



Agency Recd
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SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY.

Housing Authority of the
City of Sacramento
Sacramento, California

CITY MANAGER'S OFFICE
APPROVED
SACRAMENTO HOUSING AUTHORITY
CITY OF SACRAMENTO
JUL 17 1984

HONORABLE MEMBERS IN SESSION:

SUBJECT: 1984-85 Agreement between the County Health Department
and the Housing Authority of the City. *July 24 1984*

SUMMARY

The attached agreement #84-85-21 HE between the Health Department and Housing Authority covers the period July 1, 1984 through June 30, 1985 and provides for the employment of one full time (40 hours per week) Information and Referral Specialist I. The Health Department agrees to reimburse on a quarterly basis a total of \$20,925 in wages and benefits to the Housing Authority for this position.

BACKGROUND

This is the continuance of an agreement which has existed since March 1, 1982 and which was renewed for the present funding period July 1, 1983 through June 30, 1984.

The agreement continues to provide the placement of one Housing and Redevelopment Agency - Community Information Center trained staff in the Elderly Assessment Program of the Health Department. This will ensure continuity and coordination of services to the elderly through the working relationships between the Health Department, Housing Authority, and the Welfare Department.

FINANCIAL DATA

This agreement increases the present award from \$15,180 to \$20,925.

Salary	\$14,633	(Step A)
Benefits	<u>6,292</u>	(includes 10% v/h)
	\$20,925	

7-24-84
All Districts

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Housing Authority of the
City of Sacramento

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The Housing Authority will continue to be reimbursed on a quarterly basis for actual hours worked by submitting claims to the Health Department.

The Housing Authority will continue to pay indirect cost in support of this position of \$4,001 (at 27.34%).

POLICY IMPLICATIONS

There are no policy implications involved with this issue.

VOTE AND RECOMMENDATION OF COMMISSION

At its regular meeting of 7-16-84, the Sacramento Housing and Redevelopment Commission adopted a motion recommending approval of the attached resolution. The votes were as follows:

AYES: Amundson, Glud, Hall, Luevano, Luttrell, Pettit,
Vargas, Teramoto, Angelides, Miller

NOES: None

ABSENT: , Moose, Ose, Walton

RECOMMENDATION

Adopt the attached resolution for approval and implementation of the agreement between the County Health Department and the Housing Authority of the City.

Respectfully submitted,

William H. Edgar

WILLIAM H. EDGAR
Executive Director

TRANSMITTAL TO COUNCIL:

Walter J. Slupe

WALTER J. SLUPE
City Manager

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RESOLUTION NO. 84-024

ADOPTED BY THE HOUSING AUTHORITY OF THE CITY OF SACRAMENTO

ON DATE OF
July 24, 1984

AUTHORIZING EXECUTION OF AGREEMENT WITH
THE SACRAMENTO COUNTY HEALTH DEPARTMENT

BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY OF
SACRAMENTO:

Section 1. The Executive Director is hereby authorized to execute the Agreement with the Sacramento County Health Department for an amount not to exceed \$20,925 for one full-time Information and Referral Specialist I to be located in the Elderly Assessment Program for the period July 1, 1984, through June 30, 1985.

Section 2. (a) The Agency Community Services Division budget for 1984 is hereby amended by increasing the appropriation from \$147,761 to \$158,223 for the Community Information Center Program (Organization 4000). The 1984 Agency budget is as follows:

Employee Services	\$120,269
Other Services and Supplies	14,836
Equipment	- 0 -
Operating Total	\$135,105
Distributed Overhead	23,118
TOTAL	\$158,223

(b) The additional estimated revenue of \$10,462 that is forthcoming will be accounted for in the Community Information Center Budget.

APPROVED
CHAIRMAN SACRAMENTO HOUSING AUTHORITY
CITY OF SACRAMENTO

ATTEST:

JUL 24 1984

SECRETARY

AGREEMENT

THIS AGREEMENT made and entered into as of this _____ day of _____, 19____, by and between the COUNTY OF SACRAMENTO, a political subdivision of the State of California, hereinafter referred to as "COUNTY", and THE HOUSING AUTHORITY OF THE COUNTY OF SACRAMENTO,

Public Body Corporate and Politic
hereinafter referred to as "CONTRACTOR".

