

COUNTY OF MONTEREY STANDARD AGREEMENT

This **Agreement** is made by and between the County of Monterey, a political subdivision of the State of California (hereinafter “County”) and:

Seneca Family of Agencies

(hereinafter “CONTRACTOR”).

In consideration of the mutual covenants and conditions set forth in this Agreement, the parties agree as follows:

1.0 GENERAL DESCRIPTION:

The County hereby engages CONTRACTOR to perform, and CONTRACTOR hereby agrees to perform, the services described in **Exhibit A** in conformity with the terms of this Agreement. The goods and/or services are generally described as follows:

Provide: wraparound services for children and families

2.0 PAYMENT PROVISIONS:

County shall pay the CONTRACTOR in accordance with the payment provisions set forth in **Exhibit A**, subject to the limitations set forth in this Agreement. The total amount payable by County to CONTRACTOR under this Agreement shall not exceed the sum of: \$3,078,453.00

3.0 TERM OF AGREEMENT:

3.01 The term of this Agreement is from July 1, 2023 to June 30, 2025, unless sooner terminated pursuant to the terms of this Agreement. This Agreement is of no force or effect until signed by both CONTRACTOR and County and with County signing last, and **CONTRACTOR may not commence work before County signs this Agreement.**

3.02 The County reserves the right to cancel this Agreement, or any extension of this Agreement, without cause, with a thirty day (30) written notice, or with cause immediately.

4.0 SCOPE OF SERVICES AND ADDITIONAL PROVISIONS:

The following attached exhibits are incorporated herein by reference and constitute a part of this Agreement:

Exhibit A Scope of Services/Payment Provisions

Exhibit B Other: See page 11(a) for a list of Exhibits

5.0 PERFORMANCE STANDARDS:

- 5.01 CONTRACTOR warrants that CONTRACTOR and CONTRACTOR's agents, employees, and subcontractors performing services under this Agreement are specially trained, experienced, competent, and appropriately licensed to perform the work and deliver the services required under this Agreement and are not employees of the County, or immediate family of an employee of the County.
- 5.02 CONTRACTOR, its agents, employees, and subcontractors shall perform all work in a safe and skillful manner and in compliance with all applicable laws and regulations. All work performed under this Agreement that is required by law to be performed or supervised by licensed personnel shall be performed in accordance with such licensing requirements.
- 5.03 CONTRACTOR shall furnish, at its own expense, all materials, equipment, and personnel necessary to carry out the terms of this Agreement, except as otherwise specified in this Agreement. CONTRACTOR shall not use County premises, property (including equipment, instruments, or supplies) or personnel for any purpose other than in the performance of its obligations under this Agreement.

6.0 PAYMENT CONDITIONS:

- 6.01 Prices shall remain firm for the initial term of the Agreement and, thereafter, may be adjusted annually as provided in this paragraph. The County does not guarantee any minimum or maximum amount of dollars to be spent under this Agreement.
- 6.02 Negotiations for rate changes shall be commenced, by CONTRACTOR, a minimum of ninety days (90) prior to the expiration of the Agreement. Rate changes are not binding unless mutually agreed upon in writing by the County and the CONTRACTOR.
- 6.03 Invoice amounts shall be billed directly to the ordering department.
- 6.04 CONTRACTOR shall submit such invoice periodically or at the completion of services, but in any event, not later than 30 days after completion of services. The invoice shall set forth the amounts claimed by CONTRACTOR for the previous period, together with an itemized basis for the amounts claimed, and such other information pertinent to the invoice. The County shall certify the invoice, either in the requested amount or in such other amount as the County approves in conformity with this Agreement and shall promptly submit such invoice to the County Auditor-Controller for payment. The County Auditor-Controller shall pay the amount certified within 30 days of receiving the certified invoice.

7.0 TERMINATION:

- 7.01 During the term of this Agreement, the County may terminate the Agreement for any reason by giving written notice of termination to the CONTRACTOR at least thirty (30) days prior to the effective date of termination. Such notice shall set forth the effective date of termination. In the event of such termination, the amount payable under this Agreement shall be reduced in proportion to the services provided prior to the date of termination.

7.02 The County may cancel and terminate this Agreement for good cause effective immediately upon written notice to CONTRACTOR. “Good cause” includes the failure of CONTRACTOR to perform the required services at the time and in the manner provided under this Agreement. If County terminates this Agreement for good cause, the County may be relieved of the payment of any consideration to CONTRACTOR, and the County may proceed with the work in any manner, which County deems proper. The cost to the County shall be deducted from any sum due the CONTRACTOR under this Agreement.

7.03 The County’s payments to CONTRACTOR under this Agreement are funded by local, state and federal governments. If funds from local, state and federal sources are not obtained and continued at a level sufficient to allow for the County’s purchase of the indicated quantity of services, then the County may give written notice of this fact to CONTRACTOR, and the obligations of the parties under this Agreement shall terminate immediately, or on such date thereafter, as the County may specify in its notice, unless in the meanwhile the parties enter into a written amendment modifying this Agreement.

8.0 INDEMNIFICATION:

CONTRACTOR shall indemnify, defend, and hold harmless the County, its officers, agents, and employees, from and against any and all claims, liabilities, and losses whatsoever (including damages to property and injuries to or death of persons, court costs, and reasonable attorneys’ fees) occurring or resulting to any and all persons, firms or corporations furnishing or supplying work, services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims, liabilities, and losses occurring or resulting to any person, firm, or corporation for damage, injury, or death arising out of or connected with the CONTRACTOR’s performance of this Agreement, unless such claims, liabilities, or losses arise out of the sole negligence or willful misconduct of the County. “CONTRACTOR’s performance” includes CONTRACTOR’s action or inaction and the action or inaction of CONTRACTOR’s officers, employees, agents and subcontractors.

9.0 INSURANCE REQUIREMENTS:

9.01 **Evidence of Coverage:** Prior to commencement of this Agreement, the Contractor shall provide a “Certificate of Insurance” certifying that coverage as required herein has been obtained. Individual endorsements executed by the insurance carrier shall accompany the certificate. In addition, the Contractor upon request shall provide a certified copy of the policy or policies.

This verification of coverage shall be sent to the County’s Contracts/Purchasing Department, unless otherwise directed. The Contractor shall not receive a “Notice to Proceed” with the work under this Agreement until it has obtained all insurance required and the County has approved such insurance. This approval of insurance shall neither relieve nor decrease the liability of the Contractor.

9.02 **Qualifying Insurers:** All coverage’s, except surety, shall be issued by companies which hold a current policy holder’s alphabetic and financial size category rating of not less than A- VII, according to the current Best’s Key Rating Guide or a company of equal financial stability that is approved by the County’s Purchasing Manager.

9.03 **Insurance Coverage Requirements:** Without limiting CONTRACTOR’s duty to indemnify, CONTRACTOR shall maintain in effect throughout the term of this Agreement a policy or policies of insurance with the following minimum limits of liability:

Commercial General Liability Insurance: including but not limited to premises and operations, including coverage for Bodily Injury and Property Damage, Personal Injury, Contractual Liability, Broad form Property Damage, Independent Contractors, Products and Completed Operations, with a combined single limit for Bodily Injury and Property Damage of not less than \$1,000,000 per occurrence.

(Note: any proposed modifications to these general liability insurance requirements shall be attached as an Exhibit hereto, and the section(s) above that are proposed as not applicable shall be lined out in blue ink. All proposed modifications are subject to County approval.)

Requestor must check the appropriate Automobile Insurance Threshold:

Requestor must check the appropriate box.

Agreement Under \$100,000 Business Automobile Liability Insurance: covering all motor vehicles, including owned, leased, non-owned, and hired vehicles, used in providing services under this Agreement, with a combined single limit for Bodily Injury and Property Damage of not less than \$500,000 per occurrence.

Agreement Over \$100,000 Business Automobile Liability Insurance: covering all motor vehicles, including owned, leased, non-owned, and hired vehicles, used in providing services under this Agreement, with a combined single limit or Bodily Injury and Property Damage of not less than \$1,000,000 per occurrence.

(Note: any proposed modifications to these auto insurance requirements shall be attached as an Exhibit hereto, and the section(s) above that are proposed as not applicable shall be lined out in blue ink. All proposed modifications are subject to County approval.)

Workers’ Compensation Insurance: if CONTRACTOR employs others in the performance of this Agreement, in accordance with California Labor Code section 3700 and with Employer’s Liability limits not less than \$1,000,000 each person, \$1,000,000 each accident and \$1,000,000 each disease.

(Note: any proposed modifications to these workers’ compensation insurance requirements shall be attached as an Exhibit hereto, and the section(s) above that are proposed as not applicable shall be lined out in blue ink. All proposed modifications are subject to County approval.)

Professional Liability Insurance: if required for the professional services being provided, (e.g., those persons authorized by a license to engage in a business or profession regulated by the California Business and Professions Code), in the amount of not less than \$1,000,000 per claim and \$2,000,000 in the aggregate, to cover liability for malpractice or errors or omissions made in the course of rendering professional services. If professional liability insurance is written on a “claims-made” basis rather than an occurrence basis, the CONTRACTOR shall, upon the expiration or earlier termination of this Agreement, obtain extended reporting coverage (“tail coverage”) with the same liability limits. Any such tail

coverage shall continue for at least three years following the expiration or earlier termination of this Agreement.

(Note: any proposed modifications to these insurance requirements shall be attached as an Exhibit hereto, and the section(s) above that are proposed as not applicable shall be lined out in blue ink. All proposed modifications are subject to County approval.)

9.04 Other Requirements:

All insurance required by this Agreement shall be with a company acceptable to the County and issued and executed by an admitted insurer authorized to transact Insurance business in the State of California. Unless otherwise specified by this Agreement, all such insurance shall be written on an occurrence basis, or, if the policy is not written on an occurrence basis, such policy with the coverage required herein shall continue in effect for a period of three years following the date CONTRACTOR completes its performance of services under this Agreement.

Each liability policy shall provide that the County shall be given notice in writing at least thirty days in advance of any endorsed reduction in coverage or limit, cancellation, or intended non-renewal thereof. Each policy shall provide coverage for Contractor and additional insureds with respect to claims arising from each subcontractor, if any, performing work under this Agreement, or be accompanied by a certificate of insurance from each subcontractor showing each subcontractor has identical insurance coverage to the above requirements.

Commercial general liability and automobile liability policies shall provide an endorsement naming the County of Monterey, its officers, agents, and employees as Additional Insureds with respect to liability arising out of the CONTRACTOR'S work, including ongoing and completed operations, **and shall further provide that such insurance is primary insurance to any insurance or self-insurance maintained by the County and that the insurance of the Additional Insureds shall not be called upon to contribute to a loss covered by the CONTRACTOR'S insurance.** The required endorsement form for Commercial General Liability Additional Insured is ISO Form CG 20 10 11-85 or CG 20 10 10 01 in tandem with CG 20 37 10 01 (2000). The required endorsement form for Automobile Additional Insured endorsement is ISO Form CA 20 48 02 99.

Prior to the execution of this Agreement by the County, CONTRACTOR shall file certificates of insurance with the County's contract administrator and County's Contracts/Purchasing Division, showing that the CONTRACTOR has in effect the insurance required by this Agreement. The CONTRACTOR shall file a new or amended certificate of insurance within five calendar days after any change is made in any insurance policy, which would alter the information on the certificate then on file. Acceptance or approval of insurance shall in no way modify or change the indemnification clause in this Agreement, which shall continue in full force and effect. CONTRACTOR shall always during the term of this Agreement maintain in force the insurance coverage required under this Agreement and shall send, without demand by County, annual certificates to County's Contract Administrator and County's Contracts/Purchasing Division. If the certificate is not received by the expiration date, County shall notify CONTRACTOR and CONTRACTOR shall have five calendar days to send in the certificate, evidencing no lapse in coverage during the interim. Failure by CONTRACTOR to maintain such insurance is a default of

this Agreement, which entitles County, at its sole discretion, to terminate this Agreement immediately.

