

CONTRACT

This "Contract" is entered into this 1st day of September, 2022, by and between County of Ventura, acting through its Behavioral Health Department, a primary service provider, hereinafter called "COUNTY," and CAREGIVERS: Volunteers Assisting the Elderly, hereinafter called "CONTRACTOR."

WITNESSETH

WHEREAS, it is necessary and desirable that CONTRACTOR be engaged by COUNTY for the purpose of performing Managing Assets for Security and Health (M.A.S.H) Senior Supports for Housing Stability services hereinafter described:

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 Exhibit "A", attached hereto, which by this reference, is made a part hereof.

2. PAYMENTS

In consideration of the services rendered in accordance with all terms, conditions and specifications set forth herein and in Exhibit "A", COUNTY will make payment to CONTRACTOR in the manner specified in Exhibit "B," attached hereto, which by this reference, is made a part hereof.

3. INDEPENDENT CONTRACTOR

No relationship of employer and employee is created by this Contract, it being understood that CONTRACTOR is an independent contractor, and neither CONTRACTOR nor any of the persons performing services for CONTRACTOR pursuant to this Contract, whether said person be member, partner, employee, subcontractor, or otherwise, will have any claim under this Contract 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.

It is further understood and agreed by the parties hereto that, except as provided in this Contract, 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 Contract, any third persons are employed by CONTRACTOR, such persons will be entirely and exclusively under 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 Contract.

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; and will indemnify and hold harmless the County of Ventura 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, for or on account of any liability under any of said Acts which may be incurred by reasons of any work to be performed under this Contract.

4. **NON-ASSIGNABILITY**

CONTRACTOR will not assign this Contract 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 Contract.

5. **TERM**

This Contract will be in effect from September 1, 2022 through June 30, 2027 subject to all the terms and conditions set forth herein.

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

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

6. **TERMINATION**

The Ventura County Behavioral Health (VCBH) Director or designee may terminate this Contract at any time for any reason by providing thirty (30) days written notice to CONTRACTOR. 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 Contract. On completion or termination of this Contract, 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 Contract 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 Contract 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 at law or under this Contract.

7. **DEFAULT**

If CONTRACTOR defaults in the performance of any term or condition of this Contract, CONTRACTOR must cure that default by a satisfactory performance within ten (10) days after service upon CONTRACTOR of written notice of the default. If CONTRACTOR fails to cure the default within that time, then COUNTY may terminate this Contract 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 Contract will be at the sole risk of 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, whether against CONTRACTOR, COUNTY or others, 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 Contract.

9. INSURANCE PROVISIONS

A) CONTRACTOR, at its sole cost and expense, will obtain and maintain in full force during the term, and any extension, of this Contract the following types of insurance:

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) Commercial 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, products/completed operations broad form blanket contractual and \$50,000 fire legal liability.
- 2) Commercial Automobile Liability coverage in the minimum amount of \$1,000,000 CSL bodily injury and property damage, including owned, non-owned and hired automobiles.
- 3) 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.
- 4) Professional Liability coverage in the minimum amount of \$1,000,000 each occurrence and \$2,000,000 aggregate.
- 5) CONTRACTOR shall also obtain and thereafter maintain insurance for the actual cash value of personal property including, but not limited to, furniture, fixtures, supplies, or materials supplied by COUNTY or purchased with funds provided by COUNTY against hazards of fire, burglary, vandalism, and malicious mischief. If funding has not been provided for the purchase of personal property as described herein, this subparagraph shall not apply.

C) COUNTY is to be notified immediately if any aggregate insurance limit is exceeded. Additional coverage must be purchased to meet requirements.

- D) The County of Ventura is to be named as Additional Insured as respects to work done by CONTRACTOR under the terms of this Contract for General Liability Insurance.
- E) CONTRACTOR agrees to waive all rights of subrogation against the County of Ventura, Its Boards, Agencies, Departments, Officers, Employees, Agents, and Volunteers for losses arising from work performed by CONTRACTOR under the terms of this Contract.
- F) Policies will not be canceled, non-renewed, or reduced in scope of coverage until after sixty (60) days written notice has been given to the County of Ventura, Risk Management Division.
- G) CONTRACTOR agrees to provide COUNTY with the following insurance documents on or before the effective date of this Contract:
 - 1. Certificates of Insurance for all required coverage.
 - 2. Additional Insured endorsement for General Liability Insurance.
 - 3. Waiver of Subrogation endorsement (a.k.a.: Waiver of Transfer Rights of Recovery Against Others or 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 Contract.

10. **NON-DISCRIMINATION**

A) General

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

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 Contract. CONTRACTOR's personnel policies will be made available to COUNTY upon request.

Employment and Services.

- 1. CONTRACTOR and its subcontractors will not discriminate against any employee or applicant for employment because of any of the protected categories listed within the California Government Code section 12940. CONTRACTOR and its subcontractors will take affirmative action to ensure that qualified applicants are employed, and that employees are treated during employment, without regard to their membership in the protected categories

listed in California Government Code section 12940. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and career development opportunities and selection for training, including apprenticeship. CONTRACTOR and its subcontractors agree to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Federal Government or DHCS, setting forth the provisions of the Equal Opportunity clause, Section 503 of the Rehabilitation Act of 1973 and the affirmative action clause required by the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (38 U.S.C. 4212). Such notices shall state the CONTRACTOR's and any subcontractor's obligation under the law to take affirmative action to employ and advance in employment qualified applicants without discrimination based on their race, color, religion, sex, national origin physical or mental handicap, disability, age or status as a disabled veteran or veteran of the Vietnam era and the rights of applicants and employees.

