

ATTACHMENT A – SAMPLE AGREEMENT FOR SERVICES

AGREEMENT FOR SERVICES # _____
Coordinated Entry System Services

THIS AGREEMENT is made and entered into by and between the County of El Dorado, a political subdivision of the State of California (hereinafter referred to as "County"), and _____, a _____, duly qualified to conduct business in the State of California, whose principal place of business is _____, (hereinafter referred to as "Subrecipient");

RECITALS

WHEREAS, U.S. Department of Housing and Urban Development (HUD) requires counties and cities that seek to receive federal homelessness assistance funds maintain a Continuum of Care (CoC) that meets federal regulations, in which within El Dorado County, the El Dorado Opportunity Knocks Continuum of Care (hereinafter referred to EDOK CoC) serves as the local CoC;

WHEREAS, the EDOK CoC and the County Board of Supervisors designated the County Health and Human Services Agency (HHSA) to serve as the EDOK’s Administrative Entity (AE) for the purposes of administering CoC awarded California Emergency Solutions and Housing Program (CESH) funds, Homeless Housing, Assistance, and Prevention (HHAP), and HUD CoC Coordinated Entry (CE) Project grant funds;

WHEREAS, EDOK CoC has authorized HHSA as its AE for these grants and has allocated a portion of the CoC’s awarded CESH, HHAP, and HUD CoC CE Project grant funds to contract with a qualified Subrecipient to operate the HUD CoC required Coordinated Entry System (CES) in El Dorado County;

WHEREAS, Subrecipient responded to County issued RFQ #24-952-021 for CES services on December 4, 2023, wherein Subrecipient represented to County that it is qualified to perform the special services described in ARTICLE I, Scope of Services; it is an independent and bona fide business operation, advertises and holds itself as such, and is customarily engaged in an independently established business that provides similar services to others; and County relies upon those representations;

WHEREAS, it is the intent of the parties hereto that such services be in conformity with all applicable federal, state, and local laws;

WHEREAS, County has determined that the provision of such services provided by Subrecipient are in the public's best interest and that there are specialty skills, qualifications, and equipment not expressly identified in County classifications involved in the performance of the work in accordance with El Dorado County Ordinance Code, Chapter 3.13.030(b), El Dorado County Charter, Section 210(b)(6), and/or Government Code Section 31000;

NOW, THEREFORE, County and Subrecipient mutually agree as follows:

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ARTICLE I

Scope of Services: Subrecipient agrees to furnish at its own cost and expense, all personnel, equipment, vehicles, materials, and services necessary to perform the CES services and tasks required under this Agreement identified herein, and those services and tasks that are reasonably necessary for the completion of the work to meet HUD requirements for Coordinated Entry and federal compliance.

A. Coordinated Point of Entry into Homelessness System of Care

The Homeless Emergency and Rapid Transition to Housing (HEARTH) Act of 2009 included a requirement that all local CoCs establish a centralized or coordinated entry point for individuals to gain access to the local homelessness system of care.

The CoC Program interim rule at 24 Code of Federal Regulations (CFR) Part 578.3 defines centralized or coordinated assessment as, “a centralized or coordinated process designed to coordinate program participant intake assessment and provision of referrals. A centralized or coordinated assessment system covers the local geographic area, is easily accessed by individuals and families seeking housing or homelessness services, is well advertised, and includes a comprehensive and standardized assessment tool.”

Subrecipient shall ensure that the operation of the EDOK CoC’s CES is low barrier and meets Housing First principles, to ensure that individuals are housed quickly without preconditions or service participation requirements. Subrecipient shall ensure that all individuals in the EDOK CoC’s geographic area have fair and equal access to the CES, regardless of where or how they present for services. Fair and equal access means that people can easily access the CES, whether in person, by phone, or through other methods, and that the process for accessing help is well-known and publicized to those individuals’ experiencing homelessness. Additionally, all Subrecipient coordinated entry activities shall be conducted in a manner that is trauma-informed, culturally and linguistically competent, prioritizes providing permanent housing to people experiencing homelessness, and serving as a platform from which they can pursue personal goals and improve their quality of life. This approach is guided by the belief that people need basic necessities like food and a place to live before attending to anything less critical, such as getting a job, budgeting properly, or attending to substance use issues.

The Subrecipient shall maintain policies in accordance with HUD’s Equal Access and Gender Identity Rules, available at <https://www.govinfo.gov/content/pkg/FR-2012-02-03/pdf/2012-2343.pdf>, which state that the following classes are protected from discrimination:

- Race
- Color
- Religion
- National Origin
- Sex
- Actual or perceived sexual orientation or gender identity
- Disability
- Familial Status
- Marital Status

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HUD considers the terms “Centralized or Coordinated Assessment System” and “Coordinated Entry Process” to be interchangeable.

B. Required Locations for Homelessness Point of Entries

The CoC Program interim rule at 24 CFR Part 578.7(a)(8) requires that, at a minimum, all CoC coordinated entry processes must cover the entire geographic area claimed by the CoC. The EDOK CoC’s CES covers the entire geographic area of El Dorado County.

The County is divided into two (2) geographic areas requiring Subrecipient to coordinate the provision of coordinated points of entry into the County’s homelessness system of care, and arrange at least one (1) physical entry point at the following County slopes:

1. Eastern Slope – South Lake Tahoe Basin; and
2. Western Slope – City of Placerville and unincorporated areas west of the Echo Summit.

Subrecipient shall coordinate or provide multiple physical Entry Points in El Dorado County to utilize various routes or methods of conducting outreach to enable all eligible persons in the County to access the system on an equal basis and in the absence of special outreach – such as those encamped in rural locations or those with special needs. Entry Points are the access points – either virtual, physical, or by phone – where an individual or family in need of assistance accesses the coordinated entry process.

Subrecipient shall ensure that the EDOK CoC Coordinated Entry process comply with all federal, state, and local Fair Housing laws and regulations. This includes that all fixed Entry Points shall be compliant with the Americans with Disabilities Act (ADA), ensuring that physical CES access locations are accessible to individuals with disabilities or who use wheelchairs.

Co-Location Responsibilities:

1. County shall provide Subrecipient with the following, as necessary:
 - a. Adequate office space that protects both staff and client confidentiality and safety;
 - b. Appropriate furniture necessary to conduct business (i.e., desk, chair, storage, as determined necessary for the provision of CES services while co-located on County property);
 - c. Access badge to allow entry to the building, with access to staff restrooms and breakrooms. County will ensure any security access fob provided identifies Subrecipient staff as a Subrecipient and not an employee. Upon acceptance of security access fob, Subrecipient staff shall sign and return to County Exhibit A, “Acceptance of Liability for Borrowed Keys/Entry Cards,” attached hereto and incorporated by reference herein.
2. Any and all Subrecipient staff that will perform services pursuant to this Agreement shall sign and submit to County Exhibit B marked “Confidentiality Agreement,” incorporated herein and made by reference a part hereof.

C. Operation of CES

Subrecipient shall fulfill all the requirements of the HUD-approved CES including outreach, assessment, prioritization, matching, and referral for those currently experiencing homelessness or those at-risk of homelessness who may come in contact with the system and need prevention, diversion, or other housing resources. Subrecipient shall provide the following four (4) distinct elements of the centralized CES that connect coordinated entry participants to potential housing and services:

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1. **Assessment:** Assessment refers to the use of one (1) or more standardized assessment tool(s) to determine a household's current housing situation, housing and service needs, risk of harm, risk of future or continued homelessness, and other adverse outcomes.
2. **Scoring:** Scoring is assigning an indicator or measurement of risk, vulnerability, or need based on responses to assessment questions and other factors, including case conferencing.
3. **Prioritization:** Prioritization is the process by which all persons within the system are ranked for referrals in order of priority. Prioritization policies are established by the EDOK CoC, with input from community stakeholders, available at <https://homebase.app.box.com/s/382memop91jbhtb8tyrs3v6cofaba7jn>, and must ensure Emergency Solutions Grants (ESG) projects are able to serve clients in accordance with 24 CFR Part 576.400(e).
4. **Determining Eligibility:** Determining eligibility is a project-level process governed by written standards, by which the coordinated entry process determines whether potential participants meet project-specific requirements for project eligibility and referral.

In adherence with the CoC Program interim rule at 24 CFR Part 578.7(a)(8), Subrecipient shall, at a minimum, ensure that all CoC coordinated entry processes:

1. Cover the entire geographic area claimed by the CoC;
2. Be easily accessed by individuals and families seeking housing or services;
3. Be well-advertised;
4. Include one (1) or more comprehensive and standardized assessment tool(s);
5. Provide an initial, comprehensive assessment of individuals and families for housing and services; and
6. Include a specific policy to guide the operation of the centralized or coordinated assessment system to address the needs of individuals and families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, or stalking, but who are seeking shelter or services from non-victim specific providers.

