

Administering Agency: Nevada County Community Development Agency – Economic Development Office

Contract No. _____

Contract Description: Economic Development and Broadband Management Services

PROFESSIONAL SERVICES CONTRACT

THIS PROFESSIONAL SERVICES CONTRACT (“Contract”) is made at Nevada City, California, as of June 24, 2025 by and between the County of Nevada, ("County"), and Sierra Business Council ("Contractor") (together, “Parties”, individual “Party”), who agree as follows:

1. **Services** Subject to the terms and conditions set forth in this Contract, Contractor shall provide the services described in Exhibit A. Contractor shall provide said services at the time, place, and in the manner specified in Exhibit A.
2. **Payment** County shall pay Contractor for services rendered pursuant to this Contract at the time and in the amount set forth in Exhibit B. The payments specified in Exhibit B shall be the only payment made to Contractor for services rendered pursuant to this Contract. Contractor shall submit all billings for said services to County in the manner specified in Exhibit B; or, if no manner be specified in Exhibit B, then according to the usual and customary procedures which Contractor uses for billing clients similar to County. **The amount of the contract shall not exceed two hundred thousand dollars (\$200,000).**
3. **Term** This Contract shall commence on July 1, 2025. All services required to be provided by this Contract shall be completed and ready for acceptance no later than the termination of the contract. The Agreement termination date will be June 30, 2026. County reserves the right to renew the contract for a period of up to four additional years subject to approval in the annual budget process.
4. **Facilities, Equipment and Other Materials** Contractor shall, at its sole cost and expense, furnish all facilities, equipment, and other materials which may be required for furnishing services pursuant to this Contract.
5. **Exhibits** All exhibits referred to herein and attached hereto are incorporated herein by this reference.
6. **Electronic Signatures** The Parties acknowledge and agree that this Contract may be executed by electronic signature, which shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature. Without limitation, “electronic signature” shall include faxed or emailed versions of an original signature or electronically scanned and transmitted versions (e.g., via pdf) of an original signature.

7. **Time for Performance** Time is of the essence. Failure of Contractor to perform any services within the time limits set forth in Exhibit A, or elsewhere in this Contract, shall constitute material breach of this contract. Contractor shall devote such time to the performance of services pursuant to this Contract as may be reasonably necessary for the satisfactory performance of Contractor's obligations pursuant to this Contract. Neither Party shall be considered in default of this Contract to the extent performance is prevented or delayed by any cause, present or future, which is beyond the reasonable control of the Party.
8. **Liquidated Damages** Liquidated Damages are presented as an estimate of an intangible loss to the County. It is a provision that allows for the payment of a specified sum should Contractor be in breach of contract. Liquidated Damages ☒shall not ☐shall apply to this contract. If Liquidated Damages are applicable to this contract, the Terms are incorporated in Exhibit E, attached hereto.
9. **Relationship of Parties**
- 9.1. **Independent Contractor**
In providing services herein, Contractor, and the agents and employees thereof, shall work in an independent capacity and as an independent contractor and not as agents or employees of County. Contractor acknowledges that it customarily engages independently in the trade, occupation, or business as that involved in the work required herein. Further, the Parties agree that Contractor shall perform the work required herein free from the control and direction of County, and that the nature of the work is outside the usual course of County's business. In performing the work required herein, Contractor shall not be entitled to any employment benefits, Workers' Compensation, or other programs afforded to County employees. Contractor shall hold County harmless and indemnify County against such claim by its agents or employees. County makes no representation as to the effect of this independent contractor relationship on Contractor's previously earned California Public Employees Retirement System ("CalPERS") retirement benefits, if any, and Contractor specifically assumes the responsibility for making such determination. Contractor shall be responsible for all reports and obligations including but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, workers' compensation and other applicable federal and state taxes.
- 9.2. **No Agent Authority** Contractor shall have no power to incur any debt, obligation, or liability on behalf of County or otherwise to act on behalf of County as an agent. Neither County nor any of its agents shall have control over the conduct of Contractor or any of Contractor's employees, except as set forth in this Contract. Contractor shall not represent that it is, or that any of its agents or employees are, in any manner employees of County.

- 9.3. **Indemnification of CalPERS Determination** In the event that Contractor or any employee, agent, or subcontractor of Contractor providing service under this Contract is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of County, Contractor shall indemnify, defend, and hold harmless County for all payments on behalf of Contractor or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of County.
10. **Assignment and Subcontracting** Except as specifically provided herein, the rights, responsibilities, duties and services to be performed under this Contract are personal to Contractor and may not be transferred, subcontracted, or assigned without the prior written consent of County. Contractor shall not substitute or replace any personnel for those specifically named herein or in its proposal without the prior written consent of County.
- Contractor shall cause and require each transferee, subcontractor, and assignee to comply with the insurance provisions and information technology security provisions set forth herein, to the extent such insurance provisions are required of Contractor under this Contract. Failure of Contractor to so cause and require such compliance by each transferee, subcontractor, and assignee shall constitute a material breach of this Contract, and, in addition to any other remedy available at law or otherwise, shall serve as a basis upon which County may elect to suspend payments hereunder, or terminate this Contract, or both.
11. **Licenses, Permits, Etc.** Contractor represents and warrants to County that Contractor shall, at its sole cost and expense, obtain or keep in effect at all times during the term of this Contract, any licenses, permits, and approvals which are legally required for Contractor to practice its profession at the time the services are performed.
12. **Hold Harmless and Indemnification Contract** To the fullest extent permitted by law, each Party (the “Indemnifying Party”) hereby agrees to protect, defend, indemnify, and hold the other Party (the “Indemnified Party”), its officers, agents, employees, and volunteers, free and harmless from any and all losses, claims, liens, demands, and causes of action of every kind and character resulting from the Indemnifying Party’s negligent act, willful misconduct, or error or omission, including, but not limited to, the amounts of judgments, penalties, interest, court costs, legal fees, and all other expenses incurred by the Indemnified Party arising in favor of any party, including claims, liens, debts, personal injuries, death, or damages to property (including employees or property of the Indemnified Party) and without limitation, all other claims or demands of every character occurring or in any way incident to, in connection with or arising directly or indirectly out of, the Contract. The Indemnifying Party agrees to investigate, handle, respond to, provide defense for, and defend any such claims, demand, or suit at the sole expense of the Indemnifying Party, using legal counsel approved in writing by Indemnified Party. Indemnifying Party also agrees to bear all other costs and expenses related thereto, even if the claim or claims alleged are groundless, false, or fraudulent. This provision is not

intended to create any cause of action in favor of any third party against either Party or to enlarge in any way either Party's liability but is intended solely to provide for indemnification of the Indemnified Party from liability for damages, or injuries to third persons or property, arising from or in connection with Indemnifying Party's performance pursuant to this Contract. This obligation is independent of, and shall not in any way be limited by, the minimum insurance obligations contained in this Contract.

