

MASTER GRANT AGREEMENT

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MASTER GRANT AGREEMENT

This Master Grant Agreement (this "Agreement") is entered into by and between the State of Oregon acting by and through its Housing and Community Services Department, hereinafter referred to as "OHCS" or the "Department", and

«Company»
«Address1»
«City», OR «PostalCode»

hereinafter referred to as "Subgrantee".

1. Agreement Purpose

This Agreement provides the manner in, and conditions under which, grant funds will be disbursed by OHCS to Subgrantee and used by the Subgrantee. Grant funds derive from federal, state, and private sources, are subject to the terms under which they are received and shall be provided by OHCS only for reimbursement of allowable costs incurred by Subgrantee within the terms and conditions of this Agreement, specific grant program requirements, and applicable law.

2. Grant Programs

Grant programs applicable to this Agreement include any programs identified within Exhibit D, Grant Programs and their Compliance Requirements, and any other programs relevant to received grant funds. Exhibit D is attached to this Agreement and incorporated herein by this reference.

3. Addition of Grant Programs

Programs may be added to this Agreement by OHCS after this Agreement is executed. OHCS may insert amendments to Exhibit D, Grant Programs and their Compliance Requirements, to identify such additional programs and corresponding compliance requirements. Any such amendments adding programs to this Agreement must be signed by OHCS and the Subgrantee prior to commencement of work by Subgrantee under such programs.

4. Term of Agreement

Unless terminated or extended, this Agreement covers the period **July 1, 2005 through June 30, 2007**. This Agreement shall become effective on the date this Agreement has been signed by every party hereto and, when required, approved by the Oregon State Department of Justice. The expiration of the term of this Agreement shall not terminate remedies available to OHCS or to Subgrantee hereunder.

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5. Scope of Work

Subgrantee's required performance hereunder is contained in the scope of work attached as Exhibit A (the "Work Plan") and incorporated herein by this reference. Subgrantee shall perform all Work Plan obligations in accordance with the terms and conditions of this Agreement, including any specific grant program requirements, directives from OHCS, and applicable law.

6. Consideration

The amount of grant funds available through this Agreement and payable to Subgrantee shall not exceed amounts specified in an approved Notice of Allocation ("NOA") applicable to this Agreement.

7. Funding Appropriation

Funds specified in the Consideration section of this Agreement may include funds that have not yet been appropriated, but that OHCS anticipates receiving for use in funding this Agreement. The provision of funds to Subgrantee by OHCS is contingent upon the full amount of anticipated grant funds being lawfully appropriated, allocated, and available to OHCS for delivery to Subgrantee.

8. Notices of Allocations (NOA)

OHCS will issue one or more NOAs, as appropriate, detailing the amount of funds available to Subgrantee under this Agreement. OHCS may, at its option, modify any approved NOA to reflect changes pursuant to Section 7, to correct errors in a NOA, to adjust grant funds awarded under this Agreement in response to the receipt by Subgrantee of other funds not identified in the CFC application, or to reflect the exercise of remedies or other discretionary acts by OHCS under this Agreement or otherwise. At the option of OHCS, OHCS may issue any NOA to Subgrantee by email, fax, or first class mail at the address or number listed in page 1 of this Agreement.

The grant funds specified in an applicable NOA may be used to pay costs incurred during the specific expenditure periods and in the specific expenditure categories noted in the NOA provided, however, that all performance by the Subgrantee for which grant fund reimbursement will be sought under this Agreement must be in compliance with this Agreement, including any amendments hereof.

9. Acceptance of Notices of Allocations (NOA)

Any NOA issued by OHCS under this Agreement is immediately binding upon the Subgrantee as to the amount of grant funds available to Subgrantee under this Agreement. Subgrantee shall be obligated to perform program obligations related to the NOA immediately upon its acceptance of same. An accepted NOA shall be deemed to be incorporated into and constitute a part of this Agreement.

Unless earlier accepted by the Subgrantee in writing, the Subgrantee accepts a NOA as

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issued, and agrees to be bound by same (including modifications thereto), upon undertaking performance of relevant program requirements.

OHCS may include the following statement in each NOA:

“With the acceptance of this Notice of Allocation (NOA), Subgrantee agrees to administer described grant funds in compliance with the Agreement to which it applies, including but not limited to conditions set forth in applicable grant program instructions, terms and conditions, departmental regulations, directives and determinations, OMB Circulars, and other applicable law. Subgrantee also agrees to be bound by modifications made to this NOA by OHCS consistent with the applicable Agreement.”

10. Rollover Funds From a Prior Grant Agreement

Subject to federal restrictions, Subgrantee may request in writing that grant authority allocated but not expended under a prior Grant Agreement, be allocated under this Agreement as an award of “rollover” grant funds.

OHCS may, at its sole and absolute discretion, approve any award of rollover grant funds from a prior Grant Agreement. Any rollover grant funds shall be subject to all terms and conditions of this Agreement, and subject to any terms and conditions of the prior Grant Agreement as OHCS may specify in its rollover approval.

Any request for an award of rollover grant funds by Subgrantee must be made in form and substance satisfactory to OHCS.