D. Staffing

Subrecipient shall provide sufficient staffing to fulfill all requirements of a HUD-approved CES, including outreach, assessment, prioritization, matching, and referral for those currently experiencing homelessness, or those at-risk of homelessness who may come in contact with the system and need prevention, diversion, or other housing resources.

Subrecipient shall be responsible for selection of its employees, including:

1. Hiring, training, supervision, management and termination;
2. Maintenance of Workers' Compensation or a self-insurance program, and providing coverage for all other appropriate benefits covering employees assigned to provide services outlined in this scope of work; and
3. Regularly evaluating employee performance based upon performance criteria and feedback from consumers, their organization, the EDOK CoC Board, and County staff.

E. Client Confidentiality

Subrecipient shall at no time release or divulge any protected personal health information (PHI) or protected information, including Personally identifiable information (PII), received related to the clients served, without a signed client release of information (ROI) and a verifiable need for the purposes of eligibility for shelter or rehousing services. Source documentation retained should

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be administered by qualified professionals certifying or otherwise establishing that eligibility criteria has been met without violating patient or client confidentiality protections.

F. **CES Access**

The EDC CoC uses the Homeless Management Information System (HMIS) to collect and manage data associated with assessment and referrals. Access to the CES shall be authorized only to those designated as assessors. Subrecipient, acting as the CES Operator, shall serve as the main entry point.

Subrecipient shall conduct intake and assessment and enter client data in the HMIS. HMIS data entry includes client universal data elements, standardized assessment, results of assessment, record-keeping of outreach, prioritization, matching/eligibility for programs, and referral for those currently experiencing homelessness or those at-risk of homelessness who may come in contact with the CES and need prevention, diversion, or other housing resources.

Subrecipient shall maintain a single By Name List (BNL) based on prioritization and ensure that client data is protected pursuant to EDOK CoC HMIS Policies and Procedures, available at https://6cb80729-440c-4afe-b99d-5ce53610bec0.filesusr.com/ugd/f966a7_dcd6e880e9394975bacd2cd2904a7db5.pdf, and HUD HMIS Data and Technical Standards, available at <https://www.hudexchange.info/programs/hmis/hmis-data-and-technical-standards/>.

Subrecipient shall train, mentor, and coordinate with all Entry Points and Assessors to ensure that the intake and assessment processes are consistent across the EDOK CoC, and all clients receive the same information regardless of the Entry Point location.

G. **Coordination with County, EDOK CoC, and Community Partners**

Subrecipient shall regularly consult with County, EDOK CoC, and Community Partners to present monthly status reports on the progress of the CES and solicit feedback on how to adjust the system as applicable. Subrecipient is required to regularly attend EDOK CoC General Membership, EDOK CoC Board Meetings, Coordinated Entry Workgroup meetings, and periodic meetings with HHS staff to present progress reports, as requested.

The Monthly Status Report shall contain at minimum:

1. Number of contacts for assessment including:
 - a. Number of calls; and
 - b. Number of in-person requests and locations.
2. Disposition of requests including:
 - a. Assessments completed;
 - b. Persons not eligible due to location (outside of area);
 - c. Households not meeting criteria for Homelessness or At-Risk of Homelessness Assessments completed;
 - d. New intakes to the system (including persons who had previously been exited)
 - 1) First time homelessness
 - e. Annual reassessments
 - f. Updated assessments due to changes in household status or vulnerability
3. Referrals to Services

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- a. Number of referrals requested – monthly cumulative and by service type (Permanent Supportive Housing, Rapid Rehousing, Temporary Housing, Emergency Shelter, etc.)
Exits from Coordinated Entry Project
 - b. Persons housed
 - c. Loss of contact/data clean-up
 - d. Persons exited for other reasons, (e.g., relocated to another jurisdiction or deceased)
4. BNL Data
- a. Number of households on BNL
 - b. Households by Assessment Type (individual, family youth)
 - c. Number of households by assessment scores;
 - d. Number of individuals by gender; and
 - e. Persons by age grouping.

To connect clients to available resources, Subrecipient shall hold regular case conferences with community providers and partners that have been given express permission to attend. Subrecipient shall ensure all participants have active signed confidentiality forms on file, and only clients with signed ROI's shall be discussed. At all times, Subrecipient shall make every effort to discuss client's needs without revealing PII such as: name, address or location, social security number, medical conditions or disability, or other identifying information, unless otherwise needed to connect a client to services. In addition, client information shall not be shared by Subrecipient beyond that which is strictly necessary for achieving client's housing goals.

ARTICLE II

Term: This Agreement shall become effective upon final execution by both parties hereto and shall cover the period of April 1, 2024 through March 31, 2027. The parties shall have the option to extend the term for two (2) additional one (1) year terms after the initial expiration date through March 31, 2027, with the same terms/conditions contemplated in ARTICLE I, Scope of Services, or as amended.

The option to renew shall be subject to County of El Dorado Health and Human Services Agency (HHSA) Director approval, as recommended by CoC Board. Upon approval by the HHSA Director, Subrecipient will be notified of the extension in writing, in accordance with the Article titled "Notice to Parties."

ARTICLE III

Compensation for Services: For services provided herein, including any deliverables that may be identified herein, Subrecipient shall submit invoices for services thirty (30) days following the end of a "service month." For billing purposes, a "service month" shall be defined as a calendar month during which Subrecipient provides services in accordance with ARTICLE I, Scope of Work. For all satisfactory services provided herein, County agrees to pay Subrecipient monthly in arrears and within forty-five (45) days following the County's receipt and approval of invoice(s) identifying services rendered.

- A. **Rates:** For the purposes of this Agreement, the billing rate shall be as defined in Exhibit C marked "Sample Budget," incorporated herein and made by reference a part hereof. Rates may be updated annually upon written approval from County's Contract Administrator.

Mileage and travel (i.e., overnight lodging, meals, parking, airfare, bridge tolls, and other per diem expenses) will be reimbursed for services performed by Subrecipient or any authorized

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subcontractor. Reimbursement for mileage, travel, and/or per diem expenses for Subrecipient and subcontractors, if applicable, shall not exceed the rates to be paid to County employees under the current Board of Supervisors Travel Policy available at <https://www.edcgov.us/Government/BOS/Policies/Documents/D-1>, at the time the mileage and/or travel expenses are incurred. There shall be no markups allowed on mileage rates and/or travel expenses for Subrecipient or for any subcontractor. Any reimbursements for mileage and/or travel expenses will only be made if such expenses are approved in writing by County’s Contract Administrator.

Other direct costs shall be invoiced at Subrecipient’s cost, with a maximum markup amount of fifteen percent (15%), for the services rendered, unless federal grant funding is utilized to support the authorized reimbursement. When federal grant funding is utilized to support the authorized reimbursement, other direct costs shall be invoiced at Subrecipient’s cost, without markup, for the services rendered. Any invoices that include other direct costs shall be accompanied by backup documentation to substantiate Subrecipient’s costs for the services being billed on those invoices.

- B. **Invoices:** It is a requirement of this Agreement that Subrecipient shall submit an original invoice, similar in content and format with the following sample available at: https://www.edcgov.us/Government/hhsa/Pages/hhsa_Subrecipient_resources.aspx and shall reference this Agreement number on their faces.

Invoices shall be sent as follows, or as otherwise directed in writing by County:

<i>Email (preferred method):</i>	<i>U.S. Mail:</i>
CSinvoice@edcgov.us Please include in the subject line: “Contract #, Service Month, Description / Program	County of El Dorado Health and Human Services Agency Attn: Finance Unit 3057 Briw Road, Suite B Placerville, CA 95667-5321

or to such other location as County directs.

Supplemental Invoices: For the purpose of this Agreement, supplemental invoices shall be defined as invoices submitted for additional services, previously disallowed services, or inadvertently not submitted services rendered during a month for which a prior invoice has already been submitted to County. Supplemental invoices should include the standard invoice format with description of services rendered. Supplemental Invoices for services provided during the period July 1st through June 30th for each fiscal year of this Agreement and received by County after July 31st of the subsequent fiscal year, shall be neither accepted nor paid by the County. Requests for exceptions to pay an invoice received after July 31st of the subsequent year, must be submitted in writing, and must be approved by the Health and Human Services Agency’s Chief Fiscal Officer.

Upon request from County’s Contract Administrator, Subrecipient shall submit audited financial reports specific to this Agreement within forty-five (45) days of County request. The audit shall be conducted in accordance with generally accepted accounting principles and generally accepted auditing standards.

In the event that Subrecipient fails to deliver, in the format specified, the deliverables and

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financial reports required by this Agreement, County at its sole option may delay the payment for the period of time of the delay, cease all payments until such time as the required deliverables or financial reports are received, or proceed as set forth below in the Article titled “Default, Termination, and Cancellation,” herein.

ARTICLE IV

Maximum Obligation: The maximum obligation for services and deliverables provided under this Agreement shall not exceed \$351,275.50 for the first three (3) years of the Agreement. If the option to renew is executed, Subrecipient shall receive an additional \$117,091.83 annually, for a total maximum obligation not to exceed \$585,459.15, inclusive of all costs, taxes, and expenses.

