

**AGREEMENT  
FOR SERVICES OF INDEPENDENT CONTRACTOR**

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**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 **Northern Santa Barbara County United Way, Inc.**, with an address at 1660 S. Broadway, Suite 201, Santa Maria, California (Contractor) wherein Contractor agrees to provide and County agrees to accept the services specified herein.

**WHEREAS**, Contractor represents that it is specially trained, skilled, experienced, and competent to perform the special services required by County and County desires to retain the services of Contractor pursuant to the terms, covenants, and conditions herein set forth;

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

**1.       DESIGNATED REPRESENTATIVE**

Director at phone number 805-681-5220 is the representative of County and will administer this Agreement for and on behalf of County. Eddie Taylor at phone number 805-922-0329 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 personal delivery or facsimile, or with postage prepaid by first class mail, registered or certified mail, or express courier service, as follows:

To County:	Director Santa Barbara County Department of Behavioral Wellness 300 N. San Antonio Road Santa Barbara, CA 93110 FAX: 805-681-5262
To Contractor:	Eddie Taylor, CEO Northern Santa Barbara County United Way, Inc. 1660 S. Broadway, Suite 201 Santa Maria, CA 93454 Phone: 805-922-0329

or at such other address or to such other person that the parties may from time to time designate in accordance with this Notices section. If sent by first class mail, notices and consents under this section shall be deemed to be received five (5) days following their deposit in the U.S. mail. This Notices section shall not be construed as meaning that either party agrees to service of process except as required by applicable law.

**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 9/1/2019 and end performance upon completion, but no later than 8/31/2021 unless otherwise directed by County or unless earlier terminated.

**5. COMPENSATION OF CONTRACTOR**

In full consideration for Contractor's services, Contractor shall be paid for performance under this Agreement in accordance with the terms of EXHIBIT B attached hereto and incorporated herein by reference.

**6. INDEPENDENT CONTRACTOR**

It is mutually understood and agreed that Contractor (including any and all of its officers, agents, and employees), shall perform all of its services under this Agreement as an independent Contractor as to County and not as an officer, agent, servant, employee, joint venturer, partner, or associate of County. Furthermore, County shall have no right to control, supervise, or direct the manner or method by which Contractor shall perform its work and function. However, County shall retain the right to administer this Agreement so as to verify that Contractor is performing its obligations in accordance with the terms and conditions hereof. 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. Contractor shall be solely liable and responsible for providing to, or on behalf of, its employees all legally-required employee benefits. In addition, Contractor shall be solely responsible and save County harmless from all matters relating to payment of Contractor's employees, including compliance with Social Security withholding and all other regulations governing such matters. It is acknowledged that during the term of this Agreement, Contractor may be providing services to others unrelated to the County or to this Agreement.

**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. DEBARMENT AND SUSPENSION**

Contractor certifies to County that it and its employees and principals are not debarred, suspended, or otherwise excluded from or ineligible for, participation in federal, state, or county government contracts. Contractor certifies that it shall not contract with a subcontractor that is so debarred or suspended.

## **9. TAXES**

Contractor shall pay all taxes, levies, duties, and assessments of every nature due in connection with any work under this Agreement and shall make any and all payroll deductions required by law. 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.

## **10. CONFLICT OF INTEREST**

Contractor covenants that Contractor presently has no employment or interest and shall not acquire any employment or interest, direct or indirect, including any interest in any business, property, or source of income, 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. Contractor must promptly disclose to the County, in writing, any potential conflict of interest. County retains the right to waive a conflict of interest disclosed by Contractor if County determines it to be immaterial, and such waiver is only effective if provided by County to Contractor in writing.

## **11. OWNERSHIP OF DOCUMENTS AND INTELLECTUAL PROPERTY**

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, all photos, designs, sound or audiovisual recordings, software code, inventions, technologies, and other materials, and any material necessary for the practical use of such items, 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 of such items to other parties except after prior written approval of County. County shall be the legal owner and Custodian of Records for all County client files generated pursuant to this Agreement, and shall comply with all Federal and State confidentiality laws, including Welfare and Institutions Code (WIC) §5328; 42 United States Code (U.S.C.) §290dd-2; and 45 CFR, Parts 160 – 164 setting forth the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Contractor shall inform all of its officers, employees, and agents of the confidentiality provision of said laws. Contractor further agrees to provide County with copies of all County client file documents resulting from this Agreement without requiring any further written release of information. Within HIPAA guidelines, County shall have the unrestricted authority to publish, disclose, distribute, and/or otherwise use in whole or in part, any reports, data, documents or other materials prepared under this Agreement.

Unless otherwise specified in Exhibit A, Contractor hereby assigns to County all copyright, patent, and other intellectual property and proprietary rights to all data, documents, reports, photos, designs, sound or audiovisual recordings, software code, inventions, technologies, and other materials prepared or provided by Contractor pursuant to this Agreement (collectively referred to as "Copyrightable Works and Inventions"). County shall have the unrestricted authority to copy, adapt, perform, display, publish, disclose, distribute, create derivative works from, and otherwise use in whole or in part, any Copyrightable Works and Inventions. Contractor agrees to take such actions and execute and deliver such documents as may be needed to validate, protect and confirm the rights and assignments provided hereunder. Contractor warrants that any Copyrightable Works and Inventions and other items provided under this Agreement will not infringe upon any intellectual property or proprietary rights of any third party. Contractor at its own expense shall defend, indemnify, and hold harmless County against any claim that any Copyrightable Works or Inventions or other items provided by Contractor hereunder infringe upon intellectual or other proprietary rights of a third party, and Contractor shall pay any damages, costs, settlement amounts, and fees (including

attorneys' fees) that may be incurred by County in connection with any such claims. This Ownership of Documents and Intellectual Property provision shall survive expiration or termination of this Agreement.

## **12. NO PUBLICITY OR ENDORSEMENT**

Contractor shall not use County's name or logo or any variation of such name or logo in any publicity, advertising or promotional materials. Contractor shall not use County's name or logo in any manner that would give the appearance that the County is endorsing Contractor. Contractor shall not in any way contract on behalf of or in the name of County. Contractor shall not release any informational pamphlets, notices, press releases, research reports, or similar public notices concerning the County or its projects, without obtaining the prior written approval of County.

## **13. COUNTY PROPERTY AND INFORMATION**

All of County's property, documents, and information provided for Contractor's use in connection with the services shall remain County's property, and Contractor shall return any such items whenever requested by County and whenever required according to the Termination section of this Agreement. Contractor may use such items only in connection with providing the services. Contractor shall not disseminate any County property, documents, or information without County's prior written consent.

## **14. RECORDS, AUDIT, AND REVIEW**

(Applicable to agreements in excess of \$10,000)

- A. Contractor shall maintain records, including books, documents, and other evidence, accounting procedures and practices, sufficient to properly support all direct and indirect costs of whatever nature claimed to have been incurred in the performance of this Agreement, including any matching costs and expenses. The forgoing constitutes "records" for the purpose of this provision.
- B. Contractor's facility or office or such part thereof as may be engaged in the performance of this Agreement and its records shall be subject at all reasonable times to inspection, audit, and reproduction.
- C. Contractor agrees that County, DHCS, the Department of General Services, the Bureau of State Audits, or their designated representatives including the Comptroller General of the United States, shall have the right to review and copy any records and supporting documentation pertaining to the performance of this Agreement. County agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Contractor agrees to include a similar right of the County or State to audit records and interview staff in any subcontract related to performance of this Agreement.
- D. Contractor shall preserve and make available its records (1) for a period of ten years from the date of final payment under this Agreement, and (2) for such longer period, if any, as is required by applicable statute, by any other provision of this Agreement, or by subparagraphs (i) or (ii) below.
  - i. If this Agreement is completely or partially terminated, the records relating to the work terminated shall be preserved and made available for a period of three years from the date of any resulting final settlement.
  - ii. If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the ten-year period, the records shall be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular ten-year period, whichever is later.

- E. Contractor may, at its discretion, following receipt of final payment under this Agreement, reduce its accounts, books, and records related to this Agreement to microfilm, computer disk, CD ROM, DVD, or other data storage medium. Upon request by an authorized representative to inspect, audit or obtain copies of said records, Contractor must supply or make available applicable devices, hardware, and/or software necessary to view, copy, and/or print said records. Applicable devices may include, but are not limited to, microfilm readers and microfilm printers, etc.
- F. County shall, if applicable, comply with the Single Audit Act and the audit reporting requirements set forth in 2 Code of Federal Regulations part 200. If federal, state or County audit exceptions are made relating to this Agreement, Contractor shall reimburse all costs incurred by federal, state, and/or County governments associated with defending against the audit exceptions or performing any audits or follow-up audits, including but not limited to: audit fees, court costs, attorneys' fees based upon a reasonable hourly amount for attorneys in the community, travel costs, penalty assessments and all other costs of whatever nature. Immediately upon notification from County, Contractor shall reimburse the amount of the audit exceptions and any other related costs directly to County as specified by County in the notification. The provisions of the Records, Audit, and Review section shall survive any expiration or termination of this Agreement.

#### **15. INDEMNIFICATION AND INSURANCE**

Contractor agrees to the indemnification and insurance provisions as set forth in EXHIBIT C attached hereto and incorporated herein by reference.

