



**2020 CENSUS
COMPLETE COUNT STEERING COMMITTEE**
(An Ad Hoc Committee Established by the Board of Supervisors)

**July 15, 2019
12:00 P.M.**

Room 101, 651 Pine Street, Martinez

**Supervisor Diane Burgis, Chair
Supervisor Candace Andersen, Vice Chair**

District I: Lina Velasco • District II: Aparna Madireddi • District III: Linda Soliven
District IV: Lauren Babb • District V: Lynn Reichard-Enea

Fran Biderman • Alvaro Fuentes • Samuel Houston • Melody Howe-Weintraub
Terry Koehne • Mariana Moore • Mark Orcutt • Andres Orozco • Ali Saidi

Facilitators:

Barbara Riveira, County Administrator's Office
Kristine Solseng, Conservation and Development Department

Agenda Items:	Items may be taken out of order based on the business of the day and preference of the Committee
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1. Call to Order and Introductions
2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).
3. **RECEIVE and APPROVE** the Record of Action for the June 17, 2019 meeting of the 2020 Census Complete Count Steering Committee. *(Barbara Riveira, County Administrator's Office) - Est 5 min*
4. **RECEIVE** federal, state, regional and local updates on preparation for the Census. *(Kristine Solseng, Conservation & Development Department) - Est 5 min*
5. **RECEIVE and FILE** the Finance Subcommittee Record of Action of the June 21, 2019 and July 8, 2019 Finance Subcommittee, and **DISCUSS and CONSIDER APPROVING** the recommendation to the Board of Supervisors to allocate \$500,000 to the Census Outreach effort with the revised allocations recommended by the Finance Subcommittee. *(Teresa Gerring, District III Supervisor's Office) - Est 10 min*
6. **RECEIVE and FILE** the Record of Action of the June 25, 2019 and July 9, 2019 Outreach Subcommittee. *(Teresa Gerring, District III Supervisor's Office) Est 5 min*
7. **RECEIVE** presentation on media protocol. *(Susan Shiu, Director of Communications & Media) Est 5 min*

8. **RECEIVE** presentation on potential barriers and opportunities around immigration, census citizenship question, communication and outreach to the immigrant community. *(Julia Marks, Advancing Justice-ALC, Ali Saidi, Stand Together Contra Costa) - Est 30 min*
9. **DISCUSS and REVIEW** Request for Proposal for grants, **CONSIDER** adopting RFP proposal and authorize staff to make any necessary change, and **DETERMINE** action to be taken contingent on the request for supplemental 2020 Census funding scheduled for Board of Supervisors consideration at the July 30, 2019 meeting. *(Kristine Solseng, Conservation and Development Department) - Est 30 min*
10. The next meeting is currently scheduled for September 16, 2019.
11. Adjourn

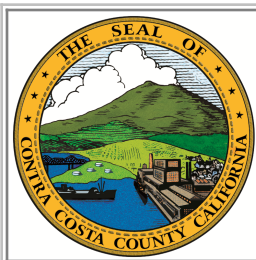
The 2020 Census Complete Count Steering Committee will provide reasonable accommodations for persons with disabilities planning to attend the Committee meetings. Contact the staff person listed below at least 72 hours before the meeting.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the 2020 Census Complete Count Steering Committee less than 96 hours prior to that meeting are available for public inspection at 651 Pine Street, 10th floor, during normal business hours.

Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.

For Additional Information Contact:

Barbara Riveira, County Administrator's Office
Phone (925) 335-1018, Fax (925) 646-1353
barbara.riveira@cao.cccounty.us



2020 CENSUS COMPLETE COUNT STEERING COMMITTEE

RECORD OF ACTION FOR
JUNE 17, 2019

Supervisor Diane Burgis, Chair
Supervisor Candace Andersen, Vice Chair

District I: Lina Velasco • District II: Aparna Madireddi • District III: Linda Soliven
District IV: Lauren Babb • District V: Lynn Reichard-Enea

Fran Biderman • Alvaro Fuentes • Samuel Houston • Melody Howe-Weintraub
Terry Koehne • Mariana Moore • Mark Orcutt • Andres Orozco • Ali Saidi

Facilitators:

Barbara Riveira, County Administrator's Office
Kristine Solseng, Conservation and Development Department

Present: Diane Burgis, Chair; Candace Andersen, Vice Chair; Lina Velasco, District I Representative; Aparna Madireddi, District II Representative; Linda Soliven, District III Representative; Lauren Babb, District IV Representative; Lynn Reichard-Enea, District V Representative; Andres Orozco, At Large Member; Fran Biderman, At Large Member; Melody Howe-Weintraub, At Large Member; Mariana Moore, At Large Member; Mark Orcutt, At Large Member; Samuel Houston, At Large Member

Absent: Alvaro Fuentes, At Large Member; Ali Saidi, At Large Member; Terry Koehne, At Large Member

Staff Present: Julie DiMaggio Enea, Senior Deputy County Administrator; Kristine Solseng, Conservation &

Development Dept; Mark Goodwin, District III Chief of Staff; Teresa Gerringer, District III Supervisor's Office; Dom Pruett, District III Supervisor's Office; Susan Shiu, Communications and Media Director

Attendees: Zhiyuan Zhang, U.S. Census; Darlene Rios Drapkin, U.S. Census; Jaime Jenett, HSD Homeless Programs; Michelle Krasowski, Library; Nancy Kreiser, Library; Sue Hamill; Blanca Gutierrez, Community Clinic Consortium; Beatriz Guerrero, City of Richmond

1. Call to Order and Introductions

Chair Burgis called the meeting to order at 12:05 p.m.

2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).

No one requested to speak during the public comment period.

3. RECEIVE and APPROVE the Record of Action for the May 20, 2019 meeting.

The Record of Action for the May 20, 2019 meeting was approved as presented.

AYE: Chair Diane Burgis, Vice Chair Candace Andersen, District I Representative Lina Velasco, District II Representative Aparna Madireddi, District III Representative Linda Soliven, District IV Representative Lauren Babb, District V Representative Lynn Reichard-Enea, At Large Member Andres Orozco, At Large Member Fran Biderman, At Large Member Mariana Moore, At Large Member Mark Orcutt, At Large Member Melody Howe-Weintraub, At Large Member Samuel Houston

Other: At Large Member Ali Saidi (ABSENT), At Large Member Alvaro Fuentes (ABSENT), At Large Member Terry Koehne (ABSENT)

Passed

4. RECEIVE federal, State, regional and local updates on preparation for the Census.

Kristine Solseng reported that the U.S. Census Bureau hired more Partnership Specialists and introduced Darlene Drapkin. She also reported that the decision on the immigration question would be rendered later this month. She announced the State's Implementation Workshop scheduled for June 19th and a hand-count of potential attendees was taken.

DRAFT Hard to Count Fact Sheets were handed out for comment. Vice Chair Andersen suggested that the statement that the "U.S. Census Bureau cannot share data..." be highlighted in a separate bullet and that the word "cannot" should be emphasized. It was also clarified that the questionnaire is expected to comprise ten (not nine) questions and may take more than 15 minutes to complete depending on the number of people in a household.

