



El Dorado County Fire Safe Council

515 Main Street Ste. 103 • Placerville, CA 95667

Email: clerk@edcfiresafe.org • Main Office: (530) 647-1700

INDEPENDENT CONTRACTOR AGREEMENT

This Independent Contractor Agreement (the "Agreement") is made and entered between [REDACTED], an independent contractor hereafter referred to as "Contractor", and the El Dorado County Fire Safe Council, hereafter referred to as "EDCFSC."

Whereas, EDCFSC has agreed to provide such fiscal sponsorship to the extent grant or donated funds are available;

Whereas, EDCFSC desires to enter into this agreement with Contractor; and

In consideration of the covenants and conditions hereinafter set forth, EDCFSC and Contractor agree as follows:

1. THE PROJECT/SCOPE OF WORK

Contractor shall perform Defensible Evaluations for the EDCFSC as more particularly set forth in the Responsibilities/Scope of Work, marked Exhibit A, attached hereto and incorporated herein by reference. Assigned jobs will be performed according to the terms of this Agreement and any exhibits made a part of this Agreement. Further, Contractor shall abide by the following, where applicable.

1. Will work under the direction and oversight of EDCFSC's Program Coordinator to ensure compliance with the guidelines, conditions and criteria of the Grant funding agency and the Project's Scope of Work. This includes any adjustments made to Section 5C.
2. Evaluate properties at participant's request to determine clearance needs to meet California Public Resources Code 4291 and El Dorado County Ordinance No. 5186 as described on the EDCFSC Defensible Space Evaluation Form;
3. Prioritize tasks, noted on the Defensible Space Evaluation Form, starting at Zone 1 (5-30ft) and moving out to Zone 2 (30-100ft);
4. Upon adoption by the State Board of Forestry Zone 0 (0-5ft) will be prioritized above Zone 1 (5-30ft) and Zone 2 (30-100ft).
5. Will use the EDCFSC's designated technology platforms, such as Esri's Survey123, for all applicable field inspections, data collection, mapping, project documentation, and reporting activities.



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6. All work will have photos of each job, depicting work noted on Survey123's Defensible Space Evaluation Form.
7. Evaluation will include defining tasks needed to meet defensible space clearance requirements using EDCFSC provided forms, giving educational material to participant, taking photos of all recommended tasks, explain to participant recommended tasks and that not all tasks will be completed;
8. EDCFSC will provide training on task wording and priorities. Contractor shall complete EDCFSC Home Assessment Training Course within 6 months of Agreement start date.

2. RESPONSIBILITIES OF DEFENSIBLE SPACE PROGRAM COORDINATOR

The EDCFSC Program Coordinator shall cooperate with the Contractor in the performance of this agreement. The Program Coordinator shall be responsible for overseeing and supervising Contractor's performance under the terms of this agreement. The Program Coordinator shall be responsible for the timely preparation and submitting all defensible space evaluation documents as required by EDCFSC and funding sources.

3. REPORTING

Contractor shall report to the Program Coordinator. Contractor shall provide invoices, forms, and photographs to the Program Coordinator by the **third business day** of each month. Invoices, and photographs shall be submitted by email. All other documents shall be submitted to the EDCFSC's web-based program database. The Contractor shall report to the Program Coordinator as soon as possible any problems or delays in the performance of the required services.

4. TERM

This Agreement shall commence on **September 7, 2026 and shall expire on December 31, 2028**. Contractor agrees to perform services for the EDCFSC on or before the expiration of the term set forth above. Contractor shall commence work on the job upon receipt of job notice from the Program Coordinator and shall have twenty-one (21) working days to complete the assigned job. Contractor shall complete EDCFSC Home Assessment Training Course within 6 months of Agreement start date. Contractor shall promptly report to Program Coordinator any problems or delays in the performance of the job or matters that may affect the completion of the assigned job. Contractor shall be excused for any delay in completion of the assigned job caused by acts of God, Acts of the EDCFSC, or the Program Coordinator, fire season conditions preventing work, acts of a public utility, or public agency.

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The EDCFSC may terminate the use of Contractor's services at any time without cause and without further obligation to Contractor except for payment due for services prior to date of such termination. Termination of this Agreement or termination of services shall not affect the provisions under Sections 13 and 14, hereof, which shall survive any termination.

