

**STATE OF CALIFORNIA**

**CORRECTIONS STANDARDS AUTHORITY LOCAL YOUTHFUL OFFENDER  
REHABILITATIVE FACILITY CONSTRUCTION AGREEMENT  
FOR \_\_\_\_\_**

This Corrections Standards Authority Local Youthful Offender Rehabilitative Facility Construction Agreement (“**Agreement**”) is entered into as of \_\_\_\_\_, 20\_\_ (“**Effective Date**”), by and between the Corrections Standards Authority (“**CSA**”), an entity of the state government of the State of California (“**State**”), and \_\_\_\_\_, a Political Subdivision of the State of California (“**Participating County**”). CSA and Participating County shall be referred to collectively herein as “**Parties**,” and individually as a “**Party**.”

**RECITALS**

WHEREAS, Participating County has proposed to build a local youthful offender rehabilitative facility as more particularly described in Exhibit B attached hereto (“**Project**”) located at \_\_\_\_\_ (“**Site**”) under Article 3 of Chapter 1.5 of Division 2.5 of the Welfare and Institutions Code and the corresponding regulations set forth in Title 15, Division 1, Chapter 1, Subchapter 7 of the California Code of Regulations (collectively, the “**SB 81 Local Youthful Offender Rehabilitative Facility Financing Program**”).

WHEREAS, this Agreement is being executed concurrently with the execution of the Project Delivery and Construction Agreement (“**PDCA**”) entered into between the Participating County, CSA, the State Public Works Board of the State of California (“**Board**”) and the Department of Corrections and Rehabilitation (“**Department**”). The Department, the Board and CSA shall be referred to collectively herein as “**Agencies**.”

WHEREAS, the purpose of this Agreement is to set forth the roles, responsibilities and performance expectations of the Parties with respect to the Participating County’s construction of the Project under the authority of the CSA and the procedures for reimbursement by the State of those Participating County costs eligible for reimbursement as provided for under the SB 81 Local Youthful Offender Rehabilitative Facility Financing Program. This Agreement is intended to be read in conjunction with the other agreements necessary for the construction and finance of the Project under the SB 81 Local Youthful Offender Rehabilitative Facility Financing Program including, without limitation, the PDCA and the other agreements described in the PDCA Recitals. Nothing in this Agreement is intended to amend or modify the rights and obligations of the Parties under those other agreements including, without limitation, the PDCA.

WHEREAS, the Total Project Costs for the Project shall be defined in the PDCA Section 3.1(a). The State will provide financing (“**State Financing**”) (up to a maximum of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) (“**Maximum State Financing**”) and the Participating County will provide the Cash (hard) Match (as defined in Article 6(C) below) and the In-Kind (soft) Match (as defined in Article 6(C) below) (with the Cash (hard) Match and the In-kind (soft) Match collectively referred to as “**Participating County Funding**” and together with the Maximum State Financing, the “**Total Eligible Project Costs**”). Total Eligible Project Costs shall be used in determining Cash (hard) Match credit and In-kind (soft) Match credit to

the Participating Counties as specified in Exhibit A to this Agreement. As stated in PDCA Section 1.3, the SB 81 Financing Program is predicated on the Board's ability to issue Bonds for the Project. NOW, THEREFORE, in consideration of the promises and of the mutual agreements, provisions and covenants contained in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

#### ARTICLE 1. TERM AND TERMINATION

A. Term. This Agreement shall commence on the Effective Date and shall terminate upon the completion and State acceptance of the Final Audit (as defined below in Article 4(C)) unless terminated earlier as provided in Article 1(C) below.

B. Survival. The provisions of Articles 1(C)(2), 1(C)(4), 3(D), 4(D), 6(B)(5), 6(B)(6), 9, 10 and 11, and Articles 3, 4, 5, 6, 7, 8, and 10, 11 of Exhibit A shall survive termination of the Agreement.

C. Termination.

1. CSA in consultation with the other Agencies may terminate this Agreement in the event any of the following events or conditions occurs:

(a) Participating County's breach of a material term of this Agreement, any Project Document or any Applicable Laws provided Participating County has not cured such breach in all respects within such thirty (30) day period, which cure period may be extended for a reasonable time with the consent of CSA if the Participating County demonstrates that such additional time is required to cure such breach in a diligent and commercially reasonable manner;

(b) Termination of the PDCA as provided for in Article 2, Section 2.2(a) of the PDCA;

(c) Substantive alteration of the scope, cost or schedule of the Project without the prior written approval of CSA and the Board as required under the PDCA; or

(d) Refusal or inability to complete the Project in a manner consistent with the Agreement, and the other Project Documents (as defined below in Article 3) including all timelines, plans, and specifications as approved by CSA, or refusal or inability to comply with any Applicable Law.

2. The Participating County may, prior to the State providing any amount of financing, terminate this Agreement in the event any of the following occurs:

(a) The State's breach of a material term of this Agreement, any Project Document or any Applicable Laws provided the State has not cured such breach in all respects within thirty (30) days from notice of said breach, which cure period may be extended for a reasonable time with the consent of the Participating County if the State demonstrates that such additional time is required to cure such breach in a diligent and commercially reasonable

manner;

(b) Termination of the PDCA as provided for in Article 2 of the PDCA;

(c) Failure of the State to execute the Ground Lease or the Right of Entry for Construction; or

(d) In the event the Board determines the Participating County is no longer eligible for Project financing under the SB 81 Financing Program as set forth in section 1.2 of the PDCA.

3. In the event of termination provided in Article 1(C)(1), and unless the Parties agree in writing otherwise, Participating County shall, upon notification, refund to the CSA an amount equal to all State Financing previously disbursed to the Participating County. Any State Financing so remitted to the CSA may be subject to interest equal to the rate earned by the State Pooled Money Investment Account.

4. In the event of termination provided in Article 1(C)(1), the Participating County may appeal the termination decision in accordance with Article 10 of Exhibit A.

5. Nothing in this Article 1 in any way alters or limits the authority of CSA or the Agencies to withhold State Financing in accordance with Applicable Laws (as defined below) or any other right or remedy available to the State at law or in equity for breach of the Agreement.

