

## Modification #2 to Subcontract Agreement

**Subcontract ID:** 7460-CA MOBILE CRISIS (CCMU-IMPL)-VENTURA-01G

**Subcontract Effective Date:** As of September 1, 2021

**Extension/ Modification Date:** Effective as of January 31, 2024

**Subcontractor:** VENTURA COUNTY BEHAVIORAL HEALTH ("VENTURA")  
**ATTN:** MARYZA SEAL, VCBH Contracts Manager  
 VCBH Contracts Administration team  
 1911 Williams Drive, Suite 200, Oxnard, CA 93036  
 (805) 981-3352  
 Email address: [Maryza.Seal@ventura.org](mailto:Maryza.Seal@ventura.org);  
[sara.sanchez@ventura.org](mailto:sara.sanchez@ventura.org); [Noemi.Reyes@ventura.org](mailto:Noemi.Reyes@ventura.org)

**Contract ID:** **Client:** California Department of Health Care Services  
**Agreement No.:** 21-10349  
**Contract Title:** "Behavioral Health Mobile Crisis and Non-crisis Services (Mobile Crisis)"

**AHP Staff Contact(s):** **AHP Project Director:** Monica Reeves  
 131 N. El Molino, Suite 380  
 Pasadena, CA 91101  
 Tel: 978-261-1483 (o)/ [mreeves@ahpnet.com](mailto:mreeves@ahpnet.com)

### **Recitals:**

**WHEREAS**, the parties wish to make certain written changes to this Subcontract Agreement: 7460-CA MOBILE CRISIS (CCMU-IMPL)-VENTURA-01G, and

**NOW, THEREFORE**, in consideration of the mutual covenants and agreements set forth, the Agreement is modified as follows:

\*\*\*\*\*

1. The Subcontract ID going forward shall be designated as "7460-CA MOBILE CRISIS (CCMU-IMPL)-VENTURA-01G"
2. This Modification further corrects a computational error in the earlier Statement of Work, resulting in recalculated BHCIP funding to each of Quarters 10-15, as follows:

**Quarter 10:** From TWENTY-FOUR THOUSAND, SEVEN HUNDRED TWELVE DOLLARS AND ZERO CENTS (\$24,712.00) to TWENTY-FOUR THOUSAND, THREE HUNDRED FORTY-SEVEN DOLLARS AND ZERO CENTS (**\$24,347.00**).

**Quarter 11:** From TWENTY-FOUR THOUSAND, SEVEN HUNDRED FOURTEEN DOLLARS AND ZERO CENTS (\$24,714.00) to TWENTY-FOUR THOUSAND, THREE HUNDRED FIFTY DOLLARS AND ZERO CENTS (**\$24,350.00**).

**Quarter 12:** From TWENTY-FIVE THOUSAND, FOUR HUNDRED FIFTY-TWO DOLLARS AND ZERO CENTS (\$25,452.00) to TWENTY-FOUR THOUSAND, EIGHT HUNDRED SEVENTY-ONE DOLLARS AND ZERO CENTS (**\$24,871.00**).

**Quarter 13:** From TWENTY-FIVE THOUSAND, FOUR HUNDRED FIFTY-SIX DOLLARS AND ZERO CENTS (\$25,456.00) to TWENTY-FOUR THOUSAND, EIGHT HUNDRED SEVENTY-FIVE DOLLARS AND ZERO CENTS (**\$24,875.00**).

**Quarter 14:** From TWENTY-FIVE THOUSAND, FOUR HUNDRED FIFTY-SIX DOLLARS AND ZERO CENTS (\$25,456.00) to TWENTY-FOUR THOUSAND, EIGHT HUNDRED SEVENTY-FIVE DOLLARS AND ZERO CENTS (**\$24,875.00**).

**Quarter 15:** From TWENTY-FIVE THOUSAND, FOUR HUNDRED FIFTY-SIX DOLLARS AND ZERO CENTS (\$25,456.00) to TWENTY-FOUR THOUSAND, EIGHT HUNDRED SEVENTY-FIVE DOLLARS AND ZERO CENTS (**\$24,875.00**).

