

Contract for Independent Contractor Services

This Contract for Independent Contractor Services (“Contract”) is between **NeighborImpact** and **NAME**

RECITALS

WHEREAS, NeighborImpact has the need for contracting for services; and
WHEREAS, **NAME** (hereinafter referred to as “Contractor”) has experience, capability and willingness to provide these services as an independent contractor.

AGREEMENT

IT IS HEREBY AGREED BY NeighborImpact and Contractor to enter into this Contract on this **X day** of **X Month** agreeing mutually to the following:

1. Effective date: **DATE**
2. Duration or end date: Upon completion of the Services to the satisfaction of NeighborImpact, or earlier termination in accordance with Section 22.
3. Scope of Work. Contractor will provide _____ (“Services”). The scope and schedule of Services under this Contract are specified in Exhibit A herein and incorporated by this reference. Contractor warrants that the Services will be performed by qualified personnel in a professional manner, in accordance with the specifications set forth in Exhibit A. Contractor shall provide NeighborImpact with written progress reports on the status of the Services and an action plan (if applicable) upon final invoicing.
4. Consideration & Payment. **\$AMOUNT** for prep, consultation and contact time. **\$AMOUNT** for **DESCRIPTION** approved by **PROGRAM DEPARTMENT**. To the extent applicable, Contractor shall also provide NeighborImpact with weekly reports including the payroll and other record-keeping documents for all workers, laborers and mechanics as required by the Davis-Bacon Act and applicable law. Contractor will submit an invoice upon completion of Services as outlined in Exhibit A. All invoices must be submitted by **DATE**, or they will not be eligible for payment. For construction contracts in excess of \$2,000, Contractor agrees to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the U.S. Secretary of Labor, and Contractor hereby accepts that wage determination. Such wages shall be paid by Contractor not less than once a week.
5. Exhibit C. The applicable provisions of Exhibit C hereto are part of this Contract, and are hereby incorporated by reference.
6. No Benefits or Expenses. NeighborImpact will not provide any benefits to Contractor or Contractor’s employees, contractors or agents, and Contractor will be solely responsible for obtaining Contractor’s own benefits, including but not limited to insurance, medical

reimbursement, and retirement plans. Expenses incurred by Contractor in connection with the performance of the Services will not be reimbursed by NeighborImpact.

7. Funding Regulations. In consideration of the other terms of this Contract, Contractor agrees to the following obligations:

a. To comply with all applicable laws, ordinances, regulations, executive orders, and codes of federal, state and local governments. Contractor shall comply with all laws, executive orders, regulations, policies, guidelines and stipulations attached by NeighborImpact's funding agency (all of which are hereby incorporated by reference). Contractor, its subcontractors, and all employers under this Contract are subject employers under the Oregon Workers' Compensation law and shall comply with ORS 656.017, which requires them to provide workers compensation coverage for all of their subject workers. Contractor further warrants that it is in compliance with Oregon's Personal Income Tax Act of 1969 (ORS Chapter 316), Workers Compensation Law (ORS Chapter 656), and Employment Department Laws (ORS Chapters 652-659A).

b. To keep and maintain adequate documentation for financial expenditures under this Contract and to submit reports to NeighborImpact. For not less than six (6) years after contract expiration, NeighborImpact, the Secretary of State's Office of the State of Oregon, the federal government, the federal awarding agency, the Comptroller General of the United States, and/or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of Contractor which are directly pertinent to this Contract for the purpose of making audits, examinations, excerpts, and transcriptions. Contractor shall retain all pertinent records regarding this Contract and performance of the Services for a minimum of six (6) years, or as otherwise directed by NeighborImpact, and shall provide NeighborImpact with a copy of all such documents upon its request.

c. To be responsible to NeighborImpact for all funds expended under this Contract.

d. During the term of this Contract, Contractor will obtain and maintain insurance policies that provide adequate coverage for all risks normally insured against by a person carrying on a similar business in a similar location, and for any other risks to which Contractor is normally exposed, at Contractor's expense, including but not limited to the insurance noted in Exhibit B (which is hereby incorporated by reference). At NeighborImpact's request, Contractor agrees to add NeighborImpact as an additional named insured or additional insured to Contractor's insurance policy(ies). Any cost associated with this may be billed to NeighborImpact, provided such cost is an allowable use approved by the agency funder.