ARTICLE V

Federal Funding Notification: An award/subaward or contract associated with a covered transaction may not be made to a subrecipient or Subrecipient who has been identified as suspended or debarred from receiving federal funds. Additionally, counties must annually verify that the subrecipient and/or Subrecipient remains in good standing with the federal government throughout the life of the agreement/contract.

Subrecipient agrees to comply with Federal procedures in accordance with 2 C.F.R. Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

Any costs for which payment has been made to Subrecipient that are determined by subsequent audit to be unallowable under 48 CFR Part 31 or 2 CFR Part 200 are subject to repayment by Subrecipient to County.

Consistent with 2 CFR 180.300(a), County has elected to verify whether Subrecipient has been suspended or using the federal System for Award Management (SAM). The federal SAM is an official website of the federal government through which counties can perform queries to identify if a subrecipient or Subrecipient is listed on the federal SAM excluded list and thus suspended or debarred from receiving federal funds.

- A. System for Award Management: Subrecipient is required to obtain and maintain an active Universal Entity Identifier (UEI) No. in the System for Award Management (SAM) system at <https://sam.gov/content/home>. Noncompliance with this requirement shall result in corrective action, up to and including termination pursuant to the provisions contained herein this Agreement under the Article(s) titled “Fiscal Considerations” or “Default, Termination, and Cancellation.”
- B. Catalog of Federal Domestic Assistance: Pursuant to the Office of Management and Budget (OMB) Uniform Grants Guidance, all recipients and sub-recipients of federal funds must be provided the Assistance Listing Numbers (ALN) number at the time the contract is awarded. The following are ALN numbers, award specific information, and program titles for programs administered by the County on behalf of **California Department of Health Care Services** that may apply to this contract:

Federal Funding Information		
Subrecipient:		UEI #:
Award Term:		EIN #:
Total Federal Funds Obligated:		

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Federal Funding Information			
Federal Award Information			
ALN Number	Federal Award ID Number (FAIN)	Federal Award Date / Amount	Program Title
Project Description:			
Awarding Agency:			
Pass-through Entity County of El Dorado, Health and Human Services Agency			
Indirect Cost Rate or de minimus		Indirect Cost Rate:	De minimus <input checked="" type="checkbox"/>
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Award is for Research and development.	

ARTICLE VI

Lobbying Certification: The Subrecipient, by signing this Agreement, hereby certifies to the best of his or her knowledge and belief, that:

- A. No federally appropriated funds have been paid or will be paid, by or on behalf of the Subrecipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- B. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the Subrecipient shall complete and submit Standard Form SF-LLL, OMB Number 0348-0046 “Disclosure of Lobbying Activities” in accordance with its instructions. A copy of Form SF-LLL can be downloaded and completed at <https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html>.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. This certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U. S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

ARTICLE VII

Audits, Compliance, and Monitoring:

- A. Subrecipient shall provide a copy of any Audit to County within thirty (30) days of completion of said audit.
- B. Audits and compliance monitoring by any representative of the Federal government, State government, or County may include the review of any and all terms related to this Agreement. Audits or monitoring by the County may be performed by way of annual Contract Monitoring Surveys. Subrecipients receiving a Contract Monitoring Survey shall, within sixty (60) days of

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receipt, complete and return the survey along with all documentation, details, and supporting materials required by the survey or otherwise necessary for the County to verify compliance with the terms and conditions of the Agreement. Failure to return the survey within the specified time period may result in the withholding of payment from the Subrecipient until such time as compliance with the terms of the Agreement can be verified. Verifying compliance may necessitate additional on-site reviews should information submitted by the Subrecipient be deemed insufficient or inaccurate.

- C. All files, records, documents, sites, and personnel are subject to review by representatives from County, State or Federal government.
- D. Upon notification of an exception or finding of non-compliance, the Subrecipient shall submit evidence of Corrective Action within thirty (30) days, or as otherwise specified in the notice of required corrective action provided by the County. Continued non-compliance beyond due date for submission of Corrective Action may lead to termination of this Agreement in accordance with the Article titled “Default, Termination, and Cancellation.”
- E. Failure by County to notify or require Corrective Action does not constitute acceptance of the practice of waiver of the County’s right to enforce.

ARTICLE VIII

Nondiscrimination:

- A. County may require Subrecipient’s services on projects involving funding from various state and/or federal agencies, and as a consequence, Subrecipient shall comply with all applicable nondiscrimination statutes and regulations during the performance of this Agreement including but not limited to the following: Subrecipient and its employees and representatives shall not unlawfully discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, mental disability, medical condition, genetic information, military or veteran status, marital status, age, gender, gender identity, gender expression, sexual orientation, or sex; Subrecipient shall, unless exempt, comply with the applicable provisions of the Fair Employment and Housing Act (Government Code, section 12900 et seq.) and applicable regulations promulgated thereunder (California Code of Regulations, Title 2, section 11000 et seq.); the applicable regulations of the Fair Employment and Housing Commission implementing Government Code, section 12990, set forth in Subchapter 5 of Chapter 5 of Division 4.1 of Title 2 of the California Code of Regulations incorporated into this Agreement by reference and made a part hereof as if set forth in full; and Title VI of the Civil Rights Act of 1964, as amended. Subrecipient and its employees and representatives shall give written notice of their obligations under this clause as required by law.
- B. Where applicable, Subrecipient shall include these nondiscrimination and compliance provisions in any of its agreements that affect or are related to the services performed herein.
- C. Subrecipient’s signature executing this Agreement shall provide any certifications necessary under the federal laws, the laws of the State of California, including but not limited to Government Code Section 12990 and Title 2, California Code of Regulations, Section 11102.
- D. Subrecipient shall comply with Exhibit D, marked "Vendor Assurance of Compliance with Nondiscrimination in State and Federally Assisted Programs," incorporated herein and made by reference a part hereof. Subrecipient shall acknowledge compliance by signing and returning Exhibit D upon request by County.

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ARTICLE IX

Taxes: Subrecipient certifies that as of today’s date, it is not in default on any unsecured property taxes or other taxes, or fees owed by Subrecipient to County. Subrecipient agrees that it shall not default on any obligations to County during the term of this Agreement.

ARTICLE X

Executive Order N-6-22 – Russia Sanctions: On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. “Economic Sanctions” refers to sanctions imposed by the U.S. government in response to Russia’s actions in Ukraine, as well as any sanctions imposed under state law. The EO directs state agencies to terminate contracts with, and to refrain from entering any new contracts with, individuals or entities that are determined to be a target of Economic Sanctions. Accordingly, if this Agreement is funded by state funds and County determines Subrecipient is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for termination of this agreement. The County shall provide Subrecipient advance written notice of such termination, allowing Subrecipient at least thirty (30) calendar days to provide a written response. Termination shall be at the sole discretion of the County.

ARTICLE XI

Changes to Agreement: This Agreement may be amended by mutual consent of the parties hereto. Said amendments shall become effective only when in writing and fully executed by duly authorized officers of the parties hereto.

ARTICLE XII

Subrecipient to County: It is understood that the services provided under this Agreement shall be prepared in and with cooperation from County and its staff. It is further understood that this Agreement does not create an exclusive relationship between County and Subrecipient, and Subrecipient may perform similar work or services for others. However, Subrecipient shall not enter into any agreement with any other party or provide any information in any manner to any other party, that would conflict with Subrecipient’s responsibilities or hinder Subrecipient’s performance of services hereunder, unless County’s Contract Administrator, in writing, authorizes that agreement or sharing of information.

ARTICLE XIII

Confidentiality: Subrecipient shall maintain the confidentiality and privileged nature of all records, including billing records, together with any knowledge therein acquired, in accordance with all applicable state and federal laws and regulations, as they may now exist or may hereafter be amended or changed. Subrecipient, and all Subrecipient’s staff, employees, and representatives, shall not use or disclose, directly or indirectly at any time, any said confidential information, other than to County’s Contract Administrator for the purpose of, and in the performance of, this Agreement. This confidentiality provision shall survive after the expiration or earlier termination of this Agreement.

ARTICLE XIV

Health Insurance Portability and Accountability Act (HIPAA) Compliance: As a condition of Subrecipient performing services for County, Subrecipient shall execute Exhibit E, marked “HIPAA Business Associate Agreement,” incorporated herein and made by reference a part hereof.

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ARTICLE XV

Assignment and Delegation: Subrecipient is engaged by County for its unique qualifications and skills as well as those of its personnel. Subrecipient shall not subcontract, delegate, or assign services to be provided, in whole or in part, to any other person or entity without prior written consent of County.

In the event Subrecipient receives written consent to subcontract services under this Agreement, Subrecipient is required to ensure subcontractor remains in compliance with the terms and conditions of this Agreement. In addition, Subrecipient is required to monitor subcontractor's compliance with said terms and conditions and provide written evidence of monitoring to County upon request.