3. BHCIP funding under the Subcontract is adjusted, with a decrease in the amount of THREE THOUSAND, FIFTY-FOUR DOLLARS AND ZERO CENTS (**\$3,054.00**).
4. Direct Services *Mental Health Block Grant* ("MHBG") funding has been added to the Subcontract Deliverables, in the total amount of TWO HUNDRED EIGHT THOUSAND ONE HUNDRED SEVENTY DOLLARS AND EIGHTY-NINE CENTS (**\$208,170.89**), and as follows:
  - a. Quarters 10, 11, 12, 13, and 14, in the amount of THIRTY-FOUR THOUSAND SIX HUNDRED NINETY-FIVE DOLLARS AND FIFTEEN CENTS (\$34,695.15).
  - b. Quarter 15, in the amount of THIRTY-FOUR THOUSAND SIX HUNDRED NINETY-FIVE DOLLARS AND FOURTEEN CENTS (\$34,695.14).
5. Total consideration under the Subcontract is a *net increase* from SEVEN HUNDRED FIFTY-EIGHT THOUSAND, EIGHT HUNDRED FORTY-EIGHT DOLLARS AND ZERO CENTS (**\$758,848.00**) to NINE HUNDRED SIXTY-THREE THOUSAND, NINE HUNDRED SIXTY-FOUR DOLLARS AND EIGHTY-NINE CENTS (**\$963,964.89**).
6. The **Revised** Statement of Work ("SOW") is attached hereto as Attachment D and incorporated into this Subcontract.
7. The **Revised** Payment Schedule is attached hereto as Attachment E and incorporated into this Subcontract.
8. Facsimile/electronic/scanned signatures are acceptable and effective for purposes of this Extension/ Modification as though an original inked signature.
9. All other terms and conditions of the Subcontract Agreement remain in effect.

THIS MODIFICATION CONSISTS OF **TWO (2)** TYPEWRITTEN PAGE(S),  
TOGETHER WITH THE FOLLOWING DOCUMENTS INCORPORATED HEREIN:

<input checked="" type="checkbox"/>	ATTACHMENT D	<b>REVISED SOW</b>
<input checked="" type="checkbox"/>	ATTACHMENT E	<b>REVISED PAYMENT SCHEDULE</b>

IN WITNESS THEREOF, the parties have executed this Modification as of the day and year last written below.

<b>ADVOCATES FOR HUMAN POTENTIAL, INC.</b>	<b>VENTURA COUNTY BEHAVIORAL HEALTH</b>
Signature: <div> DocuSigned by:    Charlie Galland, General Counsel  AEB9BE9892F6471... </div>	Signature: 
Name: <b>CHARLES GALLAND</b>	Printed Name: <b>Dr. Loretta Demering DPH HS</b>
Title: <b>GENERAL COUNSEL</b>	Title: <b>BH Director</b>
Date: <b>7/2/2024</b>	Date: <b>6-26-2024</b>

# ATTACHMENT D

## **REVISED** STATEMENT OF WORK

7460-CA MOBILE CRISIS (CCMU-IMPL)-VENTURA-01G

Item	Time Period	Description/Equipment/Deliverable	Amount	Due Date
1-11	<b>Covering Quarters 1-9</b> (September 1, 2021 – December 31, 2023)	Equipment and/or Deliverables are incorporated by reference herein, and are deemed completed, subject to any remaining invoicing.		12/31/2023 <i>Completed</i>
<b>Years 1 and 2, and Year 3 Partial (July 1, 2023 – December 31, 2023) Subtotal</b>			<b>\$607,602.00</b>	

Item	Billing Code	Description/Deliverable	Amount	Due Date
12.	7460.01-002-0000  <b>Quarter 10</b>  January 1, 2024 – March 31, 2024	<b>INFRASTRUCTURE (BHICP Funds):</b>  <b>Activities/Deliverables that build the CCMU Infrastructure:</b> <ul style="list-style-type: none"> <li>a. <b>Field Communications for CCMU: THREE THOUSAND FIVE HUNDRED TEN DOLLARS AND NO CENTS (\$3,510.00).</b> Conduct field communications, monitoring and maintaining push technology application, social media software and hardware.</li> <li>b. <b>Dispatch of CCMU teams: SIX THOUSAND EIGHT HUNDRED THIRTY-SIX DOLLARS AND NO CENTS (\$6,836.00).</b> Conduct dispatch and set up phone system for receiving calls from Access Line/Crisis Team.</li> <li>c. <b>Coordination and planning activities with local and regional organizations and/or to manage multiple CCMUs: TWELVE THOUSAND SIX HUNDRED SEVENTY DOLLARS AND NO CENTS (\$12,670.00).</b> Participate in meetings will be arranged between supervisors of this new CCMU and the existing CCMU to ensure coordination and collaboration. External coordination as needed with law enforcement agencies, local schools, hospitals, psychiatric hospitals, and community partners.</li> </ul>	\$24,347.00	March 31, 2024