8. Monitoring. Administrative, contractual and/or legal remedies including suspension, termination and/or non-payment will be implemented if Contractor does not comply with the scope of work and timelines as set forth in Exhibit A, or any other term or condition of this Contract. Contractor shall be monitored for performance through submitting progress reports with invoice and action plans submitted with final invoice at the end of Contract.

9. Independent Contractor: Contractor is an independent contractor of NeighborImpact. Contractor will not be an employee of NeighborImpact. Contractor is in business for him/herself and will be free from direction and control over the means and manner of providing the Services, subject only to the right of NeighborImpact to specify the desired results.

10. Standards. Contractor represents, warrants, and covenants to NeighborImpact that, in the provision of the Services, Contractor is customarily engaged in, and will continue to customarily engage in, an independently established business as described in ORS 670.600(3) and other applicable laws. Without limitation, Contractor specifically represents, warrants, and covenants to NeighborImpact that: (a) Contractor maintains its own business location separate from NeighborImpact; (b) Contractor bears the risk of loss related to Contractor's business or the provisions of the Services; (c) Contractor provides contracted services to multiple persons and actively solicits new contracts to provide services; (d) Contractor has made a significant financial investment in its business; and (e) Contractor has and will continue to have authority to hire and fire others to assist in providing the Services. Contractor shall comply with all federal and state statutes, regulations and the terms and conditions for any federal and/or state award and for federal and/or state program compliance. NeighborImpact reserves the right to review Contractor's records to determine program compliance.

11. Taxes. NeighborImpact will not withhold any taxes from any payments made to Contractor, and Contractor will be solely responsible for paying all taxes arising out of or resulting from the performance of the Services, including but not limited to income, social security, worker's compensation, and employment insurance taxes. Unless Contractor is subject to backup withholding, NeighborImpact will not withhold from such compensation or payments any amounts to cover Contractor's federal or state tax obligation benefits from compensation or payment paid to Contractor under this Contract except as a self-employed individual. Prior to the commencement of work for NeighborImpact, Contractor shall provide a W-9 to NeighborImpact's Finance Department. Contractor will receive a Form 1099 at year's end. A copy of the Form 1099 will be filed with the Internal Revenue Service and other taxing authorities, as applicable.

12. No Agency Relationship. This Contract does not create an agency relationship between the parties and does not establish a joint venture or partnership between the parties. Contractor does not have the authority to bind NeighborImpact or represent to any person that Contractor is an agent of NeighborImpact.

13. Equal Employment Opportunity. Contractor shall comply with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, and Department of Labor," and any other applicable equal employment opportunity Executive Orders, laws and/or regulations.

14. Hold Harmless Provision. To the maximum extent allowed by law, Contractor shall indemnify, defend and hold harmless NeighborImpact and its officers, directors, agents,

representatives and employees, for, from and against all claims, law suits, liabilities, damages, expenses (including reasonable attorney fees) and judgments of whatever nature resulting from or arising in whole or in part: (a) out of the Services, activities or omissions of Contractor or its subcontractors, agents, or employees under this Contract or under applicable law; and/or (b) Contractor's breach any representation, warranty, covenant or other obligation under this Contract. To the extent prohibited by law, this provision shall not require Contractor to defend or indemnify NeighborImpact against damages arising out of death or bodily injury to persons or damage to property caused by the negligence of NeighborImpact. This provision will survive the termination of this Contract for any reason.