2. CONTRACTOR will, in all solicitations or advertisements for employees placed by or on behalf of CONTRACTOR, state that all qualified applicants will receive consideration for employment without regard to their membership in any of the protected categories listed in California Government Code section 12940.
3. CONTRACTOR will send to each labor union or representative of workers with which it has a collective bargaining agreement or other agreement or understanding a notice, to be provided by CONTRACTOR, advising the labor union or workers' representative of CONTRACTOR's commitments under the provisions herein and shall post copies of this notice in conspicuous places available to employees and applicants for employment.
4. CONTRACTOR will comply with all provisions of and furnish all information and reports required by Section 503 of the Rehabilitation Act of 1973, as amended, the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (38 U.S.C. 4212) and of the Federal Executive Order No. 11246 as amended, including by Executive Order 11375. 'Amending Executive Order 11246 Relating to Equal Employment Opportunity ', and as supplemented by regulation at 41 CFR part 60, "Office of the Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," and of the rules, regulations, and relevant orders of the Secretary of Labor.
5. CONTRACTOR will furnish all information and reports required by Federal Executive Order No. 11246 as amended, including by Executive Order 11375. 'Amending Executive Order 11246 Relating to Equal Employment Opportunity', and as supplemented by regulation at 41 CFR part 60, "Office of the Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," and the Rehabilitation Act of 1973, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to its books, records, and accounts by COUNTY, State and its designated representatives and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
6. In the event of CONTRACTOR noncompliance with the requirements of the provisions herein or with any federal rules, regulations, or orders which are referenced herein, this Contract may be cancelled, terminated, or suspended in whole or part and CONTRACTOR may be declared ineligible for further federal, state and county agreements in accordance with procedures authorized in

Federal Executive Order No. 11246 as amended and such other sanctions may be imposed and remedies invoked as provided in Federal Executive Order No. 11246 as amended, including by Executive Order 11375, 'Amending Executive Order 11246 Relating to Equal Employment Opportunity', and as supplemented by regulation at 41 CFR part 60, "Office of the Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," or by rule, regulation, or order of COUNTY, the Secretary of Labor, or as otherwise provided by law.

7. CONTRACTOR will include the provisions of sections 10(B)(1) through 10 (B)(7) of this Contract in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Federal Executive Order No. 11246 as amended, including by Executive Order 11375, 'Amending Executive Order 11246 Relating to Equal Employment Opportunity', and as supplemented by regulation at 41 CFR part 60, "Office of the Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," or Section 503 of the Rehabilitation Act of 1973 or (38 U.S.C. 4212) of the Vietnam Era Veteran's Readjustment Assistance Act, so that such provisions will be binding upon each subcontractor or vendor. CONTRACTOR will take such action with respect to any subcontract or purchase order as COUNTY, Director of the Office of Federal Contract Compliance Programs or DHCS may direct as a means of enforcing such provisions including sanctions for noncompliance provided, however that in the event CONTRACTOR becomes involved in, or is threatened with litigation by a subcontractor or vendor as a result of such direction by COUNTY or DHCS, CONTRACTOR may request in writing to COUNTY, who, in turn, may request DHCS who may in turn request the United States to enter into such litigation to protect the interests of COUNTY, State and of the United States.

11. SUBSTITUTION

If particular people are identified in Exhibit "A" as working under this Contract, the CONTRACTOR will not assign others to work in their place without written permission from the VCBH Director or his/her authorized representative. Any substitution will be with a person of commensurate experience and knowledge.

12. 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 Contract 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.

13. CONTRACT MONITORING AND REPORTING

The COUNTY will have the right to review the work being performed by the CONTRACTOR under this Contract at any time during 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. This Contract will be administered by VCBH Director or his/her authorized representative.

CONTRACTOR shall provide reports as required by the DIRECTOR, by the State, or Federal Government regarding CONTRACTOR's activities and operations as they relate

to CONTRACTOR's performance under this Contract. COUNTY shall provide CONTRACTOR with an explanation of the procedures and/or format for reporting any information as may be required under this Contract.

14. AUDIT RECORD RETENTION REQUIREMENTS

A) Maintenance of Records

CONTRACTOR shall maintain sufficient books, records, documents, 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 Contract, including any matching costs and expenses. CONTRACTOR shall make these records 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 fiscal accountability. Regardless of the location or ownership of such records, they shall be sufficient to determine if costs incurred by CONTRACTOR are reasonable, allowable, and allocated appropriately. All records must be capable of verification by qualified auditors. Any record or supporting documentation may be copied. Interviews with any employee who might reasonably have information related to such records will be allowed.

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 year (10) year period from the date the year-end cost settlement report was approved by the State (DHCS) for interim settlement. If this Contract 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-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 years, the interim settlement shall be considered as the final settlement.

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.

