

**AGREEMENT FOR SERVICES #8494**  
Childcare Bridge Program for Foster Children Services

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**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 Catalyst Family, Inc., doing business as Catalyst Community, a California Non-Profit Corporation, duly qualified to conduct business in the State of California, whose principal place of business is 350 Woodview Avenue, Suite 100, Morgan Hill, California 95037 (hereinafter referred to as "Contractor");

**RECITALS**

**WHEREAS**, the lack of access to childcare for potential foster families seeking to take in a foster child is one of the top barriers to placing young foster children with families. The passage of Senate Bill (SB) 89 established the Emergency Childcare Bridge Program for Foster Children (Bridge Program);

**WHEREAS**, on January 1, 2018, the State of California Department of Social Services (CDSS) began offering the Bridge Program, which has three components: (1) the provision of a monthly payment or voucher for childcare for up to twelve (12) months; (2) a childcare navigator to assist the Resource Family (RF) with finding a childcare provider, and (3) trauma-informed care training and coaching to support the childcare providers participating in the Bridge Program;

**WHEREAS**, Alternative Payment Programs (APPs) funded with state and federal funds, offer an array of childcare arrangements for parents, such as in-home care, family childcare, and center-based care. The APP helps families arrange childcare services and makes payment for those services directly to the childcare provider selected by the family. The APP is intended to increase parental choice and accommodate the individual needs of the family. The APP processes the families' application to receive subsidized childcare services;

**WHEREAS**, Resource and Referral agencies and programs (R&Rs), funded by the State of California Department of Social Services (CDSS) are currently located in every county in the state and collectively form the R&R Network. The purpose of the R&R Network is to help families find childcare that best meets their needs, recruit, train, and help childcare providers in the licensing process, and collect data from parents and childcare providers. R&Rs administer a variety of services to parents seeking childcare, to providers seeking professional development and incentives for remaining in the profession;

**WHEREAS**, CDSS has designated Contractor as the R&R to provide Childcare Navigator services, and trauma-informed care training and coaching services for El Dorado County Health and Human Services Agency (HHSA), and Contractor's APP serves families in El Dorado County, therefore

County has determined it is necessary to contract with Contractor to administer all components of the Bridge Program;

**WHEREAS**, Contractor has represented to County that it is specially trained, experienced, expert, and competent to perform the special services described in ARTICLE I, Scope of Services; that it is an independent and bona fide business operation, advertises and holds itself as such, is in possession of a valid business license, 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; and

**WHEREAS**, County has determined that the provision of such services provided by Contractor 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 Contractor mutually agree as follows:

**ARTICLE I**

**Scope of Services:**

Contractor shall allocate personnel and render services necessary to administer the Bridge Program, comprised of the following three (3) components:

- Payments to providers for childcare services;
- Childcare Navigator services;
- Trauma-informed care training and coaching of childcare providers.

**A. Definitions:**

<b>Term</b>	<b>Definition</b>
Childcare Navigator	A Childcare Navigator, employed by the Contractor, works with Eligible Families, child welfare workers, social workers, probation officers, and child and family team to assess childcare opportunities and offer consumer education to the family based on the child's age and needs, and helps connect the family to appropriate childcare.
Compelling Reason	Compelling Reason means a decision to place a child with an applicant prior to approval as a RF based upon the best interest of the child, to include maintaining a child's family-like connections.

Eligible Family	An Eligible Family includes: <ol style="list-style-type: none"> <li>1. RFs and families that have a child placed with them in an emergency or for a Compelling Reason.</li> <li>2. Parenting foster youth and non-minor dependent (NMD) parents</li> <li>3. Licensed foster family homes or certified family homes  Approved homes of relatives or nonrelative extended family members (NREFM)</li> </ol>
Emergency Placement	Emergency Placement means a placement of a child or NMD with a relative or NREFM prior to Resource Family Approval (RFA) pursuant to Welfare and Institutions Code (WIC) Sections 309, 361.4, & 361.45.
Parenting Youth	Parenting Youth are also known as minor parents. It is the responsibility of the RF to provide direct care and supervision of the children of a minor parent during the hours that the minor parent is unavailable or unable to provide care and supervision. The Bridge Program provides payment for childcare and a Childcare Navigator for children of Parenting Youth in foster care.
Regional Market Rate (RMR)	The Maximum reimbursement (ceiling) set by the California Department of Education for subsidized childcare provided through programs that are subject to the Regional Market Rate (RMR) Survey of California Childcare Providers.
Resource Family (RF)	The term RF is now used to describe all types of caregivers, rather than the various terms: Foster Parent, Adoptive Parent, Relative, or NREFM who wants to extend care to a related or unrelated child (or children) who is under the jurisdiction of the juvenile court, or otherwise in the care of a county welfare agency or probation department and have been approved through the Resource Family Approval process.
Resource Family Approval (RFA)	RFA – CDSS mandated implementation of the RFA process to replace prior approval processes. RFA is a family-friendly and child-centered caregiver approval process that combines elements of the current foster parent licensing, relative approval, and approvals for adoption and guardianship processes and replaces those processes. The RFA process improves the way caregivers (related and non-related) of children in foster care are approved and prepared to parent vulnerable children, whether temporarily or permanently. RFA is based on the State written directives which have the same force and effect as regulations and ensure that counties use the same standards for approval.

Trauma Informed Care (TIC) Training	TIC training will include, but is not limited to, infant and toddler development and research-based, trauma-informed best care practices for children in the child welfare system. Training is for childcare providers.
TrustLine	TrustLine is California’s registry of in-home childcare providers who have completed a criminal background screening and clearance process. Section 1596.671, of the Health and Safety Code, requires license-exempt childcare providers, caring for a Bridge Program eligible child, to receive TrustLine registration services. It is the only authorized screening program of in-home caregivers/providers in the state with access to fingerprint records at the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). While State law requires that license-exempt providers be registered on TrustLine in order to be paid, unless they are the grandparent, aunt, or uncle of the child receiving services, Federal policy requires any license-exempt childcare provider must undergo a background check through the TrustLine, regardless of relationship; therefore, all license-exempt providers must register on TrustLine. To check if a provider is registered on TrustLine or to register, call 1-800-822-8490.

**B. Services:**

1. Emergency Childcare Voucher or Payment for childcare services:
  - a. County Responsibilities:
    - i. Eligibility for Participation: County shall determine eligibility of a family or Parenting Youth for participation in the Bridge Program and shall refer said family to Contractor pursuant to Article I Section D. titled “HHSR Referral for Services.”
    - ii. County will prioritize Emergency Placements with relative and NREFM for Bridge Program participation.
    - iii. County shall issue aid code for HHSR clients in the care of Eligible Family receiving childcare voucher/payment or Childcare Navigator services, thereby meeting the requirements related to the funding for these services.
  - b. Contractor Responsibilities:
    - i. When requested via HHSR Referral, Contractor shall issue time-limited Emergency Childcare Vouchers or Payments to childcare providers on behalf of Eligible Families and/or Parenting Youth in foster care. The time-limited childcare voucher or payment is available to help pay for childcare costs for foster children birth up to age thirteen (13), children with exceptional needs, and severely disabled children up to age twenty-one (21).
      - 1) All vouchers and payments for childcare must be in accordance with the RMR ceilings for subsidized childcare payment rates. (California Code of Regulations, Title 5, Division 1, Chapter 19, Subchapter 2.5, Sections 18074 to 18076.3). The RMR ceilings for subsidized childcare payment rates in effect at the time of execution

are incorporated within as compensation rates. These rates are subject to change during the term of this agreement. Contractor is responsible for verifying rates paid are within RMR ceiling. Current rates are available at: <https://rcscc.adm.dss.ca.gov/>.