15. Assurances. Contractor represents, covenants and warrants that: (a) no funds received pursuant to this Contract will be used in any way to influence legislation or in any political campaign on behalf of (or in opposition to) any candidate for public office, (b) no person shall, on the grounds of race, color, religion, sexual orientation, gender identity, national origin, military or veteran status, sex, or any other applicable protected classification, be excluded from participation in, be denied the benefits of, or be subject to discrimination under this program or activities funded, in whole or in part, with funds available by this Contract, and (c) no discrimination be made on the basis of age under the Age Discrimination Act of 1975 or with respect to and otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973. Contractor further represents, covenant and warrants that it will comply with all federal statutory and public policy requirements, as applicable, but not limited to the National Defense Authorization Act for Fiscal Year 2014, PL 113-66, Division A, Title VIII, subtitle D, section 831; Trafficking Victims Protection Act (TVPA) of 2000, as amended, 22 U.S.C. 7104(g); Drug Free Workplace, 41 U.S.C. 8103; Protection from Reprisal of Disclosure of Certain Information, 41 U.S.C. 4712; National Environmental Policy Act of 1969, 42 U.S.C. 4321 et seq; 2 CFR Part 25 - Universal Identifier and System for Award Management; 2 CFR Part 170 Reporting Subaward and Executive Compensation; 2 CFR Part 180 OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement); Civil False Claims Act, 31 U.S.C. 3730; Criminal False Claims Act, 31 U.S.C. 3729, 18 U.S.C. 287 and 1001; Program Fraud and Civil Remedies and False Claims Act, 31 U.S.C. 3801 et seq.; Lobbying Disclosure Act of 1995, 2 U.S.C. 1601 et seq.; Section 543 of PL 112-55 and limitations imposed by annual appropriation acts Certification of Tax compliance; Section 543 of PL 112-55 and limitations imposed by annual appropriation acts Representation regarding corporate felony convictions; Section 544 of PL 112-55 and limitations imposed by annual appropriation acts Representation regarding unpaid corporate tax liabilities.; and the Public Health Service Act of 1912 (§§ 523 and 527) (42 U.S.C. §§ 290dd-3 and 290ee-3, as amended); Title VI of the Civil Rights Act of 1964; 42 U.S.C. 2000d et seq.; Title VIII of the Civil Rights Act of 1968, 42 U.S.C. 3601 et seq.; Title IX of the Education Amendments of 1972, as amended; 20 U.S.C. 1681 et seq.; Section 504 of the Rehabilitation Act of 1973, as amended; 29 U.S.C. 794; Age Discrimination Act of 1975, as amended 42 U. S.C. 6101 et seq.; Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255); Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended.

16. Debarment and Suspension Certification (Executive Orders 12549 and 12689). Contractor warrants and certifies that Contractor is not presently debarred, suspended, proposed

for debarment, declared ineligible, or voluntarily excluded from participating in this Contract by any Federal department or agency. Contractor is not listed on the government-wide exclusions in the System for Award Management (SAM) (www.sam.gov/), “Debarment and Suspension.” Contractor shall immediately inform NeighborImpact in writing in the event it is debarred, suspended, proposed for debarment or declared ineligible.

17. Drug Free Workplace. Contractor agrees that to the extent required by Federal law, it will comply with the Drug Free Workplace Act of 1988.

18. Confidentiality. See Exhibit D attached (and which is hereby incorporated by reference). Contractor shall protect the confidentiality of all confidential, proprietary and/or trade secret information related to NeighborImpact that is received or accessed by Contractor, including but not limited to business models, client and supplier lists, financial information, know-how, ideas, programs, systems, processes, and computer software, and shall not release, use or disclose any such information except as directly related to the administration of this Contract or as authorized in writing by NeighborImpact. In addition, Contractor shall fully comply with all of the provisions of HIPAA and FERPA, and any other applicable confidentiality requirements. This provision survives termination of this Contract. Contractor further agrees that, upon NeighborImpact’s request or the termination of Contractor’s independent contractor relationship with NeighborImpact, Contractor will promptly return to NeighborImpact all materials furnished by NeighborImpact containing confidential and/or protected information, together with all copies and summaries of confidential information in the possession or under the control of Contractor.

19. Smoke Free Workplace. Contractor understands that tobacco use and the use of e-cigarettes and other inhalant delivery systems, their distribution or sale by or on NeighborImpact premises, at NeighborImpact sponsored events (on or off premises), or in NeighborImpact owned, rented or leased vehicles, is prohibited.

20. License and Certification. Contractor represents and warrants that it has and will maintain all of the licenses, permits, registrations and other governmental authorizations required to conduct Contractor’s business and perform the Services.

