

## 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:

Wayfinder Family Services

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(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:** family finding and engagement services to youth referred by the COUNTY and to provide kinship support services to relative or kin resource parents who are caring for foster youth in Monterey County.

### 2.0 PAYMENT PROVISIONS:

2.1 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: \$ **1,356,611.00**

### 3.0 TERM OF AGREEMENT:

3.01 The term of this Agreement is from July 1, 2024 to June 30, 2026, 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.
- 6.05 The Parties agree that CONTRACTOR and its subcontractors shall be reimbursed for mileage based upon the Internal Revenue Service (IRS) standard business mileage rate at the time of travel.

## 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 coverages, 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 A.M. Best's Rating Guide or a company of equal financial stability that is approved by the County's Purchasing Agent.

- 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, and \$2,000,000 in the aggregate.

*(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.)*

**Auto Liability Coverage:** must include 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: Professional liability insurance coverage is required if the contractor is providing a professional service regulated by the state. Examples of service providers regulated by the state are insurance agents, professional architects and engineers, doctors, certified public accountants, lawyers, etc. However, other professional Contractors, such as computer or software designers, technology services, and services providers such as claims administrators, should also have professional liability. If in doubt, consult with your risk or contract manager.)*

If the contractor maintains broader coverage and/or higher limits than the minimums shown above, the County requires and shall be entitled to the broader coverage and/or higher limits maintained by the contractor.

#### **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.

#### **Additional Insured Status:**

The County of Monterey, its officers, officials, employees, and volunteers are to be covered as additional insureds on the commercial general liability policy with respect to liability arising out of work or operations performed by or on behalf of the CONTRACTOR including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage shall be provided in the form of an endorsement to the CONTRACTOR'S insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 if a later edition is used).

#### **Primary Coverage:**

For any claims related to this contract, the CONTRACTOR'S insurance coverage shall be primary and non-contributory and at least as broad as ISO CG 20 01 04 13 as respects the County, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees, or volunteers shall be excess of the CONTRACTOR'S insurance and shall not contribute with it. This requirement shall also apply to any Excess or Umbrella liability policies.

#### **Waiver of Subrogation:**

CONTRACTOR hereby grants to County a waiver of any right to subrogation which any insurer of said CONTRACTOR may acquire against the County by virtue of the payment of any loss under such insurance. CONTRACTOR agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the County has received a waiver of subrogation endorsement from the insurer.

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	Carol Ramirez, Executive Vice President
Name and Title	Name and Title
1000 S. Main St., Salinas, CA 93901	5300 Angeles Vista Blvd., Los Angeles, CA 90043
Address	Address
831-755-4430	916-923-5444
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**

By:

Contracts/Purchasing Officer

Date:

DocuSigned by:

By:

Lori A. Medina

Department Head (if applicable)

Date: 6/21/2024 | 11:10 AM PDT

Approved as to Form

County Counsel

Susan K. Blitch, Acting County Counsel

By:

Anne Brunton

County Counsel

Date: 5/14/2024 | 2:13 PM PDT

Approved as to Fiscal Provisions

By:

Patricia Ruiz

Auditor/Controller

Date: 5/15/2024 | 1:45 PM PDT

Approved as to Liability Provisions

Office of the County Counsel-Risk Management

By:

David Bolton, Risk Manager

Date:

**CONTRACTOR**

Wayfinder Family Services

DocuSigned by: Contractor/Business Name \*

By:

Carol Ramirez

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

Vice President/Chief Program Officer

Date:

5/14/2024 | 1:19 PM PDT

By:

Fernando Almodovar

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

Fernando Almodovar, CFO

Date:

5/14/2024 | 2:08 PM PDT

County Board of Supervisors' Agreement No. A-16899 approved on 6/5/2024

\*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.

<sup>1</sup> Approval by County Counsel is required

<sup>2</sup> Approval by Auditor-Controller is required

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

## **LIST OF EXHIBITS**

### **Wayfinder Family Services**

Exhibit A	Scope of Services
Exhibit B	DSS Additional Provisions
Exhibit C	Budget
Exhibit D-1	Fiscal Year 24/25 Invoice
Exhibit D-2	Fiscal Year 25/26 Invoice
Exhibit E	HIPAA Certification
Exhibit F	Lobbying Certification
Exhibit G	Audit & Recovery of Overpayments
Exhibit H	Child Abuse & Neglect Reporting