W I T N E S S E T H:

WHEREAS, COUNTY desires to extend certain services to the residents of the County of Sacramento by contracting with CONTRACTOR; and

WHEREAS, CONTRACTOR is equipped, staffed, and prepared to provide such services on the terms and conditions set forth in this Agreement and the exhibits which are part of this Agreement;

NOW, THEREFORE, IT IS MUTUALLY AGREED AS FOLLOWS:

1. TERM. This Agreement shall be for the term beginning July 1, 1984, and ending June 30, 1985.

2. NOTICE. Notice shall be deemed to have been served when it is deposited in the United States Mail, postage prepaid, and addressed as follows:

TO COUNTY

TO CONTRACTOR

Ronald L Usher, Ph.D., Director
Department of Health
3701 Branch Center Road
Sacramento, California 95827

Housing Authority of the County
of Sacramento, Public Body
Corporate and Politic
630 I Street
Sacramento, California 95814

3. DIRECTOR. As used in this Agreement, "DIRECTOR" shall mean the Director of the Health Department.

4. APPLICABLE LAWS. CONTRACTOR shall provide services in accordance with applicable Federal and State statutes, regulations and directives, and any changes or amendments thereto, including those described in exhibits to this Agreement.

5. DESCRIPTION OF SERVICES. CONTRACTOR shall provide services in the type and manner described in Exhibit "C".

6. STATUS OF CONTRACTOR.

a. It is understood and agreed that CONTRACTOR is an independent contractor and that no relationship of employer-employee exists between the parties hereto. CONTRACTOR shall not be entitled to any benefits payable to employees of COUNTY. COUNTY is not required to make any deductions from the compensation payable to CONTRACTOR under the provisions of this Agreement; and as an independent contractor, CONTRACTOR hereby holds COUNTY harmless from any and all claims that may be made against COUNTY based upon any contention by any third party that an employer-employee relationship exists by reason of this Agreement.

b. It is further understood and agreed by the parties hereto that CONTRACTOR in the performance of its obligation hereunder is subject to the control or direction of COUNTY merely as to the result to be accomplished by the services hereunder agreed to be rendered and performed and not as to the means and methods for accomplishing the results.

c. If, in the performance of this Agreement, any third persons are employed by CONTRACTOR, such persons shall be entirely and exclusively under direction, supervision and control of CONTRACTOR. All terms of employment, including hours, wages, working conditions, discipline, hiring and discharging or any other terms of employment or requirements of law, shall be determined by CONTRACTOR; and COUNTY shall have no right or authority over such persons or the terms of such employment.

7. CONFLICT OF INTEREST. CONTRACTOR and CONTRACTOR'S employees shall have no interest, and shall not acquire any interest, direct or indirect, which will conflict in any manner or degree with the performance of services required under this agreement.

8. NON-DISCRIMINATION IN EMPLOYMENT.

a. CONTRACTOR will not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, age, or physical or mental handicap. CONTRACTOR will take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to their race, color, creed, religion, sex, national origin, age, or physical or mental handicap. Such action shall include, but not be limited to the following: employment; upgrading; demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. CONTRACTOR agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by CONTRACTOR setting forth the provisions of this Equal Opportunity Clause.

b. CONTRACTOR will, in all solicitations or advertisements for employees placed by or on behalf of CONTRACTOR, state that all qualified applicants will receive consideration for employment without regard to race, color, creed, religion, sex, national origin, age, or physical or mental handicap.

c. CONTRACTOR will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding a notice, to be provided by CONTRACTOR, advising the labor union or workers' representative of the CONTRACTOR'S commitments under this Equal Opportunity Clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

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9. NON-DISCRIMINATION IN SERVICES, BENEFITS, AND FACILITIES. CONTRACTOR shall not discriminate in the provision of services because of color, race, creed, national origin, religion, sex, age, or physical or mental handicap in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. Section 2000d, rules and regulations promulgated pursuant thereto, or as otherwise provided by State and Federal Law. For the purpose of this Agreement, distinctions on the grounds of race, color, creed, or national origin include but are not limited to the following: denying a participant any service or benefit to a participant which is different, or is provided in a different manner or at a different time from that provided to other participants under this Agreement; subjecting a participant to segregation or separate treatment in any matter related to his receipt of any service; restricting a participant in any way in the enjoyment of any advantage or privilege enjoyed by others receiving any service or benefit; treating a participant differently from others in determining whether he satisfied any admission, enrollment quota, eligibility, membership, or other requirement or condition which individuals must meet in order to be provided any service or benefit; the assignment of times or places for the provision of services on the basis of the race, color, creed, or national original of the participants to be served. COUNTY and CONTRACTOR will take affirmative action to insure that intended beneficiaries are provided services without regard to race, color, creed, national origin, religion, sex, age, or physical or mental handicap.