#### **16. 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.

#### **17. 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.

#### **18. NON-ASSIGNMENT**

Contractor shall not assign, transfer or subcontract this Agreement or any of its rights or obligations under this Agreement without the prior written consent of County and any attempt to so assign, subcontract or transfer without such consent shall be void and without legal effect and shall constitute grounds for termination.

#### **19. 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, for nonappropriation of funds, or because of the failure of Contractor to fulfill the obligations herein.
  - i. **For Convenience.** County may terminate this Agreement in whole or in part upon thirty (30) days written notice. During the thirty (30) day period, Contractor shall, as directed by County, wind down and cease its services as quickly and efficiently as reasonably possible, without performing unnecessary services or activities and by minimizing negative effects on County from such winding down and cessation of services.

ii. **For Nonappropriation of Funds.**

- a. Notwithstanding any other provision of this Agreement, the parties acknowledge and agree that this Agreement is dependent upon the availability of County, State, and/or federal funding. If funding to make payments in accordance with the provisions of this Agreement is not forthcoming from the County, State and/or federal governments for the Agreement, or is not allocated or allotted to County by the County, State and/or federal governments for this Agreement for periodic payment in the current or any future fiscal period, then the obligations of County to make payments after the effective date of such non-allocation or non-funding, as provided in a written notice to Contractor, will cease and terminate.
- b. As permitted by applicable State and Federal laws regarding funding sources, if funding to make payments in accordance with the provisions of this Agreement is delayed or is reduced from the County, State, and/or federal governments for the Agreement, or is not allocated or allotted in full to County by the County, State, and/or federal governments for this Agreement for periodic payment in the current or any future fiscal period, then the obligations of County to make payments will be delayed or be reduced accordingly or County shall have the right to terminate the Agreement. If such funding is reduced, County in its sole discretion shall determine which aspects of the Agreement shall proceed and which Services shall be performed. In these situations, County will pay Contractor for Services and Deliverables and certain of its costs. Any obligation to pay by County will not extend beyond the end of County's then-current funding period.
- c. Contractor expressly agrees that no penalty or damages shall be applied to, or shall accrue to, County in the event that the necessary funding to pay under the terms of this Agreement is not available, not allocated, not allotted, delayed or reduced.

3. **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 or suspend this Agreement in whole or in part by written notice. Upon receipt of notice, Contractor shall immediately discontinue all services affected (unless the notice directs otherwise) and notify County as to the status of its performance. The date of termination shall be the date the notice is received by Contractor, unless the notice directs otherwise.

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.

C. **Upon termination,** Contractor shall deliver to County all data, estimates, graphs, summaries, reports, and all other property, records, documents or papers as may have been accumulated or produced by Contractor in performing this Agreement, whether completed or in process, except such items as County may, by written permission, permit Contractor to retain. Notwithstanding any other payment provision of this Agreement, County shall pay Contractor for satisfactory services 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 affect any right or remedy which County may have in law or equity.

## **20. 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.

## **21. 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.

## **22. 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.

## **23. TIME IS OF THE ESSENCE**

Time is of the essence in this Agreement and each covenant and term is a condition herein.

## **24. 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.

## **25. 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. Requests for changes to the terms and conditions of this agreement after April 1 of the Fiscal Year for which the change would be applicable shall not be considered. All requests for changes shall be in writing. Changes shall be made by an amendment pursuant to this Section. Any amendments or modifications that do not materially change the terms of this Agreement (such as changes to the Designated Representative or Contractor's address for purposes of Notice) may be approved by the Director of the Department of Behavioral Wellness. The Board of Supervisors of the County of Santa Barbara must approve all other amendments and modifications.

## **26. 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.

**27. COMPLIANCE WITH LAW**

Contractor shall, at its 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 is 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.

**28. CALIFORNIA LAW AND JURISDICTION**

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.

**29. 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.

**30. AUTHORITY**

All signatories and 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(s), 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.

**31. SURVIVAL**

All provisions of this Agreement which by their nature are intended to survive the termination or expiration of this Agreement shall survive such termination or expiration.

**32. 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.

**33. COMPLIANCE WITH HIPAA**

Contractor is expected to adhere to Health Insurance Portability and Accountability Act (HIPAA) regulations and to develop and maintain comprehensive patient confidentiality policies and procedures, provide annual training of all staff regarding those policies and procedures, and demonstrate reasonable effort to secure written and/or electronic data. The parties should anticipate that this Agreement will be modified as necessary for full compliance with HIPAA.



**34. BUSINESS ASSOCIATE AGREEMENT**

The parties agree to the terms and conditions set forth in Attachment D - HIPAA Business Associate Agreement (BAA), attached hereto and incorporated herein by reference.

**35. COURT APPEARANCES.**

Upon request, Contractor shall cooperate with County in making available necessary witnesses for court hearings and trials, including Contractor's staff that have provided treatment to a client referred by County who is the subject of a court proceeding. County shall issue subpoenas for the required witnesses upon request of Contractor.

**THIS AGREEMENT INCLUDES:**

- I. EXHIBIT A – Statement of Work
- II. EXHIBIT A-1 – Description of Duties
- III. ATTACHMENT E– Program Goals, Outcomes, and Measures
- IV. EXHIBIT B – Payment Arrangements
- V. EXHIBIT B-1 – Schedule of Rates and Contract Maximum
- VI. ATTACHMENT D- HIPAA Business Associate Agreement
- VII. EXHIBIT C – Indemnification and Insurance Provisions

**Signature Page**

Agreement for Services of Independent Contractor between the **County of Santa Barbara** and **Northern Santa Barbara County United Way, Inc.**

**IN WITNESS WHEREOF**, the parties have executed this Agreement to be effective on September 1, 2019.

**COUNTY OF SANTA BARBARA:**

By: \_\_\_\_\_  
GREGG HART, CHAIR  
BOARD OF SUPERVISORS

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

**ATTEST:**

MONA MIYASATO  
COUNTY EXECUTIVE OFFICER  
CLERK OF THE BOARD

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

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

**CONTRACTOR:**

Northern Santa Barbara County United Way, Inc.

By: \_\_\_\_\_  
Authorized Representative

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

**APPROVED AS TO FORM:**

MICHAEL C. GHIZZONI  
COUNTY COUNSEL

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

**APPROVED AS TO ACCOUNTING FORM:**

BETSY M. SCHAFFER, CPA  
AUDITOR-CONTROLLER

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

**RECOMMENDED FOR APPROVAL:**

ALICE GLEGHORN, PH.D., DIRECTOR  
DEPARTMENT OF BEHAVIORAL  
WELLNESS

By: \_\_\_\_\_  
Director

**APPROVED AS TO INSURANCE FORM:**

RAY AROMATORIO  
RISK MANAGEMENT

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

**EXHIBIT A**  
**STATEMENT OF WORK**

**I. CONTRACTOR Roles and Responsibilities.**

As the legal grantee of California Volunteers, CONTRACTORS through the AmeriCorps Program shall:

- A. Provide AmeriCorps members' living allowance stipend upon submission of a service log signed and dated by the member and member supervisor, and in accordance with AmeriCorps requirements. CONTRACTOR agrees to provide each member a monthly living allowance stipend and any benefits required by AmeriCorps policy to the extent set forth in this Agreement. Further, any claim for Worker's Compensation or liability will be covered by CONTRACTOR under the AmeriCorps Grant as administered by the AmeriCorps Program.
- B. Provide all eligible, full-time members with health insurance coverage and other benefits as required by AmeriCorps policy and all other regulatory agencies.
- C. Serve as the primary provider of training and technical assistance for members throughout the program year. Such assistance includes:
  - i. Edward Taylor, Executive Director, and Emily Allen, Program Director for the 2019-2020 program year, will be the representatives of AmeriCorps with respect to all references to the AmeriCorps herein, unless otherwise specified. Many of the duties will be assigned to Program Manager Debra Hamrick.
  - ii. Work with agencies to recruit AmeriCorps members for placement at the COUNTY. Advertise the AmeriCorps opportunity in local papers, web-sites and promote the opportunity through flyers and job fairs, etc.
  - iii. Provide recruitment materials, including flyers, and applications to all agencies recruiting candidates.
  - iv. Develop an annual schedule for the members, including training sessions, monthly meetings and community events.
  - v. In conjunction with COUNTY staff, develop a weekly schedule for the members that ensures grant specific activity is performed and a set number of weekly service hours.
  - vi. Conduct at least semi-annual visits; more frequent visits are performed as needed for trouble shooting or to assist with proper program implementation;
  - vii. Provide AmeriCorps identification for members.
  - viii. Provide assistance to members and COUNTY personnel to ensure all AmeriCorps Program performance measures are addressed.
- D. Provide a pre-service orientation for members and for all participating COUNTY staff. Participants will receive information and training on:
  - i. Member service requirements and benefits, as well as instruction on completing timesheets and other required documentation, AmeriCorps personnel procedures, and grievance procedures.