## ARTICLE 2. PROJECT OFFICIALS

A. CSA Representative. The CSA Executive Director or his or her designee shall be the State's representative ("**Agency Representative**") for administration of this Agreement. Any amendment to this Agreement, including any exhibit, schedule or attachment hereto, shall be binding on the State only if signed by the Agency Representative. This Article 4(A) shall not limit any requirements for amendment of any other agreement that is a Project Document.

B. Participating County Construction Administrator. The Participating County has appointed a Participating County Construction Administrator as identified below. Participating County agrees that its Participating County Construction Administrator shall be its representative for the administration of the Agreement and shall have full authority to act on behalf of the Participating County. Participating County agrees that all communications given to its Participating County Construction Administrator shall be binding as if given to the Participating County. Participating County agrees that any documents required to be submitted to the Agencies, including but not limited to, quarterly progress reports and final project summary reports, shall be certified for accuracy by its Participating County Construction Administrator in form reasonably acceptable to CSA. Any Amendment to this Agreement and any other Project Document shall be binding on the Participating County only if signed or certified in form reasonably acceptable to CSA by the Participating County Construction Administrator.

Participating County Construction Administrator:

Title:  
Address:  
City, State, Zip:  
Telephone:  
Facsimile:  
Email:

C. Participating County Project Financial Officer. The Participating County has appointed a Project Financial Officer as identified below. Participating County agrees that its Project Financial Officer shall be responsible for establishing an official project file and a separate account for depositing of funds paid under this Agreement, and ensuring that project accounting procedures and practices are in accordance with generally accepted government accounting principles and practices (see Accounting Standards and Procedures for Counties, California State Controller, Division of Local Government Fiscal Affairs) with adequate supporting documentation maintained in such detail so as to provide an audit trail which will permit tracing transactions from support documentation, to the accounting records, to the financial reports and billings. Participating County agrees that all fiscal documents, including all invoices and expenditure statements, required to be submitted to CSA shall be certified for accuracy by its Project Financial Officer.

Project Financial Officer:  
Title:  
Address:  
City, State, Zip:  
Telephone:  
Facsimile:  
Email:

D. Participating County Project Contact Person. The Participating County has appointed a County Project Contact Person as identified below. Participating County agrees that its County Project Contact Person shall be responsible for coordinating and transmitting information to CSA and receiving and disseminating information from CSA. Participating County agrees that all communications given to its County Project Contact Person shall be binding as if given to the Participating County.

County Project Contact Person:  
Title:  
Address:  
City, State, Zip:  
Telephone:  
Facsimile:  
Email:

Either Party may change its Project representatives upon written notice to the other Party.

### ARTICLE 3. PROJECT DOCUMENTS AND APPLICABLE LAWS.

A. Project Documents. The Participating County agrees to construct the Project in accordance with the following agreements and documents each as may be amended in accordance with its terms and which, together with the Agreement, shall be referred to herein as the “**Project Documents**”: (1) CSA Local Youthful Offender Rehabilitative Facility Construction Agreement Standard Conditions attached hereto as Exhibit A; (2) Participating County’s Project Proposal [Insert Name and Date of Participating County’s Bid Proposal] (“**County Project Proposal**”); (3) County Project Description Detail and Budget (“**Project Description**”) in the form attached hereto as Exhibit B; (4) Ground Lease, Right of Entry for Construction, Facility Lease and the Facility Sublease as those terms are defined in the PDCA; and (5) the PDCA .

B. Applicable Laws. The Participating County agrees to comply with all federal, state or local laws, regulations, rules, ordinances and guidelines applicable to the construction of the Project including, without limitation the following (collectively “**Applicable Laws**”):

1. The 2007 Local Youthful Offender Rehabilitative Facility Construction Financing regulations and the Minimum Standards for Juvenile Facilities contained in Title 15, California Code of Regulations (“**CCR**”).
2. The Minimum Standards for Juvenile Facilities and the fire and life safety regulations contained in Title 24, CCR.
3. California Public Contract Code.
4. California Environmental Quality Act (CEQA) contained in California Public Resources Code Section 2100 *et seq.* and California Code of Regulations, Title 14, Division 6, Chapter 3, Sections 15000 *et seq.*
5. Accounting Standards and Procedures for Counties, California State Controller, Division of Local Fiscal Affairs.
6. Construction Financing Agreement Administration and Audit Guide.

C. Incorporation of Approved Changes. Upon their completion, all Participating County assurances and submittals, submitted to and approved in writing by CSA are incorporated herein by reference and made a part of this Agreement.

D. Precedence. In the event of any inconsistency in the Project Documents, except as otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order: 1) PDCA; 2) the Ground Lease (as defined in the PDCA); 3) this Agreement including the CSA Local Youthful Offender Rehabilitative Facility Construction Agreement Standard Conditions attached hereto as Exhibit A; 4) the Right of Entry for Construction (as defined in the PDCA); 5) Participating County’s Project Proposal; 6) Participating County Project Description Detail and Budget; and 7) the Participating County’s proposal(s), modification(s), and submittals. In the event the Bonds are issued, any inconsistency between the Project Documents and the Bond Documents shall be resolved by giving precedence to the Bond Documents. To the extent the Parties mutually agree that a provision of a particular document should control with respect to an inconsistency between that document and another

document or documents, notwithstanding the other provisions of this section, such provision shall control.

#### ARTICLE 4. PARTICIPATING COUNTY OBLIGATIONS

Participating County agrees to the following covenants, assurances and submittals:

A. Participating County's Construction of Local Youthful Offender Rehabilitative Facility. The Participating County shall construct the Project to ensure and enable compliance with all Applicable Laws, and Participating County agrees that State Financing and Cash (hard) Match funds shall not supplant funds otherwise dedicated or appropriated for construction activities. No review or approval provided by the State, the Agencies or the State Fire Marshal of documents or submittals shall relieve Participating County of its obligation to design and construct the Project in accordance with this Agreement and all Applicable Laws including, without limitation environmental, procurement, safety and health, the SB 81 Financing Program, and Titles 15 and 24 of the CCR. The Agencies' review and approval of any Project Document is for the Agencies' purposes only. No alleged failure or oversight related to the Agencies' review of the Project or the Project Documents shall be construed as a waiver of any rights of the Agencies or the State of California, or construed as an excuse to performance by Participating County under this Agreement or any other agreement. All Plans (as defined below) prepared by the Participating County shall be consistent with the Participating County Project Proposal.