	7460.01-006-0000	<p><b>d. Marketing for CCMU services: ONE THOUSAND THREE HUNDRED THIRTY-ONE DOLLARS AND NO CENTS (\$1,331.00).</b> Purchase business cards and flyers.</p> <p><b><i>DIRECT SERVICES (Mental Health Block Grant [MHBG]): Deliver Mobile Crisis Response Services Through one(1) team:</i></b> <i>The grantee shall provide salary and benefits to mobile crisis team members.</i></p>	\$34,695.15	
13.	<p>7460.01-002-0000</p> <p><b>Quarter 11</b> <i>April 1, 2024 – June 30, 2024</i></p>	<p><b>INFRASTRUCTURE (BHCIP Funds):</b> <b>Activities/Deliverables that build the CCMU Infrastructure:</b></p> <p><b>a. Field Communications for CCMU: THREE THOUSAND FIVE HUNDRED TWELVE DOLLARS AND NO CENTS (\$3,512.00).</b> Conduct field communications, monitoring and maintaining push technology application, social media software and hardware.</p> <p><b>b. Dispatch of CCMU teams: SIX THOUSAND EIGHT HUNDRED THIRTY-SIX DOLLARS AND NO CENTS (\$6,836.00).</b> Conduct dispatch and set up phone system for receiving calls from Access Line/Crisis Team.</p> <p><b>c. Coordination and planning activities with local and regional organizations and/or to manage multiple CCMUs: TWELVE THOUSAND SIX HUNDRED SEVENTY DOLLARS AND NO CENTS (\$12,670.00).</b> Participate in meetings between supervisors of this new CCMU and the existing CCMU to ensure coordination and collaboration. External coordination as needed with law enforcement agencies, local schools, hospitals, psychiatric hospitals, and community partners.</p> <p><b>d. Marketing for CCMU services: ONE THOUSAND THREE HUNDRED THIRTY-ONE DOLLARS AND NO CENTS (\$1,331.00).</b> Purchase business cards and flyers.</p>	\$24,349.00	June 30, 2024
	7460.01-006-0000	<p><b><i>DIRECT SERVICES (MHBG Funds): Deliver Mobile Crisis Response Services Through one (1) team:</i></b> <i>The grantee shall provide salary and benefits to mobile crisis team members.</i></p>	\$34,695.15	
<b>Partial Year 3 (Quarters 10 and 11) Subtotal:</b>			<b>\$118,086.30</b>	

14.	<p>7460.01-002-0000</p> <p><b>Quarter 12</b></p> <p><i>July 1, 2024 – September 30, 2024</i></p>	<p><b>INFRASTRUCTURE (BHCIP Funds):</b></p> <p><b>Activities/Deliverables that build the CCMU Infrastructure:</b></p> <ul style="list-style-type: none"> <li>a. <b>Field Communications for CCMU: THREE THOUSAND SIX HUNDRED SEVENTEEN DOLLARS AND NO CENTS (\$3,617.00).</b> Conduct field communications, monitoring and maintaining push technology application, social media software and hardware.</li> <li>b. <b>Dispatch of CCMU teams: SIX THOUSAND EIGHT HUNDRED THIRTY-SIX DOLLARS AND NO CENTS (\$6,836.00).</b> Conduct dispatch and set up phone system for receiving calls from Access Line/Crisis Team.</li> <li>c. <b>Coordination and planning activities with local and regional organizations and/or to manage multiple CCMUs: THIRTEEN THOUSAND FORTY-SIX DOLLARS AND NO CENTS (\$13,046.00).</b> Participate in meetings between supervisors of this new CCMU and the existing CCMU to ensure coordination and collaboration. External coordination as needed with law enforcement agencies, local schools, hospitals, psychiatric hospitals, and community partners.</li> <li>d. <b>Marketing for CCMU services: ONE THOUSAND THREE HUNDRED SEVENTY-TWO DOLLARS AND NO CENTS (\$1,372.00).</b> Purchase business cards and flyers.</li> </ul> <p><b>DIRECT SERVICES (MHBG Funds):</b> <b>Deliver Mobile Crisis Response Services Through one (1) team:</b> <i>The grantee shall provide salary and benefits to mobile crisis team members.</i></p>	<p>\$24,871.00</p> <p>\$34,695.15</p>	<p>September 30, 2024</p>
15.	<p>7460.01-002-0000</p> <p><b>Quarter 13</b></p> <p><i>October 1, 2024 – December 31, 2024</i></p>	<p><b>INFRASTRUCTURE (BHCIP Funds):</b></p> <p><b>Activities/Deliverables that build the CCMU Infrastructure:</b></p> <ul style="list-style-type: none"> <li>a. <b>Field Communications for CCMU: THREE THOUSAND SIX HUNDRED SEVENTEEN DOLLARS AND NO CENTS (\$3,617.00).</b></li> </ul>	<p>\$24,875.00</p>	<p>December 31, 2024</p>

