

## AGREEMENT FOR SERVICES OF INDEPENDENT CONTRACTOR

**THIS AGREEMENT** (hereafter Agreement) is made by and between the County of Santa Barbara, a political subdivision of the State of California (hereafter COUNTY) and Santa Ynez Valley People Helping People having its principal place of business at 2975 E. Hwy 246, Santa Ynez, CA 93460 (hereafter CONTRACTOR) wherein CONTRACTOR agrees to provide and COUNTY agrees to accept the services specified herein.

**NOW, THEREFORE**, in consideration of the mutual covenants and conditions contained herein, the parties agree as follows:

1. **DESIGNATED REPRESENTATIVE.** WIB Executive Director or Jason Ramirez at phone number (805) 681-4446 or (805) 614-1547 are the representative of COUNTY and will administer this Agreement for and on behalf of COUNTY. Margie Hunt, MS, MFT Student and Family Services Coordinator (805) 688-6487 ext. 3310 is the authorized representative for CONTRACTOR. Changes in designated representatives shall be made only after advance written notice to the other party.

2. **NOTICES.** Any notice or consent required or permitted to be given under this Agreement shall be given to the respective parties in writing, by first class mail, postage prepaid, as follows:

To COUNTY: WIB Executive Director, 234 Camino del Remedio, Santa Barbara, CA 93110-1369

To CONTRACTOR: Margie Hunt, P. O. Box 1478, Solvang, CA 93494  
or at such other address or to such other person that the parties may from time to time designate. Notices and consents under this section, which are sent by mail, shall be deemed to be received five (5) days following their deposit in the U.S. mail.

3. **SCOPE OF SERVICES.** CONTRACTOR agrees to provide services to COUNTY in accordance with EXHIBIT A attached hereto and incorporated herein by reference.

4. **TERM.** CONTRACTOR shall commence performance on October 1, 2007 and end performance upon completion, but no later than September 30, 2010 unless otherwise directed by COUNTY or unless earlier terminated. Contractor will provide a maximum of 24 months of program services (performed between October 1, 2007 and September 30, 2009 and a minimum of 12 months of follow-up services after each participant exits from the program (to be concluded no later than September 30, 2010). All youth must be exited by September 30, 2009 unless otherwise specified by COUNTY. Should COUNTY funding for these services be reduced from Federal, State, or local sources, the contract will be reduced accordingly.

5. **COMPENSATION OF CONTRACTOR.** CONTRACTOR shall be paid for performance under this Agreement in accordance with the terms of EXHIBIT B attached hereto and incorporated herein by reference. Billing shall be made by invoice, which shall include the contract number assigned by COUNTY and which is delivered to the address given in Section 2 **NOTICES.** above following completion of the increments identified on EXHIBIT B. Unless otherwise specified on EXHIBIT B, payment shall be net thirty (30) days from presentation of invoice. Should County funding for these services be reduced from Federal, State or local sources, the contract will be reduced accordingly.

6. **INDEPENDENT CONTRACTOR.** CONTRACTOR shall perform all of its services under this Agreement as an independent contractor and not as an employee of COUNTY. CONTRACTOR understands and acknowledges that it shall not be entitled to any of the benefits of a COUNTY employee, including but not limited to vacation, sick leave, administrative leave, health insurance, disability insurance, retirement, unemployment insurance, workers' compensation and protection of tenure.

7. **STANDARD OF PERFORMANCE.** CONTRACTOR represents that it has the skills, expertise, and licenses/permits necessary to perform the services required under this Agreement.

Accordingly, CONTRACTOR shall perform all such services in the manner and according to the standards observed by a competent practitioner of the same profession in which CONTRACTOR is engaged. All products of whatsoever nature, which CONTRACTOR delivers to COUNTY pursuant to this Agreement, shall be prepared in a first class and workmanlike manner and shall conform to the standards of quality normally observed by a person practicing in CONTRACTOR's profession. CONTRACTOR shall correct or revise any errors or omissions, at COUNTY'S request without additional compensation. Permits and/or licenses shall be obtained and maintained by CONTRACTOR without additional compensation.

8. **TAXES.** COUNTY shall not be responsible for paying any taxes on CONTRACTOR's behalf, and should COUNTY be required to do so by state, federal, or local taxing agencies, CONTRACTOR agrees to promptly reimburse COUNTY for the full value of such paid taxes plus interest and penalty, if any. These taxes shall include, but not be limited to, the following: FICA (Social Security), unemployment insurance contributions, income tax, disability insurance, and workers' compensation insurance.

9. **CONFLICT OF INTEREST.** CONTRACTOR covenants that CONTRACTOR presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement. CONTRACTOR further covenants that in the performance of this Agreement, no person having any such interest shall be employed by CONTRACTOR.

10. **RESPONSIBILITIES OF COUNTY.** COUNTY shall provide all information reasonably necessary by CONTRACTOR in performing the services provided herein.

11. **OWNERSHIP OF DOCUMENTS.** COUNTY shall be the owner of the following items incidental to this Agreement upon production, whether or not completed: all data collected, all documents of any type whatsoever, and any material necessary for the practical use of the data and/or documents from the time of collection and/or production whether or not performance under this Agreement is completed or terminated prior to completion. CONTRACTOR shall not release any materials under this section except after prior written approval of COUNTY.

No materials produced in whole or in part under this Agreement shall be subject to copyright in the United States or in any other country except as determined at the sole discretion of COUNTY. COUNTY shall have the unrestricted authority to publish, disclose, distribute, and otherwise use in whole or in part, any reports, data, documents or other materials prepared under this Agreement.

12. **RECORDS, AUDIT, AND REVIEW.** CONTRACTOR shall keep such business records pursuant to this Agreement as would be kept by a reasonably prudent practitioner of CONTRACTOR's profession and shall maintain such records for at least four (4) years following the termination of this Agreement. All accounting records shall be kept in accordance with generally accepted accounting practices. COUNTY shall have the right to audit and review all such documents and records at any time during CONTRACTOR's regular business hours or upon reasonable notice.

In accordance with Federal Government Accounting Standards, CONTRACTOR will only seek reimbursement from COUNTY for expenses that are allowable under the provisions of OMB Circular A-87. Additionally, CONTRACTOR is required to have an audit that complies with OMB Circular A-133. Within 60 days of the opinion date, CONTRACTOR will provide COUNTY with a copy of the single audit conducted in accordance with OMB Circular A-133.

13. **INDEMNIFICATION AND INSURANCE.** CONTRACTOR shall agree to defend, indemnify and save harmless the COUNTY and to procure and maintain insurance in accordance with the provisions of EXHIBIT C attached hereto and incorporated herein by reference.

14. **NONDISCRIMINATION.** COUNTY hereby notifies CONTRACTOR that COUNTY's Unlawful Discrimination Ordinance (Article XIII of Chapter 2 of the Santa Barbara County Code) applies to

this Agreement and is incorporated herein by this reference with the same force and effect as if the ordinance were specifically set out herein and CONTRACTOR agrees to comply with said ordinance.

15. **NONEXCLUSIVE AGREEMENT.** CONTRACTOR understands that this is not an exclusive Agreement and that COUNTY shall have the right to negotiate with and enter into contracts with others providing the same or similar services as those provided by CONTRACTOR as the COUNTY desires.

16. **ASSIGNMENT.** CONTRACTOR shall not assign any of its rights nor transfer any of its obligations under this Agreement without the prior written consent of COUNTY and any attempt to so assign or so transfer without such consent shall be void and without legal effect and shall constitute grounds for termination.

17. **TERMINATION.**

A. **By COUNTY.** COUNTY may, by written notice to CONTRACTOR, terminate this Agreement in whole or in part at any time, whether for COUNTY's convenience or because of the failure of CONTRACTOR to fulfill the obligations herein. Upon termination, CONTRACTOR shall deliver to COUNTY all data, estimates, graphs, summaries, reports, and all other records, documents or papers as may have been accumulated or produced by CONTRACTOR in performing this Agreement, whether completed or in process.

1. For Convenience. COUNTY may terminate this Agreement upon thirty (30) days written notice. At the end of the notice period, CONTRACTOR shall promptly cease work.

Notwithstanding any other payment provision of this Agreement, COUNTY shall pay CONTRACTOR for service performed to the date of termination to include a prorated amount of compensation due hereunder less payments, if any, previously made. In no event shall CONTRACTOR be paid an amount in excess of the full price under this Agreement nor for profit on unperformed portions of service. 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. In the event of a dispute as to the reasonable value of the services rendered by CONTRACTOR, the decision of COUNTY shall be final. The foregoing is cumulative and shall not effect any right or remedy which COUNTY may have in law or equity.

2. For Cause. Should CONTRACTOR default in the performance of this Agreement or materially breach any of its provisions, COUNTY may, at COUNTY's sole option, terminate this Agreement by written notice, which shall be effective upon receipt by CONTRACTOR.

B. **By CONTRACTOR.** Should COUNTY fail to pay CONTRACTOR all or any part of the payment set forth in EXHIBIT B, CONTRACTOR may, at CONTRACTOR's option terminate this agreement if such failure is not remedied by COUNTY within thirty (30) days of written notice to COUNTY of such late payment.

18. **SECTION HEADINGS.** The headings of the several sections, and any Table of Contents appended hereto, shall be solely for convenience of reference and shall not affect the meaning, construction or effect hereof.

19. **SEVERABILITY.** If any one or more of the provisions contained herein shall for any reason be held to be invalid, illegal or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions hereof, and such invalidity, illegality or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

20. **REMEDIES NOT EXCLUSIVE.** No remedy herein conferred upon or reserved to COUNTY is intended to be exclusive of any other remedy or remedies, and each and every such remedy,

to the extent permitted by law, shall be cumulative and in addition to any other remedy given hereunder or now or hereafter existing at law or in equity or otherwise.

21. **TIME IS OF THE ESSENCE.** Time is of the essence in this Agreement and each covenant and term is a condition herein.

22. **NO WAIVER OF DEFAULT.** No delay or omission of COUNTY to exercise any right or power arising upon the occurrence of any event of default shall impair any such right or power or shall be construed to be a waiver of any such default or an acquiescence therein; and every power and remedy given by this Agreement to COUNTY shall be exercised from time to time and as often as may be deemed expedient in the sole discretion of COUNTY.

23. **ENTIRE AGREEMENT AND AMENDMENT.** In conjunction with the matters considered herein, this Agreement contains the entire understanding and agreement of the parties and there have been no promises, representations, agreements, warranties or undertakings by any of the parties, either oral or written, of any character or nature hereafter binding except as set forth herein. This Agreement may be altered, amended or modified only by an instrument in writing, executed by the parties to this Agreement and by no other means. Each party waives their future right to claim, contest or assert that this Agreement was modified, canceled, superseded, or changed by any oral agreements, course of conduct, waiver or estoppel.

24. **SUCCESSORS AND ASSIGNS.** All representations, covenants and warranties set forth in this Agreement, by or on behalf of, or for the benefit of any or all of the parties hereto, shall be binding upon and inure to the benefit of such party, its successors and assigns.

25. **COMPLIANCE WITH LAW.** CONTRACTOR shall, at his sole cost and expense, comply with all County, State and Federal ordinances and statutes now in force or which may hereafter be in force with regard to this Agreement. The judgment of any court of competent jurisdiction, or the admission of CONTRACTOR in any action or proceeding against CONTRACTOR, whether COUNTY be a party thereto or not, that CONTRACTOR has violated any such ordinance or statute, shall be conclusive of that fact as between CONTRACTOR and COUNTY.

26. **CALIFORNIA LAW.** This Agreement shall be governed by the laws of the State of California. Any litigation regarding this Agreement or its contents shall be filed in the County of Santa Barbara, if in state court, or in the federal district court nearest to Santa Barbara County, if in federal court.

27. **EXECUTION OF COUNTERPARTS.** This Agreement may be executed in any number of counterparts and each of such counterparts shall for all purposes be deemed to be an original; and all such counterparts, or as many of them as the parties shall preserve undestroyed, shall together constitute one and the same instrument.

28. **AUTHORITY.** All parties to this Agreement warrant and represent that they have the power and authority to enter into this Agreement in the names, titles and capacities herein stated and on behalf of any entities, persons, or firms represented or purported to be represented by such entity(ies), person(s), or firm(s) and that all formal requirements necessary or required by any state and/or federal law in order to enter into this Agreement have been fully complied with. Furthermore, by entering into this Agreement, CONTRACTOR hereby warrants that it shall not have breached the terms or conditions of any other contract or agreement to which CONTRACTOR is obligated, which breach would have a material effect hereon.

29. **PRECEDENCE.** In the event of conflict between the provisions contained in the numbered sections of this Agreement and the provisions contained in the Exhibits, the provisions of the Exhibits shall prevail over those in the numbered sections.

30. **NONAPPROPRIATION CLAUSE.** In the event that funds are not appropriated, budgeted, or otherwise made available in the consecutive years of this Agreement, then COUNTY shall immediately notify CONTRACTOR of such occurrence and the Agreement may be terminated by COUNTY. Subsequent to the termination of this Agreement under this provision, COUNTY shall have no obligation to make payments with regard to the remainder of the term.