- ii. The AmeriCorps and the National Service movement and the AmeriCorps goals and objectives.
  - iii. Roles and responsibilities of all participants in the AmeriCorps Program.
  - iv. Supervision of members.
  - v. Documenting AmeriCorps performance measures and expected outcomes.
  - vi. Mental Health First Aid.
  - vii. Critical Time Intervention.
  - viii. Vulnerability Index-Service Prioritization Decision Assessment Tool (VI- SPDAT).
- E. Upon AmeriCorps members' completion of the required trainings, the AmeriCorps program manager will provide proof of completion to the County site supervisor, such as a certificate of completion or written verification.
  - F. Develop and distribute forms for the effective evaluation and continuous improvement of the AmeriCorps Program, including training questionnaires, program evaluation, and member evaluations.
  - G. Complete an annual financial audit as required by AmeriCorps regulations.
  - H. Provide fiscal management and accounting services for the overall project to include processing of living allowance payments, health insurance, initial registration and maintenance of worker compensation and other required benefits. Train agencies with determining and documenting the value of in-kind match provided for member supervision.
  - I. Fund and conduct background clearance checks for all members to ensure DOJ, FBI, National Sex Offender Registry.
  - J. Work with agencies to ensure COUNTY staff supervising members meet CNCS background check requirements. Complete DOJ, FBI and National Sex Offender Registry checks prior to beginning of member's term of service.
  - K. Serve as Lead Agency and Fiscal Agent to AmeriCorps State and Federal Offices.
  - L. Maintain required member records in compliance with AmeriCorps guidelines.
  - M. Serve as member managers to ensure compliance with all CONTRACTOR and AmeriCorps policies and procedures and to facilitate the successful completion of each member's term of service with the COUNTY.
  - N. Refilling Member Positions. CONTRACTOR shall replace any member who terminates service before completing his/her term. Should no satisfactory replacement member be found within two weeks, the COUNTY shall not be responsible to pay the maximum value of the agreement. County shall only be liable for service hours actually served by members including hours for completed training and any outstanding mileage reimbursement due.

## II. COUNTY Roles and Responsibilities.

- A. Provide AmeriCorps Program staff a description of the duties (EXHIBIT A-1) the member will engage in while serving at the COUNTY.
- B. Have adequate resources to fulfill the goals of the COUNTY and AmeriCorps, as well as the individual goals and program objectives of the members. In addition to paragraph F, subparagraph (ii) & (iii) below, these resources include: administrative support, daily access to a telephone, fax machine, supplies, postage, copier, and office space as needed (including a suitably secure location for storing personal effects).
- C. Utilize AmeriCorps OnCorps Reports online systems, for member and supervisor time keeping.
- D. Allow members to complete Transaction Trackers for each assist to beneficiaries. Allow members to complete Homeless and/or Veteran Verification Forms for each beneficiary served. This is necessary for the AmeriCorps Program's grant reporting. All members are responsible for this and no agency is exempt from this requirement unless alternative, prior written arrangements have been made.
- E. In conjunction with the AmeriCorps Program, document COUNTY in-kind match of COUNTY Lead Clinical staff supervision of members. Lead Clinical staff will document and certify the amount of supervision provided to members and the actual value of the Lead Clinical staff's hourly rate in the "Supervisor In-Kind Hours" form as part of On Corps Reports.
- F. Identify Lead Clinical staff (practitioner) to ensure adequate supervision of members in their pursuit of program goals and activities. In the case of multiple supervisors or layers of member supervision, one point of contact will be identified for the purpose of receiving and disseminating information to and from CONTRACTOR's AmeriCorps staff (AmeriCorps staff), approving timesheets etc. This Lead Clinical staff must have criminal background clearance in accordance with CNCS policy. AmeriCorps staff performs the NSOPR, DOJ and FBI check, unless satisfactory proof can be provided that these clearances have already been performed during the Lead Clinical staff's employment with the COUNTY. The Lead Clinical staff is responsible for the following:
  - i. Participating in the interview process for member applicants;
  - ii. Select members based on their experience and qualifications;
  - iii. Complying with State and Federal nondiscrimination laws throughout the selection process.
  - iv. The AmeriCorps Program recommends that all COUNTY staff who will be responsible for the member, participate in the member selection process. \*\*Note that final selection of members is subject to AmeriCorps Program review;\*\*
  - v. Providing an office and orientation for new members to introduce staff, explain policies and address all items listed on the Agency Orientation Checklist (Attachment 1).
- G. Attending a supervisor training organized by AmeriCorps to include all member supervisors.
- H. Attend monthly AmeriCorps Partnership meeting or conference calls.
- I. Ensuring all member supervisors are trained and fully informed regarding AmeriCorps policies, procedures, goals and allowable member utilization.

- J. Release members from service to participate in ongoing trainings provided by AmeriCorps.
- K. Maintaining knowledge of and compliance with Member Handbook and contract guidelines;
- L. Identifying service recipients that meet the eligibility criteria for the AmeriCorps Program (veterans & individuals experiencing homelessness) and provide unique service recipient eligibility information to the AmeriCorps Program.
- M. Assigning members allowable duties and responsibilities that focus on the achievement of AmeriCorps Program objectives. Evidenced based service delivery methodologies are highly recommended.
- N. Participating with member and AmeriCorps staff in creating a Member Schedule to assure that the member can serve the minimum hours (EXHIBIT B-1) necessary to complete their term of service by the member's planned exit date.
- O. Supervising and assisting the members in the implementation of their service plans to ensure that each member is making adequate progress toward AmeriCorps Program objectives. Verifying that each member is keeping required program data.
- P. Monitoring and approving the members' hours of service via OnCorps Reports online timekeeping system. Members must only engage in allowable AmeriCorps activities (EXHIBIT A-1). These activities are listed in the member contract and covered in the Agency Supervisor trainings.
- Q. Completing any reports, surveys and/or information requests as required by AmeriCorps within the requested time frame.
- R. Maintaining a binder in the main COUNTY offices where AmeriCorps members report to. These locations are as follows:
  - i. Lompoc – 401 East Cypress Street
  - ii. Santa Maria – 212 Carmen Lane
  - iii. Santa Barbara – 2034 De La Vina Street
- S. The contents of the binder shall include:
  - i. Current Weekly Schedule
  - ii. Program Calendar
  - iii. Copy of member contract
  - iv. Copies of all approved Time-Off Request Forms
  - v. Agency Orientation Checklist
- T. Submitting proper forms to AmeriCorps staff if a member does not show up for agreed-upon service.
- U. Ensuring that members are serving AmeriCorps Program goals and objectives- not serving in regular clerical capacities or other daily routine COUNTY activities that are non-allowable activities under AmeriCorps guidelines.
- V. Prior to placement of members, consulting with the appropriate labor organization representing employees who are engaged in the same or similar work activity as those activities proposed to be carried out by the AmeriCorps Program to ensure compliance with federal non-displacement requirements. Documentation of such consultation to be kept on file by COUNTY and is available for review upon request.

**i. COUNTY agrees to adhere to the following federal nondisplacement requirements:**

- a. An employer may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the use by such employer of a participant in a program receiving corporation assistance.
- b. An organization may not displace a volunteer by using a participant in a program receiving corporation assistance.
- c. A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.
- d. A participant in a program receiving corporation assistance may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee.
- e. A participant in any program receiving assistance under this chapter may not perform any services or duties, or engage in activities, that-
  - 1) Will supplant the hiring of employed workers; or
  - 2) Are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.
- f. A participant in any program receiving assistance under this chapter may not perform services or duties that have been performed by or were assigned to any-
  - 1) Presently employed worker;
  - 2) Employee who recently resigned or was discharged;
  - 3) Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;
  - 4) Employee who is on leave (terminal, temporary, vacation, emergency, or sick); or
  - 5) Employee who is on strike or who is being locked out.

W. Assuring that COUNTY will not hire members in a paid employee position that would prevent the member from completing his or her contracted term of service.

X. Acting as a mentor for AmeriCorps member for personal development and service at the COUNTY and in the community.

Y. Displaying AmeriCorps symbol in office; displaying Prohibited Activities in office.

Z. Providing any additional training necessary for the members to accomplish their projects that is above and beyond the training provided by AmeriCorps.

AA. Including AmeriCorps members in staff training meetings, or other informational meetings as appropriate.