4. CONTRACTOR shall preserve and make available their records for: (1) a period of ten (10) years from the date of final payment under this Contract, and (2) such longer period, if any, as is required by applicable statute, by any other provision of this Contract, or by subparagraphs (a) or (b) below.
 - a. If this Contract is completely or partially terminated, the records relating to the work terminated shall be preserved and made available for a period of three (3) 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 10 year period, whichever is later.
5. Should this Contract 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.

15. AUDIT 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 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 this Contract and will be sufficient basis to terminate this Contract 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 corrective action plan no later than thirty (30) days after receiving the findings of such review(s).

16. 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) 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 herein, 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 CONTRACTOR. CONTRACTOR agrees to take prompt corrective action to eliminate any material non-compliance or weakness found as a result of any audit.

17. ADDENDA

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 when incorporated in written amendments to this Contract.

18. 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 Contract. CONTRACTOR further covenants that in the performance of this Contract no person having such interest will be employed or retained by CONTRACTOR under this Contract.

19. CONFIDENTIALITY AND OWNERSHIP OF DATA

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 Contract 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.

COUNTY retains ownership and exclusive rights to all data and materials collected, analyzed, etc., related to the scope of work outlined 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.

20. **NOTICES**

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

TO COUNTY: VENTURA COUNTY BEHAVIORAL HEALTH
CONTRACTS ADMINISTRATION
1911 WILLIAMS DRIVE, SUITE 200
OXNARD, CA 93036

TO CONTRACTOR: CAREGIVERS: VOLUNTEERS ASSISTING THE ELDERLY
1765 GOODYEAR AVENUE, SUITE 205
VENTURA, CA 93003

Either party may, by giving written notice in accordance with this paragraph, change the names or addresses of the persons or departments 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.

21. **MERGER CLAUSE**

This Contract supersedes any and all other contracts, either oral or written, between CONTRACTOR and the County of Ventura, with respect to the subject of this Contract. This Contract 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 COUNTY except those covenants and contracts embodied in this Contract. No contract, statement, or promise not contained in this Contract will be valid or binding.

22. **ORDER OF PRECEDENCE**

This Contract supersedes all previous agreements, understandings, and representations of any nature whatsoever, whether oral or written, and constitutes the entire understanding between the parties hereto.

This Contract may not be altered, amended, or modified except by written instrument signed by the duly authorized representative of both parties.

23. **GOVERNING LAW**

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

24. **SEVERABILITY OF CONTRACT**

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

25. **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 Contract.

26. COMPLIANCE WITH LAWS

Each party to this Contract will comply with all applicable laws.

27. CONSTRUCTION OF COVENANTS AND CONDITIONS

Each term and each provision of this Contract will be construed to be both a covenant and a condition.

28. BUSINESS ASSOCIATE AGREEMENT

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

29. EQUIPMENT PURCHASES OWNERSHIP

CONTRACTOR shall comply with all applicable COUNTY equipment purchasing policies and procedures when purchasing equipment (PC, laptop, tablet, printer, et cetera) that will be used to conduct the services specified in this Contract. Prior to equipment purchase, CONTRACTOR must request from COUNTY the list of standard equipment devices that may be purchased by CONTRACTOR. CONTRACTOR will not be reimbursed for any equipment that does not follow COUNTY policies and procedures or is not on the list of standard equipment devices.

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 Contract. CONTRACTOR shall furnish, and amend as necessary, a list of all equipment purchased under this Contract 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. CONTRACTOR shall make all equipment available to 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 Contract, 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. 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 COUNTY after receipt and review of the final inventory report. At the termination or conclusion of this Contract, COUNTY may at its discretion, authorize the continued use of COUNTY equipment and/or property for performance of work under a different COUNTY agreement.

30. CULTURAL AND LINGUISTIC COMPETENCE COMPLIANCE

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.

31. PUBLICATIONS AND PRESENTATIONS

All publications, presentations, website content, printed materials, brochures, and media campaign elements developed or distributed under this Contract 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.

32. ADDITIONAL CONTRACT RESTRICTIONS

This Contract is subject to and CONTRACTOR shall comply with any additional restrictions, limitations, conditions, laws, regulations, statute, reporting, or published guidelines enacted by the Federal, State, or County governments that affect the provisions, terms, or funding of this Contract in any manner.

In addition to all other requirements set forth in this Contract, CONTRACTOR agrees to comply with all requirements applicable to a subcontractor of COUNTY under COUNTY's current Intergovernmental Agreement with DHCS, and any amendments thereafter. The contract between the COUNTY and DHCS is hereby fully incorporated into this Contract by this reference.

In addition to all other requirements set forth in this Contract, CONTRACTOR agrees to comply with all requirements applicable to a subcontractor of COUNTY under COUNTY's current Intergovernmental Performance Agreement with DHCS, and any amendments thereafter. The contract between the COUNTY and DHCS is hereby fully incorporated by reference into this Contract.

33. CONTRACT REDUCTION

In the event that the Board of Supervisors, County Executive Officer, VCBH Director implement reductions to the current fiscal year-budget or in the event any of the funding sources for this Contract 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.

