

INTERLOCAL CONTRACT FOR SERVICES
between

CLARK COUNTY, Department of Community Services,
PO Box 5000, Vancouver, Washington 98666-5000; (360) 397-2130

AND

CLARK PUBLIC UTILITIES, a municipal corporation,
PO Box 8900, Vancouver, Washington 98668; (360) 992-3000

Program/Services Being Funded: Low Income Home Energy Assistance Program (LIHEAP)
Period of Performance: October 1, 2014 through March 31, 2016
Contract Period: October 1, 2014 through April 30, 2016
Budget Authority: \$1,416,827
Funding Source: LIHEAP (Federal Funds - CFDA #93.568)

CPU Program Contact	CPU Fiscal Contact	County Program Contact	County Fiscal Contact
Gretchen Alexander (360) 992-3583 GAlexander@clarkpud.com	Melissa Ankeny (360) 992-3495 Mankeney@clarkpud.com	Kate Budd (360) 397-2075 ext 7832 kate.budd@clark.wa.gov	John Jokela (360) 397-2075 ext 7883 John.jokela@clark.wa.gov

This Interlocal Contract consists of the following exhibits:

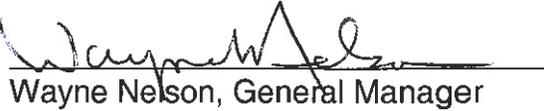
- Terms and Conditions
- Budget Summary
- Statement of Work

Clark County, by and through its Department of Community Services, hereinafter referred to as the "County," and Clark Public Utilities, a municipal corporation, hereinafter referred to as "CPU," agree to the terms and conditions of this Interlocal Contract and its exhibits by signing below:

FOR CLARK COUNTY:

FOR CLARK PUBLIC UTILITIES:


Mark McCauley, County Administrator


Wayne Nelson, General Manager

11/12/14
Date

11-7-14
Date

Approved as to Form:

Approved as to Form:

By: 
Deputy Prosecuting Attorney
BRIAN WEIDT

By: 
Clark Public Utilities Attorney

**TERMS AND CONDITIONS
LOW INCOME HOME ENERGY ASSISTANCE PROGRAM**

1. PURPOSE AND BACKGROUND

- 1.1 This is an Interlocal Contract entered into under the authority of the Interlocal Cooperation Act, RCW 39.34, between Clark County, Washington, a political subdivision of the State of Washington, and Clark Public Utilities, a municipal corporation in the State of Washington. Pursuant to RCW 39.34, prior to its entry into force this contract shall be filed with the county auditor or, alternatively, listed by subject on CPU's public web site or other electronically retrievable public source.
- 1.2 The Low Income Home Energy Assistance Program (LIHEAP), authorized by the Low Income Home Energy Assistance Act of 1981, the Omnibus Budget Reconciliation Act of 1981, the Energy Policy Act of 2005, Public Law 109-58, is a block grant issued by the Department of Health and Human Services, Office of Administration For Children And Families to the State of Washington Department of Commerce (Commerce). Clark County, by and through its Department of Community Services, contracts with Commerce to operate the program locally, and CPU desires to administer the duties and responsibilities of the LIHEAP program. The objective of the LIHEAP program is to assist eligible households to meet the costs of home energy.
- 1.3 The purpose of this Contract is to provide for the administration of the LIHEAP program by CPU, and the parties desire to reduce to writing their understanding related to the administration duties and responsibilities of the LIHEAP program.

2. ACKNOWLEDGEMENT OF FEDERAL FUNDING

CPU agrees that any publication (written, visual or sound) but excluding press releases, newsletters, and issue analyses, issued by CPU describing programs or projects funded in whole or in part with federal funds under this Contract, shall contain the following statements:

"This project was supported by the Low Income Home Energy Assistance Program (LIHEAP) awarded by the Department of Health and Human Services (HHS). Points of view in this document are those of the author and do not necessarily represent the official position or policies of HHS. Grant funds are administered by the Washington State Department of Commerce."

3. ADMINISTRATIVE COSTS

Administrative costs are costs of a general nature incurred in the provision of energy assistance but not clearly identified with a particular program. These costs shall include, but not be limited to, planning, budgeting and accounting,

establishment and direction of CPU policies, goals and objectives, and client intake and eligibility determination.

4. ALLOCATION OF INDIRECT COSTS AND DETERMINATION OF INDIRECT COST RATES

CPU shall use the federal cost principles specified in OMB Circular A-87, Cost Principles Applicable to Grants, Contracts and other Agreements with state and local governments.

