

**Attachment B: Community Action Commission of Santa Barbara  
County (dba CommUnify), FY 2023-2025 Agreement**

## **AGREEMENT FOR SERVICES OF INDEPENDENT CONTRACTOR**

**THIS AGREEMENT** (hereafter Agreement) is made by and between the County of Santa Barbara, a political subdivision of the State of California (hereafter COUNTY) and Community Action Commission of Santa Barbara (dba CommUnify) with an address at 5638 Hollister Ave., Suite 230, Goleta, CA 93117 (hereafter 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**

Erin Cross, Juvenile Services Probation Manager, at phone number (805) 592-4855 is the representative of COUNTY and will administer this Agreement for and on behalf of COUNTY. Patricia Keelean at phone number (805) 964-8857 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:                    Santa Barbara County Probation  
   117 E. Carrillo Street  
   Santa Barbara, CA 93101  
   Attention: Erin Cross, Juvenile Probation Manager

To CONTRACTOR:            Community Action Commission of Santa Barbara (dba CommUnify)  
   5638 Hollister Ave, Suite 230  
   Goleta, CA 93117  
   Attention: Patricia Keelean

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 July 1, 2023, and end performance upon completion, but no later than June 30, 2025, 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. Billing shall be made by invoice, which shall include the contract number assigned by COUNTY and which is delivered to the address given in Section 2 NOTICES above following completion of the increments identified on EXHIBIT B. Unless otherwise specified on EXHIBIT B, payment shall be net thirty (30) days from presentation of invoice.

### **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 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.

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**

CONTRACTOR shall keep such business records pursuant to this Agreement as would be kept by a reasonably prudent practitioner of CONTRACTOR's profession and shall maintain such records for at least four (4) years following the termination of this Agreement. All accounting records shall be kept in accordance with generally accepted accounting principles. COUNTY shall have the right to audit and review all such documents and records at any time during CONTRACTOR's regular business hours or upon reasonable notice. In addition, if this Agreement exceeds ten thousand dollars (\$10,000.00), CONTRACTOR shall be subject to the examination and audit of the California State Auditor, at the request of the COUNTY or as part of any audit of the COUNTY, for a period of three (3) years after final payment under the Agreement (Cal. Govt. Code Section 8546.7). CONTRACTOR shall participate in any audits and reviews, whether by COUNTY or the State, at no charge to COUNTY.

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.

## **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.
1. **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.
  2. **For Nonappropriation of Funds.** Notwithstanding any other provision of this Agreement, in the event that no funds or insufficient funds are appropriated or budgeted by federal, state or COUNTY governments, or funds are not otherwise available for payments in the fiscal year(s) covered by the term of this Agreement, then COUNTY will notify CONTRACTOR of such occurrence and COUNTY may terminate or suspend this Agreement in whole or in part, with or without a prior notice period. Subsequent to termination of this Agreement under this provision, COUNTY shall have no obligation to make payments with regard to the remainder of the term.
  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.

1. 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.
2. 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.

**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(ies), person(s), or firm(s) and that all formal requirements necessary or required by any state and/or federal law in order to enter into this Agreement have been fully complied with. Furthermore, by entering into this Agreement, CONTRACTOR hereby warrants that it shall not have breached the terms or conditions of any other contract or agreement to which CONTRACTOR is obligated, which breach would have a material effect hereon.

### **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. BUSINESS ASSOCIATE**

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

Agreement for Services of Independent Contractor between the **County of Santa Barbara** and **Community Action Commission of Santa Barbara** (dba CommUnify).

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

**ATTEST:**

Mona Miyasato  
County Executive Officer  
Clerk of the Board

**COUNTY OF SANTA BARBARA:**

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

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

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

**RECOMMENDED FOR APPROVAL:  
PROBATION DEPARTMENT**

By:  \_\_\_\_\_  
DocuSigned by:  
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Holly L. Benton, Chief  
Department Head

**CONTRACTOR:  
Community Action Commission of Santa  
Barbara (dba CommUnify)**


By:  \_\_\_\_\_  
DocuSigned by:  
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Authorized Representative  
Patricia Keelean

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

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

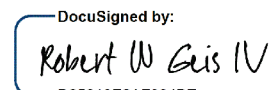
**APPROVED AS TO FORM:**

Rachel Van Mullem  
County Counsel

By:  \_\_\_\_\_  
DocuSigned by:  
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Deputy County Counsel

**APPROVED AS TO ACCOUNTING FORM:**

Betsy M. Schaffer, CPA  
Auditor-Controller

By:  \_\_\_\_\_  
DocuSigned by:  
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Deputy

**APPROVED AS TO FORM:**

Gregory Milligan, ARM

By:  \_\_\_\_\_  
DocuSigned by:  
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Risk Management

## Exhibit A

### Statement of Work

- 1. CONTRACTOR shall provide Seeking Safety treatment intervention to probation supervised youth (aged 12 through 18), upon referral by COUNTY, as described in this statement of work, for male youth at medium and high risk of re-offending residing in the Santa Barbara, Santa Maria, and Lompoc regions, and detained at the Los Prietos Boys Camp and the Santa Maria Juvenile Justice Center.**

A. Service Component:

Seeking Safety is an evidence-based treatment intervention (“curriculum”) that provides coping skills to help youth attain safety from trauma and/or substance abuse. Safety includes helping clients attain safety in their relationships, thinking, behavior, and emotions. Seeking Safety directly addresses both trauma and addiction without requiring clients to delve into the trauma narrative. It can be conducted over any number of sessions. It is highly flexible and can be conducted in a group or individual format for different gender, age, and setting considerations, and for any type of trauma or substance abuse, or both. Seeking Safety offers 25 topics each representing a safe coping skill. They can be conducted in any order and scaled to accommodate available treatment sessions (“sessions”). Its key principles are:

- a) Safety as the overarching goal (helping clients attain safety in their relationships, thinking, behavior, and emotions);
- b) Integrated treatment (working on both trauma and substance abuse at the same time);
- c) A focus on ideals to counteract the loss of ideals in both trauma and substance abuse;
- d) Four content areas: cognitive, behavioral, interpersonal, and case management;
- e) Attention to clinician processes (clinicians' emotional responses, self-care, etc.)

Additional information on Seeking Safety can be found at: <https://www.treatment-innovations.org/seeking-safety.html>

1. CONTRACTOR shall take a Positive Youth Development (PYD) approach to working with youth. As defined by the Annie E. Casey Foundation, PYD is a holistic approach that focuses on creating a developmentally appropriate learning setting that is culturally appropriate for young people. PYD strategies focus on forging positive relationships; strengthening academic, soft and technical skills; cultivating trustworthy, safe spaces; and offering youth opportunities to succeed in meaningful ways.

B. Unit of Service per Client Defined and Frequency of Contact:

CONTRACTOR shall provide up to 12 cohorts of the Seeking Safety curriculum in its entirety throughout the agreement period. A cohort, under this Statement of Work, is defined as a group of up to 15 youth that participate together in weekly one (1) hour sessions until the

curriculum is completely delivered. The curriculum is completely delivered when all 25 of the safe coping skills are provided to the cohort. Cohorts are not considered closed groups and youth may be referred to and participate in a cohort at any time during its delivery.

CONTRACTOR shall completely deliver the curriculum for each cohort within 25 total hours of direct service. CONTRACTOR shall deliver the curriculum based on the needs of each cohort's participants as indicated by the referring Probation Officer(s), and by the facilitator at the start of the cohort and during the course of its delivery. CONTRACTOR shall have the discretion to decrease or increase the amount of time spent on any given safe coping skill based on those identified needs so long as all 25 skills are provided within 25 total hours of direct service.

CONTRACTOR shall facilitate up to twelve (12) cohorts of seeking safety throughout the agreement period. CONTRACTOR shall work with COUNTY to determine the timing and location of each cohort between the Juvenile Justice Center (JJC), Los Prietos Boys Camp (LBPC), and within the community in Santa Barbara, Santa Maria, and Lompoc. In person sessions are preferred, but sessions may be held virtually upon approval of COUNTY.

C. Budgeted Service Level:

CONTRACTOR shall provide the Seeking Safety curriculum to up to twelve (12) cohorts of youth referred by COUNTY with each cohort consisting of up to fifteen (15) youth.