31. **COMPLIANCE WITH DEPARTMENT OF LABOR/WORKFORCE INVESTMENT ACT.**

CONTRACTOR shall comply with the General Provision and Standards of Conduct set forth in Exhibit D.

32. **BUSINESS ASSOCIATE.** The County is considered to be a "Hybrid Entity" under the Health Insurance Portability and Accountability Act (HIPAA), 42 U.S.C. 1320d et seq. and its implementing regulations including but not limited to 45 Code of Federal Regulations parts 142, 160, 162, and 164, ("Privacy Rule and Security Rule"). The Contractor is considered to be a "Business Associate" under the Privacy Rule. Contractor must also comply with the Security Rule as a Business Associate, if under this Agreement; it receives, maintains or transmits any health information in electronic form in connection with a transaction covered by part 162 of title 45 of the Code of Federal Regulations.

The County and Contractor acknowledge that HIPAA mandates them to enter into a business associate agreement in order to safeguard protected health information that may be accessed during the performance of this Agreement. The parties agree to the terms and conditions set forth in Exhibit E - HIPAA Business Associate Agreement.

33. **REMEDIES FOR BREACH.** The COUNTY shall have the right to terminate this Agreement for any violation or breach of its terms, unless CONTRACTOR causes such violation to be corrected within a period of thirty (30) days after receipt of notice specifying the violation to be corrected. Prior to termination, COUNTY:

- A. Shall advise the CONTRACTOR of the proposed termination in writing and specify the action that must be taken as conditions preceding the resumption of payment.
- B. Will allow the CONTRACTOR to respond within ten (10) working days of such notice with a plan to correct the deficiencies.
- C. Is under no obligation to make any payments during the period in which deficiencies are noted, until corrected.
- D. Will serve a written termination notice to the Vendor effective thirty (30) days after initial notice.

34. **PATENT RIGHTS / COPYRIGHTS/ RIGHTS TO DATA:** County shall own all right, title and interest in and to all materials produced in whole or in part under this Agreement, including the right to file for any copyrights or patent rights that may arise from Contractor's activities and services to be provided pursuant to this Agreement, and County, in its sole discretion and responsibility, shall determine whether to file for copyrights or patent rights within the United States or in any other country. Accordingly, County shall have the unrestricted authority to publish, disclose, distribute, and otherwise use in whole or in part, any reports, data, documents, products or other materials prepared pursuant to these Agreements.

Agreement for Services of Independent Contractor between the **County of Santa Barbara and Santa Ynez Valley People Helping People.**

**IN WITNESS WHEREOF,** the parties have executed this Agreement to be effective on the date executed by COUNTY.

COUNTY OF SANTA BARBARA

By: \_\_\_\_\_  
Chair, Board of Supervisors

Date: \_\_\_\_\_

ATTEST:  
MICHAEL F. BROWN  
CLERK OF THE BOARD

CONTRACTOR

By: \_\_\_\_\_  
Deputy

By: \_\_\_\_\_  
SocSec or TaxID Number: 77-0338060

APPROVED AS TO FORM:  
STEPHEN SHANE STARK  
COUNTY COUNSEL

APPROVED AS TO ACCOUNTING FORM:  
ROBERT W GEIS, CPA  
AUDITOR-CONTROLLER

By: \_\_\_\_\_  
Deputy County Counsel

By: \_\_\_\_\_  
Deputy

APPROVED AS TO FORM:  
RISK MANAGEMENT

By: \_\_\_\_\_  
Risk Management

## EXHIBIT A

### STATEMENT OF WORK

#### I. Purpose/Term:

Under WIA the main focus of the youth program is on longer-term academic and occupational learning opportunities for youth. A goal is to increase employment, job retention and earnings by developing the work/career potential of youth. The purpose of this Agreement is for CONTRACTOR to provide year round educational and employment activities to 60 in-school youth (ages 16 – 21) for the 2007-2009 program years. Fifteen Santa Ynez Valley participants will be carried forward from contract #CN06185 in FY 07/08 and fifteen new participants will be enrolled from the Lompoc area. In FY 08/09 twelve new participants will be enrolled from the Santa Ynez Valley and eighteen participants enrolled from the Lompoc area. CONTRACTOR'S efforts will be directed toward in-school youth throughout the Santa Ynez Valley, Los Alamos and Lompoc geographic region. The focus of the Lompoc participant recruitment will be Lompoc High School students and El Puente alternative school in Lompoc. Approximately 50% of eligible youth served will be either transitional foster care youth or juvenile justice system youth.

100% of the funds must be spent on in-school youth. In-School youth are defined as those eligible youth (ages 14-21) who meet one of the following criteria:

- Student currently attending secondary school (including alternative secondary school) or below and who has not received either a secondary school diploma or General Equivalency Diploma
- Student currently attending post secondary school and who is not basic skills deficient and who has received either a secondary school diploma or General Equivalency Diploma
- Youth who have received either a high school or General Equivalency Diploma and are not currently attending any school and have no employment difficulty \*\*

\*\* No Employment Difficulty is defined as those youth who are currently employed and whom are not underemployed.

No more than five percent of youth served will be between the ages of 14 and 15 years of age. Young adults potentially eligible for both youth and adult/dislocated worker programs shall have their eligibility first determined for services through youth programs.

Congress is considering legislation to reauthorize WIA. If WIA Reauthorization occurs or State, Federal and/or County guidelines/law change during the term of this contract, then CONTRACTOR will be notified of such requirements for immediate implementation.

#### II. Background:

WIA allocates funding for the provision of youth employment and training services that are closely linked to the local labor market and provide youth with a comprehensive set of year-round strategies based on individual assessments. The WIA Youth Program is a blend of youth development activities and employment training activities. As required by WIA, contractor was selected through a competitive bidding process. CONTRACTOR will continue it's successful model "Supporting Academics ...Investing in Life Skills...Achieving Work Awareness for Youth,

expanding the program to Lompoc. This program puts a strong emphasis on partnerships with the local school districts. Due to the comprehensive services offered by CONTRACTOR and the partnership with school districts the SAIL AWAY program has a large referral network and programs at their disposal to link youth to needed services. Additionally, CONTRACTOR has established and maintained a multidisciplinary team of regional service providers that meets monthly and has been very successful in eliminating duplication and maximizing limited resources.

### **III. Program Summary:**

- A. The target population for the SAIL AWAY program is Santa Ynez Valley and Lompoc youth ages 16+ with a focus on the most at-risk. This includes low-income youth with disabilities, in the foster care and/or juvenile justice system and migrant youth. SAIL AWAY is designed to tailor programmatic services to meet each participant's needs.

A full time PHP SAIL AWAY Coordinator and a half-time SAIL AWAY Assistant allow for the necessary intensive supportive services along with no less than 12 months of follow-up services to ensure client's continued success.

The CONTRACTOR will provide high intensity one-on-one services and focus on removing obstacles that may prevent successful program completion. The SAIL AWAY Coordinator will maintain a minimum of one face-to-face contact with each WIA participant per month; however will be available to meet more frequently with the student depending on their need. The home base of the Coordinator will be on the Santa Ynez High School Campus; however, regular hours will also be established at the Olga Reed School in Los Alamos and at school sites in Lompoc. SAIL AWAY will also collaborate with all of the region's alternative schools. Staff will network with the Guidance and administration at the school sites.

Program activities will include all ten elements of the WIA youth services. Elements will be provided by CONTRACTOR or referral and will be documented in each client file. Specific WIA program components provided by the CONTRACTOR will be:

- Orientation
- Referral Information
- Determination of Eligibility
- Assessments
- Development of a comprehensive Individual Service Strategy
- Intensive Case Management
- Supportive Services
- Follow-Up Services

- B. Program Design Features:

The CONTRACTOR shall provide the following program components:

1. Recruitment and identification of the target population;
2. Orientation to prospective participants;
3. Under WIA, all youth must meet eligibility criteria and be determined eligible for the program prior to enrollment and receipt of WIA funded services. The CONTRACTOR will determine eligibility for targeted youth.
4. Provide an objective assessment of academic levels, skill levels, and service needs of each participant. The assessment will include a review of basic skills, occupational skills, prior work experience, employability, interest, aptitudes, supportive service needs, and developmental needs;



5. Develop an Individual Service Strategy (ISS) for each participant taking into account the assessment described above; and
6. Complete Management Information System (MIS) forms required by the Employment Development Department (EDD).
7. The CONTRACTOR shall make available the ten mandated program elements. The CONTRACTOR does not have to provide each element themselves; however any of the elements which will be performed by someone other than the CONTRACTOR must be evidenced by a written agreement specifying the terms and conditions of such performance.
8. The CONTRACTOR will work closely with the COUNTY and collaboratively track and report WIA required performance measures; and exit determination.
9. CONTRACTOR shall comply with the procedures indicated in the Santa Barbara County Youth Policies and Procedures Manual. This manual contains information and guidance in the following areas:
  - WIA Forms: Eligibility, Enrollment, Exit, and Follow-Up
  - Assessment/Goals/ISS development
  - Case Notes and File Documentation
  - Dual Enrollment / Transfer of Case Requests and Procedures
  - Program Reporting (Narratives, MEAL) and Monthly Invoicing
  - SBC Youth Bulletins
  - WIA Definitions & Glossary
  - Tools and Checklists
  - CONTRACTOR Monitoring Requirements
  - Corrective Action Plan Requirements for Program Reviews
  - MIS Reports and Descriptions (Y.E.S. Tool Kit)
10. The SBC Youth Policies and Procedures Manual may be modified or altered by COUNTY at any time to ensure compliance with WIA rules and regulations.
11. Participants are not to be served under WIA until the youth have been assigned an application number. The County will not be responsible for any client expenses until youth has been deemed eligible and enrolled and the data is in the possession of the MIS department.
12. Roles and Responsibilities of CONTRACTOR and COUNTY are set forth in Exhibit A-2 of this agreement.

C. Program Element Services:

CONTRACTOR has established partnerships to provide all 10 WIA element services to youth in the Santa Ynez and Los Alamos Valleys. Expansion of services to the Lompoc geographic area is effective with the term of this contract. CONTRACTOR shall collaborate with service providers in the Lompoc region and provide COUNTY with a detailed description of the 10 Program Element services and providers, including letters of agreement from service providers, no later than December 31, 2007.

Tutoring, study skills training, and instruction, leading to completion of secondary school, including dropout prevention strategies:

A student's individual tutoring needs are determined during assessment and ISS development. SAIL AWAY has an agreement with the High School to make tutorial support mandatory for those students in poor academic standing and that failure to attend tutorials can lead to disciplinary action. To meet the California High School Exit Exam (CAHSEE) requirements and ensure all students pass the English and Math portions of the exam, students who have not passed either section by the 11<sup>th</sup> grade are required to enroll in a CAHSEE tutorial class during regular school hours. SAIL AWAY staff will provide instruction on study and time management techniques in a group or individual setting to develop the skills students need to achieve their goals. CONTRACTOR will

collaborate with Lompoc High School and El Puente alternative school to ensure tutoring is available to Lompoc participants.

SAIL AWAY staff will continue to work in partnership with SYVUHSD, the Los Alamos Youth Program and the Chumash Education Department to provide tutorial support to youth. SYVUHSD currently provides credentialed teachers and tutors daily at lunchtime, after-school (four days a week), evenings (2 days a week), and on Saturdays, in English, Math and Science. In addition, SAIL AWAY has a pool of student peer tutors established to assist youth. Bilingual SAIL AWAY staff are available M-F 7:30 am-5:00 pm to provide tutoring. SAIL AWAY can make incentives available to students who attend tutorials and show improvement. SAIL AWAY will start a "Homework Club" offering students before school, lunch and after school tutoring and homework assistance. The expected implementation date is February 2008.

Students that attend Righetti High School in Santa Maria, but live in the CONTRACTOR service area of Los Alamos, can meet with SAIL AWAY staff after school at the Los Alamos Student and Family Resource Center. These students can also benefit from the Los Alamos After School Program which offers tutoring and mentoring services.

#### Alternative secondary school services:

SAIL AWAY collaborates with administration, guidance counselors and the PHP case manager assigned to each alternative secondary school during a weekly case management meeting. SAIL AWAY staff are available to provide services at any location accessible to youth within PHP's service area. Alternative schools include:

Refugio High School: SYVUHS's continuation campus, Refugio High School, is located adjacent to Santa Ynez High School. There are currently 57 students enrolled at Refugio. Students attend Refugio to make up for deficient credits and then transfer back to Santa Ynez High or remain at Refugio High until graduation. SAIL AWAY staff have permission and designated space to facilitate a workforce and academic preparation class to SAIL AWAY youth on this campus. Refugio administration also provides a private meeting space to conduct its services on its campus.

Home Hospital is made available by SYVUHSD for those students who have a medical diagnosis that prevents them from attending school. These students receive individual instruction at home by a credentialed home hospital teacher. SAIL AWAY staff has referred pregnant and parenting teen participants to this program to ensure the completion of high school. Staff are available to meet with home hospital students in their home.