5. ANTICIPATORY COSTS

Allowable costs under this Contract shall include costs incurred by CPU from the beginning of the Contract period for activities allowable under the terms of this Contract as if this Contract had been in effect during that period, provided that all costs shall not exceed the maximum amount of this Contract. No payment for allowable costs shall be made under this Contract until it has been signed by all parties.

6. ASSIGNMENT

Neither this Contract, nor any claim arising under this Contract, shall be transferred or assigned by CPU without the prior written consent of the County.

7. BILLING AND PAYMENT

The County shall pay CPU on a cost reimbursement basis for providing the services described in this Statement of Work, in accordance with the following provisions:

7.1 Payment requests shall be submitted monthly, by the 10th of each month, with the following:

7.1.1 A signed invoice (with original signature, no fax copies) including CPU's name, address, contract number, month of service and sufficient cost detail to allow the accounting staff to process the request for payment; and

7.1.2 A Financial Report Form attached to the invoice with dollar totals for Personnel, Operating, and Administrative.

7.2 CPU shall provide the following documentation in support of payment requests:

7.2.1 A summary of expenses incurred in support of all cost reimbursement statements of work, by statement of work number, and accompanied by general ledger detail.

7.2.2 For direct costs, detail will include:

- Salaries and benefits: names or employee ID number, salary and benefits paid, and dates;
- Other direct costs: submit utility bills including vendor names, dates of service, and amount.

7.2.3 For allocated costs, CPU shall provide a copy of the allocation method/plan for review and approval by the Department of Community Services Finance Manager prior to or with the initial billing.

7.3 Payment shall be processed within 15 days after receipt of a complete and correct invoice, and a complete and accurate general ledger detail itemization.

7.4 Line Item Transfers: CPU may transfer funds from the administrative line item, conservation education budget line item, and other direct services budget line item into the direct services budget line item without prior approval from the County.

7.5 Contract Closeout: CPU shall complete a contract closeout within thirty days of the end of the contract period. Payment requests received by the County after the thirty day closeout period may not be processed as funding may have expired.

7.6 Duplication of Billed Costs: CPU shall not bill for services performed under this Contract and the County will not pay CPU, if CPU is entitled to payment or has been or will be paid by any other source, including grants, for that service.

7.7 Spending Limit: This Contract is subject to a spending limit, beginning at zero percent, that may be changed by e-mail notification from the County and or the Department of Commerce, based on the availability of funding.

8. CONFIDENTIALITY, SAFEGUARDING OF INFORMATION AND CLIENT PRIVACY STANDARDS

8.1 "Confidential Information" as used in this section includes:

- All material provided to CPU by the County or Commerce that is designated as "confidential" by Commerce;
- All material produced by CPU that is designated as "confidential" by Commerce; and
- All personal information in the possession of CPU that may not be disclosed under state or federal law. "Personal information" includes but is not limited to information related to a person's name, health, finances, education, business, use of government services, addresses, telephone numbers, social security number, driver's license number and other identifying numbers, and

“Protected Health Information” under the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA).

- 8.2 CPU shall comply with all state and federal laws related to the use, sharing, transfer, sale, or disclosure of Confidential Information. CPU shall use Confidential Information solely for the purposes of this Contract and shall not use, share, transfer, sell or disclose any Confidential Information to any third party except with the prior written consent of the County or as may be required by law. CPU shall take all necessary steps to assure that Confidential Information is safeguarded to prevent unauthorized use, sharing, transfer, sale or disclosure of Confidential Information or violation of any state or federal laws related thereto. Upon request, CPU shall provide its policies and procedures on confidentiality. Commerce or the County may require changes to such policies and procedures as they apply to this Contract whenever the Commerce or the County reasonably determines that changes are necessary to prevent unauthorized disclosures. CPU shall make the changes within the time period specified by Commerce or the County. Upon request, CPU shall immediately return to Commerce or the County any Confidential Information that Commerce or the County reasonably determines has not been adequately protected by CPU against unauthorized disclosure.
- 8.3 Unauthorized Use or Disclosure. CPU shall notify the County within five (5) working days of any unauthorized use or disclosure of any confidential information, and shall take necessary steps to mitigate the harmful effects of such use or disclosure.
- 8.4 Personal information collected by CPU, used or acquired in connection with this program, shall be used solely for the purpose of this program. CPU agrees not to release divulge, publish, transfer, sell or otherwise make known to unauthorized persons the personal information without express written consent of the client or as provided by law. The written consent must include what client information may be shared and to whom or which agencies/businesses. CPU agrees to implement physical, electronic, and managerial safeguards to prevent unauthorized access to personal information.
- 8.5 The County reserves the right to monitor, audit or investigate the use of personal information collected by CPU, used or acquired by CPU. Not properly maintaining clients' private information could result in termination of this Contract.
- 8.6 CPU agrees to indemnify and hold harmless the County and the State and its officers, employees and authorized agents for any damages related to CPU's unauthorized use of personal information.