5. PAYMENT

Contractor will be paid for services performed under this Agreement as follows:

- A. Contractor will be paid for all Defensible Space Evaluations at a rate of **\$150** per evaluation. This is a fully burdened rate including overhead and travel expenses.
- B. Contractor shall submit an invoice for the services by the third business day of each month for services performed in the previous month. Invoices shall be submitted in the EDCFSC's invoicing format. Invoices shall show Invoice Number, Job Number, Client Name, Date Completed, and Job Cost together with a minimum of three (3) photos depicting tasks to be completed. Photos will be labeled with Job Number. The Program Coordinator shall review invoices and certify them through site visits if appropriate. The certified invoice shall be provided to EDCFSC by the third business day of each month. Invoices certified as to accuracy shall be paid by the EDCFSC by the 20th day of the following month or within 30 days of receipt whichever occurs later.
- C. The Contractor understands that payment depends upon the EDCFSC receiving reimbursement from the funder in a timely basis. If the EDCFSC does not receive payments on the expected date, some payments to Contractor may be delayed. The Contractor will receive written notification if this situation does occur.
- D. The Contractor will be paid per evaluation.
- E. It is mutually understood between the parties that this Agreement may have been written before ascertaining the availability of funds or appropriation of funds, for the mutual benefit of both parties, in order to avoid delays that would occur if the Agreement were executed after that determination was made.
- F. This Agreement is valid and enforceable only if sufficient funds are made available to the EDCFSC for the purpose of this contract. In addition, this Agreement is subject to any additional restrictions, limitations, conditions, or any statute enacted by the Congress, State Legislature, other grantors, or the EDCFSC's governing board that may affect the provisions, terms, or funding of this Agreement in any manner.



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G. It is mutually agreed that if sufficient funds are not appropriated, this Agreement may be amended to reflect any reduction in funds, or terminated.

6. ANNUAL RATE ADJUSTMENT

Effective January 1st of each calendar year during the Term of this Agreement, Contractor's compensation rate shall be reviewed and may be adjusted to reflect changes in the cost of living as measured by the Consumer Price Index for All Urban Consumers (CPI-U) for the West Region, as published by the U.S. Bureau of Labor Statistics. The percentage change used for any such adjustment shall be based on the increase, if any, in the West Region CPI-U for the twelve (12) month period ending on the preceding December 31st. Any proposed adjustment shall be subject to the EDCFSC's review and prior written approval before taking effect, and such approval shall not be unreasonably withheld, conditioned, or delayed. In no event shall any adjustment under this Section result in a decrease to the Contractor's compensation rate.

7. DONATIONS

Contractor shall not accept donations from the public. If the public wishes to make a donation they should be advised to do it directly to the EDCFSC.

8. USE OF CONTRACTOR'S VEHICLES

The use of Contractor's vehicles shall be limited to Contractor's employees and agents only.

9. NO SUBCONTRACTING

Contractor understands and agrees that it has contracted with the EDCFSC to perform Services as set forth in this Agreement and the specified Attachments. The Services provided pursuant to this Agreement may not be assigned by Contractor to a subcontractor. If Contractor is not available to perform the terms of this Agreement, the EDCFSC may terminate by giving notice as set forth herein.

10. LICENSES, PERMITS, TAXES, ETC.

Contractor represents and warrants to the EDCFSC that it has or will obtain all licenses, permits, qualifications and approvals that are legally required for Contractor to provide the services required by this Agreement. Contractor represents and warrants to the EDCFSC that Contractor shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Agreement any licenses, permits, and approvals which are legally required for Contractor to provide the services required by this Agreement. Contractor shall comply with all Federal, State, and local laws relating to Contractor's performance of this Agreement.



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11. PERSONNEL

Contractor shall assign only competent personnel to perform services pursuant to this Agreement. Contractor shall provide all staff necessary for completion of the services under this Agreement. In the event that EDCFSC, at its sole discretion, at any time during the term of this Agreement, desire the removal of any person or persons assigned by Contractor to perform services pursuant to this Agreement because of their incompetence, Contractor shall remove any such person immediately upon receiving notice from EDCFSC of the desire of EDCFSC for the removal of such person or persons.