Olive Grove Charter School. Olive Grove is a public secondary school in Los Olivos that offers a home-based instruction program as an alternative path to high school graduation. The SAIL AWAY Coordinator has collaborated with the staff of Olive Grove Charter School to identify potentially eligible SAIL AWAY in-school youth and monitor their academic progress. Youth who attend Olive Grove Charter and are enrolled in SAIL AWAY may receive academic credits for their participation.

El Puente School provides secondary education programs to students who are in the probation system and/or students who have been expelled from the SYVUHSD. SAIL AWAY staff are available to work with clients who reside in our service area but attend El Puente or other community school programs.

Family Partnership Charter School is a newly formed home-based instruction program with offices at PHP's Service Center allowing for close collaboration.

#### GED

SAIL AWAY works closely with Allan Hancock College to coordinate GED classes and services to participants. In addition, SAIL AWAY staff helps tutor students and former students in GED preparation and provides current study materials at its resource center that students can borrow.

Summer employment opportunities that are directly linked to academic and occupational learning :

During the spring, the SAIL AWAY Coordinator utilizes assessment information to link students to summer opportunities that further their educational, career, and interest paths. Youth can enroll in Regional Occupational Program (ROP) courses over the summer to gain additional occupational skills in their area of interest.

SAIL AWAY partners with the local Chamber of Commerce and local Service Organizations to identify occupational training opportunities for the summer months from a pool of about 30 businesses and organizations. It will also provide employment to youth looking for experience in social services or non-profit work. , SAIL AWAY staff continues to be employed over the summer months by PHP to monitor progress, provide support and to ensure both the student and community employer are matched properly. SAIL AWAY will seek to develop placements in occupations that are in demand according to local labor market data. Staff will collaborate with employers to place students in occupations other than retail or fast food. Desirable placements may be as dental/medical assistants, administrative assistants, veterinary assistants, computer technicians, banking, human service aids, etc. The SAIL AWAY coordinator will collaborate with organizations such as Future Leaders of America, Future Farmers of America, YMCA and the Migrant Education Program to secure summer opportunities for SAIL AWAY youth. Additionally, SAIL AWAY will assist youth enroll into camps and other enrichment programs across college and career systems that peak their interests.

Paid and unpaid work experiences, including internships and job shadowing:

SAIL AWAY staff will work with local service organizations such as the Solvang Chamber of Commerce and local Service organizations to expand the pool of work job shadowing, and internship opportunities in the Santa Ynez and Los Alamos Valleys. SAIL AWAY projects placing 10 students into subsidized employment who are demonstrating tremendous progress and/or effort towards their goals. The SAIL AWAY Coordinator will seek to develop placements in occupations that are in demand according to local labor market data.

Additionally, the SAIL AWAY Coordinator will continue to collaborate with the SYVUHSD Guidance Counseling Department and ROP to determine different job shadowing/ internship opportunities. People Helping People has developed agency internship opportunities for youth interested in health and human services professions.

Occupational skill training:

Staff will organizes monthly lunch meetings featuring skill building activities or guest speakers as well as information about resources like skills training programs offered by community partners. The meetings will include training on positive work habits such as punctuality, professional appearance, etc. During individual meetings with students, the SAIL AWAY Coordinator will expands on these lessons as they pertain to the student individually. SAIL AWAY staff will coordinate with schools and/or businesses that want to assist youth with job readiness skills such as job search techniques, resume development, labor market information, and independent living skills like opening a bank account, renting an apartment, etc. In addition, based on participants' occupational proficiency level and interests, they will be encouraged to enroll in one of the sixteen ROP

courses offered at SYVUHS to learn entry-level skills. The ROP classes are also available to all youth including those who attend alternative schools.

SAIL AWAY will research, coordinate and finance specialized work experience camps, workshops, and trainings for youth.

Leadership development opportunities:

SAIL AWAY will develop a Student Activities Committee to provide an opportunity for students to learn leadership and team building skills as well as to help design the program's services and delivery. A number of SAIL AWAY youth will actively participate in the Santa Ynez Valley's Drug and Alcohol Coalition, volunteer with other community service organizations and the school District.

PHP staff will continue it's leadership camp/program for freshmen. The program is designed to promote cultural awareness and educate students about the qualities and responsibilities of being a productive member of the community and society. Staff will screen youth who demonstrate leadership and strong interpersonal skills to be peer facilitators, tutors and mentors.

PHP's SAIL AWAY staff will continue to collaborate with many programs and camps that promote youth leadership development such as: Future Leaders of America, National Conference for Community and Justice, "YouthFull" Government Academy, Anti Defamation League, League of United Latin American Citizens, Gay Straight Alliance, and Upward Bound.

Supportive services:

The SAIL AWAY Coordinator will utilize People Helping People's extensive social service programs to provide additional services to youth. For services that fall outside the scope of work of People Helping People, SAIL AWAY will utilize Supportive Service dollars to purchase goods and/or services from outside businesses and service providers. This includes services such as transportation, therapy, childcare, and necessary occupational supplies such as uniforms, boots, goggles, gloves, etc. These funds are also used to assist with registration fees for classes, certification programs, or leadership conferences that are a piece of an individual service strategy plan.

Adult mentoring :

SAIL AWAY Staff will serve as mentors to all in-school youth participants for career, personal or educational support. Staff will provide mentoring services that are culturally appropriate to gain trust of the youth in order to achieve goals in their individual service plan. For students needing intensive personal mentoring, the SAIL AWAY coordinator will pair youth with collaborative partners that conduct year round mentoring. For example, students at risk of not graduating may be referred to the Student Study Team to have an academic mentor assigned through their local school Districts. The Chumash Scholars Program has mentors available to SAIL AWAY youth to provide culturally relevant services to ensure that all under represented youth specifically Native American youth gain access to a four- year college/university. In partnership with the high school administration, students at SYVUHS who are "at risk" of not graduating due to credit deficiencies or basic skills deficiency, will be assigned to the adult mentor who is located in the Student and Family Service Center. SAIL AWAY will develop a pool of college students, graduates and occupational leaders who have overcome barriers to be speakers and mentors for youth. Projected completion of this additional adult mentoring pool recruitment is January 2008.

Follow Up Service:

The SAIL AWAY staff and Student and Family Services Coordinator will collaborate in order to ensure follow up service is timely, consistent and accurate. Center-based activities, work site visits, and home visits will be used where appropriate as strategies to stay in touch with youth during the follow up period. SAIL AWAY staff has access to pertinent student data (grade promotion, standardized test scores, grades, graduation data) through the school database system (AERIES) that will be continuously monitored and discussed in the follow-up period. Follow up services will be provided as described below.

(Note: two types of follow up are described: follow up beginning after employment and follow up beginning after exit.)

**Follow up after employment:**

1. One week after beginning employment: SAIL AWAY Coordinator will meet individually with student to assess student satisfaction, answer questions, and assist student with any barriers that have come up such as transportation, equipment needs, etc.
2. Staff will conduct and record a series of assessments including the Employer Evaluation Questionnaire. The SAIL AWAY Student will be invited to continue in all activities such as monthly meetings and/or individual sessions.
3. Three months after employment: SAIL AWAY Coordinator will review personal portfolio with student and makes sure the student is still learning from his or her placement, assesses the impact of employment on school grades, make any needed referrals and reiterate that the student is still welcome to all activities.
4. Six months after employment: Same follow up as 3<sup>rd</sup> meeting. Discuss future occupational skill training goals to increase retention.
5. Twelve months after employment: Congratulate the student on his or her success in the SAIL AWAY program. Student will complete a series of assessments including the Employer Evaluation Questionnaire. The student will be asked to give feedback to the SAIL AWAY coordinator regarding their experience in the program to be used in future planning. Student will again be told that they are always welcome to get help on career or other supportive services needs. Career lattices will be discussed to promote occupational skill development and additional information provided about post secondary education.

**Follow up after exit:**

1. One week after exit: The SAIL AWAY Coordinator will meet individually with the student to review personal portfolio. The student and coordinator will outline a year long plan to address skill attainment and career direction. The student will be invited to remain included in all activities such as the career-related field trips. Staff will assess the level of follow-up as needed and discuss it with the student.
2. One month after exit: With student, staff will assess progress on yearlong plan outlined at exit meeting #1 and update plan as needed while reiterating that the student is still welcome in all activities.
3. Three months after exit: Progress on yearlong plan outlined at exit meeting # will be assessed and discussion initiated on job shadowing and work experience opportunities. Update plan as needed. Reiterate that the student is still welcome in all activities.
4. Six months after exit: Progress on yearlong plan outlined at exit meeting #1 assessed, job shadowing and work experience opportunities offered. Update plan as needed. Reiterate that the student is still welcome in all activities.
5. Twelve months after exit: Congratulate student on his or her success in the SAIL AWAY program. Student will be asked to give feedback regarding his/her experience in SAIL AWAY which the coordinator will consider in future program

design. Inform student that staff will always be available for career and educational information.

Other follow up services that may be provided include:

- Assessment
- Mentoring
- Case management (such as tracking the youth's employment after training, making referrals for supportive services)
- Communications regarding resources (such as job fairs, employment opportunities, classes, available supportive services)
- Continued career guidance and exploration (job shadowing, work related peer support)
- Supportive services (such as transportation, financial assistance with childcare, housing or work related expenses)
- Retention counseling (communicating with youth's employer, addressing problems, assisting youth in their personal career growth and development)
- Leadership and life skills training
- Invitation to field trips to vocational schools, colleges, etc.
- Occupational skill training

#### **Guidance and Counseling:**

People Helping People employs a full time Marriage and Family Therapist Intern on the Santa Ynez High School campus, who is available to any student for personal counseling. The SAIL AWAY coordinator will also refer students to outside agencies for more extensive mental health services if needed. The SAIL AWAY program utilizes the resources of a full time Alcohol and Other Drug (AOD) counselor on campus who is employed by PHP to provide individual, group and family counseling as well as a life choices class called "Reconnecting Youth" for youth identified as having substance abuse problems. Other support groups organized by PHP on campus include Domestic Violence Prevention, Teenage Pregnant/Parenting Teens and a Teen Girls Self- Esteem Support Group. SAIL AWAY staff will continue to work with the Guidance Department to provide large Spanish-speaking informational forums about high school graduation requirements, college entrance requirements and exam, and post secondary options such as career technical training schools or apprenticeships. In addition, the coordinator will provide college application assistance and financial aid workshops to youth to secure placements in education or other post-secondary occupational skills training. Staff may also interface with UCSB's Office of Academic Preparation and Equal Opportunity and Early Academic Outreach Program (EAOP). The SAIL AWAY Coordinator will utilize a multidisciplinary team approach to develop service plans for students that may include counseling support.

#### **IV. Training**

Contractor and their subcontractors will participate in all required and mandatory training provided by and on behalf of the State, County and the Workforce Investment Board during the term of this contract. Trainings will include but are not limited to WIA Youth Eligibility, Enrollment/Exit/Follow-Up Procedures, and WIA Performance Measurement, and Child Abuse Prevention.

#### **V. Program Reviews/Audits**

Contractor will be subject to audits that cover all fiscal and programmatic terms and conditions of the contract and/or prescribed by the State. Confidential Quality Assurance surveys may be mailed to randomly selected consumers for program review/renewal purposes. It is the responsibility of the CONTRACTOR to conduct program and fiscal reviews of all of its subcontractors during the fiscal and program year that funds are allocated.

**VI. Performance Measures**

- A. As outlined in the RFP, CONTRACTOR shall operate a program designed to meet the Employment and Training Administration’s Common Measures for Youth participants in WIA programs while serving the target population.

Performance measures are subject to change by the State and Federal Government. CONTRACTOR will be notified in writing of any changes that could affect program activities or outcomes.

| <b>Contractor Performance Standards for Youth</b> |     |
|---|-----|
| 1) Placement in Employment or Education           | 65% |
| 2) Attainment of Degree or Certificate            | 65% |
| 3) Younger Youth Skill Attainment Measure         | 90% |

Performance Measures, milestones, benchmarks and time of measurement for each have been negotiated with CONTRACTOR and are set forth in Exhibit A-1 Milestones and Benchmark Goal Requirements.

- B. COUNTY and CONTRACTOR may evaluate the effectiveness of the benchmark and milestone measures established in the statement of work within 90 days of the effective date of this agreement. If necessary to obtain meaningful data about service delivery, the milestones and/or benchmarks will be amended by mutual agreement between the Designated Representatives of this agreement.
- C. Should the CONTRACTOR achieve zero of the 5 stated benchmarks \$63,755 shall be recouped; should the CONTRACTOR achieve only 1 out of the 5 stated benchmarks \$47,816 shall be recouped; should the CONTRACTOR achieve only 2 out of the 5 stated benchmarks \$31,877 will be recouped; and should the CONTRACTOR achieve only 3 out of the 5 stated benchmarks \$15,939 shall be recouped. Should the CONTRACTOR achieve 4 out of the 5 stated benchmarks there shall not be a recoupment of funds for performance. In the event recoupment of funds is imposed for performance the action will be documented in writing between designated representatives specified in the Agreement. Failure of the CONTRACTOR to act in good faith to honor the terms of this Agreement, including milestone, benchmark, performance measure and follow-up conditions, will negatively impact the standing of the CONTRACTOR for future procurement opportunities with Santa Barbara County.