- c. Requirements for Payment: Childcare provider caring for children on behalf of Eligible Families may receive a payment or voucher for childcare when:
  - i. Work or school responsibilities preclude the Eligible Family from providing care when the foster child is not in school; or
  - ii. For periods when the Eligible Family is required to participate, without the child, in activities associated with parenting a child that are beyond the scope of ordinary parental duties, including but not limited to, attendance at administrative or judicial reviews, case management meetings, conferences, team meetings, including child and family team meetings, family/parent training, school meetings, and counseling.
- d. Childcare Provider: The Eligible Family shall have a choice in selecting childcare providers. Childcare services for Eligible Family(ies) that are otherwise eligible for a childcare subsidy but have not yet begun receiving subsidy payments, are eligible for Bridge Program funds. Childcare may be administered by Childcare centers, Family childcare homes, or a Trustline/relative.
- e. Time-Limited Payments: Payments may be provided for up to six (6) months or until the child is successfully enrolled into long-term, subsidized childcare. Eligibility may be extended an additional six (6) months, not to exceed twelve (12) months, at the discretion of the County, if the Eligible Family is unable to secure long-term, subsidized childcare during the initial six-month period. Once the County authorizes long-term subsidized childcare, eligibility for the Bridge Program vouchers/payments ends. While enrolled in the Bridge Program, if the family secures a subsidized childcare placement prior to the completion of the initial six (6)-month period (or in the case of an extension for up to the twelve (12)-month period), the voucher or payment provided via the Bridge Program shall be terminated. Senate Bill (SB) 187 added WIC Section 11461.6(g)(2), which effective September 1, 2022, allows counties to extend the eligibility for the monthly payment or voucher beyond twelve (12) months based on a Compelling Reason, as determined by the County. Eligibility may be extended as long as the Compelling Reason exists. Such Compelling Reasons may include, but are not limited to:
  - i. Inability of the foster child to successfully transition to other subsidized childcare;
  - ii. Loss of the payment or voucher would disrupt stability for the child; and
  - iii. Loss of the payment voucher would jeopardize a permanency plan or successful reunification.

2. Childcare Navigator:

- a. County Responsibilities: County shall refer all Eligible Families initially via HHSA Referral. However, family remains eligible for continued services beyond eligibility for Bridge specific services as Childcare Navigator services shall be

made available to any child in foster care, any child previously in foster care who has returned to his or her home of origin, and any child of parents involved in the child welfare system, including any child who meets the eligibility criteria for the Bridge Program. Eligibility will not be contingent on a child's receipt of a childcare payment or voucher, and may continue beyond the six (6) or twelve (12)-month voucher eligibility period. Eligible Families shall have a choice in selecting childcare providers.

b. Contractor Responsibilities:

i. Contractor shall take all steps and do all things reasonable and necessary to assign a Childcare Navigator to all Eligible Families. Childcare Navigator services shall be made available to any child in foster care, any child previously in foster care who has returned to his or her home of origin, and any child of parents involved in the child welfare system, including any child who meets the eligibility criteria for the Bridge Program. The Childcare Navigator will:

- 1) Assist the family, child welfare social worker, or probation officer, and other child and family team members with accessing childcare at the time of placement as well as identifying childcare options appropriate to the child's age and needs;
- 2) Connect the Eligible Family to information and resources about school readiness and quality childcare to empower families, improve their ability to access resources, and make informed decisions regarding their childcare needs.
- 3) Assist the Eligible Family in identifying potential opportunities for an ongoing childcare subsidy if eligible;
- 4) Assist the Eligible Family in completing appropriate childcare program applications and enrolling into a childcare program; and
- 5) Develop an overall, long-term childcare plan for the child, including plans, where possible, to minimize childcare transitions or disruptions for the child.

ii. Contractor shall offer an array of childcare arrangements for parents, such as in-home care, family childcare, and center-based care. Contractor shall help families arrange childcare services and make payment for those services directly to the childcare provider selected by the Eligible Family. Contractor shall help choose care that will accommodate the individual needs of the family. Contractor shall process the families' application to receive subsidized childcare services. Contractor shall supply information to all parents and the community about the availability of childcare in their area.

3. TIC training and coaching for childcare providers who may receive foster children in their care:

a. County Responsibilities: County will collaborate with Contractor to identify qualified childcare providers and shall supply the following contact information of Contractor to any care providers that are known to the County to provide care for foster children and would benefit from the TIC training.

b. Contractor Responsibilities: Contractor shall take all steps and do all things reasonable and necessary to recruit and administer TIC training to all childcare

programs that are working with children, and children of parenting youth, in the foster care system, including both licensed and licensed-exempt providers. TIC training will include, but is not limited to, infant and toddler development and research-based, trauma-informed best care practices for children in the child welfare system. Orientation sessions and/or open training sessions to be held throughout the year.

- i. Contractor and necessary staff shall participate in the California Childcare Resource and Referral Network training upon which Contractor shall base content for development and delivery of childcare provider TIC training and coaching.
- ii. Coaching: In addition to TIC training, Contractor shall make coaching available to the childcare providers to assist them in applying training curriculum and learning strategies for working with children in foster care.
- iii. Contractor shall assist potential childcare providers in the licensing process; offer direct services, including TIC training; and coordinate community resources for the benefit of parents and local childcare providers.

### C. Reporting:

Contractor shall submit written reports, including but not limited to the following:

1. Required Client Data reports: Data tracking and reporting to HHSA by the 15<sup>th</sup> of each month to include the following:
  - a. Children who transition from the Bridge Program to other subsidized childcare and non-subsidized childcare by age group.
  - b. Children unable to secure stable childcare placement prior to Bridge Program voucher or payment expiring by age group.
  - c. Number of Bridge Program Eligible Families served by a Childcare Navigator.
  - d. Number of families receiving Bridge Program payments or vouchers served by Childcare Navigators.
  - e. Number of TIC trainings offered.
  - f. Number of childcare providers that attended TIC trainings.
  - g. Number of coaching sessions.
  - h. Number of childcare providers that received coaching sessions.
  - i. Number of Eligible Families and children eligible for Bridge Program voucher or payment.
  - j. Number of Eligible Families and children issued Bridge Program payments or vouchers and those issued vouchers for the first time.
  - k. Types of childcare settings used by children who receive Bridge Program payments or vouchers.
  - l. Length of time between a child being approved for a Bridge Program payment or voucher and child's first day in the selected childcare setting.
  - m. Length of time children are enrolled in the Bridge Program.

For reporting purposes, Contractor shall use the current year's template made available by the State, CCB 18 - Emergency Childcare Bridge Program for Foster Children (Bridge Program), available via the website: <https://www.cdss.ca.gov/inforesources/research-and-data/calworks-data-tables/ccb18>. For reporting and outcome purposes, Contractor will comply with the annually submitted Bridge Program Plan as required by the State for County participation in the Bridge Program.

The above written reports are a required deliverable of this Agreement and Contractor's failure to provide them to HHSA within the specified time limits described above shall be considered a breach of this Agreement. County shall not be obligated to pay for the services rendered until the required written reports have been submitted. At its sole option, County may delay payment until such time as the reports are received; in addition, County may proceed as set forth herein the Article titled "Default, Termination, and Cancellation."

It is a further requirement of this Agreement that all written reports submitted to HHSA shall contain the report writer's electronic or original signature. It is recommended, but not required, that all original signatures be made using blue ink. Electronic signatures shall have the same force and effect as manual signatures. This signature shall act as a declaration that the contents of the written report(s) are accurate.

2. The following provider information is required and will be reported via the Child Development Management Information System (CDMIS) found at this link: <https://www4.cde.ca.gov/cdmis/default.aspx>.
  - a. Name;
  - b. Home address - \*Note: Pursuant to Government Code Section 6207 and WIC Section 10422, those providers approved as participants in the Secretary of State's address confidentiality program, may provide a designated address in lieu of a home address;
  - c. Mailing address;
  - d. County where childcare is provided;
  - e. Work telephone number;
  - f. Cellular telephone number;
  - g. Home telephone number; if known
  - h. Email address; if known
  - i. Agency, contractor, subcontractor, or political subdivision of the state administering the program in which the provider participates;
  - j. The date the provider began subsidy care;
  - k. The date the provider ended subsidy care, if applicable;
  - l. Whether the provider is licensed or not;
  - m. A "Yes" or "No" to clarify if a provider has a license number;
  - n. Unique childcare provider identification number, if applicable;
  - o. State facility license number, if known; and
  - p. Sixteen (16) Primary language used, if known.
  
3. Additional Reporting upon request: Counties that choose to participate in the Bridge Program will also be required to submit data and outcomes in order to demonstrate that the program is meeting intended results. Contractor shall be prepared to offer additional data upon request from County. Potential elements may include, but are not limited to:
  - a. Number of Eligible Families available in the report period;
  - b. Length of time to process and issue the payment or voucher to Eligible Families;
  - c. Type of childcare setting selected;
  - d. Number and average duration of payments or vouchers disbursed;
  - e. Length of time (or number of months) child received the payment or voucher;
  - f. Number of referrals to Childcare Navigators;



- g. Number of families served by Childcare Navigators;
- h. Number of children enrolled in Bridge Program subsidized childcare;
- i. Number of children enrolled in non-Bridge Program subsidized care;
- j. Number of children transitioning from Bridge Program to non-Bridge Program subsidized care;
- k. Length of time to transition from Bridge Program to non-Bridge Program subsidized care;
- l. Number of TIC trainings held;
- m. Number of childcare providers attending TIC trainings;
- n. Number of coaching sessions held; and
- o. Number of child programs and childcare providers served.