13. **Standard of Performance** Contractor shall perform all services required pursuant to this Contract in the manner and according to the standards observed by a competent practitioner of the profession in which Contractor is engaged in the geographical area in which Contractor practices its profession. All products of whatsoever nature which Contractor delivers to County pursuant to this Contract shall be prepared in a substantial first class and workmanlike manner and conform to the standards or quality normally observed by a person practicing in Contractor's profession.
14. **Contractor without additional compensation** Contractor's personnel, when on County's premises and when accessing County network remotely, shall comply with County's regulations regarding security, remote access, safety and professional conduct, including but not limited to Nevada County Security Policy NCSP-102 Nevada County External User Policy and Account Application regarding data and access security. Contractor personnel will solely utilize County's privileged access management platform for all remote access support functions, unless other methods are granted in writing by County's Chief Information Officer or his/her designee.
15. **Prevailing Wage and Apprentices** To the extent made applicable by law, performance of this Contract shall be in conformity with the provisions of California Labor Code, Division 2, Part 7, Chapter 1, commencing with section 1720 relating to prevailing wages which must be paid to workers employed on a public work as defined in Labor Code section 1720, et seq., and shall be in conformity with Title 8 of the California Code of Regulations section 200 et seq., relating to apprenticeship. Where applicable:
 - Contractor shall comply with the provisions thereof at the commencement of services to be provided herein, and thereafter during the term of this Contract. A breach of the requirements of this section shall be deemed a material breach of this contract. Applicable prevailing wage determinations are available on the California Department of Industrial Relations website at <http://www.dir.ca.gov/OPRL/PWD>.
 - Contractor and all subcontractors must comply with the requirements of Labor Code section 1771.1(a) pertaining to registration of contractors pursuant to section 1725.5. Registration and all related requirements of those sections must be maintained throughout the performance of the Contract.
 - Contracts to which prevailing wage requirements apply are subject to compliance monitoring and enforcement by the Department of Industrial Relations. Contractor and each subcontractor must furnish certified payroll records to the Labor Commissioner at least monthly.
 - County is required to provide notice to the Department of Industrial Relations of any public work contract subject to prevailing wages within five (5) days of award.

16. **Accessibility** It is the policy of County that all County services, programs, meetings, activities and facilities shall be accessible to all persons, and shall comply with the provisions of the Americans With Disabilities Act and Title 24, California Code of Regulations. To the extent this Contract shall call for Contractor to provide County contracted services directly to the public, Contractor shall certify that said direct services are and shall be accessible to all persons.
17. **Nondiscriminatory Employment** Contractor shall not discriminate in its employment practices because of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, sex or sexual orientation, or any other legally protected category, in contravention of the California Fair Employment and Housing Act, Government Code section 12900 et seq.
18. **Drug-Free Workplace** Senate Bill 1120, (Chapter 1170, Statutes of 1990), requires recipients of State grants to maintain a "drug-free workplace". Every person or organization awarded a contract for the procurement of any property or services shall certify as required under Government Code Section 8355-8357 that it will provide a drug-free workplace.
19. **Political Activities** Contractor shall in no instance expend funds or use resources derived from this Contract on any political activities.
20. **Levine Act** This contract ☒ shall not ☐ shall be subject to compliance with [Government Code Section 84308](#) (Levine Act), which pertains to campaign contributions of more than \$500 to any member of the County of Nevada Board of Supervisors or any County of Nevada Official who will be making, participating in making, or in any way attempting to use their official position to influence a County decision to approve the contract. If Levine Act Compliance is applicable to this contract, the terms are incorporated in Exhibit G, attached hereto.
21. **Subrecipient** This contract ☒ shall not ☐ shall be subject to subrecipient status as such: the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200 et al (commonly referred to as the "OMB Super Circular" or "Uniform Guidance"). A copy of these regulations is available at the link provided herein for the Code of Federal Regulations. Subrecipient and Contractor determinations
22. **Debarment** In order to prohibit the procurement of any goods or services ultimately funded by Federal awards from debarred, suspended or otherwise excluded parties, this contract ☒ shall not ☐ shall qualify for debarment suspension monitoring. Contractor shall provide proof of debarment compliance if requested by the County. In addition, the County may (at anytime during the term of the Contract) screen the Contractor at www.sam.gov to ensure Contractor, its principal and their named subcontractors are not debarred, suspended or otherwise excluded by the United States Government in compliance with the requirements of 7 Code of Federal Regulations (CFR) 3016.35, 28 CFR 66.35, 29 CFR 97.35, 34 CFR 80.35, 45 CFR 92.35 and Executive Order 12549.

23. **Financial, Statistical and Contract-Related Records:**

- 23.1. **Books and Records** Contractor shall maintain statistical records and submit reports as required by County. Contractor shall also maintain accounting and administrative books and records, program procedures and documentation relating to licensure and accreditation as they pertain to this Contract. All such financial, statistical and contract-related records shall be retained for five (5) years or until program review findings and/or audit findings are resolved, whichever is later. Such records shall include but not be limited to bids and all supporting documents, original entry books, canceled checks, receipts, invoices, payroll records, including subsistence, travel and field expenses, together with a general ledger itemizing all debits and credits.
- 23.2. **Inspection** Upon reasonable advance notice and during normal business hours or at such other times as may be agreed upon, Contractor shall make all of its books and records, including general business records, available for inspection, examination or copying, to County, or to the State Department of Health Care Services, the Federal Department of Health and Human Services, the Controller General of the United States and to all other authorized federal and state agencies, or their duly authorized representatives.
- 23.3. **Audit** Contractor shall permit the aforesaid agencies or their duly authorized representatives to audit all books, accounts or records relating to this Contract, and all books, accounts or records of any business entities controlled by Contractor who participated in this Contract in any way. All such records shall be available for inspection by auditors designated by County or State, at reasonable times during normal business hours. Any audit may be conducted on Contractor's premises or, at County's option, Contractor shall provide all books and records within fifteen (15) days upon delivery of written notice from County. Contractor shall promptly refund any moneys erroneously charged and shall be liable for the costs of audit if the audit establishes an over-charge of five percent (5%) or more of the correct amount owed during the audit period.