- BB. Discussing with the member and submitting initial, mid-term and final evaluation forms for each member to AmeriCorps on forms provided by AmeriCorps and alerting AmeriCorps Program staff within 25 days of member start date if there is a concern about the member's ability to fulfill the member responsibilities or complete the program year.
- CC. Ensuring that any member in violation of the terms of the Member Service Agreement is disciplined in a manner consistent with the agreement. All disciplinary actions (verbal or written) must be documented and the documentation sent to the CONTRACTOR's AmeriCorps office. Before any member is terminated for cause, the AmeriCorps Program Director must be notified and sent all supporting documentation.
- DD. Providing reimbursement for expenses incurred by members to attend additional COUNTY-specific training (i.e. transportation costs, etc.) where appropriate.
  - i. Contractor shall be reimbursed for AmeriCorps member trainings following submission of a detailed invoice to COUNTY per Exhibit B
- EE. Assuring compliance with guidelines regarding contact with minor-age children as follows:
  - i. During service hours, another adult must supervise any one-on-one interaction with minor age children by a member.
  - ii. The member is prohibited from having any contact with minor age children involved in the AmeriCorps program during non-service hours. If a COUNTY Supervisor assigns a member exceptional responsibility involving children, the COUNTY Supervisor, parent, and Program Director must give special written permission to be kept on file in the AmeriCorps office prior to the contact.
- FF. Ensure that staff and members, while performing activities supported by the AmeriCorps Program or the Corporation of National & Community Service (CNCS), do not engage in the following activities:
  - i. Attempting to influence legislation;
  - ii. Organizing or engaging in protests, petitions, boycotts, or strikes;
  - iii. Assisting, promoting or deterring union organizing;
  - iv. Impairing existing contracts for services or collective bargaining agreements;
  - v. Serving as daily clerical or other secretarial support for any staff or regularly serving any daily COUNTY duty;
  - vi. Writing or assisting in the preparation of any reports, proposals, grants, or fundraising to benefit the AmeriCorps Program;
  - vii. Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office;
  - viii. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
  - ix. Engaging in religious instruction; conducting worship services; constructing or operating facilities devoted to religious instruction or worship; or engaging in any form of religious proselytization;
  - x. Providing a direct benefit to-

- a) A business organized for profit;
  - b) A labor union;
  - c) A partisan political organization;
  - d) A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative;
  - e) An organization engaged in the religious activities described in this section, unless Corporation assistance is not used to support those religious activities;
- xi. Conducting a voter registration drive or using corporation funds to conduct a voter registration drive;
  - xii. Providing abortion services or referrals for receipt of such services; and
  - xiii. Such other activities as the corporation may prohibit.
    - a) *Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-Corporation funds. Individuals should not wear the AmeriCorps logo while doing so.*
- GG. With respect to dispute resolution with a member or AmeriCorps on a complaint arising from the interpretation or application of personnel policies or practices, comply with the Grievance Procedure outlined in the AmeriCorps Member Handbook.
- HH. The COUNTY understands that any allowable photograph, audio recording, video or film taken of the COUNTY in conjunction with AmeriCorps can be used by AmeriCorps without the COUNTY's express permission. The COUNTY foregoes any rights to royalties in conjunction with photographs, audio recordings, video or film. Service recipient confidentiality will be honored.

**EXHIBIT A-1**  
**Description of Duties**

1. **PROGRAM SUMMARY.** Northern Santa Barbara County United Way, Inc. (Contractor) shall provide AmeriCorps members (Members) to be assigned to serve with Department of Behavioral Wellness (Behavioral Wellness) to provide engagement and outreach to individuals in Santa Barbara County experiencing chronic homelessness with a focus on individuals with persistent mental health and/or chronic substance abuse.

Contractor shall:

- A. Have the background, training, work experience and supervision necessary for the performance of services in a manner of, and according to professional standards and in keeping with all pertinent Federal, State, and Santa Barbara County laws, regulations, and/or policies.

2. **PROGRAM GOALS.**

Members shall:

- A. Engage with individuals experiencing homelessness and serious persistent mental illness and/or chronic substance abuse.
- B. Provide outreach to individuals experiencing homelessness and serious persistent mental illness and/or chronic substance abuse.
- C. Assist individuals experiencing homelessness and serious persistent mental illness and/or chronic substance abuse.

3. **TRAINING REQUIREMENTS.**

- A. Contractor shall ensure that all Members providing services under this Agreement complete mandatory trainings, including through attendance at County-sponsored training sessions as available. The following trainings must be completed at hire and annually thereafter:
  - i. HIPAA Privacy and Security;
  - ii. Code of Conduct; and
  - iii. Cultural Competency.

4. **SERVICES.**

- A. **Training.**

- i. Contractor shall train AmeriCorps staff members to provide the services identified in this Section 4. Training shall adhere to the requirements defined in Title 9, California Code of Regulations (CCR) and as authorized by Behavioral Wellness Quality Care Management (QCM) Division.

- ii. Contractor shall provide orientation and ongoing cross training of all members, in coordination and collaboration with the designated Behavioral Wellness staff and partner agencies to include, but not limited to, providing:
  - a. Vulnerability Index Service Prioritization Decision Assistance Tool (VI-SPDAT);
  - b. Mental Health First Aid; and
  - c. Critical Time Intervention.
- iii. Contractor training of AmeriCorps members shall occur monthly. Prior to the provision of services by Contractor and AmeriCorps members, Contractor shall provide to County:
  - a. AmeriCorps member names;
  - b. The amount of time AmeriCorps members will be in training; and
  - c. The date AmeriCorps members will start providing services to County.
- iv. Contractor shall ensure all AmeriCorps members meet with designated Behavioral Wellness staff weekly and on an ongoing basis to coordinate linkage and mental health service needs. AmeriCorps staff shall provide designated Behavioral Wellness staff with a weekly update of all contacts in a HIPAA compliant format.

**B. Outreach Services.** Outreach services are services delivered to the community-at-large, special population groups, human services agencies, and to individuals and families for whom there is no case record and that do not involve complex management. Outreach services will consist of the following:

- i. Conduct 1:1 interactions with targeted populations to consist of the following:
  - a. Engage the individual in the larger Santa Barbara County Continuum of Care and Coordinated Entry System;
  - b. Link individuals to community mental health resources to include but not be limited to Behavioral Wellness, Recovery Learning Centers, and/or other community based organizations whose primary role is to provide mental health counseling;
  - c. Refer individuals to provider services while maintaining 1:1 interactions with the individual as they navigate obtaining services;
  - d. Connect individuals to resources to obtain shelter; and
  - e. Assist individuals with navigating and obtaining additional benefits and resources.

**C. Consultations.** Contractor shall consult with Behavioral Wellness Multi-Disciplinary Teams of licensed therapists and paraprofessionals in all three regions of the County in deciding next steps for homeless clients.

**5. TARGET POPULATION/PROGRAM CAPACITY.** Each AmeriCorps staff member will engage in outreach to 20-25 individuals who are experiencing homeless and mental health and or chronic substance abuse, (with adjustment to the numbers assigned based on the Member's FTE status), for a total of 80-100 individuals over the term of this Contract.

6. **SERVICE LOCATIONS.**

A. **Service Location.** Services shall be provided at local homeless shelters, emergency rooms, private homes, residential settings, homeless encampments, and other locations as needed within Santa Barbara County.

7. **REFERRALS.** Contractor shall refer clients to other service providers if the client requires services that are not offered by Contractor.

8. **OUTCOMES/MEASURES.** Contractor shall submit staffing and performance reports to Behavioral Wellness quarterly in accordance with the Reports provision of this agreement (Section 11).

9. **COLLABORATIVE MEETINGS.**

A. Behavioral Wellness shall conduct a Collaborative Meeting at least annually, and more frequently, if needed, with Contractor to collaboratively discuss programmatic, fiscal, and contract matters.

10. **STAFF.**

A. **Contractor shall provide the following members:** Provide 4.0 full time equivalent (FTE) AmeriCorps members (may consist of five (5) to eight (8) individuals) to conduct outreach and engagement and who are assigned to the following entities, subject to change based on needs:

i. 1.0 FTE Lompoc area AmeriCorps member(s) (to consist of one (1) full time or two (2) part time members) who shall work in collaboration with and under the supervision of Behavioral Wellness staff;

ii. 1.0 FTE Santa Maria area AmeriCorps member(s) (to consist of one (1) full time or two (2) part time members) who shall work in collaboration with and under the supervision of Behavioral Wellness;

iii. .5 FTE South County AmeriCorps member (to consist of one (1) part time member) who shall work in collaboration with and under the supervision of Behavioral Wellness staff;

iv. 1.5 FTE AmeriCorps member(s) (to consist of two (2) to three (3) members) who shall be assigned to a site and location as designated by Behavioral Wellness staff, and who shall work in collaboration with and under the supervision of Behavioral Wellness staff.

v. Effective September 1, 2020 through August 31, 2021, Contractor shall provide two (2) additional FTE, for a total of six (6) FTE, AmeriCorps members to work in collaboration with and under the supervision of Behavioral Wellness staff. One FTE shall work in Santa Maria and the other FTE shall work in South County. Each AmeriCorps member to provide consistency and reliability to clients, members are expected to work 32.7 hours per week unless time off is approved by the member's Lead Clinical staff person. Service quarters are defined as: September 1- November 30, December 1 – February 28, March 1 – May 30, and June 1- August 31.

C. Contractor shall notify County of any staffing changes as part of the quarterly Staffing Report, in accordance with Section 11.A. (Reports: Staffing) below. Contractor shall notify [bwellcontractsstaff@co.santa-barbara.ca.us](mailto:bwellcontractsstaff@co.santa-barbara.ca.us) within one business day for unexpected

termination when staff separates from employment or is terminated from working under this Agreement, or within one week of the expected last day of employment or for staff planning a formal leave of absence.

## 11. REPORTS.

A. **Staffing.** Contractor shall submit quarterly staffing reports to County. These staffing reports shall be on a form acceptable to, or provided by, County and shall report actual staff and AmeriCorps members' hours worked. Reports shall include:

- i. Contractor's employees' and AmeriCorps members' names;
- ii. AmeriCorps members' schedules;
- iii. AmeriCorps members' actual start date, and, if applicable, termination date;
- iv. The number of hours worked by the equivalent of 4.0 FTE AmeriCorps members;
  - a. Effective September 1, 2020 through August 31, 2021, Contractor shall provide the number of hours worked by the equivalent of 6.0 FTE AmeriCorps members.
- v. AmeriCorps members' timecards; and
- vi. AmeriCorps members' bilingual and bicultural capabilities.
- vii. The staffing reports shall be received by County no later than 25 calendar days following the end of the quarter being reported.