21. Termination. This Contract may be terminated as follows:

- (a) Upon completion of the Services to NeighborImpact’s satisfaction;
- (b) By written mutual consent of the parties;
- (c) With cause by NeighborImpact upon written notice to the Contractor specifying the termination date of the contract. The right to terminate for cause may be exercised for any reasonable cause as determined by NeighborImpact in its sole discretion, including but not limited to: insufficient Agency funding; loss or reduction of Agency federal, state and/or local funding; new or modified federal or state laws, regulations, or guidelines; denial, revocation, or other loss or invalidation of any license or certificate required to be held by Contractor; Contractor’s violation or breach of this Agreement; and/or failure to perform the scope of Services set forth in Exhibit A. In such event, all finished or unfinished work product under this Agreement shall become the property of NeighborImpact, and Contractor shall be entitled to

receive compensation for any work completed to NeighborImpact's satisfaction. Notwithstanding the above, Contractor shall not be relieved of liability to NeighborImpact for damages sustained by it by virtue of the breach by Contractor, and NeighborImpact may withhold any payments to Contractor for the purpose of set-off until such time as the exact amount of damages due NeighborImpact from Contractor is determined. NeighborImpact also retains any and all other remedies available to it at law or in equity. All available remedies are cumulative and may be exercised singularly or concurrently; or

(d) Without cause by NeighborImpact. NeighborImpact may terminate this Contract at any time without cause by giving at least ten (10) days' notice in writing to Contractor. In such event, Contractor shall be paid for the Services provided up to the termination date.

The termination of this Contract, regardless of how it occurs, will not relieve a party of obligations that have accrued before the termination. NeighborImpact will have all remedies available to it at law or in equity. All available remedies are cumulative and may be exercised singularly or concurrently.

22. No Assignment. Contractor may not assign any of Contractor's rights or obligations under this Agreement to any person or entity without the prior written consent of NeighborImpact, which NeighborImpact may withhold in its sole discretion. This Contract will be binding on the parties, and their respective heirs, personal representative, successors and permitted assigns, and will inure to their benefit. This Contract may be amended only by a written document signed by the party against whom enforcement is sought.

23. Governing Law. This Contract is governed by the laws of the State of Oregon, without giving effect to any conflict-of-law principle that would result in the laws of any other jurisdiction governing this Contract.

24. Venue. Any action or proceeding arising out of this Contract will be litigated in courts located in Deschutes County, Oregon. Each party consents and submits to the jurisdiction of any local, state, or federal court located in Deschutes County, Oregon.

25. Waiver. No waiver will be binding on a party unless it is in writing and signed by the party making the waiver. A party's waiver of a breach of a provision of this Contract will not be a waiver of any other provision or a waiver of a subsequent breach of the same provision

26. Severability. If a provision of this Contract is determined to be unenforceable in any respect, the enforceability of the provision in any other respect and of the remaining provisions of this Contract will not be impaired.

27. Survival and Exhibits. All provisions of this Contract that would reasonably be expected to survive the termination of this Contract will do so. The parties will sign other documents and take other actions reasonably necessary to further effect and evidence this Contract. Any exhibits, schedules, and other attachments referenced in this Contract are part of this Contract.

28. Attorney's Fees. If any arbitration or litigation is instituted to interpret, enforce, or rescind

this Contract, including but not limited to any proceeding brought under the United States Bankruptcy Code, the prevailing party on a claim will be entitled to recover with respect to the claim, in addition to any other relief awarded, the prevailing party's reasonable attorney's fees and other fees, costs, and expenses of every kind, including but not limited to the costs and disbursements specified in ORCP 68 A(2), incurred in connection with the arbitration, the litigation, any appeal or petition for review, the collection of any award, or the enforcement of any order, as determined by the arbitrator or court.

29. Conflict of Interest and Nepotism. No employee, officer or agent of NeighborImpact, or any affiliate or subsidiary of NeighborImpact, has any interest, direct or indirect, in this Agreement, or the proceeds thereof, for work to be performed. Contractor shall cause to be incorporated in all subcontracts equivalent language prohibiting conflicts of interest. No employee, officer or agent of NeighborImpact has participated in the selection of or in the award or administration of this Contract if a conflict of interest, real or apparent, was involved. Persons covered under this section include any person who is: (a) an employee, agent, consultant, officer or elected or appointed official of NeighborImpact; (b) any member of his/her immediate family; (c) his or her partner; or (d) an organization which employs or is about to employ any of the above, has a financial or other interest in the firm selected for award. No persons described in (a) through (d) above who exercise or have exercised any functions or responsibilities with respect to this Agreement, or who are in a position to participate in a decision making process or gain inside information with regard to such activities, has a financial interest in this Contract either for themselves or those with whom they have business or family ties, during their tenure or for a period of one (1) year thereafter.