24. **Termination**

- A. A material breach, as defined pursuant to the terms of this Contract or otherwise, in addition to any other remedy available at law or otherwise, shall serve as a basis upon which County may elect to immediately suspend payments hereunder, or terminate this Contract, or both, without notice.
- B. If Contractor fails to timely provide in any manner the services materials and products required under this Contract, or otherwise fails to promptly comply with the terms of this Contract, or violates any ordinance, regulation or other law which applies to its performance herein, County may terminate this Contract by giving **five (5) calendar days written notice to Contractor**.
- C. Either Party may terminate this Contract for any reason, or without cause, by giving **thirty (30) calendar days written notice** to the other, which notice shall be sent by

registered mail in conformity with the notice provisions, below. In the event of termination not the fault of Contractor, Contractor shall be paid for services performed to the date of termination in accordance with the terms of this Contract. Contractor shall be excused for failure to perform services herein if such performance is prevented by acts of God, strikes, labor disputes or other forces over which Contractor has no control.

- D.** Notwithstanding anything to the contrary herein, if state or federal funds that County intended to use for payment under this Contract are canceled, reduced, or otherwise made unavailable, County shall have the right to immediately terminate this Contract upon written notice to Contractor. In such an event, County shall pay Contractor for all services satisfactorily performed up to the date of termination in accordance with the terms of this Contract, and Contractor shall have no further claims against County due to such termination.

In the event this Contract is terminated:

- 1) Contractor shall deliver copies of all writings prepared by it pursuant to this Contract. The term "writings" shall be construed to mean and include: handwriting, typewriting, printing, photostating, photographing, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof.
 - 2) County shall have full ownership and control of all such writings delivered by Contractor pursuant to this Contract.
 - 3) County shall pay Contractor the reasonable value of services rendered by Contractor to the date of termination pursuant to this Contract not to exceed the amount documented by Contractor and approved by County as work accomplished to date; provided, however, that in no event shall any payment hereunder exceed the amount of the Contract specified in Exhibit B, and further provided, however, County shall not in any manner be liable for lost profits which might have been made by Contractor had Contractor completed the services required by this Contract. In this regard, Contractor shall furnish to County such financial information as in the judgment of County is necessary to determine the reasonable value of the services rendered by Contractor. The foregoing is cumulative and does not affect any right or remedy, which County may have in law or equity.
25. **Intellectual Property** Contractor will not publish or transfer any materials produced or resulting from activities supported by this Contract without the express written consent of County. All reports, original drawings, graphics, plans, studies and other data and documents, in whatever form or format, assembled or prepared by Contractor or Contractor's subcontractors, consultants, and other agents in connection with this Contract are "works made for hire" (as defined in the Copyright Act, 17 U.S.C. Section 101 et seq., as amended) for County, and Contractor unconditionally and irrevocably transfers and assigns to County all right, title, and interest, including all copyrights and other intellectual property rights, in or to the 'works made for hire.'" Unless required by

law, Contractor shall not publish, transfer, discuss, or disclose any of the above-described works made for hire or any information gathered, discovered, or generated in any way through this Contract, without County's prior express written consent. To the extent County provides any of its own original photographs, diagrams, plans, documents, information, reports, computer code and all recordable media together with all copyright interests thereto, to Contractor during this Contract, such information shall remain the property of County, and upon fifteen (15) days demand therefore, shall be promptly delivered to County without exception.

26. **Waiver** One or more waivers by one Party of any major or minor breach or default of any provision, term, condition, or covenant of this Contract shall not operate as a waiver of any subsequent breach or default by the other Party.
27. **Conflict of Interest** Contractor certifies that no official or employee of County, nor any business entity in which an official of County has an interest, has been employed or retained to solicit or aid in the procuring of this Contract. In addition, Contractor agrees that no such person will be employed in the performance of this Contract unless first agreed to in writing by County. This includes prior Nevada County employment in accordance with County's Personnel Code.
28. **Entirety of Contract** This Contract contains the entire Contract of County and Contractor with respect to the subject matter hereof, and no other contract, statement, or promise made by any Party, or to any employee, officer or agent of any Party, which is not contained in this Contract, shall be binding or valid.
29. **Alteration** No waiver, alteration, modification, or termination of this Contract shall be valid unless made in writing and signed by all Parties, except as expressly provided in Section 22, Termination.
30. **Governing Law and Venue** This Contract is executed and intended to be performed in the State of California, and the laws of that State shall govern its interpretation and effect. The venue for any legal proceedings regarding this Contract shall be the County of Nevada, State of California. Each Party waives any federal court removal and/or original jurisdiction rights it may have.
31. **Compliance with Applicable Laws** Contractor and any subcontractors shall comply with any and all federal, state and local laws, codes, ordinances, rules and regulations which relate to, concern or affect the services or type of services to be provided by this Contract.
32. **Confidentiality** Contractor, its employees, agents and or subcontractors may come in contact with documents that contain information regarding matters that must be kept confidential by County, including personally identifiable patient or client information. Even information that might not be considered confidential for the usual reasons of protecting non-public records should be considered by Contractor to be confidential.

Contractor agrees to maintain confidentiality of information and records as required by applicable federal, state, and local laws, regulations and rules and recognized standards of professional practice.

