

C O N T R A C T

This Agreement entered into this 1st day of July, 2025, by and between **County of Ventura**, acting through its Behavioral Health Department, a primary service provider, hereinafter called "COUNTY" and **UNITED PARENTS**, a California nonprofit corporation, hereinafter called "CONTRACTOR," individually referred to as a "Party" and collectively referred to as the "Parties." This Agreement will be administered on behalf of the County by the VCBH Director or his/her authorized representative "Director."

WHEREAS, it is necessary and desirable that CONTRACTOR be engaged by COUNTY for the purpose of performing certain services;

NOW, THEREFORE, IT IS HEREBY AGREED by the Parties as follows:

1. **SERVICES TO BE PERFORMED BY CONTRACTOR**

In consideration of the payments hereinafter set forth, CONTRACTOR will perform services for COUNTY in accordance with the terms, conditions and specifications set forth herein and the attached Exhibit "A," which is incorporated as part of this Agreement.

2. **PAYMENT FOR SERVICES**

In consideration of the services rendered in accordance with all terms, conditions and specifications COUNTY will make payment to CONTRACTOR in the manner specified in the attached Exhibit "B," which is incorporated as part of this Agreement.

3. **INDEPENDENT CONTRACTOR**

No relationship of employer and employee is intended or created by this Agreement, it being understood that CONTRACTOR is an independent contractor, and neither CONTRACTOR nor any of the persons performing services on behalf of CONTRACTOR pursuant to this Agreement, whether said person be member, partner, employee, subcontractor, or otherwise, will have any claim under this Agreement or otherwise against COUNTY for sick leave, vacation pay, retirement benefits, social security, workers' compensation, disability, unemployment insurance benefits, or employee benefits of any kind.

CONTRACTOR in the performance of its obligation hereunder is subject to the control or direction of COUNTY merely as to the result to be accomplished by the services hereunder agreed to be rendered and performed and not as to the means and methods for accomplishing the results.

If, in the performance of this Agreement, any third persons are employed by CONTRACTOR, such persons will be entirely and exclusively under the direction, supervision and control of CONTRACTOR. All terms of employment, including hours, wages, working conditions, discipline, hiring and discharging or any other terms of employment or requirements of law,

will be determined by CONTRACTOR, and COUNTY will have no right or authority over such persons or the terms of such employment, except as provided in this Agreement.

Special Indemnity – CONTRACTOR will indemnify and hold harmless the COUNTY from and against all claims, demands, payments, suits, actions, proceedings and judgments of every nature and description, including attorney's fees and costs, presented, brought or recovered against the County of Ventura by CONTRACTOR's employees, contractors and subcontractors relating to the employee's right to employment, sick leave, vacation pay, retirement benefits, social security, workers' compensation, disability, unemployment insurance benefits or employee benefits of any kind.

The CONTRACTOR will comply with all of the provisions of the Worker's Compensation Insurance and Safety Acts of the State of California, the applicable provisions of Division 4 and 5 of the California Labor Code and all amendments, thereto, and all similar State and Federal acts or laws applicable.

COUNTY may, without breaching this Agreement or any duty owed to CONTRACTOR, contract with other individuals and entities to render the same or similar services as CONTRACTOR.

4. **NON-ASSIGNABILITY**

CONTRACTOR may not assign this Agreement or any portion thereof, to a third party without the prior written consent of COUNTY, and any attempted assignment without such prior written consent will be null and void and will be cause, at COUNTY's sole and absolute discretion, for immediate termination of this Agreement.

5. **TERM**

This Agreement will be in effect from July 1, 2025 through June 30, 2026 subject to all the terms and conditions set forth herein.

This Agreement may, upon mutual agreement and execution of a written amendment, be extended for up to two (2) additional one (1) year periods.

Time is of the essence in the performance of this Agreement.

Continuation of the Agreement is subject to the appropriation of funds for such purpose by the Board of Supervisors. If funds to affect such continued payment are not appropriated, COUNTY may terminate this project as thereby affected and CONTRACTOR will relieve the COUNTY of any further obligation, therefore.

6. **TERMINATION**

Either Party may terminate this Agreement, with or without cause, by giving thirty (30) days written notice to the other Party. In the event of termination under this paragraph, CONTRACTOR will be paid for all work provided to the date of termination, as long as such

work meets the terms and conditions of this Agreement. On completion or termination of this Agreement, COUNTY will be entitled to immediate possession of, and CONTRACTOR will furnish on request, all computations, plans, correspondence, and other pertinent data gathered or computed by CONTRACTOR for this particular Agreement prior to any termination. CONTRACTOR may retain copies of said original documents for CONTRACTOR's files. CONTRACTOR hereby expressly waives any and all claims for damages or compensation arising under this Agreement except as set forth in this paragraph in the event of such termination.

This right of termination belonging to the County of Ventura may be exercised without prejudice to any other remedy which it may be entitled to by law or under this Agreement.

7. DEFAULT

If CONTRACTOR defaults in the performance of any term or condition of this Agreement, CONTRACTOR must cure that default by a satisfactory performance within ten (10) days after service upon CONTRACTOR of written notice of the default. If the CONTRACTOR fails to cure the default within that time, then COUNTY may terminate this Agreement without further notice.

The foregoing requirement for written notice and opportunity to cure does not apply with respect to paragraph 4 above.

8. INDEMNIFICATION, HOLD HARMLESS AND WAIVER OF SUBROGATION

All activities and/or work covered by this Agreement will be at the sole risk of the CONTRACTOR. CONTRACTOR agrees to defend (with counsel acceptable to COUNTY), indemnify, and save harmless the County of Ventura, including all of its boards, agencies, departments, officers, employees, agents and volunteers, against any and all claims, lawsuits, judgments, costs (including attorney's fees), debts, demands and liability, including without limitation, those arising from injuries or death of persons and/or for damages to property, arising directly or indirectly out of the obligations herein described or undertaken or out of operations conducted or subsidized in whole or in part by CONTRACTOR, save and except claims or litigation arising through the sole negligence or wrongdoing and/or sole willful misconduct of COUNTY. CONTRACTOR agrees to waive all rights of subrogation against COUNTY for losses arising directly or indirectly from the activities and/or work covered by this Agreement.

9. INSURANCE

- A. CONTRACTOR, at its sole cost and expense, will obtain and maintain in full force during the term of this Agreement the following types of insurance and list COUNTY's primary address, 800 South Victoria Avenue, Ventura, CA 93009 on all insurance documents.

- B. All insurance required will be primary coverage as respects COUNTY and any insurance or self-insurance maintained by COUNTY will be excess of CONTRACTOR's insurance coverage and will not contribute to it.
- 1) General Liability "occurrence" coverage in the minimum amount of \$1,000,000 combined single limit (CSL) bodily injury and property damage each occurrence and \$2,000,000 aggregate, including personal injury, broad form property damage, and products/completed operations.
 - 2) Worker's Compensation coverage, in full compliance with California statutory requirements, for all employees of CONTRACTOR and Employer's Liability in the minimum amount of \$1,000,000.
 - 3) Professional Liability coverage in the minimum amount of \$1,000,000 each occurrence and \$2,000,000 aggregate, and \$1,000,000 each occurrence and \$3,000,000 aggregate for services provided by Physicians.
 - 4) Cyber Liability coverage in the minimum amount of \$1,000,000 per Occurrence and \$2,000,000 annual aggregate
- C. All insurance required will be primary coverage as respects to the COUNTY and any insurance or self-insurance maintained by the COUNTY will be excess of CONTRACTOR's insurance coverage and will not contribute to it.
- D. COUNTY is to be notified immediately if any aggregate insurance limit is exceeded. Additional coverage must be purchased to meet requirements.
- E. The County of Ventura, VCBH, and any applicable Special Districts are to be named as Additional Insured as respects to work done by CONTRACTOR under the terms of this Agreement on all policies required (except for Worker's Compensation and Professional Liability). As part of the insurance verification process, CONTRACTOR will submit the Additionally Insured Endorsement to the COUNTY as a separate document.
- F. CONTRACTOR agrees to waive all rights of subrogation against COUNTY, its boards, agencies, departments, any applicable special districts, officers, employees, agents, and volunteers for losses arising from work performed by CONTRACTOR under the terms of this Agreement as it pertains to Workers' Compensation. As part of the insurance verification process, CONTRACTOR will submit proof of the waiver of subrogation to COUNTY as a separate document.
- G. Policies will not be canceled, non-renewed, or reduced in scope of coverage until after thirty (30) days written notice has been given to the County of Ventura, Risk Management Division and VCBH.
- H. CONTRACTOR agrees to provide COUNTY with the following insurance documents on or before the effective date of this Agreement:

- 1) Certificates of Insurance for all required coverage.
- 2) A separate additional Insured endorsement for General Liability Insurance.
- 3) A separate Waiver of Subrogation endorsement (a.k.a.: Waiver of Transfer Rights of Recovery Against Others and Waiver of Our Right to Recover from Others) for Workers' Compensation.

Failure to provide these documents will be grounds for immediate termination or suspension of this Agreement.

- I. It is the responsibility of CONTRACTOR to confirm that all terms and conditions of the Insurance Provisions are complied with by any and all subcontractors that CONTRACTOR may use for the completion of this Agreement.
- J. Insurance coverage in the minimum amounts set forth herein shall not be construed to relieve CONTRACTOR for liability in excess of such coverage, nor shall it preclude COUNTY from taking such other actions as are available to it under any other provisions of this Agreement or otherwise under the law.
- K. CLAIMS MADE INSURANCE. If the Professional Liability coverage is "claims made," CONTRACTOR must, for a period of three (3) years after the date when this Agreement is terminated, completed or non-renewed, maintain insurance with a retroactive date that is on or before the start date of contract services or purchase an extended reporting period endorsement (tail coverage). COUNTY may withhold final payments due until satisfactory evidence of the tail coverage is provided by CONTRACTOR to COUNTY.

10. **INVESTIGATION AND RESEARCH**

CONTRACTOR by investigation and research has acquired reasonable knowledge of all conditions affecting the work to be done and labor and material needed, and the execution of this Agreement is to be based upon such investigation and research, and not upon any representation made by the COUNTY or any of its officers, agents, or employees, except as provided herein.

11. **AMENDMENTS**

COUNTY may from time to time require changes in the scope of the services required hereunder. Such changes, including any increase or decrease in the amount of CONTRACTOR's compensation which are mutually agreed upon by and between COUNTY and CONTRACTOR will be effective only when incorporated in written amendments to this Agreement executed by both Parties.

12. **CONFLICT OF INTEREST**

CONTRACTOR covenants that CONTRACTOR presently has no interest, including, but not limited to, other projects or independent contracts, and will not acquire any such interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement. CONTRACTOR further covenants that in the performance of this Agreement no person having such interest will be employed or retained by CONTRACTOR under this Agreement.

13. **CONFIDENTIALITY**

Any reports, information, data, statistics, forms, procedures, systems, studies and any other communication or form of knowledge given to or prepared or assembled by CONTRACTOR under this Agreement which COUNTY requests in writing to be kept confidential, will not be made available to any individual or organization by CONTRACTOR without the prior written approval of the COUNTY except as authorized by law.

CONTRACTOR and its employees, agents, or subcontractors shall protect from unauthorized disclosure names and other identifying information concerning persons either receiving services pursuant to this Agreement or persons whose names or identifying information become available or are disclosed to the CONTRACTOR, its employees, agents, or subcontractors as a result of services performed under this Agreement, except for statistical information not identifying any such person.

- A. CONTRACTOR and its employees, agents, or subcontractors shall not use such identifying information for any purpose other than carrying out the CONTRACTOR's obligations under this Agreement.
- B. CONTRACTOR and its employees, agents, or subcontractors shall promptly transmit to the COUNTY all requests for disclosure of such identifying information not emanating from the client or person.
- C. CONTRACTOR shall not disclose, except as otherwise specifically permitted by this Agreement or authorized by the client, any such identifying information to anyone other than COUNTY, without prior written authorization from the COUNTY, except if disclosure is required by State or Federal law.
- D. For purposes of this provision, identity shall include, but not be limited to name, address, identifying number, symbol, or other identifying particular assigned to the individual, such as finger or voice print or a photograph.
- E. As deemed applicable by the California Department of Health Care Services (DHCS), this provision may be supplemented by additional terms and conditions covering personal health information (PHI) or personal, sensitive, and/or confidential information (PSCI). Said terms and conditions will be outlined in one or more exhibits

that will either be attached to this Agreement or incorporated into this Agreement by reference.

14. OWNERSHIP OF DATA

COUNTY retains ownership and exclusive rights to all data and materials collected, created or analyzed as part of the scope of work described in Exhibit "A." Reports produced on the basis of these data are work for hire, and their public release and dissemination is entirely at the discretion of the COUNTY, and that any presentations, publications, reports or other use of these data, for use in conferences or seminars, or for other purposes, requires written permission from the COUNTY.

15. NOTICES

All notices required under this Agreement will be made in writing and addressed or delivered as follows:

TO COUNTY: VENTURA COUNTY BEHAVIORAL HEALTH
PROVIDER NETWORK MANAGEMENT UNIT
1911 WILLIAMS DRIVE, SUITE 200
OXNARD, CA 93036

TO CONTRACTOR: UNITED PARENTS
333 NORTH LANTANA STREET SUITE 259
CAMARILLO, CA 93010

Either Party may, by giving written notice in accordance with this paragraph, change the names or addresses of the person(s) of department(s) designated for receipt of future notices. When addressed in accordance with this paragraph and deposited in the United States mail, postage prepaid, notices will be deemed given on the third day following such deposit in the United States mail. In all other instances, notices will be deemed given at the time of actual delivery.

16. MERGER

This Agreement supersedes any and all other contracts, either oral or written, between CONTRACTOR and the COUNTY, with respect to the subject of this Agreement. This Agreement contains all of the covenants and contracts between the Parties with respect to the services required hereunder. CONTRACTOR acknowledges that no representations, inducements, promises or contracts have been made by or on behalf of the COUNTY except those covenants and contracts embodied in this Agreement. No contract, statement, or promise not set forth in this Agreement will be valid or binding.

17. GOVERNING LAW

The validity of this Agreement and any of its terms or provisions, as well as the rights and duties of the Parties under this Agreement, will be construed pursuant to and in accordance with the laws of the State of California.

18. **SEVERABILITY**

If any term of this Agreement is held by a court of competent jurisdiction to be void or unenforceable, the remainder of the Agreement terms will remain in full force and effect and will not be affected.

19. **CUMULATIVE REMEDIES**

The exercise or failure to exercise of legal rights and remedies by the County of Ventura in the event of any default or breach hereunder will not constitute a waiver or forfeiture of any other rights and remedies and will be without prejudice to the enforcement of any other right or remedy available by law or authorized by this Agreement.

20. **COMPLIANCE WITH LAWS**

Each Party to this Agreement will comply with all applicable laws.