10. INDEMNIFICATION. CONTRACTOR shall indemnify, defend and hold harmless COUNTY, its officers, agents and employees, from and against and all claims, losses, liabilities or damages, including payment or reasonable attorneys' fees, arising out of or resulting from the performance of this Agreement, caused in whole or in part by any negligent act or omission of CONTRACTOR or anyone directly or indirectly employed by CONTRACTOR, regardless of whether caused in part by a party indemnified hereunder.

11. INSURANCE.

a. CONTRACTOR shall maintain in force at all times during the performance of this Agreement, insurance covering its operations. Types of insurance shall be subject to the conditions and specifications set forth in Exhibit "A". Certificates evidencing the maintenance of CONTRACTOR'S insurance coverage shall be filed with DIRECTOR before payment for services shall be released.

b. DIRECTOR is authorized to execute amendments and waivers by letter to the insurance requirements of this Agreement, subject to the concurrence of the Risk Manager of COUNTY.

12. REPORTS, RECORDS, AND ACCOUNTS. CONTRACTOR will submit reports and will maintain records and accounts as described in exhibits to this Agreement. Upon expiration or termination of this Agreement all service and financial records shall be retained by CONTRACTOR for a minimum period of four (4) years or until audit or service review findings are resolved, whichever is later.

13. REIMBURSEMENT LIMITATION. CONTRACTOR shall not be required and is not authorized to incur costs in excess of the reimbursement limitations set forth in Exhibit "B" or as otherwise modified by DIRECTOR.

14. ASSIGNMENT. This Agreement is not assignable by CONTRACTOR in whole or in part, without the express written consent of DIRECTOR.

15. ALTERATION. Except as provided hereto, no alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by both parties.

16. SUCCESSORS. This Agreement shall bind the successors of COUNTY and CONTRACTOR in the same manner as if they were expressly named. Waiver by either party of any default, breach or condition precedent shall not be construed as a waiver of any other default, breach or condition precedent or any other right hereunder.

17. TIME. Time is of the essence of this Agreement.

18. INTERPRETATION. No interpretation or any provision of this Agreement shall be binding upon COUNTY unless agreed in writing by DIRECTOR and the County Counsel of COUNTY.

19. DISPUTES. Any dispute arising under this Agreement shall be decided by DIRECTOR who shall put his decision in writing and mail a copy thereof to the address for the notices to CONTRACTOR. The decision of DIRECTOR shall be final unless within thirty (30) days from the date of mailing such copy CONTRACTOR appeals the decision in writing to the Sacramento County Board of Supervisors. In connection with any appeal proceeding under this paragraph, CONTRACTOR shall be afforded the opportunity to be heard and offer evidence in support of its appeal. Pending a final decision of dispute hereunder CONTRACTOR shall proceed diligently with the performance of the Agreement and in accordance with DIRECTOR'S decision. The decision of the Board of Supervisors on the appeal shall be final.

20. EXTENT OF CONTRACTUAL DOCUMENTS. This Agreement shall consist of this basic document and Exhibits "A" through "C", and all laws and governing instruments previously referred to in this Agreement or in any of the exhibits made part of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

COUNTY OF SACRAMENTO, a political
subdivision of the State of
California

By _____
Chairman, Board of Supervisors
"COUNTY"

(SEAL)

ATTEST: _____
Clerk of the
Board of Supervisors

BY _____

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EXHIBIT "A" TO AGREEMENT
Between the COUNTY OF SACRAMENTO,
hereinafter referred to as "COUNTY", and
Housing Authority of the County of
Sacramento, Public Body Corporate & Politic
hereinafter referred to as "CONTRACTOR"

CONTRACTOR shall secure, pursuant to Paragraph 11 of the basic contract,
the type and amount of insurance specified in Paragraphs I, II B, IV
of this Exhibit.