It was also announced that the U.S. Census Bureau continues to look for more enumerators from Contra Costa County. Zhiyuan Zhang reported that the Concord U.S. Census Office is expected to open sometime in July.

Julie Enea reported that seven qualifying applications were received in response to the County's Census Outreach Coordinator recruitment. Interviews will be scheduled for early July, selection likely in mid-July with a possible start date in early August.

A brief update was provided on the Regional Solutions Workshops that were held in Richmond and Brentwood.

5. RECEIVE status report from the Finance Subcommittee

Teresa Gerringer reported that due to schedule conflicts, the Finance Subcommittee had been unable to meet, but planned to meet on June 21.

6.
 1. RECEIVE and FILE the Record of Action of the May 28, 2019 Outreach Subcommittee, and the updated roles and responsibilities document.
 2. DISCUSS and APPROVE the tagline recommendation of the Outreach Subcommittee.

Susan Shiu presented the draft communications framework and timeline.

Lina Velasco and Mariana Moore presented the Outreach Subcommittee's recommendation of the tagline, "Count Me In", which was selected because it translates to other languages well, is adaptable to different groups, and is short and simple. Mark Orcutt added that the tagline survey indicated that "Contra Costa" did not need to be in the tagline. A supplemental tagline was also suggested, "Count Me In, Because We All Count".

The Committee accepted the minutes of the May 28 and June 11 Outreach Subcommittee meetings, approved the updated Roles and Responsibilities of the Subcommittees, accepted the draft communications framework, and approved the Census tagline, as recommended.

AYE: Chair Diane Burgis, Vice Chair Candace Andersen, District I Representative Lina Velasco, District II Representative Aparna Madireddi, District III Representative Linda Soliven, District IV Representative Lauren Babb, District V Representative Lynn Reichard-Enea, At Large Member Andres Orozco, At Large Member Fran Biderman, At Large Member Mariana Moore, At Large Member Mark Orcutt, At Large Member Melody Howe-Weintraub, At Large Member Samuel Houston

Other: At Large Member Ali Saidi (ABSENT), At Large Member Alvaro Fuentes (ABSENT), At Large Member Terry Koehne (ABSENT)

Passed

7. RECEIVE presentation on engaging those living in poverty by Lauren Babb, as a representative of the Economic Opportunity Council, and Kristine Solseng, Conservation and Development on potential barriers and opportunities around counting in the 2020 Census individuals living in poverty.

Lauren Babb described the Economic Opportunity Council and its connections to CBOs that serve HTC populations. She reported that the EOC administers about \$400,000 annually in federal Community Service Block Grant funds to CBOs that can serve as trusted messengers to deliver the Census message to HTC populations. Some of the CSBG recipients have applied for private foundation and ACBO Census funding. She commented on how effective these partnerships can be if the CBOs could recognize their direct dependence on current and future Census data.

8. CONSIDER proposal for a one-time budget request from the County ranging in total from \$200,000 to \$575,000 to help fund implementation of the strategic outreach plan and DETERMINE action to be taken.

Supervisor Burgis presented a proposal for a County budget request that was developed from a preliminary discussion of the Finance Subcommittee and later modified by staff. The proposal ranged from a low of \$200,000 to a high of \$575,000. Supervisor Burgis said that she could support making a budget request of the County for up to \$500,000 and suggested reducing the Technology category from \$150,000 to \$75,000 accordingly.

Mariana Moore said the proposed maximum was not enough but she could support the request if the Committee were given the discretion to reallocate funds among the categories if necessary. Staff clarified that the range contemplated for the mini-grants is \$500-\$3,000 per grant, and that the Outreach Collateral category referred to in-language outreach targeted to groups not covered by the State materials. Staff also clarified that authorized food costs for outreach events could be included in the Incentives/Promotional Materials category.

It was also noted that the State allocated \$41,000 to the County of Office Education for Census outreach and that the City of Richmond was contemplating making a budget provision of \$150,000 for local outreach.

The Committee approved the proposed budget request at a reduced level of \$500,000 and requested staff to prepare a board order for BOS consideration in July.

AYE: Chair Diane Burgis, Vice Chair Candace Andersen, District I Representative Lina Velasco, District II Representative Aparna Madireddi, District III Representative Linda Soliven, District IV Representative Lauren Babb, District V Representative Lynn Reichard-Enea, At Large Member Andres Orozco, At Large Member Fran Biderman, At Large Member Mariana Moore, At Large Member Mark Orcutt, At Large Member Melody Howe-Weintraub, At Large Member Samuel Houston

Other: At Large Member Ali Saidi (ABSENT), At Large Member Alvaro Fuentes (ABSENT), At Large Member Terry Koehne (ABSENT)

Passed

9. The next meeting is currently scheduled for July 17, 2019.

The location of the next meeting was changed to 651 Pine St., Room 101, Martinez.

10. Adjourn

Chair Burgis adjourned the meeting at 1:45 p.m.

For Additional Information Contact:

Julie DiMaggio Enea, County Administrator's Office
Phone (925) 335-1077, Fax (925) 646-1353
julie.enea@cao.cccounty.us



Contra Costa County Board of Supervisors

Subcommittee Report

2020 CENSUS COMPLETE COUNT STEERING COMMITTEE

4.

Meeting Date: 07/15/2019
Subject: Federal, State, Regional and Local Updates on Preparation for the Census
Submitted For: David Twa, County Administrator
Department: County Administrator
Referral No.:
Referral Name: Federal, State, Regional and Local Updates on Preparation for the Census
Presenter: Kristine Solseng, DCD **Contact:** Kristine Solseng (925) 674-7809

Referral History:

This is a standing item on the Steering Committee agenda to receive new Census information that has developed or been disseminated from the federal, State, regional and local levels since the last Steering Committee meeting.

Referral Update:

Federal: The Supreme court ruled the Citizenship Question should not be included on the Census Form. The Administration is continuing to work to have the question on the Census. The Census Bureau has begun printing the Census Forms, without the Citizenship Question.

State: The State has selected Mercury Public Affairs as the Statewide Media contract. More information about their contract will be provided after protest period ends (5:00 p.m. on July 15th). The State is in the process of holding Regional Implementation Workshops. California Complete Count Office released their June 30, 2019 Interim Report to the Governor.

www.census.ca.gov/reports/

United Way: United Way Bay Area has hired Stephanie Kim as their Census Coordinator. Stephanie has extensive knowledge from her time working with Community Connect Labs.

Local: Contra Costa County Completed the Regional Census Solutions Workshops. The County has completed the initial interview process for the Census Coordinator position.

Recommendation(s)/Next Step(s):

RECEIVE federal, state, regional and local updates on preparation for the Census.

Fiscal Impact (if any):

None.

