

OREGON CASCADES WEST COUNCIL OF GOVERNMENTS
PROFESSIONAL SERVICES CONTRACT

This is an agreement by and between OREGON CASCADES WEST COUNCIL OF GOVERNMENTS, an intergovernmental entity created under the authority of ORS 190.010, hereinafter called OCWCOG, and City of Newport, Parks and Recreation Department, 60+ Activity Center hereinafter called CONTRACTOR.

WHEREAS, OCWCOG has need for the services of a CONTRACTOR to provide a pilot program to accessible virtual evidence-based programs through purchase of laptops, i-Pads and hotspots.

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

1. **TERM OF CONTRACT:** This contract shall become effective upon signature, and shall terminate on June 30, 2021.

2. **SERVICES TO BE PROVIDED:** CONTRACTOR shall provide the services as described in Attachment A, SCOPE OF WORK.

3. **CONSIDERATION:** Newport 60+ Activity Center will be paid a fixed fee in a lump sum with a total not-to-exceed \$14,811.00 (Fourteen Thousand Eight Hundred Eleven dollars and Zero cents) to purchase hotspots, laptops, and iPads to launch a pilot program to provide accessible virtual evidence-based programs to community members, and to complete all the work detailed in Attachment A, SCOPE OF WORK.

If this agreement crosses fiscal years, OCWCOG's obligation to pay any amount in the subsequent year is subject to approval of appropriations by the governing body of OCWCOG. Should appropriations not be approved by the governing body, this agreement will terminate at the beginning of the new fiscal year.

4. **ASSIGNMENT/DELEGATION:** OCWCOG has entered into this agreement in reliance upon the specialized professional skills, experience, resources or knowledge of CONTRACTOR, accordingly neither party shall assign, subcontract or transfer any interest in or duty under this agreement without the prior written consent of the other, and no assignment shall be of any force or effect whatsoever unless and until the other party has so consented.

5. **STATUS OF CONTRACTOR:** The parties intend that CONTRACTOR, in performing the services specified in this agreement, shall act as an independent contractor. Although OCWCOG reserves the right to (i) determine and modify the delivery schedule for work to be performed and (ii) evaluate the quality of the completed performance, only CONTRACTOR shall have the control of the work and the manner in which it is performed. CONTRACTOR is not to be considered an agent or employee of OCWCOG and is not entitled to participate in any pension plan, insurance, bonus, or similar benefits OCWCOG provides its employees.

CONTRACTOR will not be eligible for any federal social security, state workers' compensation, unemployment insurance, or Public Employees Retirement System benefits from amounts paid under this contract, except as a self-employed individual.

If this payment is to be charged against Federal funds, CONTRACTOR certifies that it is not currently employed by the Federal government and the amount charged does not exceed its normal charge for the type of service provided.

OCWCOG will report the total amount of all payments to CONTRACTOR, including any expenses, in accordance with Federal Internal Revenue Service and State of Oregon Department of

Revenue regulations. CONTRACTOR shall be responsible for any Federal or State taxes applicable to amounts paid under this contract.

6. **WARRANTY**: OCWCOG has relied upon representations by CONTRACTOR regarding its professional ability and training as a material inducement to enter into this contract. CONTRACTOR represents and warrants that all its work will be performed in accordance with generally accepted professional practices and standards as well as the requirements of applicable federal, state, and local laws, it being understood that acceptance of CONTRACTOR's work by OCWCOG shall not operate as a waiver or release of such warranty.

7. **INDEMNIFICATION**: CONTRACTOR shall hold harmless, indemnify, and defend OCWCOG, its officers, agents, and employees from any and all liability, actions, claims, losses, damages or other costs including attorney's fees and witness costs (at both trial and appeal level, whether or not a trial or appeal ever takes place) that may be asserted by any person or entity arising from, during or in connection with the performance of the work described in this contract, except liability arising out of the sole negligence of OCWCOG and its employees. Such indemnification shall also cover claims brought against OCWCOG under state or federal workers' compensation laws. If any aspect of this indemnity or the above warranty shall be found to be illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this indemnification or the above warranty.

8. **INSURANCE**: CONTRACTOR and any subcontractors will maintain insurance coverage as set out in Attachment B. Such insurance shall remain in full force and effect throughout the term of this contract.