12. WARRANTIES

Contractor warrants that:

- A. Contractor's agreement to perform the services pursuant to this Agreement does not violate any agreement or obligation between Contractor and a third party;
- B. The services as delivered to the EDCFSC will not infringe any copyright, patent, trade secret, or other proprietary right held by any third party; and
- C. The services provided by Contractor shall be performed in a professional manner, and shall be of a high grade, nature, and quality. The services shall be performed in a timely manner and shall meet deadlines agreed between Contractor and the Program Coordinator.

13. HEALTH, SAFETY, FIRE AND ENVIRONMENTAL PROTECTION

- A. The Contractor and any agent shall comply with federal, state and local requirements pertaining to safety, health, fire and environmental protection.
- B. In the event standards conflict, the standard providing the highest degree of protection and not in violation of any other applicable standard or law shall prevail.
- C. Contractor shall follow all fire restriction each day they are conducting services for the EDCFSC. This shall be shown for each day they are conducting service.

14. MAINTENANCE OF RECORDS/AUDIT RIGHTS

- A. Contractor shall keep such true and accurate accounts and data pertinent to the performance of this Agreement. Contractor shall maintain all records related to this Agreement and

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make such records available to EDCFSC upon its request for inspection or audit throughout the term of this Agreement and for a period of five (5) years after expiration or termination of this Agreement. This section shall survive expiration or termination of this Agreement.

- B. EDCFSC shall have the right to inspect and audit Contractor's accounting documents during normal working hours.

15. INDEMNITY

To the extent permitted by law, Contractor does hereby assume liability for, and agrees to defend, indemnify, protect, save and keep harmless EDCFSC and its directors, officers, employees and independent contractors of the EDCFSC, including but not limited to Chairperson or a designated Board of Directors officer, and its successors and assigns and each and every one of them from and against any and all liabilities, obligations, losses, damages, penalties, fines, claims, actions, suits, costs and expenses and disbursements (including legal fees and expenses) of any kind and nature imposed, asserted against, incurred or suffered by EDCFSC or its directors, officers or employees and independent contractors of the EDCFSC, including but not limited to Chairperson or a designated Board of Directors officer, or its successors and assigns by reason of damage, loss or injury (including death) of any kind or nature whatsoever to persons or property caused by or in any way relating to or arising out of:

- A. Any willful wrongful act or any negligent act or action, or any neglect, omission or failure to act when under a duty to act on the part of Contractor or any of its officers, agents, servants, employees, in its or their performance hereunder, except to the extent caused by the negligence or willful wrongful act of EDCFSC, its directors, officers, employees and independent contractors of the EDCFSC, including but not limited to Chairperson or a designated Board of Directors officer, successors and assigns;
- B. Any claim of patent or copyright infringement or publication of defamatory material including EDCFSC's failure to request removal of such material in connection with the services performed and/or work products provided under this Agreement by Contractor or any of its officers, agents, servants, and employees; and
- C. A release by Contractor or any of its officers, agents, servants, and employees, in its or their performance hereunder of any substance or material defined or designated as a hazardous or toxic substance, material or waste by any federal, state or local law or environmental statute, regulation or ordinance presently in effect, or as amended or promulgated in the future, but only to the extent that such release is not proximately contributed to or caused by EDCFSC, or its directors, officers or employees and independent contractors of the EDCFSC, including but not limited to Chairperson or a designated Board of Directors officer.



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The parties shall establish procedures to notify the other party where appropriate of any claims, administrative actions or legal actions with respect to any of the matters described in this indemnification provision. The parties shall cooperate in the defense of such actions brought by others with respect to the matters covered in this indemnity. Nothing set forth in this Agreement shall establish a standard of care for, or create any legal rights in, any person not a party to this Agreement. The provisions of this section shall survive any termination or expiration of this Agreement.

16. CONFLICT OF INTEREST

- A. Contractor covenants that Contractor presently has no interest and shall not acquire any interest, direct or indirect, which would conflict with the performance of services required to be performed under this Agreement.
- B. Contractor shall not employ any EDCFSC director or employee in the work performed pursuant to this Agreement. No officer or employee of EDCFSC shall have any financial interest in this Agreement in violation of the applicable provisions of the California Government Code. Contractor warrants and covenants that no official or employee of the EDCFSC, nor any business entity in which an official or employee of EDCFSC is interested, (1) has been employed or retained to solicit or aid in the procuring of this Agreement; or (2) will be employed in the performance of this Agreement without the immediate divulgence of such fact to EDCFSC.
- C. Upon breach of this covenant by Contractor, EDCFSC may cancel this Agreement without any liability if Contractor fails to remedy such conflict within thirty (30) days of notice to Contractor. In its discretion, EDCFSC may also recover the full amount of any such compensation paid to such official, employee or business entity.