Attachments

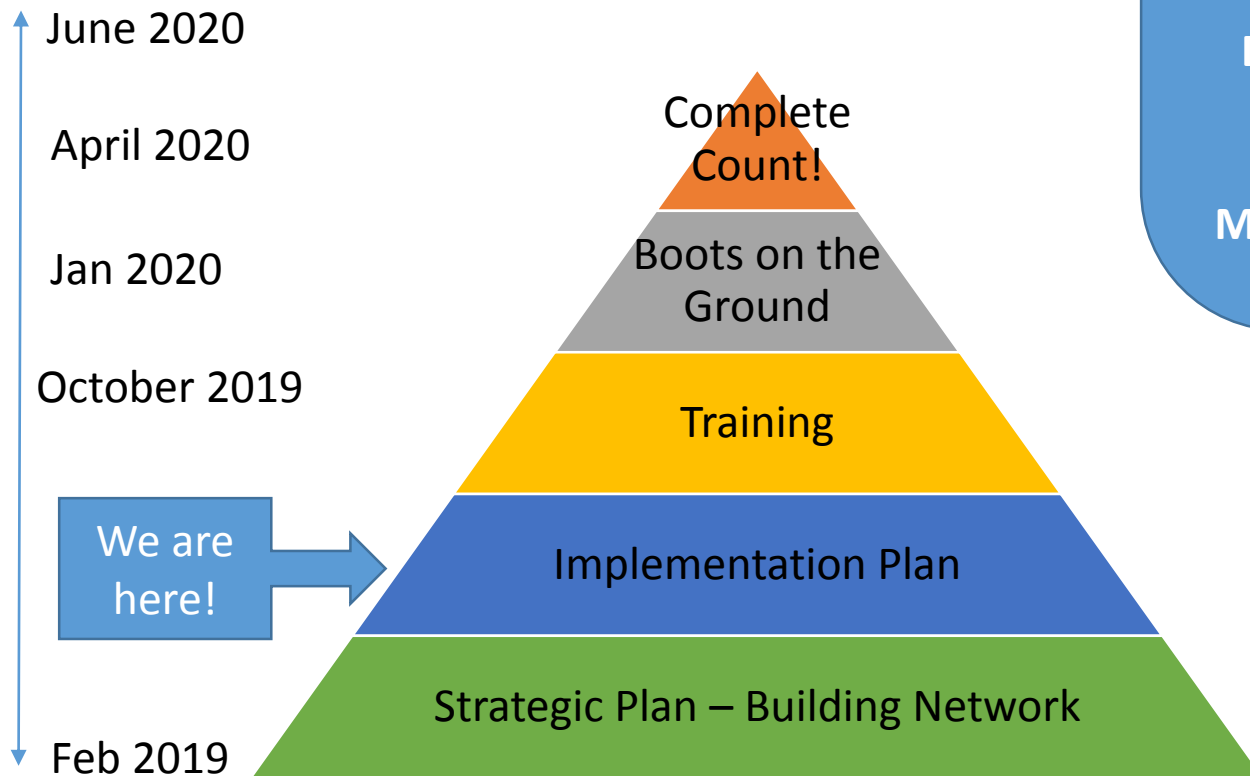
July Monthly Update

July Update

Number of Partners Signed up: 89

City Resolutions: To date, all but 2 have adopted resolutions (Brentwood and Pinole)

Regional Workshops: Estimated 40 - 50 participants (plus staff) and some great insight!



Monthly Thank you!

Finance and Outreach Subcommittee (and honorary members) for all the extra hours to provide additional insight

Everyone who attended the State Implementation Workshops

District Appointees and Board of Supervisor staff for taking on the Regional Workshop logistics

Mariana, Lauren, and Aparna for being willing to speak to the press

Upcoming Events

- July 30th – Budget and RFP go to the Board of Supervisors
- Completed interviews for Outreach Coordinator Position
- August: No Steering Committee Meeting. Considering a SwORD and Speaker’s Bureau Training instead



Contra Costa County Board of Supervisors

Subcommittee Report

2020 CENSUS COMPLETE COUNT STEERING COMMITTEE

5.

Meeting Date: 07/15/2019
Subject: Finance Sub-Committee Report
Submitted For: David Twa, County Administrator
Department: County Administrator
Referral No.:
Referral Name: Finance Sub-Committee Report
Presenter: Teresa Gerringer **Contact:** Teresa Gerringer
925-252-4500

Referral History:

The Complete Count Steering Committee approved Chair Burgis' recommendation for the creation of two Complete County Steering Committee subcommittees, Outreach and Finance at its 03/18/2019 meeting, and Vice Chair Andersen solicited volunteers. The subcommittees will be staffed by members of the Chair's staff, with Barbara Riveira and Julie Enea, County Administrator's Office, filing the appropriate notice of the meetings.

At the April 15, 2019 Complete Count Steering Committee meeting, Chair Burgis appointed the following three Steering Committee members to compose the Finance Sub-Committee.

Finance: Lauren Babb, Aparna Madireddi, and Sam Houston

Referral Update:

The Finance Subcommittee met on 6.21.2019. Lauren Babb, Aparna Madireddi and Samuel Houston were present. Kristine Solseng, County Census Staff, Gayle Israel, Chief of Staff, District II and Teresa Gerringer, County BOS District III Staff were also present. Due to new information gathered, the Finance Subcommittee reviewed the June 17, 2017 Steering Committee recommendation to the Board of Supervisors to allocate \$500,000 to the Census Outreach effort and proposes the following changes to the line item allocations: Grant Funding at \$350,000, including census promotional items to support grant-funded activities; Technology Access at \$125,000, and \$25,000 to a new category to specifically target homeless outreach. A copy of the proposed budget is attached.

The committee also met on 7.8.2019. The committee reviewed. Lauren Babb, Aparna Madireddi and Samuel Houston were present. Kristine Solseng and Barbara Riviera, County Census Staff, Teresa Gerringer, County BOS District III Staff staffed the meeting.

Recommendation(s)/Next Step(s):

RECEIVE and FILE the Finance Subcommittee Record of Action of the June 21, 2019 and July 8, 2019 Finance Subcommittee, and DISCUSS and CONSIDER APPROVING the recommendation to the Board of Supervisors to allocate \$500,000 to the Census Outreach effort with the revised allocations recommended by the Finance Subcommittee.

Fiscal Impact (if any):

An allocation from the County would require a transfer from the County's General Fund Reserve and would require approval by 4/5 of the Board of Supervisors. The revised recommendation allocation does not change the total amount of \$500,000 previously approved by the 2020 Census Steering Committee, the recommendation only changes the distribution.

Attachments

Record of Action Finance Subcom 6 21 19

Record of Action Finance Subcom 7 8 19

Revised Budget Allocation Finance Subcommittee



Agenda

CENSUS 2020 FINANCE SUBCOMMITTEE

June 21, 2019
12:00 P.M.

ROOM 108, COUNTY ADMINISTRATION BUILDING
651 PINE ST., MARTINEZ

Lauren Babb ♦ Samuel Houston ♦ Aparna Madireddi

Agenda Items:

Items may be taken out of order based on the business of the day and preference of the Board

Present: Aparna Madireddi
 Lauren Babb
 Sam Houston

Staff Present: Kristine Solseng, Conservation and Development Department
 Teresa Garringer, District III

Attendees: Gayle Israel

1. INTRODUCTIONS

Self-introduction were made.