B. **Programmatic.** Contractor shall submit quarterly programmatic reports to County, which shall be received by County no later than 25 calendar days following the end of the quarter being reported. Programmatic reports shall include the following:

- i. Contractor shall state whether it is or is not progressing satisfactorily in achieving all the terms of this Agreement and if not, shall specify what steps will be taken to achieve satisfactory progress;
- ii. Contractor shall include a narrative description of Contractor's progress in implementing the provisions of this Agreement, details of outreach activities and their results, any pertinent facts or interim findings, staff changes, status of Licenses and Certifications, changes in population served and reasons for any such changes;
- iii. The number of training/coaching hours to AmeriCorps members by United Way Home for Good staff;
- iv. The number of chronically homeless that are receiving active engagement efforts each quarter and key issues that workers are addressing to get them into housing;
- v. The number of unduplicated clients reached;
- vi. The number of clients referred for services;

- vii. Provide Behavioral Wellness designated staff with a HIPAA compliant list, for treatment purposes, of all homeless clients; and
  - viii. The Measures described in Attachment E, Program Goals, Outcomes and Measures, as applicable, or as otherwise agreed by Contractor and Behavioral Wellness. Amendments to Attachment E do not require a formal amendment to this Agreement, but shall be agreed to in writing by the Designated Representatives or Designees. In addition, Contractor may include any other data that demonstrate the effectiveness of Contractor's programs.
- C. Staffing and Programmatic reports shall be sent to the following address:  
[bwelcontractsstaff@co.santa-barbara.ca.us](mailto:bwelcontractsstaff@co.santa-barbara.ca.us)
- D. **Annual Mandatory Training Report.** Contractor shall submit evidence of completion of the Mandatory Trainings identified in the Section regarding Training Requirements on an annual basis to the County Systems Training Coordinator or upon request by Behavioral Wellness. Training materials, competency tests and sign-in sheets shall be submitted for each training no later than September 15th of each year unless requested earlier by County.

## 12. CULTURAL COMPETENCE.

- A. Contractor shall report on its capacity to provide culturally competent services to culturally diverse clients and their families upon request from County, including:
  - i. The number of Bilingual and Bicultural members (as part of the quarterly staffing report), and the number of culturally diverse clients receiving Program services; and
  - ii. Efforts aimed at providing culturally competent services such as trainings provided to member, changes or adaptations to service protocol, community education/outreach, etc.
- B. Contractor will strive to fill direct service positions with bilingual staff in County's threshold language (Spanish) that is reflective of the specific needs of each region. Contractor percentage goals are calculated based on U.S. Census language data by region: Santa Barbara service area (including Goleta and Carpinteria) – 30%; Santa Maria service area (including Orcutt and Guadalupe) – 48%; Lompoc service area (including Buellton and Solvang) – 33%.
- C. As applicable, a measurable and documented effort must be made to conduct outreach to and to serve the underserved and the non-served communities of Santa Barbara County.

**ATTACHMENT E**  
**PROGRAM GOALS, OUTCOMES, AND MEASURES**

Program Goal	Outcome	Measure
Provide the equivalent of 4 AmeriCorps FTE's to work with local homeless care providers and county homeless outreach staff.	Recruit and train the equivalent of 4 full time individuals.	4 per year
	Maintain 20-25 client caseload per the equivalent of 1 FTE	80-100 clients (20-25 x 4)
Ensure that there is on-going training/coaching for AmeriCorps members.	# training/coaching hours	180 hours per year (45 per quarter)
AmeriCorps members will conduct 1:1 interactions with homeless persons, assist them with engaging in the larger continuum of care, make referrals and work to obtain benefits and housing.	% clients <u>obtained</u> permanent housing with secure tenure	25%
	% clients <u>obtained</u> benefits	75%
AmeriCorps members will conduct 1:1 interactions with homeless persons and shall assist them with engaging in the larger care continuum, make referrals and work to obtain benefits and shelter.	% clients <u>referred</u> to SUD or MH treatment services	50%
	% clients <u>referred</u> to healthcare services	65%
	% clients <u>referred</u> to Other* Services	75%

\*Other Services = Vets Services, Food Distribution, Clothing, Personal/Grooming Needs, Household Goods, Local Transportation, Educational Support Services



**ATTACHMENT E**  
**PROGRAM GOALS, OUTCOMES, AND MEASURES**  
**Effective September 1, 2020 to August 31, 2021**

Program Goal	Outcome	Measure
Provide the equivalent of 6 AmeriCorps FTE's to work with local homeless care providers and county homeless outreach staff.	Recruit and train the equivalent of 6 full time individuals.	6 per year
	Maintain 20-25 client caseload per the equivalent of 1 FTE	120-150 clients (20-25x6)
Ensure that there is on-going training/coaching for AmeriCorps members.	# training/coaching hours	180 hours per year (45 per quarter)
AmeriCorps members will conduct 1:1 interactions with homeless persons, assist them with engaging in the larger continuum of care, make referrals and work to obtain benefits and housing.	% clients <u>obtained</u> permanent housing with secure tenure	25%
	% clients <u>obtained</u> benefits	75%
AmeriCorps members will conduct 1:1 interactions with homeless persons and shall assist them with engaging in the larger care continuum, make referrals and work to obtain benefits and shelter.	% clients <u>referred</u> to SUD or MH treatment services	50%
	% clients <u>referred</u> to healthcare services	65%
	% clients <u>referred</u> to Other** Services	75%

\*\*Other Services = Vets Services, Food Distribution, Clothing, Personal/Grooming Needs, Household Goods, Local Transportation, Educational Support Services

**EXHIBIT B**  
**Pay Arrangements**  
**Periodic Compensation**

1. Contract Maximum Value. For services to be rendered under this contract, Contractor shall be paid at the rate specified in the Schedule of Rates (Exhibit B-1), with a maximum value not to exceed **\$114,000** (\$45,600 per fiscal year 19-20 and \$68,400 per fiscal year 20-21 (September 1 through August 31).
2. Payment for Services. Payment for services and/or reimbursement of costs shall be made within 30 days of receipt of the Contractor's proper invoice and supporting documentation.
3. Proper Invoice. Contractor shall submit to County's Designated Representative an invoice or certified claim on the County treasury for the service performed within 30 days of the end of each service quarter. County's representative shall evaluate the quantity and quality of the service performed, and if found to be satisfactory, shall initiate payment processing.
  - A. Service quarters are defined as: September 1- November 30, December 1 – February 28, March 1 – May 30, and June 1- August 31.
  - B. Each AmeriCorps member is expected to work 32.7 hours per week unless time off is approved by the member's Lead Clinical staff person in order to serve 1700 hours by the end of the Agreement term. Hours worked shall be evidenced by payroll records and mileage logs for costs to be reimbursable. Ongoing training is permitted where County will provide Contractor credit for fulfilling the hourly requirement. Contractor shall provide documentation to show the number of training/coaching hours to AmeriCorps members by United Way Home for Good. Unsatisfactory performance or a reduction in hours of members will result in proration of payment. If members are not assigned to the County by the second week of the contract period then the amount reimbursable by FTE will be prorated accordingly. If a member resigns or is terminated then United Way must replace such member within two weeks or the member fee will be prorated accordingly.
  - C. The invoice must show the Board Contract number, the name and number of members serving, service start and end dates, hours worked or in trainings, mileage paid, and be supported by payroll records.
  - D. County's Designated Representative:

Santa Barbara County  
Department of Behavioral Wellness  
Attn: Accounts Payable  
429 North San Antonio Road  
Santa Barbara, CA 93110  
[ap@sbcbswell.org](mailto:ap@sbcbswell.org)
4. Correction of Work. 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 MH**

**Department of Behavioral Wellness**

**Schedule of Rates and Contract Maximum**

**FY 2019-2020**

**(September 1, 2019 through August 31, 2020)**

<u>Type of Service</u>	<u>Unit Reimbursement</u>	<u>Cost Per Unit</u>	<u>Units of Service</u>	<u>Total Maximum Contract Value</u>
Outreach and Engagement Services--  4.0 full time equivalent AmeriCorps members  *Inclusive of all Administrative Fees associated with the Contract	1.0 FTE is defined as 32.7 hours per week.	\$9,900	Hours worked submitted along with quarterly reports to substantiate the cost	*\$39,600
Mileage & Training reimbursement			Amount of reimbursable mileage supported by mileage logs or other documentation reimbursable to members through payment to Contractor.	\$6,000
<b>Total Maximum Contract Amount Not to Exceed for FY 19-20</b>				<b>\$45,600</b>

\*If the Contractor is unable to provide the equivalent of 4 full time AmeriCorps members, the amount payable can be prorated by County at its discretion. Each Member is expected to work 32.7 hours per week for the duration of the term.