Immediate family members include spouse/domestic partner, parent, sibling, and child, a spouse/domestic partner's parent, sibling or child, a sibling's spouse, the spouse of siblings of a spouse/domestic partner, and persons for whom a family member has a legal support obligation.

A conflict of interest may also exist if any of these persons or their family members has more than a 35% of the voting power in a corporation and/or limited liability company, partnerships in which he/she owns more than 35% of the profits and trusts or estates in which he/she owns more than 35% of the beneficial interest with such entities seeking to do business with NeighborImpact.

30. Fraud and Abuse. Contractor warrants and certifies that it has not within a three-year period preceding this Contract been convicted of or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, State or local) transaction or contract related to a public transaction; violation of federal or State antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.

31. Contractor certifies that it and Contractor's employees and agents are not included on the list titled "Specially Designated Nationals and Blocked Persons" maintained by the Office of Foreign Assets Control of the United States Department of the Treasury and currently found at <https://www.treasury.gov/resource-center/sanctions/SDNList/Pages/default.aspx>

32. This Contract contains the entire understanding of the parties regarding the subject matter of this Contract and supersedes all prior and contemporaneous negotiations and agreements, whether written or oral, between the parties with respect to the subject matter of this Contract.

IN WITNESS WHEREOF, **NeighborImpact** and **NAME** have executed this Contract on **the X day of X Month.**

NeighborImpact
2303 SW First St
Redmond, OR 97756

Name
street address
city state zip
Phone:

Scott Cooper; Executive Director

Name

DATED

DATED

Contract Completed By: _____ Date: _____

EXHIBIT A - SCOPE OF WORK & TIMELINE

NAME - Contractor will provide EXPLANATION. Consulting, prep and contact time will be paid at \$AMOUNT. All invoices must be submitted by DATE.

TITLE – SERVICE OR TRAINING in the amount of \$AMOUNT.

Invoice will be submitted within 30 days of SERVICE OR TRAINING. The SERVICE OR TRAINING will follow the approval guidelines provided by PROGRAM. Number of classes and dates to be determined between Contractor and PROGRAM staff.

SERVICE OR TRAINING will be provided in the area

In the event that a class is not canceled prior to scheduled time and the class is not held due to lack of participants, Contractor will be reimbursed for one hour of prep time in the amount of \$AMOUNT.

EXHIBIT A

EXHIBIT B - INSURANCE PROVISIONS

During the term of this Contract, Contractor shall maintain in force at its own expense, each insurance noted below:

B.1 Worker's Compensation. Required of Contractors with one or more workers, as defined by ORS 656.027. Workers' Compensation insurance in compliance with ORS 656.017, which requires subject employers to provide Oregon workers' compensation coverage for all their subject workers.

B.2 Professional Liability. Professional liability insurance with a combined single limit or the equivalent of not less than \$200,000 for each claim, incident or occurrence. This is to cover damages caused by error, omission, or negligent acts related to the professional services to be provided under this contract. Any deductible shall not exceed \$50,000 each claim, incident or occurrence.

B.3 General Liability. General liability insurance with a combined single limit, or the equivalent, of not less than \$500,000 each occurrence for Bodily Injury and Property Damage. It shall include contractual liability coverage for the indemnity provided under this contract, and shall provide that the Agency, its officers and employees are Additional Insured's but only with respect to the Contractor's services to be provided under this contract.

B.4 Automobile Liability. Automobile liability insurance with a combined single limit, or the equivalent of not less than \$500,000, including coverage for owned, hired, or non-owned vehicles as applicable;

There shall be no cancellation, material change, reduction of limits, or intent not to renew the insurance coverage(s) without 30 days written notice from the Contractor's insurer(s) to NeighborImpact.

B.5 Proof of Insurance. As evidence of the insurance coverage required by this contract, the Contractor may be asked to furnish acceptable insurance certificates to NeighborImpact or complete copies of insurance policies, trust Contracts, etc. The Contractor shall be financially responsible for all pertinent deductibles, self-insurance retention, and/or self-insurance.