**VII. Conditions for Renewal**

- A. The performance measures and benchmarks will be monitored on a quarterly basis. CONTRACTOR must meet or exceed favorable performance in all benchmark as defined in Exhibit A-1 to be in a favorable position for having this contract renewed for a one year period without re-competing based on the availability of funding and

pending program reauthorization. This determination is expected to be made mid-way through the contract term.

- B. The COUNTY, prior to the end of the original contract term, has the option to negotiate a renewal, without re-bidding, for a period not to exceed one year. The terms of the renewal will be subject to renegotiation based on the most recent demographic data, actual expenditures, and funding information available and will require Workforce Investment Board and Board of Supervisors approval.

#### **VIII. General Provisions**

- A. Modification of Services - CONTRACTOR shall obtain the expressed written consent from the COUNTY for any variation in the provision of services described in this agreement. Approval for such modification of services will not require further Board of Supervisors approval if it is to provide additional services within WIA criteria for youth employment services and within the approved budget.
- B. Modification of Performance Measures - COUNTY and CONTRACTOR may evaluate the effectiveness of the benchmark measures established in Exhibit A-1, pages one and two of this document, within 90 days of the effective date of this agreement. If necessary to obtain meaningful data about service delivery, the performance measures will be amended by mutual agreement between the Designated Representatives of this agreement.
- C. Budget Variances - CONTRACTOR shall obtain the expressed written consent from the COUNTY for any variation in the line item amounts detailed in Attachment B-1 of this agreement. Reasonable and necessary changes will be considered, but in no event will the overall budget amount be exceeded without a formal amendment to the contract.
- D. CONTRACTOR will obtain prior written approval from COUNTY, prior to purchasing any furniture, equipment, EDP hardware or software funded through this contract. CONTRACTOR will return to COUNTY upon expiration or termination of this contract all furniture, equipment, EDP hardware or software purchased or provided to CONTRACTOR under this contract.



## Exhibit A-1 Milestone and Benchmark Goal Requirements

| MEASURE  | MILESTONE GOAL   | TIME OF MEASUREMENT  | GOAL REQUIREMENT  |
|--|--|--|---|
| Completion of Career Exploration Interviews/Job Interview Training.                | 60% of all Youth Participants  | Reported on MEAL<br>Reported monthly   | <input type="checkbox"/> FAILED Milestone Goal (<60%)<br><input type="checkbox"/> ACHIEVED Milestone Goal (60%)<br><input type="checkbox"/> EXCEEDED Milestone Goal (>60%)              |
| Completion of Assessments And Development of ISS Plan Within 30 days of enrollment | 90% of all Youth Participants  | Reported on MEAL<br>Reported monthly   | <input type="checkbox"/> FAILED Milestone Goal (<90%)<br><input type="checkbox"/> ACHIEVED Milestone Goal (90%)<br><input type="checkbox"/> EXCEEDED Milestone Goal (>90%)              |
| Completion of Leadership Activity  | 50% of all youth Participants  | Reported on MEAL<br>Reported monthly   | <input type="checkbox"/> FAILED Milestone Goal (<50%)<br><input type="checkbox"/> ACHIEVED Milestone Goal (50%)<br><input type="checkbox"/> EXCEEDED Milestone Goal (>50%)              |
| Participation in Formalized Mentoring  | 60% of all youth Participants  | Reported on MEAL<br>Reported monthly   | <input type="checkbox"/> FAILED Milestone Goal (<60%)<br><input type="checkbox"/> ACHIEVED Milestone Goal (60%)<br><input type="checkbox"/> EXCEEDED Milestone Goal (>60%)              |
| Youth Enrollments (YTD)  | 15 Santa Ynez and 15 Lompoc Youth will be enrolled by March 31, 2008<br><br>15 Santa Ynez and 15 Lompoc Youth will be enrolled by September 30, 2008<br><br>27 Santa Ynez and 27 Lompoc Youth will be enrolled by March 31, 2009<br><br>30 Santa Ynez and 33 Lompoc Youth will be enrolled by September 30, 2009 | --> Measured April 2008<br><br>--> Measured Oct 2008<br><br>-> Measured April 2009<br><br>-> Measured April 2009 | <input type="checkbox"/> FAILED Goal Requirement (<90%)<br><input type="checkbox"/> ACHIEVED Goal Requirement (90%-100%)<br><input type="checkbox"/> EXCEEDED Goal Requirement (101% +) |
| Enrollments by Target Group  | 4 - Transitional Foster Care Youth<br><br>16 - Juvenile Justice System youth<br><br>14- Youth with disability<br><br>26 - Other qualified Youth  | Reported on MEAL<br>Reported monthly   | <input type="checkbox"/> FAILED Goal Requirement (<90%)<br><input type="checkbox"/> ACHIEVED Goal Requirement (90%-100%)<br><input type="checkbox"/> EXCEEDED Goal Requirement (101% +) |
| Completion Of Resume/Employment Portfolio  | 80% of all Youth Participants  | Reported on MEAL<br>Reported monthly   | <input type="checkbox"/> FAILED Milestone Goal (<80%)<br><input type="checkbox"/> ACHIEVED Milestone Goal (80%)<br><input type="checkbox"/> EXCEEDED Goal Requirement (>80%)            |

\* All data reported on MEAL reports are subject to data validation by County, State, and Federal audits. Documentation to support outcomes must be clearly documented in WIA youth participant case files.

EXHIBIT A-1 Milestone and Benchmark Goal Requirements

| MEASURE  | BENCHMARK PERFORMANCE GOAL   | TIME OF MEASUREMENT   | BENCHMARK GOAL REQUIREMENT   |
|--|--|---|--|
| <p>Placement in Education or Employment</p> <p>County Performance Standard<br/><b>65%</b></p>  | <p><b>65%</b> of Youth Participants included in Measure</p>  | <p>Reported on MEAL<br/>Reported monthly</p> <p>Final performance will be calculated January 2010</p> | <ul style="list-style-type: none"> <li><input type="checkbox"/> FAILED Benchmark Goal (&lt;52%)</li> <li><input type="checkbox"/> ACHIEVED Performance Standard (65%)</li> <li><input type="checkbox"/> EXCEEDED Performance Standard (&gt;65%)</li> </ul>   |
| <p>Attainment of enrollment goals by geographic location</p>                                   | <p><b>15</b> of 2007/2008 participants and <b>18</b> 2008/2009 participants will be Lompoc residents; <b>15</b> of 2007/2008 participants and <b>12</b> 2008/2009 participants will be greater Santa Ynez Valley residents, including Los Alamos</p> | <p>Reported on MEAL<br/>Reported monthly</p> <p>Final performance will be calculated Oct 2009</p>     | <ul style="list-style-type: none"> <li><input type="checkbox"/> FAILED Benchmark Goal (&lt;80% of stated enrollments for each location each year)</li> <li><input type="checkbox"/> ACHIEVED Performance Standard (100% of stated enrollment for each location each year)</li> <li><input type="checkbox"/> EXCEEDED Performance Standard (&gt;100% of stated enrollment for each location each year)</li> </ul> |
| <p>Attainment of a Degree or Certificate</p> <p>County Performance Standard<br/><b>65%</b></p> | <p><b>65%</b> of youth Participants included in Measure</p>  | <p>Reported on MEAL<br/>Reported monthly</p> <p>Final performance will be calculated July 2010</p>    | <ul style="list-style-type: none"> <li><input type="checkbox"/> FAILED Benchmark Goal (&lt;52%)</li> <li><input type="checkbox"/> ACHIEVED Performance Standard (65%)</li> <li><input type="checkbox"/> EXCEEDED Performance Standard (&gt;65%)</li> </ul>   |
| <p>Younger Youth Skill Attainment</p> <p>County Performance Standard<br/><b>90%</b></p>        | <p><b>90%</b> of all Younger youth Participants</p>  | <p>Reported on MEAL<br/>Reported monthly</p> <p>Final performance will be calculated January 2010</p> | <ul style="list-style-type: none"> <li><input type="checkbox"/> FAILED Benchmark Goal (&lt;72%)</li> <li><input type="checkbox"/> ACHIEVED Performance Standard (90%)</li> <li><input type="checkbox"/> EXCEEDED Performance Standard (&gt;90%)</li> </ul>   |
| <p>Follow-Up Reporting</p> <p>County Performance Standard<br/><b>72%</b></p>                   | <p><b>72%</b> of all Quarterly Contact reports will be complete, including questions and complete interview</p>  | <p>Measured quarterly</p> <p>Final performance will be calculated October 2010</p>                    | <ul style="list-style-type: none"> <li><input type="checkbox"/> FAILED Benchmark Goal (&lt;58%)</li> <li><input type="checkbox"/> ACHIEVED Performance Standard (72%)</li> <li><input type="checkbox"/> EXCEEDED Performance Standard (&gt;72%)</li> </ul>   |

\*All data reported on MEAL reports are subject to data validation by County, State, and Federal audits. Documentation to support outcomes must be clearly documented in WIA youth Participant case files.

**Exhibit A-2**  
**WIA YOUTH CONTRACTOR AND COUNTY ROLES AND RESPONSIBILITIES**

| <b>Initial Contact</b>   | <b>Contractor</b> | <b>County</b> |
|--|-------------------|---------------|
| Referral   | X                 |               |
| Walk-Ins   | X                 |               |
| Outreach   | X                 |               |
| Schedule dates for Orientation & Intake  | X                 |               |
| <b>Orientation</b>   |                   |               |
| Program overview:  | X                 |               |
| Initial Assessment   | X                 |               |
| Intake packets given out and explanation of verifications needed at the intake appointment (See Intake/Eligibility below)  | X                 |               |
| Intake Appointments scheduled  | X                 |               |
| <b>Intake/Eligibility</b>  |                   |               |
| Determine WIA Eligibility<br><i>Note: Program requirements listed below: (information only)</i>  | X                 |               |
| Confirm Eligibility and assign WIA application #   |                   | X             |
| <i>Selective Service Registration (any male 18 years and older)-form</i>   |                   |               |
| <i>Birth date/age-requires verification</i>  |                   |               |
| <i>Right to work (I-9 verification)-form</i>   |                   |               |
| <i>Residency-requires verification</i>   |                   |               |
| <i>Low income-requires verification</i>  |                   |               |
| <i>At least one additional barrier, which include the following;</i>   |                   |               |
| <i>Deficient in basic literacy skills;</i>   |                   |               |
| <i>School dropout;</i>   |                   |               |
| <i>Homeless, runaway, or foster child;</i>   |                   |               |
| <i>Pregnant or parenting;</i>  |                   |               |
| <i>Offender; or</i>  |                   |               |
| <i>Individual who requires additional assistance to complete an educational program, or to secure and hold employment including and one of the following:</i>  |                   |               |
| <ul style="list-style-type: none"> <li>• Has repeated at least one secondary grade level or is one year over age for grade</li> <li>• Has a core GPA of less than 1.5</li> <li>• For each year of secondary education, is at least two semester credits behind the rate required to graduate from high school</li> <li>• Is an emancipated youth</li> <li>• Is a previous dropout, has been suspended five or more times, or has been expelled</li> <li>• Has a court/agency referral mandating school attendance</li> <li>• Is deemed at risk of dropping out by a school official</li> <li>• Has been referred to or is being treated by an agency for a substance abuse related problem</li> <li>• Has experienced a recent traumatic event, is a victim of abuse, or resides in an abusive environment as documented by a school official or professional</li> </ul> |                   |               |

- Has serious emotional, medical or psychological problems as documented by a professional
- Has never held a job
- Has been fired from a job within the 12 months prior to application
- Has never held a full-time job for more than 13 consecutive weeks. This applies to both Younger and Older Youth.