B. Valley Fever. California is one of several states in the country with soils that may contain spores known to cause the disease Coccidioidomycosis (sometimes called "Valley Fever"), which spores may be transmitted through contact with dirt and fugitive dust associated with construction activities. The Participating County shall disclose this information to Contractor in or prior to execution of a Construction Agreement. The Participating County, its Contractor and any lower-tier subcontractors shall take appropriate precautionary measures designed to minimize the exposure of their respective employees and other workers, Agencies' employees, and other individuals or personnel who may be present during construction activities.

C. Record Keeping and Audit Requirements. Participating County shall keep such full and detailed accounts records as are necessary for proper financial management of the Project. Participating County shall maintain a complete and current set of all books and records relating to the design and construction of the Project. Agencies shall be entitled, upon forty-eight (48) hour written notice, to inspect all books, records, and accounts kept by Participating County relating to the work contemplated by this Agreement. Within 90 calendar days after Final Completion (as defined below), Participating County shall deliver to Agencies a financial audit of the Project ("**Final Audit**"). The Final Audit shall be performed by a Certified Public Accountant or a Participating County auditor that is organizationally independent from the Participating County's project financial management functions. Nothing in this Article 3(C) shall limit the Participating County's record retention obligations as set forth in Article 7 of the PDCA. For purposes of this Agreement, "**Final Completion**" shall mean completion of the Project.

D. Compliance with Project Documents and Applicable Laws. Participating County agrees to comply with all terms and conditions of this Agreement, the other Project Documents

and all exhibits and schedules attached hereto or thereto and all Applicable Laws.

E. Project Plans. In addition to all submission requirements under the PDCA, the Participating County shall submit to CSA the architectural and design documents, drawings, specifications, calculations, general and special conditions, submittals, Project budgets, schedules and contracts (collectively, “**Plans**”) within the time frames as specifically set forth in Exhibit B and as otherwise may be required by the Project Documents and Applicable Laws. As a condition to the financing to be provided by the State through interim financing or the sale of the Bonds, Participating County shall cause to be prepared, in a form that are ready to construct, all required Plans and bid documents necessary to solicit bids, and complete the Project on time and within budget. Participating County is solely responsible for preparing all Plans and other documents for the public bidding process, as provided by Applicable Law. Participating County shall not solicit bids for the Project until CSA, together with the State Fire Marshal, have approved the final construction documents and specifications and the Department of Finance has approved these documents and specifications.

F. Construction. Participating County shall be responsible to contract for all design and construction services, and shall manage the day-to-day design and construction of the Project. Participating County shall cause the design and construction of the Project to be consistent with the requirements, limitations, and other terms of this Agreement, the Project Documents, all Applicable Laws, as well as all other agreements between the Agencies and Participating County.

G. Operation of Local Youthful Offender Rehabilitative Facility. Participating County shall be responsible to maintain the local youthful offender rehabilitative facility upon Final Completion and staff and operate the local youthful offender rehabilitative facility no later than ninety (90) days after Final Completion.

H. Professional Services. Participating County shall be responsible for providing all necessary professional services in order to carry out the design and construction of the Project. Participating County shall obtain all professional services from properly licensed design professionals. All Plans prepared by such design professionals shall bear the signature and seal of the design professional. All construction work on the Project shall be performed by properly licensed contractors and subcontractors. Participating County is encouraged to utilize a qualified construction manager and claims avoidance experts to facilitate timely and efficient construction of the Project.

I. Completion of Project. Participating County agrees to proceed expeditiously with, and complete, the Project in accordance with the Project Documents and Plans as approved by the CSA and the Agencies and/or as incorporated in all provisions of this Agreement. Participating County acknowledges and understands that failure to meet application assurances, construction timelines and any other milestones or timelines as set forth in the Project Documents or Plans as approved by the Agencies and/or as incorporated in all provisions of this Agreement, may result at any time in award adjustments or Agreement termination by the CSA.

## ARTICLE 5. SUBSTANTIAL CHANGES.

In addition to the modification requirements set forth in Section 4.2 of the PDCA, no substantial change to the Project Documents or other substantial modification to the Project may be made by Participating County without the prior written permission of the CSA. Minor modifications to the Project do not require CSA approval, but must be documented and reported on routine progress reports to the CSA. Without limiting the foregoing, CSA approval shall be required upon any of the following events or circumstances:

1. more than minor changes which affect the design or scope of the Project;
2. a delay or change in the date of substantial completion or Final Completion;
3. a more than minor change to the design, location, size, capacity or quality of major items of equipment. As used herein "substantial" is as defined in the State Administrative Manual, section 6863. As used herein a minor change is any change which does not rise to the level of a substantial change under the State Administrative Manual, section 6863;
4. a change in approved budget categories or divisions, or movement of dollars between budget categories or divisions as indicated in Exhibit B except of movement of dollars from the "Contingency" budget category to another approved budget category; or
5. any change that would impact CSA or State Fire Marshal construction or operational regulations including, without limitation, Titles 15 and 24 of the CCR , or which affects the security or fire and life safety of the facility.

Participating County agrees that its Participating County Construction Administrator will give prompt notification in writing to the CSA of the occurrence of any of the above events and report any substantial modifications to the Agreement for Construction with its Contractor. CSA shall notify the Department consistent with Article 4 of the PDCA, and the Department shall make a Scope Change Request to the Board. Approval of this Scope Change Request by the Board shall be required before material change to the Project Documents or other substantial modification to the Project may be made by the Participating County.

In no event shall any budget changes be authorized which would cause the amount of Total Project Costs to be exceeded unless the Participating County covenants to fund such excess with lawfully available funds and with the consent of the Agencies and so appropriates such funding.

## ARTICLE 6. PROJECT FUNDING

A. Invoices. Invoice and progress/final reports and all required audit reports shall be submitted to the CSA in a timely manner as specified in this Agreement and Exhibit A.