The cost for providing the curriculum as described for twelve (12) cohorts, completely delivered within a period of two (2) years, is a total of \$42,900. This is based on one (1) hour of direct service by the facilitator providing the curriculum for each cohort at a rate of \$71.50 per session, and one (1) additional hour of indirect support activities per session in each cohort at a rate of \$71.50. Indirect support activities include preparation for a session, case note completion after a session, documentation, statistical and performance measure compilation and reporting, contact with youth, their family, and COUNTY staff to coordinate services, and related activities.

This Agreement assumes that the curriculum will be completely delivered in no less and no more than 25 total hours of direct services and 25 total hours of indirect support activities per cohort. However, in the event a cohort is delivered in less than 50 hours, COUNTY shall compensate CONTRACTOR for the hours, or sessions, actually completed.

CONTRACTOR shall initiate and provide services to all youth referred by COUNTY, unless CONTRACTOR determines youth to be inappropriate for services.

D. Location of Service:

Upon approval by the COUNTY, services are to be provided at CONTRACTOR office locations, schools, virtually, in the community, at the Juvenile Justice Center (JJC), and at Los Prietos Boys Camp (LPBC). Services may be provided at specified COUNTY locations with the prior approval of COUNTY when appropriate. Services can be provided at a youth's

home in order to assess barriers to the youth's school attendance, collaborate with family members, and encourage participation with services to meet program goals. CONTRACTOR assumes all risks associated with a visit being conducted in a youth's home as detailed in Exhibit C, Indemnification.

E. Hours of Service:

Monday through Friday between the hours of 8:00 a.m. and 8:30 p.m. as scheduled by the facilitator, youth, and their family in order to meet treatment needs. Modification to this schedule can be made upon request of CONTRACTOR and approval of COUNTY when doing so facilitates participation and attendance.

F. Treatment Position Title:

Intervention Specialist

G. Qualifications of Position:

1. Intervention Specialist will possess one of the following: An Associate's Degree in Psychology, Sociology, Social Work, Human Services, Human Development or other behavior sciences field and three (3) years of experience in a social services setting such as working directly with children, families and young adults, or in a case management, mental health or family services agency. Experience in group facilitation, training, or teaching is preferred. A background in evidence-based practices, trauma-informed care, working with justice system-involved youth, and persons from diverse cultural and socioeconomic backgrounds is preferred. CONTRACTOR shall ensure the intervention specialist is trained in Motivational Interviewing techniques (MI).
2. CONTRACTOR shall ensure that all staff providing services under this agreement are fully trained and certified in the specific curriculum or intervention provided under the agreement. CONTRACTOR shall notify COUNTY of any program staffing changes.
3. CONTRACTOR shall ensure trained persons are available to perform all the services described in this agreement during its inclusive dates.
4. COUNTY anticipates that Spanish language skills will be necessary for service delivery to some youth and families, therefore, CONTRACTOR shall prioritize the availability of bilingual and bicultural service delivery.
5. CONTRACTOR shall ensure all staff have proper training to identify and respect youth's Sexual Orientation Gender Identity and Expression (SOGIE) during the provision of services.

H. Client Referral and Attendance Monitoring:

1. CONTRACTOR shall only serve youth and families referred by COUNTY. CONTRACTOR shall not provide services under this Agreement to youth and families not referred by COUNTY.
2. CONTRACTOR shall attempt contact with referred youth or family within three (3) business days of referral, and begin enrollment/intake activities within five (5) business days of that contact in anticipation of inclusion in a planned cohort.
3. If CONTRACTOR determines referred youth or family is not appropriate for services provided under this Agreement, CONTRACTOR shall notify COUNTY within 24 hours. CONTRACTOR may discontinue suitability determinations, intake functions, and assessment activity with a referred youth and family, upon notification to COUNTY.
4. CONTRACTOR shall notice COUNTY within five (5) business days if unable to make contact or begin services within prescribed time, or if youth has two (2) consecutive unexcused absences.
5. CONTRACTOR shall provide monthly status reports in a format approved in advance by COUNTY. The monthly status reports shall include the names of all youth receiving services, those awaiting services, the referral and enrollment dates for each, the number of sessions attended and missed, and program end dates.
6. CONTRACTOR shall provide, with each monthly invoice, a summary of activities performed by all staff persons providing services under this Agreement which correlate to hours coded by them on individual time sheets.

I. Performance Measures

1. 80% of youth referred will enroll in services.
2. 70% of youth will complete the treatment intervention and will be successfully discharged. Successfully discharged is defined as: Youth complete at least 17 sessions within the cohort period.
3. 70% of successfully discharged youth will complete the pre and post Texas Christian University (TCU) TRMA Form-PTSD survey, and the TCU Adolescent Screening Form B.
4. 45% of youth will show an increase in score on the Drug Resistance Efficacy scale as measured by the TCU Adolescent Screening Form B between pre and post-test.
5. 45% of youth will show a reduction in total score on the TCU TRMA FORM-PTSD between pre and post-test.
6. CONTRACTOR shall administer all pre-tests to enrolled youth within the three (3) weeks of program attendance. Post-tests shall be administered to youth that successfully complete services, no later than two (2) weeks after the final session.

7. CONTRACTOR shall provide to COUNTY additional information or data elements related to services performed upon requests by COUNTY during the course of the Agreement.

**II. CONTRACTOR shall provide the El Joven Noble curriculum to probation supervised youth (ages 14 through 18), upon referral by COUNTY, for male youth at medium and high risk of re-offending, residing in the Santa Barbara, Santa Maria, and Lompoc areas, and detained at the Los Prietos Boys Camp and the Santa Maria Juvenile Justice Center.**

A. Service Component:

El Joven Noble is a comprehensive indigenous based, culturally informed youth leadership development curriculum that supports and guides young men through their manhood “rites of passage” process while focusing on the prevention of substance abuse, teen pregnancy, relationship violence, gang violence, and school failure. Additional information on the intervention can be found at <http://www.nationalcompadresnetwork.org>.

1. CONTRACTOR shall take a Positive Youth Development (PYD) approach to working with youth. As defined by the Annie E. Casey Foundation, PYD is a holistic approach that focuses on creating a developmentally appropriate learning setting that is culturally appropriate for young people. PYD strategies focus on forging positive relationships; strengthening academic, soft and technical skills; cultivating trustworthy, safe spaces; and offering youth opportunities to succeed in meaningful ways.

B. Unit of Service per Client Defined and Frequency of Contact:

CONTRACTOR shall provide up to twelve (12) cohorts of the El Joven Noble curriculum in its entirety throughout the agreement period. A cohort under this Statement of Work is defined as a group of up to fifteen (15) youth who are assigned together to begin and end the 12-session curriculum. Each cohort session is to be 90 minutes in duration. The format for the cohort is closed in that no new participants should be added after the initial session with the exception of adding participants up to the third session as long as doing so expedites treatment for a referred youth and does not disrupt the cohort’s dynamic. CONTRACTOR shall also hold make-up sessions as needed within the cohort period, in a group or individually as needs dictate. Session days and times will be mutually agreed upon by both COUNTY and CONTRACTOR.

CONTRACTOR shall maintain regular contact with a referred youth during the intake process and pending the start of services.

CONTRACTOR shall facilitate up to twelve (12) cohorts of El Joven Noble throughout the agreement period. CONTRACTOR shall work with COUNTY to determine the timing and location of each cohort between the Juvenile Justice Center (JJC), Los Prietos Boys Camp (LBPC), and within the community in Santa Barbara, Santa Maria, and Lompoc. In person sessions are preferred, but sessions may be held virtually upon approval of COUNTY.

CONTRACTOR may facilitate individual sessions of El Joven Noble on a limited case by case basis upon approval of COUNTY.

C. Budgeted Service Level:

CONTRACTOR shall provide the El Joven Noble intervention to up to twelve (12) cohorts of youth referred by COUNTY with each cohort consisting of up to fifteen (15) youth.

The cost for providing the curriculum as described for twelve (12) total cohorts, completely delivered within two (2) years is a total of \$25,740. This is based on one and one-half (1.5) hours of direct service by the facilitator providing the curriculum for each cohort at a rate of \$71.50 per hour, and one (1) additional hour of indirect support activities per session in each cohort at a rate of \$71.50. Indirect support activities include preparation for a session, case note completion after a session, documentation, statistical and performance measure compilation and reporting, contact with youth, their family, and COUNTY staff to coordinate services, and related activities.