**EXHIBIT B-1 MH**

**Department of Behavioral Wellness  
Schedule of Rates and Contract Maximum  
FY 2020-2021**

**(September 1, 2020 through August 31, 2021)**

<u>Type of Service</u>	<u>Unit Reimbursement</u>	<u>Cost Per Unit</u>	<u>Units of Service</u>	<u>Total Maximum Contract Value</u>
Outreach and Engagement Services--  6.0 full time equivalent AmeriCorps members  *Inclusive of all Administrative Fees associated with the Contract	1.0 FTE is defined as 32.7 hours per week.	\$9,900	Hours worked submitted along with quarterly reports to substantiate the cost	*\$59,400
Mileage & Training reimbursement			Amount of reimbursable mileage supported by mileage logs or other documentation reimbursable to members through payment to Contractor.	\$9,000
<b>Total Maximum Contract Amount Not to Exceed for FY 20-21</b>				<b>\$68,400</b>

\*If the Contractor is unable to provide the equivalent of 6 full time AmeriCorps members, the amount payable can be prorated by County at its discretion. Each Member is expected to work 32.7 hours per week for the duration of the term.

**ATTACHMENT D**  
**HIPAA BUSINESS ASSOCIATE AGREEMENT (BAA)**

This Business Associate Agreement (“BAA”) supplements and is made a part of the Agreement between COUNTY (referred to herein as “Covered Entity”) and CONTRACTOR (referred to herein as “Business Associate”).

**RECITALS**

Covered Entity wishes to disclose certain information to Business Associate pursuant to the terms of the Agreement, some of which may constitute Protected Health Information (“PHI”) (defined below).

Covered Entity and Business Associate intend to protect the privacy and provide for the security of PHI disclosed to Business Associate pursuant to the Agreement in compliance with the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 (“HIPAA”), the Health Information Technology for Economic and Clinical Health Act, Public Law 111-005 (“HITECH Act”), and 45 CFR Parts 160 and 164, Subpart C (the “Security Rule”), Subpart D (the “Data Breach Notification Rule”) and Subpart E (the “Privacy Rule”) (collectively, the “HIPAA Regulations”).

As part of the HIPAA Regulations, the Privacy Rule and the Security Rule (defined below) require Covered Entity to enter into a contract containing specific requirements with Business Associate prior to the disclosure of PHI, as set forth in, but not limited to, Title 45, Sections 164.314(a), 164.502(e) and 164.504(e) of the Code of Federal Regulations (C.F.R.) and contained in this BAA.

In consideration of the mutual promises below and the exchange of information pursuant to this BAA, the parties agree as follows:

**1. Definitions**

- a. **Breach** shall have the meaning given to such term under the HITECH Act [42 U.S.C. Section 17921].
- b. **Business Associate** shall have the meaning given to such term under the Privacy Rule, the Security Rule, and the HITECH Act, including but not limited to, 42 U.S.C. Section 17938 and 45 C.F.R. Section 160.103.
- c. **Covered Entity** shall have the meaning given to such term under the Privacy Rule and the Security Rule, including, but not limited to, 45 C.F.R. Section 160.103.
- d. **Data Aggregation** shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.501.
- e. **Designated Record Set** shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.501.
- f. **Electronic Protected Health Information** means Protected Health Information that is maintained in or transmitted by electronic media.
- g. **Electronic Health Record** shall have the meaning given to such term in the HITECH Act, including, but not limited to, 42 U.S.C. Section 17921.

- h. **Health Care Operations** shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.501.
- i. **Privacy Rule** shall mean the HIPAA Regulation that is codified at 45 C.F.R. Parts 160 and 164, Subparts A and E.
- j. **Protected Health Information or PHI** means any information, whether oral or recorded in any form or medium: (i) that relates to the past, present or future physical or mental 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 (ii) 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, and shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.501. Protected Health Information includes Electronic Protected Health Information [45 C.F.R. Sections 160.103, 164.501].
- k. **Protected Information** shall mean PHI provided by Covered Entity to Business Associate or created or received by Business Associate on Covered Entity's behalf.
- l. **Security Rule** shall mean the HIPAA Regulation that is codified at 45 C.F.R. Parts 160 and 164, Subparts A and C.
- m. **Unsecured PHI** shall have the meaning given to such term under the HITECH Act and any guidance issued pursuant to such Act including, but not limited to, 42 U.S.C. Section 17932(h).

## 2. Obligations of Business Associate

- a. **Permitted Uses.** Business Associate shall not use Protected Information except for the purpose of performing Business Associate's obligations under the Agreement and as permitted under the Agreement and this BAA. Further, Business Associate shall not use Protected Information in any manner that would constitute a violation of the Privacy Rule or the HITECH Act if so used by Covered Entity. However, Business Associate may use Protected Information (i) for the proper management and administration of Business Associate, (ii) to carry out the legal responsibilities of Business Associate, or (iii) for Data Aggregation purposes for the Health Care Operations of Covered Entity [45 C.F.R. Sections 164.504(e)(2)(ii)(A) and 164.504(e)(4)(i)].
- b. **Permitted Disclosures.** Business Associate shall not disclose Protected Information except for the purpose of performing Business Associate's obligations under the Agreement and as permitted under the Agreement and this BAA. Business Associate shall not disclose Protected Information in any manner that would constitute a violation of the Privacy Rule or the HITECH Act if so disclosed by Covered Entity. However, Business Associate may disclose Protected Information (i) for the proper management and administration of Business Associate; (ii) to carry out the legal responsibilities of Business Associate; (iii) as required by law; or (iv) for Data Aggregation purposes for the Health Care Operations of Covered Entity. If Business Associate discloses Protected Information to a third party, Business Associate must obtain, prior to making any such disclosure, (i) reasonable written assurances from such third party that such Protected Information will be held confidential as provided pursuant to this BAA and only disclosed as required by law or for the purposes for which it was disclosed to such third party, and (ii) a written agreement from such third party to immediately notify Business Associate of any breaches of confidentiality of the Protected Information, to the extent the third party has obtained knowledge of such breach [42 U.S.C. Section 17932; 45 C.F.R. Sections 164.504(e)(2)(i), 164.504(e)(2)(i)(B), 164.504(e)(2)(ii)(A) and 164.504(e)(4)(ii)].

- c. **Prohibited Uses and Disclosures.** Business Associate shall not use or disclose Protected Information for fundraising or marketing purposes. Business Associate shall not disclose Protected Information to a health plan for payment or health care operations purposes if the patient has requested this special restriction, and has paid out of pocket in full for the health care item or service to which the PHI solely relates [42 U.S.C. Section 17935(a)]. Business Associate shall not directly or indirectly receive remuneration in exchange for Protected Information, except with the prior written consent of Covered Entity and as permitted by the HITECH Act, 42 U.S.C. section 17935(d)(2); however, this prohibition shall not affect payment by Covered Entity to Business Associate for services provided pursuant to the Agreement. Business Associate shall mitigate, to the extent practicable, any harmful effect that is known to Business Associate of a use or disclosure of PHI by Business Associate in violation of this Agreement, the BAA, or the HIPAA Regulations.
- d. **Appropriate Safeguards.** Business Associate shall implement appropriate safeguards as are necessary to prevent the use or disclosure of Protected Information otherwise than as permitted by the Agreement or this BAA, including, but not limited to, administrative, physical and technical safeguards that reasonably and appropriately protect the confidentiality, integrity and availability of the Protected Information, in accordance with 45 C.F.R. Sections 164.308, 164.310, and 164.312. [45 C.F.R. Section 164.504(e)(2)(ii)(B); 45 C.F.R. Section 164.308(b)]. Business Associate shall comply with the policies and procedures and documentation requirements of the HIPAA Security Rule, including, but not limited to, 45 C.F.R. Section 164.316 [42 U.S.C. Section 17931].
- e. **Reporting of Improper Access, Use or Disclosure.** Business Associate shall report to Covered Entity in writing of any access, use or disclosure of Protected Information not permitted by the Agreement and this BAA, and any Breach of Unsecured PHI, as required by the Data Breach Notification Rule, of which it becomes aware without unreasonable delay and in no case later than five (5) business days after discovery [42 U.S.C. Section 17921; 45 C.F.R. Section 164.504(e)(2)(ii)(C); 45 C.F.R. Section 164.308(b)].
- f. **Business Associate's Subcontractors and Agents.** Business Associate shall ensure that any agents and subcontractors to whom it provides Protected Information, agree in writing to the same restrictions and conditions that apply to Business Associate with respect to such PHI and implement the safeguards required by paragraph (c) above with respect to Electronic PHI [45 C.F.R. Section 164.504(e)(2)(ii)(D); 45 C.F.R. Section 164.308(b)]. Business Associate shall implement and maintain sanctions against agents and subcontractors that violate such restrictions and conditions and shall mitigate the effects of any such violation (see 45 C.F.R. Sections 164.530(f) and 164.530(e)(1)).
- g. **Access to Protected Information.** To the extent that the Covered Entity keeps a designated record set then Business Associate shall make Protected Information maintained by Business Associate or its agents or subcontractors in Designated Record Sets available to Covered Entity for inspection and copying within five (5) days of a request by Covered Entity to enable Covered Entity to fulfill its obligations under state law [Health and Safety Code Section 123110] and the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.524 [45 C.F.R. Section 164.504(e)(2)(ii)(E)]. If Business Associate maintains an Electronic Health Record, Business Associate shall provide such information in electronic format to enable Covered Entity to fulfill its obligations under the HITECH Act, including, but not limited to, 42 U.S.C. Section 17935(e).
- h. **Amendment of PHI for Business Associate who is Required to Maintain a Record Set.** If Business Associate is required to maintain a designated record set on behalf of the Covered Entity the Business Associate shall within ten (10) days of receipt of a request from Covered Entity for an amendment of Protected Information or a record about an individual contained in a Designated

Record Set, Business Associate or its agents or subcontractors shall make such Protected Information available to Covered Entity for amendment and incorporate any such amendment to enable Covered Entity to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.526. If any individual requests an amendment of Protected Information directly from Business Associate or its agents or subcontractors, Business Associate must notify Covered Entity in writing within five (5) days of the request. Any approval or denial of amendment of Protected Information maintained by Business Associate or its agents or subcontractors shall be the responsibility of Covered Entity [45 C.F.R. Section 164.504(e)(2)(ii)(F)].