**MONTEREY COUNTY DEPARTMENT OF SOCIAL SERVICES***Family and Children's Services*

and

**WAYFINDER FAMILY SERVICES****Family Finding and Engagement/Kinship Support Services Program**

July 1, 2024 – June 30, 2026

\$1,356,611

**SCOPE OF SERVICES****1.0 CONTACT INFORMATION**

<i>County Contract Monitor</i>	<i>Contractor</i>
<b>Chelsea Chacon, MSW</b> <b>Management Analyst III</b> MCDSS, Family and Children's Services 1000 S. Main Street, Suite 206 Salinas, CA 93901 Tel: 831-755-8596 <a href="mailto:ChaconC@countyofmonterey.gov">ChaconC@countyofmonterey.gov</a>	<b>Carol Ramirez, LCSW</b> <b>Executive Vice President, Chief Program Officer</b> Wayfinder Family Services 5300 Angeles Vista Blvd. Los Angeles, CA 90043 Tel: 916-923-5444 <a href="mailto:CRamirez@wayfinderfamily.org">CRamirez@wayfinderfamily.org</a>

**2.0 CONTRACT AWARD INFORMATION**

SUBAWARD: Foster Care – Title IV-E &amp; EFFES Funds

CONTRACTOR UEI Number: WGMLL7R23KB9

Date County Awarded Funding:

CFDA PASSTHROUGH INFORMATION AND DOLLAR AMOUNT: 93.658

Federal Award Description: Administration for Children and Families

Research and Development: NO

Indirect Cost Rate: 10%

**3.0 PURPOSE**

The purpose of this agreement between the County of Monterey Department of Social Services and the Probation Department (hereinafter "COUNTY") and Wayfinder Family Services (hereinafter "CONTRACTOR") is to provide family finding and engagement services to youth referred by the COUNTY and to provide kinship support services to relative or kin resource parents who are caring for foster youth in Monterey County.

## **4.0 FAMILY FINDING AND ENGAGEMENT SERVICES**

### **4.1 Target Population**

Youth who are either dependents of the juvenile court system or who are on juvenile probation, referred by the COUNTY and who could benefit from extensive family finding and engagement services. Family finding staff can serve 7-9 youth at a time with an estimated service timeline of 6-8 months.

### **4.2 Family Finding Approach and Model**

The CONTRACTOR's Family Finding and Engagement program model was developed in alignment with Kevin Campbell's up front family finding approach and includes his six steps to Family Finding: Discovery, Engagement, Planning, Decision Making, Evaluation, and Follow Up. The CONTRACTOR conducts family finding with urgency and is a family-driven process. The CONTRACTOR's approach to family finding also borrows components from Safety Organized Practice (SOP) in which the engagement with identified family members and non-related extended family members (NREFMs) is safety focused and child/family centered and driven. This allows for deeper, more genuine engagement in addition to re-establishing family members as a natural and integral part of the ongoing planning process for youth. Family finding and engagement services shall be embedded within the CONTRACTOR's continuum of support available to relatives and the youth in their care through Kinship Support Services.

The CONTRACTOR's family finding program is designed to help create lifelong connections and appropriate placement options for every youth served. In alignment with that, the CONTRACTOR's core philosophy is developing a lifelong support network for every youth that includes deep and meaningful relationships. At the close of family finding, there is a complete picture of who the youth's extended family is, and a family genogram/tree as well as a relative contact log to document information gathered about the child's family and extended network. Family finders develop primary and alternative permanency options, working collaboratively with family members and child welfare to establish a realistic, safe, and sustainable path to permanency. CONTRACTOR shall work closely with child welfare staff to deliver strengths-based, trauma-informed, and youth and family-centered family finding services.

### **4.3 CONTRACTOR Responsibilities**

- 4.3.1** Utilize Kevin Campbell's Family Search and Engagement model and other applicable tools to conduct intensive searches for family members and near-family, both in and out of state, for youth in care.
- 4.3.2** Identify relatives and other supportive adults estranged from or unknown to the child, especially those willing or wanting to become permanent connections for the youth.
- 4.3.3** Facilitate relationships between the youth and family or friends to develop trusting, strong, and safe relationships to promote permanency in close collaboration with county staff.

**EXHIBIT A**

- 4.3.4** Assess family members' interests and willingness to become involved with youth in care.
- 4.3.5** Participate in Child and Family Team (CFT) meetings: Collaborate with child welfare staff and families to develop and implement permanency plans that ensure the family can meet the needs of the youth and are realistic, sustainable, and safe.
- 4.3.6** Develop and maintain connection with the youth and family to help facilitate long-lasting relationships, which may lead to placement and facilitate permanency, including CONTRACTOR's completion of cooperative adoptions for youth when appropriate.
- 4.3.7** Refer youth and families to supportive services as needed.
- 4.3.8** Complete a relative contact log and family tree for every youth and provide a copy to county staff.
- 4.3.9** Train staff to integrate trauma-informed techniques and concepts in their work while using a Strengthening Families and Protective Factors Framework.
- 4.3.10** Provide program-specific training on the Family Finding model developed by Kevin Campbell. The training offers methods and strategies to locate and engage relatives. CONTRACTOR staff receive training to understand the signs and risk factors associated with domestic violence, substance abuse and mental health issues and to identify and mitigate risk for the safety and permanency of children.
- 4.3.11** Maintain ongoing communication with assigned social workers and probation officers regarding status of family finding efforts.