20. **CONTRACT REDUCTION**

In the event that the Board of Supervisors, County Executive Officer, or VCBH Director implement reductions to the current fiscal year-budget or in the event any of the State or Federal funding entities for this Agreement do not appropriate sufficient funds or implement reductions, the VCBH Director or designee will notify the CONTRACTOR that a reduction to the maximum contract amount will be made to ensure fiscal compliance with specified budget and funding source reductions. Contract reductions will be made effective thirty (30) days from the date of the written notification from the VCBH Director or designee.

21. **EXTENT OF CONTRACTUAL DOCUMENTS**

This Agreement shall consist of this basic document and Exhibits "A", "B", "C", "D", and all laws and governing instruments previously referred to in this Agreement or in any of the Exhibits made part of the Agreement and constitutes the entire Agreement between the Parties regarding the subject matter described herein.

EXHIBIT A: SCOPE OF WORK

EXHIBIT B: PAYMENT PROVISIONS

EXHIBIT C: STANDARD SERVICES TERMS AND CONDITIONS

EXHIBIT D: BUSINESS ASSOCIATE AGREEMENT

22. The Parties hereto agree that this Agreement may be transmitted and signed by electronic or digital means by either/any or both/all Parties and that such signatures shall have the same force and effect as original signatures, in accordance with California Government Code §16.5 and California Civil Code §1633.7.

[SIGNATURE PAGE TO FOLLOW]

IN WITNESS WHEREOF the Parties hereto have executed this Agreement.

UNITED PARENTS

COUNTY OF VENTURA

Authorized Signature

Authorized Signature

Printed Name

Printed Name

Title

Title

Date

Date

Tax Identification Number

Secretary of State Entity Number

UNITED PARENTS

Authorized Signature

Printed Name

Title

Date

* If a corporation, this Agreement must be signed by two specific corporate officers.

The first signature must be either the (1) Chief Executive Officer, (2) Chairman of the Board, (3) President, or any (4) Vice President.

The second signature must be the (a) Secretary, an (b) Assistant Secretary, (c) the Chief Financial Officer or Treasurer, or (d) Assistant Treasurer.

In the alternative, a single corporate signature is acceptable when accompanied by a corporate resolution demonstrating the legal authority of the signatory to bind the company for this Agreement.

EXHIBIT "A"
SCOPE OF WORK/DESCRIPTION OF SERVICES
United Parents
July 1, 2025 through June 30, 2026

DESCRIPTION:

CONTRACTOR, shall expand mental health support and advocacy services for parents, caregivers, children and youth (client) in underserved communities within Ventura County. CONTRACTOR will utilize either of the CONTRACTOR's Two (2) Drop-in Centers located in Oxnard and Fillmore as a primary services location but may also provide services within the community.

1. CONTRACTOR's program falls within the Mental Health Services Act (MHSA) Prevention and Early Intervention (PEI) component of VCBH's MHSA Plan. This program is part of strategic plan initiatives: (1) Stigma and Discrimination Reduction (2) Outreach for Early Recognition of Mental Illness and (3) Prevention.
2. CONTRACTOR shall align MHSA funding with the goals, objectives and activities outlined below.

A. GOALS:

1. CONTRACTOR shall target marginalized and vulnerable youth including, but not limited to:
 - a. Children and adolescents with emotional and behavioral challenges, and their family caregivers, eligible for Medi-Cal services between the ages of 5-22.
 - b. Transitional-Aged Youth (TAY) ages 16-25.
 - c. Youth from underserved and rural communities including: Latinx, Mixteco, and lesbian, gay, bisexual, transgender, queer/questioning, plus (LGBTQ+) populations.
 - d. Youth from low-income families or those with limited access to educational and mental health services.
 - e. Youth impacted by trauma, system barriers, or social stigma related to mental health.
2. CONTRACTOR shall address disparities in access to mental health and educational systems for underserved families, with a focus on early intervention, culturally competent services, and system navigation.
3. CONTRACTOR shall help parents navigate the complex Special Education system: explain testing and assessment procedures, eligibility, and/or placement.
4. CONTRACTOR shall model and train parents/caregivers on the ins and outs of the "technical" process: proper documentation, determining needs, identifying their child's strengths, motivations, and articulating problem areas.
5. CONTRACTOR shall organize workshops, support groups, and training sessions at both locations, covering topics including but not limited to trauma-informed care, resilience

building, parenting and co-parenting strategies, stigma reduction, and empowering families with practical tools.

B. OBJECTIVES:

1. CONTRACTOR shall provide educational advocacy to at least 200 families at the Oxnard and Fillmore drop-in center.
2. CONTRACTOR shall deliver training and workshops to at least 200 families at the Oxnard and Fillmore drop-in centers to foster resilience, positive outcomes, and emotional well-being.
3. CONTRACTOR shall expand the facilitation of support groups for historically marginalized parents/caregivers.
4. CONTRACTOR shall gather data during initial intake and every six (6) months thereafter.
5. CONTRACOR shall support the analysis and reporting of the program's outcomes to ensure continuous improvement and accountability.
6. CONTRACTOR shall provide reports to VCBH quarterly.
7. CONTRACTOR shall ensure all staff areas adhere to all training requirements as outlined by COUNTY, using "SparkLearn."

C. ACTIVITIES:

1. CONTRACTOR's will provide two (2) full-time Educational Advocates (EAs), with at least one (1) being Bilingual Spanish, to be stationed at either of the CONTRACTOR's Oxnard and Fillmore Drop-in Centers:
 - a. Navigating Systems: Guiding families through mental health services and education accommodation(s), including individual education plan (IEP) processes.
 - b. Advocacy Support: Assisting in meetings with schools to secure needed resources for children with special needs.
 - c. Community Outreach: Collaborating with Drop-in Center staff and local organizations to connect families with resources and build supportive networks.
 - d. At-Risk Youth Interventions: Providing tailored support for school-age children at risk of academic failure or removal from their homes, including behavioral plans and access to therapeutic services.
2. CONTRACTOR's one full-time Bilingual Training Facilitator (BTF) shall address:
 - a. Early Childhood Interventions: Outreach for children aged 0-5 to address developmental and/or behavioral concerns early.
 - b. Childhood Trauma Support: Trauma-informed workshops and resource connections.
 - c. Culturally Competent Services: Ensuring accessibility for Latinx, Mixteco, and underserved rural communities such as Filmore and Piru.

- d. Deliver workshops, support groups, and training sessions, covering topics including but not limited to trauma-informed care, resilience building, parenting and co-parenting strategies.
- e. Promote stigma reduction and empowering families with practical tools.
- f. Ensure all staff receive and understand required training including but not limited to, cultural competence, trauma-informed care, and local systems navigation.

3. CONTRACTOR's EAs shall:

- a. Assisting parents/caregivers in accessing appropriate educational and mental health services for their children.
- b. Providing guidance on navigating behavioral health and education systems, ensuring families are informed of their rights and available resources.
- c. Housing drop-in support sessions for community members who are not yet connected to services.
- d. Collaborate with community partners and service providers to ensure holistic support for families.
- e. Track client progress and outcomes to ensure effective service delivery.
- f. Offer individualized support to parents/caregivers navigating educational and mental health challenges.
- g. Facilitate workshops and provide referrals to appropriate services.
- h. Conduct outreach to connect marginalized and underserved families with drop-in center resources.
- i. Maintain records of client interactions and outcomes to support program evaluation.
- j. Achieving educational goals for the child, such as the implementation of accommodation(s) or successful IEP meetings.
- k. Improvements in the family's ability to navigate educational and mental health systems.
- l. Increased confidence navigating the special education/IEP or 504 plan process.
- m. Improved knowledge and understanding of parental rights/safeguards.
- n. Increased confidence in requesting special education assessments, meetings, supportive services.
- o. Increased feeling of empowerment to advocate for child.