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

<i>Email (preferred method)</i>	<i>Fax</i>
<a href="mailto:cps.clerical@edcgov.us">cps.clerical@edcgov.us</a> Please include in the subject line: Contract #, Service Month, Description/Program	County of El Dorado Health and Human Services Agency Attn: Leslie Griffith Re: Agreement #8494 Fax: (530)626-7427

or to such other location as the county directs.

**D. HHSA Referral for Service(s): (requirement varies per service category)**

1. Emergency Childcare Payment or Voucher service(s) for any Eligible Family(ies) or Parenting Youth detailed under “Scope of Services” or “Compensation for Services,” are based on referrals from HHSA staff.
  - a. Eligibility aid code for child in the care of Eligible Family receiving Emergency Childcare Voucher or Payment shall be issued to Contractor on HHSA Referral and shall be required on invoice backup.
  - b. County shall not pay for any Emergency Childcare Payment services that have not been approved by a HHSA Referral, incomplete or unsatisfactory services, “no shows,” cancellations, or telephone calls for the purposes of scheduling and coordinating services.
2. Childcare Navigator services are authorized for all Eligible Families in the foster care system. Childcare Navigator Services are authorized for payment with or without an HHSA Referral. Contractor will report monthly number of families served by Childcare Navigator pursuant to the above reporting requirements in Article I Section C.1.c.
3. TIC training and coaching services are authorized for all providers participating in the Bridge Program; pursuant to the provisions contained herein this Agreement under Article III titled “Compensation for Services,” documentation of providers trained will be required with invoice.
4. HHSA Executive Management reserves the right to review and approve for reimbursement, on a case-by-case basis, Bridge Program service(s) not explicitly addressed under Article I titled “Scope of Services” or Article III titled “Compensation for Services.” Prior to providing any Client service(s) NOT detailed under Article I titled “Scope of Services” or Article III titled “Compensation for Services,” Contractor shall obtain an HHSA Referral that has been signed by HHSA

staff and a member of HHS Executive Management Team (HHS Executive Management).

**ARTICLE II**

**Term:** This Agreement shall become effective upon final execution by both parties hereto and shall cover the period of July 1, 2024, through June 30, 2027.

**ARTICLE III**

**Compensation for Services:** For services provided herein, including any deliverables that may be identified herein, County agrees to pay Contractor upon the satisfactory completion and County’s acceptance of work, in arrears. Payment shall be made within forty-five (45) days following County’s receipt and approval of invoices identifying the services rendered.

A. **Rates:** Emergency Childcare Voucher or Payment compensation must be in accordance with the RMR ceilings for subsidized childcare payment rates effective at the time of service. To find the most current rates, refer to the Department of Social Services Reimbursement Ceilings for Subsidized Childcare at: <https://rcscc.adm.dss.ca.gov/>.

**REIMBURSEMENT CEILINGS FOR SUBSIDIZED CHILDCARE**

<i>Service</i>	<i>County Standardized Rate</i>
<b>Emergency Childcare Vouchers or Payments for Childcare provided by:</b> <ul style="list-style-type: none"> <li>• Childcare Centers</li> <li>• Family Childcare Homes For El Dorado County</li> <li>• Trustline/Relative For El Dorado County</li> </ul>	Below rates effective January 1, 2022. Reimbursement for childcare voucher payments will be limited to the current RMR*. Rates listed below are for El Dorado County and are subject to change. Other county rates may vary. If care location is outside El Dorado County, corresponding RMR may be found using the website address listed below.
<i>*RMR ceilings for subsidized childcare payment rates are available at: <a href="https://rcscc.adm.dss.ca.gov/">https://rcscc.adm.dss.ca.gov/</a>.</i>	

For the purposes of this Agreement, the schedule of care definitions are as follows:

Full-time Daily	Full-time Weekly	Full-time Monthly	Part-time Hourly	Part-time Weekly	Part-time Monthly
6 hours or more per day	25 hours or more per week	108.25 hours or more per month	Under 6 hours per day	Under 25 hours per week	Under 130 hours per month

**TYPE OF PROVIDER: CHILDCARE CENTERS**

Rates by age group and schedule of care (effective 01/01/2022):						
Age Group*	Full-time Daily	Full-time Weekly	Full-time Monthly	Part-time Hourly	Part-time Weekly	Part-time Monthly
Birth to 24 months	\$97.15	\$398.69	\$1,661.80	\$18.90	\$259.08	\$1,004.98
2 through 5	\$66.07	\$278.88	\$1,128.77	\$12.62	\$185.13	\$712.57
School Age	\$60.38	\$239.40	\$908.44	\$11.17	\$136.93	\$507.72

*\*For Childcare Centers Only – For a five (5)-year old child enrolled in kindergarten:  
Use the two (2) through five (5) categories when the child is in a program/classroom that is licensed as a preschool program, or use the School Age category when the child is in a program/classroom that is licensed as a school-age program.*

**TYPE OF PROVIDER: FAMILY CHILDCARE HOMES FOR EL DORADO COUNTY**

Rates by age group and schedule of care (effective 01/01/2022):						
Age Group*	Full-time Daily	Full-time Weekly	Full-time Monthly	Part-time Hourly	Part-time Weekly	Part-time Monthly
Birth to 24 months	\$61.06	\$267.62	\$1,114.35	\$13.47	\$187.57	\$754.13
2 through 5	\$52.16	\$240.51	\$987.93	\$11.87	\$168.08	\$655.50
School Age	\$41.79	\$178.05	\$731.96	\$10.02	\$137.30	\$537.42

**TYPE OF PROVIDER: TRUSTLINED\*/RELATIVE FOR EL DORADO COUNTY**

Rates by age group and schedule of care (effective 01/01/2022):						
Age Group*	Full-time Daily	Full-time Weekly	Full-time Monthly	Part-time Hourly	Part-time Weekly	Part-time Monthly
Birth to 24 months	\$42.74	\$187.34	\$780.05	\$9.43	\$131.30	\$527.89
2 through 5	\$36.51	\$168.35	\$691.55	\$8.31	\$117.66	\$458.85
School Age	\$29.25	\$124.63	\$512.37	\$7.02	\$96.11	\$376.19

*\*When there is an “immediate need” for childcare services, state regulations allow parents to use a “provisional provider” for up to thirty (30) calendar days, pending TrustLine registry, when the provider has completed a TrustLine application and submitted fingerprints to the California Department of Justice. At the conclusion of the thirty (30) consecutive calendar days, the “provisional provider” must be registered on TrustLine in order to be paid for services. To check if a provider is registered on TrustLine or to register, call 1-800-822-8490. Pending release, the next funding allocation may include funds available to support the reimbursement of TrustLine registration services for license-exempt providers serving children receiving childcare through the Bridge Program. The costs include the live scan (fingerprinting) services fee, submission of a TrustLine Application fee, and costs associated with the administration of the*

*process. Claiming details and instructions will be provided in a forthcoming County Fiscal Letter (CFL) at which time the Contractor will be notified.*

<b>Service</b>	<b>NTE Based on current allocation*</b>
Childcare Navigator	<p>Childcare Navigator compensation is not to exceed the total combined maximum obligation for Childcare Navigator services as listed in Article IV, table 4.3.</p> <p>Contractor will be compensated in twelve (12) monthly payments based on the annual allocation for the Fiscal Year (July 1 – June 30). In the event the term of the Agreement for the first year is less than 12 months, the total allocated amount shall be divided by the number of full months to establish the monthly rate.</p> <p>In the event of a partial month, that month shall be prorated by the monthly rate established divided by the number of calendar days of the partial month, multiplied by the number of partial days of the month.</p>
TIC training and coaching	<p>TIC training and coaching compensation not to exceed the total combined maximum obligation for TIC training, as listed in Article IV, table 4.3. Contractor will be compensated in twelve (12) monthly payments based on the annual allocation for the Fiscal Year (July 1 – June 30). In the event the term of the Agreement for the first year is less than twelve (12) months, the total allocated amount shall be divided by the number of full months to establish the monthly rate.</p> <p>In the event of a partial month, that month shall be prorated by the monthly rate established divided by the number of calendar days of the partial month, multiplied by the number of partial days of the month.</p>
<p><i>*Compensation based on: Fiscal Year (FY) 2024-25 Emergency Childcare Bridge Program for foster children State General Fund (GF) allocation for El Dorado County and matched by federal funds. Rates subject to change in accordance with annual change in State GF allocation amount and quarterly non-Federal discount rate. In the event that the County is notified mid-</i></p>	

*fiscal year of a change to the annual allocation, the monthly amount will be revised and distributed over the remaining months of the fiscal year.*

Travel expenses including but not limited to travel time, meals, lodging, and mileage shall not be paid by County.