**4.4 COUNTY Responsibilities**

- 4.4.1** Identify youth who are in need of family finding and engagement services and submit referrals to CONTRACTOR.
- 4.4.2** Provide historical information to CONTRACTOR that will assist in family finding and engagement activities.
- 4.4.3** Collaborate with CONTRACTOR and families to develop and implement permanency plans.
- 4.4.4** Invite CONTRACTOR to CFT meetings when appropriate and ensure CONTRACTOR is connected to the child's team.
- 4.4.5** Ensure families understand the importance of engagement in the child's case and invite all family members to CFT meetings.
- 4.4.6** Ensure family finding and engagement activities are documented in the child's case file.
- 4.4.7** Provide CONTRACTOR with access to the Child Welfare Services/Case Management System (CWS/CMS) and Traverse systems as determined to be appropriate.

**4.5 Performance Measures**

- 4.5.1** Increase the number of relative/NREFM and potential caregivers for youth participants.

- 4.5.1.1 At least 80% of children served 30 days or more shall increase by at least 40 their number of identified kin/NREFM's compared with their baseline number.
- 4.5.2 Increase the number of connections established for youth served.
  - 4.5.2.1 At least 80% of youth shall be in contact with at least one family member/NREFM at discharge from the program whom they were not in contact with at baseline.
- 4.5.3 Improve placement stability and permanency outcomes for FF youth served.
  - 4.5.3.1 33% of youth (excluding youth who do not exhaust FF services) shall be placed with a relative/NREFM at discharge from the program.
  - 4.5.3.2 1 yr. post discharge: 90% of children placed with kin through the program shall still be in placement with kin, adopted, in Kin-Gap, living with a legal guardian, or reunified with a birth parent.
  - 4.5.3.3 2 yrs. post-discharge: 80% of children placed with kin through the program shall still be in placement with kin, adopted, in Kin-Gap, living with a legal guardian, or reunified with a birth parent (need county partner to provide this data).
- 4.5.4 Clients shall be treated with courtesy and respect for their culture.
  - 4.5.4.1 At least 90% of clients shall indicate they were treated with courtesy and respect throughout program participation. (client survey)
- 4.5.5 Achieve high levels of client satisfaction.
  - 4.5.5.1 At least 90% of clients express satisfaction with program services as measured by a mean satisfaction survey score of at least 3.0 out of 4.0. (client survey).

## **5.0 KINSHIP SUPPORT SERVICES PROGRAM (KSSP)**

### **5.1 Target Population**

The target population for the KSSP is relative caregivers and the children/youth who are placed in their homes by the juvenile court and child welfare services. The Continuum of Care Reform has caused a shift in priorities in kinship programs to better meet the needs of dependent youth placed with kin and to increase permanency outcomes for youth being placed with kin within the foster care system.

### **5.2 Services**

#### **5.2.1 Information, Referral, and Guidance (System Navigation)**

CONTRACTOR shall provide a streamlined intake and referral process. Information, referral, and guidance services are provided to kin caregivers to reduce stress, improve stability, and support health and wellness in kinship caregiver homes. These services are provided both on a limited-time basis and with case-managed families.

#### **5.2.2 Training/Education**



CONTRACTOR shall provide ongoing workshops and training for kinship caregivers designed to enhance family functioning, resiliency leading to increased stability, safety and wellbeing. Workshops and training shall be offered by CONTRACTOR in-person or via Zoom to maximize accessibility. Topics include, but are not limited to, trauma-informed parenting, permanency options (legal guardianship and adoption), post permanency support, managing children's behavior and developmental issues, trauma and attachment, ages and stages of child development, chemical dependency and family dynamics, self-care and stress management, community resources. CONTRACTOR shall encourage families to attend the Nurtured Heart training offered by CONTRACTOR quarterly. CONTRACTOR shall link families to Foster Parent College for ongoing training to support their kinship needs. CONTRACTOR shall periodically also hosts agency-wide training/workshops with industry experts which are available to all of their clients.

#### **5.2.3 Support Groups**

CONTRACTOR shall provide kinship caregiver support groups in English and Spanish to allow for opportunities to share and connect with other caregivers. The frequency of the support groups shall be determined by the need of caregivers. These groups shall be offered both in person and via Zoom to maximize access and incorporate a variety of subjects designed to increase the following Protective Factors: family resiliency, social connections, parenting knowledge, utilization of resources, and building emotional competency in children. Groups also include information and support on caregiver stress, depression, grief and loss, caregiver/child relationships and conflict resolution.