34. EXTENT OF CONTRACTUAL DOCUMENTS

This Contract shall consist of this basic document and Exhibits "A", "B", "C", and all laws and governing instruments previously referred to in this Contract or in any of the Exhibits made part of the Contract 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: BUSINESS ASSOCIATE AGREEMENT

35. This Contract may be executed in counterparts, each of which shall constitute an original, and all of which taken together shall constitute one and the same instrument.
36. The parties hereto agree that this Contract 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 Section 16.5 and California Civil Code Section 1633.7.

IN WITNESS WHEREOF the parties hereto have executed this Contract.

**CAREGIVERS: VOLUNTEERS ASSISTING
THE ELDERLY**

COUNTY OF VENTURA

Authorized Signature

Authorized Signature

Printed Name

Printed Name

Title

Title

Date

Date

**CAREGIVERS: VOLUNTEERS ASSISTING
THE ELDERLY**

Authorized Signature

Printed Name

Title

Date

* If a corporation, this Contract 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, the (c) Chief Financial Officer, or any (d) Assistant Treasurer.

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

**EXHIBIT “A”
SCOPE OF WORK**

CAREGIVERS: VOLUNTEERS ASSISTING THE ELDERLY

September 1, 2022 through June 30, 2027

CONTRACTOR's program falls within the Mental Health Services Act (MHSA) “Innovation” component. All Innovation projects are time-limited and considered pilot projects. Ventura County Behavioral Health (VCBH) has designed a Five (5) year project which focuses on matching trained specialty volunteers with homebound seniors who can help identify and work with those seniors who are in jeopardy of losing their current housing. VCBH will contract with CAREGIVERS: Volunteers Assisting the Elderly in Ventura County execute the Innovation research project: **Managing Assets for Security and Health (M.A.S.H)** Senior Supports for Housing Stability.

Primary Purpose of Contract: Develop a program to provide creative case management, therapeutic, and material support to enrolled seniors at risk of losing their housing due to fiscal, cognitive, or physical restrictions.

Contractor Duties and Services

Tasks and Deliverables. Innovations programs are pilot projects that are learning focused. Due to these underlying principles the following deliverables and subsequent targets are subject to change so long as the justification is documented ahead of time in the quarterly reports and agreed upon by the CONTRACTOR and the COUNTY.

CONTRACTOR's activities deliverables outputs and outcomes shall be aligned in accordance with the following model.

| Core Deliverables | Target Numbers | Target Outputs | Target Outcomes | Target Completion Date |
|---|--|--|---|--|
| 1. <u>Infrastructure Development</u> <u>6 months</u> Hiring, recruitment and training plan for and “economic solutions” team led by a certified financial planner Protocols, operations manuals, education on housing alternatives. (Re-fi or reverse mortgage of home, sell assets, explore employment options, etc.) | <ul style="list-style-type: none"> • Staff hired • Recruitment of specialized volunteers • Clinical services Subcontractor for counseling • Subcontract for professional services and supports | <u>Training Received by Volunteer Peer staff Process Objectives):</u> -The National Council on Aging education and Wellbeing assessment -Performance Measurement & Data Collection -Diversity and cultural competence | – Staff ready and able to launch and maintain program activities and goals | Quarter 2 |
| 2. Phase I: Expanding their Support System Establish activities that support interventions for participants in Tiers 1-4 | Outreach: (500 clients) Enrollment: (190) Assessment: (150) placement in Tier 1-4 <u>Tiers</u> – Tier 1 (60): Self-resolve, housing advice/ education only | Outreach: 500 Clients Phase I: 190 Clients -80% of clients complete a soft service goal in their CHBSP Client activity logs and data tool submission demonstrating 150 clients participating in a customized housing budget and stabilization (CHBS) plan through | Reduction and elimination of situations where home bound senior's housing needs are in jeopardy. <u>Short Term Outcomes</u> | Launched in Year 1 Complete in year 5 |

| | | | | |
|--|---|--|---|--|
| | <p>– Tier 2 (40): On site modification for aging in place, benefit enrollment, reverse mortgage, or other financial management goals with CPA</p> <p>– Tier 3 (25): Rapid re-housing, light rental subsidy, or home share. All with case management</p> <p>– Tier 4 (25): Housing voucher & case management</p> <p><u>Activities:</u> (90-120) Menu of services to be offered and customized regardless of Tier placement:</p> <ul style="list-style-type: none"> • Essential services: external clinical support sessions, financial education training, family process meetings, case management, Homemaking Services (Homemaking, Chores, Cleaning), Non-Medical Transportation, Independent Living Skills (Life Coaching & Money Management), (Deep Cleaning that is different from homemaking & Mental Health Counseling) or other support services (contractors), Clinical referrals. | <p>eligible activities according to tier assessments.</p> <p>Additional efforts and progress described in quarterly reports.</p> | <p>-increased motivation to alter their housing situation</p> <p>-Increase in clients feeling connected to a community/sense of belonging</p> <p>-Increased feeling financially secure</p> <p><u>Satisfaction outcomes</u></p> <p>-majority report strong therapeutic alliance with their CAREGIVER volunteer</p> <p>-70% report satisfaction with the quality of service</p> | |
|--|---|--|---|--|