2. PUBLIC COMMENT on any matter under the jurisdiction of the 2020 Census Finance Subcommittee and NOT on this agenda (speakers may be limited to three minutes).

No public comment was received.

3. RECEIVE and APPROVE the Record of Action for the May 7, 2019 meeting of the Census 2020 Finance Subcommittee.

The Record of Action for the May 7, 2019 meeting of the Census 2020 Finance Subcommittee was approved.

 AYE: Aparna Madireddi, Lauren Babb, Sam Houston
 Passed

4. DISCUSS and REVIEW the Contra Costa Census 2020 Budget.

The monthly budget was reviewed and discussed. The subcommittee reviewed the Steering Committee budget request from the County Board of Supervisors.

5. Prepare monthly financial update for the Complete Count Steering Committee.

The monthly budget update was reviewed and approved to present to the full Contra Costa County 2020 Census Steering Committee on May 20, 2019.

AYE: Aparna Madireddi, Lauren Babb, Sam Houston
Passed

6. Discuss possible mini-grant program.

The subcommittee discussed the mini-grant program and directed staff to bring a draft RFP to the July 8, 2019 meeting.

7. Receive update on other agency spending and grant opportunities.

Grant opportunities and spending by other agencies was discussed, along with ways to help local nonprofits collaborate on the grant proposals. Current opportunities include the UWBA grant RFP, the deadline is June 28, 2019. The committee also discussed updates on the State budget allocation and potential funding opportunities.

8. Discuss meeting frequency, and identify a standing meeting date and time

The Finance subcommittee will meet once a month, until greater frequency is warranted by the task at hand.

9. **ADJOURN**

The Finance subcommittee adjourned at 1:30 p.m., until their next meeting on July 8, 2019 from 1:00 to 3:00 p.m. at 30 Muir Rd, Martinez, CA.

The 2020 Census Finance Subcommittee will provide reasonable accommodations for persons with disabilities planning to attend its meetings. Contact Mark Goodwin at (925) 252-4500 at least 72 hours before the meeting.

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Mark Goodwin, Chief of Staff, District III Supervisor's Office

DRAFT



Agenda

CENSUS 2020 FINANCE SUBCOMMITTEE

July 8, 2019
1:00 P.M.

DEPARTMENT OF CONSERVATION AND
DEVELOPMENT
30 Muir Rd, MARTINEZ

Lauren Babb ♦ Samuel Houston ♦ Aparna Madireddi

Agenda Items:

Items may be taken out of order based on the business of the day and preference of the Board

Present: Aparna Madireddi
 Lauren Babb
 Sam Houston

Staff Present: Kristine Solseng, Conservation and Development Department
 Teresa Gerringer, District III Office
 Barbara Riveira, County Administrator's Office

1. INTRODUCTIONS

Self-introduced were made.

2. PUBLIC COMMENT on any matter under the jurisdiction of the 2020 Census Finance Subcommittee and NOT on this agenda (speakers may be limited to three minutes).

No public comment.

3. RECEIVE AND APPROVE the Record of Action for the June 21, 2019 2020 Finance Outreach Subcommittee meeting.

The committee unanimously approved the Record of Action.

4. DISCUSS AND RECEIVE Federal, State, Regional and ACBO updates.

The subcommittee received updates and discussed the status of the citizenship question on the census; the process for the allocation of the additional funding at the State level, and the ACBO grant process and timing.

5. DISCUSS and REVIEW the Contra Costa Census 2020 Budget.

The Finance subcommittee reviewed the Contra Costa Census 2020 Budget update and approved the update for presentation to the Steering Committee.

6. DISCUSS and RECEIVE update on other agency spending and grant opportunities.

No additional updates available.

7. DISCUSS and REVIEW draft RFP for mini-grants, including timeline for funding.

The committee reviewed the Contra Costa County Census 2020 Complete Count Committee RFP for grants. The feedback and recommendations will be incorporated along with the Census Outreach Subcommittee input and presented to the Complete Count Steering Committee at their meeting on the July 15, 2019.

8. DISCUSS and SCHEDULE upcoming meetings.

The committee will schedule a meeting prior to the next Contra Costa Census 2020 Steering Committee meeting.

9. **ADJOURN**

Meeting adjourned at 3:00 p.m.

The 2020 Census Finance Subcommittee will provide reasonable accommodations for persons with disabilities planning to attend its meetings. Contact Mark Goodwin at (925) 252-4500 at least 72 hours before the meeting.

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Mark Goodwin, Chief of Staff, District III Supervisor's Office

Draft

Contra Costa Census 2020 Steering Committee
 Recommendation to Contra Costa County BOS
 Budget Allocation to Census 2020 Outreach Efforts
 July 15, 2019

Category	Description	Budget
Grant Funding	Community Partners / CBOs - Grants to fund outreach, including promotional material to support grant funded initiatives.	\$350,000
Technology Access	Technology needs, including software and hardware necessary for outreach efforts, QAC/QAK, Language Access, Adopt-A-Block, and other program requirements or implementation goals.	\$125,000
Homeless Outreach	Targeted material for Homeless & Transient Population.	\$25,000
Total		\$500,000



Contra Costa County Board of Supervisors

Subcommittee Report

2020 CENSUS COMPLETE COUNT STEERING COMMITTEE

6.

Meeting Date: 07/15/2019
Subject: Outreach Sub-Committee Report
Submitted For: David Twa, County Administrator
Department: County Administrator
Referral No.:
Referral Name: Outreach Sub-Committee Report
Presenter: Teresa Gerringer **Contact:** Teresa Gerringer
925-723-2884

Referral History:

The Complete Count Steering Committee approved Chair Burgis' recommendation for the creation of two Complete County Steering Committee subcommittees, Outreach and Finance at its 03/18/2019 meeting, and Vice Chair Andersen solicited volunteers. The subcommittees will be staffed by members of the Chair's staff, with Barbara Riveira and Julie Enea, County Administrator's Office, filing the appropriate notice of the meetings.

At the April 15, 2019 Complete Count Steering Committee meeting, Chair Burgis appointed the following three Steering Committee members to compose the Outreach Sub-Committee.

Finance: Mariana Moore, Lina Velasco, and Terry Koehne

Referral Update:

The Outreach Subcommittee met on June 25, 2019. Mariana Moore and Lina Velasco were present. Terry Koehne was absent. Kristine Solseng and Teresa Gerringer staffed the meeting. The Outreach Subcommittee met on July 9, 2019, with Terry Koehne, Mariana Moore and Lina Velasco in attendance. County Staff and BOS staff members present were Mark Goodwin, Kristine Solseng, Barbara Riviera and Teresa Gerringer. Also in attendance were Mark Orcutt and Fran Biderman, steering committee members, Emily Condon, Senator Diane Feinstein's office, Darlene Drapkin, U.S. Census Bureau, David Tucker, CA Census 2020 Region 3 were present.

Recommendation(s)/Next Step(s):

Receive status report from the Outreach Subcommittee.