4. CONTRACTOR's one part-time Enhanced Parent/Caregiver Training Program Facilitator shall:

- a. Coordinate and facilitate monthly or bi-weekly training sessions for parents/caregivers, utilizing lived experience, focusing on mental health topics such as: stigma reduction, resilience, trauma informed care, substance use, and navigating systems of care.
- b. Develop culturally relevant training materials tailored to the needs of Ventura County families.
- c. Schedule and coordinate workshops, ensuring accessibility and availability of interpretation services.

- d. Identify and contract with expert guest speakers to deliver high-quality, impactful content.
- e. Collect feedback from participants to continuously refine training content.

5. CONTRACTOR's one part-time Data Analyst and Program Evaluator shall:

- a. Implement and maintain a data collection system to track key program metrics including:
 - I. the number of referrals by referring agency (if applicable)
 - II. number of families receiving services
 - III. referrals to VCBH services and
 - IV. formal meetings, resulting (or not) in modified services for the child.
 - V. The referral list will include names of the youth, their date of birth, city of residence, ethnicity, gender, and referral source (if applicable) for each youth serviced.
- b. Analyze data related to service delivery and client outcomes to identify areas for improvement.
- c. Prepare detailed reports demonstrating program impact and effectiveness.
- d. Ensure accurate and timely data entry.

6. CONTRACTOR shall:

- a. Gather data before the first training/workshop series and at the end of the workshop. The information collected will be:
 - i. Attendance numbers for workshops, training sessions, and support groups.
 - ii. Pre- and Post-Training Surveys with Participants shall:
 - I. Assess participants' baseline understanding of training topics
 - II. Measure knowledge gained, skills acquired, and confidence in applying training concepts.
 - III. Feedback on the training format, content, and facilitation to inform future improvements.

D. ADDITIONAL MHSA REQUIREMENTS:

- 1. CONTRACTOR's primary staff funded by this Agreement must attend mandatory VCBH CONTRACTOR meetings as determined by the COUNTY.
- 2. CONTRACTOR's primary staff funded by this Agreement must attend semiannual CONTRACTOR program monitoring meetings with the VCBH Operational Manager and VCBH Provider Network Management staff. Additional meetings may include monthly or quarterly meetings, as deemed appropriate by the VCBH Operational Manager and/or VCBH Provider Network Management staff.
- 3. CONTRACTOR shall be responsible for entering and submitting all data into an excel database provided by COUNTY by the 10th day of the month following the end of each month, per State regulations. All data forms, including surveys and intake

forms, shall be submitted to the VCBH Operations Manager as instructed. Failure to comply with on-time data entry and/or delivery shall result in a delay of payment.

4. CONTRACTOR shall ensure all publications, presentations, website content, printed materials, brochures, and media campaign elements developed or distributed under this Agreement meet VCBH logo guidelines and regulations. All publication/distribution materials featuring the VCBH logo must receive approval for publication/distribution from the COUNTY.
5. CONTRACTOR shall submit a quarterly schedule of all events that are funded by this Agreement to the COUNTY VCBH Operations Manager in writing no later than fourteen (14) days prior to the beginning of the quarter.
6. CONTRACTOR shall submit and review records of activities, such as: sign-in sheets, meeting notes, training memos or agendas, training conference materials, and local media coverage, upon request. CONTRACTOR shall be prepared to review these documents with COUNTY upon request.

E. MANDATORY MEETINGS:

The CONTRACTOR's primary staff funded by this Agreement agrees to attend mandatory County Contractor meetings on Zoom, in-person, etc. as determined by the COUNTY. The Parties agree to meet as needed or on an ongoing basis to negotiate concerns related to this Agreement, including but not limited to concerns regarding service delivery and outcomes, documentation and reporting requirements, financing, and revenue production.

F. MONITORING:

The COUNTY shall have the right to review the work being performed by the CONTRACTOR under this Agreement at any time during the CONTRACTOR's usual working hours. Review, checking, approval, or other action by the COUNTY will not relieve the CONTRACTOR of its responsibility for the thoroughness of the services to be provided hereunder. This Agreement shall be administered by the VCBH Director or his/her authorized representative.

G. NON-COMPLIANCE:

If CONTRACTOR fails to comply with any provisions of this Agreement, including the timely submission of all reports, records, documents, or any other information as required by COUNTY, State, and appropriate Federal agencies regarding CONTRACTOR's activities and operations as they relate to Contractor's performance of this Agreement, COUNTY shall withhold payment until such noncompliance has been corrected.

EXHIBIT "B"
PAYMENT PROVISIONS
UNITED PARENTS
July 1, 2025 through June 30, 2026

CONTRACTOR shall be paid according to the following:

A. PAYMENT

The maximum total amount of the Agreement for the period July 1, 2025 through June 30, 2026 shall not exceed a budget of **\$247,226** See attached budget below.

- B.** Payment shall be made upon the submission of approved invoices to COUNTY, and in accordance with the operational budget (see attached budget). Notwithstanding any other provisions of this Agreement in no event shall the maximum amount payable herein exceed the maximum amount specified in Section A above.
- C.** CONTRACTOR shall bill COUNTY monthly in arrears by using the CONTRACTOR's invoice form. All invoices submitted shall clearly reflect all required information regarding the services for which claims are made, in the form and with the content specified by COUNTY. CONTRACTOR shall submit appropriate documentation along with an invoice for reimbursement. Invoices for reimbursement shall be completed by CONTRACTOR, dated, and forwarded to COUNTY within ten (10) working days after the close of the month in which services were rendered. Incomplete or incorrect claims shall be returned to CONTRACTOR for correction and re-submittal and will result in payment delay. Late invoices will also result in payment delay. Following receipt of a complete and correct monthly invoice and approval by COUNTY, CONTRACTOR shall then be paid within forty-five (45) business days of submission of a valid invoice to the COUNTY. Invoice processing timelines for the first initial invoice may take up to sixty (60) business days due to the additional timeframe needed to establish new Agreements.
- D.** It is expressly understood and agreed between the Parties hereto that COUNTY shall make no payment and has no obligation to make payment to CONTRACTOR unless the services provided by CONTRACTOR hereunder were authorized by the DIRECTOR or designee prior to performance thereof.
- E.** In the event that CONTRACTOR fails to comply with any provisions of this Agreement, including the timely submission of any and all reports, records, documents, or any other information as required by COUNTY, State, and appropriate Federal agencies regarding CONTRACTOR's activities and operations as they relate to CONTRACTOR's performance of this Agreement, COUNTY shall withhold payment until such noncompliance has been corrected.
- F.** COUNTY and CONTRACTOR agree to meet on an ongoing basis to negotiate concerns related to this Agreement, including but not limited to concerns regarding service delivery and outcomes, documentation and reporting requirements, financing and revenue production.

- G. COUNTY shall have the right to recover overpayment to CONTRACTOR as a result of any audit or disallowance review under this Agreement. Upon written notice by COUNTY to CONTRACTOR of any such audit or disallowance review, CONTRACTOR shall reimburse the COUNTY the full amount of disallowance within a period of time to be determined by the COUNTY. Reimbursement shall be made by CONTRACTOR.

H. INVOICING AND REIMBURSEMENT

The CONTRACTOR acknowledges that funding for this program is done on a reimbursement basis, and no funds will be paid in advance. For reimbursement, the CONTRACTOR shall submit monthly invoices and required attachments via email within ten (10) working days after the close of the month in which services were rendered to VCBH Accounts Payable at bh_accountspayable@ventura.org. If it is the end of the fiscal year (June 30), invoices shall be due to COUNTY on or before by July 10th. The CONTRACTOR shall submit the invoice and attachments (proof of expenditures) as one continuous document in a PDF format to the email address listed above. When sending the email to VCBH Accounts Payable, the CONTRACTOR shall send a copy (cc:) to the PNM Manager and the Operations Manager. The COUNTY will provide the CONTRACTOR with email addresses for those individuals.