11. Requests for Funds

Subgrantee shall request funds in such form and manner as is satisfactory to or required by OHCS. Further, in accordance with U.S. Department of Treasury Regulations, [31 CFR Part 205](#), implementing the Cash Management Improvement Act, Subgrantee agrees to limit any request for funds to the minimum amount needed to accomplish its described purposes and to time the request in accordance with the actual, immediate requirements in carrying out grant programs to be funded through the request for funds.

12. Remedies Related to Requests for Funds

a. Withholding of funds from request

OHCS may withhold any and all requested funds from Subgrantee under this Agreement if it determines that Subgrantee has failed to timely satisfy any obligation arising under this Agreement or otherwise. Subgrantee obligations include, but are not limited to providing complete, accurate and timely reports satisfactory to OHCS about its performance under this Agreement as well as timely satisfying all Agreement obligations, including federal requirements relating to any awarded grant funds. OHCS also may withhold any and all requested funds from Subgrantee if OHCS determines that the rate of requests

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for funds in any expenditure category is substantially different from approved budget submissions. OHCS may, at its sole and absolute discretion, decide when a request rate is “substantially different” from approved budget submissions.

b. Redistribution or retention of funds

1) Due to non-timely use

If grant funds are not obligated for reimbursement by Subgrantee in a timely manner as determined by OHCS at its sole discretion, OHCS may at its sole discretion, reduce Subgrantee funding and redistribute such funds to other Subgrantees or retain such funds for other Department use. OHCS may implement adjustments pursuant to this subsection by modifying the applicable NOA. This remedy is in addition to any other remedies available to OHCS under this Agreement or otherwise.

2) Due to “substantial difference” in expenditure category from Approved Budget Submissions.

If the rate of request for any expenditure category is substantially different than in approved budget submissions as determined by OHCS at its sole discretion, OHCS may, at its sole discretion, reduce and redistribute or retain any and all funds otherwise available to Subgrantee under this Agreement. OHCS may implement adjustments pursuant to this subsection by modifying the applicable NOA. This remedy is in addition to any other remedies available to OHCS under this Agreement or otherwise.

13. Termination

a. OHCS may, upon 30 days written notice, terminate this Agreement in whole or in part, for cause. Cause may include any event, including an event of default, as determined by OHCS in its sole discretion that renders inappropriate the continuation of this Agreement. An event of default constitutes an act or omission by Subgrantee, its subrecipients, agents, representatives, contractors, or assigns by which Subgrantee, as determined by OHCS at its sole discretion, fails to timely perform one or more material obligations, or otherwise breaches a duty, owed to OHCS under this Agreement. Such events and events of default may include, but are not limited to an occurrence of any of the following:

- 1) Subgrantee fails to fulfill timely any of its obligations under this Agreement:
- 2) Subgrantee fails to comply timely with directives received from OHCS or from an agency that is the original source of the grant funds
- 3) Funds provided under this Agreement are used improperly or illegally by Subgrantee or any of its subrecipients.

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- 4) Funding for grant programs are denied, suspended, reduced or eliminated.
- 5) Federal or state laws, regulations or guidelines are modified or interpreted in such a way that either a grant program included in the Subgrantee's Application is prohibited or OHCS is prohibited from paying for such grant program from the planned funding source(s).
- 6) Funding, appropriations, limitations or expenditure authorization to expend funds is denied, suspended, reduced or eliminated.
- 7) Any certification, license or certificate required by law to be held by Subgrantee or others to provide the services required by this Agreement is for any reason denied, revoked, suspended, limited or not renewed.
- 8) Subgrantee (a) applies for or consents to the appointment of, or the taking of possession by, a receiver, custodian, trustee or liquidator of itself or its property, (b) admits in writing its inability, or is generally unable, to pay its debts as they become due, (c) makes a general assignment for the benefit of its creditors, (d) commences a voluntary case under the federal Bankruptcy Code (as now or hereafter in effect), (e) is adjudicated as bankrupt or insolvent, or (f) fails to controvert in a timely or appropriate manner, or agrees in writing to, an involuntary petition for bankruptcy.
- 9) Subgrantee is suspended, debarred, proposed for debarment, declared ineligible or voluntarily excluded from participating in agreements or contracts with any federal department or agency.

Subgrantee may, upon 30 days written notice, terminate this Agreement if OHCS unreasonably fails to provide timely funding hereunder and does not correct such failure within the 30-day notice period. Upon issuance of any notice to terminate this Agreement and prior to the effective date of the termination, OHCS may, in its sole and absolute discretion, require that Subgrantee obtain prior OHCS approval from it for any additional expenditures that would obligate OHCS to reimburse it from Agreement grant funds or otherwise.

- b.** Notwithstanding the above, or any termination thereunder, neither Subgrantee nor OHCS shall be relieved of its liability to the other party for damages sustained by virtue of its breach of this Agreement. OHCS may withhold any reimbursement to Subgrantee in the amount of compensation for damages due OHCS from Subgrantee (as estimated by OHCS in its sole discretion) until such time as the exact amount of damages has been agreed upon or otherwise finally determined.
 - c.** In the event of termination of this Agreement by either party, all unexpended money, property, finished or unfinished documents, data, financial reports, audit reports, program reports, studies and reports purchased or prepared by Subgrantee under this Agreement shall be delivered to OHCS within sixty (60) days of the date of termination or upon such date as requested by OHCS.