Fiscal Impact (if any):

RECEIVE and **FILE** the Record of Action of the June 25, 2019 and July 9, 2019 Outreach Subcommittee. *(Teresa Gerringer, District III Supervisor's Office) Est 5 min*

Attachments

Record of Action 6 25 19

Record of Action 7 9 19



**CENSUS 2020
OUTREACH SUBCOMMITTEE**

**June 25, 2019
12:00 P.M.**

**ROOM 108, COUNTY ADMINISTRATION BUILDING
651 PINE ST., MARTINEZ**

Mariana Moore ♦ Lina Velasco ♦ Terry Koehne

Agenda Items: Items may be taken out of order based on the business of the day and preference of the Subcommittee

Present: Lina Velasco
Mariana Moore
Absent: Terry Koehne
Staff Present: Kristine Solseng, Conservation and Development Department
Teresa Garringer, District III

1. INTRODUCTIONS

Self-introductions were made.

2. PUBLIC COMMENT on any matter under the jurisdiction of the 2020 Census Outreach Subcommittee and NOT on this agenda (speakers may be limited to three minutes).

No public comment.

3. RECEIVE and APPROVE the Record of Action for the June 11, 2019 2020 Census Outreach Subcommittee meeting.

The June 11, 2019 Record of Action was approved.

AYE: Lina Velasco, Mariana Moore
Other: Terry Koehne (ABSENT)
Passed

4. DISCUSS Outreach Plan development, including federal, State, regional and Administrative Community-Based Organization updates.

The subcommittee reviewed the UWBA outreach plan and the communications plan that Susan Shiu created. The subcommittee and staff discussed other forms of outreach, including ads on transit, business outreach, county departments, cities, faith community, homeless, and speakers bureau. The subcommittee also discussed the mini grants and how they fit in to the overall timeline.

5. **DISCUSS and REVIEW** outreach materials, including print and social media, and County website/website address.

Existing outreach materials, including a fact sheet and one-page Why? What? When? document are with the graphic designer. ACBO is developing tool kit (SM, ads, posts, flyers) - available in the Fall. ACBO will convene roundtable of ethnic media (date TBD). State guidance for estimated per person revenue loss; instead of \$2k/person/year substitute \$1K. The \$2k includes Medicare/Medi-Cal funding, which isn't based on Census counts. This estimate changes based on factor included in the assumption. Discussed mini-grants. Staff will bring RFP draft to the next meeting. Outreach programs we want to fund - put on agenda for next meeting. The committee discussed social media, including getting FB/Twitter accounts for CoCo Census, and working with Susan Shiu to look at buying URLs with variations of Contra Costa Census.

6. **RECEIVE** update on Regional Working Group convenings.

The Regional Working group convenings have gone well. East County: 30 people attended with 3 breakout groups. Central County had 8-10 people with 1 breakout groups South County was taking place the evening of the Outreach subcommittee meeting. Staff is pulling together the data from the sessions and will present to the Steering Committee.

7. **DISCUSS and REVIEW** upcoming meetings - July 9 at 651 Pine Street, Room 108A, and July 23 at Richmond Community Foundation, 1014 Florida Avenue, 2nd Floor, Richmond (2nd Floor of Richmond College Prep School).

The committee confirmed the following upcoming meetings and locations: July 9, 2019, 651 Pine Street, Room 108A, July 23, 2019, Richmond Community Foundation, 1014 Florida Avenue, 2nd Floor, Richmond (2nd Floor of Richmond College Prep School).

8. **ADJOURN**

The committee adjourned at 3:00 p.m., the next meeting will be held on July 9, 2019, 1:00 p.m. at 651 Pine Street, Room 108A, Martinez.

The 2020 Census Outreach Subcommittee will provide reasonable accommodations for persons with disabilities planning to attend its meetings. Contact Teresa Geringer at 510-599-9152 at least 72 hours before the meeting.

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Teresa Geringer, Staff, District III Supervisor's Office

For Additional Information Contact:

Phone 510-599-9152, Fax (925) 240-7261
teresa.gerringer@bos.cccounty.us

DRAFT



CENSUS 2020 OUTREACH SUBCOMMITTEE

July 9, 2019

12:00 P.M.

ROOM 108, COUNTY ADMINISTRATION BUILDING
651 PINE ST., MARTINEZ

Mariana Moore ♦ Lina Velasco ♦ Terry Koehne

Agenda Items:

Items may be taken out of order based on the business of the day and preference of the Subcommittee

Present: Lina Velasco
Mariana Moore
Terry Koehne

Staff Present: Teresa Gerringer, District III Office
Kristine Solseng, Conservation and Development Department
Susan Shiu, Office of Communications and Media
Barbara Riveira, County Administrator's Office

Attendees: Mark Orcutt
Darlene Drapkin
Beatriz Guerrero
Fran Biderman
Emily Condon
David Tucker

1. INTRODUCTIONS

Self introductions were made.

2. **PUBLIC COMMENT** on any matter under the jurisdiction of the 2020 Census Outreach Subcommittee and NOT on this agenda (speakers may be limited to three minutes).

No public comments.

3. RECEIVE and APPROVE the Record of Action for the June 25, 2019 2020 Census Outreach Subcommittee meeting.

The Record of Action was corrected and approved as modified with Outreach Subcommittee member Terry Koehne abstaining.

4. DISCUSS AND RECEIVE federal, state, regional and ACBO updates.

The committee received Federal updates including the status of the citizenship question on the Census; from the U.S Census Bureau that they are on track with hiring and opening regional offices, and they continue to work on building partnerships, and a representative from Senator Diane Feinstein's office offered their assistance. At the State level, it was announced that the media and PR contract is in the process of being awarded with more information to come regarding scope and timing. On the Regional level, the UWBA grant application closed on 6/28. Alameda County is hosting a forum at Mills College to train colleges on how to teach the Census to reach the 18-24-year old population. Contra Costa County Office of Education reported that they have applied for a State grant and are serving as the fiscal agent for a grant to support an innovative high school driven Census outreach effort.

5. DISCUSS AND REVIEW outreach plan and outreach materials, including print, website content, and social media.

The Outreach Subcommittee received updates on the status of outreach materials, including the fact sheet and one-pager which are now on the website with the other resources; the new Contra Costa County website will be launched in the next week with an updated Census 2020 section, and social media sites and handles are being researched and acquired. Outreach subcommittee discussed media protocol with all Complete Count Committee Steering Committee members notifying Susan Shiu, Contra Costa County Communications Director when they get a media request. There was discussion about outreach and the development of a plan to engage partners in different sectors.

6. DISCUSS AND REVIEW draft RFP for mini-grants.

The committee reviewed the Contra Costa County Census 2020 Complete Count Committee RFP for mini-grants and the City of Richmond's mini-grant guidelines and application. The feedback and recommendations will be incorporated along with the Census Finance Subcommittee input and presented to the Complete Count Steering Committee at their meeting on the July 15, 2019 .

7. DISCUSS and REVIEW upcoming meetings and schedule future meetings. Next meeting July 23, 2019, 1pm to 3pm, Richmond Community Foundation, 1014 Florida Avenue, 2nd Floor, Richmond (2nd Floor of Richmond College Prep School).

The committee agreed to meet every two weeks on Tuesdays, 1pm to 3pm. The locations will alternate between Richmond Community Foundation and the Contra Costa County Administration Building.