| | | | | |
|---|--|--|---|------------------|
| <p>3. Phase II: Housing Support Pathway</p> <p>Create individualized plan for housing support pathway for clients eligible for phase II including process for application of funds</p> <p><u>3.a Beta Test of Client Pathway</u></p> <p>Implementation (4) test cases</p> <p>3.b If successful, target number: 25-40clients</p> | <p>Phase II: Housing Support Pathway (25-50 clients depending on test case success)</p> <p><u>Beta Test of Client Pathway</u></p> <p>Implementation (4) test cases</p> <p>If successful, target number: 25-40clients</p> <ul style="list-style-type: none"> • <u>Concrete Services:</u> Customized per client in Tiers 2-4: *<i>Immediate support</i> resources to ensure the individual does not become homeless. (e.g., financial assistance, temporary shelter, rapid rehousing etc.) *<i>Age in place supports</i> (e.g., include family network if viable, handicap accessible modification, home share, reverse mortgages, utilities backpay etc.) *<i>Moving Supports</i> (Secure placement in new housing arrangement, first/last month securities, downsizing, light rental subsidy etc.) | <ul style="list-style-type: none"> – Phase II: 25-50 Clients – -75% of seniors will complete CHBS plan in Tier 1-4 | <p>-Fewer falls in the last 6 months -increased feelings of safety in housing situation</p> <p>Satisfaction outcomes -majority report strong therapeutic alliance with their CAREGIVER volunteer -70% report satisfaction with the quality of service</p> | <p>Year 2-5</p> |
| <p>4. Phase III: Graduation/After-Care</p> <p>Intensive post move support to include organizing the new space, learning a new neighborhood, processing the move, and resolving interpersonal issues with any new house mates to be provided by outside counseling or traditional CAREGIVERS volunteer support depending on client adjustment.</p> <p>*May include a 1:1 Match or household chore support from the Building Bridges</p> | <p>- Graduation/After-Care (15-25) 6–12-month period</p> | <ul style="list-style-type: none"> – Phase III: 10-15 Clients 80% will complete a Tier 3 or 4 plan <p>By providing the 6-12 month after care program clients are more likely to maintain their housing stabilization and have support to work through any challenges.</p> | <p><u>Long Term Outcomes</u></p> <p>-20 or more clients will remain stably housed 1 year or more. -Fewer days hospitalized -Fewer falls in the last 6 months -Lower risk of institutionalization</p> | <p>Year 2 -5</p> |

| | | | | |
|--|--|--|--|--------|
| Intergenerational Program. | | | | |
| 5. Learning Communities Develop Learning Communities to discuss and disseminate the findings of the Innovation project | 1-3 Events in person or via teleconference | Program Outputs <ul style="list-style-type: none"> (1-3) Learning Communities Established | - Pilot projects or program changes catalyzed by shared learnings - Build knowledge about what activities are best to achieve the desired outcomes and impacts, share these through communities of learning | Year 5 |

1. Administration:

CONTRACTOR responsibilities include, but are not limited to:

- a. CONTRACTOR will meet at a minimum of two times annually with COUNTY to review progress, provide updates, and discuss any technical assistance needed. COUNTY will provide additional training, information, and support during these meetings. CONTRACTOR will notify COUNTY of all program related events.
- b. CONTRACTOR shall be able to provide linkage and support to ensure those within the community who are seeking or have been identified as potentially needing mental health services are provided the appropriate link to supportive services. Any contacts and linkage with individuals who show interest in accessing mental health services will be logged and reported to the COUNTY. Individuals referred will still be eligible to participate in activities.
- c. CONTRACTOR's primary staff funded by this Contract must attend semiannual CONTRACTOR Program Monitoring Meetings with the VCBH MHSA Administrator and the VCBH Contracts Department as requested by COUNTY.

2. Timeline:

The COUNTY recognizes that the timeline below is projected and may change, CONTRACTOR will be responsible for updating the timeline in quarterly reports.

| | | |
|----------------------|----------------------------|--|
| <u>Year 1</u> | | |
| Qtr 1-2 | Infrastructure Development | Program planning, hiring, additional detail below. |
| Qtr 3-4 | Program Launch | Project activities launch-additional details below Evaluation finalized. |
| <u>Year 2</u> | | |
| Qtr 1-2 | Program Activities | Ongoing program enrollment and engagement. Surveys distributed to enrolled clients. Annual update report is written and distributed. |

| | | |
|----------------------|---|--|
| Qtr 3-4 | Program Activities | Ongoing program enrollment and engagement. Implementation with 2-4 test cases of Tier 3 & 4 clients. Baseline and initial surveys distributed/collected for enrolled clients. |
| <u>Year 3</u> | | |
| Qtr 1-2 | Program Activities | Ongoing program enrollment and engagement. Surveys distributed/collected for enrolled clients. Annual update report is written and distributed. |
| Qtr 3-4 | Program Activities | Ongoing program enrollment and engagement. Surveys distributed/collected for enrolled clients. First Learning Community takes place. |
| <u>Year 4</u> | | |
| Qtr 1-2 | Program Activities | Ongoing program enrollment and engagement. Annual update report is written and distributed. Surveys distributed/collected for enrolled clients. |
| Qtr 3-4 | Program Activities | Ongoing program enrollment and engagement. Second Learning Community takes place. Surveys distributed/collected for enrolled clients. |
| <u>Year 5</u> | | |
| Qtr 1-2 | Active Enrollment Ends | No additional clients will be enrolled after November of 2026. Annual update report is written and distributed. Surveys distributed/collected for enrolled clients. |
| Qtr 3-4 | Evaluation and Program Wrap-Up Key Stakeholder Interviews | Key stakeholder interviews with clients, staff, and partner agencies. Programs wrap-up activities. Collect follow up surveys. Case closures and transition planning. Final Learning Community takes place. |