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- d. Termination of this Agreement shall not impair or invalidate any remedy available to OHCS or to Subgrantee hereunder, at law, or otherwise.

14. Compliance

Subgrantee shall, and shall cause its subrecipients to, comply with this Agreement, including applicable federal, state, and local laws, rules, regulations, guidelines and directives applicable to any grant program funded under this Agreement or for which requests for funding are made, whether any such requirement is listed on the Exhibit D, Grant programs and their Compliance Requirements. Subgrantee shall, and shall cause its subrecipients to, comply with such requirements whether or not such requirements exist at the time this Agreement is executed, or arise subsequent to the execution of this Agreement. Performance by Subgrantee of its obligations hereunder must be made efficiently, effectively and within various program time lines.

Subgrantee shall comply with, and OHCS' performance hereunder is conditioned upon Subgrantee's compliance with the terms of this Agreement, including the provisions of [ORS 279.312, 279.314, 279.316, and 279.555](#).

15. Changes to Scope of Work (Work Plan and Budget)

Changes to approved work plans or budgets by the Subgrantee or its subrecipients require prior approval by OHCS. Requests for and justification of any change must be submitted in writing to OHCS and be approved in writing by OHCS prior to commencement of the requested change.

16. Agreement Documents in Order of Precedence

This Agreement consists of the following documents that are listed in descending order of precedence:

- This Agreement less all exhibits;
- Exhibit A – Scope of Work;
- Exhibit B – Required Reports;
- Exhibit C – Assurances;
- Exhibit D – Grant Programs and their compliance requirements (Laws, Statutes, Regulations, Rules, or guidelines containing the compliance requirements for the various programs.); and

All attached Exhibits are hereby incorporated by reference.

17. Governing Law; Venue; Consent to Jurisdiction

This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively, "Claim") that arises from or related to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Marion County for the State of Oregon; provided, however, if a Claim must be brought in a federal

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forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. Subgrantee, by execution of this Agreement, hereby consents to the *in personam* jurisdiction of said courts.

18. Procurement

If allowable under the specific grant program from which funds will be expended and pre-approved by OHCS:

a. **Contracts for Personal/ Professional Services**

- 1) Subgrantee may contract for consultant services purchased in whole or in part with funds provided under this Agreement, but only when the specialized skills, knowledge and resources to be provided by a consultant are not available within Subgrantee's organization or if the work required by this Agreement cannot be performed in a reasonable time with Subgrantee's staff. This consultant must be of recognized professional expertise or stature in a field.
- 2) Prior to such contracting, Subgrantee shall develop policies and procedures to insure that all personal service contracts are developed in a manner consistent with the Office of Budget and Management Circular A-102, and any applicable federal agency codifications of The Grants Management Common Rule and the following guidelines for selection of contractors:
 - a) For contracts **\$5,000 or less**:
 - 1) Encourage competition to the extent possible;
 - 2) Document the process as described in subsection (b)(3) below; and
 - 3) Use best efforts to select small businesses, minority-owned firms, and women's business enterprises whenever possible.
 - b) For contracts **more than \$5,000**:
 - 1) Solicit a minimum of 3 responses;
 - 2) Every prospective bidder must be notified in the same way and receive the same information;
 - 3) Document the process – name of firm and person contacted, when, how, responses or bids, and name of person making contact. This documentation must be kept with the resulting contract; and
 - 4) Use best efforts to select small businesses, minority-owned firms, and women's business enterprises whenever possible.
- 3) Subgrantee shall obtain prior written approval from OHCS prior to entering into any sole source contract or contract where only one bid or proposal is received when the contract is expected to be more than \$5,000 in the aggregate.

b. **Contracts for Goods and Trade Services**

- 1) Subgrantee shall develop and maintain policies and procedures for

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procuring, by purchase, rental or otherwise, any equipment or supplies in a manner consistent with:

- a) The [Office of Budget and Management Circular A-110](#); and/or
 - b) Any applicable federal agency codification of [OMB Circular A-122](#).
- 2) In addition, to guidelines set out in subsection (b)(1) above, when Subgrantee purchases any vehicle, regardless of cost, or any equipment or other property costing more than \$5,000 per unit with funds provided in whole or in part under this Agreement, Subgrantee shall:
- a) Obtain prior written approval from OHCS and any other required approval specific to the source of funds that will be expended.
 - b) Solicit (and retain documentation of) a minimum of three (3) bids.

19. Confidentiality

Subgrantee shall, and shall cause its subrecipients to, protect the confidentiality of all information concerning applicants for and recipients of services funded by this Agreement. It shall not release or disclose any such information except as necessary for the administration of the program(s), as authorized in writing by the applicant or recipient or as required by law. All records and files shall be appropriately secured to prevent access by unauthorized persons.

Subgrantee shall, and shall cause its subrecipients to, ensure that all its officers, employees and agents are aware of and comply with this confidentiality requirement.