9. CORRECTIVE ACTION

- 9.1 CPU shall provide the services specified in this Contract. If the County identifies a Contract violation or a performance deficiency, it shall notify CPU in writing, and CPU shall submit a corrective action plan within 30 days from the day the County's written notice is sent.
- 9.2 The County will approve or disapprove CPU's corrective action plan, in writing, within 14 days of receipt of the plan. If the plan is satisfactory, follow-up will be required from CPU to ensure the deficiency is corrected. If subsequent efforts by CPU do not correct the deficiency, or a corrective action plan is not completed by CPU within 30 days, or the plan is deemed unsatisfactory by the County, the County will take appropriate action, which may include termination of the Contract.

10. CERTIFICATION REGARDING DEBARMENT, SUSPENSION OR INELIGIBILITY AND VOLUNTARY EXCLUSION

CPU, defined as the primary participant and its principals, certifies by signing this Contract, that to the best of its knowledge and belief that:

- 10.1 It is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.
- 10.2 It has not within a three-year period preceding this contract, 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 or private agreement or transaction, violation of Federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims or obstruction of justice.
- 10.3 They are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, state, or local) with commission of any of the offenses enumerated above in paragraph (1)(b) of Federal Executive Order 12549.
- 10.4 They have not within a three-year period preceding the signing of this Contract had one or more public transactions (Federal, state, or local) terminated for cause or default.
- 10.5 It shall not knowingly enter into any lower tier covered transaction with any entity or person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.

- 10.6 CPU further agrees by signing this contract that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," as follows, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions:

"Lower Tier Covered Transactions: The lower tier contractor certifies, by signing this Contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. Where the lower tier contractor is unable to certify to any of the statements in this Contract, such contractor shall attach an explanation to this Contract."

- 10.7 CPU shall provide certification of the above to the County within thirty days of the start of this Contract, and maintain evidence of compliance in personnel files or with the subcontractor's documents.
- 10.8 The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, person, primary covered transaction, principal, and voluntarily excluded, as used in this section, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549.

11. DISPUTES

If a dispute occurs between the County and CPU regarding the delivery of services under this Contract that cannot be resolved by their respective staff, the Clark County Administrator and the CPU General Manager or their designated representatives shall review the dispute and options for resolution.

12. DOCUMENTS INCORPORATED BY REFERENCE

In addition to the other documents and circulars referenced throughout this Contract, each of the documents listed below are by this reference incorporated into this Contract as though fully set forth herein, including any amendments, modifications or supplements thereto:

- The Client Service Contract with the Washington State Department of Commerce for Administering the Washington State 2015 Low-Income Home Energy Assistance Program (October 1, 2014 through March 31, 2016), the special and general terms and conditions of this contract, and the program policies and procedures established by the Department of Commerce, as now enacted or hereafter amended.
- The County's 2015 Low-Income Home Energy Assistance Program Application

- CFDA Section 93.568, Low Income Home Energy Assistance

13. DOCUMENTS ON FILE

Documents consistent with federal and state regulations, as applicable, shall be kept on file in CPU's office and available for review. Such documents shall include but not be limited to:

- Personnel policies
- Job description
- Organizational chart
- Travel policies
- Fiscal management
- Articles of incorporation
- Bylaws
- Latest agency audit
- Insurance policies required under this contract
- Indirect cost agreement, when applicable

14. ENTIRE CONTRACT

The parties agree that this Contract is the complete expression of the terms hereto, and any oral representations or understanding not incorporated herein are excluded. Further, any modification of this Contract shall be in writing and signed by both parties. Failure to comply with any of the provisions stated herein shall constitute material breach of contract and cause for termination. The parties recognize that time is of the essence in the performance of this Contract, and agree that the forgiveness of non-compliance with any provision of this Contract does not constitute a waiver of the provisions of this Contract.