ARTICLE XVI

Independent Contractor: The parties intend that an independent contractor relationship will be created by this contract. Subrecipient is, and shall be at all times, deemed independent and shall be wholly responsible for the manner in which it performs services required by the terms of this Agreement. Subrecipient exclusively assumes responsibility for acts of its employees, agents, affiliates, and subcontractors, if any are authorized herein, as they relate to the services or work to be performed under this Agreement during the course and scope of their employment by Subrecipient. Those persons will be entirely and exclusively under the direction, supervision, and control of Subrecipient.

County may designate the tasks to be performed and the results to be accomplished under this Agreement, provide information concerning the work or services, approve or disapprove the final work product and/or services provided, and set deadlines for the completion of the work or services, but County will not control or direct the manner, means, methods, or sequence in which Subrecipient performs the work or services for accomplishing the results. Subrecipient understands and agrees that Subrecipient lacks the authority to bind County or incur any obligations on behalf of County.

Subrecipient, including any subcontractor or employees of Subrecipient, shall not receive, nor be eligible for, any benefits County provides for its employees, including, but not limited to, vacation pay, paid holidays, life insurance, health insurance, social security, disability insurance, pension, or 457 plans. Subrecipient shall not receive, nor be eligible for, workers' compensation, including medical and indemnity payments. County is not responsible for withholding, and shall not withhold, Federal Income Contribution Act amounts or taxes of any kind from any payments which it owes Subrecipient. Subrecipient shall not be subject to the work schedules or vacation periods that apply to County employees.

Subrecipient shall be solely responsible for paying its employees, and for withholding Federal Income Contribution Act amounts and other taxes, workers' compensation, unemployment compensation, medical insurance, life insurance, or any other benefit that Subrecipient provides for its employees.

Subrecipient acknowledges that it has no authority to bind the County or incur any obligations on behalf of the County with regard to any matter, and Subrecipient shall not make any agreements or representations on the County's behalf.

ARTICLE XVII

Fiscal Considerations: The parties to this Agreement recognize and acknowledge that County is a political subdivision of the State of California. As such, County is subject to the provisions of Article

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XVI, section 18 of the California Constitution and other similar fiscal and procurement laws and regulations and may not expend funds for products, equipment, or services not budgeted in a given fiscal year. It is further understood that in the normal course of County business, County will adopt a proposed budget prior to a given fiscal year, but that the final adoption of a budget does not occur until after the beginning of the fiscal year.

Notwithstanding any other provision of this Agreement to the contrary, County shall give notice of cancellation of this Agreement in the event of adoption of a proposed budget that does not provide for funds for the services, products, or equipment subject herein. Such notice shall become effective upon the adoption of a final budget, which does not provide funding for this Agreement. Upon the effective date of such notice, this Agreement shall be automatically terminated and County released from any further liability hereunder.

In addition to the above, should the Board of Supervisors during the course of a given year for financial reasons reduce or order a reduction in the budget for any County department for which services were contracted to be performed, pursuant to this paragraph in the sole discretion of County, this Agreement may be deemed to be canceled in its entirety subject to payment for services performed prior to cancellation.

ARTICLE XVIII

Audit by California State Auditor: Subrecipient acknowledges that if total compensation under this agreement is greater than \$10,000.00, this Agreement is subject to examination and audit by the California State Auditor for a period of three (3) years, or for any longer period required by law, after final payment under this Agreement, pursuant to California Government Code §8546.7. In order to facilitate these potential examinations and audits, Subrecipient shall maintain, for a period of at least three (3) years, or for any longer period required by law, after final payment under the contract, all books, records and documentation necessary to demonstrate performance under the Agreement.

ARTICLE XIX

Default, Termination, and Cancellation:

- A. Termination by Default: If either party becomes aware of an event of default, that party shall give written notice of said default to the party in default that shall state the following:
1. The alleged default and the applicable Agreement provision.
 2. That the party in default has ten (10) days upon receiving the notice to cure the default (Time to Cure).

If the party in default does not cure the default within ten (10) days of the Time to Cure, then such party shall be in default and the party giving notice may terminate the Agreement by issuing a Notice of Termination. The party giving notice may extend the Time to Cure at their discretion. Any extension of Time to Cure must be in writing, prepared by the party in default for signature by the party giving notice, and must specify the reason(s) for the extension and the date in which the extension of Time to Cure expires.

If County terminates this Agreement, in whole or in part, for default:

1. County reserves the right to procure the goods or services, or both, similar to those terminated, from other sources and Subrecipient shall be liable to County for any excess costs for those goods or services. County may deduct from any payment due,

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or that may thereafter become due to Subrecipient, the excess costs to procure from an alternate source.

- 2. County shall pay Subrecipient the sum due to Subrecipient under this Agreement prior to termination, unless the cost of completion to County exceeds the funds remaining in the Agreement. In which case the overage shall be deducted from any sum due Subrecipient under this Agreement and the balance, if any, shall be paid to Subrecipient upon demand.
- 3. County may require Subrecipient to transfer title and deliver to County any completed work under the Agreement.

The following shall be events of default under this Agreement:

- 1. Failure by either party to perform in a timely and satisfactory manner any or all of its obligations under this Agreement.
- 2. A representation or warranty made by Subrecipient in this Agreement proves to have been false or misleading in any respect.
- 3. Subrecipient fails to observe and perform any covenant, condition or agreement on its part to be observed or performed under this Agreement, unless County agrees, in writing, to an extension of the time to perform before that time period expires.
- 4. A violation of the Article titled “Conflict of Interest.”

- B. Bankruptcy: County may terminate this Agreement immediately in the case of bankruptcy, voluntary or involuntary, or insolvency of Subrecipient.
- C. Ceasing Performance: County may terminate this Agreement immediately in the event Subrecipient ceases to operate as a business or otherwise becomes unable to substantially perform any term or condition of this Agreement.
- D. Termination or Cancellation without Cause: County may terminate this Agreement, in whole or in part, for convenience upon thirty (30) calendar days’ written Notice of Termination. If such termination is effected, County will pay for satisfactory services rendered before the effective date of termination, as set forth in the Notice of Termination provided to Subrecipient, and for any other services that County agrees, in writing, to be necessary for contract resolution. In no event, however, shall County be obligated to pay more than the total amount of the Agreement. Upon receipt of a Notice of Termination, Subrecipient shall promptly discontinue all services affected, as of the effective date of termination set forth in such Notice of Termination, unless the Notice directs otherwise.

ARTICLE XX

Notice to Parties: All notices to be given by the parties hereto shall be in writing, which includes electronic email communication with read receipt requirements to the parties indicated herein, with both the County Health and Human Services Agency and County Chief Administrative Office emails addressed in said correspondence, or to such other email as updated by either party. Should communication be written mail correspondence utilizing the United States Post Office, Notice shall be sent postage prepaid and return receipt requested.

Notices to County shall be addressed as follows:

with a copy to:

COUNTY OF EL DORADO
Health and Human Services Agency
3057 Briw Road, Suite B

COUNTY OF EL DORADO
Chief Administrative Office
Procurement and Contracts Division

ATTACHMENT A – SAMPLE AGREEMENT FOR SERVICES

Placerville, CA 95667
ATTN: Contracts Unit
Email: hhsa-contract@edcgov.us

330 Fair Lane
Placerville, CA 95667
ATTN: Purchasing Agent
Email: procon@edcgov.us

or to such other location as the County directs.

Notices to Contractor shall be addressed as follows:

(COMPANY NAME)
(Address)
(City, State, Zip)
ATTN: (Name), (Title)
vendoremail@vendor.com

or to such other location as the Contractor directs.

ARTICLE XXI

Change of Address: In the event of a change in address for Subrecipient's principal place of business, Subrecipient's Agent for Service of Process, or Notices to Subrecipient, Subrecipient shall notify County in writing pursuant to the provisions contained herein above under the Article titled "Notice to Parties." Said notice shall become part of this Agreement upon acknowledgment in writing by the County Contract Administrator, and no further amendment of the Agreement shall be necessary provided that such change of address does not conflict with any other provisions of this Agreement.

ARTICLE XXII

Indemnity: To the fullest extent permitted by law, Subrecipient shall defend at its own expense, indemnify, and hold the County harmless, its officers, employees, agents, and volunteers, against and from any and all liability, claims, suits, losses, damages, or expenses of every name, kind and description, including attorney's fees and costs incurred, brought for, or on account of, injuries to or death of any person, including but not limited to workers, County employees, and the public, or damage to property, or any economic or consequential losses, which are claimed to or in any way arise out of or are connected with the acts or omissions of Subrecipient or its officers, agents, or employees in rendering the services, operations, or performance hereunder, except for liability, claims, suits, losses, damages or expenses arising from the sole negligence or willful acts of the County, its officers and employees, or as expressly prescribed by statute. This duty of Subrecipient to indemnify and save County harmless includes the duties to defend set forth in California Civil Code Section 2778.