- i. **Accounting Rights.** Within ten (10) days of notice by Covered Entity of a request for an accounting of disclosures of Protected Information, Business Associate and its agents or subcontractors shall make available to Covered Entity the information required to provide an accounting of disclosures to enable Covered Entity to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.528, and the HITECH Act, including but not limited to 42 U.S.C. Section 17935(c), as determined by Covered Entity. Business Associate agrees to implement a process that allows for an accounting to be collected and maintained by Business Associate and its agents or subcontractors for at least six (6) years prior to the request. However, accounting of disclosures from an Electronic Health Record for treatment, payment or health care operations purposes are required to be collected and maintained for only three (3) years prior to the request, and only to the extent that Business Associate maintains an electronic health record and is subject to this requirement. At a minimum, the information collected and maintained shall include: (i) the date of disclosure; (ii) the name of the entity or person who received Protected Information and, if known, the address of the entity or person; (iii) a brief description of Protected Information disclosed and (iv) a brief statement of purpose of the disclosure that reasonably informs the individual of the basis for the disclosure, or a copy of the individual's authorization, or a copy of the written request for disclosure. In the event that the request for an accounting is delivered directly to Business Associate or its agents or subcontractors, Business Associate shall within five (5) days of a request forward it to Covered Entity in writing. It shall be Covered Entity's responsibility to prepare and deliver any such accounting requested. Business Associate shall not disclose any Protected Information except as set forth in Sections 2.b. of this BAA [45 C.F.R. Sections 164.504(e)(2)(ii)(G) and 165.528]. The provisions of this subparagraph shall survive the termination of this Agreement.
- j. **Governmental Access to Records.** Business Associate shall make its internal practices, books and records relating to the use and disclosure of Protected Information available to Covered Entity and to the Secretary of the U.S. Department of Health and Human Services (Secretary) for purposes of determining Business Associate's compliance with the Privacy Rule [45 C.F.R. Section 164.504(e)(2)(ii)(H)]. Business Associate shall provide to Covered Entity a copy of any Protected Information that Business Associate provides to the Secretary concurrently with providing such Protected Information to the Secretary.
- k. **Minimum Necessary.** Business Associate (and its agents or subcontractors) shall request, use and disclose only the minimum amount of Protected Information necessary to accomplish the purpose of the request, use, or disclosure [42 U.S.C. Section 17935(b); 45 C.F.R. Section 164.514(d)(3)]. Business Associate understands and agrees that the definition of "minimum necessary" is in flux and shall keep itself informed of guidance issued by the Secretary with respect to what constitutes "minimum necessary."
- l. **Data Ownership.** Business Associate acknowledges that Business Associate has no ownership rights with respect to the Protected Information.



- m. **Business Associate's Insurance.** Business Associate represents and warrants that it purchases commercial insurance to cover its exposure for any claims, damages or losses arising as a result of a breach of the terms of this BAA.
- n. **Notification of Possible Breach.** During the term of the Agreement, Business Associate shall notify Covered Entity within twenty-four (24) hours of any suspected or actual breach of security, or any access, use or disclosure of Protected Information not permitted by the Agreement or this BAA or unauthorized use or disclosure of PHI of which Business Associate becomes aware and/or any actual or suspected use or disclosure of data in violation of any applicable federal or state laws or regulations. Business Associate shall take (i) prompt corrective action to cure any such deficiencies and (ii) any action pertaining to such unauthorized disclosure required by applicable federal and state laws and regulations. [42 U.S.C. Section 17921; 45 C.F.R. Section 164.504(e)(2)(ii)(C); 45 C.F.R. Section 164.308(b)]
- o. **Breach Pattern or Practice by Covered Entity.** Pursuant to 42 U.S.C. Section 17934(b), if the Business Associate knows of a pattern of activity or practice of the Covered Entity that constitutes a material breach or violation of the Covered Entity's obligations under the Agreement or this BAA or other arrangement, the Business Associate must take reasonable steps to cure the breach or end the violation. If the steps are unsuccessful, the Business Associate must terminate the Agreement or other arrangement if feasible, or if termination is not feasible, report the problem to the Secretary. Business Associate shall provide written notice to Covered Entity of any pattern of activity or practice of the Covered Entity that Business Associate believes constitutes a material breach or violation of the Covered Entity's obligations under the Agreement or this BAA or other arrangement within five (5) days of discovery and shall meet with Covered Entity to discuss and attempt to resolve the problem as one of the reasonable steps to cure the breach or end the violation.
- p. **Audits, Inspection and Enforcement.** Within ten (10) days of a written request by Covered Entity, Business Associate and its agents or subcontractors shall allow Covered Entity to conduct a reasonable inspection of the facilities, systems, books, records, agreements, policies and procedures relating to the use or disclosure of Protected Information pursuant to this BAA for the purpose of determining whether Business Associate has complied with this BAA; provided, however, that (i) Business Associate and Covered Entity shall mutually agree in advance upon the scope, timing and location of such an inspection, (ii) Covered Entity shall protect the confidentiality of all confidential and proprietary information of Business Associate to which Covered Entity has access during the course of such inspection; and (iii) Covered Entity shall execute a nondisclosure agreement, upon terms mutually agreed upon by the parties, if requested by Business Associate. The fact that Covered Entity inspects, or fails to inspect, or has the right to inspect, Business Associate's facilities, systems, books, records, agreements, policies and procedures does not relieve Business Associate of its responsibility to comply with this BAA, nor does Covered Entity's (i) failure to detect or (ii) detection, but failure to notify Business Associate or require Business Associate's remediation of any unsatisfactory practices, constitute acceptance of such practice or a waiver of Covered Entity's enforcement rights under the Agreement or this BAA, Business Associate shall notify Covered Entity within ten (10) days of learning that Business Associate has become the subject of an audit, compliance review, or complaint investigation by the Office for Civil Rights.
- q. **Compliance with HIPAA Workforce Training.** As set forth in section 164.530 of 45 CFR Business Associate is expected to adhere to the Health Insurance Portability and Accountability Act (HIPAA) regulations to the extent necessary to comply with Covered Entity's legal obligations and to develop and maintain comprehensive consumer confidentiality policies and procedures, provide annual training of all affected staff regarding those policies and procedures including Security and Privacy safeguards, and demonstrate reasonable effort to secure written and/or electronic data to document the provision

of such training and agrees to make available to the Covered Entity upon request. The parties should anticipate that this agreement will be modified as necessary for full compliance with HIPAA.

### 3. Termination

- a. **Material Breach.** A breach by Business Associate of any provision of this BAA, as determined by Covered Entity, shall constitute a material breach of the Agreement and shall provide grounds for immediate termination of the Agreement, any provision in the Agreement to the contrary notwithstanding [45 C.F.R. Section 164.504(e)(2)(iii)].
- b. **Judicial or Administrative Proceedings.** Covered Entity may terminate the Agreement, effective immediately, if (i) Business Associate is named as a defendant in a criminal proceeding for a violation of HIPAA, the HITECH Act, the HIPAA Regulations or other security or privacy laws or (ii) a finding or stipulation that the Business Associate has violated any standard or requirement of HIPAA, the HITECH Act, the HIPAA Regulations or other security or privacy laws is made in any administrative or civil proceeding in which the party has been joined.
- c. **Effect of Termination.** Upon termination of the Agreement for any reason, Business Associate shall, at the option of Covered Entity, return or destroy all Protected Information that Business Associate or its agents or subcontractors still maintain in any form, and shall retain no copies of such Protected Information. If return or destruction is not feasible, as determined by Covered Entity, Business Associate shall continue to extend the protections of Section 2 of this BAA to such information, and limit further use of such PHI to those purposes that make the return or destruction of such PHI infeasible. [45 C.F.R. Section 164.504(e)(ii)(2)(I)]. If Covered Entity elects destruction of the PHI, Business Associate shall certify in writing to Covered Entity that such PHI has been destroyed.