10.0 RECORDS AND CONFIDENTIALITY:

- 10.1 **Confidentiality:** CONTRACTOR and its officers, employees, agents, and subcontractors shall comply with any and all federal, state, and local laws, which provide for the confidentiality of records and other information. CONTRACTOR shall not disclose any confidential records or other confidential information received from the County or prepared in connection with the performance of this Agreement, unless County specifically permits CONTRACTOR to disclose such records or information. CONTRACTOR shall promptly transmit to County any and all requests for disclosure of any such confidential records or information. CONTRACTOR shall not use any confidential information gained by CONTRACTOR in the performance of this Agreement except for the sole purpose of carrying out CONTRACTOR's obligations under this Agreement.
- 10.2 **County Records:** When this Agreement expires or terminates, CONTRACTOR shall return to County any County records which CONTRACTOR used or received from County to perform services under this Agreement.
- 10.3 **Maintenance of Records:** CONTRACTOR shall prepare, maintain, and preserve all reports and records that may be required by federal, state, and County rules and regulations related to services performed under this Agreement. CONTRACTOR shall maintain such records for a period of at least three years after receipt of final payment under this Agreement. If any litigation, claim, negotiation, audit exception, or other action relating to this Agreement is pending at the end of the three-year period, then CONTRACTOR shall retain said records until such action is resolved.
- 10.4 **Access to and Audit of Records:** The County shall have the right to examine, monitor and audit all records, documents, conditions, and activities of the CONTRACTOR and its subcontractors related to services provided under this Agreement. Pursuant to Government Code section 8546.7, if this Agreement involves the expenditure of public funds in excess of \$10,000, the parties to this Agreement may be subject, at the request of the County or as part of any audit of the County, to the examination and audit of the State Auditor pertaining to matters connected with the performance of this Agreement for a period of three years after final payment under the Agreement.
- 10.5 **Royalties and Inventions:** County shall have a royalty-free, exclusive and irrevocable license to reproduce, publish, and use, and authorize others to do so, all original computer programs, writings, sound recordings, pictorial reproductions, drawings, and other works of similar nature produced in the course of or under this Agreement. CONTRACTOR shall not publish any such material without the prior written approval of County.

11.0 NON-DISCRIMINATION:

- 11.1 During the performance of this Agreement, CONTRACTOR, and its subcontractors, shall not unlawfully discriminate against any person because of race, religious creed, color, sex, national origin, ancestry, physical disability, mental disability, medical condition, marital status, age (over 40), sexual orientation, or any other characteristic set forth in California Government code § 12940(a), either in CONTRACTOR's employment practices or in the furnishing of services to recipients. CONTRACTOR shall ensure that the evaluation and

treatment of its employees and applicants for employment and all persons receiving and requesting services are free of such discrimination. CONTRACTOR and any subcontractor shall, in the performance of this Agreement, fully comply with all federal, state, and local laws and regulations which prohibit discrimination. The provision of services primarily or exclusively to such target population as may be designated in this Agreement shall not be deemed to be prohibited discrimination.

12.0 COMPLIANCE WITH TERMS OF STATE OR FEDERAL GRANTS:

If this Agreement has been or will be funded with monies received by the County pursuant to a contract with the state or federal government in which the County is the grantee, CONTRACTOR will comply with all the provisions of said contract, to the extent applicable to CONTRACTOR as a subgrantee under said contract, and said provisions shall be deemed a part of this Agreement, as though fully set forth herein. Upon request, County will deliver a copy of said contract to CONTRACTOR, at no cost to CONTRACTOR.

13.0 COMPLIANCE WITH APPLICABLE LAWS:

13.1 CONTRACTOR shall keep itself informed of and in compliance with all federal, state, and local laws, ordinances, regulations, and orders, including but not limited to all state and federal tax laws that may affect in any manner the Project or the performance of the Services or those engaged to perform Services under this AGREEMENT as well as any privacy laws including, if applicable, HIPAA. CONTRACTOR shall procure all permits and licenses, pay all charges and fees, and give all notices require by law in the performance of the Services.

13.2 CONTRACTOR shall report immediately to County's Contracts/Purchasing Officer, in writing, any discrepancy or inconsistency it discovers in the laws, ordinances, regulations, orders, and/or guidelines in relation to the Project of the performance of the Services.

13.3 All documentation prepared by CONTRACTOR shall provide for a completed project that conforms to all applicable codes, rules, regulations, and guidelines that are in force at the time such documentation is prepared.

14.0 INDEPENDENT CONTRACTOR:

In the performance of work, duties, and obligations under this Agreement, CONTRACTOR is always acting and performing as an independent contractor and not as an employee of the County. No offer or obligation of permanent employment with the County or County department or agency is intended in any manner, and CONTRACTOR shall not become entitled by virtue of this Agreement to receive from County any form of employee benefits including but not limited to sick leave, vacation, retirement benefits, workers' compensation coverage, insurance or disability benefits. CONTRACTOR shall be solely liable for and obligated to pay directly all applicable taxes, including federal and state income taxes and social security, arising out of CONTRACTOR's performance of this Agreement. In connection therewith, CONTRACTOR shall defend, indemnify, and hold County harmless from any and all liability which County may incur because of CONTRACTOR's failure to pay such taxes.

15.0 NOTICES:

Notices required under this Agreement shall be delivered personally or by first-class, postage pre-paid mail to the County and CONTRACTOR'S contract administrators at the addresses listed below:

FOR COUNTY:	FOR CONTRACTOR:
Lori A. Medina, Director	Dawn Henson, Regional Executive Director
Name and Title	Name and Title
1000 S. Main St., Suite 301, Salinas, CA 93901	124 River Road, Salinas, CA 93908
Address	Address
831-755-4430	510-410-3451
Phone:	Phone:

16.0 MISCELLANEOUS PROVISIONS.

- 16.01 **Conflict of Interest:** CONTRACTOR represents that it presently has no interest and agrees not to acquire any interest during the term of this Agreement, which would directly, or indirectly conflict in any manner or to any degree with the full and complete performance of the services required to be rendered under this Agreement.
- 16.02 **Amendment:** This Agreement may be amended or modified only by an instrument in writing signed by the County and the CONTRACTOR.
- 16.03 **Waiver:** Any waiver of any terms and conditions of this Agreement must be in writing and signed by the County and the CONTRACTOR. A waiver of any of the terms and conditions of this Agreement shall not be construed as a waiver of any other terms or conditions in this Agreement.
- 16.04 **Contractor:** The term "CONTRACTOR" as used in this Agreement includes CONTRACTOR's officers, agents, and employees acting on CONTRACTOR's behalf in the performance of this Agreement.
- 16.05 **Disputes:** CONTRACTOR shall continue to perform under this Agreement during any dispute.
- 16.06 **Assignment and Subcontracting:** The CONTRACTOR shall not assign, sell, or otherwise transfer its interest or obligations in this Agreement without the prior written consent of the County. None of the services covered by this Agreement shall be subcontracted without the prior written approval of the County. Notwithstanding any such subcontract, CONTRACTOR shall continue to be liable for the performance of all requirements of this Agreement.

- 16.07 **Successors and Assigns:** This Agreement and the rights, privileges, duties, and obligations of the County and CONTRACTOR under this Agreement, to the extent assignable or delegable, shall be binding upon and inure to the benefit of the parties and their respective successors, permitted assigns, and heirs.
- 16.08 **Headings:** The headings are for convenience only and shall not be used to interpret the terms of this Agreement.
- 16.09 **Time is of the Essence:** Time is of the essence in each and all of the provisions of this Agreement.
- 16.10 **Governing Law:** This Agreement shall be governed by and interpreted under the laws of the State of California; venue shall be Monterey County.
- 16.11 **Non-exclusive Agreement:** This Agreement is non-exclusive and both County and CONTRACTOR expressly reserve the right to contract with other entities for the same or similar services.
- 16.12 **Construction of Agreement:** The County and CONTRACTOR agree that each party has fully participated in the review and revision of this Agreement and that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in the interpretation of this Agreement or any amendment to this Agreement.
- 16.13 **Counterparts:** This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same Agreement.
- 16.14 **Authority:** Any individual executing this Agreement on behalf of the County or the CONTRACTOR represents and warrants hereby that he or she has the requisite authority to enter into this Agreement on behalf of such party and bind the party to the terms and conditions of this Agreement.
- 16.15 **Integration:** This Agreement, including the exhibits, represent the entire Agreement between the County and the CONTRACTOR with respect to the subject matter of this Agreement and shall supersede all prior negotiations, representations, or agreements, either written or oral, between the County and the CONTRACTOR as of the effective date of this Agreement, which is the date that the County signs the Agreement.
- 16.16 **Interpretation of Conflicting Provisions:** In the event of any conflict or inconsistency between the provisions of this Agreement and the Provisions of any exhibit or other attachment to this Agreement, the provisions of this Agreement shall prevail and control.

17.0 **CONSENT TO USE OF ELECTRONIC SIGNATURES.**

- 17.1 The parties to this Agreement consent to the use of electronic signatures via DocuSign to execute this Agreement. The parties understand and agree that the legality of electronic signatures is governed by state and federal law, 15 U.S.C. Section 7001 et seq.; California Government Code Section 16.5; and, California Civil Code Section 1633.1 et. seq. Pursuant to said state and federal law as may be amended from time to time, the parties to this Agreement hereby authenticate and execute this Agreement, and any and all Exhibits to this

Agreement, with their respective electronic signatures, including any and all scanned signatures in portable document format (PDF).

17.2 Counterparts.

The parties to this Agreement understand and agree that this Agreement can be executed in two (2) or more counterparts and transmitted electronically via facsimile transmission or by delivery of a scanned counterpart in portable document format (PDF) via email transmittal.

17.3 Form: Delivery by E-Mail or Facsimile.

Executed counterparts of this Agreement may be delivered by facsimile transmission or by delivery of a scanned counterpart in portable document format (PDF) by e-mail transmittal, in either case with delivery confirmed. On such confirmed delivery, the signatures in the facsimile or PDF data file shall be deemed to have the same force and effect as if the manually signed counterpart or counterparts had been delivered to the other party in person.

***** THIS SECTION INTENTIONALLY LEFT BLANK *****

18.0 SIGNATURE PAGE.

IN WITNESS WHEREOF, County and CONTRACTOR have executed this Agreement as of the day and year written below.

COUNTY OF MONTEREY

CONTRACTOR


By: _____
Contracts/Purchasing Officer

Date: _____

By: _____
Department Head (if applicable)

Date: _____

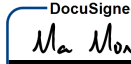
Approved as to Form
Office of the County Counsel
Leslie J. Girard, County Counsel

By: 

44E083B3FBEE410 County Counsel

Date: 5/18/2023 | 2:03 PM PDT

Approved as to Fiscal Provisions

By: 

2617DD077D6618 Auditor/Controller

Date: 5/19/2023 | 2:20 PM PDT

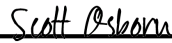
Approved as to Liability Provisions
Office of the County Counsel-Risk Manager
Leslie J. Girard, County Counsel-Risk Manager

By: _____
Risk Management

Date: _____

Seneca Family of Agencies

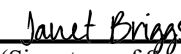
Contractor/Business Name *

By: 

D1326 Signature of Chair, President, or Vice-President)

Date: 5/18/2023 | 12:21 PM PDT

Name and Title

By: 

Signature of Sec. Secretary, Asst. Secretary, CFO, Treasurer, or Asst. Treasurer)

Date: 5/18/2023 | 2:00 PM PDT

Name and Title

County Board of Supervisors' Agreement No. _____ approved on _____

*INSTRUCTIONS: If CONTRACTOR is a corporation, including non-profit corporations, the full legal name of the corporation shall be set forth above together with the signatures of two (2) specified officers per California Corporations Code Section 313. If CONTRACTOR is a Limited Liability Corporation (LLC), the full legal name of the LLC shall be set forth above together with the signatures of two (2) managers. If CONTRACTOR is a partnership, the full legal name of the partnership shall be set forth above together with the signature of a partner who has authority to execute this Agreement on behalf of the partnership. If CONTRACTOR is contracting in an individual capacity, the individual shall set forth the name of the business, if any, and shall personally sign the Agreement or Amendment to said Agreement.