#### **5.2.4 Peer-to-Peer Mentoring for Caregivers**

CONTRACTOR shall employ a half-time Parent Partner to support KSSP teams; as a prerequisite, Parent Partners currently or previously have been kinship caregivers. They provide support to kinship families through advocacy, educational support, assistance in navigating systems and understanding the child welfare system, among other supports. CONTRACTOR shall provide peer-to-peer mentoring for English and Spanish-speaking kinship families guided by practices from the Brookdale Foundation model. CONTRACTOR may utilize a kinship advisory council as a platform to recruit caregivers, provide program guidance, and to serve as vital peer support. The advisory council would generally meet quarterly either in-person or via Zoom.

#### **5.2.5 Basic Need Funds**

CONTRACTOR shall provide kinship families with funding for basic needs such as food, utilities, transportation (including bus passes and gas cards), clothing, baby supplies, beds and small furnishings, and other incidentals that promote stability upon initial placement.

**5.2.6 Case Management Services**

CONTRACTOR understands that KSSP services are voluntary for relative caregivers. Beginning where the client is at, CONTRACTOR shall work with caregivers to ensure needed supports are in place. CONTRACTOR shall provide case management to kinship families within an average three-to-six-month timeframe (may provide more time if needed), with goals of linkage to supports and increasing self-sufficiency. CONTRACTOR shall provide case management that consist of the following:

**5.2.6.1** Monthly visits with the caregiver/family at a location that is convenient to the caregiver.

**5.2.6.2** In collaboration with the family, complete an individualized needs assessments to identify needs and establish an individualized, strength-based, and culturally responsive Family Service Plan (FSP).

**5.2.6.2.1** The FSP shall assess the strengths and needs of the family using the protective factors framework while also considering the resources and supports already in place.

**5.2.6.2.2** The FSP shall include the cultural, socioeconomic, tribal affiliation, religious, racial, and ethnic background and any other factors identified during the comprehensive assessment with the caregiver.

**5.2.6.3** Determine the frequency and duration of case management services jointly with the family, and track progress.

**5.2.6.4** Provide on-call support, coordination of transportation assistance to appointments and meetings, referrals to counseling and support groups, and other areas of support.

**5.2.6.5** Share information about the Family Urgent Response System (FURS) 24-hour hotline with all case-managed families for as long as the FURS remains available by the state.

**5.2.6.6** Attend staffing meetings, CFT meetings for case-managed clients as requested in addition to monthly program meetings with the COUNTY.

**5.2.6.7** Ensure once goals are achieved, families will graduate from case management to other voluntary services including support groups, workshops, and other program activities.

**5.2.6.8** CONTRACTOR may utilize the Protective Factors Survey (PFS) with families as deemed appropriate. Caregivers are asked to complete the PFS after participating in the KSSP case-management program for six months. The PFS is a caregiver survey, developed by the FRIENDS Network measuring protective factors in five areas: Concrete Support, Nurturing and Attachment, Social Support, Family Functioning/Resiliency, and Child Development/Knowledge of Parenting. Each area consists of

several statements about the caregiver's family, and the caregiver responds to each statement using a 7-point scale. The goal is for parents to show improvement during the 6-month period in the areas measured by the PFS.

**5.2.6.9** Train staff and supervise to ensure fidelity of service including components of the following evidence-informed practice approaches:

**5.2.6.9.1** The Protective Factors framework incorporated into service delivery with our kinship families.

**5.2.6.9.2** Utilization of the Protective Factor's Survey for case managed families.

**5.2.6.9.3** A program model informed by the work of Dr. Joseph Crumbley, author of "Relatives Raising Children: An Overview of Kinship Care."

**5.2.6.9.4** Motivational Interviewing

**5.2.7** Other Services

**5.2.7.1** CONTRACTOR shall approach kinship programming with the goal of strong community collaboration and coordinated services within the County's system of care. Additional services may include tutoring; mentoring transition to adulthood support, coordinated with Independent Living Skills, staff resource libraries, including shared resources; transition services; independent living planning.

**5.2.7.2** CONTRACTOR shall provide a calendar of events to enrolled clients, including the annual Toy Shop event and Back to School event to keep caregivers informed and updated about activities.

**5.2.7.3** CONTRACTOR shall provide Post-Permanency Services, if needed. CONTRACTOR shall provide ongoing support to families caring for a relative child until the child turns 21 years old. A family shall remain eligible for support, guidance, access to resources, system navigation, trainings, and family events. Families shall remain on CONTRACTOR's email distribution list and receive informational newsletters and invitations to all activities, trainings, and groups, until they no longer have a kin/NREFM child in their care or choose to unsubscribe.