This Agreement assumes that the curriculum will be completely delivered in no less and no more than 18 hours of direct service and 12 hours of indirect support activities or 30 total hours. However, in the event a cohort is delivered in less than 18 hours of direct service and 12 hours of indirect support activities or 30 total hours, COUNTY shall compensate CONTRACTOR for the hours, or sessions, actually completed.

CONTRACTOR shall initiate and provide services to all youth referred by COUNTY, unless CONTRACTOR determines youth to be inappropriate for services.

D. Location of Service:

Upon approval by the COUNTY, services are to be provided at CONTRACTOR office locations, schools, virtually, in the community, at the Juvenile Justice Center (JJC), and at Los Prietos Boys Camp (LPBC). Services may be provided at specified COUNTY locations with the prior approval of COUNTY when appropriate. Services can be provided at a youth's home in order to assess barriers to the youth's school attendance, collaborate with family members, and encourage participation with services to meet program goals. CONTRACTOR assumes all risks associated with a visit being conducted in a youth's home as detailed in Exhibit C, Indemnification.

E. Hours of Service:

Monday through Friday between the hours of 8:00 a.m. and 8:30 p.m. as scheduled by the facilitator, youth, and their family in order to meet treatment needs. Modification to this schedule can be made upon request of CONTRACTOR and approval of COUNTY when doing so facilitates participation and attendance.

F. Treatment Position Title:  
Intervention Specialist



G. Qualifications of Position:

1. Intervention Specialist will possess one of the following: An Associate's Degree in Psychology, Sociology, Social Work, Human Services, Human Development or other behavior sciences field and three (3) years of experience in a social services setting such as working directly with children, families and young adults, or in a case management, mental health or family services agency. Experience in group facilitation, training, or teaching is preferred. A background in evidence-based practices, trauma-informed care, working with justice system-involved youth, and persons from diverse cultural and socioeconomic backgrounds is preferred. CONTRACTOR shall ensure the Intervention Specialist is trained in Motivational Interviewing techniques.
2. CONTRACTOR shall ensure that all staff providing services under this Agreement are fully trained and certified in the specific curriculum or intervention utilized under this agreement. CONTRACTOR shall notify COUNTY of any program staffing changes.
3. CONTRACTOR shall ensure trained persons are available to perform all the services described in this Agreement during its inclusive dates.
4. COUNTY anticipates that Spanish language skills will be necessary for service delivery to some youth and families therefore, CONTRACTOR shall prioritize the availability of bilingual and bicultural service delivery.
5. CONTRACTOR shall ensure all staff have proper training to identify and respect youth's Sexual Orientation Gender Identity and Expression (SOGIE) during the provision of services.

H. Client Referral and Attendance Monitoring:

1. CONTRACTOR shall only serve youth and families referred by COUNTY. CONTRACTOR shall not provide services under this Agreement to youth and families not referred to it by COUNTY.
2. CONTRACTOR shall attempt contact with referred youth or family within three (3) business days of referral, and begin enrollment/intake activities within five (5) business days of that contact in anticipation of inclusion in a planned cohort.
3. If CONTRACTOR determines referred youth or family is not appropriate for services under this Agreement, CONTRACTOR shall notify COUNTY within 24 hours. CONTRACTOR may discontinue suitability determinations, intake functions, and assessment activity with a referred youth and family upon notification to COUNTY.
4. CONTRACTOR shall notice COUNTY within five (5) business days if unable to make contact or begin services within prescribed time, or if youth has two (2) consecutive unexcused absences.

5. CONTRACTOR shall provide monthly status reports in a format approved in advance by COUNTY. The monthly status reports shall include the names of all youth receiving services, those awaiting services, the referral and enrollment dates for each, the number of sessions attended and missed, and program end dates.
6. CONTRACTOR shall provide, with each monthly invoice, a summary of activities performed by all staff persons providing services under this Agreement which correlate to hours coded by them on individual time sheets.

I. Performance Measures

1. 80% of youth referred will enroll in services.
2. 70% of youth will complete the intervention and will be successfully discharged. Successfully discharged is defined as: Youth complete all 12 sessions and complete the National Compadres Network El Joven Noble pre- and post-tests.
3. 70% of youth who complete the intervention will show an increase in cultural identity (as measured by the National Compadres Network El Joven Noble pre-and post-test).
4. 70% of youth who complete the intervention will show improvement in (or absence of) attitudes towards women/sexuality (as measured by the National Compadres Network El Joven Noble pre- and post-test).
5. 45% of youth who complete the intervention will show a reduction in substance abuse, or no abuse of substances, (as measured by the National Compadres Network Joven Noble pre-and post-test).
6. CONTRACTOR shall administer the National Compadres Network Joven Noble pre-test to enrolled youth within the first two (2) weeks of attendance. The post-test shall be administered to youth that successfully complete services, no later than one (2) weeks after the final session.
7. CONTRACTOR shall provide COUNTY additional information or data elements related to services performed upon requests.

**III. CONTRACTOR will provide mentoring services to probation supervised youth (ages 12 through 18), upon referral by COUNTY, for youth at medium and high risk of re-offending residing in the Santa Barbara, Santa Maria, and Lompoc regions.**

- A. CONTRACTOR shall provide mentoring services, including, but not limited to guiding and coaching youth through prosocial decision making, positive role modeling, advocating for youth's needs in arenas such as the school setting, connecting youth to other collaborative agencies, case management, referrals to community organizations to address identified criminogenic needs, completion of individualized services plans including goal setting, employment readiness skills, supporting educational needs, skill building and education for

health relationships, and introduction to prosocial activities. CONTRACTOR staff providing the services are to act as positive role models for youth and support them in various life domains. Services also include case management that target the following domains as identified in the case plan and referral provided by COUNTY: goal attainment, pro-social lifestyles, community and family involvement, appropriate relationships, academic participation and support, vocational training, recreational activities, and employment education and assistance. CONTRACTOR will offer services in a professional capacity and such services should approximate a traditional mentoring relationship to the extent possible. CONTRACTOR shall make efforts to identify possible candidates for long-term traditional mentoring relationship with the referred youth through family members or important persons to the youth. Services are to be gender-responsive. Additional information on the intervention can be found at [www.mentoring.org](http://www.mentoring.org) or <https://youth.gov/youth-topics/mentoring>.

1. CONTRACTOR shall take a Positive Youth Development (PYD) approach to working with youth. As defined by the Annie E. Casey Foundation, PYD is a holistic approach that focuses on creating a developmentally appropriate learning setting that is culturally appropriate for young people. PYD strategies focus on forging positive relationships; strengthening academic, soft and technical skills; cultivating trustworthy, safe spaces; and offering youth opportunities to succeed in meaningful ways.

B. Unit of Service per Client Defined and Frequency of Contact:

CONTRACTOR shall provide services to up to 55 youth per fiscal year, as referred by COUNTY. COUNTY will make referrals based on need and not by region so it is possible that a majority of referrals may come from one region, except that referrals for female youth will be limited to the Santa Maria and Lompoc regions. Contact with each referred youth will be in sessions of at least one (1) hour per week and no more than (3) hours per week. Exceptions to the frequency of contact may be made for special occasions or circumstances with previous approval by COUNTY. The duration of services shall be at least three (3) months and no more than (6) months. CONTRACTOR will also attend collaborative meetings for youth as requested by COUNTY to include but not limited to Child Family Team (CFT) meetings, Multidimensional Team Meetings (MDT), and Treatment Team (TT) meetings.

C. Budgeted Service Level:

CONTRACTOR shall provide mentoring services to up to 55 youth each fiscal year referred by COUNTY with each youth receiving up to three (3) service hours per week for up to 24 weeks.

The rate for each one (1) hour of service is \$45.00. The maximum compensation allowable for one referred youth is \$3,240.00. The total compensation allowable each year is \$178,200, with a total compensation for two years of \$356,400.

CONTRACTOR shall initiate and provide services to all youth referred by COUNTY, unless CONTRACTOR determines youth to be inappropriate for services.