- I. COMPREHENSIVE GENERAL LIABILITY. Coverage provides protection against liability claims, arising out of the CONTRACTOR'S use of leased, owned, and off-premises operations. Comprehensive General Liability includes Products Liability Insurance which is protection arising out of the use, handling, and consumption of a product.
 - A. CONTRACTOR must carry Comprehensive General Liability in the amount of \$ 500,000.00. COUNTY must be named as additional insured.
 - B. CONTRACTOR must carry Contractual Liability covering subcontracted services.
- II. COMPREHENSIVE AUTOMOBILE INSURANCE. Loss against damage or destruction of automobiles, or due to claims for damages arising from the ownership, maintenance, or use of automobiles; also loss to persons injured in certain specific ways due to cost of medical, surgical, or hospital care incurred as a result of automobile accidents.
 - A. CONTRACTOR must carry \$1,000,000 Bodily Injury and Property Damage, combined single limits per occurrence. COUNTY must be named as an additional insured.
 - B. CONTRACTOR must carry \$300,000 Bodily Injury and Property Damage, combined single limits per occurrence. COUNTY must be named as an additional insured.
- III. MALPRACTICE. Insurance coverage for professional practitioners who will defend suits instituted for malpractice and/or pay and damages assessed by court. Malpractice coverage equal to the amount of Comprehensive General Liability is required. COUNTY must be named as an additional insured.
- IV. WORKERS' COMPENSATION. CONTRACTOR must have Workers' Compensation Insurance.

ALL INSURANCE COVERAGE MUST INCLUDE A 10 DAY NOTIFICATION TO THE COUNTY IN THE EVENT OF CANCELLATION, MODIFICATION OR REDUCTION IN COVERAGE.

EXHIBIT "B" TO AGREEMENT
Between the COUNTY OF SACRAMENTO
hereinafter referred to as "COUNTY, AND

Housing Authority of the County of
Sacramento, Public Body Corporate & Politic
hereinafter referred to as "CONTRACTOR"

1. LICENSING AND STAFFING.

a. CONTRACTOR warrants that it and all its employees have all necessary licenses, or permits, or both, required by the laws of the United States, the State, COUNTY and all other appropriate governmental agencies, and agrees to maintain these licenses, permits, or both, in effect for the duration of this Agreement. Failure to maintain the licenses, permits, or both shall be deemed a breach of this Agreement and constitutes grounds for the termination of this Agreement by COUNTY.

b. CONTRACTOR agrees to furnish professional personnel in accordance with the regulations, including all amendments thereto, issued by the State or COUNTY. CONTRACTOR shall operate continuously through the terms of this Agreement with at least staff required by law for provision of services hereunder; such personnel shall be qualified in accordance with all applicable law.

c. CONTRACTOR shall make available to COUNTY, on request of DIRECTOR, a list of the persons who will provide services under this Agreement. This list shall state the name, title, professional degree, and work experience of such persons.

2. ADMISSION POLICIES. CONTRACTOR'S admission policies (if applicable) shall be in writing and available to the public and shall include a provision that clients are accepted without discrimination as described in the basic Agreement.

3. CONFIDENTIALITY. CONTRACTOR shall comply with Welfare and Institutions Code requirements, commencing with Section 5328, and Code of Federal Regulations, Title 45, Section 205.50, regarding confidentiality of client information.

4. PROGRAM REVIEW AND EVALUATION.

a. CONTRACTOR shall permit, at any reasonable time, personnel designated by DIRECTOR to come on CONTRACTOR'S premises for the purpose of making periodic inspections; CONTRACTOR shall furnish the DIRECTOR with such information as he may require to evaluate fiscal and program effectiveness of the services being rendered.

b. DIRECTOR or his designee shall represent COUNTY in all matters pertaining to services rendered pursuant to this Agreement and shall administer this Agreement on behalf of COUNTY, for reimbursements required under this Agreement.

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5. RECORDS.

a. Client Records. CONTRACTOR shall maintain adequate client records on each individual client which shall include records of client interviews, progress notes, and records of services provided by the various professional and paraprofessional personnel in sufficient detail to permit an evaluation of services.

b. Financial Records. CONTRACTOR shall maintain complete financial records which clearly reflect the actual cost and related fees/donations received. Any apportionment of costs shall be made in accordance with generally accepted accounting principals.

c. Review and Retention of Records. All client and financial records shall be available for inspection and audit by the designated auditor of COUNTY at reasonable times during normal business hours. Upon expiration or termination of this Agreement all client and financial records shall be retained by CONTRACTOR for a minimum of four (4) years or until audit findings are resolved, whichever is later.

d. Inspection. At reasonable times during normal business hours, COUNTY or DIRECTOR and/or their appropriate audit agency or designee shall have the right to inspect or otherwise evaluate the quality, appropriateness and timeliness of services performed and to audit and inspect any books and records of CONTRACTOR which pertain to services performed and determination of amounts payable under this Agreement.