B. **Invoices:** It is a requirement of this Agreement that Contractor shall submit an original invoice, similar in content and format with the Health and Human Services Agency (HHS) invoice template linked online at <https://ElDoradoCounty.ca.gov/HHS-Contractor-Resources>, and shall reference this Agreement number on their faces.

Backup:

1. Each invoice for Childcare Payments shall include backup containing the following data:
  - a. Contractor name, address, and phone number
  - b. Eligible Family/child name(s), applicable to Childcare Payments
    - i. Age group category of each child receiving service covered by the HHS Referral.
    - ii. Unit of Service (i.e.: schedule type: full-time or part-time, hourly, daily, weekly, or monthly).
    - iii. Rate for Emergency Childcare Payments issued.
    - iv. Child's eligibility aid code (as issued on HHS Referral).
  - c. Service date(s)/date range. Contractor shall ensure that said invoice backup clearly documents the date range and schedule type for childcare provided.
  - d. Types of service(s) rendered.
    - i. Type, name, and address of childcare provider (childcare center, family childcare home, or TrustLine/relative).
    - ii. Subject to future allowability by Department of Social Services, and notification of Contractor, reimbursement for authorized costs related to TrustLine verification.
  - e. All fee(s) for Emergency Childcare Payments charged to County shall be in accordance with the rates as set forth in this Agreement. RMR is subject to change. Contractor shall verify rates charged are appropriate for service period.
  - f. Total amount billed to the County of El Dorado under the subject invoice.
2. Each invoice for Childcare Navigator services shall include:
  - a. Contractor name, address, and phone number.
  - b. Copies of relevant monthly reports for the period.
  - c. Childcare Navigator services to be rendered and invoiced by vendor based on available funding in the category of service and not to exceed maximum annual obligation for service category.
  - d. Total amount billed to the County of El Dorado under the subject invoice.
3. Each invoice for TIC training and coaching services shall include:
  - a. Contractor name, address, and phone number.

- b. Performance related to TIC training/coaching is expected to vary as the program progresses. Data for the following categories shall be reported monthly regardless of quantity for each category:
  - i. Number of TIC trainings.
  - ii. Number of childcare providers who attended TIC trainings.
  - iii. Number of coaching contacts/sessions.
  - iv. Number of childcare providers that received coaching contact sessions.
  - v. Number of staff trainings attended.
  - vi. Number of staff that received trainings.
- c. Total amount billed to the County of El Dorado under the subject invoice.

To facilitate accounting at the end of the fiscal year, the May invoice shall be expedited to submit by June 5th. Childcare Navigator and TIC training costs are to be invoiced for the month of June by June 5th in order to allow the services to be paid from the current fiscal year's allocation. A supplemental invoice for remaining services (including Childcare Payments) provided in June shall be submitted by July 5th. Invoices shall be sent as follows, or as otherwise directed in writing by County:

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

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

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.

In the event that Contractor fails to deliver, in the format specified, the deliverables 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 are received, or proceed as set forth below in the Article titled "Default, Termination, and Cancellation," herein.

**ARTICLE IV**

**Maximum Obligation:** The annual maximum contractual obligation for services provided under this Agreement will be adjusted each Fiscal Year based on County’s appropriated State General Fund allocation and the associated federal share of costs.

The CDSS (State) Emergency Childcare Bridge for Foster Children includes State and Federal fund portions that vary each Fiscal Year (FY). County is not obligated to provide the resources and level of service exceeding a FY appropriation that County receives from CDSS. However, County will leverage federal funding for navigation and training components of this Agreement. Methodology for leveraging of General Fund allocation is as follows:

- A. County shall calculate the average non-federal discount rate that is used to determine the amount of administrative costs associated with non-federally eligible Foster Care cases as stated in the CDSS County Fiscal Letter [\(CFL\)15/16-46](#).
- B. This average yearly percentage will be used to identify the amount of federal funding to be added to the Bridge Program Training and Navigation (administrative components) state allocation for the following FYs during the term of this Agreement.
- C. To leverage federal IV-E funding, the General Fund allocation amount will be matched by federal funds equal to the calculated percentage of the Emergency Childcare Payment component (Assistance) and the calculated percentage for the Navigation and Training (Administrative) components for a total federal contribution.
- D. Upon release by the CDSS of the allocation amounts for each FY following FY24/25, during term of this Agreement, County Contract Administrator or County designee shall provide CDSS notification to Contractor, in accordance with the Article titled “Notice to Parties,” to update each FY amount hereto; Tables 4.1-4.3 below shall be updated, and the maximum obligation adjusted to match the allocation, without need for an Amendment. County Contract Administrator, or designee, will send notice of CDSS' published County Fiscal letter limits for the Emergency Childcare Bridge Program to Contractor, which will adjust the Not to Exceed amounts listed in the Agreement by the impacted Fiscal Year, to be effective immediately following said notice. Said notice shall be provided to Contractor via email by County Contract Administrator, or designee, in accordance with the contact listed in the Article titled “Notice to Parties”. Upon HHS's email notating said Not to Exceed by Fiscal Year change, the revised amount shall be incorporated by reference as if fully set forth herein.
- E. In the event the FY 2024/25 (and any year thereafter) CDSS allocation includes an allowance for Administrative Overhead and/or TrustLine cost support, or other categories of Administrative or Assistance support, Contractor shall then be allowed to claim State authorized amounts, upon written notice of same from the County Contract Administrator.

**Budgeted Amount**

(Revisions shall be attached as State releases each new allocation). For the below tables 4.1 through 4.3, the following timelines by Fiscal Year (FY) apply:

- FY 2024/25: July 1, 2024 to June 30, 2025
- FY 2025/26: July 1, 2025 to June 30, 2026
- FY 2026/27: July 1, 2026 to June 30, 2027

To Be Determined (TBD) is listed in the FY State General Fund Allocation Not to Exceed by service categories, in the below Tables 4.1 through 4.3, for those yet to be determined allocations, which will be updated following the CDSS published Allocation Notice for the impacted FY.

Table 4.1					
State General Fund Allocations for Emergency Childcare Bridge for Foster Children Program					
Fiscal Year	Emergency Childcare Payment + Additional Childcare Slots (Assistance)	Childcare Navigator (Administration)	TIC Training (Administration)	County Operations* (Administration)  *County Only so Not Applicable	Total Not to Exceed for Fiscal Year
2024/25	\$128,836	\$45,597	\$14,286	\$0	\$188,719
2025/26	TBD	TBD	TBD	\$0	TBD
2026/27	TBD	TBD	TBD	\$0	TBD

Table 4.2					
Additional Title IV-E Funding:					
The County will, to the maximum extent possible, leverage federal Title IV-E funding, including administrative funding, available to Title IV-E of the federal Social Security Act, to enhance navigation and training support.					
Fiscal Year	Emergency Childcare Payment (Assistance)	Childcare Navigator (Administration)	TIC Training (Administration)	County Operations (Administration)	Total Not to Exceed for Fiscal Year
2024/25	N/A	\$9,120	\$2,858	\$0	\$11,978
2025/26	TBD	TBD	TBD	\$0	TBD
2026/27	TBD	TBD	TBD	\$0	TBD

Table 4.3					
Total Combined Maximum Obligation For Emergency Childcare Bridge for Foster Children Program					
Fiscal Year	Emergency Childcare Payment (Assistance)	Childcare Navigator (Administration)	TIC Training (Administration)	County Operations (Administration)	Total Not to Exceed for Fiscal Year
2024/25	\$128,836	\$54,717	\$17,144	\$0	\$200,697
2025/26	TBD	TBD	TBD	\$0	TBD
2026/27	TBD	TBD	TBD	\$0	TBD



Unspent funds do not carry forward and are liquidated at the end of each fiscal year. FY 2024/25 amounts are based on Exhibit A, marked “Planning Allocation,” incorporated herein and made by reference a part hereof.

To leverage Federal Title IV-E funding, the State General Fund allocation amount will be matched by Federal funds equal to 20.00% for the Childcare Navigation and TIC Training (Administrative) components.

**ARTICLE V**

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

Contractor 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 Contractor that are determined by subsequent audit to be unallowable under 48 CFR Part 31 or 2 CFR Part 200 are subject to repayment by Contractor to County.

Consistent with 2 CFR 180.300(a), County has elected to verify whether Contractor 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 contractor is listed on the federal SAM excluded list and thus suspended or debarred from receiving federal funds.