1. Invoice Source Documentation

The CONTRACTOR agrees to follow the below-listed guidelines for submitting proof of expenditures, which confirm expenditures claimed on the invoice.

| EXPENSE CATEGORY | INVOICE DOCUMENTATION |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Salaries & Benefits: | |
| Staff Salaries | 1) Employee timecards, reflecting allocated hours, signed by employee and supervisor. 2) Employee payroll report reflecting the total hours from the timecard or "salaried." 3) Documentation that the minimum wage that is in effect at the time of the contracted services was paid to any staff. |
| Operating: | |
| Mileage & Travel | If mileage reimbursement has been included in the approved budget, trips must be recorded on the "Trip Log" form. The form must be attached to the invoice. The trip log must show the name of the driver, the purpose of the trip, the starting and ending location of the trip, and the total miles driven for one trip. The Contractor must have valid auto insurance coverage and be able to provide proof of coverage. |
| Printing | Itemized invoices and receipts. Copies of flyers or brochures printed using County funds. |

| EXPENSE CATEGORY | INVOICE DOCUMENTATION |
|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Training | Itemized invoices and receipts with (1) a description of training; (2) an explanation of training provided and how it directly benefits the project/program; (3) who, what, when, and where training was provided; and (4) who (staff, volunteers) and how many from Contractor's organization attended the training. |
| Supplies, Communications, & Other Expenses | Copies of itemized invoices and payment receipts grouped by line item in the approved budget. Example: All office supply receipts should be stapled together with a calculator tape (or other substitutes) totaling the amount on the invoice. |
| Guest speakers | Presenter's name, title, or role in the program or event, a brief description of the service provided, and date of service. |

2. Other Fiscal Related MHSA Contract Requirements

- I. The CONTRACTOR agrees that allowable expenses for the contract must be designated in the line-item categories specified in the Approved Budget and is responsible for managing expenditures on the line items within the Approved Budget, thus ensuring costs do not exceed the designated line items or overall Approved Budget.
- II. The CONTRACTOR shall track their Approved Budget line-item expenses. If a line-item expense will be exceeded by ten percent (10%) or more, a contract amendment is required. The CONTRACTOR is expected to provide advance notice to VCBH's Provider Network Management Unit (PNM) about the need for a budgetary line-item adjustment and to submit all documentation and information needed to evaluate and support the budgetary line-item adjustment. The CONTRACTOR should allow enough time for VCBH's Provider Network Management Unit (PNM) to pre-approve the change before proceeding to incur an expense.
- III. The CONTRACTOR understands that:
 - a. Following the receipt of a complete and correct monthly invoice and approval by the COUNTY, the CONTRACTOR shall be paid within forty-five (45) working days of submission of a valid invoice to the COUNTY.
 - b. Incomplete or incorrect invoices will be returned to the CONTRACTOR for correction and re-submittal and will result in a payment delay.
 - c. Contract funds cannot be used to pay any portion of costs for participants residing outside of Ventura County.
 - d. Reimbursement for travel if included in the Approved Budget will be according to the COUNTY's travel reimbursement policy, which states mileage reimbursement will be at the IRS rate approved in effect at the time of travel. The IRS-approved standard mileage rates for the use of cars (electric and hybrid-electric automobiles, as well as gasoline and diesel-powered vehicles) and vans, pickups, or panel trucks are listed on the website for the IRS.

START UP BUDGET

July 1, 2025 through September 30, 2025

A.

| | START UP BUDGET |
|----------------------------------|--------------------|
| Expenditures | |
| Salaries & Benefits: | |
| Educational Advocate | \$ 13,520 |
| Educational Advocate | \$ 13,520 |
| Training Facilitator | \$ 13,520 |
| Data Coordinator | \$ 1,612 |
| Executive Director | \$ 2,585 |
| lead educational advocate | \$ 832 |
| program manager | \$ 1,664 |
| Benefits | \$ 7,088 |
| Total Direct Salaries & Benefits | \$ 54,341 |
| Services and Supplies: | |
| Office Supplies | \$ 300 |
| Equipment | \$ 1,800 |
| Communications/Voice/Data | \$ 1,026 |
| IT service | \$ 815 |
| Training and Curriculum | \$ 1,125 |
| Printing | \$ 150 |
| Mileage | \$ 414 |
| Total Services & Supplies | \$ 5,630 |
| Total Start Up | \$ 59,971 |

3. Budgetary Line-Item Adjustments

Budgetary line-item adjustments must be pre-approved by the COUNTY. CONTRACTOR must provide advance notice to COUNTY of the need for a budgetary line-item adjustment and submit all documentation and information needed to evaluate and support the budgetary line-item adjustment. Upon approval from the COUNTY, adjustments to budgetary line items will be subject to any conditions imposed by COUNTY. Any approved increase to a budgetary line-item must identify a corresponding decrease to ensure that the total contract maximum, as set forth in this Agreement, is not exceeded. Budgetary line-item adjustments that exceed 10% will require an amendment.

4. Pro-Ration of Budget for Early Termination

Should this Agreement be terminated in advance of the original term end date, COUNTY will pro-rate the budget to align to the actual service timeframe/timeline authorized by COUNTY. CONTRACTOR will only be paid for services rendered to the benefit of the COUNTY within the timeframe/timeline specified by COUNTY.

5. **Travel**

Travel will be reimbursed according to COUNTY travel reimbursement policies. Mileage will be reimbursed at the IRS rate approved and in effect at the time of travel and following COUNTY travel policies.

OPERATIONAL BUDGET

October 1, 2025 through June 30, 2026

A.

| ID | BUDGET LINE ITEM | Year 1 (October 1, 2025 - June 30, 2026) |
|----------|----------------------------------------------------------|------------------------------------------|
| | DIRECT OPERATING EXPENSES | |
| I | SALARIES & BENEFITS | |
| a | Staff, see Salaries and Benefit Tab | 141,757 |
| | | |
| | Salaries Sub Total | 141,757 |
| | Benefits | 21,264 |
| | Sub Total Salaries & Benefits | 163,021 |
| | II DIRECT OPERATING EXPENSES | |
| A | PROFESSIONAL SERVICES | |
| a | | |
| | Sub Total Professional Services | \$ - |
| B | CONFERENCES, MEETINGS, ACTIVITIES | |
| a | | |
| | Sub Total Conferences, etc. | \$ - |
| C | PROGRAM EXPENSE | |
| a | Occupancy (Rent/Lease/Facilities/Utilities/Janitorial) | |
| b | Office & Program Supplies, Copies, Printing | \$ 1,350 |
| d | Vehicle Expense/mileage/Travel | \$ 1,238 |
| e | Training and Curriculum | \$ 1,125 |
| f | Communications/Voice/Data/Laptops | \$ 1,055 |
| g | IT services | \$ 2,443 |
| | Sub Total Program Expense | \$ 7,211 |
| | Sub Total Section II | \$ 7,211 |
| | Direct Operating Expense Total | \$ 170,232 |
| | III INDIRECT COSTS / ADMINISTRATION | |
| a | Indirect Expense (G&A) | |
| | Section III Subtotal | \$ - |
| | Misc. Administration Cost | \$ 17,023 |
| | Sub Total Indirect Costs | \$ 17,023 |
| | | FY 25-26 |
| | Contract Maximum | \$ 187,255 |

B. Budgetary Line-Item Adjustments

Budgetary line-item adjustments must be pre-approved by the COUNTY. CONTRACTOR must provide advance notice to COUNTY of the need for a budgetary line-item adjustment and submit all documentation and information needed to evaluate and support the budgetary line-item adjustment. Upon approval from the COUNTY, adjustments to budgetary line items

will be subject to any conditions imposed by COUNTY. Any approved increase to a budgetary line-item must identify a corresponding decrease to ensure that the total contract maximum, as set forth in this Agreement, is not exceeded. Budgetary line-item adjustments that exceed 10% will require an amendment.