Notwithstanding any other provision of this Contract, Contractor agrees to protect the confidentiality of any confidential information with which Contractor may come into contact in the process of performing its contracted services. This information includes but is not limited to all written, oral, visual and printed patient or client information, including but not limited to: names, addresses, social security numbers, date of birth, driver's license number, case numbers, services provided, social and economic conditions or circumstances, agency evaluation of personal information, and medical data.

Contractor shall not retain, copy, use, or disclose this information in any manner for any purpose that is not specifically permitted by this Contract. Violation of the confidentiality of patient or client information may, at the option of County, be considered a material breach of this Contract.

33. **Additional Contractor Responsibilities**

- A. To the extent Contractor is a mandated reporter of suspected child and/or dependent adult abuse and neglect, it shall ensure that its employees, agents, volunteers, subcontractors, and independent contractors are made aware of, understand, and comply with all reporting requirements. Contractor shall immediately notify County of any incident or condition resulting in injury, harm, or risk of harm to any child or dependent adult served under this Contract.
- B. Contractor will immediately notify County of any active complaints, lawsuits, licensing or regulatory investigations, reports of fraud or malfeasance, or criminal investigations regarding its operations. Contractor agrees to work cooperatively with County in response to any investigation commenced by County with regard to this Contract or the clients served herein, including providing any/all records requested by County related thereto.
- C. Contractor shall employ reasonable background check procedures on all employees, prospective employees, volunteers and consultants performing work involving direct contact with minor children or dependent adults under this Contract, including fingerprinting and criminal records checks, sexual offender registry checks, and reference checks, including both personal and professional references.

34. **Information Technology Security Requirements** This contract ☒ shall not ☐ shall be subject to Exhibit F, "Information Technology Security," which is attached and incorporated by this reference. Contractor's failure to comply with the requirements in Exhibit F is a material breach of this Agreement.

35. **Artificial Intelligence Technology (AI Technology)** includes any machine learning, deep learning, or artificial intelligence ("AI") technologies, such as statistical learning algorithms, models (including large language models), neural networks, and other AI tools or methodologies, as well as all software implementations and related hardware or

equipment capable of generating content (e.g., text, images, video, audio, or computer code) based on user-supplied prompts.

County Data includes all information, data, materials, text, prompts, images, or other content provided to the Contractor under this Agreement or any other agreements between the Contractor and the County.

Responsibilities and Training:

Contractor is responsible for all information in the machine learning model, intellectual property rights associated with the information, and software and coded instructions used to generate AI content. County is responsible for the accuracy, utility and formulation of prompts and other inputs used to access the AI services and for decisions made, advice given, actions taken, and failures to take action based on AI content generated from AI services, except for AI content that is generated from erroneous or non-existing information in Contractor's machine learning models or from malfunctioning AI service software.

Contractor shall not use, or permit any third party to use, County Data to train, validate, update, improve, or modify any AI Technology, whether for Contractor's benefit or that of a third party, without the County's prior written authorization, which the County may grant or withhold at its sole discretion.

36. **Notification** Any notice or demand desired or required to be given hereunder shall be in writing and deemed given when personally delivered or deposited in the mail, postage prepaid, and addressed to the Parties as follows:

COUNTY OF NEVADA:		CONTRACTOR:	
Nevada County Community Development Agency - Economic Development Office		Sierra Business Council	
Address:	950 Maidu Avenue, Ste. 270	Address	P.O. Box 2428
City, St, Zip	Nevada City, CA 95959	City, St, Zip	Truckee, CA 96160
Attn:	Kimberly Parker, Program Manager	Attn:	Kristin York, Vice President
Email:	Kimberly.Parker@nevadacountyca.gov	Email:	kyork@sierrabusiness.org
Phone:	(530) 470-2795 (p)	Phone:	(530) 582-4800 (p) (209) 336-6429 (f)

Any notice so delivered personally shall be deemed to be received on the date of delivery, and any notice mailed shall be deemed to be received five (5) days after the date on which it was mailed.

Authority: All individuals executing this Contract on behalf of Contractor represent and warrant that they are authorized to execute and deliver this Contract on behalf of Contractor.

IN WITNESS WHEREOF, the Parties have executed this Contract to begin on the Effective Date.

COUNTY OF NEVADA:

By: _____ Date: _____

Printed Name/Title: Craig Griesbach, Purchasing Agent

Approved as to Form – County Counsel:

By: _____ Date: _____

CONTRACTOR: Sierra Business Council

By: _____ Date: _____

Name: _Steve Frisch_____

* Title: _President_____

By: _____ Date: _____

Name: _Connie Gallippi_____

* Title: _Secretary_____

Exhibits

A. Schedule of Services

B. Schedule of Charges and Payments

C. Insurance Requirements

D. Summary Page

EXHIBIT A

SCHEDULE OF SERVICES

Contractor and County agree to enter into a contract in the maximum amount not to exceed \$200,000 to provide comprehensive economic development services in eastern and western Nevada County that provide a) business technical assistance, b) business outreach to foster private business leadership and networking to increase job creation, higher wage jobs and industry diversification, c) warm hand-off services to the County Community Development Agency (CDA), and d) promote the expansion of rural broadband and implementation of the Nevada County Broadband Strategic Plan. Contractor shall work with County to prioritize the scope of services below. Contractor work shall align with the Economic Development and Broadband Board Objectives and Initiatives and the Economic Development Action Plan.

Contractor will provide the following services within each identified category during the term of this contract:

Goal 1: Align Around a "Grow from Within" Mindset to Build a Strong Foundation

Objective: Contractor will provide comprehensive business counseling, workshops, and access to resources that support business development, expansion, and sustainability. Maximize the impact of the Small Business Development Center to support entrepreneurship and small business.

1. Business Technical Assistance

One-on-One Business Counseling

Deliverables: free direct one-on-one business counseling services (virtual and in person) through the Sierra Small Business Development Center (SBDC) that may include, but are not limited to:

1. Business Planning & Business Model Canvas
2. Cash flow management
3. Access to capital
4. Human Resources
5. Social Media and Marketing
6. Web-based commerce (e.g. QuickBooks)
7. AI

Frequency: Ongoing, with a minimum average of 50 businesses served per month.