20. Monitoring Required

a. OHCS authorized to monitor each Subgrantee

OHCS may monitor the activities of each Subgrantee and its subrecipients as it deems necessary or appropriate, among other things, to ensure Subgrantee and its subrecipients comply with the terms of this Agreement and that grant fund awards are used properly for authorized purposes hereunder OHCS also may ensure that performance goals are achieved as specified in the OHCS CRD work plan in Exhibit A. Monitoring activities may include any action deemed necessary or appropriate by OHCS including, but not limited to the following: (1) the review (including copying) from time to time of any and all Subgrantee and subrecipient(s) files, records and other information of every type arising from or related to performance under this Agreement; (2) arranging for, performing, and evaluating general and limited scope audits; (3) conducting or arranging for on-site and field visits and inspections; (4) review of Subgrantee fiscal and program reports prior approval documentation; and (5) evaluating, training, providing technical assistance and enforcing compliance of Subgrantee, subrecipient(s), and their officers, employees, agents, contractors and other staff. OHCS may utilize third parties in its monitoring and

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enforcement activities. OHCS monitoring and enforcement activities may be conducted in person, by telephone and by other means deemed appropriate by OHCS and may be effected through contractors, agents or other authorized representatives. Subgrantee consents to such monitoring and enforcement by OHCS and agrees to cooperate fully with same, including requiring by agreement that its subrecipients so cooperate.

OHCS reserves the right, at its sole and absolute discretion, to request assistance in monitoring from outside parties including, but not limited to the Oregon Secretary of State, the Attorney General, the federal government, and law enforcement agencies. OHCS may employ, and Subgrantee agrees to accept, such Peer Monitoring as OHCS may deem appropriate.

b. Subgrantee shall fully cooperate

Subgrantee shall fully and timely cooperate with OHCS in the performance of any and all monitoring and enforcement activities. Failure by Subgrantee or any of its subrecipients to comply with this requirement is sufficient cause for OHCS to require special conditions and may be deemed by OHCS as a failure by the Subgrantee to perform its obligations under this Agreement.

c. Subgrantee shall monitor its subrecipients

Subgrantee shall perform onsite visits to monitor the activities of its subrecipients as specified by applicable grant program requirements or otherwise directed by OHCS, but not less than every two (2) years to ensure that grant funds are used for authorized purposes in compliance with this Agreement, including but not limited to specific program requirements, and that performance goals are achieved as specified in the CRD Work Plan.

21. Monitoring: On-site Visits

OHCS generally will advise the Subgrantee as to its observations and findings generated by any on-site visit; usually through an exit interview. Within 60 days after an on-site inspection, OHCS will endeavor to provide Subgrantee with a written report as to its findings from that inspection. OHCS may advise the Subgrantee of any corrective action that it deems appropriate based upon its monitoring activities or otherwise. The Subgrantee agrees to timely satisfy such corrective actions required by OHCS.

22. Monitoring: Major Findings Resolution

OHCS may track the correction by Subgrantee of findings made in its monitoring of Subgrantee's performance under this Agreement. The tracking record developed by OHCS may include, but is not limited to; findings, recommended corrective actions, deliverables, due dates, responsible parties, actions taken, and final resolution. Subgrantees shall resolve findings within the time frame given by OHCS in its written report or otherwise.

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23. Remedies

If OHCS determines that a Subgrantee has failed to comply timely with any obligation under this Agreement, including but not limited to any OHCS directives or terms of a corrective action plan, OHCS may, exercise any remedy available to it under this Agreement, applicable law, or otherwise. Such remedies may include, but are not limited to: (a) terminating any part or all of this Agreement; (b) modifying any NOA under this Agreement; (c) withholding and/or reducing grant funds; (d) disallowing costs; (e) suspending and/or recouping payments; (f) appointing a receiver for the receipt and administration of grant funds under this Agreement; (g) requiring corrective action as it may determine appropriate; (h) bringing suit or action in an appropriate forum for the enforcement of this Agreement and any remedy, as well as the recovery of damages, including by temporary restraining order, injunction, specific performance or otherwise; (i) debarring or otherwise limiting Subgrantee's eligibility for other funding from OHCS; (j) instituting criminal action for misstatements or fraud; and (k) requesting investigation, audit and/or sanction by other government bodies.

The rights and remedies of OHCS provided in this section shall not be exclusive and are in addition to any other rights and remedies provided under this Agreement, by law, or otherwise. This Section does not limit Subgrantee's remedies provided under this Agreement, by law, or otherwise.

24. Return of Unexpended Funds at Program Final Expenditure Period End

All unexpended cash or income from such funds remaining at the end of any program final period for any program(s) covered by this Agreement must be returned by Subgrantee to OHCS no later than sixty (60) days following the expiration of the program's final expenditure period or the termination of this Agreement, whichever is earlier. This section is not to be construed as permitting an extension of the time allowed for using funds requested under a grant program that is not consistent with Department of Treasury Regulations.

25. Expenditures Properly Supported

Expenditures and requests for grant funds shall be supported by properly executed payroll and time records, invoices, contracts, vouchers, orders, canceled checks and/or any other accounting documents pertaining in whole or in part to the Agreement (or in the case of subrecipients, under their respective contracts with Subgrantee) in accordance with generally accepted accounting principles, Oregon Administrative Rules and applicable federal requirements as specified herein. OHCS may require such other information as it deems necessary or appropriate in its sole discretion.