3. Evaluation:

CONTRACTOR will assist COUNTY in creating, an evaluation plan which will ensure the validity of the research project. The evaluation plan will establish methods to measure and achieve the Learning Goals set forth below with the volunteer caregiver model in mind:

CONTRACTOR relevant Learning Goals set forth below:

| Question | Indicator | Measures under Consideration |
|--|---|---|
| 1.Does enrollment in the MASH program have an impact on the client's motivation to change their housing situation? | Increased wiliness to change living circumstances such as taking on a roommate, moving family in or with family, moving to a new location | The Transtheoretical Model of Behavior Change (TTM) is a framework for understanding, measuring, and intervening in behavior change |
| 2.How much does the program improve client's sense of security and safety? | Improvement in perceived security, safety, and health rating | Security & Safety Perception Tool (5-point agree–disagree scale |
| Aim 1: Living situation | Increase in feelings of security | Security & Safety Perception Tool. Example item: "I feel safe where I live". |
| Aim 2: Fiscal situation | Increase in feelings of security | Security & Safety Perception Tool. Example Item: "I have sufficient financial resources to stay where I am living," and "I have enough money to live my life the way I want". Supplemental items will include items asking clients to rate their feelings regarding whether they have enough money to pay for their needs (e.g., relative to food, medical services, and daily expenses) on a 3-point scale ranging from enough (1) to not enough (3). Lastly, clients will be asked to rate how easy or difficult it is to pay their monthly bills (i.e., rated on 4-point scale, ranging from not at all difficult (1) to very difficult (4). |
| 3.Does enrollment in the program reduce feelings of depression, anxiety, and isolation? | Increases in overall mental health and well being | Three-item Scale of Life Satisfaction developed by Lumpkin and Hunt ¹ Or Revised University of California Los Angeles Loneliness Scale (RULS-V3) Center for Epidemiological Studies Depression Scale (CES-D). |

| | | |
|--|---|--|
| 4.Does the program have an effect on enrolled clients' housing situation? As measured by: | Enhancements in overall housing situation | Housing Stability Assessment (brief assessment to determine current/later in program overall housing situation) as measured by select items using Likert rating scale. |
| Aim 1: Prolonged ability to stay in current housing (Tier 1&2 clients only) | Months of stability increased as compared to initial assessment | Fiscal longevity assessment |
| Aim 2: Reduced evictions | Fewer number of moves, foreclosures or evictions than predicted after CHBS assessment | Two items: "How many times have you moved in the last six (6) months?" and "Did you experience any foreclosures or evictions in the last 6 months?" |
| Aim 3: Stably housed 6-12 months post discharge (Tier 3&4 clients only) | Number of months at the same address. | Number of changes of address requests and number of moves. |

4. Data Collection and Reporting:

- a. CONTRACTOR will submit all publications to COUNTY. All materials developed or distributed under this Contract shall meet all MHSA logo guidelines and regulations.
- b. CONTRACTOR will report all program activities to COUNTY on a monthly basis through the MHSA tool and quarterly reports.
- c. CONTRACTOR is responsible for entering and submitting all data related to its efforts into a database provided by VCBH by the 10th of the following month for which the data was collected, as required by Federal, State, and local regulations, as well as any additional data reporting requirements mutually agreed upon by CONTRACTOR and COUNTY. Failure to comply with on-time data entry shall result in a delay of payment to the CONTRACTOR until data entry has been completed (see Exhibit "B," Section "E"). For example, outreach data for the month of April will need to be entered on or before May 10th in order for VCBH to have sufficient time to distribute the monthly report for the April invoice cycle.
- d. CONTRACTOR will submit a VCBH Quarterly Report with a detailed description of the progress or challenges on completing each goal, objective and/or strategy defined in Exhibit "A" by the 30th day following the end of the quarter, for the previous quarter. Copies of all substantiating documentation must be attached.
- e. The final report will be due six months after the close of this Contract. CONTRACTOR may be asked to support the COUNTY with data requests or follow up questions.

f. Reporting Deadlines

| Reports: | Invoice | Data Tool | Quarterly Reports | Evaluation Report |
|-------------------|----------------------|----------------------|--|--------------------------------|
| Frequency: | Monthly | Monthly | Quarterly | Once |
| Deadline: | The 10 th | The 10 th | 30 th of Jan/ April/ July/ Oct | 6 months after Contract End |

Additional MHSA Requirements:

1. CONTRACTOR's primary staff funded by this Contract must attend mandatory VCBH CONTRACTOR meetings as determined by the COUNTY.
2. CONTRACTOR's primary staff funded by this Contract must attend semiannual CONTRACTOR program monitoring meetings with the VCBH Operational Manager and Contracts Division. Additional meetings may include monthly or quarterly meetings, as deemed appropriate by the VCBH Operational Manager and/or Contracts Division.
3. Per State regulations, CONTRACTOR shall be responsible for entering and submitting all data into a database provided by COUNTY. All data forms, including surveys and intake forms, will be submitted to the VCBH Operational Manager as instructed. Failure to comply with on-time data entry and/or delivery shall result in a delay of payment. Exception: Programs submitting quarterly data, as agreed upon with the VCBH Operational Manager.
4. All publications, presentations, website content, printed materials, brochures, and media campaign elements developed or distributed under this Contract 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.
5. Upon request, 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. CONTRACTOR shall be prepared to review these documents with COUNTY upon request.