15. ETHICS/CONFLICTS OF INTEREST

In performing under this Contract, CPU shall assure compliance with the Ethics in Public Service Act (Chapter 42.52 RCW) and other applicable state or federal law related to ethics or conflicts of interest.

16. EMPLOYMENT VERIFICATION PROGRAM

The Contractor shall register with the Department of Homeland Security (DHS) E-Verify Program prior to starting work under this Contract. The Contractor shall enter into a Memorandum of Understanding (MOU) with the DHS E-Verify Program, and submit the MOU to the County. When the Contractor hires new employees, the Contractor shall update their information on the E-Verify website. At the end of the Contract, the Contractor shall submit written documentation of the authorized employment status of their employees and those of any sub-contractor(s) assigned to perform work associated with this Contract. E-Verify

Program information and enrollment is available at the Department of Homeland Security web page: www.dhs.gov/E-Verify.

17. FEDERAL FUNDING REQUIREMENTS

The federal funds received under this Contract have a Catalog of Federal Domestic Assistance (CFDA) Number identified in the Contract. The County and CPU, as recipients of federal funds, shall comply with grantor requirements including but not limited to those detailed or incorporated into this Contract and detailed in the Catalog of Federal Domestic Assistance. CPU certifies that it is aware of or will review the appropriate section of the CFDA and the relevant Code of Federal Regulations and other documents referenced in either the CFDA or in this Contract that provide guidance to compliance with federal requirements regarding these funds.

18. FINANCIAL MANAGEMENT SYSTEMS

CPU's financial systems shall contain the following:

- Accurate, current and complete disclosure of the financial results of each Contract.
- Records that identify the source and application of funds.
- Control over and accountability for all funds, property, and other assets.
- Comparison of actual outlays with budgeted amount for each Contract.
- Procedures that minimize the time elapsing between the transfer of funds from the County and their disbursement by CPU.
- Procedures for determining reasonableness, and allocating of costs.
- Accounting records that are supported by source documentation.
- Procedures for timely and appropriate resolution of audit findings and recommendations.

19. FISCAL AUDIT

19.1 CPU is required to submit evidence of financial operations that complies with Generally Accepted Accounting Principles (GAAP) or Governmental Generally Accepted Accounting Principles (GGAAP) and that meets the financial management systems requirements of the contract.

19.2 The requirement may be met by submission of semi-annual financial reports based upon the mid-point and end of the Contractor's fiscal year. These reports shall be submitted within forty-five days of the mid-point and end of the Contractor's fiscal year. The financial reports shall include:

19.2.1 Non-Profit Contractors – A Statement of Financial Position and Statement of Activities. A Statement of Changes in Net Assets and the Statement of

Cash Flows shall also be provided at mid-point, if available. If not, at the end of the Contractor's fiscal year.

19.2.2 For Profit Contractors – A Balance Sheet, Income Statement, and Statement of Cash Flows.

19.2.3 Public Entities are exempt from the semi-annual financial reporting requirement.

19.3 Copies of independent audit reports shall be submitted to the County. Copies of other financial records may be required.

19.4 If the Contractor expends \$500,000 or more in federal funds during the fiscal year, an audit report is required.

19.4.1 Non-Profit Contractors and Public Entities – The audit report must meet OMB Circular A-133 requirements with assurances of financial record keeping that will enable identification of all federal funds received and expended by the OMB Catalog of Federal Domestic Assistance number. Revised OMB A-133 requires the Contractor to provide the auditor with a schedule of Federal Expenditure for the fiscal year(s) being audited. A-133 Audits for fiscal years that include this contract shall be completed and submitted to the County within nine months from the end of the Contractor's fiscal year unless otherwise approved by the County in writing.

19.4.2 For Profit Contractors – An independent audit, an independent limited scope audit or other evidence negotiated with and approved by the County that provides positive assurance of meeting GAAP or GGAAP. Independent audits for fiscal years that include this contract shall be completed and submitted to the County within nine months from the end of the Contractor's fiscal year unless otherwise approved by the County in writing.

19.5 If applicable, the Contractor shall include a Corrective action plan for audit findings and a copy of any Management Letters. Failure to fulfill this requirement may result in corrective action, including withholding payment until the financial information or audit is received.

20. GOVERNING LAW AND VENUE

This Contract shall be construed and interpreted in accordance with the laws of the state of Washington, and the venue of any action brought hereunder shall be in the Superior Court for Clark County.