26. Unallowable Costs and Lobbying Activities

Subgrantee shall review and comply with the allowable cost and other provisions applicable to expenditures under the particular grant programs covered by this Agreement. Subgrantee shall comply with the provisions prohibiting the expenditure of funds for lobbying and related activities, whether in OMB Circular A-122, A-87, or

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otherwise. If Subgrantee makes expenditures or incurs costs for purposes or an amount inconsistent with the allowable cost or any other provisions governing expenditures in an Agreement grant program, OHCS may exercise any and all remedies under this Agreement, at law or otherwise that it deems, in its sole discretion, to be necessary or appropriate.

27. Disallowance of Costs

OHCS neither is responsible for nor shall it pay for any costs disallowed either upon request for reimbursement or as a result of any audit, review, or site visit or other disallowance action except for costs incurred solely due to the negligence of OHCS, its employees, officers or agents. If a cost is disallowed by OHCS after reimbursement has occurred, Subgrantee shall, within thirty (30) days of notice of disallowance or such other date as may be required by OHCS, either demonstrate to the satisfaction of OHCS that such disallowance is in error or make repayment of such cost.

If Subgrantee is a county, such disallowed costs may be recovered by OHCS only through repayment or withholding to the extent permitted by the [Oregon Constitution](#), and particularly Article XI, Section 10. If Subgrantee is other than a county, OHCS may recover such disallowed costs through repayment, withholding, offset or other means permitted under this Agreement, by law or otherwise.

Subgrantee shall cooperate and shall cause its subrecipients to cooperate with all appropriate investigative agencies and shall assist in recovering invalid payments.

28. Records Maintenance

Subgrantee shall, and shall cause its subrecipients to, prepare and maintain such records as necessary for performance of and compliance with the terms of this Agreement.

The Subgrantee and its subrecipients shall retain all records pertinent to expenditures incurred under this Agreement for a period not less than one year beyond the term of this Agreement and otherwise as consistent with the requirements of law, including those listed in [OHCS's Record Retention Schedule](#), as may be modified from time to time. Notwithstanding the above, if there is litigation, claims, audits, negotiations or other action that involves any of the records cited, then such records must be retained until final completion of such matters.

29. Records Access

OHCS, the Oregon Secretary of State's Office, the federal government and the duly authorized representatives of such entities shall have free access to the books, documents, papers, audits and records of Subgrantee and its subrecipients which are directly pertinent to this Agreement for the purpose of making audit, examination, excerpts, and transcripts. These records are the property of OHCS who may take possession of them at any time after three (3) business days' notice to Subgrantee or subrecipient, as the case may be. Subgrantee or subrecipient may retain copies of all records taken by OHCS under this Section.

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In its agreements with subrecipients, Subgrantee shall require its subrecipients to comply with the requirements of this Section and to grant right to access to and ownership by OHCS of the subrecipient's books and records related to this Agreement.

30. Audits

Subgrantee shall and shall cause its subrecipients to submit to OHCS financial and compliance audits for the period covered by the grants in accordance with the provisions of OMB Circular No. A-133 "Audits of States, Local Governments, and Non-Profit Organizations".

OHCS may withhold any or all request for funds from Subgrantee if Subgrantee violates this provision.

31. Subrecipient Agreements

Subgrantee shall not enter into any agreement or renewal with subrecipients without prior written approval of OHCS as outlined in section 15. OHCS' approval of any subrecipient shall not relieve Subgrantee of any of its duties or obligations under this Agreement.

Subrecipient shall comply with all applicable provisions of this Agreement between OHCS and Subgrantee, each of which must be specifically incorporated into the Agreement in a manner satisfactory to OHCS. OHCS reserves the right to request any Subrecipient Agreements be submitted for review and approval by OHCS within 10 business days from date of written notification.

Subgrantee shall have a written agreement with each subrecipient that is listed in and consistent with the Subgrantee's Work Plan that identifies:

- a.** The services or benefits that the subrecipient must provide when delivering the program.
- b.** The laws and regulations with which the subrecipient must comply under the terms of the agreement (including but not limited to program specific requirements such as eligibility criteria and matching obligations, public policy for protecting civil rights and the environment, written procedures for appeal by clients of subrecipient determinations, government wide administrative mandates affecting the subrecipient's accounting and record keeping systems, and local laws imposed by Subgrantee).
- c.** The Subgrantee's monitoring rights and responsibilities and the methods used by Subgrantee for monitoring.
- d.** A provision to certify that Subrecipient is an independent contractor and not an agent of OHCS or Subgrantee.

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32. Subrecipient or Vendor Determination

A subrecipient for the purposes of this section is a state or local government, nonprofit organization, or for-profit organization that expends awards received from OHCS under this grant agreement to carry out a program.