	7460.01-006-0000	<p>Conduct field communications, monitoring and maintaining push technology application, social media software and hardware.</p> <p><b>b. Dispatch of CCMU teams: SIX THOUSAND EIGHT HUNDRED THIRTY-SIX DOLLARS AND NO CENTS (\$6,836.00).</b></p> <p>Conduct dispatch and set up phone system for receiving calls from Access Line/Crisis Team.</p> <p><b>c. Coordination and planning activities with local and regional organizations and/or to manage multiple CCMUs: THIRTEEN THOUSAND FIFTY DOLLARS AND NO CENTS (\$13,050.00).</b></p> <p>Participate in meetings between supervisors of this new CCMU and the existing CCMU to ensure coordination and collaboration. External coordination as needed with law enforcement agencies, local schools, hospitals, psychiatric hospitals, and community partners.</p> <p><b>d. Marketing for CCMU services: ONE THOUSAND THREE HUNDRED SEVENTY-TWO DOLLARS AND NO CENTS (\$1,372.00).</b></p> <p>Purchase business cards and flyers.</p> <p><b><i>DIRECT SERVICES (MHBG Funds):</i></b>  <b><i>Deliver Mobile Crisis Response Services Through one (1) team:</i></b>  <i>The grantee shall provide salary and benefits to mobile crisis team members.</i></p>	\$34,695.15	
16.	7460.01-002-0000  <b>Quarter 14</b> <i>January 1, 2025 – March 31, 2025</i>	<p><b>INFRASTRUCTURE (BHCIP Funds):</b></p> <p><b>Activities/Deliverables that build the CCMU Infrastructure:</b></p> <p><b>a. Field Communications for CCMU: THREE THOUSAND SIX HUNDRED SEVENTEEN DOLLARS AND NO CENTS (\$3,617.00).</b></p> <p>Conduct field communications, monitoring and maintaining push technology application, social media software and hardware.</p> <p><b>b. Dispatch of CCMU teams: SIX THOUSAND EIGHT HUNDRED THIRTY-SIX DOLLARS AND NO CENTS (\$6,836.00).</b></p> <p>Conduct dispatch and set up phone system for receiving calls from Access Line/Crisis Team.</p> <p><b>c. Coordination and planning activities with local and regional organizations and/or to manage multiple CCMUs: THIRTEEN THOUSAND FIFTY DOLLARS AND NO CENTS (\$13,050.00).</b></p>	\$24,875.00	March 31, 2025

	7460.01-006-0000	<p>Participate in meetings between supervisors of this new CCMU and the existing CCMU to ensure coordination and collaboration. External coordination as needed with law enforcement agencies, local schools, hospitals, psychiatric hospitals, and community partners.</p> <p><b>d. Marketing for CCMU services: ONE THOUSAND THREE HUNDRED SEVENTY-TWO DOLLARS AND NO CENTS (\$1,372.00).</b> Purchase business cards and flyers.</p> <p><b>DIRECT SERVICES (MHBG Funds):</b> <b>Deliver Mobile Crisis Response Services Through one (1) team:</b> <i>The grantee shall provide salary and benefits to mobile crisis team members.</i></p>	\$34,695.15	
17.	<p>7460.01-002-0000</p> <p><b>Quarter 15</b> <i>April 1, 2025 – June 30, 2025</i></p>	<p><b>INFRASTRUCTURE (BHCIP Funds):</b></p> <p><b>Activities/Deliverables that build the CCMU Infrastructure:</b></p> <p><b>a. Field Communications for CCMU: THREE THOUSAND SIX HUNDRED SEVENTEEN DOLLARS AND NO CENTS (\$3,617.00).</b> Conduct field communications, monitoring and maintaining push technology application, social media software and hardware.</p> <p><b>b. Dispatch of CCMU teams: SIX THOUSAND EIGHT HUNDRED THIRTY-SIX DOLLARS AND NO CENTS (\$6,836.00).</b> Conduct dispatch and set up phone system for receiving calls from Access Line/Crisis Team.</p> <p><b>c. Coordination and planning activities with local and regional organizations and/or to manage multiple CCMUs: THIRTEEN THOUSAND FIFTY-ONE DOLLARS AND NO CENTS (\$13,051.00).</b> Participate in meetings between supervisors of this new CCMU and the existing CCMU to ensure coordination and collaboration. External coordination as needed with law enforcement agencies, local schools, hospitals, psychiatric hospitals, and community partners.</p> <p><b>d. Marketing for CCMU services: ONE THOUSAND THREE HUNDRED SEVENTY-ONE DOLLARS AND NO CENTS (\$1,371.00).</b> Purchase business cards and flyers.</p>	\$24,875.00	June 30, 2025