**5.2.8** Engagement Activities

**5.2.8.1** CONTRACTOR shall call and send a welcome letter to all families referred by the COUNTY within two business days of receiving the referral.

**5.2.8.2** CONTRACTOR shall provide families an orientation to services available over the phone and perform an assessment of needs to immediately provide linkages to resources.

**5.2.8.3** CONTRACTOR shall set up an initial first visit in a setting that is most convenient to the caregiver (i.e. in-home, local community-

based setting such as library, family resource center, CONTRACTOR office, etc.).

**5.2.8.4** Upon enrollment, CONTRACTOR shall provide regular contact until their needs are met.

**5.2.8.5** CONTRACTOR shall meet with case managed families at least monthly and goals shall be monitored and tracked.

**5.2.8.6** CONTRACTOR shall coordinate and communicate with the COUNTY.

**5.2.8.6.1** CONTRACTOR shall work cooperatively with COUNTY staff and other providers by attending staffing meetings and CFT and/or TDM meetings for case-managed clients, as requested.

**5.2.8.6.2** CONTRACTOR shall provide written and verbal feedback to COUNTY staff monthly and as requested, including the case-carrying county social worker, probation officer, and/or the Resource Family Approval (RFA) social worker when needed. Early collaborative conversations focus on the initial and most urgent basic needs at the time of placement.

**5.2.8.6.3** CONTRACTOR shall encourage monthly meetings with the RFA team to review the progress and challenges of current case management families and to discuss potential new families who may need case management support.

### **5.3 Performance Measures**

**5.3.1** Relative care families shall be stabilized and maintained while active, case-managed program participants.

**5.3.1.1** At least 90% of children served (at least 30 days) will, at case-managed closure date, remain in care with any Kinship caregiver, be adopted, enter Kin-Gap, live with a legal guardian, or reunite with their parents. (FAMCare)

**5.3.1.2** 90% of parents who, at case managed closure date, show improvement on the Protective Factors Survey.

**5.3.1.3** At least 80% of children will, at 1 year post-discharge (from CM), remain in care with any kinship caregiver, be adopted, in Kin-Gap, be living with a legal guardian, or be reunited with their parents. (County will supply for dependents & staff will also supply for non-dependents.)

**5.3.2** Relative caregivers will report less stress and greater overall well-being.

**5.3.2.1** At least 90% of caregivers will report less stress and greater overall well-being while participating in the KSSP program.

**5.3.2.2** At least 80% of caregivers will report less stress and greater overall well-being by 1 year post-intake to the KSSP program.

**EXHIBIT A**

- 5.3.3** Relative caregivers will identify a long-term, community-based support network including other relative caregivers.
  - 5.3.3.1** At least 90% of caregivers will report an increased connection with other kin caregivers due to KSSP services.
  - 5.3.3.2** At least 90% of caregivers will report an improved ability to access resources due to KSSP services.
  - 5.3.3.3** By 1-year post-intake, at least 80% of caregivers will report they participate in a community-based support network including other relative caregivers.
- 5.3.4** Clients will be treated with courtesy and respect for their culture.
  - 5.3.4.1** Outcome 1. At least 90% of clients will indicate they were treated with courtesy and respect for their culture throughout program participation.
- 5.3.5** Clients will be able to easily access KSSP services.
  - 5.3.5.1** At least 90% of clients will indicate KSSP services were provided at locations that were easy to reach.
  - 5.3.5.2** At least 90% of clients will indicate KSSP services were provided at times that were convenient.
- 5.3.6** Achieve high levels of client satisfaction.
  - 5.3.6.1** At least 90% of clients express satisfaction with program services as measured by an overall satisfaction survey score of at least 3.0 out of 4.0.

**5.4 CONTRACTOR Responsibilities**

- 5.4.1** Provide a training to COUNTY staff on the KSSP referral process and services provided.
- 5.4.2** Offer workshops to all relative caregivers (court-involved or not) in Monterey County at least twice per year. Work collaboratively with Hartnell College Foster and Kinship Care Education program to coordinate trainings.
- 5.4.3** Provide a training certificate to caregivers to send to the Resource Family Approval (RFA) unit when a relative caregiver completes a training. Certificates can be emailed to [RFA@co.monterey.ca.us](mailto:RFA@co.monterey.ca.us).
- 5.4.4** Understand the specific needs of relative caregivers in Monterey County and assess the need for ongoing support groups. Support groups shall be provided in English and/or Spanish and via Zoom or in-person based on the needs of the community.
- 5.4.5** CONTRACTOR shall increase the frequency of support group to at least monthly as the need grows. All relative caregivers (court-involved or not) may participate in the support groups.

