorized under paragraph 4 of these terms, if a contractor/grantee in a covered contract/grant knowingly enters into a covered subcontract/subgrant with a person who is

suspended, debarred, ineligible, or voluntarily excluded from participation in the transaction, in addition to other remedies available to the federal government, Department of Health and Human Services, United States Department of Agriculture, or other federal department or agency, as applicable, the Technical College System of Georgia, or other state department or agency, as applicable, and/or the CSRA Regional Commission may pursue available remedies, including suspension and or debarment.

Debarment Certification Statement

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (Executive Order 12549, Debarment and Suspension, 34 CFR Part 85)

Organization/Individual certifies to the best of its knowledge and belief, that it and its principals:

- (a) Are are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have have not within a three-year period preceding award of this consulting agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are are not presently indicted for or otherwise criminally charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in Paragraph (b) above; and
- (d) Have have not within a three-year period preceding award of this consulting agreement had one or more public transactions (Federal, State or Local) terminated for cause or default.

Signature of Legally Authorized Person

I understand that an electronic signature has the same legal effect and can be enforced in the same manner as a written signature.

By checking this box and signing my name below, I am electronically signing this form.

Signature _____ Date _____

Name (typed) _____ Title _____

Contact Phone: _____ Email: _____

CHECK HERE IF NOT APPLICABLE

Disclosure of Lobbying Activity Form



<p>1. Type of Federal Action:</p> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <p>a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance</p>	<p>2. Status of Federal Action:</p> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <p>a. bid/offer/response b. Initial award c. post-award</p>	<p>3. Report Type:</p> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <p>a. initial filing b. material change For Material Change Only: year _____ quarter _____ date of last report _____</p>
<p>4. Name and Address of Reporting Entity:</p> <p>____ Prime ____ Subawardee Tier _____, if known:</p> <p>Congressional District, if known: _____</p>		<p>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime</p> <p>Congressional District, if known: _____</p>
<p>6. Federal Department/Agency:</p>	<p>7. Federal Program Name/Description CFDA Number, if applicable: _____</p>	
<p>8. Federal Action Number, if known:</p>	<p>9. Award Amount, if known: \$</p>	
<p>10. a. Name and Address of Lobbying Entity (if individual, last name, first name, MI): (attach Continuation Sheet(s))</p>	<p>b. Individual Performing Services (including address if different from No. 10a) (last name, first name, MI) SF-LLL-A, if necessary)</p>	
<p>11. Amount of Payment (check all that apply):</p> <p>\$ _____ actual _____ planned</p>	<p>13. Type of Payment (check all that apply):</p> <p>____ a. retainer ____ b. one-time fee ____ c. commission ____ d. contingent fee ____ e. deferred ____ f. other; specify: _____</p>	
<p>12. Form of Payment (check all that apply):</p> <p>____ a. cash ____ b. in-kind; specify: nature _____ value _____</p>		
<p>14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for payment indicated in Item 11: (attach Continuation Sheet(s) SF-LLL-A, if necessary)</p>		
<p>15. Continuation Sheet(s) SF-LLL-A attached:</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; width: 40px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; margin-right: 5px;"></div> </div> <p style="text-align: center; margin-top: 5px;">Yes No</p>		
<p>16. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.</p>		<p>Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____</p>
<p>Federal Use Only</p>		<p>Authorized for Local Reproduction Standard Form--LLL</p>

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee of prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity 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 a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number, Invitation for Bid (IFB) number, grant announcement number, the contract, grant, or loan award number, the response/response control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.
(b) Enter the full names of the individual(s) performing services and include full address if different from 10(a); Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material charge report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

Health Insurance Portability Protection Act (HIPAA) Business Associate Agreement

The contractor, _____, satisfactorily assures the Central Savannah River Area Regional Commission Area Agency on Aging (CSRA RC AAA) that it is in compliance with Health Insurance Portability and Accountability Act (HIPAA), Public Law No. 104-19 1, 110 Stat. 1936. (Kassenbaum, Kennedy), 45 CFR 160, et seq. (HIPAA Privacy Regulations) and its regulations, including but not limited to the Privacy rule promulgated in 45 CFR 160 and Part 164 subparts A and E, that pursuant to HIPAA became effective April 14, 2003. The contractor (provider) understands and acknowledges that the Georgia Department of Human Services is a covered entity as defined by HIPAA and is required to adopt and implement standards and procedures for the handling of protected health information by April 14, 2003. Further, as the CSRA RC Area Agency on Aging is for purposes of HIPAA, a business associate of the Georgia Department of Human Services and Georgia Department of Community Health (collectively "DEPARTMENTS"); its contractors that provide aging related services and handle protected health information are business associates of both the CSRA RC AAA and the DEPARTMENTS. The contractor (provider) further understands and acknowledges that upon entering a contract with the CSRA RC AAA, it is a business associate of the Georgia Department of Human Services and the Georgia Department of Community Health and the CSRA RC Area Agency on Aging as defined by HIPAA and is required to agree to comply with and abide by the Department's and the CSRA RC Area Agency on Aging's privacy standards and procedures. The contractor (provider) therefore agrees that any use of protected health information pursuant to this contract will comply with all HIPAA and DEPARTMENTS and CSRA RC AAA requirements and privacy standards and procedures.

