

COUNTY OF MONTEREY

AMENDMENT # 2 to AGREEMENT # A-13851

Central Coast Center for Independent Living

THIS AMENDMENT is made and entered into by and between the County of Monterey, a political subdivision of the State of California, (hereinafter, "COUNTY"), and Central Coast Center for Independent Living (hereinafter, "CONTRACTOR").

WHEREAS, This Amendment modifies the agreement for the provision of program housing search, placement support, and rental subsidies for participants of the Housing and Disability Advocacy Program (HDAP), between the parties executed on April 9, 2018, (hereinafter, "Original Agreement").

WHEREAS, the County and CONTRACTOR wish to amend the Original Agreement by adding \$36,592, per new State HDAP allocation for FY 2019-2020, increasing the total contract amount to \$402,517.

NOW THEREFOR, the parties agree:

1. Section 1.0 GENERAL DESCRIPTION of the Original Agreement is amended to read as follows:

1.01 The County hereby engages CONTRACTOR to perform, and CONTRACTOR hereby agrees to perform, the services described in **Exhibit AAA**, in conformity with the terms of this Agreement. The services are generally described as follows: program housing search, placement support, and rental subsidies for participants of the Housing and Disability Advocacy Program.

2. Section 4.0 of the Original Agreement SCOPE OF SERVICES AND ADDITIONAL PROVISIONS is amended to read as follows:

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

| | |
|--------------------|---|
| Exhibit AAA | Scope of Services/Payment Provisions |
| Exhibit B | DSS Additional Provisions |
| Exhibit CC | Budget |
| Exhibit D | Sample Invoice |
| Exhibit E | Elder Abuse Reporting Certification |
| Exhibit F | Lobbying Certification |
| Exhibit G | Audit Requirements |
| Exhibit HH | HIPAA Certification |
| Exhibit H-1 | Schedule of County Programs |
| Exhibit I | Child Abuse Reporting Certification |

3. Section 1.03 of Exhibit B of the Original Agreement is amended to read as follows:

1.03 Allowable Costs: Allowable costs shall be the CONTRACTOR's actual costs of development, supervising and delivering the services under the Agreement, as set forth in **Exhibit CC**. Only the costs listed in **Exhibit CC** 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.

4. Section 2.01 of Exhibit B of the Original Agreement is amended to read as follows:

2.01 Outcome objectives and performance standards: CONTRACTOR shall for the entire term of this Agreement provide the service outcomes set forth in Exhibit AAA. CONTRACTOR shall meet the contracted level of service and the specified performance standards described in **Exhibit AAA** 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.

5. Section 5.01 of Exhibit B of the Original Agreement is amended to read as follows:

5.01 Contract Administrator – CONTRACTOR: CONTRACTOR hereby designates **Judy Cabrera** as its Contract Administrator for this Agreement. All matters concerning the 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.

If there is any conflict or inconsistency between the provisions of the AGREEMENT, or this AMENDMENT, the provisions of this AMENDMENT shall govern. A copy of this AMENDMENT shall be attached to the original AGREEMENT, as it may have been previously amended.

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Except as provided herein, all remaining terms, conditions, provisions, entitlements and obligations of the original AGREEMENT shall remain unchanged and unaffected by this AMENDMENT and shall continue in full force and effect.

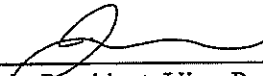
IN WITNESS HEREOF, the parties hereby execute this amendment as follows:

COUNTY OF MONTEREY:

CONTRACTOR:

By: DocuSigned by:
Lori A. Medina, DSS Director
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Lori Medina
Director, DSS

Date: 6/12/2020 | 8:32 AM PDT

Central Coast Center for Independent Living
By: 
(Chair, President, Vice-President)

Judith Cabrera, Executive Director
(Print Name & Title)

Date: 05/12/2020

Approved as to Form:

DocuSigned by:
Anne Brenton, County Counsel
07025E3AA36B4A4...
Deputy County Counsel

Date: 6/10/2020 | 1:11 PM PDT

By: DocuSigned by:
Leinette Limtiaco, Board Secretary
FDD28AF6421D4BC...
(Secretary, CFO, Treasurer)

LEINETTE LIMTIACO
(Print Name and Title) *BOARD SECRETARY*

Date: 6/10/2020 | 10:05 AM PDT

Approved as to Fiscal Provisions:

DocuSigned by:
Burcu Mousa
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Auditor-Controller's Office