8. ADJOURN

The committee adjourned at 3:05pm to the next meeting on July 23, 2019, 1pm to 3pm, Richmond Community Foundation, 1014 Florida Avenue, 2nd Floor, Richmond (2nd Floor of Richmond College Prep School).

The 2020 Census Outreach Subcommittee will provide reasonable accommodations for persons with disabilities planning to attend its meetings. Contact Teresa Gerringer at 510-599-9152 at least 72 hours before the meeting.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Subcommittee less than 96 hours prior to that meeting are available for public inspection at the County Administration Building, 651 Pine St., Martinez, CA, during normal business hours.

Teresa Gerringer, Staff, District III Supervisor's Office

For Additional Information Contact:

Phone 510-599-9152, Fax (925) 240-7261
teresa.gerringer@bos.cccounty.us



Contra Costa County Board of Supervisors

Subcommittee Report

2020 CENSUS COMPLETE COUNT STEERING COMMITTEE

8.

Meeting Date:

07/15/2019

Subject:

Department:

County Administrator

Referral No.:

Referral Name:

Presenter:

Contact:

Referral History:

RECEIVE presentation on potential barriers and opportunities around immigration, census citizenship question, education, communication and outreach to the immigrant community. (Julia Marks, Advancing Justice-Asian Law Caucus, Ali Saidi, Stand Together Contra Costa)

Julia Marks is a staff attorney with the Voting Rights and Census program, Advancing Justice-ALC. Before joining Advancing Justice, ALC, she clerked for the Hon. Keith P. Ellison of the U.S. District Court for the Southern District of Texas.

Ali Saidi, is an Immigration Attorney for the Office of the Public Defender, where he also administratively manages the County's rapid response and legal due process program for immigrants "Stand Together Contra Costa". Mr. Saidi is also a member of the 2020 Census Steering Committee.

Referral Update:

RECEIVE presentation on potential barriers and opportunities around immigration, census citizenship question, communication and outreach to the immigrant community.

Recommendation(s)/Next Step(s):

RECEIVE presentation on potential barriers and opportunities around immigration, census citizenship question, communication and outreach to the immigrant community. (Julia Marks, Advancing Justice-ALC, Ali Saidi, Stand Together Contra Costa)

Fiscal Impact (if any):

No fiscal impact.

Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

2020 CENSUS COMPLETE COUNT STEERING COMMITTEE

9.

Meeting Date: 07/15/2019
Subject: Review Request for Proposal Guidelines
Submitted For: David Twa, County Administrator
Department: County Administrator
Referral No.:
Referral Name: Review Request for Proposal Guidelines
Presenter: Kristine Solseng, Barbara Riveira **Contact:** Kristine Solseng 925-6747809,
Barbara Riveira 925-335-1018

Referral History:

At the June 17th Complete Count Steering Committee meeting, the Committee recommended the Board of Supervisors allocate additional funding to the Contra Costa County Complete Count Outreach effort, including \$300,000 funding for grants.

Referral Update:

Both the Finance and Outreach Subcommittees have reviewed the draft Request for Proposals (RFP) and recommended the RFP be adopted by the Steering Committee. If the budget is approved as recommended, the RFP will serve as the mechanism to distribute \$350,000 of County funds to assist in the Census outreach effort. The proposed RFP provides three phases of funding. The phased approach was recommended because we are still waiting on requirements and guidance for Questionnaire Assistance Centers and Questionnaire Action Kiosks (QAC/QAK). This also recognizes that some smaller organizations may not be aware of the Census and in a position to apply until closer to the Census date. The first phase of funding is for promotion, outreach, and education activities. The second phase of funding is for Census assistance. The third phase is a rolling mini-grant for census events or block parties.

The City of Richmond staff has also prepared a draft RFP for City funding, with the intent to have a similar RFP application.

Recommendation(s)/Next Step(s):

DISCUSS and REVIEW Request for Proposal for mini-grants, **CONSIDER** adopting RFP proposal and authorize staff to make any necessary change, and **DETERMINE** action to be taken contingent on the request for supplemental 2020 Census funding scheduled for Board of Supervisors consideration at the July 30, 2019 meeting.

Fiscal Impact (if any):

The grant proposals would be funded contingent on the approval of the request for supplemental 2020 census funding.

Attachments

Draft RFP



Contra Costa County Census 2020 Outreach and Assistance Grants Request for Proposal (RFP)

Draft

Released: August 1, 2019
Due Date: August 30, 2019 at 5:00 PM

Please send completed applications to:
Barbara Riveira, Office of County Administrator
Barbara.Riveira@cao.cccounty.us
(925) 335-1018



Introduction

The United States Census is a constitutional mandate and is one of the most important processes conducted every 10 years. Census data is used to allocate billions of dollars in federal funds to support our country's infrastructure and determine political representation at all levels of government. It is also an opportunity for every individual in the United States to be counted.

Historically, people of color, immigrants, low-income communities, children, seniors and many others have been undercounted in the census. An undercount could result in a decrease in congressional representation and federal resources in our communities. California faces several challenges to a complete and accurate count. Some challenges include underfunding of the U.S. Census Bureau and the new online census questionnaire.

Contra Costa County's goal is to ensure that every person in the county is COUNTED. To minimize the undercount in our region, Contra Costa County is seeking to fund organizations, coalitions, and collaborations that are committed to ensuring a complete count of County residents with an emphasis on Hard to Count (HTC) populations. Most grant amounts will range between \$500 and \$20,000, and in some cases, we may decide to grant a larger amount for projects that will have a far-reaching impact on census participation. If you have specific questions about the amount, please submit your inquiry to: Barbara.Riveira@cao.cccounty.us.

For more information about Contra Costa County Hard to Count Populations The County has a Hard to Count resource page that includes various mapping application, in depth analysis, and summaries by communities. www.contracosta.ca.gov/7527



Eligibility

Eligible Applicants

- **Organizations:** Must be tax-exempt organization such as 501(c)3, 501(c)6, or an organization that files a 990, 990 EZ, or 990-N with the Internal Revenue Service (IRS) and serves Contra Costa County residents
- **School Groups:** Must provide educational services to residents and students in Contra Costa County
- **Government Agencies:** Contra Costa County cities, Contra Costa County districts, and County Departments.
- **Coalitions:** Groups comprised of two or more organizations, school groups, or government agencies.



Grantee Requirements

- Use Grant funds only for Census 2020 activities.
- Submit reports on census activities to the County as requested.
- Attend required trainings and meetings (dates/locations TBD).
- Agree to communicate with the County as soon as possible should any challenges be identified that will impact your organization's ability to meet your target outcomes within the proposed time frame.
- All grantees must send one or more representative to Census Ambassador Training.
- All Applicants will be required to enter into the County's Short Form contract. An example of the contract is provided as an attachment.

Grant Focus Areas

Grants are scheduled to be awarded in three phases.

Phase 1: Outreach and Education Activities

Due August 30, 2019

Outreach, Education, and Awareness:

Promote, outreach, and educate to targeted HTC populations to increase participation in the 2020 Census. For example, canvassing, cultural events, Census awareness campaigns, etc.