EXHIBIT "B"
PAYMENT PROVISIONS
September 1, 2022 through June 30, 2027

CONTRACTOR shall be paid according to the following:

A. PAYMENT

The maximum total amount of the Contract for the period September 1, 2022 through June 30, 2027 shall not exceed a budget of **\$766,285**. See attached budget.

- 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 Contract 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) working days of submission of a valid invoice to the COUNTY.
- 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 VCBH DIRECTOR or designee prior to performance thereof.
- E. In the event that CONTRACTOR fails to comply with any provisions of this Contract, 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 Contract, 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 Contract, 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 Contract. 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.

BUDGET

| ID | BUDGET LINE ITEM | FY 22-23 BUDGET | FY 23-24 BUDGET | FY 24-25 BUDGET | FY 25-26 BUDGET | FY 26-27 BUDGET | Total |
|--|--|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| I DIRECT OPERATING EXPENSES | | | | | | | |
| SALARIES & BENEFITS | | | | | | | |
| a | Executive Director | \$ 8,309.00 | \$ 8,558.00 | \$ 8,815.00 | \$ 9,080.00 | \$ 9,351.00 | \$ 44,113.00 |
| b | Senior/Volunteer Engagement Coordinator | \$ 9,108.00 | \$ 9,382.00 | \$ 9,663.00 | \$ 9,953.00 | \$ 10,252.00 | \$ 48,358.00 |
| c | Program/Administrative Assistant | \$ 2,340.00 | \$ 2,410.00 | \$ 2,482.00 | \$ 2,556.00 | \$ 2,633.00 | \$ 12,421.00 |
| d | Program Assistant/MSW Intern | \$ 16,640.00 | \$ 16,640.00 | \$ 18,720.00 | \$ 19,760.00 | \$ 20,800.00 | \$ 92,560.00 |
| | Salaries Sub Total | \$ 36,397.00 | \$ 36,990.00 | \$ 39,680.00 | \$ 41,349.00 | \$ 43,036.00 | \$ 197,452.00 |
| | Benefits | \$ 6,733.00 | \$ 6,842.00 | \$ 7,341.00 | \$ 7,650.00 | \$ 7,962.00 | \$ 36,528.00 |
| | Sub Total Salaries & Benefits | \$ 43,130.00 | \$ 43,832.00 | \$ 47,021.00 | \$ 48,999.00 | \$ 50,998.00 | \$233,980.00 |
| II DIRECT OPERATING EXPENSES | | | | | | | |
| A PROFESSIONAL SERVICES | | | | | | | |
| a | Consultation/Development/Assessment | \$ 37,750.00 | \$ 37,750.00 | \$ 7,500.00 | \$ 7,500.00 | \$ 3,500.00 | \$ 94,000.00 |
| b | Clinical Services Contract(s) @\$65/hour | \$ 17,875.00 | \$ 19,875.00 | \$ 21,875.00 | \$ 23,875.00 | \$ 25,875.00 | \$ 109,375.00 |
| c | Language Interpretation Services | \$ 2,500.00 | \$ 2,500.00 | \$ 2,500.00 | \$ 2,500.00 | \$ 2,500.00 | \$ 12,500.00 |
| d | Field Supervision | \$ 2,400.00 | \$ 2,400.00 | \$ 2,400.00 | \$ 2,400.00 | \$ 2,400.00 | \$ 12,000.00 |
| e | Staff Consultation & Training | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 | \$ 25,000.00 |
| f | CareWorks updates/Volunteer standards | \$ 5,050.00 | \$ 5,050.00 | \$ 5,050.00 | \$ 5,050.00 | \$ 5,035.00 | \$ 25,235.00 |
| | Sub Total Professional Services | \$ 70,575.00 | \$ 72,575.00 | \$ 44,325.00 | \$ 46,325.00 | \$ 44,310.00 | \$ 278,110.00 |
| B HOUSING GAP ASSISTANCE | | | | | | | |
| a | Motel, Rent, Utilities, Relocation, Storage and Deposit assistance | \$ 16,200.00 | \$ 19,440.00 | \$ 23,328.00 | \$ 27,994.00 | \$ 33,592.00 | \$ 120,554.00 |
| | Sub Total Conferences, etc. | \$ 16,200.00 | \$ 19,440.00 | \$ 23,328.00 | \$ 27,994.00 | \$ 33,592.00 | \$ 120,554.00 |
| C OPERATIONAL OVERHEAD COSTS | | | | | | | |
| a | Marketing and program supplies | \$ 12,100.00 | \$ 18,000.00 | \$ 15,000.00 | \$ 5,250.00 | \$ 4,250.00 | \$ 54,600.00 |
| h | Learning Events and Conferences | | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 1,708.00 | \$ 7,708.00 |
| | Sub Total Program Expense | \$ 12,100.00 | \$ 20,000.00 | \$ 17,000.00 | \$ 7,250.00 | \$ 5,958.00 | \$ 62,308.00 |
| | Sub Total Section II | \$ 98,875.00 | \$ 112,015.00 | \$ 84,653.00 | \$ 81,569.00 | \$ 83,860.00 | \$ 460,972.00 |
| Direct Operating Expense Total | | \$ 142,005.00 | \$ 155,847.00 | \$ 131,674.00 | \$ 130,568.00 | \$ 134,858.00 | \$ 694,952.00 |
| III INDIRECT COSTS / ADMINISTRATION | | | | | | | |
| a | facility/operations/transportation/outside contractors/annual CPA audit, and other indirect cost | \$ 16,046.00 | \$ 16,435.00 | \$ 12,601.00 | \$ 13,150.00 | \$ 13,101.00 | \$ 71,333.00 |
| b | | | | | | | |
| c | | | | | | | |
| d | | | | | | | |
| | Section III Subtotal | \$ 16,046 | \$ 16,435 | \$ 12,601 | \$ 13,150 | \$ 13,101 | \$ 71,333 |
| | Misc. Administration Cost | | | | | | |
| | Sub Total Indirect Costs | \$ 16,046.00 | \$ 16,435.00 | \$ 12,601.00 | \$ 13,150.00 | \$ 13,101.00 | \$ 71,333.00 |
| | | | | | | | |
| | | | | | | | |
| | | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 | FY 26-27 | Total |
| Contract Maximum | | \$ 158,051.00 | \$ 172,282.00 | \$ 144,275.00 | \$ 143,718.00 | \$ 147,959.00 | \$ 766,285.00 |