D. Location of Service:

Upon approval by the COUNTY, services are to be provided at CONTRACTOR office locations, schools, virtually, in the community, at the Juvenile Justice Center (JJC), and at Los Prietos Boys Camp (LPBC). Services may be provided at specified COUNTY locations with the prior approval of COUNTY when appropriate. Services can be provided at a youth's home in order to assess barriers to the youth's school attendance, collaborate with family members, and encourage participation with services to meet program goals. CONTRACTOR assumes all risks associated with a visit being conducted in a youth's home as detailed in Exhibit C, Indemnification.

E. Hours of Service:

Monday through Friday between the hours of 8:00 a.m. and 8:30 p.m. as scheduled by the mentor, youth, and their family in order to meet treatment needs. Modification to this schedule can be made upon CONTRACTOR'S request and approval of COUNTY when doing so facilitates participation and attendance.

F. Treatment Position Title:

Intervention Specialist

G. Qualifications of Position:

1. Intervention Specialist will possess one of the following: An Associate's Degree in Psychology, Sociology, Social Work, Human Services, Human Development or other behavior sciences field and three (3) years of experience in a social services setting such as working directly with children, families and young adults, or in a case management, mental health or family services agency. Experience in group facilitation, training, or teaching is preferred. A background in evidence-based practices, trauma-informed care, working with justice system-involved youth and persons from diverse cultural and socioeconomic backgrounds is preferred. CONTRACTOR shall ensure the intervention specialist is trained in Motivational Interviewing techniques.
2. CONTRACTOR shall ensure that all staff providing services under this agreement are fully trained and certified in the specific curriculum or intervention utilized under the agreement. CONTRACTOR shall notify COUNTY of any program staffing changes.
3. CONTRACTOR shall ensure trained persons are available to perform all the services described in this Agreement during its inclusive dates.

4. COUNTY anticipates that Spanish language skills will be necessary for service delivery to some youth and families therefore, CONTRACTOR shall prioritize bilingual and bicultural service delivery.
5. CONTRACTOR shall ensure all staff have proper training to identify and respect youth's Sexual Orientation Gender Identity and Expression (SOGIE) during the provision of services.

H. Client Referral and Attendance Monitoring:

1. CONTRACTOR shall only serve youth and families referred by COUNTY. CONTRACTOR shall not provide services under this agreement to youth and families not referred to it by COUNTY.
2. CONTRACTOR shall attempt contact with referred youth or family within three (3) business days of referral, and begin enrollment/intake activities within five (5) business days of that contact in anticipation of inclusion in services.
3. If CONTRACTOR determines referred youth or family is not appropriate for the services provided under this Agreement, CONTRACTOR shall notify COUNTY within 24 hours. CONTRACTOR may discontinue suitability determinations, intake functions, and assessment activity with a referred youth and family upon said notification to COUNTY.
4. CONTRACTOR shall notice COUNTY within five (5) business days if unable to make contact or begin services within prescribed time, or if youth has two (2) consecutive unexcused absences.
5. CONTRACTOR shall provide monthly status reports in a format approved in advance by COUNTY. The monthly status reports shall include the names of all youth receiving services, those awaiting services, the referral and enrollment dates for each, the number of sessions attended and missed, and program end dates.
6. CONTRACTOR shall provide, with each monthly invoice, a summary of activities performed by all staff persons providing services under this Agreement and which correlate to hours coded by them on individual time sheets.

I. Performance Measures

1. 80% of youth referred will enroll in services.
2. 70% of youth will complete services and will be successfully discharged. Successfully discharged is defined as: Youth complete no less than 12 weeks of the intervention, where caseworkers spend between one (1) and three (3) hours per week with the youth in their home, school, and/or community.

3. 70% of successfully discharged youth will complete the pre and post intervention Texas Christian University (TCU) Adolescent Form B and the pre and post Supplemental Questionnaire.
4. 70% of youth will show improved self-worth/self-esteem (as measured by questions 13, 15, and 25 in the TCU Form B pre and post-test).
5. 45% of youth will show an increase in score on the Drug Resistance Efficacy scale as measured by the TCU Adolescent Screening Form B between pre and post-test.
6. The majority of youth will show an increase in motivation and self-management scores as measured by the Supplemental Questionnaire between pre and post-test.
7. CONTRACTOR shall administer all pre-tests to enrolled within the first two (2) weeks of service attendance. Post-tests shall be administered to youth that successfully complete services, no later than two (2) weeks after the final session.
8. Upon request CONTRACTOR shall provide COUNTY with additional information or data elements related to the services performed.

#### **IV. OTHER SERVICE REQUIREMENTS:**

##### **A. Criminal Records Check, Required Staffing List, and Criminal Law Violation Notification:**

1. CONTRACTOR shall ensure that all existing and prospective staff and volunteers performing services as part of, related to, or in connection with this Agreement whose duties do not require his/her presence at COUNTY locations, shall have a criminal record check. CONTRACTOR shall pay for any and all associated costs of the criminal record check. The criminal record check shall be through one of the local law enforcement agencies and consist of a local law enforcement record check, a California Department of Motor Vehicle check, and a Live Scan submitted to the California Department of Justice (CDOJ). CONTRACTOR shall complete and submit the Staff Records Check form (attached hereto as ATTACHMENT A-1) as appropriate for existing and prospective staff or volunteers to COUNTY within 14 business days of signature or prior to the start of services, whichever is earlier.
2. For CONTRACTOR's existing and prospective staff and volunteers performing services as part of, related to, or in connection with this Agreement whose duties require his/her physical presence at COUNTY locations, COUNTY will conduct a criminal record check.
3. CONTRACTOR's prospective staff or volunteer may commence services only after the results of the live scan have been reported to COUNTY and COUNTY deems the person suitable for work pursuant to this Agreement. Failure by CONTRACTOR to comply with the criminal record check requirements may result in withholding of invoice payments until compliant.

4. CONTRACTOR shall provide written notice within twenty-four (24) hours of CONTRACTOR's knowledge, of any new criminal law violation by staff, employees and/or volunteers.

B. CLETS Confidentiality:

1. CONTRACTOR shall certify it has read and is familiar with the contents of Federal Bureau of Investigation (FBI) Security Addendum, the NCIC 200 Operating Manual, the Policy and Reference Manual, the CJIS Security Policy, and Title 28, Code of Federal Regulations, Part 20, and agree to be bound by their provisions (ATTACHMENT A-2) within 14 business days of signature or prior to the start of services, whichever is earlier.
2. CONTRACTOR shall ensure that each existing staff and prospective staff and volunteers assigned to this Agreement sign the CLETS Private Contractor Management Control Agreement (ATTACHMENT A-3) and provide a copy of the signed CLETS Private Contractor Management Control Agreement to COUNTY within three (3) business days of signature or prior to the start of services, whichever is earlier.
3. Failure by CONTRACTOR to comply with the FBI Criminal Justice Information Services Security Addendum, and the CLETS Private Contractor Management Control Agreement may result in withholding of invoice payments until compliant.

C. Staff Professional Standards

1. CONTRACTOR warrants that all staff, employees and volunteers providing service under this Agreement have the background, training, work experience, licenses, and supervision necessary for the performance of services in a manner of, and according to the standards observed by, a practitioner of the same profession and in keeping with all Federal, State and County Laws. CONTRACTOR shall provide to COUNTY copies of permits, licenses, certifications or other documents certifying the training and qualifications of all new staff, employees and volunteers performing work under this Agreement. Such documentation shall be provided to COUNTY no later than 30 days after the COUNTY's request.
2. CONTRACTOR shall ensure that staff are culturally proficient with the necessary knowledge, skills, attitudes and beliefs that enable people to work well with, respond effectively to, and be supportive of people in cross-cultural settings. Bilingual and bicultural staff are desirable to ensure the workforce reflects the population served. Staff will also identify youth by their preferred pronoun.

D. Drugs and Alcohol

CONTRACTOR shall not allow the use or possession of drugs or alcohol in the workplace.

E. Incident Reporting

1. CONTRACTOR shall report the following incidents to COUNTY within 24 hours (excluding holidays and weekends) of occurrence while clients are receiving services under this Agreement:
  - a. Physical confrontation between staff and client, between clients, clients and non-staff, and threats of violence, including self-inflicted violence;
  - b. Any law violation;
  - c. Possession of any illegal drugs, paraphernalia, weapons or other contraband during the course of contracted services; and
  - d. Failure or refusal to participate in or receive services.