	7460.01-006-0000	<b><i>DIRECT SERVICES (MHBG Funds):</i></b> <b><i>Deliver Mobile Crisis Response Services Through one (1) team:</i></b> <i>The grantee shall provide salary and benefits to mobile crisis team members.</i>	\$34,695.14	
<b>Year 4 Subtotal:</b>			<b>\$238,276.59</b>	

**SUMMARY**

<b>Years 1 and 2, and Year 3 Partial (7/1/2023 – 12/31/2023) Subtotal:</b>	<b>\$607,602.00</b>
<b>Partial Year 3 (Quarters 10 and 11) Subtotal:</b>	<b>\$118,086.30</b>
<b>Year 4 Subtotal:</b>	<b>\$238,276.59</b>
<b>SUBCONTRACT GRAND TOTAL</b>	<b>\$963,964.89</b>

## ATTACHMENT E

**REVISED** PAYMENT SCHEDULE

## 7460-CA MOBILE CRISIS (CCMU-IMPL)-VENTURA-01G

Description	Invoice Description	Amount Estimated
Equipment	Upon Completion of purchase with receipt for goods/equipment	\$98,038.00
<b>Total Equipment</b>		<b>\$98,038.00</b>

Quarter #/Date Range	Invoice Description	Amount of Invoice
Quarter 2: 1/1/22 – 3/31/22	Progress Report detailing progress made towards Deliverable 1.	\$42,871.00
Quarter 2: 1/1/22 – 3/31/22	Progress Report detailing progress made towards Deliverable 2 (CRRSAA funds).	\$64,860.00
Quarter 3: 4/15/2022 – 6/30/2022	Progress Report detailing progress made towards Deliverable 3.	\$33,067.00
Quarter 3: 4/15/2022 – 6/30/2022	Progress Report detailing progress made towards Deliverable 4 (CRRSAA funds).	\$64,860.00
Quarter 4: 7/1/22 – 9/30/22	Progress Report detailing progress made towards Deliverable 5.	\$26,216.00
Quarter 4: 7/1/22 – 9/30/22	Progress Report detailing progress made towards Deliverable 6 (CRRSAA funds).	\$28,627.00
Quarter 4: 7/1/22 – 9/30/22	Progress Report detailing progress made towards Deliverable 6 (Added CRRSAA funds Mod 1).	\$33,007.00
Quarter 5: 10/1/22 – 12/31/22	Progress Report detailing progress made towards Deliverable 7.	\$23,979.00
Quarter 5: 10/1/22 – 12/31/22	Progress Report detailing progress made towards Deliverable 7 (Added CRRSAA funds Mod 1).	\$61,634.00
Quarter 6: 1/1/23 – 3/30/23	Progress Report detailing progress made towards Deliverable 8.	\$26,219.00
Quarter 6: 1/1/23 – 3/30/23	Progress Report detailing progress made towards Deliverable 8 (Added CRRSAA funds Mod 1).	\$30,817.00
Quarter 7: 4/1/23 – 6/30/23	Progress Report detailing progress made towards Deliverable 9.	\$23,979.00
Quarter 8: 7/1/23 – 9/30/23	Progress Report detailing progress made towards Deliverable 10.	\$24,714.00
Quarter 9: 10/1/23 – 12/31/23	Progress Report detailing progress made towards Deliverable 11.	\$24,714.00