Non-English Language Census Promotion, Education, and Outreach

Same as above, including Census awareness in non-English languages.

Innovative Strategies

Do you have an innovative idea to get the word out about the Census? In particular, an activity or event that will engage HTC populations? We want to hear about your idea!

Phase 2: Census Assistance Activities

Due December 1, 2019

Questionnaire Assistance Centers (QAC) and Questionnaire Action Kiosk (QAK)

Questionnaire Assistance Centers are community locations where residents can get assistance filling out the Census form. This may be in collaboration with the Census Bureau's assistance program. Questionnaire Assistance Centers generally have either a Census Bureau staff member available to assist or a Census Ambassador available to answer question.

Questionnaire Action Kiosks are computer or other online access that are available for residents to fill out the Census Form and find resources about the Census form. Some QACs and QAKs may be open throughout the enumeration process and others may have limited hours of operations

Non-English Language Questionnaire Assistance Centers (QAC)

Same as above, but grantees will be expected to provide information and answer questions to non-English speakers.

Phase 3: Census Outreach Mini-Grants

Available on a Rolling Basis from January 15 – May 15, 2020

Host an event to raise awareness and highlight the importance of the Census

Host a block party, barb-b-que, kids carnival, picnic, or other gathering to bring people together to learn about the importance of the Census.

Phase 1: Outreach, Education, and Awareness Grants

	Outreach, Education, and Awareness	Non-English Promotion of Outreach, Education and Awareness	Innovative Strategy
Description	Promote educate, and outreach to targeted HTC populations to increase awareness and participation in the 2020 Census. For example: canvassing Cultural Events, etc.	Promote educate, and outreach to targeted non-English speaking populations to increase awareness and participation in the 2020 Census.	Design and implement innovative strategies to reach HTC populations to increase participation in the 2020 Census
Grantee Requirements	Attend Census Ambassador Training Submit Grant Report	Attend Census Ambassador Training If needed, assist in translation of outreach and promotion material Submit Grant Report	Attend Census Ambassador Training Meeting with County Staff about project Submit Grant Report
County Provides	Ambassador Training Resource Library Census Ambassador Button Census Swag?	Ambassador Training Resource Library Census Ambassador Button Census Swag?	Ambassador Training Resource Library Census Ambassador Button Census Swag?
Funding Level	\$2,000 - \$10,000	\$5,000 - \$15,000	You Tell Us!

Phase 1 Timeline:

August 1st 2019	RFP Released
August 8th, 2019	Bidders Conference
August 30th, 2019	Responses Due
September 16th, 2019	Grants Awarded (Steering Committee Meeting)
October/November 2019	Census Ambassador Training

Phase 2: Census Assistance Grants

	QAC/QAK	Language Assistance (Language QAC/QAK)
Description	Serve as a census hub and assist Bay Area community members in accessing, understanding, and completing the questionnaire. QAC/QAK can be either a single event or throughout the Census.	Support the language access needs for HTC populations
Grantee Requirements	Attend Census Ambassador Training Meet QAC/QAK Requirements Have at least one Census Ambassador identified in the organization Submit Grant Report	Attend Census Ambassador Training Meet QAC/QAK Requirements Have at least one Census Ambassador identified in the organization Submit Grant Report
County Provides	Ambassador Training Resource Library QAC/QAK in a Box Census Ambassador Button Census Swag?	Ambassador Training Resource Library QAC/QAK in a Box Census Ambassador Button Census Swag?
Funding Level	\$5,000 - \$15,000	\$5,000 - \$20,000

Phase 2 Timeline:

November 1st 2019	RFP Released
November 7th, 2019	Bidders Conference
December 1st, 2019	Responses Due
December 16, 2019	Grants Awarded (Steering Committee Meeting)
January 2020	Census Ambassador Training

Phase 3: Census Outreach Mini-Grants

Available on a Rolling basis from January 15 – May 15

	Census Event
Description	Host an Event to bring together HTC community members to increase awareness about Census
Grantee Requirements	Host a Census Speaker Attend Census Ambassador Training OR have a Census Ambassador attend the event Provide Census Information Submit Grant Report
County Provides	Training for Speakers and Ambassador Resources Library Census Ambassador Button Census Swag?
Funding Level	\$500 - \$3,000 (depends on size of event)

Phase 3 Timeline:

January 1st, 2020

RFP Released

January 15, 2020 – May 15, 2020

Grants submissions accepted

Grants are awarded if application meets all the criteria

Grant Disbursement:

50% upon completion of Census Ambassador Training

50% upon completion of Grant Report approval

Checks normally take 30 days to process after receiving an invoice

Required Documents

Complete Cover Sheet
Completed Applicant and Focus Area Questions
Project Budget
Tax -exempt status document
Insurance Requirements

Questions for All Applicants

Responses to question should be typed and not exceed two pages.

1. Provide a succinct summary of your organization's history, mission, and purpose, as it relates to this project.
2. Describe your organization's work (past or ongoing) in relation to your target HTC populations. Include the HTC population you work with, including geographic area, and any past Census activities your organization has participated in, if applicable. For a list of HTC populations, visit www.contracosta.ca.gov/7527
3. Is your organization receiving or do you plan to apply for Census funding elsewhere? If so, please describe.
4. How will you collaborate with other organizations or coalitions working on the Census in the county or across regions? Identify any local partners with whom you plan to engage for this project.
5. Describe your strategy for addressing the concerns, fears and distrust in government with the HTC population you work with.
6. How will the Census Grant activity improve your organization's capacity and long-term sustainability?



Focus Area Questions

NOTE: Only answer the questions for the focus areas you are applying for.

Promotion, Education & Outreach

1. Describe your proposed project to promote, educate, and conduct outreach for the 2020 Census. Include the objectives, timeline and key activities.
2. If providing non-English language promotion, education & Outreach, please describe the specific languages your organization can accommodate and support

Innovative Strategies

1. In 1,000 words or less, describe your project and what makes it innovative. Include the objectives, timeline and key activities.
2. How will you address the challenges facing HTC populations?

Questionnaire Assistance Centers

1. Describe your strategy to recruit your target HTC populations to visit your center and complete the questionnaire.
2. Describe the services provided at your assistance center. Include your plans for staffing, location(s), and hours of operation for the center.
3. If providing non-English assistance as part of the Questionnaire Assistance Center, please describe the specific languages your organization can accommodate and support

Census Outreach Mini-Grants

1. Describe your event, including where the event will be, expected number of people, planned food or entertainment, and how you will promote your event.
2. Who in your organization will receive Census Ambassador Training?

Contra Costa County Grants

Organization Name: _____

Please fill in the budget for your Census project and how you anticipate using County funding.