F. Confidentiality

1. CONTRACTOR agrees to maintain the confidentiality of client records and/or client information pursuant to: Title 42 United States Code (U.S.C.) section 290 dd-2; Title 42 Code of Federal Regulations (C.F.R.) part 2; Title 22 California Code of Regulations (Cal. Code Regs.) section 51009; Welfare & Institutions Code (Welf. & Inst. Code) sections 14100.2, 5328, and 827; Health and Safety Code (Health & Saf. Code) sections 11812 and 11845.5; Civil Code sections 56 – 56.37, 1798.80 – 1798.82, and 1798.85; and Penal Code (Pen. Code) sections 11140, 11142 and 13303. Client records and/or information must comply with all appropriate State and Federal requirements. CONTRACTOR shall ensure that no list of persons receiving services under this Agreement is published, disclosed, or used for any purpose except for the direct administration of these services or other uses authorized by law that are not in conflict with requirements for confidentiality contained in the preceding codes.
2. CONTRACTOR shall have any employee providing direct services under this Agreement review and individually sign the Photography/Video Restriction Notice (Attachment A-4). CONTRACTOR shall provide to COUNTY the original signed notice prior to the delivery of direct services.

G. Status Reports

1. CONTRACTOR shall complete a Services Summary Worksheet for each contracted program (ATTACHMENT A-5) to include a complete list of client referrals received, services provided, exits, discharge details, and results of any pre-and post-surveys and other pre-and post-measures as identified in ATTACHMENT A-5.
2. CONTRACTOR shall submit the Services Summary Worksheets electronically in Excel format with invoices monthly. COUNTY shall provide an electronic version of the Services Summary Worksheets to CONTRACTOR at start of agreement period.



#### H. Fidelity Measures

1. Pertaining to Seeking Safety and El Joven Noble, CONTRACTOR shall complete a self-administered assessment of at least one (1) cohort session within the first three (3) months of the start of the treatment intervention or curriculum. COUNTY shall provide CONTRACTOR with the self-assessment template.
2. Pertaining to Seeking Safety, CONTRACTOR shall coordinate with a peer organization providing the same, or having experience providing similar services, to complete an assessment of at least one (1) session within the first six (6) months of the intervention. COUNTY shall provide CONTRACTOR with the peer assessment template.
3. Pertaining to Seeking Safety and El Joven Noble, CONTRACTOR shall coordinate with Probation staff to complete an onsite assessment of at least one (1) session within the first nine (9) months of the start of the curriculum or intervention.
4. Pertaining to Mentoring, CONTRACTOR shall provide COUNTY with a summary of the internal Quality Assurance process for delivery of Mentoring services within the first six (6) months of the start of the services.

#### I. Meetings and Coordination with Other Providers

1. CONTRACTOR shall participate in meetings held by COUNTY concerning the services delivered under this Agreement, including any concerning the treatment of a specific youth, probation unit meetings, or that address Agreement requirements, as well as those routinely held for the benefit of a detained youth at the juvenile hall or camp programs, such as treatment team meetings.
2. CONTRACTOR shall coordinate with other youth-serving organizations and agencies as necessary regarding treatment services for a referred youth for purposes of continuity of care and other services.
3. CONTRACTOR shall participate in the annually held resource fair organized for probation clients by local community-based organizations to share information with clients about available services in the community. Participation shall include staffing an informational booth to share information pertaining to CONTRACTOR's available services for youth under this Agreement.

#### J. Training

1. CONTRACTOR shall ensure all employees providing the Seeking Safety treatment intervention under this Agreement have viewed the four- and one-half-hour DVD-based training material on Seeking Safety as provided by COUNTY, on or before July 1, 2023, prior to providing the treatment intervention to any youth.

2. CONTRACTOR shall certify its employees have completed the required training by indicating the date(s) of completion for each employee accompanied by that employee's signature and his or her supervisor's signature.
3. CONTRACTOR will ensure all employees maintain a valid First Aid and CPR certification.
4. CONTRACTOR shall ensure staff have appropriate training to understand and appropriately acknowledge youth's identified Sexual Orientation Gender Identity and Expression (SOGIE).
5. CONTRACTOR staff performing work under this Agreement shall participate in at least one (1) training session or class on Evidence-Based Practices (EBPs). Training sessions relevant to EBPs should ideally cover at least one (1) of the eight (8) criminogenic needs that have been identified through research as factors that are predictive of committing crimes. The training session(s) shall be pre-approved by COUNTY, and may be conducted by CONTRACTOR, an outside organization, or the Probation Department as available. CONTRACTOR shall provide documentation to COUNTY of staff's attendance at the EBP training session(s).
6. Trainings described in this section shall be provided at no cost to COUNTY.

K. Transportation:

1. CONTRACTOR may transport youth under this Agreement to facilitate case plan goals and completion of interventions. Transportation of referred youth may only occur upon the completion of all intake activity and other required conditions enumerated below.
  - a. CONTRACTOR will ensure any person who provides transportation possesses and maintains a valid California Driver's License (CDL), and appropriate and sufficient automobile insurance coverage that meets or exceeds legal requirements as required under Exhibit C to this Agreement;
  - b. CONTRACTOR will provide proof of a CDL and insurance to COUNTY prior to transportation of youth.
  - c. CONTRACTOR will conduct an annual Audit of all persons providing transportation services to youth to ensure no traffic violations or suspensions have occurred.
  - d. Only staff identified by CONTRACTOR to provide transportation of youth and who have been approved by the COUNTY may provide transportation to youth under this Agreement.
  - e. COUNTY will maintain a list of approved CONTRACTOR staff authorized to transport youth.

- f. Only vehicles for which CONTRACTOR has provided proof of insurance coverage for service delivery under this Agreement may be used to transport youth; this includes CONTRACTOR's company vehicle.
- g. CONTRACTOR will obtain written permission allowing for transportation from the parent or guardian of any youth under the age of 18 CONTRACTOR intends to transport. CONTRACTOR will provide written proof of permission obtained from parent or guardian of youth upon request by COUNTY. Parental permission is for the duration of the period of service delivery. Authorization will automatically expire upon the youth's exit from the program, or upon revocation by parent or COUNTY; and
  - i. When staff needs to transport a minor and has written permission from the parent or guardian to do so, CONTRACTOR staff will ask other CONTRACTOR staff to accompany them, if none is available the transporting staff will document in their case management system, Vertical Change, that they were unable to find a second staff

L. Child Abuse Prevention Policies and Procedures

CONTRACTOR shall provide COUNTY copies of policies that detail CONTRACTOR's child abuse prevention policies and procedures which include:

- a. CONTRACTOR will ensure the reporting of suspected incidents of child abuse to persons or entities outside of the organization, including the reporting requirement pursuant to Penal Code section 11165.9. All Staff will take required Suspected Child Abuse Mandated Reporter training as required by law.
- b. CONTRACTOR will, to the greatest extent possible, have the presence of at least two mandated reporters whenever administrators, employees, or volunteers are in contact with, or supervising children.