EXHIBIT B

EXHIBIT C

The following provisions must be followed as applicable:

1. GENERAL ASSURANCES

Miscellaneous Federal Provisions; Nondiscrimination. Contractor shall comply with all federal laws, regulations, and executive orders applicable to the Contract or to the delivery of Program Element Work. Without limiting the generality of the foregoing, Contractor expressly agrees to comply and require all Subrecipients and Vendors to comply with the following laws, regulations and executive orders to the extent they are applicable to this Contract: (a) Title VI, VII, and VIII of the Civil Rights Act of 1964, as amended, (b) Sections 503 and 504 of the Rehabilitation Act of 1973, as amended, (c) the Americans with Disabilities Act of 1990, as amended, (d) Executive Order 11246, as amended, (e) the Age Discrimination in Employment Act of 1967, as amended, and the Age Discrimination Act of 1975, as amended, (f) the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, (g) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; 42 USC 2000d, (h) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex, (i) 20 U.S.C. §1681, (j) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse, (k) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism, (l) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records, (m) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made, (n) the requirements of any other nondiscrimination statute(s) which may apply to Grant award, (o) all regulations and administrative rules established pursuant to the foregoing laws, (p) all other applicable requirements of federal civil rights and rehabilitation statutes, rules and regulations, and (q) all federal law governing operation of Community Services programs. These laws, regulations and executive orders are incorporated by reference herein to the extent that they are applicable to this Contract and required by law to be so incorporated. No federal funds may be used to provide Services in violation of 42 U.S.C §14402.

Energy Efficiency. Contractor shall comply and require all Subcontractors and Vendors to comply with applicable mandatory standards and policies relating to energy efficiency that are contained in the Oregon energy conservation plan issued in compliance with the Energy Policy and Conservation Act 42 U.S.C. §6201 et. seq. (Pub. L. 94-163).

Truth in Lobbying. By signing this Contract, Contractor certifies, to the best of the Contractor's knowledge and belief that:

- a. No federal appropriated funds have been paid or will be paid, by or on behalf of Contractor, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative

agreement, and the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan, or cooperative agreement.

b. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the Contractor shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying" in accordance with its instructions.

c. The Contractor shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all Contractors shall certify and disclose accordingly.

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

e. No part of any federal funds paid to Contractor under this Contract shall be used, other than for normal and recognized executive legislative relationships, for publicity or propaganda purposes, for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, electronic communication, radio, television, or video presentation designed to support or defeat the enactment of legislation before the United States Congress or any State or local legislature itself, or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any State or local government.

f. No part of any federal funds paid to Contractor under this Contract shall be used to pay the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before the United States Congress or any State government, State legislature or local legislature or legislative body, other than for normal and recognized executive-legislative relationships or participation by an agency or officer of a State, local or tribal government in policymaking and administrative processes within the executive branch of that government.

g. The prohibitions in Subsections (e) and (f) of this section shall include any activity to advocate or promote any proposed, pending or future Federal, State or local tax increase, or any proposed, pending, or future requirement or restriction on any legal consumer product, including its sale or marketing, including but not limited to the advocacy or promotion of gun control.

h. No part of any federal funds paid to Contractor under this Contract may be used for any activity that promotes the legalization of any drug or other substance included in schedule I

of the schedules of controlled substances established under Section 202 of the Controlled Substances Act except for normal and recognized executive congressional communications. This limitation shall not apply when there is significant medical evidence of a therapeutic advantage to the use of such drug or other substance or that federally sponsored clinical trials are being conducted to determine therapeutic advantage.

Resource Conservation and Recovery. Contractor shall comply with all mandatory standards and policies that relate to resource conservation and recovery pursuant to the Resource Conservation and Recovery Act (codified at 42 U.S.C. 6901 *et seq.*). Section 6002 of that Act (codified at 42 U.S.C. 6962) requires that preference be given in procurement programs to the purchase of specific products containing recycled materials identified in guidelines developed by the Environmental Protection Agency. Current guidelines are set forth in 40 CFR Part 247.