- H. Budgetary Line-Item Adjustments. All adjustments to the budgetary line items in the above table must be pre-approved in writing by 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 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 Contract, is not exceeded. Budgetary line-item adjustments that exceed 10%, will require an amendment.
- I. 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”
BUSINESS ASSOCIATE AGREEMENT**

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

I. Definitions

- a. Business Associate shall mean **CAREGIVERS: Volunteers Assisting the Elderly**.
- b. Covered Entity shall mean the County of Ventura.
- c. HIPAA Rules shall mean the Privacy, Security, Breach Notification, and Enforcement Rules at 45 CFR Part 160 and part 164.

II. Obligations and Activities of Business Associate

- a. 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.
- b. Business Associate agrees to use appropriate safeguards and comply with Subpart C of 45 CFR 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 CFR 164.308, 164.310, 164.312, and 164.316.
- c. 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.
- d. 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 CFR 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.
- e. Business Associate agrees, in accordance with 45 CFR 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 contract (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 contract (or other arrangement), if feasible.

- f. 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 CFR Part 164.524.
- g. 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 CFR 164.526.
- h. 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 CFR Part 164, Business Associate will comply with the requirements of Subpart E that apply to Covered Entity in the performance of such obligations.
- i. 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.
- j. 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 CFR 164.528.
- k. 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 CFR 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 CFR 164.502(a)(5)(ii)(B)(2).

III. Permitted General Uses and Disclosures by Business Associate

- a. 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 Managing Assets for Security and Health (M.A.S.H) Senior Supports for Housing Stability services.
- b. Business Associate may Use or Disclose Protected Health Information as Required by Law.
- c. 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.

- d. 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.

IV. Specific Use and Disclosure Provisions

- a. 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.
- b. 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.
- c. 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 CFR 164.504(e)(2)(i)(B).
- d. Business Associate may De-Identify Covered Entity's Protected Health Information and Use and Disclosure the De-Identified information without restriction.
- e. Business Associate may use Protected Health Information to report violations of law to appropriate Federal and State authorities, consistent with 45 CFR 164.502(j) (1).

V. Obligations of Covered Entity

- a. Covered Entity shall notify Business Associate of any limitation(s) in its Notice of Privacy Practices of Covered Entity in accordance with 45 CFR 164.520, to the extent that such limitation may affect Business Associate's Use or Disclosure of Protected Health Information.
- b. 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.
- c. 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 CFR 164.522, to the extent that such restriction may affect

VI. 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.

VII. Term and Termination

- a. *Term.* This Agreement shall be effective as of **September 1, 2022**, 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
- b. *Termination for Cause.* Business Associate authorizes termination of this Agreement and the Managing Assets for Security and Health (MASH) Senior Supports for Housing Stability services by Covered Entity 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.
- c. *Obligations of Business Associate Upon Termination*
 1. 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.
 2. 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.
 3. The rights and obligations under this Section shall survive the termination of this Agreement.

VIII. Miscellaneous

- a. *Regulatory References.* A reference in this Agreement to a section of the

HIPAA Rules means the section as in effect or as amended.

- b. *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.
- c. *Interpretation.* Any ambiguity in this Agreement shall be resolved to permit Covered Entity and Business Associate to comply with the HIPAA Rules.