If CONTRACTOR employs one or more workers as defined in ORS 656.027 and such workers are subject to the provisions of ORS Chapter 656, CONTRACTOR shall maintain currently valid workers' compensation insurance covering all such workers during the entire period of this contract.

9. **BACKGROUND CHECKS**: If CONTRACTOR employs one or more workers, each one shall have successfully completed a criminal history records check as specified by Oregon law prior to beginning any work defined in this Contract. During the term of the contract, CONTRACTOR shall report any new charges, traffic or criminal, and/or any new licensing violations in writing to OCWCOG within 24 hours of their occurrence. Failure to notify OCWCOG within 24 hours will be a material breach of this contract. CONTRACTOR shall perform checks against both the Excluded Parties List System (EPLS) and the Office of Inspector General (OIG) List of Excluded Individuals and Entities (LEIE) for all services rendered under this Contract and shall retain the information on the results of such checks in accordance with the OAR 166-300-0010.

10. **METHOD AND PLACE OF GIVING NOTICE, SUBMITTING BILLS, AND MAKING PAYMENTS**: All notices, bills and payments shall be made in writing and may be given by personal delivery, U.S. mail, or electronic mail. Notices, bills, and payments sent by mail should be addressed as follows:

OCWCOG: Oregon Cascades West Council of Governments
Attn: Finance Department
1400 Queen Ave. SE Suite 201
Albany, OR 97322
(541) 967-8720

CONTRACTOR: Spencer Nebel
City Manager of Newport
Newport 60+ Activity Center
20 SE 2nd St. Newport, Oregon 97365
541-574-5459
Peggy O'Callaghan p.ocallaghan@newportoregon.gov

When so addressed, said item shall be deemed given upon deposit in the United States Mail, postage prepaid. In all other instances, notices, bills, and payments shall be deemed given at the time of actual delivery. Changes may be made in the names and addresses of the person to whom notices, bills, and payments are to be given by giving notice pursuant to this paragraph.

11. **TERMINATION**: At any time, with or without cause, OCWCOG, in its sole discretion shall have the absolute right to terminate this agreement by giving written notice to CONTRACTOR. If OCWCOG terminates pursuant to this paragraph, CONTRACTOR shall be entitled to receive as full payment for all services satisfactorily rendered and expenses incurred, an amount which bears the same ratio to the total fees specified in the agreement as the services satisfactorily rendered by CONTRACTOR bear to the total services otherwise required to be performed for such total fee; provided, that there shall be deducted from such amount the amount of damage, if any, sustained by OCWCOG due to any breach of the agreement by CONTRACTOR.

12. **OWNERSHIP OF WORK PRODUCT**: OCWCOG shall be the owner of and shall be entitled to possession of all work products of CONTRACTOR that result from this contract ("the work products"). In addition, if any of the work products contain intellectual property of CONTRACTOR that is or could be protected by federal law, CONTRACTOR hereby grants OCWCOG a perpetual, royalty-free, fully paid, nonexclusive and irrevocable license to copy, reproduce, deliver, publish, perform, dispose of, use and re-use all such work products, including but not limited to databases, templates, file formats, scripts, links, procedures, materials, training manuals and other information, designs, plans or works provided or delivered to OCWCOG or produced by CONTRACTOR under this contract.

13. **NONDISCRIMINATION**: CONTRACTOR shall comply with all applicable federal, state and local laws, rules, and regulations on nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, disability, sexual orientation, gender identity or source of income.

14. **STATUTORY AND REGULATORY COMPLIANCE**: CONTRACTOR shall comply with all federal, state and local laws, ordinances and regulations applicable to the work under this contract, including, without limitation, the applicable provisions of ORS chapter 279, 279A, 279B or 279C, depending on the nature of the work performed, particularly ORS 279C.505, 279C.515, 279C.520 and 279C.530, as amended. In addition, CONTRACTOR expressly agrees to comply with Title VI of the CIVIL RIGHTS ACT of 1964 and comparable state and local laws. CONTRACTOR shall also comply with Section V of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (Pub. Law No. 101-336), ORS 659A.142 ORS 659A.400 to ORS 659A.417, and all regulations and administrative rules established pursuant to those laws.