Date: 6/11/2020 | 10:13 AM PDT

CENTRAL COAST CENTER FOR INDEPENDENT LIVING

March 20, 2018 - June 30, 2020

HOUSING DISABILITY ADVOCACY PROGRAM (HDAP)

SCOPE OF SERVICES/PAYMENT PROVISIONS

- A. TOTAL FUNDING **\$402,517**
- B. CONTRACT TERM **March 20, 2018 – June 30, 2020**
- C. CONTACT INFORMATION
- Fiscal Contact: **Judy Cabrera**
Controller
318 Cayuga St., Suite 208
Salinas, CA 93901
Phone: (831) 757-2968 ext. 22 Fax: (831) 757-5549
jcabrera@cccil.com
- Program Contact **Judy Cabrera**
Executive Director
318 Cayuga St., Suite 208
Salinas, CA 93901
Phone: (831) 757-2968 ext. 17 Fax: (831) 757-5549
equezada@cccil.org
- County Contract Manager: **Allison Yant, Program Manager**
Department of Social Services
2620 First Avenue
Marina, CA 93933
(831) 883-7511 Fax: (831) 883-7563
[yant@co.monterey.ca.us](mailto:yanta@co.monterey.ca.us)
- Location of Services **Central Coast Center for Independent Living**
318 Cayuga St., Ste. 208, Salinas, CA 93901
Phone (831) 757-2968 Fax (831) 757-5549

D. PURPOSE

The purpose of this agreement is to provide administrative and temporary housing subsidy funding to CONTRACTOR to provide program housing search, placement support and rental subsidies for Housing and Disability Advocacy Program (HDAP) participants referred to CONTRACTOR by the Monterey County Department of Social Services (DSS).

E. PROGRAM DESIGN

E.1. In July 2017, the California Department of Social Services (CDSS) received authority to launch a new HDAP. The 2017-18 California State Budget appropriated \$43,461,000 for the program, which is available over a three-year period, from July 1, 2017 to June 30, 2020.

EXHIBIT AAA

In November 2017, CDSS informed Monterey County that it was awarded a Round One allocation based on county level-need data calculated by CDSS. Monterey County's Round One allocation totaled \$568,870. Monterey County's HDAP application requested additional funds above the Round One amount and CDSS is currently making a decision on the provision of Round Two funds. It is estimated a decision will be made by the end of FY 2017/18.

Counties receiving state HDAP funds shall match the state funding on a dollar for dollar basis.

Assembly Bill (AB) 1603 (Chapter 25, Statutes of 2016) established the HDAP, which is to be a County administered program that assists disabled individuals who are experiencing homelessness apply for disability benefit programs, while also providing housing assistance. The HDAP requires that counties offer outreach, case management, advocacy and housing assistance to all program participants. The Welfare and Institutions (W&I) Code section 18999 outlines HDAP requirements. Outreach will be provided in collaboration with the Monterey County Health Department and benefits advocacy will be provided by Department of Social Services Social Security Insurance Advocacy Program.

The 2019 Budget Act appropriated \$25 million for the HDAP to continue on an on-going basis. As a result, on January 23, 2020, CDSS released the Request for Program Applications for Fiscal Year 2019-2020. Allocations during FY 2019-2020 were to be spent by June 30, 2020. Monterey County was allocated \$360,287 to further operations of the HDAP.

- a. CONTRACTOR shall provide staff and services to perform housing related assessments, housing search, placement and housing related financial assistance for 22 individuals during FY 17/18 and 49 individuals in FY 18/19 and 49 individuals in FY 19/20.

F. PERFORMANCE GOALS

- F.1 75% of all referred clients are scheduled to attend an assessment appointment within five (5) working days of CONTRACTOR receiving the referral from the DSS or Health Department Outreach.
- F.2 80% of COUNTY referred clients who successfully attend the assessment appointment are placed in safe clean, and affordable temporary shelter until permanently housed or the case is closed.
- F.3 50% of all clients who successfully attend the assessment and fully participate in the program's services are placed in safe, clean and affordable, permanent housing within ninety days (90) of their assessment appointment.

G. CONTRACTOR RESPONSIBILITIES

In accordance with the principles of the Agreement, the duties and responsibilities of CONTRACTOR are outlined as follows:

- G.1. Administration
 - a. Provide programmatic oversight of the CONTRACTOR responsibilities under this agreement.
 - b. Monitor the program through established processes and in compliance with applicable city, county, state and federal regulations.