The guidance in paragraphs (a) and (b) of this section should be considered in determining whether payments constitute an award under a subgrant received by a subrecipient or a payment for goods and services under a procurement contract received by a vendor.

a. Award (Subrecipient)

Characteristics indicative of an award received by a subrecipient are when the organization:

- 1) Determines who is eligible to receive what financial assistance;
- 2) Has its performance measured against whether the objectives of the program are met;
- 3) Has responsibility for programmatic decision making;
- 4) Has responsibility for adherence to applicable program compliance requirements; and
- 5) Uses the funds to carry out a program of the organization as compared to providing goods or services for a program of the pass-through entity.

b. Payment for Goods and Services (Vendor)

Characteristics indicative of a payment for goods and services received by a vendor are when the organization:

- 1) Provides the goods and services within normal business operations;
- 2) Provides similar goods or services to many different purchasers;
- 3) Operates in a competitive environment;
- 4) Provides goods or services that are ancillary to the operation of the grant program; and
- 5) Is not subject to compliance requirements of the grant program.

c. Use of Judgment in Making Determination.

There may be unusual circumstances or exceptions to the listed characteristics. In making the determination of whether a subrecipient or vendor relationship exists, the substance of the relationship is more important than the form of the agreement. It is not expected that all of the characteristics will be present, judgment should be used in determining whether an entity is a subrecipient or vendor.

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d. Applicability to For-profit Subrecipients

Since this part does not apply to for-profit subrecipients, the pass-through entity is responsible for establishing requirements, as necessary, to ensure compliance by for-profit subrecipients. The contract with the for-profit subrecipient should describe applicable compliance requirements and the for-

profit subrecipient's compliance responsibility. Methods to ensure compliance for federal awards made to for-profit subrecipients may include pre-award audits, monitoring during the contract and post-award audits.

e. Compliance Responsibility for Vendors

In most cases, the auditee's compliance responsibility for vendors is only to ensure that the procurement, receipt and payment for goods and services comply with laws, regulations and the provisions of contracts or grant agreements. Program compliance requirements normally do not pass through to vendors. However, the auditee is responsible for ensuring compliance for vendor transactions that are structured such that the vendor is responsible for program compliance or the vendor's records must be reviewed to determine program compliance. Also, when these vendor transactions relate to a major program, the scope of the audit shall include determining whether these transactions are in compliance with laws, regulations and the provisions of contracts or grant agreements.

Regardless of whether goods or services are provided by a subrecipient or vendor, Subgrantee is still responsible for ensuring compliance with all grant requirements including but not limited to tracking and reporting requirements by the grant.

33. Fixed Assets

Subgrantee shall, and shall cause its subrecipients to, maintain policies and procedures for property management that comply with all requirements of the applicable OMB Circulars and specific requirements of the source of funds. The following practices are in addition to those otherwise required.

a. High Risk Items

Fixed assets with a high risk of loss include all computer equipment, electronic equipment, photography equipment, hand tools and any other items management may identify as at risk. Fixed assets that are deemed to have a high risk of loss must be labeled, recorded on an inventory tracking system, and inventoried at least once a year.

b. Automobiles

All automobiles, regardless of value, purchased in whole or in part with funds

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provided under this Agreement shall be the property of Subgrantee; provided however that OHCS is hereby granted a security interest in all such automobiles and the proceeds thereof and shall be noted as the security interest holder on the certificates of title. The original certificates of title to all such automobiles shall be delivered to and remain on file at OHCS. In its agreements with its subrecipients, Subgrantee shall prohibit its subrecipients from using funds provided thereunder to purchase any automobiles.

c. Insurance

Subgrantee shall, at a minimum, provide the equivalent insurance coverage for equipment acquired in whole or in part with funds provided under this agreement (what about state or other funds) as provided for other equipment owned by Subgrantee. In its agreements with its subrecipients, Subgrantee shall require its subrecipients to comply with the requirements of this Section.

d. Loaned Equipment / Property Disposition

All fixed assets owned by OHCS and loaned to Subgrantee under a standard agreement will remain the property of OHCS, regardless of their value. The disposition of all loaned equipment shall be readily available.

e. Disposal Requiring Prior Approval

When Subgrantee wishes to dispose of a fixed asset in which OHCS has a security interest or when Subgrantee or a subrecipient wishes to dispose of a fixed asset having an original cost of more than \$5,000, Subgrantee shall submit a letter requesting OHCS' consent to do so to the appropriate Program Coordinator, with a copy to the Compliance Auditor at OHCS. If OHCS consents, OHCS Program Coordinator will provide instructions regarding the method of disposition. OHCS reserves the right to refuse to consent to such disposal and the right to object to the timing of such disposition. Such disposition, if permitted, shall be done in a manner consistent with the property management standards for equipment of the agency from which the original funding was received. In the case of mixed funding sources, the most restrictive standards shall apply.

34. Workers Compensation

Subgrantee, its subrecipients, if any, and all employers providing work, labor, or materials under this Agreement are subject employers under the Oregon workers' compensation law and shall comply with ORS 656.017, which requires them to provide workers' compensation coverage that satisfies Oregon law for all their subject workers. Out-of-state employers must provide Oregon worker's compensation coverage for their workers who work at a single location within Oregon for more than 30 days in a calendar year.

35. Dual Payment

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Subgrantee shall not be compensated for work performed under this Agreement from any other department of the State of Oregon, nor from any other source, including the federal government, unless such funds are used solely to increase the total services provided under this Agreement. Any additional funds received through or for activities arising under this Agreement shall immediately be reported to OHCS.