B. State Financing Obligations.

1. In no event or circumstance shall the State or Agencies be obligated to pay the Participating County under this Agreement or any other Project Document any amount in excess of the Maximum State Financing. Participating County waives any and all claims against



the Agencies or the State of California for any costs which exceed the Maximum State Financing. The Participating County is solely responsible for any and all cost, expenses or fees of the Project which exceed the Maximum State Financing. Reimbursement of county costs from State Financing shall be limited to those costs permitted under Article 1(A) of Exhibit A and/or specifically identified in Exhibit B as “**Eligible State Costs**” provided, however, The State’s obligations to reimburse Participating County for any State Financing is contingent on (1) the availability of Interim Financing and (2) even if Interim Financing is provided, the successful sale of bonds sufficient to cover all remaining Eligible State Costs. State Financing shall be subject to the terms and conditions set forth in the PDCA.

2. Eligible State Costs subject to reimbursement shall in no event or circumstance exceed Maximum State Financing. Because the funds to be paid are limited, Participating County shall be obligated to complete the Project without additional State Financing. No additional State Financing will be available, and Participating County should take all necessary precautions to ensure that the Project is designed and constructed within the Project budget. The Participating County shall be responsible for any costs exceeding the Total Eligible Project Costs.

3. State shall reimburse the Participating County for Eligible State Costs provided Participating County’s performance of the Project is consistent with the Project Documents, including the Construction Schedule, and Participating County is not in breach of any term or condition of this Agreement, any Project Document, or any Applicable Law. At mutually agreed upon intervals as set forth in Exhibit A Article 7, Participating County shall submit to CSA a reimbursement request for payments of Eligible State Costs for which Participating County has already paid.

4. CSA may reject any invoice or item on an invoice should it be determined that such invoice or item is ineligible for reimbursement under the terms of this Agreement, the Project Documents or any Applicable Laws (“**Improper Expenditure**”). Should it later be determined Participating County has been reimbursed for an Improper Expenditure or the State has made a payment to Participating County in excess of the amount for which the State is obligated (“**Excess Payment**”), CSA may withhold future payments or repayments in amounts equal to the Improper Expenditure or the Excess Payment. In the event the amount of an Improper Expenditure exceeds the total reimbursement amount due Participating County, or should the discovery of the Improper Expenditure or Excess Payment occur after payment of the Withhold Amount (as defined below), Participating County shall immediately pay to CSA the amount of the Improper Expenditure or Excess Payment.

5. At such time as the unreimbursed balance of the Eligible State Costs equals Five percent (5%) of the total Eligible State Costs (“**Withhold Amount**”), CSA shall withhold that amount as security for Participating County’s performance of all its obligations under this Agreement. The Withhold Amount shall be released upon satisfaction of all of the following conditions: (a) there has been Final Completion of the Project, (b) delivery by Participating County and acceptance by Agencies of the Final Audit and the Final Project Summary Report, (c) Participating County has staffed and operated the local youthful offender rehabilitative facility as required under Article 4(G) above, and (d) Participating County is not in breach of any provisions of this Agreement, the other Project Documents and Applicable Laws.

6. All agreements with the Contractor and any other contractor or subcontractor of Participating County or the Contractor providing services or goods on the Project and for which reimbursement with State Financing for all or any portion of the payment for such services or goods shall contain the provisions relating to payment set forth in Exhibit A to this Agreement.

C. Participating County Funding. Subject to all terms and provisions of this Agreement, the Participating County agrees to appropriate and spend cash (hard) matching funds as provided in Exhibits A and B (“**Cash (hard) Match**”). Subject to all terms and provisions of this Agreement, the Participating County agrees to provide in-kind (soft) match in accordance with Exhibits A and B (“**In-kind (soft) Match**”). Participating County agrees to expend Cash (hard) Match funds on a schedule that is at least pro-rata with the percentage expenditure of Eligible State Costs.

#### ARTICLE 7. ADMINISTRATIVE OVERSIGHT BY BOARD

Notwithstanding any other term or condition of this Agreement or any other Project Document, the scope and cost of the Project shall be subject to approval and administrative oversight by Board, as required by Welfare and Institutions Code Section 1971.

#### ARTICLE 8. PERFORMANCE AND PAYMENT BONDS

Participating County shall require the Contractor to procure and maintain a payment bond and a performance bond each of which shall be in an amount not less than one hundred percent (100%) of the Contractor’s total contract price as set forth in the agreement between Participating County and Contractor. The bonds shall be issued by one or more surety companies acceptable to the Agencies. The performance bond required by this Article 8 shall name the State as an additional beneficiary under the bonds.

#### ARTICLE 9. INDEMNITY

As required by California Welfare and Institutions Code Section 1971(d), the Participating County hereby agrees to indemnify, defend and save harmless the State, including but not limited to the Board, the Department and the CSA, and each of their respective officers, governing members, directors, officials, employees, subcontractors, consultants, and agents (collectively, “Indemnitees”) for any and all claims and losses arising out of the acquisition, design, construction, operation, maintenance, use and occupancy of the Project. The Participating County shall not be obligated to provide indemnity or defense where the claim arises out of the gross negligence or willful misconduct of the Indemnitees. These obligations shall survive any termination of this Agreement.

#### ARTICLE 10. DISPUTES

Disputes arising under or relating to this Agreement shall be resolved in accordance with the provisions of Article 10 of Exhibit A.

#### ARTICLE 11. GENERAL TERMS AND CONDITIONS

The general terms and conditions published by the Department of General Services at <http://www.documents.dgs.ca.gov/ols/GTC-610.doc> and applicable to all State of California contracts are hereby incorporated by reference into this Agreement. In the event of a conflict between GTC-610 and any sections herein, the sections herein take precedence. In signing below, the Participating County's authorized representative represents and warrants that the Participating County has read and understands these general terms and conditions.

IN WITNESS THEREOF, the Parties have executed this Agreement, as of the Effective Date.