EXHIBIT AAA

- c. Attend regularly scheduled Multi-Disciplinary Team (MDT) meetings with internal program staff, Health Department and DSS staff to review active cases and ensure adequate program operations.
- d. Participate in HDAP trainings/meetings required by CDSS.
- e. Respond to deficiencies in meeting any service requirements of this Agreement within five (5) business days of the deficiency being identified through contract monitoring or reported by the COUNTY contract monitor. Identification and response shall be captured in written communication. Corrective actions shall be agreed upon by both parties. Corrective actions shall be implemented as soon as deemed possible by both parties.
- f. Ensure appropriate staffing to support the administrative and services provided for in this Agreement. Ensure replacement staffing is available to continue the uninterrupted provision of services under this Agreement in the event of staffing vacancies related to sickness, absence or staffing changes.
- h. Provide matching funds, dollar-for-dollar, for a total amount of \$402,517 as per Exhibit CC. Matching funds shall be disclosed within the Audit for Fiscal Years 2017/18, 2018/19, and 2019/20.

G.2 Tracking and Reporting

- a. Work with COUNTY to determine data points and create form to be used by CONTRACTOR to report needed information to COUNTY to report to CDSS on a monthly basis.
- b. Provide an electronic copy of the data to COUNTY Contract Manager by the 10th day of the month following the month in which services were performed.
- c. Provide a current electronic copy of the data report via email within three (3) business days of receiving a request from the COUNTY.
- d. Provide access to HDAP data collected within the Homeless Information Management System.

G.3 Referral and Assessment

- a. Accept client referrals provided by COUNTY and respond within three (3) business days using electronic mail confirming receipt of the referral, Case Manager assigned and the date the client is scheduled to attend an assessment or information that an attempt to reach the client has been made.
- b. Inform COUNTY of missed appointments and provide updated appointment dates to COUNTY Program Contact as soon as information is available.
- c. Schedule newly referred clients to attend an assessment within five (5) days of receiving a client referral from COUNTY barring the client's availability.
- d. Ensure an assessment includes, but is not limited to:
 - i. A formal contact (in person, phone call, email or letter) with the client to schedule and confirm an appointment within three (3) days of receiving the referral from the COUNTY. The formal contact shall include a list of verification items the client is required to bring to the appointment.
 - ii. A friendly greeting and welcome to CONTRACTOR services at the beginning of the appointment and discussion with the client about why they have been referred for services, an overview of what services CONTRACTOR provides, which of those services the client may be eligible for, and an opportunity for the client to discuss any concerns they have prior to beginning the assessment.
 - iii. Complete initial screening using the Vulnerability Index-Service Prioritization Decision Assistance tool (VI-SPDAT) and communicate information to the Coalition of Homeless Services Providers. Enter information into the Homeless Management

EXHIBIT AAA

- Information System (HMIS) for further evaluation and connection to additional services.
- iii. An assessment of the housing needs of the client and finances available for housing costs. Refer client to General Assistance or CalWORKs, when appropriate.
 - iv. Development of a housing plan by the Housing Specialist to include where temporary shelter will be obtained, if needed, scheduled hours for weekly housing search, short-term and long-term housing goals, along with projected milestone dates for housing applications, interviews, tours and permanent housing placement.
 - v. Completion of applications for available local low-income housing and housing lists to include, but not limited to, Housing Authority (HA) Housing Choice Voucher (HCV) program, Community Homeless Solutions, Pueblo Del Mar, Homeward Bound, and Sun Street Centers.
 - vi. Discussion and identification of the local areas where housing is available and affordable along with a determination of where the client desires to live.
 - vii. If space is unavailable within the shelter system and all other avenues have been explored, the Housing Specialist shall make reservations and utilize contracted housing related expenses to pay for safe, clean and affordable temporary shelter on a week-by-week basis per the client's housing plan.
 - viii. Inform clients that placement in temporary shelter is only guaranteed on a week-by-week basis and approval of payment for temporary shelter requires the client comply with and participate in his/her housing plan.
 - ix. Support the client's goal of stability by encouraging the client to participate in cross-disability peer support, system advocacy, independent living skills training, personal assistance services, youth transition services and assistive technology services.