¹Approval by County Counsel is required

²Approval by Auditor-Controller is required

³Approval by Risk Management is necessary only if changes are made in paragraphs 8 or 9

LIST OF EXHIBITS
Seneca Family of Agencies

Exhibit A	Scope of Services
Exhibit B	DSS Additional Provisions
Exhibit C-1	Budget FY 2023-24
Exhibit C-2	Budget FY 2024-25
Exhibit D-1	Invoice FY 2023-24
Exhibit D-2	Invoice FY 2024-25
Exhibit E	HIPAA Certification
Exhibit F	Lobbying Certification
Exhibit G	Audit & Recovery of Overpayments
Exhibit G-1	Schedule of County Programs
Exhibit H	Child Abuse & Neglect Reporting

MONTEREY COUNTY DEPARTMENT OF SOCIAL SERVICES
Family and Children's Services
 and
SENECA FAMILY OF AGENCIES

Wraparound Services
 July 1, 2023 – June 30, 2025

SCOPE OF SERVICES

1.0 CONTACTS

<i>County</i>	<i>Contractor</i>
<p>Chelsea Chacon, Management Analyst DSS Family and Children's Services 1000 S. Main Street, Suite 206 Salinas, CA 93901 Tel: 831-755-8596 FAX: 831-755-4600 ChaconC@co.monterey.ca.us</p>	<p>Dawn Henson, Regional Executive Director Seneca Family of Agencies 124 River Road Salinas, CA 93908 Tel: 510-410-3451 FAX: 831-455-4791 Dawn_Henson@senecacenter.org</p>

1.0 CONTRACT AWARD INFORMATION

SUBAWARD: Foster Care – Title IV-E

CONTRACTOR UEI Number: W95SGGLTRXF4

Federal Award Identification Number (FAIN): 93.658

Date County Awarded Funding: July 1, 2023 and July 1, 2024

CFDA PASSTHROUGH INFORMATION AND DOLLAR AMOUNT:

Federal Award Description: Administration for Children and Families

Research and Development: No

Indirect Cost Rate: 15%

2.0 PURPOSE

The purpose of this Agreement is to clearly define the provision of Wraparound services in Monterey County through a coordinated partnership between Department of Social Services (DSS), Juvenile Probation Department (JPD), the Health Department (HD), and CONTRACTOR. This Agreement outlines the Wraparound program objectives, the structure of services provided, staff responsibilities, and eligibility requirements. It specifies the responsibilities of the agencies involved, the tracking and reporting of youth receiving Wraparound services, and means of communication.

3.0 PROGRAM DESCRIPTION

Wraparound Monterey County will provide flexible, family-centered, and highly individualized Specialty Mental Health and non-Medi-Cal Wraparound services and supports for eligible youth and their families. Wraparound services are designed to enhance permanency and promote the mental health and wellbeing of youth whose social and emotional well-being has been negatively impacted by loss and trauma associated with low family functioning, disrupted attachment, abuse, neglect, exposure to violence, parental incarceration, significant mental health needs and parental substance abuse. To accomplish this, CONTRACTOR pairs youth with a Wraparound team composed of a master's-level care coordinator and bachelor's-level support counselor who support the family in identifying their short- and long-term objectives, building a network of natural supports, and facilitating meetings that create accountable action towards treatment goals and family aspirations. Within this process, CONTRACTOR will provide assessment, intensive care coordination, intensive home-based services, rehabilitation, individual, family, crisis prevention and response, medication management, and individual, family, or group therapy.

3.1 Program Goals

- 3.1.1 Wraparound-enrolled youth will be *safe from abuse and neglect* while receiving services, as indicated by significantly fewer referrals to child welfare for abuse allegations, compared to their experience before and after enrollment in Wraparound.
- 3.1.2 Wraparound will support *relational or emotional permanency* by increasing the number of identified and engaged family members as well as other adult supports in the youth's life, as measured by an increase in family team participants and adult connections from baseline to program graduation.
- 3.1.3 Wraparound will support *legal permanency* by helping youth move toward a goal of reunification, adoption, or guardianship, as indicated by client status at discharge.
- 3.1.4 Youth and families will move toward *the achievement of family- and team-defined goals*, as measured by treatment goal progress, Wraparound action plan progress, placement stability while enrolled, and status at discharge.
- 3.1.5 Wraparound-enrolled youth will experience *improved behavioral and emotional adjustment and mental health outcomes* in multiple domains, as measured by improved scores in relevant CANS domains, including behavioral and emotional needs, risk behaviors, individual strengths, and life domain functioning.
- 3.1.6 Youth and families will report *satisfaction with Wraparound* as measured by their indicating agreement on Client and Caregiver Perception Surveys.
- 3.1.7 Wraparound will demonstrate *adherence to CDSS-defined Wraparound standards* as measured by the Wraparound Fidelity Index.

3.2 Target Population

- 3.2.1 Children, youth, and families involved in the child welfare, Children’s Behavioral Health, or JPD systems who have complex needs requiring intensive, comprehensive, coordinated, highly individualized interventions, as well as linkage to services to ensure safety, permanency, and wellbeing.
- 3.2.2 Priority will be given to youth ages 10 and older, large sibling groups working toward reunification, youth re-entering dependency, youth at risk of being placed in a Short-term Residential Therapeutic Program (STRTP) or group home, and youth transitioning from a STRTP or group home (Aftercare).
- 3.2.3 Specific subpopulations to be served may include:
 - 3.2.3.1 Families with voluntary (non-Court) child welfare cases
 - 3.2.3.2 Reunified families whose case closes during service delivery
 - 3.2.3.3 Legal guardianship cases
 - 3.2.3.4 Infants and young children ages birth through five
 - 3.2.3.5 Developmentally delayed children and youth with co-occurring mental health disorders
 - 3.2.3.6 Children and youth exiting a hospitalization for a mental health related condition.
 - 3.2.3.7 Pre-adjudicated, juvenile justice involved youth

3.3 Services and Program Objectives

- 3.3.1 CONTRACTOR shall provide Specialty Mental Health and non-Medi-Cal Wraparound services and supports to eligible youth and families referred by Monterey County using Seneca’s innovative Wraparound model, approved by the California Department of Social Services.
- 3.3.2 Five Wraparound teams will provide Tier 1 Wraparound services and supports to a caseload of six families. One additional team will hold a flexible caseload consisting of zero to four families receiving Tier 1 Wraparound services and supports as well as zero to two families receiving Tier 2 high-intensity Wraparound services and supports. This specialized team, designed to serve the County’s highest-needs youth at risk of hospitalization or STRTP placements, will have the capacity to provide Tier 2 high-intensity Wraparound services and supports to up to two youth at any given time.
- 3.3.3 All Wraparound services and supports across both tiers shall reflect the following service components:
 - 3.3.3.1 Wraparound will be provided in a manner consistent with the ten principles of the National Wraparound Institute.
 - 3.3.3.2 Utilize a holistic approach that is youth-driven and family-focused.
 - 3.3.3.3 Provide Intensive Care Coordination, Intensive Home-Based Services, Mental Health Rehabilitation, and Crisis Intervention for full-scope Medi-Cal eligible youth and

families, as well as some non-Medi-Cal youth determined by the HD contract.

- 3.3.3.4 Services will be provided at a location and time that is convenient for the individual and family to the extent possible, and consistent with organizational capacity. Seneca staff will travel up to 90 miles from their home office to work with youth and families in the community. Further travel may occur on occasion to initiate transition planning for a youth exiting a STRTP further than 90 miles from the local Seneca office.
- 3.3.3.5 Services will be provided in the family's preferred language. Seneca will provide translation and interpretation services in the instance that no bilingual staff are available.
- 3.3.3.6 Clinical staff assignment will be based upon the needs and preferences of the youth and their family
- 3.3.3.7 Services will be provided using clinically appropriate treatment modalities as authorized and directed by the County and provided in a timely manner.
- 3.3.3.8 Services will address issues specific to foster care and permanence in order to improve the youth's stability, permanence, and mental wellbeing.
- 3.3.3.9 Services will be coordinated with County agencies including DSS, HD, and JPD.
- 3.3.3.10 Services shall be provided in alignment with the initial and updated treatment plans. Youth progress will be re-evaluated not less than every 60 days, and additional services may be authorized based upon documented medical necessity.

3.4 Eligibility Criteria

- 3.4.1 The youth and/or family is experiencing a disturbance in one or more of the following areas: school, community relations, emotional functioning or family relations; AND/OR:
- 3.4.2 Intensive service coordination, delivery, and or support is required to assist the family or caretaker in meeting the youth's needs; AND
- 3.4.3 The youth has a family, relative, legal guardian, or other significant person in their life that is open to participating in a strengths-based, family-centered process and resides within close geographic proximity; Otherwise, family finding efforts can be used already provided in other Seneca Monterey County contracts to identify such persons; AND
- 3.4.4 The youth is eligible under California Welfare and Institutions Code (WIC) 300 or 602 (i.e. is a dependent or ward of the Juvenile Court; OR
- 3.4.5 The youth has an open child welfare case or juvenile probation petition pending at the time of referral.
- 3.4.6 The County expects that the majority of youth and families will be full-scope Medi-Cal eligible and qualify for EPSDT SMHS. In

efforts to engage families at the earliest point possible, there may be a limited number of youth and families served who are not Medi-Cal eligible or do not meet the medical necessity criteria for SMHS. For youth not already involved with DSS or JPD, Seneca will conduct the assessment for medical necessity.

- 3.4.7 DSS will maintain Wraparound slots and monitor through the hosted DSS Interagency Placement Committee (IPC) to serve referrals from HD and JPD. The total number of youths who will receive Wraparound services and supports during the year shall not exceed 37. The active capacity for youth receiving Wraparound shall be an average of 34 at a time, which will be shared among the departments as follows:
 - 3.4.7.1 DSS is assigned **17** slots
 - 3.4.7.2 JPD is assigned **12** slots
 - 3.4.7.3 HD is assigned **5** slots
- 3.4.8 DSS will work collaboratively with the HD and JPD regarding flexibility on the slot numbers listed above will be provided in the context of the Interagency Placement Committee (IPC) to temporarily modify these agency numbers as individual family and youth needs arise from each agency.

3.5 Service Accessibility

- 3.5.1 Mode of Services

Wraparound services and supports, inclusive of Assessment, Intensive Care Coordination, Intensive Home-Based Services, Mental Health Rehabilitation services, and Crisis Intervention.
- 3.5.2 Program Sites
 - 3.5.2.1 124 River Road, Salinas, CA 93908
 - 3.5.2.2 1180 Broadway St., King City, CA 93930
- 3.5.3 Hours of Operation
 - 3.5.3.1 The Wraparound program will operate seven days per week. Program sites will be open from 8:30 AM to 6:00 PM.
 - 3.5.3.2 Service hours are flexible and adjusted based on client need, meaning staff may work early in mornings or late in evenings.
 - 3.5.3.3 Staff also remain available to clients for emergency needs on a 24/7 on-call basis.
 - 3.5.3.4 Services will be provided primarily in the community, such as family homes or client schools, but may also be provided at Seneca sites depending on the family's preference.