15. **GRANT COMPLIANCE**: CONTRACTOR and and subcontractors must agree to comply with the applicable terms and conditions of Grant Agreement Number 160434 as amended, which provides the funding for this work, Attachment D. OCWCOG is a subrecipient as that term is defined under this Grant Agreement. By executing this professional service agreement, CONTRACTOR certifies that CONTRACTOR has read and reviewed the Grant Agreement and Amendments 1 through 3, and agrees that funding for the Work is subject to all the terms and conditions of the Grant Agreement and Amendments, and that CONTRACTOR will defend and indemnify OCWCOG against any claim by the State of Oregon or by the United States related to improper use of funding from this Grant for any purpose not allowed by the Grant and the Amendments.

16. **EXTRA (CHANGED) WORK**: Only the Executive Director or their appointed designee may authorize extra work (and/or changed) work. The parties expressly recognize that other OCWCOG personnel are not authorized to either order extra work (and/or changed) work or waive contract requirements. Failure of the CONTRACTOR to secure Executive Director or their appointed designee's authorization for extra work shall constitute a waiver of any and all right to adjustment in the contract price or contract time due to such unauthorized extra work and the CONTRACTOR thereafter shall be entitled to no compensation whatsoever for the performance of such work.

No extra work shall exceed the fixed total as defined in Provision 3., Consideration.

CONTRACTOR further expressly waives any and all right or remedy by way of restitution and quantum meruit for any and all extra work performed by CONTRACTOR without the express and prior written authorization of the Executive Director or their appointed designee.

17. **CONFLICT OF INTEREST:** CONTRACTOR covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services. The CONTRACTOR further covenants that in the performance of this contract it shall not employ any person having any such interest.

18. **PERSONAL IDENTIFYING INFORMATION:** CONTRACTOR agrees to safeguard personal identifying information in compliance with Oregon Revised Statutes ORS 646A.600, the Oregon Consumer Identity Theft Protection Act and the Fair and Accurate Credit Transaction Act provisions of the Federal Fair Credit Reporting Act. In the event of any inadvertent disclosure or release of information protected by any of these provisions, CONTRACTOR shall immediately notify OCWCOG and shall hold harmless, defend and indemnify OCWCOG for any costs related to notification, mitigation or remediation required by the disclosure by CONTRACTOR.

19. **AUDIT:** CONTRACTOR shall maintain records to assure conformance with the terms and conditions of this agreement, and to assure adequate performance and accurate expenditures within the contract period. CONTRACTOR agrees to permit OCWCOG, the State of Oregon, the federal government, or their duly authorized representatives to audit all records pertaining to this agreement to assure the accurate expenditure of funds. CONTRACTOR shall notify OCWCOG of any independent audit report of CONTRACTOR'S activities or finances prepared for CONTRACTOR and agrees to submit such reports to the Finance Director upon request.

20. **GOVERNING LAW:** This contract shall be governed and construed by the laws of the State of Oregon.

21. **SEVERABILITY:** If any term or provision of this contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected.

22. **MERGER:** This writing and the attached exhibits constitute the entire and final contract between the parties. No modification of this agreement shall be effective unless and until it is made in writing and signed by both parties.

23. **RENEWAL OPTION:** This contract may be extended up to five (5) additional years through amendment, contingent upon budget, appropriations, and/or needs, with a total payment sum for all five years not-to-exceed one hundred and fifty thousand dollars (\$150,000.00).

Signed:



Ryan Vogt
Executive Director
Oregon Cascades West Council of Governments

11/18/2020
Date



Spencer Nebel
City Manager of Newport
Newport 60+ Activity Center

11-25-20
Date

ATTACHMENT A

SCOPE OF WORK

- 1. Contractor to purchase two laptops, nine iPads, nine hotspots, and data service as stated in RFQ amended proposal to Senior and Disability Services.**
- 2. Contractor to launch pilot programs providing equipment and accessible virtual evidence-based programs to homebound seniors and community members. Pilot programs will include Big Creek Point Senior Apartments, and *Meals on Wheels*, Newport meal site.**
- 3. Report to Senior and Disability Services at the end of each six week session, how many participated, how often they participated and time spent in each Walk with Ease class. Include the number of volunteers who participated in facilitating and/or teaching use of the equipment/technology.**
- 4. Contractor to report successes, challenges and/or barriers and solutions to reach desired outcomes.**
- 5. Contractor will include recognition of Oregon Cascades West Council of Governments (OCWCOG) as the funder or sponsor in marketing materials and program content. The OCWCOG logo will be provided for these purposes.**