- A. System for Award Management: Contractor 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 Social Services that may apply to this contract:

<b>Federal Funding Information</b>		
<b>Contractor:</b>	<b>Catalyst Family, Inc.</b>	<b>UEI#: EYK3JTULHTM3</b>
<b>Award Term:</b>	<b>7/1/2024 – 6/30/2027</b>	<b>EIN #:</b>
<b>Total Federal Funds Obligated: Estimated at \$780,000</b>		
<b>Federal Award Information</b>		

Federal Funding Information			
ALN Number	Federal Award ID Number (FAIN)	Federal Award Date / Amount	Program Title
93.558	2101CATANF 2201CATANF	10/01/20, 01/05/21, 04/01/21, 07/02/21, 10/27/21, 01/03/22, 04/05/22	Temporary Assistance for Needy Families (TANF)
93.645	2101CACWSS 2001CACWSS	03/25/21, 03/29/21, 05/28/20	Stephanie Tubbs Jones Child Welfare Services Program
93.658	2101CAFOST	09/30/20, 11/20/20, 12/28/20, 03/31/21, 04/09/21, 06/30/21	Foster Care – Title IV-E
<b>Project Description:</b>	Emergency Childcare Bridge Program services for the County of El Dorado Health and Human Services Agency.		
<b>Awarding Agency:</b>	State of California –Health and Human Services Agency Department of Social Services		
<b>Pass-through Entity</b>	County of El Dorado, Health and Human Services Agency		
<b>Indirect Cost Rate or de minimus</b>	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 Contractor, 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 Contractor, 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 Contractor 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. Contractor 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. Contractors receiving a Contract Monitoring Survey shall, within sixty (60) days of 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 Contractor 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 Contractor 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 Contractor 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 Contractor's services on projects involving funding from various state and/or federal agencies, and as a consequence, Contractor shall comply with all applicable nondiscrimination statutes and regulations during the performance of this Agreement including but not limited to the following: Contractor 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; Contractor 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. Contractor and its employees and representatives shall give written notice of their obligations under this clause as required by law.

- B. Where applicable, Contractor shall include these nondiscrimination and compliance provisions in any of its agreements that affect or are related to the services performed herein.
- C. Contractor'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. Contractor shall comply with Exhibit B, marked "Vendor Assurance of Compliance with Nondiscrimination in State and Federally Assisted Programs," incorporated herein and made by reference a part hereof. Contractor shall acknowledge compliance by signing and returning Exhibit B upon request by County.

#### **ARTICLE IX**

**Taxes:** Contractor certifies that as of today's date, it is not in default on any unsecured property taxes or other taxes, or fees owed by Contractor to County. Contractor 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 Contractor 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 Contractor advance written notice of such termination, allowing Contractor 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**

**Contractor 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 Contractor, and Contractor

may perform similar work or services for others. However, Contractor 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 Contractor's responsibilities or hinder Contractor's performance of services hereunder, unless County's Contract Administrator, in writing, authorizes that agreement or sharing of information.

### **ARTICLE XIII**

**Confidentiality:** Contractor 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. Contractor, and all Contractor'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 Contractor performing services for County, Contractor shall execute Exhibit C, marked "HIPAA Business Associate Agreement," incorporated herein and made by reference a part hereof.

### **ARTICLE XV**

**Assignment and Delegation:** Contractor is engaged by County for its unique qualifications and skills as well as those of its personnel. Contractor 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 Contractor receives written consent to subcontract services under this Agreement, Contractor is required to ensure subcontractor remains in compliance with the terms and conditions of this Agreement. In addition, Contractor 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. Contractor 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. Contractor 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 Contractor. Those persons will be entirely and exclusively under the direction, supervision, and control of Contractor.

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 Contractor

performs the work or services for accomplishing the results. Contractor understands and agrees that Contractor lacks the authority to bind County or incur any obligations on behalf of County.

Contractor, including any subcontractor or employees of Contractor, 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. Contractor 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 Contractor. Contractor shall not be subject to the work schedules or vacation periods that apply to County employees.

Contractor 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 Contractor provides for its employees.

Contractor 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 Contractor 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 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:** Contractor 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, Contractor 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 Contractor shall be liable to County for any excess costs for those goods or services. County may deduct from any payment due, or that may thereafter become due to Contractor, the excess costs to procure from an alternate source.
2. County shall pay Contractor the sum due to Contractor 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 Contractor under this Agreement and the balance, if any, shall be paid to Contractor upon demand.
3. County may require Contractor 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 Contractor in this Agreement proves to have been false or misleading in any respect.
3. Contractor 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 Contractor.

- C. Ceasing Performance: County may terminate this Agreement immediately in the event Contractor 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, in accordance with the Article titled "Notice to Parties." 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 Contractor, 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, Contractor 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, with both the County Health and Human Services Agency and County Chief Administrative Office addressed in said correspondence, and served by either United States Postal Service mail or electronic email. Notice by mail shall be served by depositing the notice in the United States Post Office, postage prepaid and return receipt requested, and deemed delivered and received five (5) calendar days after deposit. Notice by electronic email shall be served by transmitting the notice to all required email addresses and deemed delivered and received two (2) business days after service.

Notices to County shall be addressed as follows:

COUNTY OF EL DORADO  
 Health and Human Services Agency  
 3057 Briw Road, Suite B  
 Placerville, CA 95667  
 ATTN: Contracts Unit  
 Email: [hhsa-contract@edcgov.us](mailto:hhsa-contract@edcgov.us)

with a copy to:

COUNTY OF EL DORADO  
 Chief Administrative Office  
 Procurement and Contracts Division  
 330 Fair Lane  
 Placerville, CA 95667  
 ATTN: Purchasing Agent  
 Email: [procon@edcgov.us](mailto:procon@edcgov.us)

or to such other location as the County directs.

Notices to Contractor shall be addressed as follows:

CATALYST FAMILY, INC.  
 dba Catalyst Community  
 350 Woodview Avenue, Suite 100  
 Morgan Hill, CA 95037  
 ATTN: Tina Barna, Senior Director  
[tbarna@catalystcomm.org](mailto:tbarna@catalystcomm.org)

or to such other location as the Contractor directs.



## ARTICLE XXI

**Change of Address:** In the event of a change in address for Contractor's principal place of business, Contractor's Agent for Service of Process, or Notices to Contractor, Contractor 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, Contractor shall indemnify and hold the County harmless, its officers, employees, agents, and volunteers, against and from any third-party liability, claims, suits, losses, damages, or expenses of every name, kind and description, including reasonable 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, but only to the extent caused by the negligent acts or omissions of Contractor 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 Contractor to indemnify and save County harmless includes the duties to defend set forth in California Civil Code Section 2778.

The insurance obligations of Contractor 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.

## ARTICLE XXIII

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

- A. Full Worker's Compensation and Employer's Liability Insurance covering all employees of Contractor 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 Contractor in the performance of the Agreement.
- D. In the event Contractor 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. Contractor 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. Contractor 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, Contractor 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 Contractor agrees that no work or services shall be performed prior to the giving of such approval. In the event the Contractor 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 Contractor'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 Contractor'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 Contractor 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.
- 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. Contractor's obligations shall not be limited by the foregoing insurance requirements and shall survive expiration of this Agreement.
- N. In the event Contractor cannot provide an occurrence policy, Contractor 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 Contractor and performing work for County and who are considered to be a Contractor 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.

Contractor covenants that during the term of this Agreement neither it, or any officer or employee of the Contractor, 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 Contractor becomes aware of a conflict of interest related to this Agreement, Contractor 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), Contractor shall complete and sign the attached Exhibit D, marked “California Levine Act Statement,” incorporated herein and made by reference a part hereof, regarding campaign contributions by Contractor, if any, to any officer of County.

## **ARTICLE XXVII**

**California Residency (Form 590):** If Contractor is a California resident, Contractors 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 Contractor 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 Contractor 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. Contractor 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:** Contractor hereby represents and warrants that Contractor and any of its subcontractors employed under this Agreement has all the applicable licenses, permits, and certifications that are legally required for Contractor and its subcontractors to practice its profession or provide the services or work contemplated under this Agreement in the State of California. Contractor and its subcontractors shall obtain or maintain said applicable licenses, permits, or certificates in good standing throughout the term of this Agreement.

## **ARTICLE XXXI**

**Contract Administrator:** The County Officer or employee with responsibility for administering this Agreement is Leslie Griffith, MSW, Assistant Director, Protective Services, 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, County Contract Administrator's Supervisor shall designate a representative to temporarily act as the primary Contract Administrator of this Agreement and HHS Administration shall provide the Contractor with the name, title and email 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**

#### **Additional Terms and Conditions:**

- A. **Mandated Reporter Requirements:** Contractor acknowledges and agrees to comply with mandated reporter requirements pursuant to the provisions of Article 2.5 (commencing with Section 11164) of Chapter 2 of Title 1 of Part 4 of the California Penal Code, also known as “The Child Abuse and Neglect Reporting Act,” and the Welfare and Institutions Code Section 15630 et seq., related to elder and dependent adults, as applicable.
- B. **Confidentiality and Information Security Provisions:** Contractor shall comply with applicable Federal, State, and local laws and regulations, including but not limited to the CFR Title 45, parts 160-164, and the Confidentiality of Medical Information Act, California Civil Code Sections 56 et seq. regarding the confidentiality and security of Personally Identifiable Information (PII).