| <b>Program Enrollment/Registration</b>   | <b>Contractor</b> | <b>County</b> |
|--|-------------------|---------------|
| Selection of Program Participants will occur after all youth are deemed eligible and have received the WIA application #.        | X                 |               |
| Youth is assigned an application number  |                   | X             |
| Completion of Management Information System (MIS) forms  | X                 |               |
|  | <b>Contractor</b> | <b>County</b> |
| Data Entry of the MIS forms completed and submitted to DSS as outlined in Youth Policies and Procedures Manual.                  |                   | X             |
| <b>Objective Assessment/Workshops</b><br><i>Note: This information is used to develop the Individual Service Strategy (ISS).</i> |                   |               |
| Self Exploration   | X                 |               |
| Career Exploration   | X                 |               |
| Resumes  | X                 |               |
| Basic Skills Assessment  | X                 |               |
| Job Search Techniques  | X                 |               |
| Interview practice   | X                 |               |
| Certificate of completion (with 90% attendance and student participation in workshop)  | X                 |               |
| <b>Case Management</b>   |                   |               |
| Individual support and planning  | X                 |               |
| Job leads  | X                 |               |
| Develops contacts  | X                 |               |
| Develops training plans  | X                 |               |
| Worksite evaluations, if applicable  | X                 |               |
| Face to face contact with participants on a monthly basis  | X                 |               |
| Narration of all contact (face to face, phone, email, mail)  | X                 |               |
| <b>Participant Case Folder as outlined by DSS</b>  |                   |               |
| Maintain case folders  | X                 |               |
| <b>Individual Service Strategy (ISS)</b>   |                   |               |
| Completed by applicant and case manager during individual appointments with participants   | X                 |               |
| <b>Incentives as outlined by the WIB</b>   |                   |               |
| Incentive payments as outlined in the Youth Policies and Procedures Manual.  | X                 |               |
| <b>Work Experience (WEX), Internship</b>   |                   |               |
| Determination of participants for work experience, internship, on the job training, or occupational skills training              | X                 |               |
| Development of new WEX or Internship sites   | X                 |               |
| <b>Supportive Services as outlined by the WIB</b>  |                   |               |

|   |                   |               |
|---|-------------------|---------------|
| Supportive services (transportation, child care, work & training items, or occupational skills training related expenses) | X                 |               |
| <b>Exit Determination</b>   |                   |               |
| Applicant will submit recommendation for participant exit from WIA to DSS   | X                 |               |
| <b>Follow-up</b>  | <b>Contractor</b> | <b>County</b> |
| WIA mandated follow-up for 1 year   | X                 |               |
| Completion of MIS forms   | X                 |               |
| <b>Santa Barbara County WIA Contractor Goals</b>  |                   |               |
| Placement in employment or education  | 65%               | X             |
| Attainment of Degree or Certificate   | 65%               | X             |
| Younger Youth Skill Attainment Measure  | 90%               | X             |
| <b>Monitoring</b>   |                   |               |
| Fiscal  |                   | X             |
| Contract Goals  |                   | X             |
| Participant Performance   |                   | X             |
| Participant Work Activity (WEX, Internship)   | X                 | X             |
| Participant Case Review   |                   | X             |

## Exhibit B

### **PAYMENT ARRANGEMENTS** **Periodic Compensation (with attached Schedule of Fees)**

- A. For CONTRACTOR services to be rendered under this contract, CONTRACTOR shall be paid a total contract amount, including cost reimbursements, not to exceed **\$ 318,779**.
- B. Payment for services and/or reimbursement of costs shall be made upon CONTRACTOR's satisfactory performance, based upon the scope and methodology contained in **Exhibit A through A2** as determined by COUNTY. Payment for services and/or reimbursement of costs shall be based upon the costs, expenses, overhead charges and hourly rates for personnel, as defined in **Attachment B1** (Schedule of Fees). Invoices submitted for payment that are based upon **Attachment B1** must contain sufficient detail and back-up data (receipts, etc) to enable an audit of the charges and provide supporting documentation if so specified in **Exhibit A**. Invoices must be approved by the CONTRACTOR'S fiscal representative prior to submission for payment.
- C. **By the 25<sup>th</sup> of each month** CONTRACTOR shall submit to Jason Ramirez, WIA Analyst, an invoice for the service performed over the period specified. These invoices must cite the assigned Board Contract Number, and include information about the names, locations, elements, and mode of service delivery. COUNTY REPRESENTATIVE shall evaluate the quality of the service performed and if found to be satisfactory and within the cost basis of **Attachment B1** shall initiate payment processing. COUNTY shall pay invoices or claims for satisfactory work within 30 days of presentation by the established deadline. WIA invoices will be paid in conjunction with the County's monthly cash draw from the State. Should CONTRACTOR miss the 25<sup>th</sup> of the month deadline and/or not present a satisfactory invoice and/or backup, CONTRACTOR payment will be processed with the next month's cash draw - NO EXCEPTIONS. Additionally, should CONTRACTOR be out of compliance with the program requirements including MIS paperwork, payment will not be processed until CONTRACTOR is in compliance with the programmatic terms of the contract.
- D. At an agreed upon date in November 2010 the parties shall meet to determine the number of benchmarks achieved based upon the definitions, criteria, and benchmarks as set forth in Exhibit A-1 and Exhibit A-2 of this agreement. Based on the November 2010 assessment, COUNTY shall recoup from CONTRACTOR the appropriate amount due as set forth in Exhibit A, Section VI. C. of this Agreement.
- E. COUNTY's failure to discover or object to any unsatisfactory work or billings prior to payment will not constitute a waiver of COUNTY's right to require CONTRACTOR to correct such work or billings or seek any other legal remedy.

**Exhibit B-1 Santa Ynez Valley People Helping People WIA ISY Youth Line Item Budget PY 2007-2010**

**LINE ITEM BUDGET SUMMARY (For Program Year 2007-2008)**

**A. SALARIES AND EMPLOYEE BENEFITS**

Salaries - List each position, hourly rate, total cost for position, percentage working on WIA and funding requested. Also include a brief summary of the WIA associated duties for which funding is requested.

| Position(s)   | Hourly Rate | Annual Total Cost For Position | % Applicable to WIA | Funding Requested |
|---|-------------|--------------------------------|---------------------|-------------------|
| 1. Director of Health Care and Social Services  | 30.00       | 60,000                         | 7%                  | 4,200             |
| Associated Duties: Directs and evaluates all school-based and case management programs. Directly supervises Healthy Start Coordinator. Alternate eligibility reviewer.  |             |                                |                     |                   |
| 2. Administrative Assistant   | 15.00       | 31,000                         | 5%                  | 1,550             |
| Associated Duties: Provides clerical and word processing support to the Healthy Start Director and to other Healthy Start operations.   |             |                                |                     |                   |
| 3. Student and Family Resource Center Coordinator   | 27.00       | 39,366                         | 20%                 | 7,873             |
| Associated Duties: Plans and directs comprehensive, integrated program to deliver school linked student and family support services to improve student success. Directly supervises and evaluates WIA Coordinator. Reviews eligibility. Reviews all reporting.  |             |                                |                     |                   |
| 4. WIA Coordinator  | 21.00       | 43,680                         | 100%                | 43,680            |
| Associated Duties: Conducts outreach, determines eligibility, assesses job/skills needs, conducts community/job development, tutoring, mentors and supervises student progress. Attends trainings and provides reporting according to contractual obligations.  |             |                                |                     |                   |
| 5. Part-time Follow-up Specialist   | 17.00       | 17,680                         | 100%                | 17,680            |
| Associated Duties: Provides follow-up services to all WIA participants as indicated in our mandate to provide all 10 program elements to ensure participants ongoing success and involvement. Compiles data and reports relevant to evaluating individual and program progress of goals, objectives and outcome measures. |             |                                |                     |                   |
| 6.  |             |                                |                     |                   |
| Associated Duties:  |             |                                |                     |                   |
| <b>Sub-Total Salaries:</b>  |             | <b>\$74,983</b>                |                     | <b>\$74,983</b>   |

Employee Benefits - List type of employee benefit(s) and amount budgeted.

| Type of Employee Benefit – Briefly Describe     | Total Cost of Benefit | % Applicable to WIA | Funding Requested  |
|---|-----------------------|---------------------|--------------------|
| 1. Health Insurance 10%                         | 7,498.30              | 100                 | 7,498.30           |
| 2. Retirement 3%                                | 2,249.50              | 100                 | 2,249.50           |
| 3. FICA/payroll taxes/unemployment insurance 8% | 5,998.64              | 100                 | 5,998.64           |
| 4. Worker’s comp 4%                             | 2999.32               | 100                 | 2999.32            |
| <b>Sub-Total Employee Benefits</b>              | \$18,745.60           | 100                 | \$18,745.60        |
| <b>TOTAL SALARIES AND EMPLOYEE BENEFITS</b>     | <b>\$93,728.76</b>    | <b>100</b>          | <b>\$93,728.76</b> |

**B. SERVICES AND SUPPLIES**

1) Services - List any consultant(s) or contract services – briefly describe.

| Name of Consultant(s)/Contract Services           | Total Cost of Service/Contract | % Applicable to WIA | Funding Requested |
|---|--------------------------------|---------------------|-------------------|
| 1. Independent Audit – James L. Hayes             | 5,500                          | 7                   | 385               |
| 2. Accounting/Bookkeeping: Owens Tax Professional | 4,869                          | 7                   | 341               |
| 3.  |                                |                     |                   |
| 4.  |                                |                     |                   |
| 5.  |                                |                     |                   |
| <b>Sub-Total Services</b>                         | \$ 10,369                      | 7                   | \$ 726            |



2) Supplies For Administration/Program

| Item<br>Provide a detailed breakdown of expenses in space provided below for each item   | Total Costs | % Applicable to WIA | Funding Requested |
|--|-------------|---------------------|-------------------|
| 1. Office Expenses   | 200         | 100%                | 200               |
| Paper, pens, folders, clips, etc general office supplies for 100% WIA funded staff   |             |                     |                   |
| 2. Telephone/Communications  | 1,200       | 100%                | 1,200             |
| Cell phone, long distance/out of area on land line/DSL/internet connection for 2 locations   |             |                     |                   |
| 3. Mileage/Travel  | 1,814       | 100%                | 1,814             |
| 4320 miles at .42/mile (Conference – 300 miles round trip, 3 quarterly trainings in Santa Maria – 60 r.t.x3=180 miles., services to Los Alamos – 30 r.t. x 4 trips/mo x 12mo.=1440miles; Services to Lompoc –50r.t.x 4/mox12= 2400miles) |             |                     |                   |
| 4. Conferences/Training  | 1,880       | 100%                | 1,880             |
| 2 100% WIA funded staff only (2) to attend the California Workforce Association Conference<br>Registration Fee, Any Housing/Meals exclusive of registration fee  |             |                     |                   |
|  |             |                     |                   |
| <b>Sub-Total Supplies</b>  |             |                     |                   |
|  | \$5094      | 100%                | 5094              |

3) Supplies For Clients

| Item<br>Provide a detailed breakdown of expenses in the space provided. | Total Costs | % Applicable to WIA | Funding Requested |
|---|-------------|---------------------|-------------------|
| 1. Supportive Services  | 900         | 100%                | 900               |
| Work related apparel, academic materials for two locations              |             |                     |                   |

|  |                 |             |                 |
|--|-----------------|-------------|-----------------|
| 2. Supplies  | 600             | 100%        | 600             |
| Supplies and snacks for occupational and work readiness workshops and meetings.  |                 |             |                 |
| 3. Mileage/Travel  | 1620            | 100%        | 1620            |
| Field trips: 3 within SB County (Workforce Resource Center/One Stop, local colleges and university and 2 out of County (Specialized vocational schools) (For both locations)<br>\$60 for gas x 3 = 180 no food within county<br>\$90 for gas x 2 = 180 food\$15x15 youth x 2 trips=450 |                 |             |                 |
| 4. Vocational/Occupational Training  | 600             | 100%        | 600             |
| 5 youth x 120=600 Registration fees for WIA students who will enroll in a qualified apprenticeship or occupational training program.   |                 |             |                 |
| 5. Subsidized Employment/Internships/Stipends  | 20,736          | 100%        | 20,736          |
| 8 students @ \$8 x 3hrs x 2 days x 30 weeks=11,520<br>6 students @ \$8 x 6hrs x 4 days x 8 weeks (summer) = 9,216  |                 |             |                 |
| 6. Incentives  | 1,950           | 100%        | 1,950           |
| \$10/career assessment x 30 students \$300<br>10 study hours = \$15 x 30 = \$450<br>60 days of work experience with a positive evaluation from employer \$25 X 30 youth=\$750<br>Attend and complete occupational workshops 30 youth x \$15 = \$450                                    |                 |             |                 |
| <b>Sub-Total Supplies</b>  | <b>\$31836</b>  | <b>100</b>  | <b>31836</b>    |
| <b>TOTAL SERVICES AND SUPPLIES</b>   | <b>\$37,656</b> | <b>100%</b> | <b>\$37,656</b> |

### C. OPERATING EXPENSES

| <i>Item</i>   | Funding Requested |
|---|-------------------|
| 1. Facility Costs   | 0                 |
| Note: WIA funds requested to pay for facilities costs (not included in overhead or indirect) will require back-up before contract.    |                   |
| 2. Equipment Lease/Rental 5% of \$4,543   | \$228             |
| Note: WIA funds requested to purchase or lease equipment (not included in overhead or indirect) will require back-up before purchase. |                   |

|   |                |
|---|----------------|
| 3. Insurance (Refer to General Contract Provisions for Insurance Requirements) 8% of \$28,196 | \$2,256        |
| <b>Total Operating Expenses</b>   | <b>\$2,484</b> |

|   |                     |
|---|---------------------|
| Indirect Cost Rate/Overhead Rate 6.06% is supporting services expenses divided by total expenses on FY05-06 audit | \$8200              |
| <b>TOTAL WIA FUNDS REQUESTED</b>  | <b>\$142,068.76</b> |