6. REPORTS.

a. CONTRACTOR shall provide COUNTY, to the satisfaction of the DIRECTOR, with budgets and reports of planned and actual expenditures, the monthly statistical count of units of service, bi-monthly narrative reports (descriptive of program operations) and annual summary report of services provided under this Agreement.

b. In the event that CONTRACTOR is required to file cost settlement reports or pre-payments reports with State or Federal agencies, copies of such reports shall be filed with COUNTY, together with a reconciliation of all such reports and amounts covered by this Agreement to CONTRACTOR'S total costs and revenues.

c. CONTRACTOR shall provide COUNTY with a year-end cost settlement report no later than sixty (60) days after the close of the fiscal year as determined by the terms of this Agreement.

d. Upon request of DIRECTOR, CONTRACTOR shall provide COUNTY with a mid-year cost settlement report prepared in the same manner as the report required by subparagraph c., above, and which shall be due January 31 of the year next following.

e. CONTRACTOR shall, without additional compensation therefor, make further fiscal, program evaluation and progress reports as required by DIRECTOR concerning CONTRACTOR'S activities as they affect the contract duties and purposes herein. COUNTY shall explain procedures for reporting the required information.

7. CLAIMS FOR PAYMENT.

a. During the term of this Agreement COUNTY shall make provisional payments upon the receipt of claims submitted by CONTRACTOR, CONTRACTOR shall submit a monthly claim in accordance with the procedures prescribed by the COUNTY. Unless otherwise provided, claims shall be submitted to COUNTY no later than the fifteenth (15th) day of the month following the claim period, and COUNTY shall reimburse CONTRACTOR within thirty (30) days after receipt of an appropriate and correct claim, except that the DIRECTOR may withhold a percentage of the final claim for the agreement term until receipt by DIRECTOR of a complete and accurate cost report.

Format or other changes may be made by COUNTY to billing format from time to time as needed and shall be furnished to CONTRACTOR for billing purposes. All billings shall clearly reflect and in a reasonable detail give information regarding the services for which the claim is being made. It is understood and agreed that COUNTY may withhold payment until receipt of billing in the prescribed detail and format. CONTRACTOR shall, in calculating the net amount due from COUNTY, deduct from the gross billing the following: (1) all grants received and the source of said grants; (2) amounts paid or payable to CONTRACTOR by third parties. Failure to reflect such deductions shall be deemed a breach of this Agreement.

It is understood that the validity of such monthly billings, in terms of their compliance with State regulations, is subject to the review of the State and that COUNTY will be making payment on said billings in advance of the reimbursement by the State to COUNTY for sums expended thereunder. In the event any claim is disapproved by the State, CONTRACTOR shall take all actions necessary to obtain such approval. In the event that COUNTY is not reimbursed by the State for any amount it has paid to CONTRACTOR thereunder on the basis of the failure of CONTRACTOR to comply with any terms of this Agreement, or any of the State regulations governing the operation of this Agreement, CONTRACTOR shall reimburse COUNTY in the amount of such overpayment within thirty (30) days.

b. If a post-agreement audit, conducted in accordance with standard accounting procedures, finds that the actual aggregate costs for all services furnished pursuant to this Agreement are lower than the payments made by the COUNTY, or if any payments made by COUNTY are not reimbursable in accordance with the terms of this Agreement, the difference shall be repaid by CONTRACTOR forthwith by cash payment, or, at the sole discretion of DIRECTOR, as a credit on future billings. If such post-agreement audit finds that the actual costs of any service furnished hereunder are higher than the payments made by COUNTY for that service, then the difference may be paid to CONTRACTOR, up to the maximum obligation of this Agreement.

c. It is understood that any records of revenues subject to compliance with State or Federal regulations may be audited by the appropriate Federal, State or COUNTY agency. In the event of audit disallowance of claimed cost subject to compliance with State or Federal regulations, COUNTY shall not be liable to CONTRACTOR for any lost revenue pursuant to this Agreement.

d. In the event CONTRACTOR fails to comply with any provision of this Agreement, COUNTY shall withhold payment until such non-compliance has been corrected.