STATE CORRECTIOSN STANDARDS AUTHORITY

By: \_\_\_\_\_  
Signature of Executive Director or Designee

Name and Title:

Date:

“PARTICIPATING COUNTY”

County of:

By: \_\_\_\_\_  
Signature

Name and Title:

Date:

## EXHIBIT A

### CONSTRUCTION AGREEMENT STANDARD CONDITIONS

#### ARTICLE 1. TOTAL ELIGIBLE PROJECT COSTS

A. Participating County shall only be reimbursed by the State from State Financing for Eligible State Costs. “**Eligible State Costs**” means reasonable and necessary Project costs actually incurred in construction of the Project and as specified in Exhibits A and B attached to the Agreement. Eligible State Costs also must be eligible for lease-revenue bond financing pursuant to this Agreement (including all Exhibits referenced therein) and all California state laws, rules, regulations, guidelines, and policies including, without limitation, Title 15, SB 81 Financing Program regulations and any other Applicable Laws. Such Eligible State Costs shall include, but are not limited to, the items set forth in subsection 1 through 4 below. Participating County shall receive CSA’s written consent prior to Participating County’s incurring the expense for any Project costs not listed below and for which Participating County wants State reimbursement provided such expenses do not fall within Participating County Costs as defined below in subsection (B).

1. On-site costs of facility construction of the CSA-approved local youthful offender rehabilitative facility project, including site preparation (eligible for State Financing or Cash (hard) Match).

2. Fixed equipment items (e.g., heating, ventilation, air conditioning, plumbing, lighting, communications, surveillance, security and life/safety equipment, etc.) as necessary for the operation of the local youthful offender rehabilitative facility (eligible for State Financing or Cash (hard) Match).

3. Fixed furnishings items (e.g., built-in and/or permanently affixed counters, tables, cabinets, seats, etc.) as necessary for the operation of the local youthful offender rehabilitative facility (eligible for State Financing or Cash (hard) Match).

4. Installation of existing fixed equipment and furnishings as necessary for the operation of the local youthful offender rehabilitative facility (eligible for State Financing or Cash (hard) Match).

B. Participating County must provide at least \_\_\_ percent (\_\_\_%) of the Total Eligible Project Costs as Cash (hard) Match funds. (**Note to drafter:** Large counties must provide a minimum of 10% and medium and small counties a minimum of 5%.) Cash (hard) Match funds cannot be used to supplant or replace funds otherwise dedicated or appropriated by the Participating County for construction activities. Cash (hard) Match funds cannot be claimed for salaries/benefits of regular employees of the Participating County Workforce but may be claimed for the services of consultants or contractors engaged to perform Project related services as described below. Cash (hard) Match funds only include costs of:

1. Items eligible for Eligible State Costs as described above;
2. Architectural programming and design (by consultants and contractors);

3. Preparation costs for full or focused environmental reports (for activities by consultants and contractors); and

4. Construction management (for activities by consultants or contractors).

C. In-kind (soft) Match funds may be kept at the maximum allowable or reduced for each dollar that Cash (hard) Match funds are increased beyond the required minimum. In-kind (soft) Match funds may be claimed for Project related costs for activities performed by Participating County staff or consultants. Eligible In-kind (soft) Match funds only includes:

1. Eligible State Costs and Cash (hard) Match funds.

2. Audit of Total Eligible Project Costs at the conclusion of the Project (staff salary/benefits of independent Participating County auditor or services of contracted auditor).

3. Needs assessments (staff salary/benefits and/or consultant costs directly related to the Project).

4. Site acquisition cost or current fair market land value supported by independent appraisal (on-site land only regardless of acquisition date) and as approved by the Department of General Services. This can be claimed for on-site land cost/value for new facility construction, on-site land cost/value of a closed facility that will be renovated and reopened, or on-site land cost/value used for expansion of an existing facility. It cannot be claimed for land cost/value under an existing operational detention facility.

5. Participating County administration (staff salary/benefits directly related to the Project for activities after August 24, 2007).

6. Transition planning (staff salary/benefits and consultant activities directly related to the Project for activities after August 24, 2007).

D. Participating County shall not under any circumstance be reimbursed by the State from Board interim financing sources, lease-revenue bond funds or from any other financing source for Ineligible Project Costs. **“Ineligible Project Costs”** means all costs which are not eligible for lease-revenue bond financing or Participating County matching funds pursuant to the PDCA (including all Exhibits attached thereto) or pursuant to any California state law, rule, regulation, guideline, or policy including, without limitation, the SB 81 Financing Program or any other Applicable Law. Participating County shall be responsible for all Ineligible Project Costs (**“Participating County Costs”**). Ineligible Project Costs also shall include but are not limited to the following:

1. Those Project Costs that are determined by the CSA to be unreasonable or unnecessary costs.

2. Off-site costs, including access roads and utilities development, outside of a reasonable buffer zone surrounding the perimeter of the security fence, local youthful offender rehabilitative facility building, and parking lot.

3. Local youthful offender rehabilitative facility personnel and operational costs and related costs of supplies.
4. Construction management functions (ineligible for State Financing; eligible for cash (hard) match only if performed by consultants or contractors outside the regular county work force, eligible for In-kind (soft) Match if performed by Participating County-paid employees).
5. Architectural programming and design (ineligible for State Financing; eligible for cash (hard) match only if performed by consultants or contractors outside the regular county work force).
6. Landscaping.
7. Soil and water contamination assessment/mitigation.
8. Excavation of burial sites.
9. Moveable equipment and moveable furnishings.
10. Preparation of Environmental Impact Reports (ineligible for State Financing; eligible for Cash (hard) Match only if performed by consultants or contractors outside the regular county work force, eligible for In-kind (soft) Match if performed by county-paid employees).
11. Bonus payments for early completion of work.
12. Interest charges for late payments.
13. Interest on bonds or any other form of indebtedness required to finance Project costs.
14. Costs outside the scope of the CSA-approved Project.
15. Fines and penalties due to violation of or failure to comply with federal, state or local laws, ordinances, or regulations.
16. Personal injury compensation or damages arising out of or connected with the Project, whether determined by adjudication, arbitration, negotiation, or otherwise.
17. All costs incurred in violation of the terms, provisions, conditions, or commitments of this Agreement.
18. Travel and per diem costs.
19. All costs attributable to Participating County building permit fees, sewer/utility use or unit fees, and/or building inspection fees.
20. All costs arising out of or connected with contractor claims against the

County, or those persons for whom the County may be vicariously liable, including, but not limited to, any and all costs related to defense or settlement of such claims.