**LINE ITEM BUDGET SUMMARY (For Program Year 2008-2009)**

**A. SALARIES AND EMPLOYEE BENEFITS**

Salaries - List each position, hourly rate, total cost for position, percentage working on WIA and funding requested. Also include a brief summary of the WIA associated duties for which funding is requested.

| <b>Position(s)</b>  | <b>Hourly Rate</b> | <b>Annual Total Cost For Position</b> | <b>% Applicable to WIA</b> | <b>Funding Requested</b> |
|---|--------------------|---------------------------------------|----------------------------|--------------------------|
| 1. Director of Health Care and Social Services  | 30.83              | 64,126.40                             | 7%                         | 4,488.85                 |
| Associated Duties: Directs and evaluates all school-based and case managed programs. Directly supervises Healthy Start Coordinator. Alternate eligibility reviewer.   |                    |                                       |                            |                          |
| 2. Administrative Assistant   | 15.41              | 32,052.80                             | 5%                         | 1,602.64                 |
|   |                    |                                       |                            |                          |
| 3. Student and Family Resource Center Coordinator   | 27.74              | 40,444.92                             | 15%                        | 6,066.74                 |
| Associated Duties: Plans and directs comprehensive, integrated program to deliver school linked student and family support services to improve student success. Attends trainings and provides reporting according to contractual obligations.                |                    |                                       |                            |                          |
| 4. WIA Coordinator  | 21.58              | 44,886.40                             | 100%                       | 44,886.40                |
| Associated Duties: Conducts outreach, determines eligibility, assesses job/skill needs, conducts community/job development, tutoring, mentors and supervises student progress. Attends trainings and provides reporting according to contractual obligations. |                    |                                       |                            |                          |
| 5. Part-Time Follow –up Specialist  | 17.47              | 18,168.80                             | 100%                       | 18,168.80                |
| Associated Duties: Provides follow-up services to all WIA participants as indicated in our mandate, providing all 10 program elements to ensure participant's ongoing success and involvement   |                    |                                       |                            |                          |
| 6.  |                    |                                       |                            |                          |
| Associated Duties:  |                    |                                       |                            |                          |
| <b>Sub-Total Salaries:</b>  |                    |                                       |                            | <b>\$75,213.43</b>       |

Employee Benefits - List type of employee benefit(s) and amount budgeted.

| Type of Employee Benefit – Briefly Describe     | Total Cost of Benefit | % Applicable to WIA | Funding Requested  |
|---|-----------------------|---------------------|--------------------|
| 1. Health Insurance 10%                         | 7,521.34              | 100                 | 7,028              |
| 2. Retirement 3%                                | 2,256                 | 100                 | 2,256              |
| 3. FICA/Payroll Taxes/Unemployment insurance 8% | 6,017.07              | 100                 | 6,017.07           |
| 4. Worker’s Comp 4%                             | 3,008.54              | 100                 | 3,008.54           |
| <b>Sub-Total Employee Benefits</b>              | \$18,803.05           | 100                 | \$18,803.05        |
| <b>TOTAL SALARIES AND EMPLOYEE BENEFITS</b>     | <b>\$94,016.48</b>    | <b>100</b>          | <b>\$94,016.48</b> |

**B. SERVICES AND SUPPLIES**

1) Services - List any consultant(s) or contract services – briefly describe.

| Name of Consultant(s)/Contract Services           | Total Cost of Service/Contract | % Applicable to WIA | Funding Requested |
|---|--------------------------------|---------------------|-------------------|
| 1. Independent Audit – James L. Hayes             | 5,500                          | 3%                  | 165               |
| 2. Accounting/Bookkeeping: Owens Tax Professional | 4869                           | 3%                  | 150               |
| <b>Sub-Total Services</b>                         | \$10,369                       | 3                   | \$315             |

2) Supplies For Administration/Program

| Item   | Total Costs | % Applicable to WIA | Funding Requested |
|--|-------------|---------------------|-------------------|
| Provide a detailed breakdown of expenses in space provided below for each item |             |                     |                   |
| 1. Office Expenses   | 200         | 100%                | 200               |
| Paper, pens, folders, clips, general office supplies for 100% WIA funded staff |             |                     |                   |

|  |        |      |       |
|--|--------|------|-------|
| 2. Telephone/Communication   | 1200   | 100% | 1200  |
| % of cell phone, long distance, DSL attributable to WIA staff  |        |      |       |
| 3. Mileage/Travel  | 1,814  | 100% | 1,814 |
| 4320 miles at .42/mile (Conference – 300 miles round trip, 3 quarterly trainings in Santa Maria – 60 r.t.x3=180 miles., services to Los Alamos – 30 r.t. x 4 trips/mo x 12mo.=1440miles; Services to Lompoc –50r.t.x 4/mox12= 2400miles) |        |      |       |
| 4. Conferences/Training  | 1,880  | 100% | 1,880 |
| 2 100% WIA funded staff only (2) to attend the California Workforce Association Conference<br>Registration Fee, Any Housing/Meals exclusive of registration fee  |        |      |       |
|  |        |      |       |
| <b>Sub-Total Supplies</b>  | \$5082 | 100% | 5082  |

3) Supplies For Clients

| Item   | Total Costs | % Applicable to WIA | Funding Requested |
|--|-------------|---------------------|-------------------|
| Provide a detailed breakdown of expenses in the space provided.  |             |                     |                   |
| 1. Supportive Services   | 900         | 100%                | 900               |
| Work related apparel, academic materials   |             |                     |                   |
| 2. Supplies  | 600         | 100%                | 600               |
| Supplies and snacks for occupational and work readiness workshops and meetings.  |             |                     |                   |
| 3. Mileage/Travel  | 1,620       | 100%                | 1,620             |
| Field trips: 3 within SB County (Workforce Resource Center/One Stop, local colleges and university and 2 out of County (Specialized vocational schools) For both locations<br>\$60 for gas x 3 = 180 no food within county<br>\$90 for gas x 2 = 180 food\$15x15 youth x 2 trips=450 |             |                     |                   |
| 4. Vocational/Occupational Training  | 600         | 100%                | 600               |

|   |                 |             |                 |
|---|-----------------|-------------|-----------------|
| 5 youth x 12=600 Registration fees for WIA students who will enroll in a qualified apprenticeship or occupational training program.   |                 |             |                 |
| 5. Subsidized Employment/Internships/Stipends   | 20,736          | 100%        | 20,736          |
| 9 students @ \$8 x 3hrs x 2 days x 30 weeks=11,520<br>6 students @ \$8 x 6hrs x 4 days x 8 weeks (summer) = 9,216   |                 |             |                 |
| 6. Incentives   | 1,950           | 100%        | 1,950           |
| \$10/career assessment x 30 students \$300<br>10 study hours = \$15 x 30 = \$450<br>60 days of work experience with a positive evaluation from employer \$25 X 30 youth=\$750<br>Attend and complete occupational workshops 30 youth x \$15 = \$450 |                 |             |                 |
| 7.  |                 |             |                 |
| <b>Sub-Total Supplies</b>   |                 |             |                 |
|   | \$31,836        | 100%        | \$31,836        |
|   | <b>\$37,233</b> | <b>100%</b> | <b>\$37,233</b> |

### C. OPERATING EXPENSES

| <i>Item</i>   | Funding Requested |
|---|-------------------|
| 1. Facility Costs   | 0                 |
| Note: WIA funds requested to pay for facilities costs (not included in overhead or indirect) will require back-up before contract.    |                   |
| 2. Equipment Lease/Rental   | 235               |
| Note: WIA funds requested to purchase or lease equipment (not included in overhead or indirect) will require back-up before purchase. |                   |
| 3. Insurance (Refer to General Contract Provisions for Insurance Requirements)  | \$3,031.39        |
| <b>Total Operating Expenses</b>   | <b>\$3,266.39</b> |

|   |                     |
|---|---------------------|
| Indirect Cost Rate/Overhead Rate 6.06% is supporting services expenses divided by total expenses on FY05-06 audit | \$8,238.93          |
| <b>TOTAL WIA FUNDS REQUESTED</b>  | <b>\$142,754.79</b> |

**LINE ITEM BUDGET SUMMARY (For Follow-Up Year 2009-2010)**

**A. SALARIES AND EMPLOYEE BENEFITS**

Salaries - List each position, hourly rate, total cost for position, percentage working on WIA and funding requested. Also include a brief summary of the WIA associated duties for which funding is requested.

| <b>Position(s)</b>  | <b>Hourly Rate</b> | <b>Annual Total Cost For Position</b> | <b>% Applicable to WIA</b> | <b>Funding Requested</b> |
|---|--------------------|---------------------------------------|----------------------------|--------------------------|
| 1. Director of Health Care and Social Services  | 32.70              | 68,027                                | 2%                         | 1,360.54                 |
| Associated Duties: Directs and evaluates all school-based and case managed programs. Directly supervises Healthy Start Coordinator. Alternate eligibility reviewer.   |                    |                                       |                            |                          |
| 2. Administrative Assistant   | 15.82              | 32,905.60                             | 2%                         | 658.11                   |
| Associated Duties: Provides clerical and word processing support to the Director and all Healthy Start operations.  |                    |                                       |                            |                          |
| 3. Healthy Start Coordinator  | 28.50              | 41,557.15                             | 5%                         | 2,077                    |
| Associated Duties: Plans and directs comprehensive, integrated program to deliver school linked student and family support services to improve student success. Attends training and provides reporting according to contractual obligations. |                    |                                       |                            |                          |
| 4. WIA Coordinator  |                    |                                       |                            |                          |
| Will not use in the last year   |                    |                                       |                            |                          |
| 5. Part-Time Follow –up Specialist  | 17.95              | 18,668                                | 100%                       | 18,668                   |
| Associated Duties: Provides follow-up services to all WIA participants as indicated in our mandate, providing all 10 program elements to ensure participant’s ongoing success and involvement   |                    |                                       |                            |                          |
| <b>Sub-Total Salaries:</b>  |                    |                                       |                            | <b>\$22,763.65</b>       |



Employee Benefits - List type of employee benefit(s) and amount budgeted.

| Type of Employee Benefit – Briefly Describe     | Total Cost of Benefit | % Applicable to WIA | Funding Requested |
|---|-----------------------|---------------------|-------------------|
| 1. Health Insurance 10%                         | 2276                  | 100                 | 2276              |
| 2. Retirement 3%                                | 683                   | 100                 | 683               |
| 3. FICA/Payroll Taxes/Unemployment insurance 8% | 1821                  | 100                 | 1821              |
| 4. Worker's Comp 4%                             | 911                   | 100                 | 911               |
| <b>Sub-Total Employee Benefits</b>              | \$5,691               | 100                 | \$5,691           |
| <b>TOTAL SALARIES AND EMPLOYEE BENEFITS</b>     | <b>\$28,454.65</b>    | 100%                | <b>\$28454.65</b> |

**B. SERVICES AND SUPPLIES**

4) Services - List any consultant(s) or contract services – briefly describe.

| Name of Consultant(s)/Contract Services           | Total Cost of Service/Contract | % Applicable to WIA | Funding Requested |
|---|--------------------------------|---------------------|-------------------|
| 1. Independent Audit – James L. Hayes             | 5,835                          | 2                   | 117               |
| 2. Accounting/Bookkeeping: Owens Tax Professional | 5,166                          | 2                   | 103               |
| <b>Sub-Total Services</b>                         | \$ 11,001                      | 2                   | \$ 220            |

5) Supplies For Administration/Program

| Item   | Total Costs | % Applicable to WIA | Funding Requested |
|--|-------------|---------------------|-------------------|
| Provide a detailed breakdown of expenses in space provided below for each item |             |                     |                   |
| 1. Office Expenses   | 100         | 100                 | 100               |

|  |      |     |      |
|--|------|-----|------|
| Paper, pens, folders, clips, general office supplies for 100% WIA funded staff |      |     |      |
| 2. Telephone   | 300  | 100 | 300  |
| % of cell phone, long distance, DSL attribute to WIA staff                     |      |     |      |
| 3. Mileage/Travel  | 840  | 100 | 840  |
|  |      |     |      |
| 4. Conferences/Training  |      |     |      |
| No conferences or training in the last year                                    |      |     |      |
|  |      |     |      |
| <b>Sub-Total Supplies</b>  |      |     |      |
|  | 1240 | 100 | 1240 |

6) Supplies For Clients

| Item  | Total Costs | % Applicable to WIA | Funding Requested |
|---|-------------|---------------------|-------------------|
| Provide a detailed breakdown of expenses in the space provided. |             |                     |                   |
| 1. Supportive Services  |             |                     | \$500             |
| Supportive services for follow-up year.                         |             |                     |                   |
| 2. Supplies   |             |                     |                   |
|   |             |                     |                   |
| 3. Mileage/Travel   |             |                     |                   |

|   |      |     |           |
|---|------|-----|-----------|
| 4. Vocational/Occupational Training                             |      |     |           |
| 5. Subsidized Employment/Internships/Stipends                   |      |     |           |
| 6. Incentives   |      |     | \$1037.80 |
| To encourage contact in follow-up year, approximately 35 youth. |      |     |           |
| <b>Sub-Total Supplies</b>                                       | 0    | 0   | 0         |
| <b>TOTAL SERVICES AND SUPPLIES</b>                              | 1460 | 100 | \$2997.80 |