Metrics: As follows, but not limited to:

1. Number and hours of counseling sessions completed.
2. Number of clients in eastern county vs clients in western county.
3. Economic Impact: Track number of businesses with economic impact because of business consulting

Workshops & Seminar

Deliverable: Provide free educational business technical assistance seminars virtually or in-person.

Frequency: 15 – 20 a month

Metrics:

1. Number of workshops held and attendance numbers.
2. Pre- and post-workshop evaluations to measure increased knowledge.

Workforce

Deliverable: Engage workforce development partners such as the Northern Rural Training Employment Consortium (NoRTEC) service providers, Nevada County Social Services for workforce recruitment and development planning.

Frequency: Ongoing

Metrics: Track and report on the number of meetings, events, or activities attended with workforce development partners. Include key topics discussed and outcomes or actions taken. In coordination with partners and/or the Economic Development Office, engage in at least two new workforce development initiatives annually.

Access to Resources

Deliverables: Collaborate and provide pass through funding for the most efficient use of resources to Sierra Commons and the ERC for programming, joint marketing, direct technical assistance and in-person workshops.

Frequency: Ongoing, with specific outreach campaigns conducted quarterly to businesses.

Metrics: Number of businesses connected to federal, state, or local funding resources (target: 10 businesses per quarter). Percentage of businesses that successfully apply for or receive funding (target: 25%).

2. Business Outreach and Networking

Networking Events

Deliverable: Foster private business leadership, networking, and industry diversification through targeted outreach and relationship-building including, but not limited to:

1. Address areas that impact businesses such as natural disaster recovery, business expansion efforts, and business startup efforts.
2. Collaborate with the ERC to host the annual Economic Development Summit.

Frequency: Minimum of 24 programs annually and one Summit.

Metrics: Number of programs/events held and the number of attendees.

Warm Hand-Off Services to County Community Development Agency (CDA)

Deliverables: Ensure smooth transitions between new or existing businesses/developers and the Economic Development Office and other County departments to facilitate business development and growth.

Frequency: Ongoing

Metrics: Monthly number of businesses referred received from the Economic Development Office and number of referrals from SBDC to the EDC or other County Departments.

Business Development Support

Deliverables: Support the Economic Development Program Manager as follows:

1. Meet with representatives from other governing bodies and community organizations to encourage cooperative action or resolve problems.
2. Develop professional relationships with economic and workforce development providers, partners, regulatory and government agencies focused on Nevada County.
3. Participate in the new Business Retention Expansion Program (BRE) as needed.

Frequency: Ongoing.

Metrics: Include activities and next steps in detail section of monthly invoice.

Goal 2: Concentrate Business Startup, Retention, Recruitment and Expansion Efforts in Five Specific Sectors

Objective: Contractor will provide support to the Economic Development Program Manager related to increasing access to funding and investment. Increase engagement with Growth Factory and CDFIs, continue working on pitch workshops to facilitate angel investment relationships

1. Capture Market Opportunities

Increase Access to Funding

Deliverables: Facilitate access to resources such as investor capital, relocation services, grants, and other applicable resources. This includes but is not limited to agency, state and federal resources such as:

1. Growth Factory
2. CDFIs
3. Small Business Administration (SBA)

Frequency: Ongoing.

Metrics: Include activities and next steps in detail section of monthly invoice.

Facilitate Access to Business Resources

Deliverables: Facilitate access to state and federal resources that may serve the economic interests of Nevada Country. This list may include, but is not limited to:

1. Rural County Representatives of California (RCRC)
2. Golden State Finance Authority (GSFA) Programs
3. California Governor's Office of Business and Economic Development (GO-Biz)
4. Tech Future Groups Program (SBDC)
5. Economic Development Agency (EDA) Programs
6. United States Department of Agriculture (USDA) Rural Development Programs

Frequency: Ongoing.

Metrics: Include activities and next steps in detail section of monthly invoice.

Goal 3: Increase County Economic Development Support and Investment

Objective: Contractor will provide counsel to the Economic Development Program Manager related to strategic economic development and innovative solutions for infrastructure development and develop partnership opportunities, and other economic development strategies.

Foster Public Private Partnership Relationships.

Deliverables: Offer strategic guidance and innovative recommendations to the Economic Development Program Manager to support infrastructure advancement, foster public-private partnerships, and enhance overall economic development initiatives across the county in the following ways:

1. Support the Economic Development Office in the exploration of a small business revolving loan program.
2. Assist the Economic Development Office as needed in the rollout of the Rural Ren Program.
3. Develop a process for impact analysis, feasibility and review of infrastructure development projects, developer partnership opportunities and other economic development strategies to support the County's efforts to promote infrastructure development and projects identified in the Comprehensive Economic Development Strategy (CEDs).
4. Provide recommendations and facilitate efforts to advance shovel ready projects with applicable

funding opportunities (grants) that promote economic development, and the strategies identified in the Nevada County General Plan – Area Plans and unincorporated of interest.

Goal 4: Boost the Visibility of the County and its assets

Objective: Contractor will support the Economic Development Office in its efforts to increase economic activity related to tourism through gonevadacounty.com and other platforms for attracting and retaining businesses and workers by showcasing local success stories, providing targeted resources, and promoting bundled tourism and small conference experiences in collaboration with regional partners.

1. Develop business tourism opportunities

Economic growth of tourism sector

Deliverables: Provide support to the Economic Development Program Manager as follows:

1. Stakeholder Engagement – Connect small business clients, chambers, outdoor recreation groups, etc. with the Economic Development Office. Focus on tourism related businesses interested in encouraging bundling experiences and promoting executive leadership meetings and small conferences.
2. Increase Marketing for western County - Support in identifying funding sources to enhance tourism and marketing efforts in western County.
3. Eastern County Recreation Initiative - Participate in supporting the Recreation and Resiliency Master Plan by coordinating with the Economic Development and Recreation Offices.
4. TOT/TBID Initiative – Support the Economic Development Office in researching if a countywide TOT or TBID should be considered.

Frequency: Ongoing.

Metrics: Include activities and next steps in detail section of monthly invoice.

Goal 5: Add Additional Tools and Information to Support Local Business Growth

Objective: Contractor will develop and integrate comprehensive tools, data, and guidance into Nevada County’s business support infrastructure to drive local business growth, attract investment, and connect entrepreneurs with financing and incentive opportunities through strategic partnerships and enhanced online resources.