C. Pro-Ration of Budget for Early Termination

Should this Agreement be terminated in advance of the original term end date, COUNTY will pro-rate the budget to align to the actual service timeframe/timeline authorized by COUNTY. CONTRACTOR will only be paid for services rendered to the benefit of the COUNTY within the timeframe/timeline specified by COUNTY.

D. Travel

Travel will be reimbursed according to COUNTY travel reimbursement policies. Mileage will be reimbursed at the IRS rate approved and in effect at the time of travel and following COUNTY travel policies.

EXHIBIT "C"
STANDARD SERVICES TERMS AND CONDITIONS

1. BUSINESS ASSOCIATE AGREEMENT

As part of this Agreement CONTRACTOR shall agree with and abide by the provisions set forth in the attached Business Associate Agreement (Exhibit "D"), which by this reference is made a part hereof.

2. EQUIPMENT OWNERSHIP

COUNTY shall have and retain ownership and title to all equipment purchased by CONTRACTOR as part of any start-up costs or any contract amendment or exhibit specifying equipment and/or furniture acquisition under this Agreement. CONTRACTOR shall furnish, and amend as necessary, a list of all equipment purchased under this Agreement together with bills of sale and any other documents as may be necessary to show clear title and reasonableness of the purchase price. The equipment list shall specify the quantity, name, description, purchase price, and date of purchase of all equipment. COUNTY shall inventory tag all equipment and shall conduct a physical inventory yearly of the equipment. The CONTRACTOR shall make all equipment available to the COUNTY during normal business hours for tagging of inventory. CONTRACTOR shall submit the equipment list to COUNTY annually within sixty (60) days of each new fiscal year.

Within sixty (60) calendar days prior to the termination or end of this Agreement, CONTRACTOR shall provide a final inventory report of equipment and/or property to the COUNTY, and shall at that time, query the COUNTY as to the requirements, including the manner and method of returning COUNTY equipment and/or property to COUNTY. The final disposition of equipment and/or property shall be at COUNTY expense and according to COUNTY instructions. Equipment and/or property disposition instructions shall be issued by the COUNTY after receipt and review of the final inventory report. At the termination or conclusion of this Agreement, COUNTY may at its discretion, authorize the continued use of COUNTY equipment and/or property for performance of work under a different COUNTY agreement.

3. NON-DISCRIMINATION

A. General

According to the California Constitution, Article 1, § 31 and the California Government Code §12940, no person will, on the grounds of any of the protected categories listed therein, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under this Agreement.

B. Employment

CONTRACTOR will ensure equal employment opportunity based on objective standards of recruitment, selection, promotion, classification, compensation, performance evaluations, and management relations, for all employees under this Agreement. CONTRACTOR's personnel policies will be made available to COUNTY upon request

4. AMERICANS WITH DISABILITIES ACT

CONTRACTOR agrees to ensure that deliverables developed and produced pursuant to this Agreement shall comply with the accessibility requirements of § 508 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) as amended, and regulations implementing that Act as set forth in 36 C.F.R. Part 1194. In 1998, Congress amended the Rehabilitation Act of 1973 to require federal agencies to make their electronic and information technology (EIT) accessible to people with disabilities. California Government Code §11135 codifies § 508 of the ADA, requiring accessibility of electronic and information technology.

5. PUBLICATIONS AND PRESENTATIONS

All publications, presentations, website content, printed materials, brochures, and media campaign elements developed or distributed under this Agreement shall meet all VCBH logo guidelines and regulations. All publication/distribution materials featuring the VCBH logo must receive approval for publication/distribution from the COUNTY.

6. CULTURAL AND LINGUISTIC COMPETENCE

CONTRACTOR agrees to comply with applicable Federal, State, and local statutory mandates concerning the delivery of cultural and linguistic competence services to clients and consumers. CONTRACTOR shall develop and maintain a Cultural Competence Plan (CCP) that contains data and supporting documentation that is inclusive of policies and procedures, operational practices, and Evidence Based Practices that demonstrate a commitment to cultural and linguistic competence. COUNTY will provide CONTRACTOR with training and guidance on the CCP and reporting requirements. Following training regarding the CCP and reporting requirements, CONTRACTOR will submit a CCP within ninety (90) days. After initial CCP training and submittal, CONTRACTOR must submit a CCP annually thereafter within sixty (60) days of the start of the fiscal year. CONTRACTOR shall demonstrate its capacity to provide culturally competent services to culturally diverse clients and their families by reporting on the cultural competence data elements in CONTRACTOR's CCP.

7. SUBSTITUTION

If particular people are identified in this Exhibit "A" as working under this Agreement, the CONTRACTOR will not assign others to work in their place without written permission from

the or VCBH DIRECTOR or his/her authorized representative. Any substitution will be with a person of commensurate experience and knowledge.

8. CONTRACT MONITORING AND REPORTING

The COUNTY will have the right to review the work being performed by the CONTRACTOR under this Agreement at any time during the CONTRACTOR's usual working hours. Review, checking, approval or other action by the COUNTY will not relieve CONTRACTOR of CONTRACTOR's responsibility for the thoroughness of the services to be provided hereunder.

CONTRACTOR shall provide reports as required by the VCBH DIRECTOR, by the State, or Federal Government regarding CONTRACTOR's activities and operations as they relate to CONTRACTOR's performance under this Agreement. COUNTY shall provide CONTRACTOR with an explanation of the procedures and/or format for reporting any information as may be required under this Agreement

9. AUDIT RECORD RETENTION REQUIREMENTS

A. Maintenance of Records

CONTRACTOR shall maintain sufficient books, records, documents, data, internal controls, accounting procedures, financial records, and other evidence necessary for COUNTY, State, or Federal authorized representatives to have access to, examine or audit contract performance and contract compliance. These records shall reflect all direct and indirect costs of whatever nature claimed to have been incurred in the performance of the Agreement, including any matching costs and expenses. CONTRACTOR shall make these records/information available to COUNTY, State, or Federal authorized representatives upon request, to evaluate the quality and quantity of services, accessibility and appropriateness of services, and to ensure internal controls and fiscal accountability. Regardless of the location or ownership of such records/information, they shall be sufficient to determine if costs incurred by CONTRACTOR are reasonable, allowable, and allocated appropriately. CONTRACTOR's facility or office or such part thereof as may be engaged in the performance of this Agreement and his/her records shall be subject to inspection, audit, and reproduction. Announced and unannounced visits may be made at the discretion of COUNTY and DHCS. All records must be capable of verification by qualified auditors. Interviews with any employee who might reasonably have information related to such records will be allowed. The refusal of CONTRACTOR to permit access to, and inspection of, electronic or print books and records, physical facilities, and/or refusal to permit interviews with employees, as described in this part constitutes an express and immediate material breach of this Agreement and will be sufficient basis to terminate the Agreement for cause or default.