### 4. Indemnification

If Business Associate fails to adhere to any of the privacy, confidentiality, and/or data security provisions set forth in this BAA or if there is a Breach of PHI in Business Associate's possession and, as a result, PHI or any other confidential information is unlawfully accessed, used or disclosed, Business Associate agrees to reimburse Covered Entity for any and all costs, direct or indirect, incurred by Covered Entity associated with any Breach notification obligations. Business Associate also agrees to pay for any and all fines and/or administrative penalties imposed for such unauthorized access, use or disclosure of confidential information or for delayed reporting if it fails to notify the Covered Entity of the Breach as required by this BAA.

### 5. Disclaimer

Covered Entity makes no warranty or representation that compliance by Business Associate with this BAA, HIPAA, the HITECH Act, or the HIPAA Regulations will be adequate or satisfactory for Business Associate's own purposes. Business Associate is solely responsible for all decisions made by Business Associate regarding the safeguarding of PHI.

### 6. Certification

To the extent that Covered Entity determines that such examination is necessary to comply with Covered Entity's legal obligations pursuant to HIPAA relating to certification of its security practices, Covered Entity or its authorized agents or contractors, may, at Covered Entity's expense, examine Business Associate's facilities, systems, procedures and records as may be necessary for such agents or contractors

to certify to Covered Entity the extent to which Business Associate's security safeguards comply with HIPAA, the HITECH Act, the HIPAA Regulations or this BAA.

## **7. Amendment to Comply with Law**

The parties acknowledge that state and federal laws relating to data security and privacy are rapidly evolving and that amendment of the Agreement or this BAA may be required to provide for procedures to ensure compliance with such developments. The parties specifically agree to take such action as is necessary to implement the standards and requirements of HIPAA, the HITECH Act, the Privacy Rule, the Security Rule and other applicable laws relating to the security or confidentiality of PHI. The parties understand and agree that Covered Entity must receive satisfactory written assurance from Business Associate that Business Associate will adequately safeguard all Protected Information. Upon the request of either party, the other party agrees to promptly enter into negotiations concerning the terms of an amendment to this BAA embodying written assurances consistent with the standards and requirements of HIPAA, the HITECH Act, the Privacy Rule, the Security Rule or other applicable laws. Covered Entity may terminate the Agreement upon thirty (30) days written notice in the event (i) Business Associate does not promptly enter into negotiations to amend the Agreement or this BAA when requested by Covered Entity pursuant to this Section or (ii) Business Associate does not enter into an amendment to the Agreement or this BAA providing assurances regarding the safeguarding of PHI that Covered Entity, in its sole discretion, deems sufficient to satisfy the standards and requirements of applicable laws.

## **8. Assistance in Litigation of Administrative Proceedings**

Business Associate shall make itself, and any subcontractors, employees or agents assisting Business Associate in the performance of its obligations under the Agreement or this BAA, available to Covered Entity, at no cost to Covered Entity, to testify as witnesses, or otherwise, in the event of litigation or administrative proceedings being commenced against Covered Entity, its directors, officers or employees based upon a claimed violation of HIPAA, the HITECH Act, the Privacy Rule, the Security Rule, or other laws relating to security and privacy, except where Business Associate or its subcontractor, employee or agent is named adverse party.

## **9. No Third-Party Beneficiaries**

Nothing express or implied in the Agreement or this BAA is intended to confer, nor shall anything herein confer, upon any person other than Covered Entity, Business Associate and their respective successors or assigns, any rights, remedies, obligations or liabilities whatsoever.

## **10. Effect on Agreement**

Except as specifically required to implement the purposes of this BAA, or to the extent inconsistent with this BAA, all other terms of the Agreement shall remain in force and effect.

## **11. Entire Agreement of the Parties**

This BAA supersedes any and all prior and contemporaneous business associate agreements between the parties and constitutes the final and entire agreement between the parties hereto with respect to the subject matter hereof. Covered Entity and Business Associate acknowledge that no representations, inducements, promises, or agreements, oral or otherwise, with respect to the subject matter hereof, have been made by either party, or by anyone acting on behalf of either party, which are not embodied herein. No other agreement, statement or promise, with respect to the subject matter hereof, not contained in this BAA shall be valid or binding.

## **12. Interpretation**

The provisions of this BAA shall prevail over any provisions in the Agreement that may conflict or appear inconsistent with any provision in this BAA. This BAA and the Agreement shall be interpreted as broadly as necessary to implement and comply with HIPAA, the HITECH Act, the Privacy Rule and the Security Rule. The parties agree that any ambiguity in this BAA shall be resolved in favor of a meaning that complies and is consistent with HIPAA, the HITECH Act, the Privacy Rule and the Security Rule.

**EXHIBIT C**  
**INDEMNIFICATION AND INSURANCE REQUIREMENTS**  
**(FOR PROFESSIONAL CONTRACTS)**

INDEMNIFICATION

Contractor agrees to indemnify, defend (with counsel reasonably approved by County) and hold harmless County and its officers, officials, employees, agents and volunteers from and against any and all claims, actions, losses, damages, judgments and/or liabilities arising out of this Agreement from any cause whatsoever, including the acts, errors or omissions of any person or entity and for any costs or expenses (including but not limited to attorneys' fees) incurred by County on account of any claim except where such indemnification is prohibited by law. Contractor's indemnification obligation applies to County's active as well as passive negligence but does not apply to County's sole negligence or willful misconduct.

NOTIFICATION OF ACCIDENTS AND SURVIVAL OF INDEMNIFICATION PROVISIONS

Contractor shall notify County immediately in the event of any accident or injury arising out of or in connection with this Agreement. The indemnification provisions in this Agreement shall survive any expiration or termination of this Agreement.

INSURANCE

Contractor shall procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Contractor, its agents, representatives, employees or subcontractors.

A. Minimum Scope of Insurance

Coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** Insurance Services Office (ISO) Form CG 00 01 covering CGL on an "occurrence" basis, including products-completed operations, personal & advertising injury, with limits no less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate.
2. **Automobile Liability:** ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than \$1,000,000 per accident for bodily injury and property damage.
3. **Workers' Compensation:** as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.
4. **Professional Liability** (Errors and Omissions) Insurance appropriate to the Contractor's profession, with limit of no less than \$1,000,000 per occurrence or claim, \$2,000,000 aggregate.

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

## B. Other Insurance Provisions

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

1. **Additional Insured** – County, its officers, officials, employees, agents and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor’s insurance at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10 and CG 20 37 if a later edition is used).
2. **Primary Coverage** – For any claims related to this Agreement, the Contractor’s insurance coverage shall be primary insurance as respects the County, its officers, officials, employees, agents and volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees, agents or volunteers shall be excess of the Contractor’s insurance and shall not contribute with it.
3. **Notice of Cancellation** – Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the County.
4. **Waiver of Subrogation Rights** – Contractor hereby grants to County a waiver of any right to subrogation which any insurer of said Contractor may acquire against the County by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation, but this provision applies regardless of whether or not the County has received a waiver of subrogation endorsement from the insurer.
5. **Deductibles and Self-Insured Retention** – Any deductibles or self-insured retentions must be declared to and approved by the County. The County may require the Contractor to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.
6. **Acceptability of Insurers** – Unless otherwise approved by Risk Management, insurance shall be written by insurers authorized to do business in the State of California and with a minimum A.M. Best’s Insurance Guide rating of “A- VII”.
7. **Verification of Coverage** – Contractor shall furnish the County with proof of insurance, original certificates and amendatory endorsements as required by this Agreement. The proof of insurance, certificates and endorsements are to be received and approved by the County before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor’s obligation to provide them. The Contractor shall furnish evidence of renewal of coverage throughout the term of the Agreement. The County reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.
8. **Failure to Procure Coverage** – In the event that any policy of insurance required under this Agreement does not comply with the requirements, is not procured, or is canceled and not replaced, County has the right but not the obligation or duty to terminate the Agreement. Maintenance of required insurance coverage is a material element of the Agreement and failure to maintain or renew such coverage or to provide evidence of renewal may be treated by County as a material breach of contract.

9. **Subcontractors** – Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that County is an additional insured on insurance required from subcontractors.
10. **Claims Made Policies** – If any of the required policies provide coverage on a claims-made basis:
- i. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
  - ii. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of contract work.
  - iii. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Contractor must purchase “extended reporting” coverage for a minimum of five (5) years after completion of contract work.
11. **Special Risks or Circumstances** – County reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

Any change requiring additional types of insurance coverage or higher coverage limits must be made by amendment to this Agreement. Contractor agrees to execute any such amendment within thirty (30) days of receipt.

Any failure, actual or alleged, on the part of County to monitor or enforce compliance with any of the insurance and indemnification requirements will not be deemed as a waiver of any rights on the part of COUNTY.

**ATTACHMENT 1  
AGENCY ORIENTATION CHECKLIST**

## Site Orientation Checklist

Member: \_\_\_\_\_

Site: \_\_\_\_\_

Site Supervisor: \_\_\_\_\_

- Tour of office space and introductions
- Review office utilization
- Review position description
- Create Member Schedule
- Chain of communication
  - o Establish regular Member-Supervisor check in meetings
- Supplies/Clerical Support
- Goals for Service
- Any remaining site-specific training

I certify that I have completed the above tasks as a part of Site Orientation as a member with SBC AmeriCorps Partnership for Veterans and People Experiencing Homelessness.

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Site Supervisor Signature

\_\_\_\_\_  
Date