Personally Identifiable Information means any information that identifies, relates to, describes, or is capable of being associated with, a particular individual, including but not limited to, his or her name, signature, social security number, passport number, driver’s license or state identification card number, insurance policy number, education, employment, employment history, bank account number, credit card number, or any other financial information.

1. Permitted Uses and Disclosures of PII by Contractor.
  - a. Permitted Uses and Disclosures. Contractor shall develop and maintain an information privacy and security program that includes the implementation of administrative, technical, and physical safeguards appropriate to the size and complexity of Contractor's operations and the nature and scope of its activities. The information privacy and security programs must reasonably and appropriately protect the confidentiality, integrity, and availability of the PII that it creates, receives, maintains, or transmits; and prevent the use or disclosure of PII other than as provided for in this Agreement. Except as otherwise provided in this Agreement, Contractor, may use or disclose PII to perform functions, activities or services identified in this Agreement provided that such use or disclosure would not violate Federal or State laws or regulations.
  - b. Specific Uses and Disclosures provisions. Except as otherwise indicated in the Agreement, Contractor shall:
    - 1) Use and disclose only PII for the proper management and administration of Contractor or to carry out the legal responsibilities of Contractor, provided that such use and disclosures are permitted by law; and
    - 2) Take all reasonable steps to destroy, or arrange for the destruction of a client's records within its custody or control containing personal information that is no longer to be retained by Contractor by (1) shredding, (2) erasing, or (3) otherwise modifying the personal information in those records to make it unreadable or undecipherable through any means.
2. Responsibilities of Contractor.
  - a. Contractor agrees to safeguards:
    - 1) To prevent use or disclosure of PII other than as provided for by this Agreement. Contractor shall provide County with information concerning such safeguards as County may reasonably request from time to time; and
      - i. Contractor shall restrict logical and physical access to confidential, personal (e.g., PII) or sensitive data to authorized users only; and
      - ii. Contractor shall implement a system to identify appropriate authenticated and authorized persons. If passwords are used in user authentication (e.g., username/password combination), Contractor shall implement strong password controls on all compatible computing systems that are consistent with the National Institute of Standards and Technology (NIST) Special Publication 800-86 and SANS Institute Password Protection Policy.
    - 2) Contractor shall implement the following security controls on each server, workstation, or portable (e.g. laptop computer) computing device that processes or stores confidential, personal, or sensitive data:
      - i. Network based firewall or personal firewall; and
      - ii. Continuously updated anti-virus software; and
      - iii. Patch-management process including installation of all operating system/software vendor security patches.
    - 3) Mitigation of Harmful Effects. Contractor shall mitigate, to the extent practicable, any harmful effect that is known to Contractor of a use or disclosure of PII by Contractor or its subcontractors.
    - 4) Agents and Subcontractors of Contractor. The same restrictions and conditions that apply through this Agreement to Contractor, shall also apply to Contractor's

subcontractors and agents.

- 5) Notification of Electronic Breach or Improper Disclosure. During the term of this Agreement, Contractor shall notify County immediately upon discovery of any breach of PII or data, where the information or data are reasonably believed to have been acquired by an unauthorized person. Immediate notification shall be made to County Privacy Officer, within two business days of discovery, at (530) 621-5852. Contractor shall take prompt corrective action to cure any deficiencies and any action pertaining to such unauthorized disclosure required by applicable Federal and State laws and regulations. Contractor shall investigate such breach and provide a written report of the investigation to County Privacy Officer, postmarked within thirty (30) working days of the discovery of the breach.

C. **Access to Records:** The Contractor shall provide access to the federal, state or local Contractor agency, the Controller General of the United States, or any of their duly authorized federal, state or local representatives to any books, documents, papers and records of the Contractor which are directly pertinent to this specific Agreement for the purpose of making an audit, examination, excerpts and transcriptions.

D. **Compliance with All Federal, State, and Local Laws and Regulations:** Contractor shall comply with all federal, state and local laws including, but not limited to, the Americans with Disabilities Act (ADA) of 1990 (42 USC 12101 et. seq.) and California Government Code Sections 11135-11139.5, and all regulations, requirements, and directives pertinent to its operations. Contractor shall abide by manuals, directives and other guidance issued by the State of California. All appropriate manuals and updates shall be available for review or reference by Contractor from the County Health and Human Services Agency.

Contractor shall further comply with all applicable laws relating to wages and hours of employment and occupational safety and to fire, safety, health, and sanitation regulations. Such laws shall include, but not be limited to, the Copeland “Anti-Kickback” Act, the Davis-Bacon Act, the Contract Work Hours and Safety Standards Act, the Clean Air Act and amendments, the Clean Water Act and amendments, and the Federal Water Pollution Control Act.

Contractor further warrants that it has all necessary licenses, permits, notices, approvals, certificates, waivers and exemptions necessary for the provision of services hereunder and required by the laws and regulations of the United States, the State of California, the County of El Dorado, and all other appropriate governmental agencies and shall maintain these throughout the term of the Agreement.

- E. **Debarment and Suspension Certification:** By signing this Agreement, the Contractor agrees to comply with applicable federal suspension and debarment regulations including, but not limited to 45 CFR 75.213 and Contractor further certifies to the best of its knowledge and belief that it and its principals or affiliates or any sub-contractor utilized under the Agreement:
1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency.
  2. Have not within a three (3)-year period preceding this application/proposal/Agreement been convicted of or had a civil judgment rendered against them for commission of fraud

or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in the above Paragraph 2.
4. Have not within a three (3)-year period preceding this Agreement had one or more public transactions (federal, state, or local) terminated for cause or default.
5. Shall not knowingly enter into any lower tier or subrecipient covered transaction with any person(s) who are proposed for debarment under federal regulations (i.e., 48 CFR part 9, subpart 9.4) or are debarred, suspended, declared ineligible or voluntarily excluded from participation in such transactions, unless authorized by the state.
6. Shall include a clause titled, "Debarment and Suspension Certification" that essentially sets forth the provisions herein, in all lower tier or subrecipient covered transactions in accordance with 45 CFR Section 75.213.

If the Contractor is unable to certify to any of the statements in this certification, the Contractor shall submit an explanation in writing to County.

The terms and definitions herein have the meanings set out in the Definitions and Coverage sections of the rules implementing Federal Executive Order 12549 (<https://www.archives.gov/federal-register/codification/executive-order/12549.html>).

If the Contractor knowingly violates this certification, in addition to other remedies available to the federal and state governments, County may immediately terminate this Agreement for cause or default.

- F. **Accounting Systems and Financial Records:** Contractor shall be required to establish and maintain accounting systems and financial records that accurately account for and reflect all federal funds received, including all matching funds from the State, County and any other local or private organizations. Contractor's records shall reflect the expenditure and accounting of said funds in accordance with all State laws and procedures for expending and accounting for all funds and receivables, as well as meet the financial management standards in 45 CFR Part 75 and in the "Office of Management and Budget Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards." More particularly, Contractors are responsible for complying with the Uniform Grants Guidance and 45 CFR Part 75, and the allowability of the costs covered therein. Contractor must obtain written approval from a member of the HHSA Executive Management prior to the expenditure of any "special" or unusual costs in order to avoid possible disallowances or disputes based on any potential unreasonableness or unallowability of expenditures as detailed under the specific cost principles of the Uniform Grants Guidance. In order to obtain the most current regulations, the user should consult not only the latest version of the CFR, but also the List of Sections Affected issued in the current month. The Federal Register home page offers links to both the Federal Register and the CFR. Electronic CFR (e-CFR) versions are available online via the U.S. Government Printing Office website. Please note that documents on e-CFR, although updated



daily, are unofficial editorial compilations of CFR material and Federal Register amendments and on-line versions may not be the most current version available.