17. INSURANCE

Contractor shall provide a certificate of a policy of insurance evidencing that Contractor maintains insurance that meets the following requirements:

- A. Workers Compensation coverage: Contractor shall maintain workers' compensation insurance for all of its employees.
- B. Commercial General Liability Insurance of not less than One hundred thousand dollars (\$100,000) combined single limit per occurrence for personal injury liability, bodily injury, and property damage. Two hundred thousand dollars (\$200,000) aggregate.



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- C. Automobile Liability Insurance of not less than Fifty thousand dollars (\$50,000) is required in the event motor vehicles are used by the Contractor in the performance of the Agreement. One hundred thousand dollars (\$100,000) per accident for bodily injury and property damage combine single limit.
- D. For the purpose of this Agreement there is no requirement for professional liability coverage.
- E. Contractor shall furnish a certificate of insurance satisfactory to the EDCFSC as evidence that the insurance required above is being maintained.
- F. The insurance will be issued by an insurance company acceptable to the EDCFSC or be provided through partial or total self-insurance likewise acceptable.
- G. Contractor agrees that the insurance required above shall be in effect at all times during the term of this Agreement. In the event said insurance coverage expires at any time or times during the term of this Agreement, Contractor agrees to provide at least thirty (30) days prior to said expiration date, a new certificate of insurance evidencing insurance coverage as provided for herein for not less than the remainder of the Agreement there, or for a period of not less than one (1) year. New certificates of insurance are subject to approval of the EDCFSC and Contractor agrees that no services shall be performed prior to such approval. In the event Contractor fails to keep in effect at all times insurance coverage as herein provided, EDCFSC may, in addition to any other remedies it may have, terminate this Agreement.
- H. The certificate of insurance must include the following provisions which state that:
1. The insurer will not cancel the insured's coverage without thirty (30) days prior written notice to EDCFSC, and;
 2. The EDCFSC, its directors, officers, employees, agents and volunteers, and independent contractors, including but not limited to Chairperson or a designated Board of Directors officer are included as additional named insured for all operations under this Agreement. The coverage shall contain no special limitations on the scope of protection afforded to the EDCFSC, its directors, officers, employees or volunteers and independent contractors, including but not limited to Chairperson or a designated Board of Directors officer.
- I. Contractor's insurance shall be primary in respect to the EDCFSC. Any insurance maintained by EDCFSC shall be excess of Contractor's and shall not contribute with it.



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- J. Any deductibles or self-insured retentions must be declared and approved by EDCFSC. At EDCFSC's option, either: Insurer shall reduce or eliminate such deductibles or self-insured retentions; or Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- K. Any failure to comply with the reporting provisions of the policies shall not affect coverage provided to the EDCFSC.
- L. The insurance companies shall have no recourse against the payment of any premiums or assessments under any policy issued by any insurance company.
- M. Contractor's obligations shall not be limited by the foregoing requirements and shall survive expiration of this Agreement.
- N. In the event Contractor cannot provide an occurrence policy, Contractor shall provide insurance covering claims made as a result of performance of this Agreement for not less than three (3) years following completion of this Agreement.
- O. Certificate of insurance shall meet such additional standards as may be determined by EDCFSC as essential for protection of the EDCFSC.

18. RELATIONSHIP OF PARTIES

Contractor is an independent contractor. Nothing in this Agreement shall be construed as creating an employer-employee relationship, a guarantee of future employment or engagement or as a limitation upon the EDCFSC's sole discretion to terminate this Agreement at any time without cause. Contractor further agrees to be responsible for all of Contractor's federal and state taxes, withholding, social security, insurance, and other benefits. Contractor shall provide the EDCFSC with satisfactory proof of independent contractor status.

19. OTHER ACTIVITIES

Contractor is free to engage in other independent contracting activities, provided that Contractor does not engage in any such activities that are inconsistent with or in conflict with any provisions hereof, or that so occupy Contractor's attention as to interfere with the proper and efficient performance of Contractor's services as stated in Section 1. Contractor agrees not to induce or attempt to influence, directly or indirectly, any employee at the EDCFSC to terminate his/her employment and work for Contractor or any other person.