21. Maintenance costs.
22. Supplanting of existing construction, programs, projects, or personnel.
23. All costs arising out of or attributable to County's malfeasance, misfeasance, mismanagement, or negligence.
24. Temporary holding or court holding facilities.
25. Local youthful offender rehabilitative facilities or portions thereof operated by jurisdictions other than County.

## ARTICLE 2. COUNTY'S GENERAL RESPONSIBILITY

County is solely responsible for design, construction, operation, and maintenance of the Project as identified in Exhibit B of this Agreement. Review and approval of plans, specifications, or other documents by CSA, the Agencies and the State Fire Marshal, is solely for the purpose of proper administration of State Financing by the CSA and the Agencies and shall not be deemed to relieve or restrict the County's responsibility.

## ARTICLE 3. COUNTY ASSURANCES AND COMMITMENTS

- A. Compliance with Laws and Regulations. This Agreement is governed by and shall be interpreted in accordance with the laws of the State of California. County shall at all times comply with all Applicable Laws (as defined in the Agreement).
- B. Fulfillment of Assurances and Declarations. County shall fulfill all assurances, declarations, representations, and statements made by the County in the County Project Proposal, documents, amendments, and communications filed in support of its request for lease-revenue bond funds including adoption of a CSA approved staffing plan for staffing and operating the facility in accordance with state standards within ninety (90) calendar days of construction completion.
- C. Use of State Financing. County shall expend all State Funds and identified matching funds solely for Eligible Project Costs. County shall, upon demand, remit to the CSA any State Financing not expended for Eligible Project Costs or an amount equal to any State Financing expended by the County in violation of the terms, provisions, conditions, or commitments of this Agreement. Any State Financing so remitted to the CSA shall include interest equal to the rate earned by the State Pooled Money Investment Account.
- D. Permits and Licenses. County agrees to procure all permits and licenses necessary to complete the Project, pay all charges and fees, and give all notices necessary or incidental to the due and lawful proceeding of the Project work.
- E. Compliance with Deliverables, Drawings, and Specifications. County agrees that

deliverables, drawings, and specifications, upon which prime and subcontracts are awarded, shall be the same as those submitted to and approved by the CSA.

F. Prime and Subcontracting Requirements. In accordance with the provisions of this Agreement, the County may contract with public or private contractors of services for activities necessary for the completion of the Project. County agrees that in the event of an inconsistency between the Agreement and any other Project Document and County's Agreement for Construction with a contractor, the Project Documents will prevail. County shall ensure that the contractor complies with all requirements of the Project Documents and all instructions of the County Construction Administrator regarding compliance with the Project Documents.

County assures that for any contract awarded by the County, such insurance (e.g., fire and extended coverage, workers' compensation, public liability and property damage, and "all-risk" coverage) as is customary and appropriate will be obtained.

County agrees that its contractor will list construction costs according to the CSI Divisions of the Schedule of Values as specified in Exhibit B. Since certain portions of the Project may not be eligible for State Financing in all requests for reimbursement, the County's contractor shall separately list work not eligible for State Financing, and the County Construction Administrator shall identify such work for the contractor.

County agrees that it is the County Construction Administrator's responsibility to provide a liaison between the County, the CSA, and its contractor. County agrees that its contractor is not responsible nor required to engage in direct discussion with the CSA or any representative thereof, except that the contractor shall in good faith exert its best effort to assist the County in fully complying with all requirements of the contract.

County agrees to place appropriate language in all contracts for work on the Project requiring the County's contractor(s) to:

1. Books and Records. Maintain adequate fiscal and Project books, records, documents, and other evidence pertinent to the contractor's work on the Project in accordance with generally accepted accounting principles. Adequate supporting documentation shall be maintained in such detail so as to permit tracing transactions from the invoices, to the financial statement, to the accounting records, and to the supporting documentation. These records shall be maintained for the period set forth in Article 5 below, and shall be subject to examination and/or audit by the CSA or designees, state government auditors or designees.

2. Access to Books and Records. Make such books, records, supporting documentations, and other evidence available to the CSA or designees, the Department, the Board, the Department of General Services, the Department of Finance, the Bureau of State Audits, their designated representatives, during the course of the Project and for the period set forth in Article 5 below, and provide suitable facilities for access, monitoring, inspection, and copying thereof. Further, the County agrees to include a similar right of the state to audit records and interview staff in any subcontract related to the performance of this Agreement.

3. Contractor Advisement. Be advised that a partial source of financing for the agreement between the County and Contractor for construction of the Project is the State



Financing, and that the county may not have funds to finance the Agreement for Construction independently of the State Financing. The contractor shall in all ways cooperate with the county and the CSA in maintaining a good working relationship. The contractor shall cooperate as instructed by the County Construction Administrator in resolving any disputes arising under the Agreement.

#### ARTICLE 4. PROJECT ACCESS

To the extent not inconsistent with the Bond Documents, as that term is defined in the PDCA Article 1 Section 1.1(a), at all times during construction of the Project and after final completion, the Participating County shall provide to employees, subcontractors, and consultants of the Agencies reasonable unrestricted access to observe, monitor and inspect the Project. The Agencies' access to observe, monitor and inspect shall include the right to review all documents and files relating to the Project, as well as construction on the Site, including all tests and inspections relating to design or construction of the Project.

#### ARTICLE 5. RECORDS

The County shall establish an Official Project File, as defined in the PDCA Article 7, Section 7.1.

The County shall establish separate accounting records for receipt, deposit, and disbursement of all Project funds as specified in Article 9.