21. INDEMNIFICATION

CPU hereby agrees to indemnify, defend, save and hold harmless the State of Washington, Commerce, all other agencies of the state and all officers, agents and employees of the state, and the County, its officials, agents, and employees, from any and all liability, demands, claims, causes of action, suits or judgments, including costs, attorney fees and expenses incurred in connection therewith, or whatsoever kind or nature, arising out of, or in connection with, or incident to, the performance of this Contract, except those caused by the negligence of the County. CPU agrees to indemnify and hold harmless the County, the State and its officers, employees and authorized agents for any damages related to CPU's unauthorized use of personal information.

22. INSURANCE

- 22.1 At the execution of this contract, the Contractor must provide an original ACORD Form with the Commercial General Liability (CGL) Insurer with broker of record, insurance limits, renewal dates, deductible/SIR less than or equal to \$250,000 unless authorized otherwise by Risk Management), and \$1,000,000 of annually renewing coverage. In the case where the underlying insurance policy is expended due to excessive defense and/or indemnity claims, before renewal, the Contractor warrants and guarantees the coverage limit(s), to include indemnity and defense up to the listed limit, from its own resources regardless of coverage status due to cancellation, reservation of rights, or any other no-coverage-in-force reason. Coverage shall not contain any endorsement(s) excluding nor limiting contractual liability or cross liability. This deductible may be satisfied through evidence of self-insurance.
- 22.2 The Contractor may provide evidence of self-insurance to protect against legal liability arising out of Contract activity. It is the Contractor's responsibility to provide evidence of continuing coverage during the overlap periods of the policy and the Contract and to notify the County of any change in its insurance. All insurers used must have an AM Best's Rating of A-VII or better. The Contractor shall provide its own insurance protection at its own expense for any property (contents or personal property) maintained on the premises. The address for all certificates will be written as follows: Clark County Washington, PO Box 5000, Vancouver, WA 98666-5000.
- 22.3 Contractor shall insure the real property and all fixtures and improvements for its full insurable replacement value against loss or damage by fire and other hazards included within the term "extended coverage." All policies and renewals on the real property shall be in a form and with a carrier acceptable to Clark County. This coverage is also exempt from the above stated "Additional Insured" endorsement.
- 22.4 CPU shall provide to the County proof of a professional liability/errors and omissions insurance policy to protect against legal liability arising out of contract

activity. Such insurance shall provide a minimum of \$1,000,000 per occurrence, with a \$3,000,000 aggregate, with a maximum deductible of \$100,000. It should be an occurrence based policy. However, if the policy is a claims-made policy, then tail coverage must be provided for three years after the end of the contract or completion of the project. This coverage is exempt from the above stated "Additional Insured" endorsement.

- 22.5 Should the Contractor provide an umbrella or excess coverage for any of the associated coverage(s), they shall be written in a "Follow Form" manner and Clark County Washington shall be listed and endorsed as an additional insured.
- 22.6 In the reasonable exercise of its discretion, Clark County reserves the right, but not the obligation, to revise any insurance requirement, not limited to limits, coverage's and/or endorsements, or to reject any insurance policies which fail to meet any one or more of the criteria stated herein. This ability to selectively reject may also include the capacity and or financial position or reputation of the insurer. Should Clark County not receive the ACORD form renewal during the active project, payment to the Contractor may be held up or suspended until coverage with an additional insured endorsement is reestablished.

23. MODIFICATION

This Contract may be amended with the mutual consent of the parties. Changes shall not be valid or binding upon either party unless such change is in writing by contract modification and executed by both parties.

24. MONITORING AND EVALUATION

- 24.1 CPU shall furnish reports, statements, records, data and other information to the County, state, Federal, or other funding agencies at such times and on such forms as are specified by each contract and are supplied by the County. CPU agrees to cooperate and participate in the County's monitoring and evaluation process, including desk reviews of documentation and billings submitted by CPU.
- 24.2 Monitoring and evaluation may be conducted to ensure program and fiscal accountability and effective use of funds. CPU will be notified in advance of any monitoring and/or evaluation site visits; however, the County reserves the right to conduct on-site visits without prior notification to CPU as deemed necessary. Copies of the monitoring and program evaluation instruments will be provided to CPU upon written request.

25. ORDER OF PRECEDENCE

In the event of an inconsistency in this Contract, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order:

- Applicable federal statutes and regulations
- Applicable state of Washington statutes and regulations
- Department of Commerce LIHEAP Client Service Contract
- Special Terms and Conditions contained in this Contract
- Statement of Work in this Contract
- LIHEAP Policies and Procedures

26. PERFORMANCE STANDARDS AND LICENSING

CPU shall comply with all applicable local, state, and federal licensing and accrediting requirements/standards, additional requirements contained in Statement of Work of this Contract, and any other standards or criteria established by the County or the State to assure quality of services necessary for the performance of this Contract.