Revenue	Proposed Project Budget		Description - include whether it is pending or committed
County Grant Request			
Foundation grants			
UWBA/ACBO Funds			
Individual donations			
Earned income			
Other income			
Total Revenue	\$0		

Expenses	Proposed Project Budget	Proposed Use of Contra Costa County Funds	Description of Expenses
PERSONNEL			
Compensation of officers, directors, etc.			
Other staff salaries and wages			
Employee benefits			
PROFESSIONAL FEES			
Consultants			
Accounting fees			
Legal fees			
PROGRAM AND OPERATING			
Supplies			
Purchase of major equipment			
Media/Advertising			
Technology			
Postage and shipping			
Rent and occupancy			
Printing and publications			
Travel			
Other expenses not covered above (itemize)			
Indirect Costs/Overhead (County funds not eligible for Admin/Overhead)			
Total Expenses	\$0	\$0	

1. **Contract Identification.**

Department:
Subject:

2. **Parties.** The County of Contra Costa, California (County), for its Department named above, and the following named Contractor mutually agree and promise as follows.

Contractor:

Capacity:

Address:

3. **Term.** The effective date of this Contract is _____ and it terminates _____ unless sooner terminated as provided herein.

4. **Termination.** This Contract may be terminated by the County, at its sole discretion, upon five-day advance written notice thereof to the Contractor, or cancelled immediately by written mutual consent.

5. **Payment Limit.** County's total payments to Contractor under this Contract shall not exceed \$ _____.

6. **County's Obligations.** In consideration of Contractor's provision of services as described below, and subject to the payment limit expressed herein, County shall pay Contractor, upon Contractor's submission of a properly documented demand for payment (County Demand Form D-15) which shall be submitted not later than 30 days from the end of the month in which the contract services were rendered, and upon approval of such demand by the head of the County Department for which this Contract is made or his designee, as follows:
[Check one alternative only]

a. FEE RATE: \$ _____ per service unit:

NOT TO EXCEED a total of _____ service unit(s).

- hour; or
 session, as defined below; or
 calendar day(day, week or month)

Session is defined as:

- b. Payment in full after approval by the Department.
 c. As set forth in the Payment Provisions paragraph of the attached Additional Provisions.
 d. As set forth in the Payment Provisions, attached.

7. **Contractor's Obligations.** Contractor shall provide the following described services:

- a.
 b. As set forth in the attached Additional Provisions, which are incorporated herein by reference.

8. **Compliance with Law.** Contractor is subject to and must comply with all applicable federal, state, and local laws and regulations with respect to its performance under this Contract, including but not limited to, licensing, employment, and purchasing practices; and wages, hours, and conditions of employment, including nondiscrimination.

9. **Administrative Amendments.** Subject to the Payment Limit, the Payment Provisions and the Additional Provisions may be amended by a written administrative amendment executed by the Contractor (or designee) and the County Administrator (or designee), subject to any required state or federal approval, provided that such administrative amendment may not materially change the Payment Provisions or the Additional Provisions.

10. **Nondiscriminatory Services.** Contractor agrees that all goods and services under this Contract will be available to all qualified persons regardless of age, gender, race, religion, color, national origin, ethnic background, disability, or sexual orientation, and that none will be used, in whole or in part, for religious worship.
11. **Independent Contractor Status.** The parties intend that Contractor, in performing the services specified herein, is acting as an independent contractor and that Contractor will control the work and the manner in which it is performed. This Contract is not to be construed to create the relationship between the parties of agent, servant, employee, partnership, joint venture, or association. Additionally, Contractor is not entitled to participate in any pension plan, workers' compensation plan, insurance, bonus, or similar benefits County provides to its employees. In the event that County exercises its right to terminate this Contract, Contractor expressly agrees that it will have no recourse or right of appeal under any rules, regulations, ordinances, or laws applicable to employees.
12. **Disputes.** Disagreements between County and Contractor concerning the meaning, requirements, or performance of this Contract shall be subject to final written determination by the head of the county department for which this Contract is made, or his designee, or in accordance with the applicable procedures (if any) required by the state or federal government.
13. **Access to Books and Records of Contractor, Subcontractor.** Pursuant to Section 1861(v)(1) of the Social Security Act, and any regulations promulgated thereunder, Contractor must, upon written request and until the expiration of five years after the furnishing of services pursuant to this Contract, make available to the County, the Secretary of Health and Human Services, or the Comptroller General, or any of their duly authorized representatives, this Contract and books, documents, and records of Contractor necessary to certify the nature and extent of all costs and charges hereunder.

Further, if Contractor carries out any of the duties of this Contract through a subcontract with a value or cost of \$10,000 or more over a twelve-month period, such subcontract must contain a clause to the effect that upon written request and until the expiration of five years after the furnishing of services pursuant to such subcontract, the subcontractor must make available to the County, the Secretary, the Comptroller General, or any of their duly authorized representatives, the subcontract and books, documents, and records of the subcontractor necessary to verify the nature and extent of all costs and charges thereunder.

This provision is in addition to any and all other terms regarding the maintenance or retention of records under this Contract and is binding on the heirs, successors, assigns and representatives of Contractor.
14. **Reporting Requirements.** Pursuant to Government Code Section 7550, Contractor must include in all documents and written reports completed and submitted to County in accordance with this Contract, a separate section listing the numbers and dollar amounts of all contracts and subcontracts relating to the preparation of each such document or written report. This section applies only if the Payment Limit of this Contract exceeds \$5,000.
15. **Indemnification.** Contractor will defend, indemnify, save, and hold harmless County and its officers and employees from any and all claims, demands, losses, costs, expenses, and liabilities for any damages, fines, sickness, death, or injury to person(s) or property, including any and all administrative fines, penalties or costs imposed as a result of an administrative or quasi-judicial proceeding, arising directly or indirectly from or connected with the services provided hereunder that are caused, or claimed or alleged to be caused, in whole or in part, by the negligence or willful misconduct of Contractor, its officers, employees, agents, contractors, subcontractors, or any persons under its direction or control. If requested by County, Contractor will defend any such suits at its sole cost and expense. If County elects to provide its own defense, Contractor will

reimburse County for any expenditures, including reasonable attorney’s fees and costs. Contractor’s obligations under this section exist regardless of concurrent negligence or willful misconduct on the part of the County or any other person; provided, however, that Contractor is not required to indemnify County for the proportion of liability a court determines is attributable to the sole negligence or willful misconduct of the County, its officers and employees. This provision will survive the expiration or termination of this Contract.

- 16. **Nonrenewal.** Contractor understands and agrees that there is no representation, implication, or understanding that the services provided by Contractor under this Contract will be purchased by County under a new contract following expiration or termination of this Contract, and Contractor waives all rights or claims to notice or hearing respecting any failure to continue purchasing all or any such services from Contractor.
- 17. **Legal Authority.** This Contract is entered into under and subject to the following legal authorities:
- 18. **Signatures.** These signatures attest the parties' agreement hereto:

<p>Approved: BOARD OF SUPERVISORS</p> <p>By: _____ Purchasing Agent, Designee</p>	<p>Approved: County Administrator</p> <p>By: _____ CAO, designee</p>
<p>Approved: CONTRACTOR</p> <p>By: _____</p> <p>_____</p> <p>(Print name and title)</p> <p>_____</p> <p>(Name of business entity, if applicable)</p>	<p>Recommended by Department</p> <p>By: _____ Department, Designee</p> <p>_____</p> <p>(Print name)</p>