1. Empower Local Business Growth

Tools and Resources

Deliverables: Support the Economic Development Office as follows:

1. Assist in identifying non-cash incentives such as fee reduction, tax breaks, subsidized loans, infrastructure improvements, etc.
2. Provide research and best practices from other jurisdictions as requested and determine significant data to have on hand for potential business and investor meetings.
3. Provide introductions to intermediary small business lenders and Community Development Finance Institutions (CDFIs) to encourage increased investment in Nevada County.
4. Host a Capital Summit in Nevada County to bring lenders directly to small businesses in need of financing.
5. Assist the Economic Development Program Manager in compiling content for a “How to do Business in Nevada County” section of the ED webpage.
6. Support economic development activities in the Recreation Resiliency Master Plan and the Climate

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Exhibit A

Action Plan.

7. Participate as a member of the Economic Development Workgroup.

8. Participate as a member of the Economic Development Action Plan Partner Group.

9. Make an annual presentation to the Board of Supervisors on completed work and in progress activities with the contract.

Frequency: Ongoing.

Metrics: Include activities and next steps in detail section of monthly invoice.

Goal 6: Promote the Expansion of Rural Broadband

Objective: Contractor will promote the expansion of rural broadband according to the Nevada County Broadband Strategy Plan, enhancing project readiness, leveraging funding opportunities, and fostering partnerships to ensure equitable access to high-speed internet for all residents and businesses.

1. Advance Rural Internet Access

Tools and Resources:

Deliverables: On an ongoing basis, Contractor shall provide services that promote the expansion of rural broadband by implementing strategies identified in the Nevada County Broadband Plan and leveraging federal and state funding opportunities. This shall include providing support to the Broadband Workgroup as follows:

1. Serve as an active member of the Nevada County Broadband Work Group and support the group's strategic objectives.
2. Promote and implement Broadband Best Practices as outlined in the 2023 Broadband Strategy Plan.
Note: As of May 9, 2025, the Federal Administration terminated both the Capacity Grant and Competitive Grant. As of July 2024, the Affordable Connectivity Program ended. SBC will update the strategy in 2025 to reflect the most recent program changes.
3. Support and advance broadband project readiness, including:
 - Participate in the development and implementation of a request for qualifications (RFQ) and participate in the process of vetting and selecting qualified applicants. Determine if a future RFQ is appropriate, based on the results of the initial round.
 - Continue to identify the best possible project areas and leverage County relationships with internet service providers (ISPs) to fill gaps in service areas.
 - Support the development and maintenance of productive partnerships and collaborations with the key partners listed in the Broadband Strategy and any others who may be relevant in the name of Broadband expansion.
4. Help Nevada County and its internet service providers find out about and qualify for broadband funding opportunities and apply for them in a timely fashion.
5. Track funding opportunities.
6. Continue to administer and identify improvements for the County's last-mile grant program and any future County broadband grant programs.
7. Support and promote initiatives that advance digital equity and inclusion, including the programs listed in the 2023 Nevada County Broadband Strategy.
8. As needed and appropriate, update the Nevada County Broadband Strategy
9. Respond to residents' general broadband inquiries.
10. Contractor shall collect information on services delivered in accordance with Goal 1, Section 1.
Business Technical Assistance. Metrics include but are not limited to:
 - data on the number of businesses served

- types of businesses and industries served
 - types of occupations served (higher wage jobs)
 - type of services provided
 - number of workshops provided
 - number of workshop attendees
 - areas served
 - estimated number of jobs created and/or retained as a result of the services provided.
11. Contractor shall collect information on facilitation services delivered in accordance with Goal 1, Section 1 Business Technical Assistance. Metrics include but are not limited to:
- the amount of investor capital infused
 - number of relocated businesses
 - number of grants applied and obtained
 - other applicable federal, state and local resources, including number of businesses served, sources of resources, estimated infusion of capital.
12. Contractor shall collect information which shall be reflected on the monthly invoice detail page of facilitation services delivered in accordance with Goal 1, Section 2 Business Networking and Outreach, Warm-Handoff Coordination Services. Metrics should relate to outputs and outcomes of warm-handoff coordination services with the appropriate jurisdictional development agencies. This includes:
- data on the number of businesses served
 - types of businesses and industries served
 - type of coordinated services and identification of jurisdictional development department divisions involved.
 - Contractor will also collect information on the types of permits needed and business feedback.
 - Contractor will meet with Nevada County EDM staff on a regular basis, but no less than monthly, to implement and operate warm-handoff coordination services and is strongly encouraged to meet with the cities/town as well.
 - Contractor shall track all commercial permits from the Community Development Agency on a bi-weekly basis or as other mutually agreed schedule and track feedback received from business.
 - Contractor will document efforts to promote networking opportunities and make available applicable resources.
 - Contractor shall track applicable business feedback provided to CDA.
13. Contractor will meet with County Executive Staff and provide recommendation reports, memos or other transmittals as applicable in accordance with services delivered in accordance with Goal 1 Section 2 Business Outreach and Networking, Warm-Handoff Coordination Services.
14. Contractor shall collect information on services delivered in accordance with Goal 1 Business Development and Support. Potential metrics include but are not limited to marketing activities, annual economic development summit activities, organizational partnerships, and networking activities. Contractor will also track activities that relate to developmental opportunities, including any work with Nevada County Housing and Community Services and Cities/Town.

Frequency: Ongoing.

Metrics: Include activities and next steps in detail section of monthly invoice and report out to the Broadband Workgroup.