8. PAYMENT LIMITATION.

a. Attached to and made part of this Agreement as Exhibit "C" is a budget, and other documents which shall be the basis for and limitation of payments by COUNTY to CONTRACTOR for the services described in this Agreement. COUNTY shall pay to CONTRACTOR sum not to exceed the lesser of:

(1) The net amount of the line item budget as indicated in Exhibit "C"; or

(2) The actual net cost of services provided under this Agreement determined in accordance with the procedures and audit provisions set forth in Paragraph 4 of this Exhibit.

b. It is understood and agreed that COUNTY may immediately terminate this Agreement if funds are not available to COUNTY from external sources. It is further understood and agreed that COUNTY, by entering into this Agreement, has determined to fund services under this Agreement by CONTRACTOR only during the period July 1 through August 31, inclusive. A decision will not be made as to whether services will be funded under this Agreement through the remainder of the term until adoption by the Board of Supervisors of the Final Budget. Therefore, this Agreement will terminate, without advance notice to CONTRACTOR, effective at the close of business on August 31 if the Board of Supervisors does not appropriate funds in the Final Budget specifically for the purpose of paying for services rendered by CONTRACTOR between August 31 and the end of the term of this Agreement.

9. FEES/DONATIONS.

Charges for services to either clients or persons responsible shall be on a voluntary donation of "sliding scale" fee basis in accordance with CONTRACTOR'S established procedure.

10. MINOR AMENDMENTS.

DIRECTOR is authorized to execute amendments to this Agreement, in the line item budget as indicated in Exhibit "C", subject to the maximum funding appropriated for this Agreement, by the Sacramento County Board of Supervisors. Subject to the above limitation, amendments may include changes to one or all of the elements as set forth in Exhibit "C".

11. TERMINATION OF AGREEMENT.

This Agreement may be terminated as follows:

a. COUNTY may terminate this Agreement by giving to CONTRACTOR at the address specified in the basic Agreement not less than five (5) days from the effective date of the termination.

b. If this Agreement is terminated, CONTRACTOR shall be paid an amount which bears the same ratio to the total compensation as the services actually performed bear to the total services of CONTRACTOR covered by this Agreement, less payments of compensation previously made. In no event, however, shall COUNTY reimburse CONTRACTOR in an amount which exceeds one-twelfth (1/12th) of the program budget amount for each month of performance.

12. PRIOR AGREEMENTS. All prior agreements regarding this subject matter between COUNTY and CONTRACTOR are hereby terminated effective June 30 prior to the date of this Agreement.

EXHIBIT "C" TO AGREEMENT
Between the COUNTY OF SACRAMENTO,
hereinafter referred to as "COUNTY", and

THE HOUSING AUTHORITY OF THE COUNTY OF SACRAMENTO,
Public Body Corporate and Politic

Notwithstanding, any other terms and provisions of this Agreement, reimbursement for services rendered from July 1, 1984, through June 30, 1985, are conditioned upon final budget approval by the County and shall not exceed \$20,925 during the term of this Agreement.

Description of Services

1. Contractor agrees to furnish one FTE (40 hrs/wk) employee to Health who will be co-located with other staff of the "Elderly Assessment Program" at the 28th and R Streets Welfare facility.
2. Contractor agrees to provide its assigned staff all necessary training prior to assignment to Health.
3. Assigned staff shall be under the supervision of the Housing Authority. Contract management will be by Health.
4. Working hours for Contractor's assigned staff will be specified by Health but will not exceed 40 hrs/wk during contract period. Normal working hours are 8 A.M. to 5 P.M., Monday through Friday, except holidays and vacation.
5. Contractor's staff shall screen incoming calls to determine if client should be referred to assessment team or directed to a more appropriate agency or organization, and shall perform other duties, as assigned, in support of the centralized services coordination team effort.
6. Contractor shall submit claims quarterly based on the salary and benefits of assigned staff. Claims shall specifically identify and separate the amount covering the salary and the amount covering the benefits package attached to the position.

BUDGET

ELDERLY ASSESSMENT PROGRAM
Information and Referral Staff

FY 1984-85

Salary	\$ 14,633
Benefits	6,292
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TOTAL	\$ 20,925