- 1) CONTRACTOR shall include in any contract with an audit firm a clause to permit access by COUNTY, State, or Federal authorized representatives to the working papers of the external independent auditor, and require that copies of the working papers shall be made for COUNTY, State, or Federal authorized representatives at their request.
- 2) CONTRACTOR shall keep adequate and sufficient financial records and statistical data to support the year-end documents filed with COUNTY, State, or Federal governments (as applicable). All records must be capable of verification by qualified auditors.
- 3) Accounting records and supporting documents shall be retained for a ten (10) year period from the date the year-end cost settlement report was approved by the State (DHCS) for interim settlement. If this Agreement is completely or partially terminated, the records relating to the work terminated shall be preserved and made available for a period of ten (10) years from the date of any resulting final settlement. If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the ten (10) year period, the records shall be retained until completion of the action and resolution of all issues which arise from it, (including any appeal in the action), or until the end of the regular ten (10) year period, whichever is later. When an audit by the Federal Government, DHCS, Department of General Services, Bureau of States Audits, California State Auditor, Comptroller General of the United States has been started before the expiration of the ten (10) year period, the records shall be retained until completion of the audit and final resolution of all issues that arise in the audit. Final settlement shall be made at the end of the audit and appeal process. If an audit has not been completed within ten (10) years, the interim settlement shall be considered as the final settlement.
- 4) Financial records shall be retained or preserved so that they clearly reflect the source of funding for each type of service for which reimbursement is claimed. These records include, but are not limited to, all ledgers, books, vouchers, time sheets, payrolls, appointment schedules, client data cards, and schedules for allocating costs. All records must be capable of verification by qualified auditors.
- 5) CONTRACTOR shall preserve and make available their records for: (1) a period of ten (10) years from the date of final payment under this Agreement, and (2) such longer period, if any, as is required by applicable statute, by any other provision of this Agreement, or by subparagraphs (a) or (b) below.
 - a. If this Agreement is completely or partially terminated, the records relating to the work terminated shall be preserved and made available for a period of three years from the date of any resulting final settlement.
 - b. If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the ten (10) year period, the records shall be retained until completion of the action and resolution

of all issues which arise from it, or until the end of the regular ten (10) year period, whichever is later.

- 6) Should this Agreement be terminated, or CONTRACTOR ceases to conduct business in its entirety, CONTRACTOR will work to collaborate in good faith with COUNTY to facilitate COUNTY obtaining and retaining CONTRACTOR's fiscal and program records for the required retention period. CONTRACTOR will provide the records to COUNTY in the format and method required to comply with all Federal, State, COUNTY, and local laws, regulations, and requirements.

10. **VERIFICATION OF SERVICES AND SITE INSPECTION**

CONTRACTOR's fiscal and program performance and reported delivery of service will be subject to verification, inspection, and monitoring. CONTRACTOR's contracted activities shall be monitored to ensure that all funds are used for authorized purposes, in compliance with Federal, State, and County statutes, regulations, and the terms and conditions of the Federal, State, and County funding and/or grant and that performance goals are achieved. The COUNTY, State, or Federal government, through any authorized representatives, may in its sole discretion inspect or otherwise evaluate the work performed and the premises where the work is being performed through periodic or unannounced inspections and monitoring reviews during normal business hours. County, State, and Federal government authorized representatives may use a variety of monitoring mechanisms to meet their monitoring objectives, including limited scope audits, on-site visits, progress reports, financial reports, reviews of documentation support requests for reimbursement, desk audits, and any other monitoring mechanisms needed to determine compliance. CONTRACTOR shall provide all reasonable facilities and assistance for the safety and convenience of the authorized representatives in the performance of their duties and so as not to unduly delay the inspection and monitoring work.

The refusal of the CONTRACTOR to permit access to, examination/inspection of, or audit of electronic or print books, records, physical facilities, and/or refusal to permit interviews with employees, constitutes an express and immediate material breach of the Agreement and will be sufficient basis to terminate the Agreement for cause or default.

Inspection and monitoring audit reports shall reflect all findings, recommendations, adjustments, and corrective actions required. If the results of any inspections and monitoring reviews require corrective action, CONTRACTOR will be required to submit a CAP no later than thirty (30) days after receiving the findings of such review(s).

11. **SINGLE AUDIT/AUDIT**

If CONTRACTOR receives and expends more than \$750,000 in Federally allocated awards (associated with an Assistance Listing number- see [beta.SAM.gov](https://www.sam.gov)) in a fiscal year, CONTRACTOR agrees to obtain a single audit report from an independent certified public accountant in accordance with the Single Audit Act of 1984, as amended, and the United States Office of Management and Budget "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards."

If CONTRACTOR is not required to conduct a single audit as specified above, COUNTY, in its sole discretion, may require CONTRACTOR to conduct a financial opinion audit performed by a certified public accountant. In either case, such audits shall be submitted to the VCBH Contracts Administration and Fiscal divisions and COUNTY Auditor Controller within one hundred eighty (180) days of the fiscal year end. Any extension of the due date must be approved in writing by the VCBH Contracts Administration division. All audit costs are the sole responsibility of the CONTRACTOR. CONTRACTOR agrees to take prompt corrective action to eliminate any material non-compliance or weakness found as a result of any audit.

12. **ADDITIONAL RESTRICTIONS**

- A. This Agreement is subject to any additional restrictions, limitations, or conditions enacted by the Congress, or any statute enacted by the Congress, which may affect the provisions, terms, or funding of this Agreement in any manner.
- B. Noncompliance with the requirements of nondiscrimination in services shall constitute grounds for DHCS/COUNTY to withhold payments under this Agreement or terminate all, or any type, of funding provided hereunder.
- C. This Agreement is subject to any additional restrictions, limitations, or conditions enacted by the federal or state governments that affect the provisions, terms, or funding of this Agreement in any manner.
- D. CONTRACTOR shall also comply with Enclosure 2 of COUNTY's Intergovernmental Agreement with DHCS, incorporated by reference.

EXHIBIT "D"
BUSINESS ASSOCIATE AGREEMENT

All terms used herein have the same meaning as those terms in the Health Insurance Portability and Accountability Act (HIPAA) Rules.

A. Definitions

- 1) Business Associate shall mean **UNITED PARENTS**.
- 2) Covered Entity shall mean the County of Ventura.
- 3) HIPAA Rules shall mean the Privacy, Security, Breach Notification, and Enforcement Rules at 45 C.F.R. Part 160 and part 164.

B. Obligations and Activities of Business Associate

- 1) Business Associate agrees to not Use or Disclose Protected Health Information other than as permitted or required by the Agreement or as Required By Law.

- 2) Business Associate agrees to use appropriate safeguards and comply with Subpart C of 45 C.F.R. Part 164 (the 'Security Rule') with respect to Electronic Protected Health Information, to prevent Use or Disclosure of the Protected Health Information, other than as provided for by this Agreement. Such safeguards and compliance with the Security Rule shall include compliance with the administrative, physical, and technical safeguards and documentation requirements set forth in 45 C.F.R. 164.308, 164.310, 164.312, and 164.316.
- 3) Business Associate agrees to mitigate, to the extent practicable, any harmful effect of a Use or Disclosure of Protected Health Information by Business Associate in breach of the requirements of this Agreement.
- 4) Business Associate agrees to report to Covered Entity, in writing, within forty-eight (48) hours of the discovery of any Use, Disclosure, or Breach of the Protected Health Information not provided for by this Agreement of which it becomes aware, including any Breach of Unsecured Protected Health Information, as required by 45 C.F.R. 164.410 (the "Data Breach Notification Rule"), and any Security Incident of which Business Associate becomes aware. Such notice shall include the identity of each Individual whose Protected Health Information or Unsecured Protected Health Information was or is reasonably believed by Business Associate to have been accessed, acquired, Used, or Disclosed during the Breach.
- 5) Business Associate agrees, in accordance with 45 C.F.R. Parts 164.502(e)(1)(ii) and 164.308(b)(2), to ensure that any agent, including a Subcontractor who creates, receives, maintains or transmits Protected Health Information on behalf of Business Associate in connection with the services provided to Covered Entity, agrees to the same restrictions and conditions that apply through this Agreement, to Business Associate with respect to such information, including Electronic Protected Health Information. If Business Associate knows of a pattern of activity or practice of a Subcontractor that constitutes a material breach or violation of the Subcontractor's obligations under the Agreement (or other arrangement) between Subcontractor and Business Associate, Business Associate will take reasonable steps to cure the breach or end the violation, as applicable, and, if such steps are unsuccessful, Business Associate will terminate the Agreement (or other arrangement), if feasible.
- 6) Business Associate agrees to provide access, at the request of Covered Entity, to Protected Health Information in a Designated Record Set (including Protected Health Information that is maintained in one or more Designated Record Sets electronically), to Covered Entity or, as directed by Covered Entity, to an Individual in order to meet the requirements under 45 C.F.R. Part 164.524.
- 7) Business Associate agrees to make Protected Health Information in a Designated Record Set available for amendment and incorporate any amendments to Protected Health Information as directed by Covered Entity pursuant to 45 C.F.R. 164.526.