4.0 CONTRACTOR RESPONSIBILITIES

The CONTRACTOR will uphold the values of the Core Practice Model (CPM) and work collaboratively with the COUNTY in the implementation of the CPM framework to support social work practice. The CONTRACTOR understands the importance of engagement, inquiry/exploration, advocacy, teaming, and

accountability when working with families and the community. In addition, the CONTRACTOR agrees to the following:

4.1 Procedures

- 4.1.1 CONTRACTOR agrees to adequately attend and send a minimum of one representative to the weekly DSS Interagency Placement Committee (IPC) meeting as requested by the COUNTY. CONTRACTOR will accept and enroll 100% of children and youth approved and referred by the IPC. CONTRACTOR will also have the individual Wraparound Team members attend an IPC at the advance request of the COUNTY.
- 4.1.2 CONTRACTOR shall ensure one point of contact for all program referrals from the COUNTY to promote ease of access for COUNTY staff.
- 4.1.3 CONTRACTOR will initiate intake and engagement processes for 95% of enrolled families within 24 business hours of receiving a referral from the COUNTY.
- 4.1.4 CONTRACTOR will notify the assigned case manager from DSS, JPD, or HD of the CONTRACTOR'S staff assigned to the referred youth and the attempts made to initiate the intake and engagement process within 72 hours of receiving the referral. CONTRACTOR agrees to maintain ongoing contact with the case manager from the referring agency for the family.
- 4.1.5 CONTRACTOR will hold a first face-to-face meeting for 95% of enrolled families within 20 days of receiving a referral from the County.
- 4.1.6 CONTRACTOR shall complete the Child and Adolescent Needs and Strengths (CANS) for children/youth ages six through 20 years, and the Pediatric Symptom Checklist (PSC-35) for children/youth ages three through 18 years at the start of treatment, and complete a reassessment every six months, and at time of discharge.
- 4.1.7 CONTRACTOR will complete the initial comprehensive assessment, including the CANS assessment, for 95% of enrolled families within 60 days of the initial face-to-face contact with the family. CONTRACTOR agrees to assess for immediate safety needs and arrange or provide time-limited safety/stabilization response until the comprehensive assessment is completed.
- 4.1.8 CONTRACTOR shall facilitate all Family Team Meetings (FTM) for youth receiving Wraparound not less than every 30 days, which shall be funded by the Wraparound contract. Meetings may be more frequent as needed. CONTRACTOR agrees that in order for any meeting with the family to be considered a FTM, the child/youth, the child/youth's therapist, and the assigned case manager from the COUNTY must be in attendance.
- 4.1.9 CONTRACTOR will provide valid photo identification for all staff working with youth, including subcontractors.

- 4.1.10 CONTRACTOR agrees to initiate Wraparound services 30 to 90 days prior to a child/youth transitioning out of a STRTP or group home within or outside of Monterey County. In these instances, CONTRACTOR may travel out of the 90-mile expectation.
- 4.1.11 CONTRACTOR agrees to develop and maintain up-to-date solid internal social marketing tools. Marketing materials will include, but are not limited to, 8x11 or tri-fold materials, ongoing e-mail communication via newsletter or e-blasts, etc. that specifically includes agreed upon specific Wraparound Monterey County branding.
- 4.1.12 CONTRACTOR agrees to actively participate in the Wraparound Monterey County Leadership Team.
- 4.1.13 CONTRACTOR will obtain necessary releases and allow other members of the Care Coordination team to contact potential team members (including natural supports and possible permanent connections) to seek their opinions and concerns.

4.2 Limitation of Service Per Authorization

- 4.2.1 CONTRACTOR shall provide Wraparound services as long as necessary to accomplish the youth and family goals, and as authorized by the COUNTY. Extensions past 11 months must be approved by the IPC every 3 months, not to exceed 24 months without the approval of the Director.
- 4.2.2 CONTRACTOR agrees to notify the designated COUNTY representative if it appears a family will need to continue with Wraparound past an eleven-month period. This notification shall occur 30 days before the 11-month benchmark and will be done through a mutually agreed upon manner.
- 4.2.3 CONTRACTOR agrees to ensure at least 95% of Wraparound-enrolled youth will conclude services within 18 months. CONTRACTOR agrees to notify the DSS designee, via agreed upon means, if timelines are not able to be maintained, including the reason why and strategies to successfully engage the family.
- 4.2.4 If a child/youth is discharged from the Wraparound program but seeks to re-enroll in services within seven business days, CONTRACTOR may continue providing services to that child/youth without waiting for authorization by the COUNTY. CONTRACTOR will submit the authorization request to the COUNTY at the next regularly scheduled IPC meeting.

4.3 Evaluation and Reporting

- 4.3.1 CONTRACTOR shall submit progress made on mental health treatment goals as measured by CANS and PSC-35 no later than the last day of the following service month.
- 4.3.2 CONTRACTOR shall collect and report the data on enrolled clients, FTM's, services, and any other information as set forth by the COUNTY as appropriate. This includes data regarding average

length of stay, reasons for discharge, respite, and permanency outcomes.

- 4.3.3 CONTRACTOR shall document all services in the HD Avatar system within 72 hours, as well as CONTRACTOR'S own EHR system.
- 4.3.4 CONTRACTOR shall report on each of the Outcome Objectives in this Agreement. CONTRACTOR will provide these reports ongoing at the Wraparound Leadership Meeting. A reporting format will be mutually agreed upon by the attendees of the Wraparound Leadership Meetings.
- 4.3.5 CONTRACTOR agrees that at discharge, at least 75% of Wraparound-enrolled youth who were either placed in or at risk of placement in group home care at intake will be stepped down to or maintained in the least-restrictive, family-like environment.
- 4.3.6 CONTRACTOR agrees that at discharge, at least 75% of Wraparound-enrolled youth with serious emotional or behavioral challenges will have made full or partial progress on their treatment goals.

4.4 Training

CONTRACTOR will take the lead on sharing training information and the provision of regular trainings pertaining to Wraparound skill building, as Wraparound Leadership Team determines is required.

5.0 COUNTY RESPONSIBILITIES

Within Wraparound Monterey County, the COUNTY will encourage collaboration with the CONTRACTOR and will include collaborative engagement among families and community partners, such as the DSS, JPD, HD, special education local planning agencies, school districts, and NGOs for the purpose of planning and providing individualized services for children and their families. In addition, the COUNTY agrees to the following:

5.1 Procedures

- 5.1.1 COUNTY shall facilitate weekly IPC meetings where Wraparound referrals will be reviewed and approved. IPC will determine assigned case managers for referrals that do not have an identified lead social worker, therapist, or probation officer.
- 5.1.2 COUNTY shall comply with the requirements of Senate Bill 163, Chapter 795, Statutes of 1997, as applicable.
- 5.1.3 COUNTY shall comply with the California Administrative Code Title 22, Division 2, §35325 et seq., as applicable.
- 5.1.4 COUNTY shall provide required case information for families referred to Wraparound and approve the recommended treatment plan. COUNTY agrees to maintain ongoing contact with CONTRACTOR.
- 5.1.5 COUNTY will assure that individual COUNTY case managers shall minimally attend monthly FTM meetings and ensure that the youth's siblings are always invited to the meeting. Best practice

would be for COUNTY case managers to attend all FTMs when able.

- 5.1.6 COUNTY will maintain a program managerial and fiscal managerial point of contact for the CONTRACTOR.
- 5.1.7 COUNTY agrees to work with the CONTRACTOR on developing marketing tools and plan.
- 5.1.8 COUNTY agrees to refer relatives of a child/youth receiving Wraparound services to CONTRACTOR'S Resource Family Approval (RFA) program.

5.2 **Limitation of Service Per Authorization**

COUNTY shall notify CONTRACTOR if a child/youth seeks to re-enroll in the Wraparound program within seven days of discharge.

5.3 **Evaluation and Reporting**

- 5.3.1 COUNTY shall perform an annual internal program audit to ensure program responsibility, compliance and fidelity.
- 5.3.2 COUNTY shall maintain a wraparound enrollment log for fiscal and program reconciliation.
- 5.3.3 COUNTY shall monitor the active capacity of youth receiving Wraparound services along with the allotted slots for each department.

5.4 **Training**

COUNTY will identify training needs for staff around the provision of Wraparound services.

6.0 **STAFFING**

The following positions reflect staffing planned for the Wraparound program that are funded out of the DSS contract:

6.1 **Central Coast Regional Executive Director and Statewide Director of Adoption (0.12 FTE),**

Provides executive level oversight of all Central Coast programs, including those in Monterey County, and is the primary liaison with public agency partners. The Regional Executive Director will directly supervise the Program Director.

6.2 **Program Director (1.0 FTE)**

Manages day-to-day operations of the program, while directly supervising the Clinical Supervisor and Health Information Specialist. In addition, the Program Director will be responsible for liaising with private and public partners, attending all Wraparound leadership meetings, ensuring the delivery of high-quality services, maintaining the program's fiscal viability, and arranging professional development opportunities for staff.

6.3 **Program Supervisor (1.0 FTE)**

Provides supervision to Facilitators and Support Counselors. Will be supervising staff and providing direct support to staff in the field. Utilize a cultural lens in all aspect of role. Ensure supervisees are meeting the

performance expectations and standards of their position, and that the program is run in a safe, therapeutic, and efficient manner

6.4 Care Coordinator (3.0 FTE)

There will be a total of 6.0 FTE Care Coordinators for the Monterey County Wraparound program: three positions are funded by HD and three positions are funded by DSS. The Care Coordinators are licensed or registered master's level clinicians who facilitate the individualized Wraparound process for a caseload of six to eight families. CONTRACTOR will employ a minimum of four bilingual Care Coordinators to provide services in Spanish. Of the proposed 6.0 FTE Care Coordinators, a minimum of 3.0 FTE will be bilingual in Spanish and English.

6.5 Support Counselor (3.50)

Bachelor's level staff who provide family-focused mental health counseling, support, crisis intervention, and case management for a caseload of six families. Seneca will employ a minimum of four bilingual Support Counselors. Of the proposed 6.0 FTE Support Counselors, a minimum of 3.0 FTE will be bilingual in Spanish and English.

6.6 Family Partner (1.0)

Staff with lived experience as the caregiver of a system-involved youth, who provide caregivers with emotional and advocacy support, resource knowledge, psychoeducation, and coaching (for up to 10 families). Seneca will employ at least one bilingual Family Partner. Of the proposed 1.0 FTE Family Partners, a minimum of 1.0 FTE will be bilingual in Spanish and English.

6.7 Permanency Specialist (1.0)

Bachelor's level staff who supports families to expand their natural networks through provision of specialized Family Finding and Engagement activities.

6.8 Administrative Support Staff (.67)

Assists the Regional Executive Director in matters of communication and organization.

6.9 Facility Manager (.25 FTE)

Support staff who provides maintenance and upkeep, as well as renovations, for Seneca program sites.

6.10 Administrator On-Call (.30)

Provides on-call support for community-based and crisis stabilization programs. The Rapid Response Hotline provides support for Seneca clients and families, staff and county partners in varying capacities depending on the program of enrollment. The Administrator On Call (AOC) responds by phone to all crisis calls from the hotline and provides support to staff, community and county partners by providing phone consultation and assistance.

7.0 MEETINGS/COMMUNICATIONS

- 7.1 The primary contact for the COUNTY shall convene a Wraparound Leadership Team meeting at least once per month, which will be chaired by an individual selected by the Leadership group. This meeting will include representation of all COUNTY partners participating in Wraparound Monterey County. The purpose of these meetings shall be to oversee implementation of the contract; discuss contract issues; evaluate contract usage and effectiveness; perform quality assurance, provide technical assistance on difficult cases, share resource ideas and make recommendations for contract modifications. The Wraparound Leadership Team does not have the authority to authorize changes requiring a contract amendment. A separate agreed upon agenda shall be distributed by the CONTRACTOR with approval by the COUNTY contact prior to these meetings.
- 7.2 CONTRACTOR and COUNTY agree to attend weekly IPC meetings to discuss referrals, assign appropriate tiers, and identify means of maximizing Wraparound slots to most effectively serve youth and families.
- 7.3 The Out-of-Home Care Committee (OOHCC) will act as an executive oversight team regarding Wraparound. The Contract Administrator shall regularly report to the OOHCP group on Wraparound Monterey County and shall act as liaison to the Out-of-Home Care Committee regarding Wraparound.
- 7.4 The CONTRACTOR and COUNTY agree to participate in an annual training planning meeting specific to the needs of Wraparound Monterey County. This information will be shared at the quarterly Title IV-E training meeting hosted by Seneca.