The insurance obligations of Subrecipient are separate, independent obligations under the Agreement, and the provisions of this defense and indemnity are not intended to modify nor should they be construed as modifying or in any way limiting the insurance obligations set forth in the Agreement.

Nothing herein shall be construed to seek indemnity in excess of that permitted by Civil Code section 2782, et seq. In the event any portion of this Article is found invalid, the Parties agree that this Article shall survive and be interpreted consistent with the provisions of Civil Code section 2782, et seq.

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ARTICLE XXIII

Insurance: Subrecipient shall provide proof of a policy of insurance satisfactory to the County of El Dorado Risk Manager and documentation evidencing that Subrecipient maintains insurance that meets the following requirements:

- A. Full **Worker's Compensation** and Employer's Liability Insurance covering all employees of Subrecipient as required by law in the **State of California**.
- B. Commercial General Liability Insurance of not less than \$1,000,000.00 combined single limit per occurrence for bodily injury and property damage and a \$2,000,000.00 aggregate limit.
- C. Automobile Liability Insurance of not less than \$1,000,000.00 is required in the event motor vehicles are used by the Subrecipient in the performance of the Agreement.
- D. In the event Subrecipient is a licensed professional or professional consultant, and is performing professional services under this Agreement, professional liability is required with a limit of liability of not less than \$1,000,000.00 per occurrence.
- E. Subrecipient shall furnish a certificate of insurance satisfactory to the County of El Dorado Risk Manager as evidence that the insurance required above is being maintained.
- F. The insurance will be issued by an insurance company acceptable to Risk Management, or be provided through partial or total self-insurance likewise acceptable to Risk Management.
- G. Subrecipient agrees that the insurance required above shall be in effect at all times during the term of this Agreement. In the event said insurance coverage expires at any time or times during the term of this Agreement, Subrecipient agrees to provide at least thirty (30) days prior to said expiration date, a new certificate of insurance evidencing insurance coverage as provided for herein for not less than the remainder of term of the Agreement, or for a period of not less than one (1) year. New certificates of insurance are subject to the approval of Risk Management and Subrecipient agrees that no work or services shall be performed prior to the giving of such approval. In the event the Subrecipient fails to keep in effect at all times insurance coverage as herein provided, County may, in addition to any other remedies it may have, terminate this Agreement upon the occurrence of such event.
- H. The certificate of insurance must include the following provisions stating that:
 1. The insurer will not cancel the insured's coverage without prior written notice to County; and
 2. The County of El Dorado, its officers, officials, employees and volunteers are included as additional insured on an additional insured endorsement, but only insofar as the operations under this Agreement are concerned. This provision shall apply to the general liability policy.
- I. The Subrecipient's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees or volunteers shall be in excess of the Subrecipient's insurance and shall not contribute with it.
- J. Any deductibles or self-insured retentions must be declared to and approved by the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees and volunteers; or the Subrecipient shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- K. Any failure to comply with the reporting provisions of the policies shall not affect coverage provided to the County, its officers, officials, employees or volunteers.

ATTACHMENT A – SAMPLE AGREEMENT FOR SERVICES

- L. The insurance companies shall have no recourse against the County of El Dorado, its officers and employees or any of them for payment of any premiums or assessments under any policy issued by any insurance company.
- M. Subrecipient’s obligations shall not be limited by the foregoing insurance requirements and shall survive expiration of this Agreement.
- N. In the event Subrecipient cannot provide an occurrence policy, Subrecipient shall provide insurance covering claims made as a result of performance of this Agreement for not less than three (3) years following completion of performance of this Agreement.
- O. Certificate of insurance shall meet such additional standards as may be determined by the contracting County Department either independently or in consultation with Risk Management, as essential for protection of the County.

ARTICLE XXIV

Force Majeure: Neither party will be liable for any delay, failure to perform, or omission under this Agreement that is due to any cause that it is beyond its control, not due to its own negligence, and cannot be overcome by the exercise of due diligence. In that event, the affected party will:

- A. Promptly give written notice to the other of the fact that it is unable to so perform and the cause(s) that is beyond its control; and
- B. Once the cause(s) has ceased, provide written notice to the other party and immediately resume its performance under this Agreement.

For purposes of this Article, “cause that is beyond its control” includes labor disturbances, riots, fires, earthquakes, floods, storms, lightning, epidemics, war, disorders, hostilities, expropriation or confiscation of properties, failure of and delays by carriers, interference by civil or military authorities, whether legal or de facto, and whether purporting to act under some constitution, decree, or law, or otherwise, or acts of God.

ARTICLE XXV

Waiver: No failure on the part of the parties to exercise any rights under this Agreement, and no course of dealing with respect to any right hereunder, shall operate as a waiver of that right, nor shall any single or partial exercise of any right preclude the exercise of any other right. The remedies herein provided are cumulative and are not exclusive of any other remedies provided by law.

ARTICLE XXVI

Conflict of Interest: The parties to this Agreement have read and are aware of the provisions of Government Code Section 1090 et seq. and the Political Reform Act of 1974 (Section 87100 et seq.), relating to conflict of interest of public officers and employees. Individuals who are working for Subrecipient and performing work for County and who are considered to be a Subrecipient within the meaning of Title 2, California Code of Regulations, Section 18700.3, as it now reads or may thereafter be amended, are required to file a statement of economic interest in accordance with County’s Conflict of Interest Code. County’s Contract Administrator shall at the time this Agreement is executed make an initial determination whether or not the individuals who will provide services or perform work pursuant to this Agreement are Consultants within the meaning of the Political Reform Act and County’s Conflict of Interest Code. Statements of economic interests are public records subject to disclosure under the California Public Records Act.

ATTACHMENT A – SAMPLE AGREEMENT FOR SERVICES

Subrecipient covenants that during the term of this Agreement neither it, or any officer or employee of the Subrecipient, has or shall acquire any interest, directly or indirectly, in any of the following:

- A. Any other contract connected with, or directly affected by, the services to be performed by this Agreement.
- B. Any other entities connected with, or directly affected by, the services to be performed by this Agreement.
- C. Any officer or employee of County that are involved in this Agreement.

If Subrecipient becomes aware of a conflict of interest related to this Agreement, Subrecipient shall promptly notify County of the existence of that conflict, and County may, in its sole discretion, immediately terminate this Agreement by giving written notice as detailed in the Article titled “Default, Termination and Cancellation.”

Pursuant to Government Code section 84308 (SB 1439, the Levine Act), Subrecipient shall complete and sign the attached Exhibit F, marked “California Levine Act Statement,” incorporated herein and made by reference a part hereof, regarding campaign contributions by Subrecipient, if any, to any officer of County.

ARTICLE XXVII

California Residency (Form 590): If Subrecipient is a California resident, Subrecipients must file a State of California Form 590, certifying its California residency or, in the case of a corporation, certifying that it has a permanent place of business in California. The Subrecipient will be required to submit a Form 590 prior to execution of an Agreement or County shall withhold seven (7) percent of each payment made to the Subrecipient during term of the Agreement. This requirement applies to any agreement/contract exceeding \$1,500.00.

ARTICLE XXVIII

County Payee Data Record Form: All independent contractors or corporations providing services to County who do not have a Department of the Treasury Internal Revenue Service Form W-9 (Form W-9) on file with County must file a County Payee Data Record Form with County.

ARTICLE XXIX

County Business License: County’s Business License Ordinance provides that it is unlawful for any person to furnish supplies or services, or transact any kind of business in the unincorporated territory of El Dorado County without possessing a County business license unless exempt under County Ordinance Code Section 5.08.070. Subrecipient warrants and represents that it shall comply with all of the requirements of County’s Business License Ordinance, where applicable, prior to beginning work under this Agreement and at all times during the term of this Agreement.

ARTICLE XXX

Licenses: Subrecipient hereby represents and warrants that Subrecipient and any of its subcontractors employed under this Agreement has all the applicable licenses, permits, and certifications that are legally required for Subrecipient and its subcontractors to practice its profession or provide the services or work contemplated under this Agreement in the State of California. Subrecipient and its subcontractors shall obtain or maintain said applicable licenses, permits, or certificates in good standing throughout the term of this Agreement.

ATTACHMENT A – SAMPLE AGREEMENT FOR SERVICES

ARTICLE XXXI

Contract Administrator: The County Officer or employee with responsibility for administering this Agreement is (name), (title), (division), Health and Human Services Agency (HHS), or successor. In the instance where the named Contract Administrator no longer holds this title with County and a successor is pending, or HHS has to temporarily delegate this authority, HHS Director shall designate a representative to temporarily act as the primary Contract Administrator of this agreement and shall provide the Subrecipient with the name, address, email, and telephone number for this designee via notification in accordance with the article titled “Notice to Parties” herein.

ARTICLE XXXII

Authorized Signatures: The parties to this Agreement represent that the undersigned individuals executing this Agreement on their respective behalf are fully authorized to do so by law or other appropriate instrument and to bind upon said parties to the obligations set forth herein.