G.4 Housing Placement

- a. Reserve, pay for and place clients who have been referred to and attended the assessment, in safe, clean and affordable subsidized temporary shelter, if appropriate. The temporary shelter placement shall be reserved for an initial minimum of seven (7) days. Temporary shelter shall be reserved and paid for continually and consecutively, as required, on a week-to-week basis. Temporary shelter subsidies shall be discontinued when the client has secured and moved into permanent housing, the client is awarded Social Security benefits, or the client's case is closed, whichever occurs first. An extension of temporary shelter reservations, payment, and placement may be provided beyond one (1) month, on a case-by-case basis, only if approved by the COUNTY.
- b. Identify, pay for and place clients who have been referred to and attended an assessment into safe, clean, affordable and desirable fully or partially subsidized permanent housing within ninety days (90) of completing the assessment. If permanent housing is not secured within ninety days (90), CONTRACTOR shall continue to provide services with explanation for delay and new expected permanent housing date with approval from COUNTY. CONTRACTOR shall ensure permanent housing meets minimum state and federal housing regulations or is approved by the COUNTY.
- c. Permanent housing, and additional fees such as application fees, first/last month rent and security deposits shall be secured and paid for by CONTRACTOR continually and consecutively, as required, on a month-to-month basis.

EXHIBIT AAA

Permanent shelter payment shall be discontinued when the client can afford full monthly permanent housing costs, the client is awarded Social Security benefits, or the case is closed, whichever comes first.

- d. Record and report each client's assessment date, temporary subsidized shelter begin and end dates, permanent subsidized housing placement date, address, monthly rent amount, number of prior months of subsidized permanent housing payments issued.
- e. Inform the COUNTY of cases being closed by clearly documenting the reasons for the closure. Ensure clients not participating are provided a minimum of three (3) opportunities to comply before the case is closed.

G.5 Program Staff

a. Housing Specialist

- i. Provide one (1) Housing Specialist/Case Managers at 1.0 FTE each to assist each referred client with temporary and permanent subsidized housing search and placement.
- ii. Complete assessment as outlined in Section G.3 of this Exhibit.
- iii. Ensure referral to General Assistance or CalWORKS is completed and client is completing the necessary steps to participate in the appropriate County program
- iv. Assist clients transition into fully subsidized, or partially subsidized, housing based on the client's needs and budget.
- v. Identify and obtain subsidized temporary shelter, if needed, upon completion of an assessment.
- vi. Identify and obtain permanent housing for the client within ninety days (90) of completing the assessment provided the client is in compliance with the housing plan.
- vii. Provide a Weekly Housing Coordination Report detailing the progress each client has made toward obtaining subsidized temporary and permanent housing.
- viii. Provide basic housing search skills training and support to each referred client, work to identify potential barriers to housing interviews to include, but not be limited to, discussing evictions or felonies with prospective landlords, acquiring and demonstrating proper interview clothing, language, demeanor and attitude.
- ix. Develop a transition plan for housing support through other available resources within the local community.
- x. Communication with the COUNTY SSI Advocacy Program to obtain updates on the client's Social Security claim status.
- xi. Participate in group meetings, which may include the COUNTY referred client, COUNTY staff, and Health Department staff.
- xii. Collaborate with the County SSI Advocacy Program to identify those who may be denied benefits and begin seeking alternative housing options (e.g. permanent supportive housing, affordable housing through Federal vouchers).

H. COUNTY RESPONSIBILITIES

In accordance with the principles of this Agreement, the duties and responsibilities of COUNTY are outlined as follows:

H.1. Administration

- a. Provide programmatic oversight of the COUNTY responsibilities provided under this agreement.
- b. Review invoices and reports submitted by CONTRACTOR and process for payment.

- c. Communicate, at a minimum, within five (5) working days to:
 - i. Respond to any inquiries from CONTRACTOR regarding a referral or placement.
 - ii. Share any changes in client status or circumstances that impact CONTRACTOR.
- b. Be available for monthly meetings and as needed with CONTRACTOR.
- c. Ensure collaboration between SSI Advocacy Program and CONTRACTOR by reviewing processes, managing forms and updates policies and procedures.

H.2 Tracking and Reporting

- a. Work closely with CONTRACTOR to obtain detailed program data on a monthly basis for completion of the state mandated reports.
- b. Report monthly to CDSS as required regarding HDAP expenditures and program participation.
- c. Act as the primary program contact with state level program administrator and ensure program applications, reports and other requirements are met.
- d. Monitor cases to ensure client's continued program eligibility. If a client becomes ineligible for services, COUNTY will formally notify CONTRACTOR to discontinue services.
- e. Access the Homeless Information Management System (HMIS) in order to deliver required data elements to the California Department of Social Services.