2. Expansion of Rural Broadband

Reporting:

Deliverables: On an ongoing basis, Contractor shall provide the following services:

1. Provide a monthly report to Economic Development of work performed, referencing the activities for the month. Report should include enough detail that, as an example, County staff can glean takeaways next steps / implications for Nevada County from any event or meeting attended by Contractor on behalf of the County. This can be provided on the monthly invoice detail page of the invoice report.
 - Include in this monthly report a tracking spreadsheet showing progress toward the implementation of the Broadband Best Practices listed in the 2023 Nevada County Broadband Strategy Plan (and current status on any items not yet implemented).
 - Include in this monthly report a tracking spreadsheet detailing communications/collaboration with key partners and regional stakeholders, including those listed in the Broadband Strategy.
 - Maintain a tracking spreadsheet of funding opportunities, including information on whether Nevada County or its local ISPs qualify, application deadline, application status (if applicable), person responsible for preparing/submitting the application, and any other relevant information.
2. If Contractor must miss a regularly scheduled Broadband Work Group meeting, Contractor will provide a written update to the County in advance, or within 24 hours after the meeting takes place, unless extenuating circumstances delay this update. Contractor will be available to participate in a presentation with County staff about broadband activities and accomplishments at the annual Board of Supervisors' Workshop in January.
3. Provide an annual presentation to the Board of Supervisors on all contract activity.

Reporting Requirements

Contractor shall comply with the following reporting requirements:

Upon execution of this agreement, Contractor shall work with county staff to determine reporting, including but not limited to, detailed information with the monthly invoice, report outs at monthly meetings, reports requested by the Board of Supervisors, and other narrative, quantitative and qualitative information on the deliverables requested. Reports are submitted monthly with the invoice to the Economic Development Office. Should the County request additional or clarifying information, Contractor shall have 10 days to provide a written or other applicable response with the requested information.

1. On a monthly basis, Contractor shall provide a detailed report on all schedule of services including financial information.
2. At the end of the fiscal year, Contractor shall provide an annual presentation on all schedule of service activities to the Board of Supervisors, including a summary of all financial activity.

EXHIBIT B

SCHEDULE OF CHARGES AND PAYMENTS

Maximum Limit & Fee Schedule

Contractor's compensation shall be paid at the schedule shown below. Reimbursement of travel, lodging and miscellaneous expenses is not authorized. All expenses of Contractor, including any expert or professional assistance retained by Contractor to complete the work performed under this Contract shall be borne by Contractor.

The total of all payments made under this Contract shall not exceed the amount shown in Section 2 of this Contract.

Invoices shall be paid through 0101-10902-321-1000/32100000/521520.

Invoices

Invoices shall be submitted to County in a form and with sufficient detail as required by County. Work performed by Contractor will be subject to final acceptance by County Economic Development Program Manager.

Submit all invoices to:

Nevada County
Community Development Agency – Economic Development
Office
Address: 950 Maidu Avenue, Ste. 270
City, St, Zip Nevada City, CA 95959
Attn: Kimberly Parker
Email: Kimberly.Parker@nevadacountyca.gov
Phone: (530) 470-2795 (p)

Payment Schedule

Monthly Period	Invoice Due Date	Accompanying Report	Amount
0	1-Jul-25	Contract Commencement	
1	5-Aug-25	Invoice with detailed report	\$16,666.00
2	5-Sep-25	Invoice with detailed report	\$16,666.00
3	5-Oct-25	Invoice with detailed report	\$16,666.00
4	5-Nov-25	Invoice with detailed report	\$16,666.00
5	5-Dec-25	Invoice with detailed report	\$16,666.00
6	5-Jan-26	Invoice with detailed report	\$16,666.00

7	5-Feb-26	Invoice with detailed report	\$16,666.00
8	5-Mar-26	Invoice with detailed report	\$16,666.00
9	5-Apr-26	Invoice with detailed report	\$16,666.00
10	5-May-26	Invoice with detailed report	\$16,666.00
11	5-Jun-26	Invoice with detailed report & Annual Presentation	\$16,666.00
12	5-Jul-26	Invoice with detailed report & Annual Report	\$16,674.00
		Total	\$200,000

County will make payment within thirty (30) days after the billing is received with accurate and complete agreed upon supporting documentation and approved by County and as outlined above.

Unless otherwise agreed to by County, all payments owed by County to Contractor under this Contract shall be made by Automated Clearing House (“ACH”). In the event County is unable to release payment by ACH Contractor agrees to accept payment by County warrant.

EXHIBIT C

INSURANCE REQUIREMENTS

Insurance. Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by Contractor, its agents, representatives, or employees. Coverage shall be at least as broad as:

1. **Commercial General Liability CGL:** Insurance Services Office Form CG 00 01 covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **\$2,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
2. **Automobile Liability:** Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if Contractor has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than **\$1,000,000** per accident for bodily injury and property damage.
3. **Workers’ Compensation:** Insurance as required by the State of California, with Statutory Limits, and Employer’s Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease.
4. **Professional Liability (Errors and Omissions):** Insurance appropriate to the Contractor’s profession, with limit no less than **\$2,000,000** per occurrence or claim, **\$2,000,000** aggregate.

If Contractor maintains broader coverage and/or higher limits than the minimums shown above, County requires and shall be entitled to the broader coverage and/or the higher limits maintained by Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to County

Other Insurance Provisions:

The insurance policies are to contain, or be endorsed to contain, the following provisions:

1. **Additional Insured Status: County, its officers, employees, agents, and volunteers are to be covered as additional insureds** on the CGL policy with respect to liability arising out of the work or operations performed by or on behalf of Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to Contractor’s insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, then through the addition of both CG 20 10, CG 20 25, CG 20 33, or CG 20 38; and CG 20 37 forms if later revisions are used.)
2. **Primary Coverage** For any claims related to this contract, **Contractor’s insurance shall be primary** insurance primary coverage at least as broad as ISO CG 20 01 04 13 as respects County, its officers, employees, agents, and volunteers. Any insurance or self-insurance maintained by the County, its officers, employees, agents, and volunteers shall be excess of Contractor’s insurance and shall not contribute with it.
3. **Umbrella or Excess Policy** The Contractor may use Umbrella or Excess Policies to provide the liability limits as required in this agreement. This form of insurance will be acceptable provided that all of the Primary and Umbrella or Excess Policies shall provide all of the