Pro-Children Act. Contractor shall comply and require all sub-contractors to comply with the Pro-Children Act of 1994 (codified at 20 U.S.C. Section 6081 *et seq.*).

2. Applies to all contracts and sub-grants in excess of \$2,000 for construction or repair:

Copeland “Anti-Kickback” Act (40 U.S.C. 3145): The Contractor will comply with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations 29 CFR part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States.” This Act provides that each contractor or subrecipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. NeighborImpact will report all suspected or reported violations to the Federal awarding agency.

3. Applies when required by Federal program legislation for a construction contract of more than \$2,000:

Davis-Bacon Act, as amended (40 U.S.C. 3141-3148): The Contractor agrees to comply with the Davis-Bacon Act (40 U.S.C. 3141-3144 and 3146-3148) and as supplemented by Department of Labor regulations (29 CFR part 5, “Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction”). Under this Act, contractors are required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. NeighborImpact will place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. NeighborImpact shall also obtain reports from contractors on a weekly basis in order to monitor compliance with the Davis-Bacon Act. NeighborImpact shall report all suspected

or reported violations to the Federal awarding agency.

4. Applies to all contracts in excess of \$100,000 that involve the employment of mechanics or laborers:

Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708): The Contractor agrees to comply with 40 U.S.C. 3702 and 3704 of the Contract Works Hours and Safety Standards Act, as supplemented by Department of Labor regulations (29 CFR part 5). Under 40 U.S.C. 3702 of the Act, Contractor is required to compute wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and one-half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic shall be required to work in surroundings or under working conditions that are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

5. Applies to contracts and subgrants in excess of \$100,000 including construction contracts:

Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended: The Contractor and all subcontractors agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 1857 et seq., 7401-7671q), the Federal Water Pollution Control Act, as amended (33 U.S.C. 1251-1387), Section 508 of the Clean Water Act (33 USC 1368) and Executive Order 11738. Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

6. Applies to contracts of \$100,000 or more including construction contracts:

Byrd Anti-Lobbying Amendment (31 U.S.C. 1352): Contractor shall provide NeighborImpact with a certification that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Contractors shall obtain the same certification from its subcontractors, which it shall provide to NeighborImpact. Contractor and its subcontractors shall also disclose to NeighborImpact any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.

Compliance with Solid Waste Disposal Act. Contractor will comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of this Act include procuring items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

EXHIBIT D - CONFIDENTIALITY POLICY & PROCEDURE

Policy:

All client records are confidential material and will not be shared with outside agencies or individuals without consent. Exceptions to this policy are records that require disclosure as required by mandatory child abuse and neglect reporting laws; subpoenas issued by a court of competent jurisdiction and any case in which the federal, state or local laws requires disclosure. To the extent this policy conflicts with applicable law, the applicable law controls.

Maintaining this confidentiality is important to the success of the NeighborImpact's mission, our reputation in the community, and the privacy of the individuals and families we serve. Employees are required to protect this information by safeguarding it when in use, filing it properly when not in use, and discussing it only with those who have a legitimate need to know.

Procedure:

Confidentiality of Information

- A. The fact that a family/individual/household or child is being served by NeighborImpact is confidential information. Each employee is responsible for assuring the confidentiality and security of information received and of the material contained in each client's file.
- B. Records and information may be shared with appropriate employees on a defensible legitimate need to know basis. Any discussions of a confidential nature will be conducted in a private area. The internal Authorization to Release Information form must be used for shared case managed clients (i.e., across more than one program).
- C. All client records are confidential and are kept in locked file cabinets. Client records and other client information stored on computers, laptops, cell phones, removable electronic media, electronic communication devices, internal servers, internet based storage, and cloud storage must be kept secure with password protection. Removable media that cannot be secured must not contain confidential client information.
- D. All records shall be open to any and all federal, state and sub-grantee auditors and/or examiners in the course of their regular audits.
- E. Information about a family or child may not be released to a lawyer or law enforcement personnel unless a subpoena directs employee(s) to provide this information. A copy of all such subpoenas is submitted to the NeighborImpact Executive Director.