8.0 REPORTING REQUIREMENTS

- 8.1 The COUNTY will be responsible for approval and submittal of the data as received by the CONTRACTOR and to be provided to the CDSS, Chief Probation Officers of California (CPOC) and the California Department of Health Care Services (DHCS).
- 8.2 CONTRACTOR will participate in other data collection requirements set forth by the COUNTY as appropriate.

9.0 SUBCONTRACTOR(S)

Agreements executed between CONTRACTOR and subcontractor(s) performing work under this agreement shall require subcontractor(s) to comply with the provisions set forth in Section 9, Insurance and Section 8, Indemnification of this agreement, relative to CONTRACTOR. Subcontractor(s) agreements shall also include the provisions of Section 10, Records & Confidentiality and Section 11 Non-Discrimination.

10.0 FISCAL PROVISIONS

10.1 Budget

- 10.1.1 The total amount payable by COUNTY to CONTRACTOR for the period July 1, 2023 - June 30, 2024 shall not exceed **one million, five hundred twenty-eight thousand, seven hundred fifteen dollars (\$1,528,715) per Exhibit C-1.**

- 10.1.2 The total amount payable by COUNTY to CONTRACTOR for the period July 1, 2024 - June 30, 2025 shall not exceed **one million, five hundred forty-nine thousand, seven hundred thirty-eight dollars (\$1,549,738)** per **Exhibit C-2**.
- 10.1.3 The maximum amount payable by COUNTY to CONTRACTOR under this Agreement for the entire agreement term shall not exceed **three million, seventy-eight thousand, four hundred fifty-three dollars (\$3,078,453)** per **Exhibits C-1 and C-2**.
- 10.1.4 CONTRACTOR acknowledges that core funding for the Wraparound program is pursuant to the actual funding from the COUNTY.
- 10.2 Invoicing
- 10.2.1 CONTRACTOR agrees to complete the monthly invoices on the forms set forth in **Exhibits D-1 and D-2**, and provide to COUNTY Primary Contact no later than the 10th day of the month following the month of service.
- 10.2.2 Detailed back up for all subcontracts and any required documentation, as noted on the invoice form, shall be submitted with the invoice.
- 10.2.3 CONTRACTOR shall provide detailed list for non-service purchases claimed under “Treatment/Child and Family Engagement Supplies” and “Flex Funds” in **Exhibits D-1 and D-2** monthly.
- 10.2.4 Invoices shall reflect the rate used for mileage reimbursement, and shall not exceed the Federal Government Rate listed at www.irs.gov. Copies of all invoices shall be provided to the COUNTY. No other travel shall be reimbursed through this Agreement.
- 10.3 Reimbursement
- COUNTY shall reimburse the CONTRACTOR pursuant to **Exhibit B, Section I. PAYMENT BY COUNTY**.

**MONTEREY COUNTY
DEPARTMENT OF SOCIAL SERVICES**

ADDITIONAL PROVISIONS

I. PAYMENT BY COUNTY:

1.01 Monthly claims/invoices by CONTRACTOR: Not later than the tenth (10th) day of each month, CONTRACTOR shall submit to COUNTY a signed invoice setting forth the amount claimed. All invoices (monthly and final) shall be submitted in the form set forth in **Exhibit D-1 and D-2**.

1.02 Final Invoice; forfeiture for late invoice: CONTRACTOR's final month and end of fiscal year invoice is due, and must be received by COUNTY, no later than close of business on **July 10th**. **If the Final Invoice is not received by COUNTY by close of business on July 10th. CONTRACTOR understands and agrees that the reimbursement of CONTRACTOR's final expenses represented by that invoice may be forfeited, and COUNTY shall have no legal obligation regarding it, nor shall COUNTY be required to make any payment towards that untimely/late invoiced claim.**

1.03 Allowable Costs:

a) Allowable costs shall be the CONTRACTOR's actual costs of developing, supervising and delivering the services under this Agreement, as set forth in **Exhibit C-1 and C-2**. Only the costs listed in **Exhibit C-1 and C-2** as contract expenses may be claimed as allowable costs. Any dispute over whether costs are allowable shall be resolved in accordance with the provisions of 45 Code of Federal Regulations, Part 74, Sub-Part F and 48 Code of Federal Regulations (CFR), Chapter 1, Part 31.

b) Allowable costs for travel expenses incurred while providing services under this Agreement, as set forth in **Exhibit C-1 and C-2**, must follow the Monterey County Auditor/Controller's Travel Policy www.co.monterey.ca.us/govenment/departments-a-h/auditor-controller/policies-and-procedures and should be invoiced the current per diem rates for lodging, meals, and mileage up to the rates listed online at www.irs.gov.

1.04 Cost Control: CONTRACTOR shall not exceed by more than twenty (20) percent any contract expense line item amount in the budget without the written approval of COUNTY, given by and through the Contract Administrator or Contract Administrator's designee. CONTRACTOR shall submit an amended budget with its request for such approval. Such approval shall not permit CONTRACTOR to receive more than the maximum total amount payable under this contract. Therefore, an increase in one-line item will require corresponding decreases in other line items.

1.05 Payment in Full:

a) If COUNTY certifies and pays the amount requested by CONTRACTOR, such payment shall be deemed payment in full for the month in question and may not thereafter be reviewed or modified, except to permit COUNTY's recovery of overpayments.

b) If COUNTY certifies and pays a lesser amount than the amount requested, COUNTY shall, immediately upon certification of the lesser amount, notify CONTRACTOR in writing of such certification. If CONTRACTOR does not protest the lesser amount by delivering to COUNTY a written notice of protest within twenty (20) days after CONTRACTOR's receipt of the certification, then payment of the lesser amount shall be deemed payment in full for the month in question and may not thereafter be questioned by CONTRACTOR.

1.06 Disputed payment amount: If COUNTY pays a lesser amount than the amount requested, and if CONTRACTOR submits a written notice of protest to COUNTY within twenty (20) days after CONTRACTOR's receipt of the certification, then the parties shall promptly meet to review the dispute and resolve it on a mutually acceptable basis. No court action may be taken on such dispute until the parties have met and attempted to resolve the dispute in person.

II. PERFORMANCE STANDARDS & COMPLIANCE

2.01 Outcome objectives and performance standards: CONTRACTOR shall for the entire term of this Agreement provide the service outcomes set forth in **Exhibit A**. CONTRACTOR shall meet the contracted level of service and the specified performance standards described in **Exhibit A**, unless prevented from doing so by circumstances beyond CONTRACTOR's control, including but not limited to, natural disasters, fire, theft, and shortages of necessary supplies or materials due to labor disputes.

2.02 County monitoring of services: COUNTY shall monitor services provided under this Agreement in order to evaluate the effectiveness and quality of services provided.

2.03 Notice of defective performance: COUNTY shall notify CONTRACTOR in writing within thirty (30) days after discovering any defects in CONTRACTOR's performance. CONTRACTOR shall promptly take action to correct the problem and to prevent its recurrence. Such corrective action shall be completed and a written report made to the COUNTY concerning such action not later than thirty (30) days after the date of the COUNTY's written notice to CONTRACTOR.

2.04 Termination for cause: Notwithstanding Section 7.02 of the Agreement, if the corrective actions required above are not completed and the report to the COUNTY not made within thirty (30) days, the COUNTY may terminate this Agreement by giving five (5) days' written notice to CONTRACTOR.

2.05 Remedies for Inadequate Service Levels:

- a) For each month that service falls below 80% of the contracted level, CONTRACTOR shall submit to the COUNTY an analysis of the causes of the problem and any necessary actions to be taken to correct the problem. If the problem continues for another month, the COUNTY shall meet with CONTRACTOR to explore the problem and develop an appropriate written corrective action plan with appropriate time frames.

- b) If CONTRACTOR does not carry out the required corrective action within the time frame specified, sanctions shall be applied in accordance with funding source regulations.
- c) Notwithstanding Section 7.02 of the Agreement, if, after the COUNTY notifies CONTRACTOR of any sanctions to be imposed, CONTRACTOR continues in its failure to take corrective action, then COUNTY may terminate this contract by giving CONTRACTOR five (5) days' written notice.
- d) If all appropriate corrective actions are taken but service still falls 80% or more below contracted level, COUNTY and CONTRACTOR may renegotiate the contracted level of service.

2.06 Training for Staff: CONTRACTOR shall insure that sufficient training is provided to its volunteer and paid staff to enable them to perform effectively on the project, and to increase their existing level of skills. Additionally, CONTRACTOR shall ensure that all staff completes Division 21 Civil Rights training.

2.07 Bi-lingual Services: CONTRACTOR shall ensure that qualified staff is available to accommodate non-English speaking, and limited English proficient, individuals.

2.08 Assurance of drug free-workplace: CONTRACTOR shall submit to the COUNTY evidence of compliance with the California Drug-Free Workplace Act of 1990, Government Code sections 8350 et seq., by doing the following:

- Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the person's or organization's workplace and specifying the actions that will be taken against employees for violations of the prohibition;
- Establishing a drug-free awareness program to inform employees about all of the following:
 - 1) the dangers of drug abuse in the workplace;
 - 2) the organization's policy of maintaining a drug-free workplace;
 - 3) any available drug counseling, rehabilitation, and employee assistance programs;
 - 4) the penalties that may be imposed upon employees for drug abuse violations;
 - 5) requiring that each employee engaged in the performance of the contract or grant be given a copy of the company's drug-free policy statement and that, as a condition of employment on the contract or grant, the employee agrees to abide by the terms of the statement.

III. CONFIDENTIALITY

CONTRACTOR and its officers, employees, agents, and subcontractors shall comply with Welfare and Institutions (W & I) Code Sec. 10850, 45 CFR Sec. 205.50, and all other applicable provisions of law which provide for the confidentiality of records and prohibit their being opened for examination for any purpose not directly connected with the administration of public social services. Whether or not covered by W&I Code Sec. 10850 or by 45 CFR Sec. 205.50, confidential medical or personnel records and the identities of

clients and complainants shall not be disclosed unless there is proper consent to such disclosure or a court order requiring disclosure. Confidential information gained by CONTRACTOR from access to any such records, and from contact with its clients and complainants, shall be used by CONTRACTOR only in connection with its conduct of the program under this Agreement. The COUNTY, through the Director of the Department of Social Services, and his/her representatives, shall have access to such confidential information and records to the extent allowed by law, and such information and records in the hands of the COUNTY shall remain confidential and may be disclosed only as permitted by law.

IV. NON-DISCRIMINATION

CONTRACTOR certifies that to the best of its ability and knowledge it will comply with the nondiscrimination program requirements set forth in this Section.

4.01 Discrimination Defined: The term “discrimination” as used in this contract, is the same term that is used in Monterey County Code, Chapter 2.80 “Procedures for Investigation and Resolution of Discrimination Complaints”; it means the illegal denial of equal employment opportunity, harassment (including sexual harassment and violent harassment), disparate treatment, favoritism, subjection to unfair or unequal working conditions, and/or other discriminatory practice by any Monterey County official, employee or agent, due to an individual’s race, color, ethnic group, national origin, ancestry, religious creed, sex, sexual orientation, age, veteran’s status, cancer-related medical condition, physical handicap (including AIDS) or disability. The term also includes any act of retaliation.