36. Third Party Beneficiaries

OHCS and Subgrantee are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Agreement.

37. Notices

Except as otherwise expressly provided in this Agreement, any communications between the parties hereto or notices to be given hereunder shall be given in writing by personal delivery, email, facsimile, or mailing the same, postage prepaid, or other written instrument, to Subgrantee or OHCS at the address or number set forth in this Agreement, or to such other addresses or numbers as either party may hereafter indicate pursuant to this section; provided however that any notice of termination hereunder shall be given by certified or registered mail, return receipt requested. Any communication or notice so addressed and mailed shall be deemed to be given five (5) days after mailing. Any communication or notice delivered by facsimile or email shall be deemed to be given when receipt of the transmission is generated by the transmitting machine. To be effective against OHCS, such facsimile transmission must be confirmed by telephone notice to OHCS' primary contact. Any communication or notice by personal delivery shall be deemed to be given when actually delivered.

38. Subgrantee Status

- a.** Subgrantee shall perform all work under this Agreement as an independent contractor. Subgrantee is not an officer, employee or agent of the State, as those terms are used in ORS 30.265, with respect to work performed under this Agreement.
- b.** Subgrantee agrees that insurance coverage, whether purchased or by self-insurance, for Subgrantee's agents, employees, officers and/or subcontractors is the sole responsibility of Subgrantee.
- c.** Subgrantee certifies that it is not employed by or contracting with the federal government for the work covered by this Agreement.
- d.** Subgrantee certifies to the best of its knowledge and belief that neither the Subgrantee nor any of its principals, officers, directors or employees:
 - 1) Is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal

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department or agency;

- 2) Has within a three-year period preceding this Agreement been convicted of or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, State or local) transaction or contract related to a public transaction; violation of federal or State antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
- 3) Is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in subsection (d)(2); and
- 4) Has within a three-year period preceding this Agreement had one or more public transactions (federal, State or local) terminated for cause or default.

39. Subgrantee Representations

Subgrantee represents and warrants to OHCS that (1) Subgrantee has the power and authority to enter into and perform this Agreement, and (2) this Agreement, when executed and delivered, shall be a valid and binding obligation of Subgrantee enforceable in accordance with its terms.

40. OPUS System

The OPUS system is a web-based application developed by OHCS. OPUS runs on an Oracle application server and database maintained by OHCS and accessed by OHCS and its Subgrantees through the Internet (the "Site").

Subgrantee and its subrecipients shall enter all appropriate and/or necessary data into OPUS at the time of client intake for all Federal, State, and Private Grant programs awarded by OHCS through this Agreement. OHCS will enter allocations to Subgrantees on a program by program expenditure category basis unless it determines otherwise. Exceptions are only allowed with prior written approval by OHCS.

41. OPUS Use

As a condition of use of the site, User (Subgrantee and its subrecipients) agrees to all OHCS terms and conditions, contained in this Agreement, placed as notices on the Site, or as otherwise directed by OHCS. User agrees to not use the Site for any unlawful purpose. OHCS reserves the right, at its discretion, to update or revise the OPUS terms of use. Use of the Site constitutes acceptance of the OPUS Terms and conditions.

Use of the OPUS system for additional reported "local" program data is at the entity's own risk. OHCS shall not modify or otherwise create any screen, report or tool in the OPUS system primarily or solely to meet needs related to this local data.

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42. OPUS Data Rights

Subgrantee hereby grants, and shall cause any subrecipient to grant and use Client Release Forms and Privacy Policy Forms that give OHCS the right to reproduce, use, display, adapt, modify, distribute, and promote the content in any form and disclose, as allowed by law, any or all of the information or data furnished to, or received by OHCS directly or indirectly resulting from this agreement.

43. OPUS Disclaimer of Warranties

All materials, information, software, products and services included in or available through the OPUS Site (the "content") are provided "as is" and "as available" for use. The content is provided without warranties of any kind, either express or implied, including, but not limited to, implied warranties of merchantability, fitness for a particular purpose, or non-infringement. OHCS does not warrant that the content is accurate, reliable or correct; that this Site will be available at any particular time or location; that any defects or errors will be corrected; or that the content is free of viruses or other harmful components. Use of the OPUS Site is solely at the User's risk. User hereby accepts the risk of its use of the Site, and of the use of the Site by its Subrecipients, and expressly waives any claims and causes of action against the State and OHCS.

44. OPUS LIMITATION OF LIABILITY

The Subgrantee agrees that under no circumstances shall OHCS be liable for any direct, indirect, punitive, incidental, special, or consequential damages that result from the use of, or inability to use the OPUS Site. This limitation applies whether the alleged liability is based on contract, tort, negligence, strict liability or any other basis, even if OHCS has been informed of the possibility of such damage.

45. OPUS Indemnification

Subgrantee agrees to defend, indemnify (consistent with ORS Chapter 180), and hold harmless OHCS and its employees, contractors, officers and directors from all liabilities, claims, and expenses, including attorney fees that arise from use or misuse of this site. OHCS reserves the right, at its own expense, to assume the exclusive defense and control of any matter otherwise subject to indemnification by Subgrantee, in which event Subgrantee will cooperate with OHCS in asserting any available defenses.