- 8) Business Associate agrees that to the extent Business Associate is to carry out one or more of Covered Entity's obligation(s) under Subpart E of 45 C.F.R. Part 164, Business Associate will comply with the requirements of Subpart E that apply to Covered Entity in the performance of such obligations.
- 9) Business Associate agrees to make internal practices, books, and records, including policies and procedures and Protected Health Information, relating to the Use and Disclosure of Protected Health Information received from or created, maintained or received by Business Associate on behalf of Covered Entity available to the Covered Entity, or to the Secretary of the Department of Health and Human Services (Secretary), as applicable, for the purposes of the Secretary determining Covered Entity's compliance with the HIPAA Rules.
- 10) Business Associate agrees to maintain and make available the information required to permit Covered Entity to respond to a request by an individual for an accounting of Disclosures of Protected Health Information in accordance with 45 C.F.R. 164.528.
- 11) Business Associate shall not directly or indirectly receive remuneration in exchange for any Protected Health Information concerning an Individual unless Business Associate obtains from the Individual, in accordance with 45 C.F.R. 164.508(a)(4), a valid authorization that includes a statement that the disclosure will result in remuneration to the Business Associate (or Covered Entity, if applicable). This paragraph shall not apply to remuneration received in circumstances specified in 45 C.F.R. 164.502(a)(5)(ii)(B)(2).

C. Permitted General Uses and Disclosures by Business Associate

- 1) Except as otherwise limited in this Agreement, Business Associate may Use or Disclose Protected Health Information to perform functions, activities, or services for, or on behalf of, Covered Entity as specified in the **Prevention and Early Intervention** services.
- 2) Business Associate may Use or Disclose Protected Health Information as Required by Law.
- 3) Business Associate agrees that when Using or Disclosing Protected Health Information or when requesting Protected Health Information, it will make reasonable efforts to limit the Protected Health Information to the Minimum Necessary to accomplish the intended purpose of the Use, Disclosure, or Request, and will comply with the Minimum Necessary policies and procedures of Covered Entity.
- 4) Business Associate will only Use or Disclose Protected Health Information in a manner that would not violate the HIPAA Rules if done by Covered Entity, except for the specific Uses and Disclosures set forth herein.

D. Specific Use and Disclosure Provisions

- 1) Except as otherwise limited in this Agreement, Business Associate may Use Protected Health Information for the proper management and administration of Business Associate or to carry out the legal responsibilities of Business Associate.
- 2) Except as otherwise limited in this Agreement, Business Associate may Disclose Protected Health Information received in its capacity as a Business Associate for the proper management and administration of the Business Associate, provided that the Disclosures are Required by Law, or Business Associate obtains reasonable assurances from the person to whom the information is Disclosed that it will remain confidential and be Used or further Disclosed only as Required by Law or of the purpose for which it was Disclosed to the person and the person notifies the Business Associate of any instances of which it is aware in which the confidentiality of the information has been breached.
- 3) Except as otherwise limited in this Agreement, Business Associate may Use Protected Health Information to provide Data Aggregation services to Covered Entity as permitted by 45 C.F.R. 164.504(e)(2)(i)(B).
- 4) Business Associate may De-Identify Covered Entity's Protected Health Information and Use and Disclosure the De-Identified information without restriction.
- 5) Business Associate may use Protected Health Information to report violations of law to appropriate Federal and State authorities, consistent with 45 C.F.R. 164.502(j) (1).

E. Obligations of Covered Entity

- 1) Covered Entity shall notify Business Associate of any limitation(s) in its Notice of Privacy Practices of Covered Entity in accordance with 45 C.F.R. 164.520, to the extent that such limitation may affect Business Associate's Use or Disclosure of Protected Health Information.
- 2) Covered Entity shall notify Business Associate of any changes in, or revocation of, permission by an Individual to Use or Disclose Protected Health Information, to the extent that such changes may affect Business Associate's Use or Disclosure of Protected Health Information.
- 3) Covered Entity shall notify Business Associate of any restriction on the Use or Disclosure of Protected Health Information that Covered Entity has agreed to in accordance with 45 C.F.R. 164.522, to the extent that such restriction may affect Business Associate's Use or Disclosure of Protected Health Information.

F. Permissible Requests by Covered Entity

Covered Entity shall not request Business Associate to Use or Disclose Protected Health Information in any manner that would not be permissible under the HIPAA Rules if done by Covered Entity.

G. Term and Termination

- 1) Term. This Agreement shall be effective as of **July 1, 2025**, and shall terminate when all of the Protected Health Information provided by Covered Entity to Business Associate, or created or received by Business Associate on behalf of Covered Entity, is destroyed or returned to Covered Entity, or, if it is infeasible to return or destroy the Protected Health Information, protections are extended to such information, in accordance with the termination provisions in this section
- 2) Termination for Cause. Business Associate authorizes termination of this Agreement if Covered Entity determines Business Associate has violated a material term of the Agreement and/or if Business Associate has not cured the breach or ended the violation within the time specified by the Covered Entity.
- 3) Obligations of Business Associate Upon Termination
 - a. Except as provided in paragraph (2) of this Section, upon termination of this Agreement for any reason, Business Associate shall return or destroy all Protected Health Information received from Covered Entity, or created, maintained, or received by Business Associate on behalf of Covered Entity. This provision shall apply to Protected Health Information that is in the possession of Subcontractors or agents of Business Associate. Business Associate shall retain no copies of the Protected Health Information.
 - b. In the event that Business Associate determines that returning or destroying the Protected Health Information is infeasible, Business Associate shall provide to Covered Entity notification of the conditions that make return or destruction infeasible. If such return or destruction of Protected Health Information is not feasible, Business Associate shall extend the protections of this Agreement to such Protected Health Information and limit further Uses and Disclosures of such Protected Health Information to those purposes that make the return or destruction infeasible, for so long as Business Associate maintains such Protected Health Information. To the extent it later becomes feasible to return or destroy such Protected Health Information, Business Associate shall do so in accordance with paragraph (1) of this Section.
 - c. The rights and obligations under this Section shall survive the termination of this Agreement.

H. Miscellaneous

- 1) Regulatory References. A reference in this Agreement to a section of the HIPAA Rules means the section as in effect or as amended.

- 2) Amendment. The Parties agree to take such action as is necessary to amend this Agreement from time to time as is necessary for Covered Entity to comply with the requirements of the HIPAA Rules, or any other applicable law.
- 3) Interpretation. Any ambiguity in this Agreement shall be resolved to permit Covered Entity and Business Associate to comply with the HIPAA Rules.