Further, the contractor agrees to provide training for its employees as required by HIPAA. It shall provide the privacy, security, and electronic data interchange safeguards as outlined by federal law and regulations. It shall provide clients' rights, notice of privacy policies, maintain minimum necessary and de-identified information as required by HIPAA and will comply with any policies of the DEPARTMENTS or the CSRA RC Area Agency on Aging. The contractor further acknowledges and agrees that the Georgia Department of Human Services Division of Aging Services, including the Long-Term Care Ombudsman, the Georgia Department of Community Health, and the CSRA RC Area Agency on Aging provide functions that are considered health oversight agencies in their funding, quality improvement and regulatory functions. As health oversight agencies, protected health information **must be shared with them and authorization is not required**, according to HIPAA.

I HAVE REVIEWED, UNDERSTAND AND AGREE TO ABIDE BY ALL CONDITIONS AS STATED HEREIN.

Name of Responder _____ Date: _____
(typed)

Signature of Legally Authorized Person Title: _____

CERTIFICATE OF NON-COLLUSION

FAILURE TO EXECUTE THIS CERTIFICATE WILL AUTOMATICALLY RESULT IN REJECTION OF RESPONSE

I certify that this bid and/or response is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, and/or services and is in all respects fair and without collusion or fraud. I understand that collusive bidding and/or applying is a violation of State and Federal Law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this response and certify that I am authorized to sign this response for the Responder.

I HAVE REVIEWED, UNDERSTAND AND AGREE THAT THIS RESPONSE HAS BEEN DEVELOPED AND SUBMITTED WITHOUT ANY COLLUSION BETWEEN THE RESPONDER AND ANY OTHER RESPONDER.

Signature of legally Authorized Person

I understand that an electronic signature has the same legal effect and can be enforced in the same manner as a written signature.

By checking this box and signing my name below, I am electronically signing this form.

Signature _____

Date _____

Name (typed) _____

Title _____

Contact Phone: _____ Email: _____

Certificate Of Completion

Envelope Id: 0A5573F2B8A8481399C1F6C1B5C8F007
Subject: Complete with DocuSign: Augusta CSRARC Aging Nutrition Contracts FY25
Source Envelope:
Document Pages: 45
Certificate Pages: 2
AutoNav: Enabled
Envelopeld Stamping: Enabled
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Completed

Envelope Originator:
Andy Crosson
3626 Walton Way Ext., Suite 1
nil
Augusta, GA 30909
acrosson@csrarc.ga.gov
IP Address: 207.144.107.122

Record Tracking

Status: Original
6/19/2024 10:35:18 AM

Holder: Andy Crosson
acrosson@csrarc.ga.gov

Location: DocuSign

Signer Events

Amy Devries
adevries@csrarc.ga.gov
Director of Finance
Security Level: Email, Account Authentication (None)

Signature



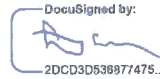
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Electronic Record and Signature Disclosure:
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Andy Crosson
acrosson@csrarc.ga.gov
Executive Director
CSRA Regional Commission
Security Level: Email, Account Authentication (None)



Signature Adoption: Uploaded Signature Image
Using IP Address: 207.144.107.122

Sent: 6/19/2024 1:21:29 PM
Viewed: 6/20/2024 8:51:19 AM
Signed: 6/20/2024 8:51:26 AM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Jennifer Sankey
jsankey@csrarc.ga.gov
CFO
CSRA Regional Commission
Security Level: Email, Account Authentication (None)



Signature Adoption: Pre-selected Style
Using IP Address: 207.144.107.122

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Electronic Record and Signature Disclosure:
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In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Carbon Copy Events

Debra Minor
dminor@csrarc.ga.gov
AAA Director

CSRA Regional Commission
Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:
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Status

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Witness Events**Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

Envelope Sent

Hashed/Encrypted

6/19/2024 10:37:39 AM

Certified Delivered

Security Checked

6/20/2024 9:59:59 AM

Signing Complete

Security Checked

6/20/2024 10:01:59 AM

Completed

Security Checked

6/20/2024 10:02:02 AM

Payment Events**Status****Timestamps**