27. PERIOD OF PERFORMANCE AND CONTRACT PERIOD

27.1 The Period of Performance and the Contract Period are as shown on the Contract face sheet, unless changed in a Contract modification or the Contract is terminated as provided in the Basic Interagency Agreement or in this Contract.

27.2 All services must be provided, all funds shall be expended, and all billable costs incurred within the Period of Performance. Billings shall be submitted in accordance with the schedule in the Payment Procedures section of the Special Terms and Conditions. CPU shall have until the final day of the Contract period to submit reports and complete non-billable end of contract activities.

27.3 The County reserves the right to offer a new contract upon satisfactory performance by CPU.

28. PROCUREMENT

The procurement method for this contract is Staff Report 289-08.

29. NONDISCRIMINATION AND PROTECTION OF INDIVIDUAL RIGHTS

During the performance of this Contract, CPU shall comply with all federal, state, and local nondiscrimination laws, regulations, and policies including but not limited to the following:

- 29.1 Handicapped Employees of Government Contractors, Rehabilitation Act of 1973, Section 503, (29 U.S.C. 793) and all requirements imposed by or pursuant to that Section.
- 29.2 Title VI of the Civil Rights Act of 1964 and all requirements imposed by or pursuant to the Regulation of the Department of Health, Education, and Welfare [after May 1980, the Department of Health and Human Services, (45 CFR Part 80)] issued pursuant to that title.
- 29.3 Americans with Disabilities Act (ADA) OF 1990, Public Law 101-336, also referred to as the "ADA", 28 CFR Part 35. CPU must comply with the ADA, which provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications.
- 29.4 Limited English Proficiency: Compliance with Title VI, Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, and Executive Order No. 13166: Improving Access to Services for Persons with Limited English Proficiency.
- 29.5 In the event of CPU's non-compliance or refusal to comply with any nondiscrimination law, regulation or policy, this Contract may be rescinded, canceled or terminated in whole or in part, and CPU may be declared ineligible for further contracts with the County. CPU shall, however, be given a reasonable time in which to cure this noncompliance. Any dispute shall be resolved in the accordance with the procedure set forth in the Disputes section of this Contract.

30. RECORDS MAINTENANCE

- 30.1 CPU shall maintain books, records, documents, data and other evidence relating to this Contract and performance of the services described herein, including but not limited to accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Contract. CPU shall retain such records for a period of seven years following the date of final payment. At no additional cost, these records, including materials generated under the Contract, shall be subject at all reasonable times to inspection, review or audit by Commerce or the County, the Office of the State Auditor, and federal and state officials so authorized by law, regulation, or agreement.
- 30.2 Client files shall be retained for two years following the date of final payment and then returned to the County to be archived for five years.
- 30.3 If any litigation, claim or audit is started before the expiration of the seven year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved.

31. REDUCTION IN FUNDS

If funding from state, federal, or other source is withdrawn, reduced, or limited in any way after the effective date of this Contract and prior to normal completion, the County may terminate the Contract under the "Termination" section of this Contract, withdraw funding, or renegotiate the Contract subject to those new funding limitations and conditions. The County shall promptly notify the Contractor of such termination, withdrawal of funds, or intent to renegotiate the Contract. If the source of funding for this Contract is eliminated on a temporary or permanent basis, the County will not be responsible for reimbursing the Contractor for any work performed after the receipt of the notification. Failure of CPU to meet performance standards, production projections, or comply with federal or state requirements may result in reduction of funds.

32. RELATIONSHIP OF THE PARTIES

The parties intend that an independent CPU/County relationship will be created by this Contract. No agent, employee, or representative of the CPU shall be deemed to be an employee, agent, representative of the County for any purpose, and the employees of the CPU are not entitled to any of the benefits the County provides for County employees. CPU will be solely and entirely responsible for its acts and for the acts of its agents, employees, subcontractors, or otherwise during the performance of this Contract.

33. SEVERABILITY

The provisions of this contract are intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the contract.

34. SUBCONTRACTING

34.1 Neither CPU nor any Subcontractor shall enter into subcontracts for any of the work contemplated under this Contract without obtaining prior written approval of the County. In no event shall the existence of the subcontract operate to release or reduce the liability of CPU to the County for any breach in the performance of CPU's duties. This clause does not include contracts of employment between CPU and personnel assigned to work under this Contract.