Release of Child and Family Information

Information may be released in the following situations:

- A. Information that has been requested through a subpoena.
- B. If a mandatory reporter suspects child abuse, he/she is required to make a report as soon as possible. Information that will be asked for when making a report includes: the names and addresses of the child and parent; the child's age; the type and extent of abuse, as well as any previous evidence of abuse; the explanation given for the abuse; and any other information which will help establish the cause of abuse or identify the abuser. Please refer to program policies as applicable.
- C. An employee may release specific information about a client only with written permission from the client or parent/legal guardian for a child under 18. An Authorization to Release Information form must be signed by the client or legal guardian before information is released. A client may not verbally authorize the release of information to a third party. Employees must verify the identity of a third party before releasing information to them.
- D. All information concerning a file must be requested in writing including the signature of the individual/parent requesting the information. Copies of the information will then be sent by mail or by encrypted email; the information will not be given out over the phone. Any abuse, substance or drug allegation documented on an incident report must be taken out of the file before the client views it. Employees must be aware that when giving authorized access to a child's file by a non-custodial parent, only the child's information may be released. Adult/family information on the parent/foster parent and/or custodial parent must be removed before the file is copied or viewed.
- E. Except for internal databases, confidential or protected Client information will not be entered into OPUS or any client and data management programmatic software without a client's consent. A privacy notice will be provided to the client.
- F. It is the responsibility of the parent who has sole custody to provide to employee(s) a copy of any court order that curtails the rights of the non-custodial parent; this copy shall be provided when the child is first enrolled or at any other time such a court order is issued.
- G. Head Start program only: each employee (excluding teacher advocates, assistant teachers, Head Start and diversity advocates, bus drivers, center aides and home visitors) who enters a child's file must sign the Record of Access and Disclosure form in the front
- H. NeighborImpact Head Start encourages both parents to be involved in their children's school affairs and unless otherwise ordered by the court an order of sole custody on the

part of one parent shall not deprive the other parent of authority as it relates to:

1. Receiving and inspecting school records and consulting with NeighborImpact Head Start employee(s) concerning the child's welfare and education, to the same extent as provided the parent having sole custody.
 2. Authorizing emergency medical, dental, psychological, psychiatric or other health care for the child if the custodial parent is for practical reasons unavailable.
- I. All NeighborImpact volunteers are required to sign a confidentiality agreement which is part of the volunteer application prior to any volunteer activity that involves clients and in the case of minors otherwise guaranty confidentiality. Refer to Volunteer Handbook for policy and procedures for additional information.
 - J. A completed and signed permission form, in case of minor executed by custodial parent or legal guardian, must be obtained prior to releasing all photography, information to media, heath information, etc. for any child and/or client.

Employee Confidentiality

It is critical that NeighborImpact employees are treated fairly, respectfully, and have a safe health work environment. Employee confidentiality is critical to this type of environment. All employee records such as employee data, social security number, payroll information, etc. are to be kept strictly confidential.

- A. Employee records, evaluations, etc. are to be kept in a locked file cabinet and/or electronic and/or cloud storage. Only people with a legitimate defensible need to know are allowed access to employee personnel files.
- B. The employee file is accessible only to the employee, employee's supervisor, manager, Human Resources staff, the Executive Director and the Executive Committee of the Board and the Board of Directors.
- C. Employees may examine their own personnel file at a mutually convenient time, upon request to Human Resources. Additionally, in accordance with the law, employees are entitled to a copy of their file upon request.
- D. Employee health records are kept in a separate file in a locked file cabinet and/or electronic or cloud storage.
- E. All records shall be open to any and all federal, state and sub-grantee auditors and/or examiners in the course of their regular audits.
- F. Discussions of personnel decisions which require approval by Head Start Policy Council

will use employee names with discretion, and therefore only mention ancillary employee names strictly on a legitimate defensible need to know basis. All Policy Council members must sign a Policy Council Declaration of Confidentiality form prior to starting their term as a Policy Council member.

Each employee, volunteer, and independent contractor must sign the following declaration of confidentiality statement at the time of hire and return it to the Human Resource Department.

DECLARATION OF CONFIDENTIALITY

I have read and understand the foregoing confidentiality policy and procedures of NeighborImpact and understand that violation of this policy may result in termination of employment or volunteer services, or in the case of independent contractors, contract termination.

Signature

Date

Print name

EXHIBIT D