- 5.4.6 Ensure services are provided to families in their primary language.
- 5.4.7 Assess the need for developing an advisory council that would generally meet quarterly in person or via Zoom.
- 5.4.8 Request pre-approval from COUNTY prior to providing funds for basic needs to relative caregivers not involved with the juvenile court system.
- 5.4.9 Provide case management for approximately 7-10 caregivers annually.
- 5.4.10 Inform the COUNTY during monthly meetings when a caregiver will need to receive case management services for longer than six months.

## **5.5 COUNTY Responsibilities**

- 5.5.1 Discuss KSSP services with kinship caregivers and provide a referral to CONTRACTOR within 48 hours of a caregiver agreeing to services.
- 5.5.2 Invite CONTRACTOR to CFT meetings when requested by caregiver or COUNTY staff.
- 5.5.3 Work collaboratively with CONTRACTOR to ensure the needs of kinship caregivers are met and placements are stable.
- 5.5.4 Provide local child welfare data to CONTRACTOR when requested.
- 5.5.5 Inform kinship caregivers of upcoming trainings and workshops offered by CONTRACTOR.

## **6.0 INFORMATION SHARING**

There are federal and state regulations that allow for the sharing of confidential child welfare information between agencies. The Child Abuse Prevention and Treatment Act (CAPTA) requires states to provide certain otherwise confidential child abuse and neglect information to any federal, state, or local government entity or any agent of such entity, that has a need for such information in order to carry out its responsibilities under the law to protect children from abuse and neglect. Authorized recipients of confidential child abuse and neglect information are bound by the same confidentiality restrictions as the child protective services agency.

Welfare and Institutions Code (WIC) allows a case file to be inspected by: members of children's multidisciplinary teams, persons, or agencies providing treatment or supervision of the minor (WIC section 827(a)(1)(K)) and any other person who may be designated by court order of the judge of the juvenile court upon filing a petition (WIC section 827(a)(1)(Q)). In addition, to promote more effective communication needed for the development of a plan to address the needs of the child or youth and family, a person designated as a member of the child and family team may receive and disclose relevant information and records, subject to the confidentiality provisions of state and federal law (WIC section 832(a)(1)).

The COUNTY shall provide CONTRACTOR a token to allow CONTRACTOR to access documents within the Child Welfare Services/Case Management System (CWS/CMS), and the child's case file for the sole purpose of identifying family. CONTRACTOR shall not view, copy, or duplicate the following in any form:

- 6.1** psychological evaluations
- 6.2** medical records and reports
- 6.3** medical correspondence with doctors, psychologists, psychiatrists, and other medical professionals
- 6.4** evidentiary reports
- 6.5** California Health and Disability Program (CHDP) documentation
- 6.6** medical/dental exam verifications
- 6.7** any other prohibited documentation identified by Monterey County FCS or Probation.

## **7.0 STAFFING**

### **7.1 Director (0.20 FTE)**

Master's degree or higher - Oversees program and responsible for budget/contract.

### **7.2 Manager (1.00 FTE)**

Master's degree or higher - Oversees program, office operations, assists with budget management and directs staff - Bilingual preferred.

### **7.3 Kinship Navigator I or II (1.00 FTE)**

The Kinship Navigator position I or II must be bilingual in English and Spanish:

#### **7.3.1 Kinship Navigator I**

Provides KSSP services to families. Shall have bachelor's degree in Social Work; or any Bachelor's degree and related field experience; or 18 units of Psychology, Sociology and/or Communication and a minimum of two years of experience in a case management position, working with families, or equivalent experience. Prefer knowledge of crisis intervention and the unique needs of kinship care.

#### **7.3.2 Kinship Navigator II**

Provides KSSP services to families. Shall have a Masters in Social Work degree or any Master's degree from an accredited college or university with related field experience. Prefers a minimum of two years related experience and prefers knowledge of crisis intervention and the unique needs of kinship care.

### **7.4 Family Finder (1.00 FTE)**

Bachelor's degree in Social Work; or any Bachelor's degree and related field experience or higher – Shall provide family finding and engagement services; shall be bilingual.

### **7.5 Parent Partner (0.50 FTE)**

High School Diploma or higher with lived experience - Shall provide support to families – shall be bilingual

### **7.6 Program Assistant (0.50 FTE)**

**EXHIBIT A**

High School Diploma or higher - Shall provide support to the program – shall be Bilingual

**7.7 Fiscal Analyst (0.10 FTE)**

Shall ensures the timely and accurate recording of grant accounting and funding allocations; shall support with monthly and year-end financial reporting; reconciling grants accounts to the general ledger; and provide additional analyses relating to grant revenue and expenses as needed.