**C. OPERATING EXPENSES**

| <i>Item</i>   | Funding Requested |
|---|-------------------|
| 1. Facility Costs   | 0                 |
| Note: WIA funds requested to pay for facilities costs (not included in overhead or indirect) will require back-up before contract.    |                   |
| 2. Equipment Lease/Rental 2%  | 91                |
| Note: WIA funds requested to purchase or lease equipment (not included in overhead or indirect) will require back-up before purchase. |                   |
| 3. Insurance (Refer to General Contract Provisions for Insurance Requirements) 2%   | 560               |
| <b>Total Operating Expenses</b>   | <b>651</b>        |

|   |                    |
|---|--------------------|
| Indirect Cost Rate/Overhead Rate 6.06% is supporting services expenses divided by total expenses on FY05-06 audit | \$1,852            |
| <b>TOTAL WIA FUNDS REQUESTED</b>  | <b>\$33,955.45</b> |

**EXHIBIT C**

**STANDARD INDEMNIFICATION AND INSURANCE PROVISIONS  
for contracts REQUIRING professional liability insurance**

## **INDEMNIFICATION**

### **Indemnification pertaining to other than Professional Services:**

CONTRACTOR shall defend, indemnify and save harmless the COUNTY, its officers, agents and employees from any and all claims, demands, damages, costs, expenses (including attorney's fees), judgments or liabilities arising out of this Agreement or occasioned by the performance or attempted performance of the provisions hereof; including, but not limited to, any act or omission to act on the part of the CONTRACTOR or his agents or employees or other independent contractors directly responsible to him; except those claims, demands, damages, costs, expenses (including attorney's fees), judgments or liabilities resulting from the sole negligence or willful misconduct of the COUNTY.

CONTRACTOR shall notify the COUNTY immediately in the event of any accident or injury arising out of or in connection with this Agreement.

### **Indemnification pertaining to Professional Services:**

CONTRACTOR shall indemnify and save harmless the COUNTY, its officers, agents and employees from any and all claims, demands, damages, costs, expenses (including attorney's fees), judgments or liabilities arising out of the negligent performance or attempted performance of the provisions hereof; including any willful or negligent act or omission to act on the part of the CONTRACTOR or his agents or employees or other independent contractors directly responsible to him to the fullest extent allowable by law.

CONTRACTOR shall notify the COUNTY immediately in the event of any accident or injury arising out of or in connection with this Agreement.

## **INSURANCE**

Without limiting the CONTRACTOR's indemnification of the COUNTY, CONTRACTOR shall procure the following required insurance coverages at its sole cost and expense. All insurance coverages are to be placed with insurers which (1) have a Best's rating of no less than A: VII, and (2) are admitted insurance companies in the State of California. All other insurers require the prior approval of the COUNTY. Such insurance coverage shall be maintained during the term of this Agreement. Failure to comply with the insurance requirements shall place CONTRACTOR in default. Upon request by the COUNTY, CONTRACTOR shall provide a certified copy of any insurance policy to the COUNTY within ten (10) working days.

1. Workers' Compensation Insurance: Statutory Workers' Compensation and Employers Liability Insurance shall cover all CONTRACTOR's staff while performing any work incidental to the performance of this Agreement. The policy shall provide that no cancellation, or expiration or reduction of coverage shall be effective or occur until at least thirty (30) days after receipt of such notice by the COUNTY. In the event CONTRACTOR is self-insured, it shall furnish a copy of Certificate of Consent to Self-Insure issued by the Department of Industrial Relations for the State of California. This provision does not apply if CONTRACTOR has no employees as defined in Labor Code Section 3350 et seq. during the entire period of this Agreement and CONTRACTOR submits a written statement to the COUNTY stating that fact.
2. General and Automobile Liability Insurance: The general liability insurance shall include bodily injury, property damage and personal injury liability coverage, shall afford coverage for all premises, operations, products and completed operations of CONTRACTOR and shall include contractual liability coverage sufficiently broad so as to include the insurable liability assumed by the CONTRACTOR in the indemnity and hold harmless provisions [above] of the Indemnification Section of this Agreement between COUNTY and CONTRACTOR. The automobile liability insurance shall cover all owned, non-

owned and hired motor vehicles that are operated on behalf of CONTRACTOR pursuant to CONTRACTOR's activities hereunder. CONTRACTORS shall require all subcontractors to be included under its policies or furnish separate certificates and endorsements to meet the standards of these provisions by each subcontractor. COUNTY, its officers, agents, and employees shall be Additional Insured status on any policy. A cross liability clause, or equivalent wording, stating that coverage will apply separately to each named or additional insured as if separate policies had been issued to each shall be included in the policies. A copy of the endorsement evidencing that the policy has been changed to reflect the Additional Insured status must be attached to the certificate of insurance. The limit of liability of said policy or policies for general and automobile liability insurance shall not be less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Any deductible or Self-Insured Retention {SIR} over \$10,000 requires approval by the COUNTY.

Said policy or policies shall include a severability of interest or cross liability clause or equivalent wording. Said policy or policies shall contain a provision of the following form:

*"Such insurance as is afforded by this policy shall be primary and if the COUNTY has other valid and collectible insurance, that other insurance shall be excess and non-contributory."*

If the policy providing liability coverage is on a 'claims-made' form, the CONTRACTOR is required to maintain such coverage for a minimum of three years following completion of the performance or attempted performance of the provisions of this agreement. Said policy or policies shall provide that the COUNTY shall be given thirty (30) days written notice prior to cancellation or expiration of the policy or reduction in coverage.

3. Professional Liability Insurance. Professional liability insurance shall include coverage for the activities of CONTRACTOR's professional staff with a combined single limit of not less than \$1,000,000 per occurrence or claim and \$2,000,000 in the aggregate. Said policy or policies shall provide that COUNTY shall be given thirty (30) days written notice prior to cancellation, expiration of the policy, or reduction in coverage. If the policy providing professional liability coverage is a on 'claims-made' form, the CONTRACTOR is required to maintain such coverage for a minimum of three (3) years (ten years [10] for Construction Defect Claims) following completion of the performance or attempted performance of the provisions of this agreement.

CONTRACTOR shall submit to the office of the designated COUNTY representative certificate(s) of insurance documenting the required insurance as specified above prior to this Agreement becoming effective. COUNTY shall maintain current certificate(s) of insurance at all times in the office of the designated County representative as a condition precedent to any payment under this Agreement. Approval of insurance by COUNTY or acceptance of the certificate of insurance by COUNTY shall not relieve or decrease the extent to which the CONTRACTOR may be held responsible for payment of damages resulting from CONTRACTOR'S services of operation pursuant to the contract, nor shall it be deemed a waiver of COUNTY'S rights to insurance coverage hereunder.

In the event the CONTRACTOR is not able to comply with the COUNTY'S insurance requirements, COUNTY may, at their sole discretion and at the CONTRACTOR'S expense, provide compliant coverage.

The above insurance requirements are subject to periodic review by the COUNTY. The COUNTY's Risk Program Administrator is authorized to change the above insurance requirements, with the concurrence of County Counsel, to include additional types of insurance coverage or higher coverage limits, provided that such change is reasonable based on changed risk of loss or in light of past claims against the COUNTY or inflation. This option may be exercised during any amendment of this Agreement that results in an increase in the nature of COUNTY's risk and such change of provisions will be in effect for the term of the amended Agreement. Such change pertaining to types of insurance coverage or higher coverage limits must be made by written amendment to this Agreement. CONTRACTOR agrees to execute any such amendment within thirty (30) days of acceptance of the amendment or modification.



## EXHIBIT D

### General Provisions and Standards of Conduct

CONTRACTOR is subject to the following provisions from the County's contract with the Employment Development Department

#### 1. Compliance –

- a. CONTRACTOR will comply with the requirements of the Workforce Investment Act (Act) and with all related amendments, regulations, policies, and procedures promulgated thereunder including Section 306 of the Clean Air Act and Section 508 of the Clean Water Act.
- b. CONTRACTOR further assures and certifies that if the regulations, policies, and procedures pursuant to the Workforce Investment Act, Clean Air Act, or Clean Water Act are amended or revised, CONTRACTOR shall comply with them.
- c. CONTRACTOR will also certify its compliance with the Americans with Disabilities Act of 1990.
- d. COUNTY may avail itself of any or all administrative, contractual or legal remedies for violation of this Agreement.
- e. CONTRACTOR shall observe all applicable federal regulations relating to copyrights and patents in the performance of this Agreement.
- f. COUNTY, the State of California and the U.S. Department of Labor shall have access to all data derived from the activities conducted under this Agreement.
- g. CONTRACTOR further agrees to comply with all applicable federal, state, and county requirements for the submission and provision of information for all audit reports relating to this Agreement.
- h. CONTRACTOR will ensure diligence in managing programs under this agreement including performing appropriate monitoring activities and taking prompt corrective action against known violations of the WIA.
- i. CONTRACTOR shall act in accordance with Title VI of the Civil Rights Act of 1964, and provisions of WIA Section 188 and compliance with Equal Employment Opportunity provision in Executive Order (E.O.) 11246, as amended by E.O. 11375 and supplemented by the requirements of 41 CFR Part 60.

#### 2. Certification - Except as otherwise indicated, the following certifications apply to all CONTRACTORS.

- a. *Corporate Registration:* The CONTRACTOR, if it is a corporation, certifies it is registered with the Secretary of State of the State of California.
- b. *Sectarian Activities:* The CONTRACTOR certifies that this agreement does not provide for the advancement or aid to any religious sect, church or creed, or sectarian purpose nor does it help to support or sustain any school, college, university, hospital or other institution controlled by any religious creed, church, or sectarian denomination whatever, as specified by Article XVI, Section 5, of the Constitution, regarding separation of church and state.
- c. *National Labor Relations Board:* The CONTRACTOR (if not a public entity), by signing this agreement, does swear under penalty of perjury, that no more that one final unappeasable finding of contempt of court by a federal court has been issued against the CONTRACTOR within the immediately preceding two-year period because of CONTRACTOR failure to comply with an order of a federal court which orders the CONTRACTOR to comply with an order of the National Labor Relations Board.
- d. *Prior Findings:* CONTRACTOR, by signing this agreement, does swear under penalty of perjury, that it has not failed to satisfy any major condition in a current or previous contract or



grant with the Department of Labor (DOL) or the State of California and has not failed to satisfy conditions relating to the resolution of a final finding and determination, including repayment of debts.

e. *Drug-Free Workplace Certification:* By signing this subgrant/contract, the CONTRACTOR hereby certifies under penalty of perjury under the laws of the State of California that the CONTRACTOR or contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 (Government Code Section 8350 et seq. and 29 CFR Part 98) and will provide a drug-free workplace by taking the following actions:

1. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8350(a).
2. Establish a Drug-Free Awareness Program as required by Government Code Section 8355(b) to inform employees about all of the following:
  - ~ The dangers of drug abuse in the workplace;
  - ~ The person's or organization's policy of maintaining a drug-free workplace;
  - ~ Any available counseling, rehabilitation and employee assistance programs; and,
  - ~ Penalties that may be imposed upon employees for drug abuse violations.
3. Provide, as required by Government Code Section 8355 (c), that every employee who works on the proposed contract:
  - ~ Will receive a copy of the company's drug-free policy statement; and,
  - ~ Will agree to abide by the terms of the company's statement as a condition of employment on the contract.

f. *Child Support Compliance Act:* In accordance with the Child Support Compliance Act, the CONTRACTOR recognizes and acknowledges:

1. The importance of child and family support obligations and shall fully comply with applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with Section 5200) of Part 5 of Division 9 of the Family Code; and that to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Employee Registry maintained by the California Employment Development Department (EDD).

g. *Debarment and Suspension Certification:* By signing this agreement, the CONTRACTOR hereby certifies under penalty of perjury under the laws of the State of California the CONTRACTOR will comply with, regulations implementing Executive Order 12549, Debarment and Suspension, 29 C.F.R. Part 98.51 0, that the prospective participant (i.e., grantee), to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
2. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them 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 under 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. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (federal, State or local) with commission of any of offenses enumerated in paragraph 2 of this certification;
  4. Have not within a three year period preceding this agreement had one or more public transactions (federal, State or local) terminated for cause of default.
  5. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this agreement.
- h. Lobbying Restrictions:* By signing this agreement the CONTRACTOR hereby assures and certifies to the lobbying restrictions which are codified in the DOL regulations at 29 CFR Part 93.
1. No federal appropriated funds have been paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress, in connection with this federal contract, grant loan, or cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
  2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress, in connection with this federal contract, grant, loan, and cooperative agreement, the undersigned shall complete and submit Standard Form-LLL , "Disclosure Form to Report Lobbying" in accordance with its instructions.
  3. The undersigned shall require that the language of this certification be included in the award documents for sub grant/contract transactions over \$100,000 (per OMS) at all tiers (including sub grants, contracts and subcontracts, under grants, loan, or cooperative agreements), and that all sub recipients shall certify and disclose accordingly.
  4. This certification is a material representation of fact upon which reliance is placed when this transaction is executed. Submission of this. Certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, and U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.
- i. Union Activities:* CONTRACTOR, by signing this Grant, hereby acknowledges the applicability of Government Code 16645 through 166459 to this Agreement. Furthermore, CONTRACTOR, by signing this agreement, hereby certifies that:
1. No state funds disbursed by this grant will be used to assist, promote or deter union organizing.
  2. CONTRACTOR shall account for state funds disbursed for a specific expenditure by this grant, to show those funds were allocated to that expenditure.
  3. CONTRACTOR shall, where state funds are not designated as described in (2) above, allocate, on a pro-rata basis, all disbursements that support the grant program.
  4. If CONTRACTOR makes expenditures to assist, promote or deter union organizing, CONTRACTOR will maintain records sufficient to show that no state funds were used for those expenditures, and that CONTRACTOR shall provide those records to the Attorney General upon request.