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20. NONDISCRIMINATION

During the performance of this Agreement, Contractor shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex (gender), sexual orientation, race, color, ancestry, religion, creed, national origin (including language use restriction), pregnancy, physical disability (including HIV and AIDS), mental disability, medical condition (cancer/genetic characteristics), age (over 40), marital status, and denial of medial and family care leave or pregnancy disability leave. Contractor shall ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Contractor shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12990 (a-f) *et seq.*) and the applicable regulations promulgated there under (California Code of Regulations, Title 2, Section 7285 *et seq.*). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. Contractor shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

21. DOCUMENTATION OF RIGHT TO WORK

Contractor agrees to abide by the requirements of the Immigration and Control Reform Act pertaining to assuring that all newly-hired employees of Contractor performing services under this Agreement have a legal right to work in the United States of America, that all required documentation of such right to work is inspected, and that INS Form 1-9 (as it may be amended from time to time) is completed and on file for each employee. Contractor shall make the required documentation available upon request to the Program Coordinator and EDCFSC for inspection.

22. WAIVER OF CLAIMS AGAINST FIRE SAFE COUNCIL

Contractor hereby waives any claim against the EDCFSC, its officers, employees or agents for damage or loss caused by any suit or proceeding directly or indirectly attacking the validity of this Agreement, or any part thereof or by any judgment or award in any suit or proceeding declaring this Agreement null, void or voidable or delaying the same or any part thereof from being carried out, or for breach or nonperformance of this Agreement.

23. MISCELLANEOUS

- A. Attorneys' Fees. Should either party hereto, or any heir, personal representative, successor or assign of either party hereto, resort to legal proceedings in connection with this

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Agreement or Contractor's relationship with the EDCFSC, the party or parties prevailing in such legal proceedings shall be entitled, in addition to such other relief as may be granted, to recover its or their reasonable attorneys' fees and costs in such legal proceedings from the non-prevailing party or parties.

- B. Governing Law and Venue: This Agreement shall be governed by and construed in accordance with the laws of the State of California without regard to conflict of law principles. Venue for litigation involving this Agreement shall be in the County of El Dorado, California.
- C. Entire Agreement. This Agreement contains the entire Agreement and understanding between the parties hereto and supersedes any prior or contemporaneous written or oral agreements, representations and warranties between them respecting the subject matter hereof.
- D. Amendment. This Agreement may be amended only by a written Amendment to the Agreement signed by Contractor and by a duly authorized representative of the EDCFSC.
- E. Severability. If any term, provision, covenant or condition of this Agreement, or the application thereof to any person, place or circumstance, shall be held to be invalid, unenforceable or void, the remainder of this Agreement and such term, provision, covenant or condition as applied to other persons, places and circumstances shall remain in full force and effect.
- F. Construction. The headings and captions of this Agreement are provided for convenience only and are intended to have no effect in construing or interpreting this Agreement. The language in all parts of this Agreement shall be in all cases construed according to its fair meaning and not strictly for or against either party.
- G. Rights Cumulative. The rights and remedies provided by this Agreement are cumulative, and the exercise of any right or remedy by either party hereto (or by its successor), whether pursuant to this Agreement, to any other agreement, or to law, shall not preclude or waive its right to exercise any or all other rights and remedies.
- H. Non-waiver. No failure or neglect of either party hereto in any instance to exercise any right, power or privilege hereunder or under law shall constitute a waiver of any other right, power or privilege or of the same right, power or privilege in any other instance. All waivers by either party hereto must be contained in a written instrument signed by the party to be charged and, in the case of the EDCFSC, by an officer of the EDCFSC or other person duly authorized by the EDCFSC.



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I. Remedy for Breach. The parties hereto agree that, in the event of breach or threatened breach of any covenants of Contractor, the damage or imminent damage to the value and the goodwill of the EDCFSC's business shall be inestimable, and that therefore any remedy at law or in damages shall be inadequate. Accordingly, the parties hereto agree that the EDCFSC shall be entitled to injunctive relief against Contractor in the event of any breach or threatened breach of any of such provisions by Contractor, in addition to any other relief (including damages) available to the EDCFSC under this Agreement or under law.