4.02 Application of Monterey COUNTY Code Chapter 2.80: The provisions of Monterey COUNTY Code Chapter 2.80 apply to activities conducted pursuant to this Agreement. Complaints of discrimination made by CONTRACTOR against the COUNTY, or by recipients of services against CONTRACTOR, may be pursued using the procedures established by Chapter 2.80. CONTRACTOR shall establish and follow its own written procedures for the prompt and fair resolution of discrimination complaints made against CONTRACTOR by its own employees and agents, and shall provide a copy of such procedures to COUNTY on demand by COUNTY.

4.03 Compliance with laws: During the performance of this Agreement, CONTRACTOR shall comply with all applicable federal, state and local laws and regulations which prohibit discrimination, including but not limited to the following:

- **California Fair Employment and Housing Act**, California Government Code Sec. 12900 et seq., see especially Section 12940 (c), (h), (1), (i), and (j); and the administrative regulations issued thereunder, 2 Calif. Code of Regulations Secs. 7285.0 et seq. (Division 4 - Fair Employment and Housing Commission);
- **California Government Code Secs. 11135 - 11139.5**, as amended (Title 2, Div. 3, Part 1, Chap. 1, Art. 9.5) and any applicable administrative rules and

- regulations issued under these sections; including **Title 22 California Code of Regulations 98000-98413**.
- **Federal Civil Rights Acts of 1964 and 1991** (see especially Title VI, 42 USC Secs. 2000d et seq.), as amended, and all administrative rules and regulations issued thereunder (see especially 45 CFR Part 80);
 - **The Rehabilitation Act of 1973**, Secs. 503 and 504 (29 USC Sec. 793 and 794), as amended; all requirements imposed by the applicable HHS regulations (45 CFR Parts 80, 84 and 91); and all guidelines and interpretations issued pursuant thereto;
 - **7 Code of Federal Regulations (CFR)**, Part 15 and **28 CFR** Part 42;
 - **Title II of the Americans with Disabilities Act of 1990** (P.L. 101-336), 42 U.S.C. Secs. 12101 et seq. and 47 U.S.C. Secs. 225 and 611, and any federal regulations issued pursuant thereto (see 24 CFR Chapter 1; 28 CFR Parts 35 and 36; 29 CFR Parts 1602, 1627, and 1630; and 36 CFR Part 1191);
 - **Unruh Civil Rights Act**, Calif. Civil Code Sec. 51 et seq., as amended;
 - **Monterey COUNTY Code**, Chap. 2.80.;
 - **Age Discrimination in Employment Act 1975**, as amended (**ADEA**), 29 U.S.C. Secs 621 et seq.;
 - **Equal Pay Act of 1963**, 29 U.S.C. Sec. 206(d);
 - **California Equal Pay Act**, Labor Code Sec.1197.5.
 - **California Government Code** Section 4450;
 - **The Dymally-Alatorre Bilingual Services Act; Calif. Government Code Sec. 7290 et seq.**
 - **The Food Stamp Act of 1977**, as amended and in particular **Section 272.6**.
 - **California Code of Regulations, Title 24, Section 3105A(e)**
 - **Removal of Barriers to Inter-Ethnic Adoption Act of 1996, Section 1808**

4.04 Written assurances: Upon request by COUNTY, CONTRACTOR will give any written assurances of compliance with the Civil Rights Acts of 1964 and 1991, the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act of 1990, as may be required by the federal government in connection with this Agreement, pursuant to 45 CFR

Sec. 80.4 or 45 CFR Sec. 84.5, and 91; 7 CFR Part 15; and 28 CFR Part 35, or other applicable State or federal regulation.

4.05 Written non-discrimination policy: Contractor shall maintain a written statement of its non-discrimination policies which shall be consistent with the terms of this Agreement. Such statement shall be available to employees, recipients of services, and members of the public, upon request.

4.06 Grievance Information: CONTRACTOR shall advise applicants who are denied CONTRACTOR's services, and recipients who do receive services, of their right to present grievances, and of their right to a State hearing concerning services received under this Agreement.

4.07 Notice to Labor Unions: CONTRACTOR shall give written notice of its obligations under paragraphs 4.01 - 4.08 to labor organizations with which it has a collective bargaining or other agreement.

4.08 Access to records by government agencies: CONTRACTOR shall permit access by COUNTY and by representatives of the State Department of Fair Employment and Housing, and any state agency providing funds for this Agreement, upon reasonable notice at any time during normal business hours, but in no case less than 24 hours' notice, to such of its books, records, accounts, facilities, and other sources of information as the inspecting party may deem appropriate to ascertain compliance with these non-discrimination provisions.

4.09 Binding on Subcontractors: The provisions of paragraphs 4.01 - 4.08 shall also apply to all of CONTRACTOR's subcontractors. CONTRACTOR shall include the non-discrimination and compliance provisions of these paragraphs in all subcontracts to perform work or provide services under this Agreement.

V. ADDITIONAL REQUIREMENTS

5.01 Covenant Against Contingent Fees: CONTRACTOR warrants that no person or selling agency has been employed or retained to solicit this Agreement. There has been no agreement to make commission payments in order to obtain this Agreement. For breach or violation of this warranty, COUNTY shall have the right to terminate this Agreement without liability or, at its discretion, to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingency fee.

5.02 Debarment, Suspension and Fraud, and Abuse: CONTRACTOR certifies to the best of its knowledge and belief, that it and any subcontractors:

- a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any federal or State department or agency.
- b) Have not, within a three-year period preceding this Agreement, been convicted of, or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain,

- or performing a public (federal, State, or local) transaction or contract under a public transaction; violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- c) Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity (federal, State, or local) with commission of any of the offenses in 5.02(b).
 - d) Have not, within a three-year period preceding this Agreement, had one or more public transactions (federal, State, or local) terminated for cause or default.

CONTRACTOR shall report immediately to COUNTY in writing, any incidents of alleged fraud and/or abuse by either CONTRACTOR or its subcontractors.

CONTRACTOR shall maintain any records, documents, or other evidence of fraud and abuse until otherwise notified by COUNTY.

CONTRACTOR agrees to timely execute any and all amendments to this Agreement or other required documentation relating to the debarment/suspension status of any subcontractors.

VI. CONTRACT ADMINISTRATORS

6.01 Contract Administrator – CONTRACTOR: CONTRACTOR hereby designates **Dawn Henson** as its Contract Administrator for this Agreement. All matters concerning this Agreement which are within the responsibility of CONTRACTOR shall be under the direction of, or shall be submitted to, the CONTRACTOR's Contract Administrator. CONTRACTOR may, in its sole discretion, change its designation of the Contract Administrator, and shall promptly give written notice to COUNTY of any such change.

6.02 Contract Administrator – COUNTY: COUNTY hereby designates the Director of the Monterey County Department of Social Services as its Contract Administrator for this Agreement. All matters concerning this Agreement which are within the responsibility of COUNTY shall be under the direction of, or shall be submitted to, the Director or such other COUNTY employee in the Department of Social Services as the Director may appoint. COUNTY may, in its sole discretion, change its designation of the Contract Administrator, and shall promptly give written notice to CONTRACTOR of any such change.

VII. CONTRACT DEPENDENT ON GOVERNMENT FUNDING

COUNTY's payments to CONTRACTOR under this Agreement are funded by the State and Federal governments. If funds from State and Federal sources are not obtained and continued at a level sufficient to allow for COUNTY's purchase of the indicated quantity of services, then COUNTY may give written notice of this fact to CONTRACTOR, and the obligations of the parties under this Agreement shall terminate immediately, or on such date thereafter, as COUNTY may specify in its notice, unless in the meanwhile the parties enter into a written Amendment modifying this Agreement.

VIII. APPEAL PROCESS

In the event of a dispute or grievance regarding the terms and conditions of this Agreement, both parties shall abide by the following procedures:

- a) CONTRACTOR shall first discuss the problem informally with the designated DSS Contact/Program Analyst. If the problem is not resolved, CONTRACTOR must, within fifteen (15) working days of the failed attempt to resolve the dispute with DSS Contact/Program Analyst, submit a written complaint, together with any evidence, to the DSS Branch Deputy Director. The complaint must include a description of the disputed issues, the legal authority/basis for each issue which supports CONTRACTOR's position, and the remedy sought. The Branch Deputy Director shall, within fifteen (15) working days after receipt of CONTRACTOR's written complaint, make a determination on the dispute, and issue a written decision and reasons therefore. All written communication shall be pursuant to Section 14. NOTICES of this Agreement. Should CONTRACTOR disagree with the decision of the Division Deputy Director, CONTRACTOR may appeal the decision to the Director of the Department of Social Services.
- b) CONTRACTOR's appeal of the Branch Deputy Director's decision must be submitted to the Department Director within ten (10) working days from the date of the decision; be in writing, state the reasons why the decision is unacceptable, and include the original complaint, the decision that is the subject of appeal, and all supporting documents. Within twenty (20) working days from the date of CONTRACTOR'S appeal, the Department Director, or his/her designee, shall meet with CONTRACTOR to review the issues raised on appeal. The Department Director shall issue a final written decision within fifteen (15) working days of such meeting.
- c) CONTRACTOR may appeal the final decision of the Department Director in accordance with the procedures set forth in Division 25.1 (commencing with Section 38050) of the Health and Safety Code and the regulations adopted thereunder. (Title 1, Subchapter 2.5 commencing with Section 251, or Subchapter 3 commencing with Section 300, whichever is applicable, of the California Code of Regulations).
- d) CONTRACTOR shall continue to carry out the obligations under this Agreement during any dispute.
- e) Costs incurred by CONTRACTOR for administrative/court review are not reimbursable by COUNTY.

Monterey County
Seneca Family of Agencies Wraparound
July 1, 2023 - June 30, 2024

Revenue			DSS Contract
			\$1,528,715.00
Caseload and Capacity			
Active Capacity			34
Tier 2			32
Tier 3			2
Average Length of Stay (months)			11
Total Clients Per Year			37
Total Revenue			\$1,528,715.00
Expenses			
Payroll	Salary	FTE	FY 23/24
Regional Executive Director	\$171,965.00	0.12	\$20,636
Program Director	\$128,182.50	1.00	\$128,183
Program Supervisor	\$82,975.75	1.00	\$82,976
Care Coordinator	\$88,219.46	3.00	\$264,658
Support Counselor	\$58,890.46	3.50	\$206,117
Family Partner	\$58,890.46	1.00	\$58,890
Permanency Specialist	\$50,472	1.00	\$50,472
Administrative Support Staff	\$56,970	0.67	\$38,170
Facility Manager	\$66,578	0.25	\$16,645
Administrator On-Call	\$110,775	0.30	\$33,233
Annual Cost of Living Adjustment			\$40,996
Total		11.84	\$940,976
	Benefits @ 24%		\$225,834
Total Payroll			\$1,166,810
Operations			FY 23/24
Occupancy			
Facility Expenses			\$ 21,300
Equipment Expenses			\$ 5,920
Total Occupancy			\$ 27,220
Program Support			
Program Supplies and Subscriptions			\$ 3,850
Communication Expenses			\$ 10,656
Staff Training and Development			\$ 8,288
Travel Expenses			\$ 35,700
Staff Recruitment			\$ 3,583
Total Program Support			\$ 62,077
Child and Family Related			
Treatment/Child and Family Engagement Supplies			\$ 15,300
Flex Funds			\$ 50,000
Total Child and Family Related			\$ 65,300
Contracted Services			
Contract Services (Note Approvers, Language Services, Etc.)			\$ 7,700
Total Contracted Services			\$ 7,700
Vehicle Expenses			
Vehicle Expenses (Operating, Depreciation, Interest)			\$ 210
Total Discretionary Funds			\$ 210
Total Direct Expenses			\$ 1,329,317
Indirect Costs @ 15%			\$ 199,398
Total Expense			\$ 1,528,715
Revenue Over (Under) Expense			\$ -