The County shall maintain books, records, documents, and other evidence sufficient to reflect properly the amount, receipt, and disposition of all Project funds, including State Financing, any matching funds provided by the County and the total cost of the Project. The maintenance requirements extend to books of original entry, source documents supporting accounting transactions, the general ledger, subsidiary ledgers, personnel and payroll records, canceled checks, and related documents and records. Source documents include copies of all awards, applications, and required financial and narrative reports. Personnel and payroll records shall include the time and attendance reports for all individuals reimbursed under the award, whether they are employed full-time or part-time. Time and effort reports are also required for consultants and contractors. Supporting documentation for matching funds, goods or services shall, at a minimum, include the source of the match, the basis upon which the value of the match was calculated, and when the matching funds, goods, or services were provided. Receipts, signed by the recipient of donated goods and/or services should be issued and a copy retained. Generally accepted government accounting principles and adequate supporting documentation shall be maintained in such detail so as to provide an audit trail which will permit tracing transactions from the invoices to the financial statement, to the accounting records, and to the supporting documentation for the purpose of determining compliance with PCC § 10115 et seq., GC § 8546.7 and 2 CCR § 1896.60 et seq. (as applicable).

County shall maintain all records for the period set forth in the PDCA (“**Record Maintenance Period**”). County agrees to protect records adequately from fire or other damage. When records are stored away from the County's principal office, a written index of the location of records stored must be on hand and ready access must be assured. All County records shall be

subject at all reasonable times to inspection, examination, monitoring, copying, excerpting, transcribing, and audit by the CSA or designees, the Agencies, and by state government auditors or designees. If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the Record Maintenance Period, the records must be retained until the completion of the action and resolution of all issues which arise from it or until the end of the Record Maintenance Period, whichever is later.

## ARTICLE 6. ACCOUNTING AND AUDIT REQUIREMENTS

All funds received by the County shall be deposited into separate fund accounts which identify the funds and clearly show the manner of their disposition. County agrees that the audit and accounting procedures shall be in accordance with generally accepted government accounting principles and practices (see Accounting Standards and Procedures for Counties, California State Controller, Division of Local Government Fiscal Affairs) and adequate supporting documentation shall be maintained in such detail so as to provide an audit trail which will permit tracing transactions from support documentation to the accounting records to the financial reports and billings. The County further agrees to the following audit requirements:

A. Pre-payment Audit. Prior to the deposit of State Financing into the separate account, the CSA may require the County to have a system audit performed by an auditor satisfactory to the CSA to insure that the County's accounting system meets generally accepted government accounting principles;

B. Interim Audit. The CSA reserves the right to call for a program audit or a system audit at any time between the execution of this Agreement and the completion or termination of the Project. At any time, the CSA may disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action determined to be not in compliance with the terms and conditions of this Agreement, or take other remedies legally available; and,

C. Final Audit. Within ninety (90) calendar days of Final Completion, the County must obtain and submit a final program audit to the CSA (see Construction Financing Program Agreement Administration and Audit Guide). The audit shall be prepared in accordance with generally accepted auditing standards and government auditing standards for financial and compliance audits. The audit may be performed by the County subject to the terms hereinafter described, or the County may hire, at County cost, an independent auditor to complete the final audit. Counties should obtain assurances that the personnel selected to perform the audit collectively have the necessary skills. It is important that a sound procurement practice be followed when contracting for audit services. Sound contract and approval procedures, including the monitoring of contract performance, should be in place. The objectives and scope of the audit should be made clear. In addition to price, other factors to be considered include: the responsiveness of the bidder to the request for proposal; the past experience of the bidder; availability of bidder staff with professional qualifications and technical abilities; and whether the bidder organization participates in an external quality control review program. It should be noted that these steps are important whether the county is hiring auditors from an outside CPA firm or within its own internal auditing unit.

Since the audit function must maintain organizational independence, the county financial officer for this Project shall not perform audits of the contract-related activities. If the county internal auditor performs the audit, the auditor must be organizationally independent from the county's accounting and project management functions. Additionally, internal county auditors who report to the financial officer, or to whom the financial officer reports, shall not perform the audit. The person conducting the audit shall be a certified public accountant, unless a county auditor completes the audit. Failure to comply with these qualifications standards could result in the rejection of the audit report.

At any time, the CSA may disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action determined to be not in compliance with the terms and conditions of this Agreement, or take other remedies legally available.

The CSA reserves the right to have an audit conducted (at the CSA's expense) at any time between execution of the Agreement up to and including the final audit of the Project.

#### ARTICLE 7. REPORTS

The County agrees to submit fiscal invoices and progress/final reports in a format specified by the CSA, and at mutually agreed upon intervals as defined below, during the period of the Agreement. Reports are due to the CSA even if State Financing is not expended or requested in the reporting period. Not submitting invoices and progress/final reports in a timely manner may result in disbursements being withheld. In addition, County shall immediately advise the CSA of any significant problems or changes arising during the course of the Project.

Without limitation of the foregoing, the following reports are required:

A. Fiscal Invoice and Progress/Final Report. The County agrees to submit fiscal invoices and progress/final reports to the CSA on the appropriate form provided to the County during the term of this Agreement and shall do so on a regular schedule of either monthly, bi-monthly or quarterly. The reports shall include, but not be limited to, Project construction activities, change orders issued, problems identified, assistance needed, state funds and match expenditures made, State Financing received, and State Financing requested.

Invoicing/progress reporting interval: The (indicate interval) fiscal and progress/final report must be submitted within forty-five (45) calendar days after the end of (indicate interval). The due dates for the invoices and progress reports are no later than:

:

B. Final Fiscal Invoice and Project Summary. The County agrees to submit to the CSA a Final Fiscal Invoice and Project Summary on the appropriate form provided to the County

within forty-five (45) calendar days of the scheduled construction completion date identified in Exhibit B. The report shall include, but not be limited to, total state funds and match expenditures made by budget division, total State Financing received, remaining State Financing requested, number of CSA-rated beds added and modified, number of special use beds added and modified, and a detailed description of the finished Project including pre-construction and post-construction photographs or other visual material suitable for public distribution. For purposes of this Exhibit A, “**CSA-rated beds**” means the number of beds dedicated to housing adult offenders for which a facility’s single- and double-occupancy cells/rooms or dormitories were planned and designed in conformity to the standards and requirements contained in Titles 15 and 24, CCR. “**Special use beds**” means beds for the purpose of appropriately housing offenders in medical, mental health, or disciplinary rooms, cells or units that are planned and designed in conformity to the standards and requirements contained in Titles 15 and 24, CCR.