ARTICLE XXXIII

Electronic Signatures: Each party agrees that the electronic signatures, whether digital or encrypted, of the parties included in this Agreement, are intended to authenticate this writing and to have the same force and effect as manual signatures. Electronic Signature means any electronic visual symbol or signature attached to or logically associated with a record and executed and adopted by a party with the intent to sign such record, including facsimile or email electronic signatures, pursuant to the California Uniform Electronic Transactions Act (Cal. Civ. Code §§ 1633.1 to 1633.17) as amended from time to time.

ARTICLE XXXIV

Partial Invalidity: If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will continue in full force and effect without being impaired or invalidated in any way.

ARTICLE XXXV

California Forum and Law: Any dispute resolution action arising out of this Agreement, including, but not limited to, litigation, mediation, or arbitration, shall be brought in El Dorado County, California, and shall be resolved in accordance with the laws of the State of California.

ARTICLE XXXVI

No Third Party Beneficiaries: Nothing in this Agreement is intended, nor will be deemed, to confer rights or remedies upon any person or legal entity not a party to this agreement.

ARTICLE XXXVII

Special Terms and Conditions:

Subrecipient, by signing this Agreement, becomes a sub recipient of funds via the _____, from the _____, available at <http://www.edcgov.us/HHSForContractors/>. As such, Subrecipient agrees to adhere to all applicable terms and conditions, including but not limited to those provisions contained herein below:

The use of headings or titles throughout this article is for convenience only and shall not be used to interpret or to govern the meaning of any specific term or condition. The terms "contract", "Subrecipient" and "Subcontractor" shall also mean, “agreement”, "grant", “grant agreement”,

ATTACHMENT A – SAMPLE AGREEMENT FOR SERVICES

"Subrecipient" and "Subgrantee" respectively. The terms "California Department of Public Health" and "CDPH" shall have the same meaning and refer to the California State agency.

This article contains provisions that require strict adherence to various contracting laws and policies. Some provisions herein are conditional and only apply if specified conditions exist (i.e., agreement total exceeds a certain amount, agreement is federally funded, etc.). The provisions herein apply to this Agreement unless the provisions are removed by reference on the face of this Agreement, the provisions are superseded by an alternate provision appearing elsewhere in this Agreement, or the applicable conditions do not exist.

ARTICLE XXXVIII

Counterparts: This Agreement may be executed in one or more counterparts, each of which will be deemed to be an original copy of this Agreement and all of which, when taken together, will be deemed to constitute one and the same agreement.

ARTICLE XXXIX

Entire Agreement: This document and the documents referred to herein or exhibits hereto are the entire Agreement between the parties and they incorporate or supersede all prior written or oral Agreements or understandings.

Requesting Contract Administrator Concurrence:

By: _____ Dated: _____
Name
Title
Department

Requesting Department Head Concurrence:

By: _____ Dated: _____
Name
Title
Department

ATTACHMENT A – SAMPLE AGREEMENT FOR SERVICES

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates indicated below.

-- COUNTY OF EL DORADO --

By: _____ Dated: _____
Purchasing Agent
Chief Administrative Office
"County"

OR

-- COUNTY OF EL DORADO --

Dated: _____
By: _____
Chair
Board of Supervisors
"County"

ATTEST:
Kim Dawson
Clerk of the Board of Supervisors

By: _____ Dated: _____
Deputy Clerk

-- SUBRECIPIENT --

By: _____ Dated: _____
Name
Title
"Subrecipient"

By: _____ Dated: _____
Corporate Secretary

Vendor Name

Exhibit A

Acceptance of Liability for Borrowed Keys/Entry Cards

I acknowledge that I am a current **(Contractor's Name)** employee and that the keys/entry cards being borrowed will be used for services per the terms of Agreement **XXXX**. The keys/entry cards are the property of the County of El Dorado and will be used only by me. They will not be sold, rented, lent, or given to any other person or group.

(Contractor's Name) accepts full responsibility for the borrowed keys/entry cards and accepts liability for any actions that may be deemed inappropriate or damaging to the County of El Dorado. **(Contractor's Name)** shall accept all responsibility and liability for any damages caused by loss of the borrowed keys/entry cards regardless of how or by whom such damage occurred. Upon such an occurrence **(Contractor's Name)** agrees to pay all expenses associated with rekeying/reprogramming the facility.

I shall notify the County immediately if a key/entry card is lost, stolen, or damaged.

I agree to return the borrowed keys/entry cards to the County of El Dorado if requested, prior to the termination of Agreement **XXXX**, or upon the last effective date of said Agreement and understand/acknowledge that failure to do so will result in **(Contractor's Name)** being assessed all costs associated with replacing, rekeying, and reprogramming the borrowed keys/entry cards or the facility.

By signing this agreement, I acknowledge that I have read and understand this **Acceptance of Liability for Borrowed Keys/Entry Cards** and agree to the terms set forth herein.

Print First and Last Name: _____

Signature: _____

Date: _____

Vendor Name
Exhibit B
Confidentiality Agreement

While performing my official duties, I may have access to protected health information. I understand that:

- Protected health information (PHI) is individually identifiable health information that is created, received, transmitted, maintained, or used within my department.
- PHI is not available to the public.
- Special precautions are necessary to protect this type of information from unlawful or unauthorized access, use, modification, disclosure, or destruction.

I agree to:

- Access, use, or modify PHI only for the purposes of performing my official duties.
- Never access or use PHI out of curiosity or for personal interest or advantage.
- Never show, discuss, or disclose PHI to or with anyone who does not have the legal authority to receive the information.
- Never retaliate, coerce, threaten, intimidate, or discriminate against or take other retaliatory actions against individuals or others who file complaints or participate in investigations or compliance reviews with regard to PHI.
- Never remove PHI from the work area without authorization.
- Treat passwords as confidential information. Assign and change them according to El Dorado County's Computer and Network Usage Policies.
- Exercise due care to preserve the integrity and confidentiality of electronic protected health information.
- Dispose of PHI by utilizing an approved method of destruction, which includes shredding. I will not dispose of such information in open wastebaskets or recycle bins.
- Notify my supervisor, the Privacy/Compliance Officer, and/or the Information Security Officer, as applicable, of a possible violation.

I understand penalties for violating any of the above limitations may include disciplinary action, and civil or criminal prosecution. I understand that my obligation of confidentiality continues into perpetuity.

"I certify that I have read and understand the Privacy/Security Acknowledgement Statement printed above."

Print Name: _____ Dept: _____

Signature: _____ Date Signed: _____

**Vendor Name
Exhibit C
Sample Budget**

**Sample Budget
4/1/2024 - 3/31/2027**

Staffing - Job Title	Staffing - Job Description	Annual Budget	Not to Exceed Budget (Term 4/1/2024 - 3/31/2027)
List Personnel Line Items in Column A by Staff Title, Budgeted FTE (full-time equivalency), Months Proposed, Hourly Rate, and Hours Proposed with Total Cost Projected in Column B (Example below in red).			
Coordinated Entry Team Lead	Assessing, training, referrals	\$ 36,645.24	\$ 109,935.72
Coordinated Entry Specialist	Office administration and outreach	\$ 61,444.92	\$ 184,334.76
Chief Operating Officer	General operations	\$ 5,736.96	\$ 17,210.88
Total Staffing/Personnel Costs		\$ 103,827.12	\$ 311,481.36
Operational Costs			
Transportation / Mileage costs	Annual mileage @ \$0.655/mile x 4000 miles	\$ 2,620.00	\$ 7,860.00
Total Operational Costs		\$ 2,620.00	\$ 7,860.00
Direct Costs Subtotal		\$ 106,447.12	\$ 319,341.36
Indirect Costs: F&A Costs			
10% of all Direct Costs		\$ 10,644.71	\$ 31,934.14
TOTAL Proposed Costs / Budget for Entire Contract		\$ 117,091.83	\$ 351,275.50

**Sample Budget
4/1/2024 - 3/31/2029**

Staffing - Job Title	Staffing - Job Description	Annual Budget	Not to Exceed Budget (Term 4/1/2024 - 3/31/2029)
List Personnel Line Items in Column A by Staff Title, Budgeted FTE (full-time equivalency), Months Proposed, Hourly Rate, and Hours Proposed with Total Cost Projected in Column B (Example below in red).			
Coordinated Entry Team Lead	Assessing, training, referrals	\$ 36,645.24	\$ 183,226.20
Coordinated Entry Specialist	Office administration and outreach	\$ 61,444.92	\$ 307,224.60
Chief Operating Officer	General operations	\$ 5,736.96	\$ 28,684.80
Total Staffing/Personnel Costs		\$ 103,827.12	\$ 519,135.60
Operational Costs			
Transportation / Mileage costs	Annual mileage @ \$0.655/mile x 4000 miles	\$ 2,620.00	\$ 13,100.00
Total Operational Costs		\$ 2,620.00	\$ 13,100.00
Direct Costs Subtotal		\$ 106,447.12	\$ 532,235.60
Indirect Costs: F&A Costs			
10% of all Direct Costs		\$ 10,644.71	\$ 53,223.55
TOTAL Proposed Costs / Budget for Entire Contract		\$ 117,091.83	\$ 585,459.15