Monterey County
Seneca Family of Agencies Wraparound
July 1, 2024 - June 30, 2025

Revenue			DSS Contract
			\$1,549,738.00
Caseload and Capacity			
Active Capacity			34
Tier 2			32
Tier 3			2
Average Length of Stay (months)			11
Total Clients Per Year			37
Total Revenue			\$1,549,738.00
Expenses			
Payroll	Salary	FTE	FY 24/25
Regional Executive Director	\$181,423.08	0.12	\$21,771
Program Director	\$135,232.54	1.00	\$135,233
Program Supervisor	\$87,539.42	1.00	\$87,539
Care Coordinator	\$93,071.53	3.00	\$279,215
Support Counselor	\$62,129.44	3.50	\$217,453
Family Partner	\$62,129.44	1.00	\$62,129
Permanency Specialist	\$53,248	1.00	\$53,248
Administrative Support Staff	\$60,103	0.67	\$40,269
Facility Manager	\$70,240	0.25	\$17,274
Administrator On-Call	\$116,868	0.36	\$41,488
Total		11.90	\$955,619
	Benefits @ 24%		\$229,349
Total Payroll			\$1,184,968
Operations			FY 24/25
Occupancy			
Facility Expenses			\$ 21,300
Equipment Expenses			\$ 5,945
Total Occupancy			\$ 27,245
Program Support			
Program Supplies and Subscriptions			\$ 3,850
Communication Expenses			\$ 10,702
Staff Training and Development			\$ 8,324
Travel Expenses			\$ 35,700
Staff Recruitment			\$ 3,599
Total Program Support			\$ 62,175
Child and Family Related			
Treatment/Child and Family Engagement Supplies			\$ 15,300
Flex Funds			\$ 50,000
Total Child and Family Related			\$ 65,300
Contracted Services			
Contract Services (Note Approvers, Language Services, Etc.)			\$ 7,700
Total Contracted Services			\$ 7,700
Vehicle Expenses			
Vehicle Expenses (Operating, Depreciation, Interest)			\$ 210
Total Discretionary Funds			\$ 210
Total Direct Expenses			\$ 1,347,598
Indirect Costs @ 15%			\$ 202,140
Total Expense			\$ 1,549,738
Revenue Over (Under) Expense			\$ -



Invoice: _____

Monterey County Department of Social Services - Wraparound Services
FY 23-24

Month: _____

	<u>Budget</u>	<u>Contract Claimed</u>	<u>YTD</u>	<u>Unexpended Amt</u>
Personnel				
Regional Executive Director	\$ 20,636.00			\$ 20,636.00
Program Director	\$ 128,183.00			\$ 128,183.00
Program Supervisor	\$ 82,976.00			\$ 82,976.00
Care Coordinator	\$ 264,658.00			\$ 264,658.00
Support Counselor	\$ 206,117.00			\$ 206,117.00
Family Partner	\$ 58,890.00			\$ 58,890.00
Permanency Specialist	\$ 50,472.00			\$ 50,472.00
Administrative Support Staff	\$ 38,170.00			\$ 38,170.00
Facility Manager	\$ 16,645.00			\$ 16,645.00
Administrator On-Call	\$ 33,233.00			\$ 33,233.00
Annual Cost of Living Adjustment	\$ 40,996.00			\$ 40,996.00
Subtotal	\$ 940,976.00	\$ -	\$ -	\$ 940,976.00
Employee Benefits @ 24%	\$ 225,834.00	\$ -	\$ -	\$ 225,834.00
Subtotal Personnel	\$1,166,810.00	\$ -	\$ -	\$1,166,810.00
Occupancy				
Facility Expenses	\$ 21,300.00			\$ 21,300.00
Equipment Expenses	\$ 5,920.00			\$ 5,920.00
Total Occupancy	\$ 27,220.00	\$ -	\$ -	\$ 27,220.00
Program Support				
Program Supplies and Subscriptions	\$ 3,850.00			\$ 3,850.00
Communication Expenses	\$ 10,656.00			\$ 10,656.00
Staff Training and Development	\$ 8,288.00			\$ 8,288.00
Travel Expenses	\$ 35,700.00			\$ 35,700.00
Staff Recruitment	\$ 3,583.00			\$ 3,583.00
Total Program Support	\$ 62,077.00	\$ -	\$ -	\$ 62,077.00
Child and Family Related				
Treatment/Child and Family Engagement Supplies	\$ 15,300.00			\$ 15,300.00
Flex Funds	\$ 50,000.00			\$ 50,000.00
Total Child and Family Related	\$ 65,300.00	\$ -	\$ -	\$ 65,300.00
Contracted Services				
Contract Services	\$ 7,700.00			\$ 7,700.00
Total Contracted Services	\$ 7,700.00	\$ -	\$ -	\$ 7,700.00
Vehicle Expenses				
Vehicle Expenses	\$ 210.00			\$ 210.00
Total Vehicle Expenses	\$ 210.00	\$ -	\$ -	\$ 210.00
Total Direct Cost	\$ 1,329,317.00	\$ -	\$ -	\$ 1,329,317.00
Indirect Costs @ 15%	\$ 202,458.00			\$ 199,398.00
Total Program Cost	\$ 1,531,775.00	\$ -	\$ -	\$ 1,528,715.00

I hereby certify that this report is correct and complete to the best of my knowledge and that the costs are eligible pursuant to the terms of the contract.

Authorized Signature

Date

Approval

Date



Invoice: _____

Monterey County Department of Social Services - Wraparound Services

Month: _____

FY 24-25

	<u>Budget</u>	<u>Contract Claimed</u>	<u>YTD</u>	<u>Unexpended Amt</u>
Personnel				
Regional Executive Director	\$ 21,771.00			\$ 21,771.00
Program Director	\$ 135,233.00			\$ 135,233.00
Program Supervisor	\$ 87,539.00			\$ 87,539.00
Care Coordinator	\$ 279,215.00			\$ 279,215.00
Support Counselor	\$ 217,453.00			\$ 217,453.00
Family Partner	\$ 62,129.00			\$ 62,129.00
Permanency Specialist	\$ 53,248.00			\$ 53,248.00
Administrative Support Staff	\$ 40,269.00			\$ 40,269.00
Facility Manager	\$ 17,274.00			\$ 17,274.00
Administrator On-Call	\$ 41,488.00			\$ 41,488.00
Subtotal	\$ 955,619.00	\$ -	\$ -	\$ 955,619.00
Employee Benefits @ 24%	\$ 229,349.00	\$ -	\$ -	\$ 229,349.00
Subtotal Personnel	\$1,184,968.00	\$ -	\$ -	\$1,184,968.00
Occupancy				
Facility Expenses	\$ 21,300.00			\$ 21,300.00
Equipment Expenses	\$ 5,945.00			\$ 5,945.00
Total Occupancy	\$ 27,245.00	\$ -	\$ -	\$ 27,245.00
Program Support				
Program Supplies and Subscriptions	\$ 3,850.00			\$ 3,850.00
Communication Expenses	\$ 10,702.00			\$ 10,702.00
Staff Training and Development	\$ 8,324.00			\$ 8,324.00
Travel Expenses	\$ 35,700.00			\$ 35,700.00
Staff Recruitment	\$ 3,599.00			\$ 3,599.00
Total Program Support	\$ 62,175.00	\$ -	\$ -	\$ 62,175.00
Child and Family Related				
Treatment/Child and Family Engagement Supplies	\$ 15,300.00			\$ 15,300.00
Flex Funds	\$ 50,000.00			\$ 50,000.00
Total Child and Family Related	\$ 65,300.00	\$ -	\$ -	\$ 65,300.00
Contracted Services				
Contract Services	\$ 7,700.00			\$ 7,700.00
Total Contracted Services	\$ 7,700.00	\$ -	\$ -	\$ 7,700.00
Vehicle Expenses				
Vehicle Expenses	\$ 210.00			\$ 210.00
Total Vehicle Expenses	\$ 210.00	\$ -	\$ -	\$ 210.00
Total Direct Cost	\$ 1,347,598.00	\$ -	\$ -	\$ 1,347,598.00
Indirect Costs @ 15%	\$ 202,140.00			\$ 202,140.00
Total Program Cost	\$ 1,549,738.00	\$ -	\$ -	\$ 1,549,738.00

I hereby certify that this report is correct and complete to the best of my knowledge and that the costs are eligible pursuant to the terms of the contract.

Authorized Signature

Date

Approval

Date

EXHIBIT E

Health Insurance Portability & Accountability Act (HIPAA) Certification

WHEREAS, Sections 261 through 264 of the federal Health Insurance Portability and Accountability Act of 1996, Public Law 104-191, known as “the Administrative Simplification provisions,” direct the Department of Health and Human Services to develop standards to protect the security, confidentiality and integrity of health information; and

WHEREAS, pursuant to the Administrative Simplification provisions, the Secretary of Health and Human Services has issued regulations modifying 45 CFR Parts 160 and 164 (the “HIPAA Privacy Rule”); and

WHEREAS, CONTRACTOR and COUNTY have entered into an Agreement (“the Agreement”) to which this Certification is an attachment whereby CONTRACTOR will provide certain services to COUNTY; and

WHEREAS, CONTRACTOR may have access to Protected Health Information (as defined below) in fulfilling its responsibilities under the underlying Agreement.

THEREFORE, in consideration of the Parties’ continuing obligations under the Agreement, compliance with the HIPAA Privacy Rule, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, CONTRACTOR agrees to the provisions of this Certification and of the HIPAA Privacy Rule and to protect the interests of COUNTY.

I. DEFINITIONS

Except as otherwise defined herein, any and all capitalized terms in this Section shall have the definitions set forth in the HIPAA Privacy Rule. In the event of an inconsistency between the provisions of this Certification and mandatory provisions of the HIPAA Privacy Rule, as amended, the HIPAA Privacy Rule shall control. Where provisions of this Certification are different than those mandated in the HIPAA Privacy Rule, but are nonetheless permitted by the HIPAA Privacy Rule, the provisions of this Certification shall control.

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

CONTRACTOR acknowledges and agrees that all Protected Health Information that is created or received by COUNTY and disclosed or made available in any form, including paper record, oral communication, audio recording, and electronic display by COUNTY, or its operating units, to CONTRACTOR or is created or received by CONTRACTOR on COUNTY’s behalf shall be subject to this Certification.