**8.0 MEETINGS/COMMUNICATION**

- 8.1** COUNTY and CONTRACTOR shall meet at least monthly for contract monitoring and case consultations as needed. Virtual meetings are permissible.
- 8.2** CONTRACTOR shall attend CFT meetings when requested by the caregiver or COUNTY staff.

**9.0 REPORTING REQUIREMENTS**

After the start-up period, CONTRACTOR shall provide quarterly reports to the COUNTY for both the KSSP and Family Finding programs. CONTRACTOR shall submit the quarterly reports by the last day of the month following the end of the quarter (October 31, January 31, April 30, and July 31). The reports shall, minimally, include the following data:

- 9.1** Number of referrals received from the COUNTY;
- 9.2** Referral source (FCS or Probation);
- 9.3** Number of youth and families enrolled in family finding and engagement;
- 9.4** Number of families/youth closed during the month;
- 9.5** Services provided during the quarter;
- 9.6** Relative placement status at the time of referral and closure; and
- 9.7** Numbers for network of support at the time of referral and closure for family finding and engagement.

**10.0 FISCAL PROVISIONS**

- 10.1.1** COUNTY shall pay CONTRACTOR per the terms set forth in **Exhibit B**, DSS Additional Provisions, Section I. PAYMENT BY COUNTY.
- 10.1.2** The total amount payable by COUNTY to CONTRACTOR for the period July 1, 2024 - June 30, 2025 shall not exceed **six hundred ninety-eight thousand, seven hundred thirty-two dollars (\$698,732)**.
- 10.1.3** The total amount payable by COUNTY to CONTRACTOR for the period July 1, 2025 - June 30, 2026 shall not exceed **six hundred fifty-seven thousand, eight hundred seventy-nine dollars (\$657,879)**.



**EXHIBIT A**

**10.1.4** The maximum amount payable by COUNTY to CONTRACTOR under this Agreement shall not exceed **one million, three hundred fifty-six thousand, six hundred eleven dollars (\$1,356,611)** as outlined in the Budget (**Exhibit C**).

**10.2 Invoicing**

**10.2.1** CONTRACTOR shall submit a monthly invoice and supporting documentation within 10 days following the end of the billing month.

**10.2.2** The invoices shall be submitted in the format presented in **Exhibits D-1 and D-2**.

**10.2.3** CONTRACTOR shall submit an estimated June invoice by June 10<sup>th</sup>. The final fiscal year invoice shall be submitted no later than July 10<sup>th</sup>.

**10.2.4** All invoices shall be submitted to the County Contract Monitor as listed in Section 1.0.

**10.3 Travel and Expense Reimbursement**

**10.3.1** County and CONTRACTOR agree that CONTRACTOR shall be reimbursed for travel expenses during this Agreement. CONTRACTOR shall receive compensation for travel expenses as per the “County Travel Policy”. A copy of the policy is available online at <https://www.co.monterey.ca.us/government/departments-a-h/auditor-controller/policies-and-procedures>. To receive reimbursement, CONTRACTOR must provide a detailed breakdown of authorized expenses, identifying what was expended and when.

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**MONTEREY COUNTY  
DEPARTMENT OF SOCIAL SERVICES**

**ADDITIONAL PROVISIONS**

**I. PAYMENT BY COUNTY:**

**1.01 Monthly claims/invoices by CONTRACTOR:** Not later than the tenth (10<sup>th</sup>) 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**.

**1.02 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 10<sup>th</sup>**. **If the Final Invoice is not received by COUNTY by close of business on July 10<sup>th</sup>. 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**. Only the costs listed in **Exhibit C** 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**, shall follow the Monterey County Auditor/Controller's Travel Policy. A copy of the policy is available online at <https://www.co.monterey.ca.us/government/departments-a-h/auditor-controller/policies-and-procedures> and should be invoiced per the current per diem rates for lodging, meals, and mileage up to the rates listed online at [www.irs.gov](http://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.

**EXHIBIT B**

(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.

**EXHIBIT B**

- 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

**EXHIBIT B**

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

**EXHIBIT B**

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

**EXHIBIT B**

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,

**EXHIBIT B**

- 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 **Carol Ramirez** 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.