I. DATA REPORTING INSTRUCTIONS AND SUBMISSION

- I.1 CONTRACTOR shall provide comprehensive programmatic reports on a monthly basis. Data provided shall include, but is not limited to, data elements required by the CDSS. Report structure will be determined by CONTRACTOR and COUNTY.
- I.2 Reports shall be submitted electronically to the Contract Monitor no later than the 10th day of the month following the month in which services are delivered.

J. COUNTY shall pay CONTRACTOR according to the terms set forth in Section I. PAYMENT BY COUNTY of Exhibit B of this Agreement, PAYMENT CONDITIONS.

- J.1 The maximum amount payable by COUNTY to CONTRACTOR under this agreement shall not exceed three-hundred sixty-five thousand, nine hundred twenty-five dollars (**\$402,517**) as detailed in Exhibit C, Budget.
- J.2 The COUNTY agrees to accept multiple invoices on the form set forth in Exhibit D, from the CONTRACTOR.
 - a. Invoices shall contain original signature of the person authorized to submit claims for payment;
 - b. Administrative Costs and matching funds shall be submitted monthly, by the 10th day of the following month in which services were performed.
 - c. Housing Financial Assistance shall be submitted bi-weekly (15th and 30th) of each month.
 - d. TRAINING / TRAVEL Reimbursement: 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 www.co.monterey.ca.us/auditor/policies.htm To receive reimbursement,

EXHIBIT AAA

CONTRACTOR must provide a detailed breakdown of authorized expenses, identifying what was expended and when. CONTRACTOR shall receive compensation for mileage reimbursement up to the rates listed online at www.irs.gov.

- J.3 CONTRACTOR shall mail all original signed invoices to:
Monterey County Department of Social Services
Attn. Allison Yant
2620 First Avenue
Marina, CA 93933

BUDGET

March 20, 2018 through June 30, 2018

| Description | Grant Funding | Match Funding | Narrative |
|---|-----------------|-----------------|---|
| Associate Director | \$4,037 | \$3,400 | |
| General Office Supplies | \$0 | \$500 | Printing costs, general office supplies. |
| Travel/Mileage/Per Diem* | \$424 | \$1,500 | Mileage and per diem based on State of CA rate. |
| Training, Meeting, Conferences | \$0 | \$350 | CDSS required trainings, team meetings. |
| Occupancy/Rent | \$2,550 | \$6,500 | Rent for CCCIL office space. |
| Indirect Expenses | \$1,728 | \$3,415 | No more than 10% (excluding rent & housing assistance) |
| Total Admin | \$8,739 | \$15,665 | |
| Housing Specialist (100% FTE) | \$18,006 | \$25,400 | One full-time case manager's salary, taxes, benefits. |
| Program Manager (15% FTE) | \$2,906 | \$3,000 | Oversight of program. |
| Total Housing Related CM | \$20,912 | \$28,400 | |
| Housing Financial Assistance | \$0 | \$0 | Expenses for rent, security deposits, hotels, shelters. |
| Total Housing Financial Assistance | \$0 | \$0 | |
| Total 07/01/2017-06/30/2018 | \$29,651 | \$44,065 | |

July 1, 2018 through June 30, 2019

| Description | Grant Funding | Match Funding | Narrative |
|---|------------------|------------------|---|
| Associate Director | \$10,567 | \$10,567 | |
| General Office Supplies | \$0 | \$0 | Printing costs, general office supplies. |
| Travel/Mileage/Per Diem* | \$1,756 | \$1,756 | Mileage and per diem based on State of CA rate. |
| Training, Meeting, Conferences | \$0 | \$0 | CDSS required trainings, team meetings. |
| Occupancy/Rent | \$6,840 | \$6,840 | Rent for CCCIL office space. |
| Indirect Expenses | \$7,812 | \$7,811 | No more than 10% (excluding rent & housing assistance) |
| Total Admin | \$26,975 | \$26,975 | |
| Housing Specialist (100% FTE) | \$60,804 | \$60,804 | One full-time case manager's salary, taxes, benefits. |
| Program Manager (15% FTE) | \$6,255 | \$6,255 | Oversight of program. |
| Total Housing Related CM | \$67,059 | \$67,059 | |
| Housing Financial Assistance | \$52,417 | \$52,417 | Expenses for rent, security deposits, hotels, shelters. |
| Total Housing Financial Assistance | \$52,417 | \$52,417 | |
| Total 07/01/2018-06/30/2019 | \$146,451 | \$146,451 | |