34.2 Additionally, CPU is responsible for ensuring that all terms, conditions, assurances and certifications set forth in this Contract are carried forward to any subcontracts. CPU and its subcontractors agree not to release, divulge, publish, transfer, sell or otherwise make known to unauthorized persons personal information without the express written consent of the agency or as provided by law.

35. SURVIVAL

The terms, conditions and warranties contained in this Contract that by their sense and context are intended to survive the completion of the performance, cancellation or termination of this Contract shall so survive.

36. TERMINATION

If either party hereto fails to comply with the terms and conditions of this Contract or subsequent contracts, the other party may pursue such remedies as are legally available including, but not limited to, the termination of the Contract in the manner specified herein.

- 36.1 Termination by County for Cause. The County may terminate this Contract upon written notice to CPU for a substantial and material breach by CPU. The County, prior to termination, shall endeavor to work with CPU to remedy such breach and may follow the Corrective Action process included in this Contract, unless the County concludes that the nature of the breach is such that immediate termination is clearly necessary to protect the public interest.
- 36.2 Termination by CPU for Cause. CPU may terminate this Contract for a substantial and material breach thereof by the County upon ten (10) days written notice of termination.
- 36.3 Termination for Lack of Funding. The County may terminate this Contract upon written notice to CPU in the event that federal or state funds are no longer available to the County, or are not allocated for the purpose of meeting the County's obligations under this Contract. If this Contract is so terminated, the County shall be liable only for payment required under the terms of this Contract for services rendered or goods delivered prior to the effective date of termination.
- 36.4 Termination for Convenience. Except as otherwise provided in this Contract, the County may, by ten (10) business days written notice, beginning on the second day after the mailing, terminate this Contract, in whole or in part. If this Contract is so terminated, the County shall be liable only for payment required under the terms of this Contract for services rendered or goods delivered prior to the effective date of termination.
- 36.5 Termination By Mutual Agreement. This Contract may be terminated by mutual written agreement of the parties upon thirty (30) days written notice of termination.
- 36.6 Disposition of Grant Funds upon Termination. Upon termination of this Contract any unexpended balance of Contract funds will remain with the County. If termination occurs for cause, the Contractor shall immediately and without prior

notice required return to the County all funds that were expended in violation of the terms of this Contract.

37. PROPERTY

The parties will not acquire any jointly-owned real or personal property in connection with the performance of this Agreement. Upon termination, any real or personal property used or acquired by the County or CPU in connection with the performance of this Agreement shall be disposed of by that party as it shall determine in its discretion.

38. WAIVER

Waiver of any default or breach shall not be deemed to be a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this Contract unless stated to be such in writing and signed by the parties.

BUDGET SUMMARY
LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)
Clark Public Utilities

Category	Total
ADMINISTRATION:	
Salaries & Benefits	25,873
Office Supplies	2,100
Travel	1,600
Audit	3,500
Intake (related portion of staff time costs)	44,047
Appointment Line Administration	7,900
TOTAL ADMINISTRATION:	85,020
OTHER DIRECT SERVICES:	
Salaries & Benefits	108,564
Office Space	2,995
Telephone/Postage	13,800
Equipment	5,000
Interpreters	13,500
TOTAL OTHER DIRECT SERVICES:	143,859
CONSERVATION EDUCATION:	
Salaries & Benefits	75,165
Printed Materials & Supplies	7,040
TOTAL CONSERVATION EDUCATION:	82,205
DIRECT SERVICES:	1,105,743
TOTAL DIRECT SERVICES:	1,105,743
TOTAL CONTRACT BUDGET:	1,416,827

This budget may be subject to a federally imposed spending limit until full funding is authorized by the Department of Commerce.

STATEMENT OF WORK

LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)

CPU shall administer and deliver energy assistance in accordance with the Low-Income Home Energy Act of 1981, the LIHEAP policies and procedures, and applicable federal and state statutes and regulations. The County agrees to assist CPU in the implementation of policies and procedures related to the provision of LIHEAP services.