## WAYFINDER FAMILY SERVICES BUDGET

### Family Finding and Engagement / Kinship Support Services Program

July 1, 2024-Jun 30, 2026

<b>I. SALARIES &amp; BENEFITS</b>	<b>FY 24/25</b>	<b>FY 25/26</b>	<b>TOTAL</b>
Director	\$22,000	\$22,660	\$44,660
Manager	\$90,000	\$92,700	\$182,700
Kinship Navigator I or II	\$77,000	\$79,310	\$156,310
Family Finder	\$77,000	\$79,310	\$156,310
Parent Partner	\$27,040	\$27,851	\$54,891
Program Assistant	\$26,000	\$26,780	\$52,780
Fiscal Analyst	\$7,800	\$8,034	\$15,834
<b>TOTAL SALARIES</b>	<b>\$326,840</b>	<b>\$336,645</b>	<b>\$663,485</b>
Benefits at 26%	\$84,978	\$87,528	\$172,506
Unemployment .61%	\$2,519	\$2,595	\$5,114
<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>\$414,337</b>	<b>\$426,768</b>	<b>\$841,105</b>

<b>II. OPERATING EXPENSES</b>			<b>TOTAL</b>
Program Occupancy and Utilities	\$94,800	\$97,644	\$192,444
Telecommunications	\$3,900	\$4,095	\$7,995
Travel - Mileage	\$8,445	\$8,699	\$17,144
Office Supplies, Copies, and Postage	\$3,840	\$3,955	\$7,795
Program Support	\$13,200	\$13,596	\$26,796
Staff Training and Development	\$1,000	\$1,000	\$2,000
Start-up Costs	\$59,232	\$4,200	\$63,432
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$184,417</b>	<b>\$133,189</b>	<b>\$317,606</b>

<b>III. OTHER EXPENSES</b>			<b>TOTAL</b>
Payroll Services	\$1,226	\$1,287	\$2,513
General Liability Insurance	\$5,486	\$5,761	\$11,247
IST Services - Shared Cost	\$14,743	\$15,480	\$30,223
Quality Assurance - Shared Cost	\$15,002	\$15,752	\$30,754
<b>TOTAL OTHER EXPENSES</b>	<b>\$36,457</b>	<b>\$38,280</b>	<b>\$74,737</b>

<b>IV. INDIRECT COSTS</b>			<b>TOTAL</b>
Indirect Costs	\$63,521	\$59,642	\$123,163
<b>TOTAL PROGRAM COSTS</b>	<b>\$63,521</b>	<b>\$59,642</b>	<b>\$123,163</b>

<b>VI. GRAND TOTAL</b>			<b>TOTAL</b>
GRAND TOTAL OF PROJECT	\$698,732	\$657,879	\$1,356,611





**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.

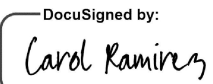
The parties agree that, in the event that any documentation of the arrangement pursuant to which CONTRACTOR provides services to COUNTY contains provisions relating to the use or disclosure of Protected Health Information which are more restrictive than the provisions of this Certification or the Agreement, 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:** Wayfinder Family Services

By:   
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Title: Vice President/Chief Program Officer

Date: 5/14/2024 | 1:19 PM PDT



**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:

*Carol Ramirez*

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Signature

Vice President/Chief Program  
Officer

Title

Wayfinder Family Services

Agency/Organization

5/14/2024 | 1:19 PM PDT

Date

**EXHIBIT G****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.

**EXHIBIT G****All Audits must include the following information within their audit:**

- a) A separate schedule listing programs and funding.
- 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.

**EXHIBIT G**

DocuSigned by:

*Carol Ramirez*

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(signature of authorized representative)

5/14/2024 | 1:19 PM PDT

(date)

## CHILD ABUSE & NEGLECT REPORTING CERTIFICATION

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:

*Carol Ramirez*

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Authorized Signature

5/14/2024 | 1:19 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.



## Monterey County Board of Supervisors

### Board Order

168 West Alisal Street,  
1st Floor  
Salinas, CA 93901  
831.755.5066  
[www.co.monterey.ca.us](http://www.co.monterey.ca.us)

A motion was made by Supervisor Wendy Root Askew, seconded by Supervisor Luis A. Alejo to:

**Agreement No.: A-16899**

- a. Approve and authorize the Director or designee of the Department of Social Services to sign an agreement with Wayfinder Family Services to provide family finding and engagement services to child welfare and probation youth and supportive services to kinship caregivers who are caring for foster youth in Monterey County for the period of July 1, 2024 through June 30, 2026 with a contract total of \$1,356,611; and
- b. Authorize the Director or designee of the Department of Social Services to sign up to three (3) future amendments to this Agreement where the total amendments do not exceed 10% (\$135,661) of the original contract amount, and do not significantly change the scope of work, and do not exceed the maximum aggregate of \$1,492,272.

PASSED AND ADOPTED on this 4<sup>th</sup> day of June 2024, by roll call vote:

AYES: Supervisors Alejo, Church, Lopez, Askew, and Adams


NOES: None

ABSENT: None

I, Valerie Ralph, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book 82 for the meeting June 4, 2024.

Dated: June 5, 2024  
File ID: A 24-237  
Agenda Item No.: 37

Valerie Ralph, Clerk of the Board of Supervisors  
County of Monterey, State of California

  
Emmanuel H. Santos, Deputy