J. Notices. Any notice, request, consent, or approval required or permitted to be given under this Agreement or pursuant to law shall be sufficient if in writing, and if and when sent by certified or registered mail, with postage prepaid, to Contractor's address (as noted below), or to the EDCFSC's principal office, as the case may be.

Notices pursuant to this agreement shall be mailed to:

(1) EDCFSC at 515 Main Street Ste. 103, Placerville, CA 95667

(2) Contractor Business: [REDACTED]

K. Assistance. Contractor shall, during and after termination of services rendered, upon reasonable notice, furnish such information and proper assistance to the EDCFSC as may reasonably be required by the EDCFSC in connection with work performed by Contractor; provided, however, that such assistance following termination shall be furnished at the same level of compensation as provided in Section 4.

L. Disputes. Any controversy, claim or dispute arising out of or relating to this Agreement or the relationship, either during the existence of the relationship or afterwards, between the parties hereto, their assignees, their affiliates, their attorneys, or agents, shall be litigated solely in a court of competent jurisdiction in El Dorado County, California. Each party:

(1) Submits to the jurisdiction of such court;

(2) Waives the defense of an inconvenient forum;

(3) Agrees that valid consent to service may be made by mailing or delivery of such service to the California Secretary of State (the "Agent") or to the party at the party's last known address, if personal service delivery cannot be easily affected; and

(4) Authorizes and directs the Agent to accept such service in the event that personal service delivery cannot easily be affected.



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EACH PARTY, TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, HEREBY IRREVOCABLY WAIVES ALL RIGHT TO TRIAL BY JURY AS TO ANY ISSUE RELATING HERETO IN ANY ACTION, PROCEEDING, OR COUNTERCLAIM ARISING OUT OF OR RELATING TO THIS AGREEMENT OR ANY OTHER MATTER INVOLVING THE PARTIES HERETO.

EDCFSC:

Contractor:

By: _____
(Signature)

By: _____
(Signature)

Name: _____
EDCFSC

Name: _____
"Contractor"

Date: _____

Date: _____

Social Security # (or EIN if applicable)

Address: _____



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Exhibit “A” Responsibilities/Scope of Work

The Defensible Space Assistance Evaluator Contractors will be responsible for the following tasks:

1. Will work under the direction and oversight of EDCFSC’s Program Coordinator to ensure compliance with the guidelines, conditions and criteria of the Grant funding agency and the Project’s Scope of Work. This includes any adjustments made to Section 5C.
2. Evaluate properties at participant’s request to determine clearance needs to meet California Public Resources Code 4291 and El Dorado County Ordinance No. 5186 as described on the EDCFSC Defensible Space Evaluation Form;
3. Prioritize tasks, noted on the Defensible Space Evaluation Form, starting at Zone 1 (5-30ft) and moving out to Zone 2 (30-100ft);
4. Upon adoption by the State Board of Forestry Zone 0 (0-5ft) will be prioritized above Zone 1 (5-30ft) and Zone 2 (30-100ft).
5. Will use the EDCFSC's designated technology platforms, such as Esri’s Survey123, for all applicable field inspections, data collection, mapping, project documentation, and reporting activities.
6. All work will have photos of each job, depicting work noted on Survey123’s Defensible Space Evaluation Form.
7. Evaluation will include defining tasks needed to meet defensible space clearance requirements using EDCFSC provided forms, giving educational material to participant, taking photos of all recommended tasks, explain to participant recommended tasks and that not all tasks will be completed;
8. EDCFSC will provide training on task wording and priorities. Contractor shall complete EDCFSC Home Assessment Training Course within 6 months of Agreement start date.
9. Will schedule appointment with participant to perform and complete evaluation within two weeks of receiving the request from EDCFSC;



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10. Will be equipped with camera, computer, internet access, phone, vehicle, tools and personal safety equipment to fully implement the evaluation efficiently and safely;
11. Will access and enter date completed, recommended tasks in priority order, Home Assessment and Residential Clearance Evaluation forms, and photos of all recommended tasks into the EDCFSC web-based program database as jobs are completed;
12. All work will be performed according to a schedule agreed upon by the Contractor and the EDCFSC to the best of the Contractor's ability.
13. Will be reimbursed for all completed work monthly upon receipt of their complete and correct invoice by the third business day of each following month; invoices will contain Job Number, Client Name, Date Completed, Cost Per Job;
14. Will report to Program Coordinator should any issues arise in the performance of their services.