Energy assistance services include but are not limited to:

- Direct Services: Screen all people seeking assistance for their energy needs, including electric, gas, oil, wood, propane, etc. Direct services include all payments made to, or on behalf of, eligible low-income households up to the maximum benefit determined.
- Determine client eligibility and benefits for LIHEAP.
- Work with people to identify their best payment/funding options.
- Assist in coordinating benefits for the household.
- Determine client eligibility for Other Emergency Services (OES), refer clients to DCS in a timely manner, and input necessary OES information into the database.
- Refer households to the County's Weatherization Assistance and Housing Preservation programs.
- Refer people to other agencies when appropriate.
- Ongoing outreach to the public regarding the LIHEAP program.
- Energy Conservation Education: Activities which encourage and enable households to reduce their home energy needs and thus the need for energy assistance; distribution and tracking of education kits.
- Activities directly related to benefits: Determination assistance, outreach, information resource and referral, case management, and crisis services necessary to serve eligible households.

A. CPU AGREES TO:

1. Provide staff support for the LIHEAP program, as specified in the Budget Summary.
2. Contract for automated scheduling and provide intake services to determine client eligibility and benefit determination for the LIHEAP program. Telephone answering services shall be available 24 hours per day, seven days per week, and client intake services shall be available between 8:00 a.m. and 5:00 p.m., Monday through Friday. Additional client intake hours will be made available as needed to accommodate individual circumstances.

3. Submit program staff timesheets quarterly, as requested by the County program manager.

4. Spending Targets:

Every three months, the County will review CPU's level of planned performance compared to the actual performance. There are six target periods, listed as follows:

- Target Period 1: October 1st – December 31st (Year 1)
- Target Period 2: January 1st – March 31st (Year 1)
- Target Period 3: April 1st – June 30th (Year 1)
- Target Period 4: July 1st – September 30th (Year 1)
- Target Period 5: October 1st – December 31st (Year 2)
- Target Period 6: January 1st – March 31st (Year 2)

Actual performance will be based on the following requirements:

- By the end of target period 2, CPU must achieve eighty percent (80%) of its spending target projections.
- By the end of target period 3, CPU must achieve eighty five percent (85%) of its spending target projections.
- By the end of target period 5, CPU must achieve ninety percent (90%) of its spending target projections.

5. Non-Electric Energy Assistance:

- a. Provide LIHEAP assistance to all qualified applicants, regardless of the applicants' heat source.
- b. Enter into contracts with vendors who supply non-electric types of home heating energy, using the Low Income Home Energy Assistance Vendor Agreement. Any modifications to the Vendor Agreement shall be submitted to the County for review prior to use by CPU.
- c. As part of the applicant's eligibility determination, CPU shall communicate with other energy vendors and LIHEAP funds shall be paid to the household's primary heating vendor directly, or to the household as a last resort. The reason for a payment to a household shall be documented in the client file.

6. Conservation Education:

CPU will provide conservation education for program participants as defined in the LIHEAP Policies and Procedures. A participant conservation education plan will be included in the LIHEAP Application Packet.

7. Targeted Intake and Outreach:

- a. Targeted Intake will be targeted to elderly and disabled households. CPU will continue to facilitate new approaches to reach new households in its service area with information about the Energy Assistance Program.
 - b. Outreach Activities shall comply with the requirements of the LIHEAP Policies and Procedures, and shall include provisions to focus outreach to the priority groups described in Policy 4.2.0, Informing Population About Program Availability.
 - c. Provide information regarding other energy assistance programs to applicants in order to maximize the applicants' opportunities for assistance.
8. CPU shall screen callers and office drop-ins for possible referral to Clark County's Weatherization Assistance, Housing Preservation and/or Heat System Repairs or Replacement programs.
9. CPU shall follow Policy 4.8.0, Fair Hearings – The Opportunity to Appeal, to resolve a client grievance or complaint. The County reserves the right to review and approve the CPU's grievance and complaint procedures.
10. Reporting: CPU shall provide program statistical information to the County, as requested by the County for reporting requirements and program information related to services purchased by funds awarded under this Contract.
11. CPU shall follow the data management requirements in Policy 4.6.0, Submitting Household Information Forms (HIF) Data to Commerce.

B. COUNTY AGREES TO:

1. For the duration of this Contract, the County will provide training and technical assistance to CPU staff that perform or supervise the activities detailed in the Contract.
2. The County will conduct client file monitoring during the Contract period to ensure quality of service and compliance. Ten percent of client files will be reviewed each month to check client eligibility and for complete, accurate file

documentation. If any problems are discovered, the County will work with CPU to correct the issue(s).

3. The County will pay CPU for administrative and program support for the LIHEAP Program per the Budget Summary.
4. The County will monitor CPU expenditures monthly to assure the spending is in compliance with the LIHEAP projections in the County's contract with the State of Washington.