- G. **Annual Audit:** Pursuant to the Office of Management and Budget Uniform Grants Guidance, any entity that receives federal funds, as stated in the Uniform Grants Guidance, for the purposes of carrying out federal programs, must complete an annual audit. The funding threshold is aggregate funds from all sources. If requested by County, Contractor shall mail a certified copy of said completed annual audit to County's Health and Human Services Agency at the address listed in Agreement's "Notice to Parties" Article within thirty (30) days of Contractor's receipt of same. All adverse audit findings must be documented and included with completed annual audit. Certified evidence of correction(s) of adverse audit findings shall be provided to County at the HHS address listed in Agreement's Article titled "Notice to Parties."
- H. **Conflict Prevention and Resolution:** The terms of this Agreement shall control over any conflicting terms in any referenced document, except to the extent that the end result would constitute a violation of Federal or State law. In such circumstances, and only to the extent the conflict exists, this Agreement shall be considered the controlling document.
- I. **Continuous Operation:** Contractor shall operate continuously throughout the term of this Agreement with at least the minimum number and type of staff required to meet applicable Federal, State, and County requirements, and which are necessary for the provision of services hereunder.
- J. **Drug-Free Workplace:** Contractor agrees to maintain a drug-free workplace and remain in compliance with the Federal Drug-Free Workplace Act of 1988 (41 U.S.C. Chapter 10) and the California Drug-Free Workplace Act of 1990 (Government Code Section 8350 et seq.) and any subsequent amendments to either Act thereto. A "drug free workplace" means the site(s) for the performance of work done by Contractor at which Contractor and employees of the Contractor are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of any controlled substance. A list of controlled substances can be found in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined in Regulation 21 CFR 1308.11 – 1308.15.
- K. **Fingerprinting:** Pursuant to California Penal Code Section 11105.3(a), "Notwithstanding any other law, a human resource agency or an employer may request from the Department of Justice records of all convictions or any arrest pending adjudication involving the offenses specified in subdivision (1) of Section 15660 of the WIC of a person who applies for a license, employment, or volunteer position, in which he or she would have supervisory or disciplinary power over a minor or any person under his or her care." Therefore, Contractor warrants that its employees, subcontractors, assignees, volunteers and any other persons who, while providing services under this Agreement, have or may have supervisory or disciplinary power over any person or minor under his or her care, have been fingerprinted in order to determine whether they have a criminal history that would compromise the safety of persons or minors with whom they have contact in the course of provision of services under this Agreement. Contractor further warrants that said employees, subcontractors, assignees, volunteers and other persons have been cleared by Contractor to perform the services described in this

Agreement. All fingerprinting services shall be at Contractor's sole expense. More specifically, Contractor agrees that:

1. Each applicant for paid or volunteer employment by Contractor who shall or may have a supervisory or disciplinary power over a minor or any person under his or her care shall be fingerprinted in order to determine whether they have a criminal history, which would compromise the safety of such minor, or person(s) under his or her care. All fingerprinting shall be at Contractor's sole expense.
2. The fingerprinting process as set forth above shall be completed and the results of the process shall be obtained before any of the Contractor's employees, subcontractors, assignees, or volunteers are assigned or permitted to work with any minor or person referred to Contractor by County. Alternatively, the Contractor may set a hire date prior to obtaining fingerprinting results contingent on the applicant certifying that: (1) his or her employment application truthfully and completely discloses whether he or she has ever been convicted of a felony or misdemeanor or been on parole or probation and (2) that the applicant understands that a background check shall be conducted and that he or she shall be immediately dismissed from employment if he or she has failed to provide information regarding convictions, has provided incomplete information regarding convictions, has omitted information regarding convictions or if the fingerprinting results reveal any conviction incompatible with employment with Contractor.
3. Contractor shall maintain, and make immediately available to County upon request, a written fingerprint certification for each employee, volunteer, or applicant for paid or volunteer employment for whom fingerprinting is required as detailed above. Such certification shall state that the individual has been fingerprinted, shall provide the date of said fingerprinting, and shall state whether the process has disclosed any criminal history of the individual, which may compromise the safety of minors or other persons with whom that individual has contact. Fingerprint information received from Department of Justice (DOJ) by Contractor shall be retained or disposed of pursuant to current DOJ directives.

- L. **Litigation:** County, promptly after receiving notice thereof, shall notify the Contractor in writing of the commencement of any claim, suit, or action against the County or State of California or its officers or employees for which the Contractor must provide indemnification under this Agreement. The failure of the County to give such notice, information, authorization, or assistance shall not relieve the Contractor of its indemnification obligations.

Contractor, promptly after receiving notice thereof, shall immediately notify the County in writing of any claim or action against it which affects, or may affect, this Agreement, the terms and conditions hereunder, or the County or State of California, and shall take such action with respect to said claim or action which is consistent with the terms of this Agreement and the interest of the County and State.

- M. **Release of Information:** Contractor shall ensure that the County of El Dorado Health and Human Services Agency is included as a receiving party on all Release of Information forms used in the performance of services under this Agreement.

- N. **Transfer of Records:** In the event that Contractor ceases operation, all physical and electronic files that are subject to audit shall be transferred to the County for proper storage of physical records and electronic data. Contractor shall notify County of impending closure as soon as such

closure has been determined and provide County with a complete list of records in its possession pertaining to County Clients and operational costs under this Agreement. County shall promptly advise Contractor which records are to be transferred to the custody of County. Contractor shall properly destroy records not transferred to custody of County, and Contractor shall provide documentation of proper destruction of all such records to County.


**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:   
Leslie Griffith (May 10, 2024 10:01 PDT)  
\_\_\_\_\_  
Leslie Griffith, MSW  
Assistant Director, Protective Services  
Health and Human Services Agency

Dated: 05/10/2024

**Requesting Department Head Concurrence:**

By:   
Jim Diel (May 10, 2024 10:06 PDT)  
\_\_\_\_\_  
James Diel, LMFT  
Chief Assistant Director  
Health and Human Services Agency

Dated: 05/10/2024

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

-- COUNTY OF EL DORADO --

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Chair  
Board of Supervisors  
"County"

ATTEST:  
Kim Dawson  
Clerk of the Board of Supervisors

By: \_\_\_\_\_  
Deputy Clerk

Dated: \_\_\_\_\_

-- CATALYST FAMILY, INC.  
doing business as  
CATALYST COMMUNITY --

By: *Susan Dumars*  
Susan Dumars (May 10, 2024 10:38 PDT)  
Susan Dumars  
Chief Executive Officer/President  
"Contractor"

Dated: 05/10/2024

By: *Michelle Massaro*  
Michelle Massaro (May 14, 2024 09:16 PDT)  
Michelle Massaro  
Corporate Secretary