Vendor Name
Exhibit D

Vendor Assurance of Compliance with Nondiscrimination in State and Federally Assisted Programs

HEREBY AGREES THAT it will comply with Title VI and VII of the Civil Rights Act of 1964 as amended; Section 504 of the Rehabilitation Act of 1973 as amended; the Age Discrimination Act of 1975 as amended; the Food Stamp Act of 1977, as amended and in particular section 272.6; Title II of the Americans with Disabilities Act of 1990; California Civil Code Section 51 et seq., as amended; California Government Code section 11135-11139.5, as amended; California Government Code section 12940 (c), (h) (1), (i), and (j); California Government Code section 4450; Title 22, California Code of Regulations section 98000 – 98413; Title 24 of the California Code of Regulations, Section 3105A(e); the Dymally-Alatorre Bilingual Services Act (California Government Code Section 7290-7299.8); Section 1808 of the Removal of Barriers to Interethnic Adoption Act of 1996; and other applicable federal and state laws, as well as their implementing regulations [including 45 Code of Federal Regulations (CFR) Parts 80, 84, and 91, 7 CFR Part 15, and 28 CFR Part 42], by ensuring that employment practices and the administration of public assistance and social services programs are nondiscriminatory, to the effect that no person shall because of ethnic group identification, age, sex, color, disability, medical condition, national origin, race, ancestry, marital status, religion, religious creed or political belief be excluded from participation in or be denied the benefits of, or be otherwise subject to discrimination under any program or activity receiving federal or state financial assistance; and HEREBY GIVE ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal and state assistance; and THE VENDOR/RECIPIENT HEREBY GIVES ASSURANCE THAT administrative methods/procedures which have the effect of subjecting individuals to discrimination or defeating the objectives of the California Department of Social Services (CDSS) Manual of Policies and Procedures (MPP) Chapter 21, will be prohibited.

BY ACCEPTING THIS ASSURANCE, the vendor/recipient agrees to compile data, maintain records and submit reports as required, to permit effective enforcement of the aforementioned laws, rules and regulations and permit authorized CDSS and/or federal government personnel, during normal working hours, to review such records, books and accounts as needed to ascertain compliance. If there are any violations of this assurance, CDSS shall have the right to invoke fiscal sanctions or other legal remedies in accordance with Welfare and Institutions Code section 10605, or Government Code section 11135-11139.5, or any other laws, or the issue may be referred to the appropriate federal agency for further compliance action and enforcement of this assurance.

THIS ASSURANCE is binding on the vendor/recipient directly or through contract, license, or other provider services, as long as it receives federal or state assistance.

Date

Signature

Address of vendor/recipient

(08/13/01)

Vendor Name
Exhibit E
HIPAA Business Associate Agreement

This Business Associate Agreement is made part of the base contract (“Underlying Agreement”) to which it is attached, as of the date of commencement of the term of the Underlying Agreement (the “Effective Date”).

RECITALS

WHEREAS, County and Contractor (hereinafter referred to as Business Associate (“BA”) entered into the Underlying Agreement pursuant to which BA provides services to County, and in conjunction with the provision of such services, certain Protected Health Information (“PHI”) and Electronic Protected Health Information (“EPHI”) may be disclosed to BA for the purposes of carrying out its obligations under the Underlying Agreement;

WHEREAS, the County and BA intend to protect the privacy and provide for the security of PHI and EPHI disclosed to BA pursuant to the Agreement in compliance with the Health Insurance Portability and Accountability Act, Pub. L. No. 104-191 of 1996 (“HIPAA”), the Health Information Technology for Economic and Clinical Health Act, Public Law 111-005 (the “HITECH” Act), and regulation promulgated thereunder by the U.S. Department of Health and Human Services (the “HIPAA Regulations”) and other applicable laws as may be amended from time to time;

WHEREAS, County is a Covered Entity, as defined in the Privacy Rule and Security Rule, including but not limited to 45 CFR Section 160.103;

WHEREAS, BA, when a recipient of PHI from County, is a Business Associate as defined in the Privacy Rule, the Security Rule, and the HITECH Act, including but not limited to 42 USC Section 17938 and 45 CFR Section 160.103;

WHEREAS, “Individual” shall have the same meaning as the term “individual” in 45 CFR § 164.501 and shall include a person who qualifies as a personal representative in accordance with 45 CFR § 164.202(g);

WHEREAS, “Breach” shall have the meaning given to such term under the HITECH Act under 42 USC Section 17921; and

WHEREAS, “Unsecured PHI” shall have the meaning to such term under the HITECH Act and any guidance issued pursuant to such Act including, but not limited to 42 USC Section 17932(h).

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the Parties agree as follows:

- I. Definitions. Unless otherwise provided in this Business Associate Agreement, capitalized terms shall have the same meanings as set forth in the Privacy Rule, as may be amended from time to time.
- II. Scope of Use and Disclosure by BA of County Disclosed PHI
 - A. BA shall not disclose PHI except for the purposes of performing BA's obligations under the Underlying Agreement. Further, BA shall not use PHI in any manner that would constitute a violation of the minimum necessary policies and procedures of the County, Privacy Rule, Security Rule, or the HITECH Act.
 - B. Unless otherwise limited herein, in addition to any other uses and/or disclosures permitted or authorized by this Business Associate Agreement or required by law, BA may:
 1. Use the PHI in its possession for its proper management and administration and to fulfill any legal obligations.
 2. disclose the PHI in its possession to a third party for the purpose of BA's proper management and administration or to fulfill any legal responsibilities of BA, or as required by law
 3. Disclose PHI as necessary for BA's operations only if:
 - a) Prior to making a disclosure to a third party, BA will obtain written assurances from such third party including:
 - (1) To hold such PHI in confidence and use or further disclose it only for the purpose of which BA disclosed it to the third party, or as required by law; and
 - (2) The third party will immediately notify BA of any breaches of confidentiality of PHI to the extent it has obtained knowledge of such breach.
 4. Aggregate the PHI and/or aggregate the PHI with that of other data for the purpose of providing County with data analyses related to the Underlying Agreement, or any other purpose, financial or otherwise, as requested by County.
 5. Not disclose PHI disclosed to BA by County not authorized by the Underlying Agreement or this Business Associate Agreement without patient authorization or de-identification of the PHI as authorized in writing by County.
 6. De-identify any and all PHI of County received by BA under this Business Associate Agreement provided that the de-identification conforms to the requirements of the Privacy Rule, 45 CFR and does not preclude timely payment and/or claims processing and receipt.
 - C. BA agrees that it will neither use nor disclose PHI it receives from County, or from another business associate of County, except as permitted or required by this Business Associate Agreement, or as required by law, or as otherwise permitted by law.
- III. Obligations of BA. In connection with its use of PHI disclosed by County to BA, BA agrees to:
 - A. Implement appropriate administrative, technical, and physical safeguards as are necessary to prevent use or disclosure of PHI other than as permitted by the Agreement that reasonably and appropriately protects the confidentiality, integrity, and availability of the PHI in accordance with Title 45 of the Code of Federal Regulations, Part 160 and Part 164, Subparts A and C (the "HIPAA Privacy Rule" and the "HIPAA Security Rule") in effect or as may be amended, including but not limited to 45 CFR 164.308,

164.310, 164.312, and 164.504(e)(2). BA shall comply with the policies, procedures, and documentation requirements of the HIPAA Security Rule.

- B. Report to County within 24 hours of any suspected or actual breach of security, intrusion, or unauthorized use or disclosure of PHI of which BA becomes aware and/or any actual or suspected use or disclosure of data in violation of any applicable federal or state laws or regulations. BA shall take prompt corrective action to cure any such deficiencies and any action pertaining to such unauthorized disclosure required by applicable federal and state laws and regulations.
- C. Report to County in writing of any access, use, or disclosure of PHI not permitted by the Underlying Agreement and this Business Associate Agreement, and any Breach of Unsecured PHI of which it becomes aware without unreasonable delay and in no case later than five (5) days. To the extent the Breach is solely a result of BA's failure to implement reasonable and appropriate safeguards as required by law, and not due in whole or part to the acts or omissions of the County, BA may be required to reimburse the County for notifications required under 45 CFR 164.404 and CFR 164.406.
- D. BA shall not use or disclose PHI for fundraising or marketing purposes. BA shall not disclose PHI to a health plan for payment or health care operations purposes if the patient has requested this special restriction, and has paid out of pocket in full for the health care item or service to which the PHI solely relates. BA shall not directly or indirectly receive remuneration in exchange of PHI, except with the prior written consent of the County and as permitted by the HITECH Act, 42 USC Section 17935(d)(2); however, this prohibition shall not affect payment by County to BA for services provided pursuant to the Agreement.