II. CONFIDENTIALITY REQUIREMENTS

EXHIBIT E

- (a) CONTRACTOR agrees:
- (i) to use or disclose any Protected Health Information solely: (1) for meeting its obligations as set forth in any agreements between the Parties evidencing their business relationship or (2) as required by applicable law, rule or regulation, or by accrediting or credentialing organization to whom COUNTY is required to disclose such information, or as otherwise permitted under this Certification, or the underlying Agreement ,(if consistent with this Certification and the HIPAA Privacy Rule), or the HIPAA Privacy Rule, and (3) as would be permitted by the HIPAA Privacy Rule if such use or disclosure were made by COUNTY; and
 - (ii) at termination of the Agreement, (or any similar documentation of the business relationship of the Parties), or upon request of COUNTY, whichever occurs first, if feasible CONTRACTOR will return or destroy all Protected Health Information received from or created or received by CONTRACTOR on behalf of COUNTY that CONTRACTOR still maintains in any form, and retain no copies of such information, or if such return or destruction is not feasible, CONTRACTOR will extend the protections of this Agreement to the information and limit further uses and disclosures to those purposes that make the return or destruction of the information not feasible; and
 - (iii) to ensure that its agents, including a subcontractor(s), to whom it provides Protected Health Information received from or created by CONTRACTOR on behalf of COUNTY, agrees to the same restrictions and conditions that apply to CONTRACTOR with respect to such information. In addition, CONTRACTOR agrees to take reasonable steps to ensure that its employees' actions or omissions do not cause CONTRACTOR to breach the terms of the Agreement.
- (b) Notwithstanding the prohibitions set forth in this Certification or the Agreement, CONTRACTOR may use and disclose Protected Health Information as follows:
- (i) if necessary, for the proper management and administration of CONTRACTOR or to carry out the legal responsibilities of CONTRACTOR, provided that as to any such disclosure, the following requirements are met:
 - (A) the disclosure is required by law; or
 - (B) CONTRACTOR obtains reasonable assurances from the person to whom the information is disclosed that it will be held confidentially and used or further disclosed only as required by law, or for the purpose for which it was disclosed to the person, and the person notifies CONTRACTOR of any instances of which it is aware in which the confidentiality of the information has been breached;
 - (ii) for data aggregation services, if to be provided by CONTRACTOR for the health care operations of COUNTY pursuant to any agreements between the Parties evidencing their business relationship. For purposes of this Certification and the Agreement, data aggregation services means the combining of Protected Health Information by CONTRACTOR with the protected health information received by CONTRACTOR in its capacity as CONTRACTOR of another COUNTY, to permit data analyses that relate to the health care operations of the respective covered entities.
- (c) CONTRACTOR will implement appropriate safeguards to prevent use or disclosure of Protected Health Information other than as permitted in this Certification. The Secretary of Health and Human Services shall have the right to audit CONTRACTOR's records and practices related to use and disclosure of Protected Health Information to ensure

EXHIBIT E

COUNTY's compliance with the terms of the HIPAA Privacy Rule. CONTRACTOR shall report to COUNTY any use or disclosure of Protected Health Information which is not in compliance with the terms of this Certification of which it becomes aware. In addition, CONTRACTOR agrees to mitigate, to the extent practicable, any harmful effect that is known to CONTRACTOR of a use or disclosure of Protected Health Information by CONTRACTOR in violation of the requirements of this Certification or the Agreement.

III. AVAILABILITY OF PHI

CONTRACTOR agrees to make available Protected Health Information to the extent and in the manner required by Section 164.524 of the HIPAA Privacy Rule. CONTRACTOR agrees to make Protected Health Information available for amendment and incorporate any amendments to Protected Health Information in accordance with the requirements of Section 164.526 of the HIPAA Privacy Rule. In addition, CONTRACTOR agrees to make Protected Health Information available for purposes of accounting of disclosures, as required by Section 164.528 of the HIPAA Privacy Rule.

IV. TERMINATION

Notwithstanding anything in this Certification or the Agreement to the contrary, COUNTY shall have the right to terminate the Agreement immediately if COUNTY determines that CONTRACTOR has violated any material term of this Certification and/or the Agreement. If COUNTY reasonably believes that CONTRACTOR will violate a material term of this Certification and/or the Agreement and, where practicable, COUNTY gives written notice to CONTRACTOR of such belief within a reasonable time after forming such belief, and CONTRACTOR fails to provide adequate written assurances to COUNTY that it will not breach the cited term of this Certification and/or the Agreement within a reasonable period of time given the specific circumstances, but in any event, before the threatened breach is to occur, then COUNTY shall have the right to terminate the Agreement immediately.

V. MISCELLANEOUS

Except as expressly stated herein or the HIPAA Privacy Rule, the parties to the Agreement do not intend to create any rights in any third parties. The obligations of CONTRACTOR under this Section shall survive the expiration, termination, or cancellation of this Certification and/or the Agreement, and/or the business relationship of the parties, and shall continue to bind CONTRACTOR, its agents, employees, contractors, successors, and assigns as set forth herein.

The parties agree that, in the event that any documentation of the arrangement pursuant to which CONTRACTOR provides services to COUNTY contains provisions relating to the use or disclosure of Protected Health Information which are more restrictive than the provisions of this Certification or the Agreement, the provisions of the more restrictive documentation will control. The provisions of this Certification and the Agreement are intended to establish the minimum requirements regarding CONTRACTOR's use and disclosure of Protected Health Information.

In the event that either party believes in good faith that any provision of this Certification and/or the Agreement fails to comply with the then current requirements of the HIPAA Privacy Rule, such party shall notify the other party in writing. For a period of up to thirty (30) days, the parties shall address in good faith such concern and amend the terms of this Certification and/or the Agreement, if necessary to bring it into compliance. If, after such thirty-day period, the Certification and/or the Agreement fails to

EXHIBIT E

comply with the HIPAA Privacy Rule, then either party has the right to terminate upon written notice to the other party.

CONTRACTOR: Seneca Family of Agencies

DocuSigned by:
By: Scott Osborn
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Title: COO

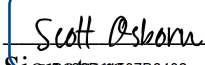
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CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award document for sub-awards at all tiers (including sub-contracts, sub-grants, and contracts under grants, loans, and cooperative agreements, and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

DocuSigned by:

 Signature _____ Title _____
 Seneca Family of Agencies _____ 5/18/2023 | 12:21 PM PDT
 Agency/Organization _____ Date _____

AUDIT & RECOVERY OF OVERPAYMENTS REQUIREMENTS**I. CPA Audit on Termination:****1.01 Audit Requirement**

At the request of COUNTY, CONTRACTOR shall give to COUNTY an audit report(s) covering the contract period, prepared by an independent Certified Public Accountant. The purpose of the audit requirement is determining whether the reported costs are fair and reasonable and have been computed in accordance with generally accepted accounting principles, with the provisions of this Agreement, and with all applicable COUNTY requirements. The audit must identify all federal, state, and matching funds issued under this Agreement as a note, or as a supplemental schedule of expenses within Contractor's audits.

If CONTRACTOR expends a total of \$750,000 or more of federal funding per fiscal year, CONTRACTOR is required to submit an annual audit report(s) that was performed in compliance with the Uniform Guidance.

If CONTRACTOR expends less than \$750,000 in federal funding per fiscal year, then the COUNTY shall require an annual audit report(s) be performed in accordance with the Generally Accepted Auditing Standards (GAAS).

1.02 Audit Submission /Fiscal Year-end

CONTRACTOR shall provide COUNTY with the audit report(s), required herein no later than six (6) months after the close of CONTRACTOR's Fiscal Year, except when CONTRACTOR has expended \$750,000 in federal funding and the Uniform Guidance allows a nine (9) month deadline. In the case where providing the required audit within the specified time period represents an unreasonable hardship, CONTRACTOR shall alert COUNTY and request an extension. Additional documentation may be requested by COUNTY to grant the extension.

1.03 Audit Format

CONTRACTOR may submit to COUNTY one of the following in satisfaction of this Audit requirement:

1) If CONTRACTOR expends a total of \$750,000 or more of federal funding per fiscal year, CONTRACTOR is required to submit an annual audit report(s) that was performed in compliance with the Uniform Guidance.

-OR-

2) If CONTRACTOR expends less than \$750,000 in federal funding per fiscal year, then the COUNTY shall require an annual audit report(s) be performed in accordance with the Generally Accepted Auditing Standards (GAAS).

-OR-

3) Additionally, at the discretion of the CONTRACTOR, a program specific audit report(s) may be submitted in accordance with the Uniform Guidance.

All Audits must include the following information within their audit:

a) A separate schedule listing programs and funding, see recommended format, Exhibit G-1.

EXHIBIT G

- b) All Management Letters received by the CONTRACTOR relating to the performed audit, shall be submitted in conjunction with the annual audit report(s) to the COUNTY.

1.04 Payment for Audit

CONTRACTOR shall bear all costs in connection with, or resulting from, any audit and/or inspections including, but not limited to, actual cost incurred and the payment/repayment of any expenditures disallowed by COUNTY, State or Federal government entities, including any assessed interest and penalties.

If CONTRACTOR is exempt from federal audit procedures under UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS (Uniform Guidance), then payment for this audit shall be made by CONTRACTOR with resources other than grant funds, or those used for matching purposes. If CONTRACTOR is not exempt from federal audit procedures under the UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS (Uniform Guidance), the cost of audits made in accordance with the provisions of this part are allowable charges to Federal awards. The charges may be considered a direct cost or an allocated indirect cost, as determined in accordance with the provisions of applicable Uniform Guidance cost principles, other applicable cost principles or regulations.

II. Contractor Records

Funds provided by COUNTY shall be accounted for separately in CONTRACTOR’s books and records. CONTRACTOR shall keep a systematic accounting record of the receipt and disbursement of COUNTY funds. CONTRACTOR shall permit COUNTY to audit, examine and to copy excerpts and transcripts from such records and to conduct audits or reviews of all records including, but not limited to, invoices, materials, personnel records, bank account records, business records, billing statements, payroll records, business expense records, and all other data related to matters covered by this Agreement. CONTRACTOR shall maintain such data and records in an accessible location and condition for a period of at least four (4) years from the close of this Agreement term, or until after the conclusion of any audit, whichever occurs last. The State of California and/or any Federal agency providing funds for this Agreement shall have the same rights conferred upon COUNTY herein. CONTRACTOR shall keep records that are sufficient to permit the tracing of funds to a level of expenditure adequate to ensure that the funds have not been unlawfully spent. CONTRACTOR’s records shall describe and support the use of funds for the agreed upon project or services outlined in this Agreement.

III. Recovery of Overpayments: If any audit shows that COUNTY has paid to CONTRACTOR any amount in excess of properly allowable costs, then CONTRACTOR shall reimburse COUNTY for that amount, either by a cash payment made within thirty (30) days after COUNTY notifies CONTRACTOR of the overpayment, or by an offset made by COUNTY against any payments owed by COUNTY to CONTRACTOR under this or any other contract.

DocuSigned by:


 (Signature of authorized representative)

5/18/2023 | 12:21 PM PDT

 (date)

EXHIBIT G-1

**SENECA FAMILY OF AGENCIES
SCHEDULE OF COUNTY PROGRAMS
FISCAL YEARS**

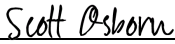
<u>Program Name</u>	<u>County Dept.</u>	<u>Contract No.</u>	<u>CFDA #</u>	<u>Contract Period</u>	<u>Contract Amount</u>	<u>Expenditures</u>		<u>Amount Received from County</u>		<u>Identify Source of Funding for the Expenditures</u>			
						<u>Fiscal Year</u>	<u>Contract Life- to- Date</u>	<u>Fiscal Year</u>	<u>Contract Life- to- Date</u>	<u>Federal</u>	<u>Other Funds</u>	<u>Cash Match</u>	<u>In Kind Match</u>

CHILD ABUSE & NEGLECT REPORTING CERTIFICATION

Seneca Family of Agencies

CONTRACTOR hereby acknowledges that this contract for services will bring CONTRACTOR in contact with children, and that CONTRACTOR has received from COUNTY a copy of Penal Code Sections 11165.7 and 11166 as required by the Child Abuse and Neglect Reporting Act (Penal Code Sections 11164, et seq). CONTRACTOR further certifies that it has knowledge of the provisions of the Act, and will comply with its provisions, which define a mandated reporter and requires that reports of child abuse or neglect be made by a mandated reporter whenever, in his or her professional capacity or within the scope of his or her employment, he/she has knowledge or observes a child whom he/she knows or reasonably suspects has been a victim of neglect or abuse.

CONTRACTOR further gives assurance that all of its employees, consultants, and agents performing services under this Agreement, who are mandated reporters under the Act, sign statements indicating that they know of, and will comply with, the Act's reporting requirements.

DocuSigned by:

Authorized Signature

5/18/2023 | 12:21 PM PDT

Date

- ◆ 24-hour Bilingual Child Abuse Hotline 1-800-606-6618
- ◆ Mandated Child Abuse Reporter Training is available, at no cost, through the Child Abuse Prevention Council of Monterey County (CAPC), 755-4737.