ATTACHMENT B

INSURANCE COVERAGE REQUIRED

Contractor shall not commence any work until Contractor obtains, at Contractor's own expense, all required insurance as specified below. Such insurance must have the approval of **Oregon Cascades West Council of Government** as to limits, form and amount. The types of insurance Contractor is required to obtain or maintain for the full period of the contract will be:

- ☒ **COMMERCIAL GENERAL LIABILITY** insurance including personal injury, bodily injury and property damage with limits as specified below. Limits may be provided by Excess or Umbrella policy:

LIMITS:

- ☒ \$1,000,000 Per Occurrence / \$2,000,000 General Aggregate / \$2,000,000 Products and Completed Operations Aggregate. Aggregates shall apply per Project.
- ☐ \$2,000,000 Per Occurrence / \$2,000,000 General Aggregate / \$2,000,000 Products and Completed Operations Aggregate. Aggregates shall apply per Project.
- ☐ \$5,000,000 Per Occurrence / \$5,000,000 General Aggregate / \$5,000,000 Products and Completed Operations Aggregate. Aggregates shall apply per Project.

FORM: All policies must be of the occurrence form with combined single limit for bodily injury and property damage. Any deviation from this requirement must be reviewed and approved by the City Risk Manager. All claims-made forms must have tail coverage and the prior approval of City Risk Manager. Submit a complete copy of claims-made policies and endorsements with the certificate of insurance.

- ☐ **SEXUAL ABUSE AND MOLESTATION** insurance with limits as specified below. The General Liability policy must not specifically exclude coverage for sexual abuse and molestation. If sexual abuse and molestation coverage is excluded under the General Liability policy, evidence of separate sexual abuse and molestation coverage of not less than \$500,000 per occurrence and \$1,000,000 aggregate each claim, incident or occurrence must be provided to the District in the form of a certificate of insurance, and must be approved by the District prior to the execution of this agreement.

LIMITS:

- ☐ \$500,000 Per Occurrence / \$1,000,000 General Aggregate.

- ☐ **BUSINESS AUTOMOBILE LIABILITY** insurance comprehensive form with limits as specified below. The coverage shall include owned, hired and non-owned automobiles.

LIMITS:

- ☐ \$1,000,000 per Accident
- ☐ \$2,000,000 per Accident
- ☐ \$5,000,000 per Accident

- ☐ **PROFESSIONAL LIABILITY** insurance with limits not less than \$1,000,000 per claim and \$1,000,000 annual aggregate with 24 months tail coverage.

- ☐ **POLLUTION LIABILITY** insurance with limits not less than \$1,000,000 per occurrence.

- ☒ **ADDITIONAL INSURED CLAUSE** The Commercial General Liability insurance coverages required for performance of this contract shall be endorsed to name the **Oregon Cascades West Council of Government** and its officers, agents and employees as Additional Insured's on any insurance policies required herein with respect to Contractor's activities being performed under the Contract. The Certificate of Insurance must include a copy of the Additional Insured endorsement and the policy must be endorsed to show cancellation notices to the **Oregon Cascades West Council of Government Finance Department**. Coverage shall be primary and non-contributory with any other insurance and self-insurance.

- ☒ **WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY** insurance as statutorily required for persons performing work under this contract. Any subcontractor hired by Contractor shall also carry Workers' Compensation and Employer's Liability coverage.

EMPLOYER'S LIABILITY LIMITS:

- ☒ \$500,000 each accident / \$500,000 policy limit / \$500,000 each employee.
- ☐ \$1,000,000 each accident / \$1,000,000 policy limit / \$1,000,000 each employee.

- ☒ **BUSINESS SERVICES BOND** covering the activities of any person, named or unnamed, responsible for collection and expenditures of funds on our behalf. Limit shall be \$50,000 per loss.

Certificates of Insurance shall be forwarded to:

Oregon Cascades West Council of Government
Attn: Finance Department
1400 Queen Avenue SE, Ste 201
Albany, OR. 97322

Any questions concerning insurance and indemnity should be directed to Sue Forty, Finance Director at (541) 924-8435.

ATTACHMENT C

BUSINESS ASSOCIATE RELATIONSHIP

Oregon Cascades West Council of Governments (OCWCOG) will make available and/or transfer to CONTRACTOR certain information, in conjunction with goods or services that are being provided by CONTRACTOR to OCWCOG that is confidential and must be afforded special treatment and protection.