## ARTICLE 8. WITHHOLDING OF STATE DISBURSEMENTS

A. CSA may withhold all or any portion of the State Financing provided for by this Agreement in the event that:

1. County Breach of Agreement. The County has materially and substantially breached the terms and conditions of this Agreement or any other Project Document.
2. Insufficient County Funds. The County is unable to demonstrate, to the satisfaction of the CSA’s Executive Director, continuous availability of sufficient funds to complete the Project.
3. Insufficient Match Disbursement. The County has not expended its Cash (hard) Match requirement on a schedule that is at least pro-rata with the percentage expenditure of, collectively, interim financing and lease-revenue bond funds.

B. In the event that State Financing is withheld from the County, the CSA’s Executive Director or designee shall notify the County of the reasons for withholding and advise the County of the time within which the County may remedy the failure or violation leading to the withholding.

The CSA will not reimburse counties for costs identified as ineligible for State Financing. If State Financing has been provided for costs subsequently discovered to be ineligible, the CSA may either withhold an equal amount from subsequent payments to the County or require repayment of an equal amount to the state by the County. Any State Financing so remitted to the CSA may be subject to interest equal to the rate earned by the State Pooled Money Investment Account.

## ARTICLE 9. DISBURSEMENT

County shall be paid in arrears on invoices of expenditures and requests for funds submitted to CSA at mutually agreed upon intervals, see Article 7(A), on the Fiscal Invoice and Progress/Final Report. County shall supply CSA with appropriate expenditure documentation and request for funds on form(s) provided by CSA and certify to the accuracy of

the report(s) in accordance with generally accepted governmental accounting principles and CSA regulations, guidelines, policies and procedures. County shall further certify that all listed expenditures are actual and that all funds were expended for the purpose of liquidating obligations identified in Exhibit B and legally incurred.

The State will issue a warrant for eligible funds within approximately 30 to 60 days of receipt of County invoice and documentation of eligible expenditures. All requests for payment shall be accompanied by any documentation as may be required by CSA or the Board and with such certification(s) as may be required by CSA.

#### ARTICLE 10. DISPUTES

County shall continue with the responsibilities under this Agreement during any disputes. Except as otherwise provided in this Agreement, any dispute concerning a question of fact arising under, or relating to, the performance of this Agreement which is not resolved by agreement between County and CSA staff shall be decided by the CSA. This clause does not preclude consideration of legal questions; nothing in this Agreement shall be construed as making final the decision of any administrative official, representative, or CSA on a question of law.

A County may appeal on the basis of alleged misapplication, capricious enforcement of regulations, or substantial differences of opinion as may occur concerning the proper application of regulations or procedures. Such appeal shall be filed within 30 calendar days of the notification of the action with which the County is dissatisfied. The request shall be in writing stating the basis for the dissatisfaction and the action being requested of the CSA.

A hearing shall be conducted by a hearing panel designated by the Chairperson of the CSA Board at a reasonable time, date, and place, but not later than 21 calendar days after the filing of the request for hearing with CSA, unless delayed for good cause. CSA shall mail or deliver to the appellant or authorized representative a written notice of the time and place of hearing not less than 14 calendar days prior to the hearing. The procedural time requirements may be waived with mutual written consent of the parties involved.

Appeal hearing matters shall be set for hearing, heard, and disposed of by a notice of decision by the CSA Board within 90 calendar days from the date of the request for appeal hearing, except in those cases where the appellant withdraws or abandons the request for hearing or the matter is continued for what is determined by the hearing panel to be good cause.

An appellant may waive a personal hearing before the hearing panel and under such circumstances, the hearing panel shall consider the written information submitted by the appellant and other relevant information as may be deemed appropriate.

The hearing is not formal in nature. Pertinent and relevant information, whether written or oral, will be accepted. Hearings will be tape recorded. After the hearing has been completed, the hearing panel shall submit an advisory recommendation on the matter to the CSA Board. The decision of the CSA Board shall be final.

Notwithstanding any other provision of this Article 10, this Article 10 shall not limit any

other rights or remedies available to the State or any other Agency under any other Project Document including, without limitation, the PDCA.

#### ARTICLE 11. REMEDIES

County agrees that any remedy provided in this Agreement is in addition to and not in derogation of any other legal or equitable remedy available to the CSA as a result of breach of this Agreement by the County, whether such breach occurs before or after completion of the Project. In the event of litigation between the parties hereto arising from this Agreement, it is agreed that the prevailing party shall be entitled to such reasonable costs and/or attorney fees and costs as may be ordered within the discretion of the Court.

#### ARTICLE 12. WAIVER

The Parties hereto may, from time to time, waive any of their rights under this Agreement unless such waiver is contrary to law, provided that any such waiver shall be in writing and signed by the party making such waiver.

**EXHIBIT B**

**PROJECT DESCRIPTION AND BUDGET**

Capitalized terms not defined in this Exhibit B shall have the meaning as set forth in the Agreement to which this Exhibit B is attached.

County (County):

Name of Facility Subject to Construction:

**SECTION 1. PROJECT DESCRIPTION**

Provide a description of the Project scope as presented in Exhibit A of the PDCA.

**SECTION 2. PROJECT TIMETABLE**

Provide an updated Project timetable to include start and completion dates for each of the following key events: 1) Schematic Design and Operational Program Statement; 2) Design Development with Staffing Plan; 3) Staffing/Operating Cost Analysis; 4) Construction Documents; 5) Construction Bids; 6) Notice to Proceed; 7) Construction; and 8) Occupancy. Note that construction should be substantially complete within three (3) years from Notice to Proceed and occupancy must occur within ninety (90) days of Final Completion.

**SECTION 3. CONSTRUCTION MANAGEMENT PLAN**

Provide a general outline of the construction management plan, including methods to monitor/control the Project and ensure a successful, on schedule completion:

**SECTION 4. KEY PERSONNEL**

Provide a listing of the names, titles, and roles of key construction and management personnel:

**SECTION 5. BUDGET CLASSIFICATION SCHEDULES**

In a format acceptable to CSA, provide budget categories for State Financing, Cash (hard) Match and In-kind (soft) Match. This schedule of values shall include the construction cost breakdown in categories that reflect major costs areas for construction projects as identified by the Construction Specifications Institute.