M. Employee COVID-19 Vaccination and Testing Policy

- 1. COUNTY hereby notifies CONTRACTOR that COUNTY's Employee COVID-19 Vaccination and Testing Policy applies to this Agreement and is incorporated by reference with the same force and effect as if the policy were specifically set out herein and CONTRACTOR agrees to comply with said policy as may be amended, or CONTRACTOR's own policy that is not less restrictive. The COUNTY's Employee COVID-19 Vaccination and Testing Policy is available at: <https://content.civicplus.com/api/assets/f7db5f2b-3e4e-4ce6-b95a-0c641a1740cb>
- 2. The following definitions apply to the COUNTY's Employee COVID-19 Vaccination and Testing Policy:

- a. "All other workers who regularly perform services" means an individual provides onsite services that are in-person and within close contact (i) to the public on behalf of the County; or (ii) to County employees.
  - b. "Close contact" means being within six feet of other individuals for a cumulative total of 15 minutes or greater in any 24-hour period.
  - c. "Onsite" means inside any County location, building, facility, whether owned or leased by the County, where County employees regularly perform services or provide services to the public. Onsite does not include locations where services are primarily performed outside, or County leased property if there are no County workers at the location and/or no County services are provided to the public at the location.
- N. CONTRACTOR and its respective employees, associates, affiliates, licensees, successors and assigns will **NOT** film, photograph and/or record any youth under the jurisdiction of the Santa Barbara County Juvenile Court and in custody at the Santa Maria Juvenile Justice Center (JJC) or the Los Prietos Boys Camp (LPBC) within or outside these facilities, any youth out of custody but under the jurisdiction of the Santa Barbara County Juvenile Court, any personnel of the JJC or LPBC, or the interior or exterior of the JJC or LPBC, vehicles or equipment without the prior written consent of the COUNTY.
- 1. If a film, photograph and/or recording is approved by COUNTY, CONTRACTOR and its respective employees, associates, affiliates, licensees, successors and assigns will **NOT** use or disseminate the film, photograph and/or recording in any way, including the Internet or any other digital transmission, without the prior written consent of the COUNTY. The COUNTY and/or the Santa Barbara County Juvenile Court shall have the right to review, approve or exclude all images prior to any use or dissemination of the content. Should COUNTY and/or the Santa Barbara County Juvenile Court determine the image is inappropriate after approval, CONTRACTOR will immediately remove the content from use or view.
- O. CONTRACTOR and COUNTY agree that immaterial changes to the agreement including authorizing additional services, amending program staffing requirements, amending service locations, and adding program goals, outcomes, and measures and reallocation of funds between funding sources may be authorized by the Chief Probation Officer or designee in writing and will not constitute an amendment to this agreement. CONTRACTOR and COUNTY agree that line-item budget changes to Attachment B-1 of the Agreement in an amount not to exceed 10% of the stated line-item budgeted amounts for each service may be authorized by the Chief Probation Officer or designee in writing and will not constitute an amendment to this agreement.

ATTACHMENT A-1

CONTRACTOR STAFF (EMPLOYEES/VOLUNTEERS/SUB-CONTRACTORS) RECORD CHECKS

Contractor or Agency Name

Program

Contractor's Signature

Date

NAME(S) OF PERSON(S)	E – EMPLOYEE V = VOLUNTEER S = SUB-CONTRACTOR	LOCAL RECORD CHECK	CRIMINAL RECORD DECLARATION	LIVESCAN	
		Date Completed	Date Signed	Date Sent	Date Received

## Attachment A-2



STATE OF CALIFORNIA  
HDC 0012  
(Orig. 02/2009; Rev. 04/2016)

DEPARTMENT OF JUSTICE  
PAGE 1 of 1

### FEDERAL BUREAU OF INVESTIGATION CRIMINAL JUSTICE INFORMATION SERVICES SECURITY ADDENDUM

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#### CERTIFICATION

I hereby certify that I am familiar with the contents of (1) the Security Addendum, including its legal authority and purpose; (2) the NCIC Operating Manual; (3) the CJIS Security Policy; and (4) Title 28, Code of Federal Regulations, Part 20, and agree to be bound by their provisions.

I recognize that criminal history record information and related data, by its very nature, is sensitive and has potential for great harm if misused. I acknowledge that access to criminal history record information and related data is therefore limited to the purpose(s) for which a government agency has entered into the contract incorporating this Security Addendum. I understand that misuse of the system by, among other things: accessing it without authorization; accessing it by exceeding authorization; accessing it for an improper purpose; using, disseminating or re-disseminating information received as a result of this contract for a purpose other than that envisioned by the contract, may subject me to administrative and criminal penalties. I understand that accessing the system for an appropriate purpose and then using, disseminating or re-disseminating the information received for another purpose other than execution of the contract also constitutes misuse. I further understand that the occurrence of misuse does not depend upon whether or not I receive additional compensation for such authorized activity. Such exposure for misuse includes, but is not limited to, suspension or loss of employment and prosecution for state and federal crimes.

\_\_\_\_\_  
Printed Name/Signature of Contractor Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name/Signature of Contractor Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization and Title of Contractor Representative



STATE OF CALIFORNIA  
HDC 0004B  
(Orig. 11/2005; Rev. 03/2010)

### Attachment A-3

DEPARTMENT OF JUSTICE  
PAGE 1 of 2

## CLETS PRIVATE CONTRACTOR MANAGEMENT CONTROL AGREEMENT

Agreement to allow California Law Enforcement Telecommunications System (CLETS) access by

\_\_\_\_\_ , \_\_\_\_\_  
(Public law enforcement/criminal justice agency) (ORI)

to \_\_\_\_\_  
(Private Contractor)

to perform \_\_\_\_\_ services on its behalf.  
(Type of service)

Access to the CLETS is authorized to public law enforcement and criminal justice agencies (*hereinafter referred to as the CLETS subscribing agency*) only, which may delegate the responsibility of performing the administration of criminal justice functions (e.g., dispatching functions or data processing/information services) in accordance with the Federal Bureau of Investigation's (FBI) Criminal Justice Information Services (CJIS) Security Addendum to a private contractor. The private contractor may access systems or networks that access the CLETS on behalf of the CLETS subscribing agency to accomplish the above-specified service(s). This agreement must be received by the California Department of Justice (CA DOJ) prior to the subscribing agency permitting access to the CLETS. The performance of such delegated services does not convert that agency into a public criminal justice agency, not automatically authorize access to state summary criminal history information. Information from the CLETS is confidential and may be used only for the purpose(s) for which it is authorized. Violation of confidentiality requirements or access authorizations may be subject to disciplinary action or criminal charges.

Pursuant to the policies outlined in the *CLETS Policies, Practices, and Procedures (PPP)* and the Federal Bureau of Investigation's (FBI) *CJIS Security Policy*, it is agreed the CLETS subscribing agency will maintain responsibility for security control as it relates to the CLETS access. Security control is defined as the ability of the CLETS subscribing agency to set, maintain, and enforce:

1. Standards for the selection, supervision, and termination of personnel. This does not grant hiring/firing authority to the CLETS subscribing agency, only the authority to grant CLETS access to personnel who meet these standards and deny it to those who do not.
2. Policies governing the operation of computers, access devices, circuits, hubs, routers, firewalls, and other components that make up and support a telecommunications network and related CA DOJ criminal justice databases used to process, store, or transmit criminal justice information, guaranteeing the priority, integrity, and availability of service needed by the criminal justice community.

Security control includes, but is not limited to, the supervision of applicable equipment, systems design, programming, and operating procedures associated with the development, implementation, and operation of any computerized message-switching or database systems utilized by the served law enforcement agency or agencies. Computer sites must have adequate physical security to protect against any unauthorized viewing or access to computer terminal, access devices, or stored/printed data.



## Attachment A-3

### CLETS PRIVATE CONTRACTOR MANAGEMENT CONTROL AGREEMENT

Additionally, it is the responsibility of the CLETS subscribing agency to ensure that all private contractors receiving information from the CLETS meet the minimum training, certification, and background requirements that are also imposed on the CLETS subscribing agency's staff. The minimum requirements are applicable also to staff having access to record storage areas containing information from the CLETS. The minimum requirements include, but are not limited to:

1. Prior to allowing the CLETS access, train, functionally test, and affirm the proficiency of all the CLETS computer operators to ensure compliance with the CLETS and the FBI's National Crime Information Center (NCIC) policies and regulations, if applicable. Biennially, provide testing and reaffirm the proficiency of all the CLETS operators, if applicable.
2. State and FBI criminal offender record information searches must be conducted prior to allowing access to the CLETS computers, equipment, or information. If the results of the criminal offender record information search reveal a record of any kind, access will not be granted until the CLETS subscribing agency can review the matter to decide if access is appropriate. If a felony conviction of any kind is found, access shall not be granted.
3. Each individual must sign a CLETS Employee/Volunteer Statement form (HDC 0009) prior to operating or having access to CLETS computers, equipment, or information.

In accordance with CLETS/NCIC policies, the CLETS subscribing agency has the responsibility and authority to monitor, audit, and enforce the implementation of this agreement by the private contractor. The private contractor agrees to cooperate with the CLETS subscribing agency in the implementation of this agreement and to accomplish the directives for service under the provisions of this agreement. The CLETS Management Control Agreement (HDC 0004B) shall be updated when the head of either agency changes or immediately upon request from the CA DOJ.