Quarter 10: 1/1/24 – 3/31/24	Progress Report detailing progress made towards Deliverable 12.	\$24,347.00
Quarter 10: 1/1/24 – 3/31/24	Progress Report detailing progress made towards Deliverable 12 (MHBG).	\$34,695.15
Quarter 11: 4/1/24 – 6/30/24	Progress Report detailing progress made towards Deliverable 13.	\$24,349.00
Quarter 11: 4/1/24 – 6/30/24	Progress Report detailing progress made towards Deliverable 13 (MHBG).	\$34,695.15
Quarter 12: 7/1/24 – 9/30/24	Progress Report detailing progress made towards Deliverable 14.	\$24,871.00
Quarter 12: 7/1/24 – 9/30/24	Progress Report detailing progress made towards Deliverable 14 (MHBG).	\$34,695.15
Quarter 13: 10/1/24 – 12/31/24	Progress Report detailing progress made towards Deliverable 15.	\$24,875.00
Quarter 13: 10/1/24 – 12/31/24	Progress Report detailing progress made towards Deliverable 15 (MHBG).	\$34,695.15
Quarter 14: 1/1/25 – 3/31/25	Progress Report detailing progress made towards Deliverable 16.	\$24,875.00
Quarter 14: 1/1/25 – 3/31/25	Progress Report detailing progress made towards Deliverable 16 (MHBG).	\$34,695.15
Quarter 15: 4/1/25 – 6/30/25	Progress Report detailing progress made towards Deliverable 17.	\$24,875.00
Quarter 15: 4/1/25 – 6/30/25	Progress Report detailing progress made towards Deliverable 17 (MHBG).	\$34,695.14
<b>Total Deliverables and Other Directs:</b>		<b>\$865,926.89</b>
<b>Total Deliverables, Other Direct, and Equipment:</b>		<b>\$963,964.89</b>

Certificate Of Completion

Envelope Id: C79FD0F154264C20820723A0FE15594E		Status: Completed
Subject: Complete with DocuSign: (EM) 7460-CA MOBILE CRISIS (CCMU-IMPL)-VENTURA-01G-MOD2.pdf		
SENDER:		
EM		
Source Envelope:		
Document Pages: 11	Signatures: 1	Envelope Originator:
Certificate Pages: 5	Initials: 0	AHP Contracts Department
AutoNav: Enabled		490b Boston Post Rd
Envelopeld Stamping: Enabled		suite 100
Time Zone: (UTC-08:00) Pacific Time (US & Canada)		Sudbury, MA 01776
		ahpcontracts@ahpnet.com
		IP Address: 75.97.97.106

Record Tracking

Status: Original	Holder: AHP Contracts Department	Location: DocuSign
7/2/2024 10:08:34 AM	ahpcontracts@ahpnet.com	

Signer Events	Signature	Timestamp
Charlie Galland, General Counsel cgalland@ahpnet.com General Counsel Security Level: Email, Account Authentication (None)	<div>DocuSigned by:  AEB9BE9892F5471...</div> Signature Adoption: Pre-selected Style Using IP Address: 71.184.210.3	Sent: 7/2/2024 10:13:10 AM Viewed: 7/2/2024 10:17:04 AM Signed: 7/2/2024 10:33:53 AM

Electronic Record and Signature Disclosure:  
Accepted: 7/2/2024 10:17:04 AM  
ID: f9860fd5-095d-4d34-a7da-fdb3e7aa07e9

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
Carbon Copy Events	Status	Timestamp

monica reeves mreeves@ahpnet.com Security Level: Email, Account Authentication (None)	<div>COPIED</div>	Sent: 7/2/2024 10:33:54 AM
Electronic Record and Signature Disclosure: Accepted: 6/8/2023 9:36:26 AM ID: 43f2ff40-d0ae-44c2-8674-9cb3bc7151c7		
AHP Finance contractsforfinance@ahpnet.com Security Level: Email, Account Authentication (None)	<div>COPIED</div>	Sent: 7/2/2024 10:33:55 AM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		

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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Envelope Sent	Hashed/Encrypted	7/2/2024 10:13:10 AM
Certified Delivered	Security Checked	7/2/2024 10:17:04 AM
Signing Complete	Security Checked	7/2/2024 10:33:53 AM
Completed	Security Checked	7/2/2024 10:33:55 AM

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, Jorge Elias (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 Jorge Elias:**

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: [ahpcontracts@ahpnet.com](mailto:ahpcontracts@ahpnet.com)

#### **To advise Jorge Elias 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 [ahpcontracts@ahpnet.com](mailto:ahpcontracts@ahpnet.com) 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 Jorge Elias**

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### **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>.

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