Failure to comply with all requirements of the certifications in Section 2 may result in suspension of payment under the subgrant/contract or termination of the subgrant/contract, or both, and the contractor or grantee may be ineligible for award of future state subgrants/contracts if the department determines that any of the following has occurred: (1) false information on the

certifications, or (2) violation of the terms of the certifications by failing to carry out the requirements as noted above.

3. Amendments – This agreement may be unilaterally modified by the County upon written notice to CONTRACTOR under the following circumstances:

- a) There is an increase or decrease in federal or state funding levels.
- b) A modification to CONTRACTOR contract is required in order to implement an adjustment or modification to the local plan.
- c) Funds awarded to CONTRACTOR have not been expended in accordance with the schedule included in the approved local plan. After consultation with CONTRACTOR, the County has determined that the funds will not be spent in a timely manner, and such funds are for that reason to the extent permitted by and in a manner consistent with state and federal law, regulations and policies, reverting to the County.
- d) There is a change in state and federal law or regulation requiring a change in the provisions of this agreement. Except as provided above, this agreement may be amended only in writing by the mutual agreement of both parties.

4. Accounting and Cash Management - CONTRACTOR will comply with the controls, record keeping and fund accounting procedure requirements of WIA, federal, state, and county regulations and directives to ensure the proper disbursement of, and accounting for, program funds paid to CONTRACTOR and disbursed by CONTRACTOR, under this agreement.

5. Reporting – CONTRACTOR will compile and submit reports of activities, expenditures, status of cash and closeout information by the specified dates as prescribed by the County. CONTRACTOR will have to submit periodic narrative reports in addition to monthly financial and quarterly statistical reports.

6. Grievance and Complaint System – CONTRACTOR will establish and maintain a grievance complaint procedure in compliance with WIA, federal regulations and state statutes, regulations and policy.

7. Audits – CONTRACTOR and/or auditors performing monitoring or audits of CONTRACTOR will immediately report to the County any incidents of fraud, abuse or other criminal activity in relation to this agreement, the WIA, or its regulation.

8. Disallowed Costs – Except to the extent that the state and/or the county determines it will assume liability, CONTRACTOR will be liable for and will repay, to the county, any amount expended under this agreement found not to be in accordance with WIA including, but not limited to, disallowed costs. Such repayment will be from funds (Non-Federal), other than those received under the WIA.

## EXHIBIT E

### HIPAA Business Associate Agreement

#### 1. Use and Disclosure of Protected Health Information

Except as otherwise provided in this Exhibit, the Contractor may use or disclose protected health information ("PHI")<sup>1</sup> to perform functions, activities or services for or on behalf of the County, as specified in the underlying agreement, provided that such use or disclosure does not violate HIPAA or other law. The uses and disclosures of PHI may not exceed the limitations applicable to the County under the regulations except as authorized for management, administrative or legal responsibilities of the Contractor. PHI includes without limitation "Electronic Protected Health Information" ("EPHI")<sup>2</sup>.

#### 2. Further Disclosure of PHI

The Contractor shall not use or further disclose PHI other than as permitted or required by the underlying Agreement, or as required by law.

#### 3. Safeguarding PHI

The Contractor shall use appropriate safeguards to prevent use or disclosure of PHI other than as provided for by the underlying Agreement. Contractor shall implement administrative, physical and technical safeguards that reasonably and appropriately protect the confidentiality, integrity and availability of EPHI that Contractor creates, receives, maintains or transmits on behalf of County. The actions taken by the Contractor to safeguard EPHI shall include, but may not be limited to:

- a. Encrypting EPHI that it stores and transmits;
- b. Implementing strong access controls, including physical locks, firewalls, and strong passwords;
- c. Using antivirus software that is upgraded regularly;
- d. Adopting contingency planning policies and procedures, including data backup and disaster recovery plans; and
- e. Conducting periodic security training.

#### 4. Unauthorized Use or Disclosure of PHI

The Contractor shall report to the County any use or disclosure of the PHI not provided for by the underlying Agreement or otherwise in violation of the Privacy Rule or Security Rule. Contractor shall report to County any security incidents within 10 days of becoming aware of such incidents. For purposes of this paragraph, "security incident" shall mean the attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with systems operations in an information system.

#### 5. Agents and Subcontractors of the Business Associate

The Contractor shall ensure that any agent, including a subcontractor, to which the Contractor provides PHI received from, or created or received by the Contractor on behalf of the County, shall comply with the same restrictions and conditions that apply through the underlying Agreement to the Contractor with respect to such information. The Contractor shall ensure that any agent to whom it provides PHI, including a subcontractor, agrees to implement reasonable and appropriate safeguards to protect such PHI. Contractor shall not use subcontractors or agents, unless it receives prior written consent from County.

E\_\_\_\_\_

<sup>1</sup> "Protected Health Information" means individually identifiable health information including, without limitation, all information, data, documentation and materials, including without limitation, demographic, medical and financial information, that relates to the past, present, or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present, or future payment for the provision of health care to an individual; and that identifies the individual or with respect to which there is a reasonable basis to believe the information can be used to identify the individual.

<sup>2</sup> "Electronic Protected Health Information" means Protected Health Information, which is transmitted by Electronic Media (as defined in the HIPAA Security and Privacy Rule) or maintained in Electronic Media.

## **6. Access to PHI**

At the request of the County, and in the time and manner designated by the County, the Contractor shall provide access to PHI in a Designated Record Set to an Individual or the County to meet the requirements of 45 Code of Federal Regulations section 164.524.

## **7. Amendments to Designated Record Sets**

The Contractor shall make any amendment(s) to PHI in a Designated Record Set that the County directs or at the request of the Individual, and in the time and manner designated by the County in accordance with 45 Code of Federal Regulations section 164.526.

## **8. Documentation of Uses and Disclosures**

The Contractor shall document such disclosures of PHI and information related to such disclosures as would be required for the County to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with 45 Code of Federal Regulations section 164.528. Contractor agrees to implement a process that allows for an accounting to be collected and maintained by Contractor and its agents or subcontractors for at least six years prior to the request, but not before the compliance date of the Privacy Rule.

## **9. Accounting of Disclosure**

The Contractor shall provide to the County or an Individual, in the time and manner designated by the County, information collected in accordance with 45 Code of Federal Regulations section 164.528, to permit the County to respond to a request by the Individual for an accounting of disclosures of PHI in accordance with 45 Code of Federal Regulations section 164.528.

## **10. Records Available to Covered Entity and Secretary**

The Contractor shall make available records related to the use, disclosure, security and privacy protection of PHI received from the County, or created or received by the Contractor on behalf of the County, to the County or to the Secretary of the United State Department of Health and Human Services for purposes of investigating or auditing the County's compliance with the HIPAA privacy and security regulations, in the time and manner designated by the County or the Secretary.

## **11. Destruction of PHI**

a. Upon termination of the underlying Agreement for any reason, the Contractor shall:

- (1) Return all PHI received from the County, or created or received by the Contractor on behalf of the County required to be retained by the Privacy Rule; or
- (2) Return or destroy all other PHI received from the County, or created or received by the Contractor on behalf of the County.

This provision also shall apply to PHI in possession of subcontractors or agents of the Contractor. The Contractor, its agents or subcontractors shall retain no copies of the PHI. However, Contractor, its agents or subcontractors shall retain all protected information throughout the term of the underlying Agreement and shall continue to maintain the information required under Section 8 of this Exhibit for a period of six years after termination of the underlying Agreement.

b. In the event the Contractor determines that returning or destroying the PHI is not feasible, the Contractor shall provide the County notification of the conditions that make return or destruction not feasible. If the County agrees that the return of the PHI is not feasible, the Contractor shall extend the protections of this Exhibit to such PHI and limit further use and disclosures of such PHI for so long as the Contractor, or any of its agents or subcontractors, maintains such PHI.

## **12. Amendments**

The Parties agree to take such action as is necessary to amend the underlying Agreement as necessary for the County to comply with the requirements of the Privacy Rule and its implementing regulations.

**13. Mitigation of Disallowed Uses and Disclosures**

The Contractor shall mitigate, to the extent practicable, any harmful effect that is known to the Contractor of a use or disclosure of PHI by the Contractor in violation of the requirements of the underlying Agreement or the Privacy Rule.

**14. Termination of Agreement**

The County shall terminate the underlying Agreement upon knowledge of a material breach by the Contractor of which the Contractor fails to cure.

**15. Definitions**

Terms used, but not otherwise defined, in this Exhibit shall have the same meaning as those in the Privacy Rule.

**16. Interpretation**

Any ambiguity in this Exhibit shall be resolved to permit County to comply with the Privacy Rule and Security Rule.

Contract Summary Form:

Contract Number:

- D1. Fiscal Year : FY 07/08; FY 08/09; FY 09/10, FY 10/11
- D2. Budget Unit Number: 044
- D3. Requisition Number :
- D4. Department Name :Social Services
- D5. Contact Person : Rhonda Macdonald
- D6. Phone : (805) 346-7294

- K1. Contract Type (*check one*):  Personal Service  Capital Project/Construction
- K2. Brief Summary of Contract Description/Purpose : WIA In- School Services
- K3. Original Contract Amount : \$318,779
- K4. Contract Begin Date : 10/1/07
- K5. Original Contract End Date : 09/30/2010
- K6. Amendment History (*leave blank if no prior amendments*):  

| <u>Seq#</u> | <u>EffectiveDate</u> | <u>ThisAmndtAmt</u> | <u>CumAmndtToDate</u> | <u>NewTotalAmt</u> | <u>NewEndDate</u> | <u>Purpose</u> |
|-------------|----------------------|---------------------|-----------------------|--------------------|-------------------|----------------|
| (2-4 words) |                      |                     |                       |                    |                   |                |
|             | \$                   | \$                  | \$                    |                    |                   |                |
- K7. Department Project Number :

- B1. Is this a Board Contract? (*Yes/No*) : YES
- B2. Number of Workers Displaced (*if any*): 0 (zero)
- B3. Number of Competitive Bids (*if any*) :5
- B4. Lowest Bid Amount (*if bid*) : N/A
- B5. If Board waived bids, show Agenda Date : N/A
- B6. ... and Agenda Item Number : #
- B7. Boilerplate Contract Text Unaffected? (*Yes / or cite ¶¶*) : 5, 12, 30

- F1. Encumbrance Transaction Code : 1701
- F2. Current Year Encumbrance Amount : \$106,552
- F3. Fund Number : 0055
- F4. Department Number : 044
- F5. Division Number (*if applicable*) : 5810
- F6. Account Number : 7510
- F7. Cost Center number (*if applicable*) : 5365
- F8. Payment Terms : Net 30

- V1. Vendor Numbers (*A=auditor; P=purchasing*) :
- V2. Payee/Contractor Name : Santa Ynez Valley People Helping People
- V3. Mailing Address : P. O. Box 1478
- V4. City State (*two-letter*) Zip (*include +4 if known*) : Solvang, CA 93494
- V5. Telephone Number : (805) 964-8857
- V6. Contractor's Federal Tax ID Number (*EIN or SSN*) :77-0338060
- V7. Contact Person : Carolyn Contreras
- V8. Workers Comp Insurance Expiration Date : 7/1/2008
- V9. Liability Insurance Expiration Date[s] (*G=enl; P=roff*) : 7/1/2008
- V10. Professional License Number : #
- V11. Verified by (*name of County staff*) : Rhonda Macdonald
- V12. Company Type (*Check one*):  Individual  Sole Proprietorship  Partnership  
 Corporation

**I certify:** information complete and accurate; designated funds available; required concurrences evidenced on signature page.

Date : \_\_\_\_\_ Authorized Signature : \_\_\_\_\_