By signing this agreement, the vendors and private contractors certify they have read and are familiar with the contents of (1) the FBI's CJIS Security Addendum, (2) the NCIC 2000 Operating Manual, (3) the FBI's CJIS Security Policy, (4) Title 28, Code of Federal Regulations, Part 20, and (5) the CLETS PPP and agree to be bound by their provisions. Criminal offender record information and related data, by its very nature, is sensitive and has potential for great harm if misused. Access to criminal offender record information and related data is therefore limited to the purpose(s) for which the CLETS subscribing agency has entered into the contract. Misuse of the system by, among other things: accessing it without authorization; accessing it by exceeding authorization; accessing it for an improper purpose; use, dissemination, or secondary dissemination of information received as a result of this contract for a purpose other than that envisioned by the contract, may subject me to administrative and criminal penalties. Accessing the system for an appropriate purpose and then using, disseminating, or secondary dissemination of information received for another purpose other than execution of the contract also constitutes misuse. Such exposure for misuse includes, but is not limited to, suspension or loss of employment and prosecution for state and federal crimes.

\_\_\_\_\_  
Signature (CLETS Subscribing Agency Head)

\_\_\_\_\_  
Signature (Private Contractor Agency Head)

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



ATTACHMENT A-4



**PROBATION DEPARTMENT**  
**County of Santa Barbara**

117 E. Carrillo St., Santa Barbara, CA 93101  
(805) 882-3700 \* Fax (805) 882-3651  
www.sbprobation.org

**HOLLY L. BENTON**  
Chief Probation Officer

MELINDA BARRERA  
Deputy Chief Probation Officer  
SPENCER CROSS  
Acting Deputy Chief Probation Officer  
SAMUEL LEACH  
Deputy Chief Probation Officer  
DAMON FLETCHER, CPA  
Administrative Deputy Director

[Name of individual or organization] and its respective employees, associates, affiliates, licensees, successors and assigns will **NOT** film, photograph and/or record any youth under the jurisdiction of the Santa Barbara County Juvenile Court and in custody at the Santa Maria Juvenile Hall (SMJH) or the Los Prietos Boys Camp (LPBC) within or outside these facilities, any youth out of custody but under the jurisdiction of the Santa Barbara County Juvenile Court, any personnel of the SMJH or LPBC, or the interior or exterior of the SMJH or LPBC, vehicles or equipment without the prior written consent of the County of Santa Barbara Probation Department.

If a film, photograph and/or recording is approved by Probation, [Name of individual or organization] and its respective employees, associates, affiliates, licensees, successors and assigns will **NOT** use or disseminate the film, photograph and/or recording in any way, including the Internet or any other digital transmission, without the prior written consent of the County of Santa Barbara Probation Department. The Probation Department and/or the Santa Barbara County Juvenile Court shall have the right to review, approve or exclude all images prior to any use or dissemination of the content. Should Probation and/or the Santa Barbara County Juvenile Court determine the image is inappropriate after approval, [Name of individual or organization] will immediately remove the content from use or view.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature Name

\_\_\_\_\_  
Date

**Santa Barbara Juvenile Services**  
117 E. Carrillo St.  
Santa Barbara, CA 93101  
(805) 692-4840  
FAX (805) 692-4841

**Los Prietos Boys Camp**  
3900 Paradise Rd.  
Santa Barbara, CA 93105  
(805) 692-1750  
FAX (805) 692-1772

**Santa Maria Juvenile Hall**  
4263 California Blvd.  
Santa Maria, CA 93455  
(805) 934-6270  
FAX (805) 934-6280

**Santa Maria Juvenile Services**  
4251 California Blvd.  
Santa Maria, CA 93455  
(805) 934-6366  
FAX (805) 739-8679

**Lompoc Adult & Juvenile**  
415 E. Cypress Ave.  
Lompoc, CA 93436  
(805) 373-7800  
FAX (805) 737-7811





Attachment A-5  
Services Summary Worksheet  
Joven Noble

CommUnity El Joven Noble							CommUnity El Joven Noble						
INTAKE / ATTENDANCE							DISCHARGE						
Client Name	PN	Referral Date	Referral Received Date	Enrollment Date	# of Sessions Attended	See Compadres Network Post-test (date completed)	Client Name	PN	# of Sessions Attended	See Compadres Network Post-test (date completed)	Exit Date	Exit Status #	Exit Status Explanation

<p>Comments:</p>  
--------------------------

Exit Status Table:  
 1 - Program Completed  
 2 - Client Served Through No Fault of His/Her Own  
 3 - Did not complete the 12 sessions

Please note this form will be submitted electronically to Santa Barbara County Probation Department

El Joven Noble

Attachment A-5  
 Services Summary Worksheet  
 Joven Noble

CommUnify El Joven Noble		National Compadres Network					
Client Name	PIN	Cultural Identity		Attitudes towards women/sexuality		Substance Abuse	
		Pre	Post	Pre	Post	Pre	Post



**Attachment A-5  
Services Summary Worksheet  
Mentoring**

Community Mentoring		TOU Adolescent Screening Form B															Supplemental Questionnaire			
		Problem Solving Efficacy		Drug Resistance Efficacy		Assertiveness		General Involvement		Optimism & Hope		Question 13		Question 15		Question 25				
Client Name	PN	Pre	Post	Pre	Post	Pre	Post	Pre	Post	Pre	Post	Pre	Post	Pre	Post	Pre	Post	Pre	Post	

## EXHIBIT B

### PAYMENT ARRANGEMENTS

#### Periodic Compensation (with attached Schedule of Fees)

- A. For CONTRACTOR services to be rendered under this Agreement, CONTRACTOR shall be paid a total contract amount, including cost reimbursements, not to exceed **\$526,580.00**.
- B. Payment for services and /or reimbursement of costs shall be made upon CONTRACTOR's satisfactory performance, based upon the scope and methodology contained in **EXHIBIT A** as determined by COUNTY. Payment for services and/or reimbursement of costs shall be based upon the costs, expenses, overhead charges and hourly rates for personnel, as defined in **ATTACHMENT B-1** (Schedule of Fees). Invoices submitted for payment that are based upon **ATTACHMENT B-1** must contain sufficient detail to enable an audit of the charges and provide supporting documentation if so specified in **EXHIBIT A and ATTACHMENT A-1**.
- C. Monthly, CONTRACTOR shall submit to the COUNTY DESIGNATED REPRESENTATIVE an invoice or certified claim on the County Treasury for the service performed over the period specified. These invoices or certified claims must cite the assigned Board Contract Number. COUNTY DESIGNATED REPRESENTATIVE shall evaluate the quality of the service performed and if found to be satisfactory and within the cost basis of **ATTACHMENT B-1** shall initiate payment processing. COUNTY shall pay invoices or claims for satisfactory work within 30 days of receipt of correct and complete invoices or claims from CONTRACTOR.
- D. 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.
- E. CONTRACTOR MONTHLY INVOICING REQUIREMENTS:
1. Invoice Format:  
  
Monthly invoices shall be in a COUNTY pre-approved format. The invoice shall list costs by staff position (including total hours by position) and services and supplies consistent with the line items on the attached ATTACHMENT B-1. All costs claimed by CONTRACTOR for reimbursement by COUNTY shall be identified in the specific format required by the COUNTY.
  2. Invoice Linkage to ATTACHMENT B-1 Budget Positions:  
  
Any invoiced cost for staff positions or services and supplies not listed in ATTACHMENT B-1 of this Agreement shall not be reimbursed by the COUNTY unless approved in advance by the COUNTY.
  3. Invoice Timely Submission:



CONTRACTOR shall submit monthly invoices by the fifteenth of each subsequent month to the COUNTY DESIGNATED REPRESENTATIVE (i.e. representative listed in paragraph 2, Notices, of the main body of this Agreement).

4. Invoice Signature:

Invoices shall be signed and dated by an authorized CONTRACTOR designated representative, as well as, identifying the name and title of the accounting staff person preparing the invoice.