July 1, 2019 through June 30, 2020

| Description | Grant Funding | Match Funding | Narrative |
|---|------------------|------------------|--|
| Associate Director | \$13,200 | \$13,837 | |
| General Office Supplies | \$1,584 | \$0 | Printing costs, general office supplies. |
| Travel/Mileage/Per Diem* | \$1,850 | \$774 | Mileage and per diem based on State of CA rate. |
| Training, Meeting, Conferences | \$550 | \$0 | CDSS required trainings, team meetings. |
| Subscriptions & Dues | \$500 | \$500 | |
| Occupancy/Rent | \$6,400 | \$2,450 | Rent for CCCIL office space. |
| Indirect Expenses | \$17,262 | \$9,371 | No more than 10% (excluding rent & housing assistance) |
| Total Admin | \$41,346 | \$26,932 | |
| Housing Specialist (100% FTE) | \$45,700 | \$45,700 | One full-time case manager's salary, taxes, benefits. |
| Program Manager (15% FTE) | \$0 | \$0 | Oversight of program. |
| Total Housing Related CM | \$45,700 | \$45,700 | |
| Housing Financial Assistance | \$139,369 | \$139,369 | Expenses for rent, security deposits, hotels, shelters. COVID-19 related hotel stays |
| Total Housing Financial Assistance | \$139,369 | \$139,369 | |
| Total 07/01/2019-06/30/2020 | \$226,415 | \$212,001 | |
| Total Contract 3/20/18 - 6/30/20 | \$402,517 | \$402,517 | |

Certificate Of Completion

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| Envelope Id: 0878D83D830B4CFD8399E93DD7ADBA3A | Status: Completed |
| Subject: Please DocuSign: CCCIL Amend#2 \$36,592.pdf | |
| Source Envelope: | |
| Document Pages: 11 | Signatures: 3 |
| Certificate Pages: 5 | Initials: 0 |
| AutoNav: Enabled | Envelope Originator: |
| Envelopeld Stamping: Enabled | Wes Morrill |
| Time Zone: (UTC-08:00) Pacific Time (US & Canada) | morrillrw@co.monterey.ca.us |
| | IP Address: 192.92.176.114 |

Record Tracking

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| 6/10/2020 10:32:41 AM | morrillrw@co.monterey.ca.us | |
| Security Appliance Status: Connected | Pool: StateLocal | |
| Storage Appliance Status: Connected | Pool: Social Services | Location: DocuSign |

Signer Events

Anne Brereton, County Counsel
 BreretonA@co.monterey.ca.us
 Security Level: Email, Account Authentication (None)

Signature

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Electronic Record and Signature Disclosure:

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Burcu Mousa
 MousaB@co.monterey.ca.us
 Assistant Auditor-Controller
 County of Monterey
 Security Level: Email, Account Authentication (None)

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Electronic Record and Signature Disclosure:

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Lori A. Medina, DSS Director
 medinal@co.monterey.ca.us
 Director, Department of Social Services
 Security Level: Email, Account Authentication (None)

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Electronic Record and Signature Disclosure:

Accepted: 6/12/2020 8:32:16 AM
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| In Person Signer Events | Signature | Timestamp |
|------------------------------|-----------|-----------|
| Editor Delivery Events | Status | Timestamp |
| Agent Delivery Events | Status | Timestamp |
| Intermediary Delivery Events | Status | Timestamp |

| Certified Delivery Events | Status | Timestamp |
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| Carbon Copy Events | Status | Timestamp |
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| Witness Events | Signature | Timestamp |
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| Notary Events | Signature | Timestamp |
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| Envelope Summary Events | Status | Timestamps |
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| Signing Complete | Security Checked | 6/12/2020 8:32:52 AM |
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| Payment Events | Status | Timestamps |
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| Electronic Record and Signature Disclosure |
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ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Social Services (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Social Services:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: urenael@co.monterey.ca.us

To advise Social Services of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at urenael@co.monterey.ca.us and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Social Services

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to urenael@co.monterey.ca.us and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Social Services

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to urenae1@co.monterey.ca.us and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Social Services as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Social Services during the course of your relationship with Social Services.