IV. PHI Access, Amendment, and Disclosure Accounting. BA agrees to:

- A. Provide access, at the request of County, within five (5) days, to PHI in a Designated Record Set, to the County, or to an Individual as directed by the County. If BA maintains an Electronic Health Record, BA shall provide such information in electronic format to enable County to fulfill its obligations under the HITECH Act, including, but not limited to, 42 USC Section 17935(e).
- B. Within ten (10) days of receipt of a request from County, incorporate any amendments or corrections to the PHI in accordance with the Privacy Rule in the event that the PHI in BA's possession constitutes a Designated Record Set.
- C. To assist the County in meeting its disclosure accounting under HIPAA:
 - 1. BA agrees to implement a process that allows for an accounting to be collected and maintained by BA and its agents or subcontractors for at least six (6) years prior to the request. However, accounting of disclosure from Electronic Health Record for treatment, payment, or health care operations purposes are required to be collected and maintained for only three (3) years prior to the request, and only to the extent that BA maintains an electronic health record and is subject to this requirement. At the minimum, the information collected shall include: (i) the date of disclosure; (ii) the name of the entity or person who received PHI and, if known, the address of the entity or person; (iii) a brief description of PHI disclosed and; (iv) a brief statement of purpose of the disclosure that reasonably informs the individual of the basis for the disclosure, or a copy of the individual's authorization, or a copy of the written request for disclosure.

2. Within in 30 days of notice by the County, BA agrees to provide to County information collected in accordance with this section to permit the County to respond to a request by an Individual for an accounting of disclosures of PHI.
- D. Make available to the County, or to the Secretary of Health and Human Services (the “Secretary”), BA’s internal practices, books and records relating to the use of and disclosure of PHI for purposes of determining BA’s compliance with the Privacy Rule, subject to any applicable legal restrictions. BA shall provide County a copy of any PHI that BA provides to the Secretary concurrently with providing such information to the Secretary.
- V. Obligations of County.
- A. County agrees that it will promptly notify BA in writing of any restrictions on the use and disclosure of PHI agreed to by County that may affect BA’s ability to perform its obligations under the Underlying Agreement, or this Business Associate Agreement.
 - B. County agrees that it will promptly notify BA in writing of any changes in, or revocation of, permission by any Individual to use or disclose PHI, if such changes or revocation may affect BA’s ability to perform its obligations under the Underlying Agreement, or this Business Associate Agreement.
 - C. County agrees that it will promptly notify BA in writing of any known limitation(s) in its notice of privacy practices to the extent that such limitation may affect BA’s use of disclosure of PHI.
 - D. County shall not request BA to use or disclose PHI in any manner that would not be permissible under the Privacy Rule if done by County, except as may be expressly permitted by the Privacy Rule.
 - E. County will obtain any authorizations necessary for the use or disclosure of PHI, so that BA can perform its obligations under this Business Associate Agreement and/or the Underlying Agreement.
- VI. Term and Termination.
- A. Term. This Business Associate Agreement shall commence upon the Effective Date and terminate upon the termination of the Underlying Agreement, as provided therein when all PHI provided by the County to BA, or created or received by BA on behalf of the County, is destroyed or returned to the County, or, or if it is infeasible to return or destroy PHI, protections are extended to such information, in accordance with the termination provisions in this Section.
 - B. Termination for Cause. Upon the County’s knowledge of a material breach by the BA, the County shall either:
 1. Provide an opportunity for the BA to cure the breach or end the violation and terminate this Agreement if the BA does not cure the breach or end the violation within the time specified by the County.
 2. Immediately terminate this Agreement if the BA has breached a material term of this Agreement and cure is not possible; or
 3. If neither termination nor cures are feasible, the County shall report the violation to the Secretary.
 - C. Effect of Termination.
 1. Except as provided in paragraph (2) of this section, upon termination of this Agreement, for any reason, the BA shall, at the option of County, return or destroy

all PHI that BA or its agents or subcontractors still maintain in any form, and shall retain no copies of such PHI.

2. In the event that the County determines that returning or destroying the PHI is infeasible, BA shall provide to the County notification of the conditions that make return or destruction infeasible, and BA shall extend the protections of this Agreement to such PHI to those purposes that make the return or destruction infeasible, for so long as the BA maintains such PHI. If County elects destruction of the PHI, BA shall certify in writing to County that such PHI has been destroyed.

VII. Indemnity

- A. BA shall indemnify and hold harmless all Agencies, Districts, Special Districts and Departments of the County, their respective directors, officers, Board of Supervisors, elected and appointed officials, employees, agents and representatives (collectively "County") from any liability whatsoever, based or asserted upon any services of BA, its officers, employees, subcontractors, agents or representatives arising out of or in any way relating to BA's performance under this Business Associate Agreement, including but not limited to property damage, bodily injury, or death or any other element of any kind or nature whatsoever including fines, penalties or any other costs and resulting from any reason whatsoever to the extent arising from the performance of BA, its officers, agents, employees, subcontractors, agents or representatives under this Business Associate Agreement. BA shall defend, at its sole expense, all costs and fees including but not limited to attorney fees, cost of investigation, defense and settlements or awards against the County in any claim or action based upon such alleged acts or omissions.
- B. With respect to any action or claim subject to indemnification herein by BA, BA shall, at its sole cost, have the right to use counsel of its choice, subject to the approval of County, which shall not be unreasonably withheld, and shall have the right to adjust, settle, or compromise any such action or claim without the prior consent of County; provided, however, that any such adjustment, settlement or compromise in no manner whatsoever limits or circumscribes BA's indemnification of County as set forth herein. BA's obligation to defend, indemnify and hold harmless County shall be subject to County having given BA written notice within a reasonable period of time of the claim or of the commencement of the related action, as the case may be, and information and reasonable assistance, at BA's expense, for the defense or settlement thereof. BA's obligation hereunder shall be satisfied when BA has provided to County the appropriate form of dismissal relieving County from any liability for the action or claim involved.
- C. The specified insurance limits required in the Underlying Agreement of this Business Associate Agreement shall in no way limit or circumscribe BA's obligations to indemnify and hold harmless the County herein from third party claims arising from the issues of this Business Associate Agreement.
- D. In the event there is conflict between this clause and California Civil Code Section 2782, this clause shall be interpreted to comply with Civil Code Section 2782. Such interpretation shall not relieve the BA from indemnifying the County to the fullest extent allowed by law.
- E. In the event there is a conflict between this indemnification clause and an indemnification clause contained in the Underlying Agreement of this Business

Associate Agreement, this indemnification shall only apply to the subject issues included within this Business Associate Agreement.

- VIII. Amendment. The parties agree to take such action as is necessary to amend this Business Associate Agreement from time to time as is necessary for County to comply with the Privacy Rule, 45 CFR, and HIPAA generally.
- IX. Survival. The respective rights and obligations of this Business Associate Agreement shall survive the termination or expiration of this Business Associate Agreement.
- X. Regulatory References. A reference in this Business Associate Agreement to a section in the Privacy Rule means the section as in effect or as amended.
- XI. Conflicts. Any ambiguity in this Business Associate Agreement and the Underlying Agreement shall be resolved to permit County to comply with the Privacy Rule, 45 CFR, and HIPAA generally.

Approval and Signatures

By: _____
Name
"BA Representative"

Dated: _____

By: _____
Name
"HHSA Representative"

Dated: _____

Vendor Name
Exhibit F
California Levine Act Statement

California Government Code section 84308, commonly referred to as the "Levine Act," prohibits any officer of El Dorado County from participating in any action related to a contract if he or she accepts, solicits, or directs any political contributions totaling more than two hundred and fifty dollars (\$250) within the previous twelve (12) months, and for twelve (12) months following the date a final decision concerning the contract has been made, from the person or company awarded the contract. The Levine Act also requires disclosure of such contribution by a party to be awarded a specific contract. An officer of El Dorado County includes the Board of Supervisors, any elected official, and the chief administrative officer (collectively "Officer"). It is the Contractor's responsibility to confirm the appropriate "Officer" and name the individual(s) in their disclosure.

Have you or your company, or any agent on behalf of you or your company, made any political contribution(s), or been solicited to make a contribution by an Officer or had an Officer direct you to make a contribution of more than \$250 to an Officer of the County of El Dorado in the twelve months preceding the date of the submission of your proposals or the anticipated date of any Officer action related to this contract?

_____YES _____NO

If yes, please identify the person(s) by name:

If no, please type N/A.

Do you or your company, or any agency on behalf of you or your company, anticipate or plan to make any political contribution(s) of more than \$250 to an Officer of the County of El Dorado in the twelve months following any Officer action related to this contract?

_____YES _____NO

If yes, please identify the person(s) by name:

If no, please type N/A.

Answering YES to either of the two questions above does not preclude the County of El Dorado from awarding a contract to your firm or any taking any subsequent action related to the contract. It does, however, preclude the identified Officer(s) from participating in any actions related to this contract.

Date

Signature of authorized individual

Type or write name of company

Type or write name of authorized individual