46. Attorney Fees

In the event a lawsuit of any kind is instituted on behalf of OHCS or the Subgrantee with respect to this Agreement, or any right or claim related thereto, including but not limited to the collection of any payment due under this Agreement or to obtain performance of any kind under this Agreement, the prevailing party is, to the extent permitted by law, entitled to its reasonable attorney fees incurred prior to, at or after trial, on appeal, in arbitration, in bankruptcy, and in such other forum or proceeding appropriate thereto, together with such additional sums as the court or hearings officer

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may adjudge for reasonable costs and disbursements incurred therein.

47. Captions

The captions or headings in this Agreement are for convenience only and in no way define, limit or describe the scope or intent of any provisions of this Agreement.

48. Severability

If any term or provision of this Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision thereof.

49. Execution and Counterparts

This Agreement may be executed in several counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.

50. Grant Funds

Grant funds are used in conjunction with this Agreement, Subgrantee assumes sole liability for breach of the conditions of the grant by Subgrantee or any of its subrecipients, and shall, upon breach of grant conditions that requires the State to return funds to the grantor, whether such breach is by Subgrantee or by its subrecipient, hold harmless and indemnify the State for an amount equal to the grant funds received under this Agreement; or if there are legal limitations on the indemnification ability of the Subgrantee, the indemnification amount shall be the maximum amount of funds available for expenditure, including any available contingency funds or other available non-appropriated funds, up the amount of grant funds received under this Agreement.

51. Indemnity

Subgrantee shall defend, save, hold harmless, and indemnify (consistent with ORS Chapter 180) the State of Oregon and OHCS and their officers, employees and agents from and against all claims, suits, actions, losses, damages, liabilities, costs and expenses of any nature whatsoever resulting from, arising out of, or relating to the activities of Subgrantee or its officers, employees, subrecipients, subcontractors, or agents under this Agreement.

52. Merger Clause

This Agreement and attached exhibits constitute the entire agreement between the parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement shall bind either party unless in writing and signed by both parties and all necessary OHCS approvals have been obtained. Such waiver, consent, modification or change if made shall be effective only in the specific instance and for the specific purpose given.

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53. Waiver

The failure of OHCS to enforce any provision of this Agreement shall not constitute a waiver by OHCS of that or any other provisions.

54. Time of the Essence.

Time is of the essence in the performance of any and all obligations under this Agreement.

55. NO LIMITATIONS ON ACTIONS OF ISSUER IN EXERCISE OF ITS GOVERNMENTAL POWERS

Nothing in this Agreement is intended, nor shall it be construed, to in any way limit the actions of OHCS in the exercise of its governmental powers. It is the express intention of the parties hereto that OHCS shall retain the full right and ability to exercise its governmental powers with respect to the Subgrantee, the grant funds, and the transactions contemplated by this Agreement to the same extent as if it were not a party to this Agreement, and in no event shall OHCS have any liability in contract arising under this Agreement by virtue of any exercise of its governmental powers.

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Subgrantee Data and Certification

Name (as on tax filing): _____

Address: _____

Telephone #: _____ Fax#: _____

Email: _____ Federal Tax ID #: _____

Primary Contact Name: _____

Title of Primary Contact: _____

Phone # (if different than above): _____

Fiscal Contact Name: _____

Title of Fiscal Contact: _____

Phone # : _____

Certification: The individual signing on behalf of Subgrantee hereby certifies and swears under penalty of perjury as provided in ORS 305.385(6), that to the best of Subgrantee's knowledge, Subgrantee is not in violation of any Oregon tax laws including, without limitation, the state inheritance tax, gift tax, personal income tax, withholding tax, corporation income and excise taxes, amusement device tax, timber taxes, cigarette tax, other tobacco tax, 9-1-1 emergency communications tax, the elderly rental assistance program and local taxes administered by the Department of Revenue (Lane Transit District Tax, Tri-Metropolitan Transit District Employer Payroll Tax, and Tri-Metropolitan Transit District Self-Employment Tax).

Subgrantee: YOU WILL NOT BE PAID FOR SERVICES RENDERED PRIOR TO NECESSARY OHCS APPROVALS.
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Subgrantee, BY EXECUTION OF THIS AGREEMENT, HEREBY ACKNOWLEDGES THAT Subgrantee HAS READ THIS AGREEMENT, UNDERSTANDS IT, HAS THE LEGAL AUTHORITY TO BIND, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

Subgrantee

By:

Executive Director Print or Type Name Date

By:

Board of Directors Print or Type Name Date
Chairperson

MASTER GRANT AGREEMENT

OREGON HOUSING AND COMMUNITY SERVICES (OHCS)

Address: 725 Summer St NE, Suite B Salem OR 97301
PO BOX 14508 Salem, Oregon 97309-0409

Telephone Number: (503) 986-2072 Ufemia Castaneda Grant and Contracts Unit

Fax #: (503) 986-2020 Federal Tax ID #: 93-0952117

[Primary Contact: OHCS assigned Program Coordinator for the Grant Program.](#)

Approved by Jack Kenny, Deputy Director Date

Reviewed for Legal Sufficiency by Assistant Attorney General Date

Reviewed by OHCS Grants and Contracts Unit Date