Dated: 05/14/2024

**Catalyst Family, Inc. doing business as Catalyst Community**  
**Exhibit A**  
**Planning Allocation**

COUNTY	Emergency Child Care Voucher (Assistance) GF*	Support for Additional Child Care Slots (Assistance) GF	Total Assistance GF	Child Care Navigator (Administration) GF**	Trauma-Informed Care Training (Administration) GF**	County Operations (Administration) GF**	Total Administration GF	Total Assistance and Administrative GF***
ALAMEDA	\$1,245,934	\$80,790	\$1,326,724	\$212,369	\$112,078	\$117,720	\$442,167	\$1,768,891
ALPINE	\$20,000	\$1,297	\$21,297	\$35,000	\$2,000	\$2,000	\$39,000	\$60,297
AMADOR	\$61,994	\$4,020	\$66,014	\$40,288	\$9,424	\$9,898	\$59,610	\$125,624
BUTTE	\$399,133	\$25,881	\$425,014	\$92,553	\$57,292	\$60,175	\$210,020	\$635,034
CALAVERAS	\$70,087	\$4,545	\$74,632	\$41,821	\$10,827	\$11,372	\$64,020	\$138,652
COLUSA	\$40,000	\$2,594	\$42,594	\$36,075	\$5,564	\$5,844	\$47,483	\$90,077
CONTRA COSTA	\$683,023	\$44,289	\$727,312	\$105,742	\$69,372	\$72,864	\$247,978	\$975,290
DEL NORTE	\$69,607	\$4,514	\$74,121	\$42,095	\$11,078	\$11,635	\$64,808	\$138,929
<b>EL DORADO</b>	<b>\$120,991</b>	<b>\$7,845</b>	<b>\$128,836</b>	<b>\$45,597</b>	<b>\$14,286</b>	<b>\$15,005</b>	<b>\$74,888</b>	<b>\$203,724</b>
FRESNO	\$2,386,756	\$154,764	\$2,541,520	\$411,282	\$349,215	\$366,793	\$1,127,290	\$3,668,810
GLENN	\$43,007	\$2,789	\$45,796	\$37,170	\$6,567	\$6,897	\$50,634	\$96,430
HUMBOLDT	\$306,572	\$19,879	\$326,451	\$77,175	\$43,207	\$45,382	\$165,764	\$492,215
IMPERIAL	\$361,030	\$23,410	\$384,440	\$90,965	\$55,838	\$58,649	\$205,452	\$589,892
INYO	\$29,229	\$1,895	\$31,124	\$35,000	\$4,311	\$4,528	\$43,839	\$74,963
KERN	\$1,894,781	\$122,863	\$2,017,644	\$337,510	\$281,648	\$295,826	\$914,984	\$2,932,628
KINGS	\$274,817	\$17,820	\$292,637	\$75,478	\$41,653	\$43,750	\$160,881	\$453,518
LAKE	\$79,068	\$5,127	\$84,195	\$42,478	\$11,428	\$12,004	\$65,910	\$150,105
LASSEN	\$67,898	\$4,403	\$72,298	\$42,313	\$11,278	\$11,846	\$65,437	\$137,735
LOS ANGELES	\$23,639,306	\$1,532,844	\$25,172,150	\$3,307,654	\$2,809,664	\$2,951,082	\$9,068,400	\$34,240,550
MADERA	\$229,649	\$14,891	\$244,540	\$68,910	\$35,638	\$37,433	\$141,981	\$386,521
MARIN	\$100,349	\$6,507	\$106,856	\$39,030	\$8,271	\$8,687	\$55,988	\$162,844
MARIPOSA	\$20,000	\$1,297	\$21,297	\$35,000	\$2,055	\$2,159	\$39,214	\$60,511
MENDOCINO	\$154,587	\$10,024	\$164,611	\$54,792	\$22,706	\$23,849	\$101,347	\$265,958
MERCED	\$469,874	\$30,468	\$500,342	\$107,767	\$71,227	\$74,811	\$253,805	\$754,147
MODOC	\$20,000	\$1,297	\$21,297	\$35,000	\$2,156	\$2,261	\$39,420	\$60,717
MONO	\$20,000	\$1,297	\$21,297	\$35,000	\$2,000	\$2,000	\$39,000	\$60,297
MONTEREY	\$173,082	\$11,223	\$184,305	\$65,597	\$24,361	\$25,587	\$106,545	\$290,850
NAPA	\$103,688	\$6,723	\$110,411	\$43,900	\$12,732	\$13,373	\$70,005	\$180,416
NEVADA	\$59,020	\$3,827	\$62,847	\$38,483	\$7,769	\$8,160	\$54,412	\$117,259
ORANGE	\$3,481,202	\$225,732	\$3,706,934	\$411,993	\$349,867	\$367,478	\$1,129,338	\$4,836,272
PLACER	\$195,609	\$12,684	\$208,293	\$55,612	\$23,458	\$24,639	\$103,709	\$312,002
PLUMAS	\$21,765	\$1,411	\$23,176	\$35,000	\$3,760	\$3,949	\$42,709	\$65,885
RIVERSIDE	\$3,234,598	\$209,741	\$3,444,339	\$516,193	\$445,304	\$467,718	\$1,429,215	\$4,873,554
SACRAMENTO	\$1,432,063	\$92,859	\$1,524,922	\$237,141	\$189,720	\$199,270	\$626,131	\$2,151,053
SAN BENITO	\$20,582	\$1,335	\$21,917	\$35,000	\$3,007	\$3,159	\$41,166	\$63,083
SAN BERNARDINO	\$5,473,426	\$354,913	\$5,828,339	\$925,002	\$819,732	\$860,993	\$2,605,727	\$8,434,066
SAN DIEGO	\$2,829,862	\$183,497	\$3,013,359	\$381,674	\$322,098	\$338,311	\$1,042,083	\$4,055,442
SAN FRANCISCO	\$721,845	\$46,807	\$768,652	\$125,125	\$59,647	\$62,650	\$247,422	\$1,016,074
SAN JOAQUIN	\$1,114,031	\$72,237	\$1,186,268	\$197,355	\$153,280	\$160,996	\$511,631	\$1,697,899
SAN LUIS OBISPO	\$209,254	\$13,569	\$222,823	\$59,224	\$26,766	\$28,113	\$114,103	\$336,926
SAN MATEO	\$115,659	\$7,500	\$123,159	\$40,781	\$9,874	\$10,372	\$61,027	\$184,186
SANTA BARBARA	\$537,182	\$34,832	\$572,014	\$99,667	\$63,809	\$67,020	\$230,496	\$802,510
SANTA CLARA	\$1,029,955	\$66,785	\$1,096,740	\$135,459	\$96,590	\$101,452	\$333,501	\$1,430,241
SANTA CRUZ	\$133,243	\$8,640	\$141,883	\$46,308	\$14,937	\$15,689	\$76,934	\$218,817
SHASTA	\$379,529	\$24,610	\$404,139	\$92,060	\$56,841	\$59,702	\$208,603	\$612,742
SIERRA	\$20,000	\$1,297	\$21,297	\$35,000	\$2,000	\$2,000	\$39,000	\$60,297
SISKIYOU	\$72,705	\$4,714	\$77,419	\$41,219	\$10,275	\$10,792	\$62,286	\$139,705
SOLANO	\$391,529	\$25,388	\$416,917	\$85,329	\$50,675	\$53,227	\$189,231	\$606,148
SONOMA	\$496,847	\$32,217	\$529,064	\$122,170	\$56,941	\$59,808	\$238,919	\$767,983
STANISLAUS	\$466,456	\$30,246	\$496,702	\$105,304	\$68,971	\$72,443	\$246,718	\$743,420
SUTTER	\$93,147	\$6,040	\$99,187	\$44,448	\$13,233	\$13,899	\$71,580	\$170,767
TEHAMA	\$79,592	\$5,161	\$84,753	\$42,752	\$11,679	\$12,266	\$66,697	\$151,450
TRINITY	\$20,204	\$1,310	\$21,514	\$35,000	\$3,058	\$3,212	\$41,270	\$62,784
TULARE	\$839,845	\$54,458	\$894,303	\$169,170	\$127,466	\$133,883	\$430,519	\$1,324,822
TUOLUMNE	\$100,154	\$6,494	\$106,648	\$45,652	\$14,335	\$15,058	\$75,045	\$181,693
VENTURA	\$576,533	\$37,384	\$613,917	\$103,060	\$66,916	\$70,284	\$240,260	\$854,177
YOLO	\$438,434	\$28,429	\$466,863	\$87,190	\$52,380	\$55,017	\$194,587	\$661,450
YUBA	\$163,270	\$10,587	\$173,857	\$55,995	\$23,809	\$25,007	\$104,811	\$278,668
<b>TOTAL</b>	<b>\$57,832,000</b>	<b>\$3,750,000</b>	<b>\$61,582,000</b>	<b>\$9,988,927</b>	<b>\$7,236,073</b>	<b>\$7,600,000</b>	<b>\$24,825,000</b>	<b>\$86,407,000</b>

\*Counties with smaller caseload sizes receive a minimum floor of \$20,000.  
\*\*A minimum floor was incorporated to ensure that counties receive an allocation no less than \$20,000 for the child care navigator, \$2,000 for trauma-informed care training, and \$2,000 for the county operations components.  
\*\*\*Column is displayed for informational purposes only. Assistance and administration GF allocations represent separate allocations, with the Assistance allocation claimed through the CA 800 and the Administrative allocation claimed through the County Expense Claim.  
A forthcoming County Fiscal Letter will be provided to redistribute funds from any counties not participating in the Bridge Program. The appropriated funds must be used to supplement and not supplant resources already dedicated to activities for this purpose.

**Catalyst Family, Inc. doing business as Catalyst Community**  
**Exhibit B**

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

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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.

05/10/2024  
\_\_\_\_\_  
Date  
350 Woodview Ave, Suite 100, Morgan Hill, CA 95037  
\_\_\_\_\_

  
\_\_\_\_\_  
Susan Dumars (May 10, 2024 10:38 PDT)  
Signature

Address of vendor/recipient \_\_\_\_\_ (08/13/01)

**Catalyst Family, Inc. doing business as Catalyst Community**  
**Exhibit C**  
**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”).

**R E C I T A L S**

**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.
- II. 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:   
Susan Dumars (May 10, 2024 10:38 PDT)  
\_\_\_\_\_  
Susan Dumars  
Chief Executive Officer/President  
Catalyst Family, Inc. dba Catalyst Community  
"BA Representative"

Dated: 05/10/2024  
\_\_\_\_\_

By:   
Leslie Griffith (May 10, 2024 10:01 PDT)  
\_\_\_\_\_  
Leslie Griffith, MSW  
Assistant Director, Protective Services  
El Dorado County Health and Human Services Agency (HHSA)  
"HHSA Representative"

Dated: 05/10/2024  
\_\_\_\_\_

**Catalyst Family, Inc. doing business as Catalyst Community**  
**Exhibit D**  
**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.

05/10/2024

\_\_\_\_\_  
Date

Catalyst Family Inc

\_\_\_\_\_  
Type or write name of company

  
Susan Dumars (May 10, 2024 10:38 PDT)

\_\_\_\_\_  
Signature of authorized individual

Susan Dumars

\_\_\_\_\_  
Type or write name of authorized individual