5. Copies of Payroll Ledgers:

A copy of all payroll ledgers for the invoice service period for each staff person directly claimed on the invoice shall be attached to the invoice. CONTRACTOR shall be notified if any invoice is missing copies of required payroll ledger. **IMPORTANT: Monthly invoices shall not be considered valid until copies of all required timecards are received by the COUNTY.**

6. Administrative/Overhead Costs:

Allocated Administrative/Overhead shall not be reimbursable and shall not be claimed unless such costs are identified and budgeted in ATTACHMENT B-1 of this Agreement.

7. Administrative/Overhead Documentation:

Annually, COUNTY may require the CONTRACTOR to submit written documentation to support the calculation of the set percentage and basis used to allocate administrative/overhead costs for the fiscal year in question, as well as, identifying all administrative/overhead costs by line item and by staff position for salaries.

8. Board of Directors List:

To the first monthly invoice submitted under this Agreement, the CONTRACTOR shall attach a list of the CONTRACTOR'S Board of Directors including addresses, phone numbers and titles of officers who are members of the Board. **IMPORTANT: No invoice shall be considered valid until a copy of this list of the Board of Directors is received by the COUNTY.**

F. OTHER FINANCIAL REQUIREMENTS:

1. CPA Prepared Financial Audit Report:

CONTRACTOR shall provide a copy of the most recent CONTRACTOR financial audit report and related management letter (prepared by a Certified Public Accountant) to the County along with the first monthly invoice under this Agreement and annually thereafter with the same calendar month invoice if this Agreement covers multiple years. The submission of the aforementioned audit report and management letter shall be a condition precedent for payment for each year covered by this Agreement.

2. Delivery of Service Commitment:

CONTRACTOR is expected to deliver the level of services (by fiscal year) as specified on the attached ATTACHMENT B-1. CONTRACTOR understands and acknowledges that the failure to timely expend funds for any given fiscal year of this Agreement may jeopardize the ability to meet performance measures are legal requirements and may raise questions about the need for services and viability providing funds for these services.

3. Fiscal Records:

Maintain adequate fiscal and project books, records, documents, and other evidence pertinent to the CONTRACTOR's performance of the Agreement in accordance with generally accepted accounting principles. Adequate supporting documentation shall be maintained in such detail so as to permit tracing transactions from support documentation to the accounting record to the financial reports and billings. These records shall be maintained for a minimum of four (4) years or as otherwise required by law after the date of completion of the project and shall be subject to examination and audit by authorized State or COUNTY representatives at any time during CONTRACTOR's regular business hours upon reasonable notice.

4. Inspection of Records:

Make books, records, documents and other evidence available to the COUNTY, or its designated representative, during the term of the Agreement or final audit, and for four (4) years after the termination of this Agreement or as otherwise required by law, whichever is later, and provide suitable facilities for access, monitoring, inspection, and copying thereof.

5. Access to Staff and Facilities:

Permit the COUNTY, or its designated representative, to have access to CONTRACTOR'S staff and facilities wherever CONTRACTOR has been or is performing this Agreement and shall provide proper facilities for access, monitoring and inspection.

**ATTACHMENT B-1  
SCHEDULE OF FEES**

**CommUnify  
Fiscal Year 2023-2025**

**Seeking Safety:**

Total of 12 Cohorts/2-hours per week/max. 25 wks per Cohort  
 Cost per Cohort \$3,575/up to 25 hours of Direct Service  
 Cost per Cohort \$3,575/up to 25 hours of Indirect Service

**Total Seeking Safety Budget**

**El Joven Noble**

Total of 12 Cohorts/2.5 - hours per week/max. 12 wks per Cohort  
 Cost per Cohort \$2,574/1.5 hour per week Direct Service  
 Cost per Cohort \$1,716/1 hour per week Indirect Service

**Total El Joven Noble Budget**

**Mentoring Services**

Total of up to 55 Youths per year  
 FY23-24 Total per youth up to \$3,240/3 hours per week/24 weeks  
 FY24-25 Total per youth up to \$3,240/3 hours per week/24 weeks

**Total Mentoring Budget**

**Services and Supplies:**

Incentives Gift Cards (Seeking Safety/EL Joven/Mentoring)  
 \$30 gift cards x 55 participants x 3 programs  
 (\$15 pre-program and \$15 post-program)  
 Mileage/Travel  
 Training

**Total Services & Supplies Budget**

**TOTAL COMMUNIFY BUDGET (NOT-TO-EXCEED)**

	FY23-25		FY23-24	FY24-25	FY23-25
	New Rate	Max. # of Sessions	\$ Budget	\$ Budget	Total Budget
	\$71.50	300	\$21,450	\$21,450	\$42,900
	\$71.50	300	\$21,450	\$21,450	\$42,900
		<b>600</b>	<b>\$42,900</b>	<b>\$42,900</b>	<b>\$85,800</b>
	\$71.50	216	\$15,444	\$15,444	\$30,888
	\$71.50	144	\$10,296	\$10,296	\$20,592
		<b>360</b>	<b>\$25,740</b>	<b>\$25,740</b>	<b>\$51,480</b>
	\$45.00	3960	\$178,200		\$178,200
	\$45.00	3960		\$178,200	\$178,200
		<b>7920</b>	<b>\$178,200</b>	<b>\$178,200</b>	<b>\$356,400</b>
	\$30.00	55	\$4,950	\$4,950	\$9,900
			\$9,000	\$9,000	\$18,000
			\$3,000	\$2,000	\$5,000
		<b>55</b>	<b>\$16,950</b>	<b>\$15,950</b>	<b>\$32,900</b>
			<b>\$263,790</b>	<b>\$262,790</b>	<b>\$526,580</b>

## EXHIBIT C

### Indemnification and Insurance Requirements (For contracts involving the care/supervision of children, seniors or vulnerable persons)

#### 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:** Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if CONTRACTOR has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than \$1,000,000 per accident for bodily injury and property damage.
3. **Workers' Compensation:** Insurance as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease. ***(Not required if CONTRACTOR provides written verification that it has no employees)***
4. **Professional Liability:** (Errors and Omissions) Insurance appropriate to the CONTRACTOR'S profession, with limit no less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate.

5. **Sexual Misconduct Liability:** Insurance covering actual or alleged claims for sexual misconduct and/or molestation with limits of not less than \$2 million per claim and \$2 million aggregate, and claims for negligent employment, investigation, supervision, training or retention of, or failure to report to proper authorities, a person(s) who committed any act of abuse, molestation, harassment, mistreatment or maltreatment of a sexual nature.

If the CONTRACTOR maintains broader coverage and/or higher limits than the minimums shown above, the COUNTY requires and shall be entitled to the broader coverage and/or 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 both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 forms if later revisions used).
2. **Primary Coverage** – For any claims related to this contract, the CONTRACTOR’S insurance coverage shall be primary insurance primary coverage at least as broad as ISO CG 20 01 04 13 as respects the COUNTY, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the COUNTY, its officers, officials, employees, 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.

## EXHIBIT 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:

#### A. Definitions

1. **Breach** shall have the meaning given to such term under the HITECH Act [42 U.S.C. Section 17921].
2. **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.
3. **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.
4. **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.
5. **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.
6. **Electronic Protected Health Information** means Protected Health Information that is maintained in or transmitted by electronic media.

7. **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.
8. **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.
9. **Privacy Rule** shall mean the HIPAA Regulation that is codified at 45 C.F.R. Parts 160 and 164, Subparts A and E.
10. **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].
11. **Protected Information** shall mean PHI provided by Covered Entity to Business Associate or created or received by Business Associate on Covered Entity's behalf.
12. **Security Rule** shall mean the HIPAA Regulation that is codified at 45 C.F.R. Parts 160 and 164, Subparts A and C.
13. **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).

B. Obligations of Business Associate

1. **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)].
2. **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)].

3. **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.
4. **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].
5. **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 60 calendar 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)].
6. **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)).
7. **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).

8. **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)].
9. **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 B.2 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.
10. **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.

11. **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.”
12. **Data Ownership.** Business Associate acknowledges that Business Associate has no ownership rights with respect to the Protected Information.
13. **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.
14. **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)]
15. **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.
16. **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.

### C. Termination

1. **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)].
2. **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.
3. **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 B 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.

### D. 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.

#### E. 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.

#### F. 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.

#### G. 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.

#### H. 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.

I. 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.

J. 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.

K. 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.

L. 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.