CONTRACTOR will have access to and/or receive from OCWCOG certain information that can be used or disclosed only in accordance with this agreement and the HHS Privacy Regulations.

To the extent required by 42 U.S.C. 1171 *et seq.* enacted by the Health Insurance Portability and Accountability Act of 1996 and regulations promulgated there under, CONTRACTOR assures OCWCOG that CONTRACTOR will appropriately safeguard protected health information made available to or obtained by CONTRACTOR.

CONTRACTOR further agrees to comply with applicable laws relating to protected health information and with respect to any task or other activity CONTRACTOR performs on behalf of OCWCOG, to the extent OCWCOG would be required to comply with such requirements.

For purposes of this agreement, the following terms shall apply:

- A. CONTRACTOR shall be considered a BUSINESS ASSOCIATE;
- B. OCWCOG shall be considered a COVERED ENTITY;
- C. HHS Privacy Regulations shall mean the Code of Federal Regulations (C.F.R.) at Title 45, Sections 160 and 164;
- D. Individual shall mean the person who is the subject of the information, and has the same meaning as the term 'individual' is defined by 45 C.F.R. 164.501;
- E. Secretary shall mean the Secretary of the Department of Health and Human Services (HHS) and any other officer or employee of HHS to whom the authority involved has been delegated;
- F. Information shall mean any health information provided and/or made available by OCWCOG to CONTRACTOR, and has the same meaning as the term 'health information' as defined by 45 C.F.R. 160.102.

CONTRACTOR agrees it shall:

1. Not use or further disclose such information other than as permitted or required by this agreement. CONTRACTOR shall not, except as necessary for the proper management, administration and performance of its duties under this agreement, use, reproduce, disclose, or provide to third parties, any confidential document or information relating to OCWCOG or clients of OCWCOG without the prior written consent or authorization of OCWCOG or of the client. If CONTRACTOR uses such information for the purposes set forth above, it will only do so if the disclosure is required by law or CONTRACTOR obtains reasonable assurances from the person to whom the information is disclosed that it will be held confidentially and used or further disclosed only as required by law or for the purpose for which CONTRACTOR disclosed it to the person. CONTRACTOR shall ensure that its personnel, employees,

affiliates and agents maintain the confidentiality of patient health information and business information of OCWCOG.

2. Not use or further disclose the information in a manner that would violate the requirements of applicable law, if done by OCWCOG;
3. Use appropriate safeguards to prevent use or disclosure of such information other than as provided for by this agreement;
4. Report to OCWCOG any use or disclosure of such information not provided for by this agreement of which CONTRACTOR becomes aware;
5. Ensure that any subcontractors or agents to whom CONTRACTOR provides protected health information received from OCWCOG agree to the same restrictions and conditions that apply to CONTRACTOR with respect to such information;
6. Make available protected health information in accordance with applicable law, i.e., the Code of Federal Regulations (C.F.R.) at Title 45, Sections 160 and 164;
7. Maintain standard records, pursuant to this agreement, and to provide such records and other necessary information to OCWCOG as may be requested in writing and as permitted by law. CONTRACTOR agrees that all records kept in connection with this agreement are subject to review and audit by OCWCOG upon reasonable notice of a minimum of 14 workdays from the date of written request by OCWCOG.
8. Make CONTRACTOR'S internal practices, books, and records relating to the use and disclosure of protected health information received from OCWCOG available to the Secretary of the United States Health & Human Services for purposes of determining OCWCOG's compliance with applicable law (in all events, CONTRACTOR shall immediately notify OCWCOG upon receipt by CONTRACTOR of any such request, and shall provide OCWCOG with copies of any such materials);
9. Hold harmless, indemnify and defend OCWCOG from any claim, suit, action, fine or penalty of any type whatsoever based in whole or in part on CONTRACTOR'S failure to comply with applicable laws protecting covered health information.
10. Upon termination of this agreement, CONTRACTOR shall promptly return all protected health information received from OCWCOG. If the return of protected health information is not feasible, CONTRACTOR shall continue the protections required under this contract to the protected health information consistent with the requirements of this Attachment and the HIPAA privacy standards.
11. Confidentiality: The CONTRACTOR agrees that all data and information belongs to OCWCOG. CONTRACTOR may not disclose information to any third party without written permission from OCWCOG specific to the particular information, describing terms under which CONTRACTOR may make that particular disclosure and the uses that may be made of the data or information.