4. insurance coverages herein required, including, but not limited to, primary and non-contributory, additional insured, Self-Insured Retentions (SIRs), indemnity, and defense requirements. Umbrella or Excess policies shall be provided on a true “following form” or broader coverage basis, with coverage at least as broad as provided on the underlying Commercial General Liability insurance. No insurance policies maintained by the Additional Insureds, whether primary or excess, and which also apply to a loss covered hereunder, shall be called upon to contribute to a loss until the Contractor’s primary and excess liability policies are exhausted.
5. **Notice of Cancellation** This policy shall not be changed without first giving thirty (30) days prior written notice and ten (10) days prior written notice of cancellation for non-payment of premium to County.
6. **Waiver of Subrogation** Contractor hereby grants to County a waiver of any right to subrogation which any insurer or said Contractor may acquire against County by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the County has received a waiver of subrogation endorsement from the insurer.
7. **Sole Proprietors** If Contractor is a Sole Proprietor and has no employees, they are not required to have Workers Compensation coverage. Contractor shall sign a statement attesting to this condition, and shall agree they have no rights, entitlements or claim against County for any type of employment benefits or workers’ compensation or other programs afforded to County employees.
8. **Self-Insured Retentions** must be declared to and approved by the County. The County may require the Contractor to provide proof of ability to pay losses and related investigations, claims administration, and defense expenses within the retention. The Policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or County. The CGL and any policies, including Excess liability policies, may not be subject to a self-insured retention (SIR) or deductible that exceeds **\$25,000** unless approved in writing by the County. Any and all deductibles and SIRs shall be the sole responsibility of the Contractor or subcontractor who procured such insurance and shall not apply to the Indemnified Additional Insured Parties. County may deduct from any amounts otherwise due Contractor to fund the SIR/deductible. Policies shall NOT contain any self-insured retention (SIR) provision that limits the satisfaction of the SIR to the Named. The policy must also provide that Defense costs, including the Allocated Loss Adjustment Expenses, will satisfy the SIR or deductible. County reserves the right to obtain a copy of any policies and endorsements for verification.
9. **Acceptability of Insurers:** Insurance is to be placed with insurers authorized to conduct business in the State with a current A.M. Best’s rating of no less than A:VII, unless otherwise acceptable to County.
 - a. **Claims Made Policies** if any of the required policies provide coverage on a claims-made basis: The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
 - b. Insurance must be maintained, and evidence of insurance must be provided for at least five (5) years after completion of the contract of work.
 - c. If the coverage is canceled or non-renewed, and not replaced with another **claims-made policy form with a Retroactive Date**, prior to the contract effective date, Contractor must purchase “extended reporting” coverage for a minimum of **five (5)** years after completion of contract work.

10. **Verification of Coverage** Contractor may be requested to furnish County with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and the County reserves the right to request a copy of the Declarations and Endorsement page of the CGL policy listing all policy endorsements to County before work begins. Failure to obtain and provide verification of the requested/required documents prior to the work beginning shall not waive Contractor's obligation to provide them. County reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.
11. **Subcontractors** Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that County is an additional insured on insurance required from subcontractors. For CGL coverage subcontractors shall provide coverage with a format at least as broad as CG 20 38 04 13.
12. **Special Risks or Circumstances** County reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.
13. **Premium Payments** The insurance companies shall have no recourse against County and funding agencies, its officers, and employees or any of them for payment of any premiums or assessments under any policy issued by a mutual insurance company.
14. **Material Breach** Failure of Contractor to maintain the insurance required by this Contract, or to comply with any of the requirements of this section, shall constitute a material breach of the entire Contract.
15. **Certificate Holder** the Certificate Holder on insurance certificates and related documents should read as follows:

County of Nevada
950 Maidu Ave.
Nevada City, CA 95959

Upon initial award of the Contract to your firm, you may be instructed to send the actual documents to a County contact person for preliminary compliance review.

Certificates which amend or alter the coverage during the term of the Contract, including updated certificates due to policy renewal, should be sent directly to Contract Administrator.

SUMMARY OF CONTRACT

Contractor Name: Sierra Business Council
Description of Services: Economic Development and Broadband Management Services

SUMMARY OF MATERIAL TERMS

Max Annual Price: \$200,000

Contract Start Date: 7/1/2025 **Contract End Date:** 6/30/2026

Liquidated Damages: N/A

INSURANCE POLICIES

Commercial General Liability (\$2,000,000)	
Worker's Compensation (Statutory Limits)	
Automobile Liability (\$1,000,000)	
Professional Errors and Omissions (\$2,000,000)	

FUNDING

0101-10902-321-1000/32100000 521520	

LICENSES AND PREVAILING WAGES

Designate all required licenses: N/A

NOTICE & IDENTIFICATION

COUNTY OF NEVADA:		CONTRACTOR:	
Nevada County Community Development Agency - Economic Development Office		Sierra Business Council	
Address:	950 Maidu Ave., Ste. 270	Address	10183 Truckee Airport Road
City, St, Zip	Nevada City, CA 95959	City, St, Zip	Truckee, CA 96161
Attn:	Kimberly Parker	Attn:	Kristin York
Email:	Kimberly.Parker@nevadacountyca.gov	Email:	kyork@sierrabusiness.org
Phone:	(530) 470-2795	Phone:	(530) 582-4800
Contractor is a: (check all that apply)		EDD Worksheet Required Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Corporation <input type="checkbox"/>	Calif. <input type="checkbox"/>	Othe <input type="checkbox"/>	LLC <input type="checkbox"/>
		Additional Terms & Conditions Included	

SUMMARY OF CONTRACT

:		r			(Grant Specific)	Yes <input type="checkbox"/>
Non- Profit: <input checked="" type="checkbox"/>	Corp. <input type="checkbox"/>				No <input checked="" type="checkbox"/>	
Partnership: <input type="checkbox"/>	Calif. <input type="checkbox"/>	Othe <input type="checkbox"/> r	LLP <input type="checkbox"/>	Limited <input type="checkbox"/>	Subrecipient	Yes <input type="checkbox"/>
					No <input checked="" type="checkbox"/>	
Person: <input type="checkbox"/>	Indiv. <input type="checkbox"/>	DBA <input type="checkbox"/>	Ass' <input type="checkbox"/> n	Other <input type="checkbox"/>		

ATTACHMENTS

Exhibit A: Schedule of Services	
Exhibit B: Schedule of Charges and Payments	
Exhibit C: Insurance Requirements	