Signed:



Ryan Vogt
Executive Director
Oregon Cascades West Council of Governments

11/18/2020

Date



11/25/20

Spencer Nebel
City Manager of Newport
Newport 60+ Activity Center

Date

CERTIFICATE OF COVERAGE

Agent
PayneWest Insurance-Newport
811 N Coast Hwy
Newport, OR97365

This certificate is issued as a matter of information only and confers no rights upon the certificate holder other than those provided in the coverage document. This certificate does not amend, extend or alter the coverage afforded by the coverage documents listed herein.



citycounty insurance services
cisoregon.org

Named Member or Participant
City of Newport
169 SW Coast Hwy.
Newport, OR 97365

Companies Affording Coverage
COMPANY A - CIS
COMPANY B - National Union Fire Insurance Company of Pitts. PA
COMPANY C - RSUI Indemnity
COMPANY D - Federal Insurance Company

LINES OF COVERAGE

This is to certify that coverage documents listed herein have been issued to the Named Member herein for the Coverage period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which the certificate may be issued or may pertain, the coverage afforded by the coverage documents listed herein is subject to all the terms, conditions and exclusions of such coverage documents.

	Type of Coverage	Company Letter	Certificate Number	Effective Date	Termination Date	Coverage	Limit
X	General Liability	A	20LNPT	7/1/2020	7/1/2021	General Aggregate:	\$15,000,000
X	Commercial General Liability					Each Occurrence:	\$5,000,000
X	Public Officials Liability						
X	Employment Practices						
X	Occurrence						
X	Auto Liability	A	20LNPT	7/1/2020	7/1/2021	General Aggregate:	None
X	Scheduled Autos					Each Occurrence:	\$5,000,000
X	Hired Autos						
X	Non-Owned Autos						
X	Auto Physical Damage	A / C	20APDNPT	7/1/2020	7/1/2021		
X	Scheduled Autos						
X	Hired Autos						
X	Non-Owned Autos						
X	Property	A / C	20PNPT	7/1/2020	7/1/2021		Per Filed Values
X	Boiler and Machinery	D	20BNPT	7/1/2020	7/1/2021		Per Filed Values
	Excess Liability						
X	Excess Crime	B	20ECNPT	7/1/2020	7/1/2021	Per Loss:	\$350,000
	Excess Earthquake						
	Excess Flood						
	Excess Cyber Liability						
	Difference in Conditions						
	Workers' Compensation						

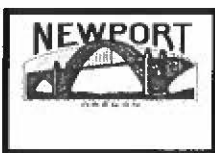
Description:

Certificate Holder:

CANCELLATION: Should any of the coverage documents herein be cancelled before the expiration date thereof, CIS will provide 30 days written notice to the certificate holder named herein, but failure to mail such notice shall impose no obligation or liability of any kind upon CIS, its agents or representatives, or the issuer of this certificate.

By:

Date:



**AUTHORIZATION FOR
AGREEMENTS, MOUs, OR
OTHER DOCUMENTS OBLIGATING
THE CITY**

All contracts, agreements, grant agreements, memoranda of understanding, or any document obligating the city (with the exception of purchase orders), requires the completion of this form. The City Manager will sign these documents after all other required information and signatures are obtained.

Grant

Document: Professional Services Contract Date: 11/19/2020

Statement of Purpose: Providing support and Programs to aging adults

Technology Transport: Hotspots & iPads for seniors to check out for
evidence based programming, equipment purchase.

Department Head Signature: [Signature] 11-19-20

Remarks, if any: none

City Attorney Review and Signature: [Signature] Date: 11/22/2020

Other Signatures as Requested by the City Attorney: _____

	Signature			Name/Position	
	Yes	No	N/A	Date:	
Budget Confirmed:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Certificate of Insurance Attached:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>		
City Council Approval Needed:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		Date: _____	

After all the above requested information is complete and signatures obtained, return this form, along with the original document to the City Manager for signature. No documents should be executed prior to the City Manager's approval as evidenced by signature of this document.

City Manager Signature: [Signature] Date: 11-25-20

Once all signatures and certificates of insurance have been obtained, return this document, along with the original, fully-executed agreement, MOU, or other document to the City Recorder. A copy of grant agreement and all project funding documents, must be forwarded to the Finance Department for tracking and audit purposes.

City Recorder Signature: [Signature] Date: 11/30/2020

Date posted on website: 12/3/20