



County of Solano Contract Review Worksheet

Contract Number:

(Dept., Division, FY, #)

Authority:

☐ Dept Head Execute☐ CAO Execute☒ BOS Approval Required**NOTE: Please review all instructions on the back of this worksheet before you begin processing.**

1. Department/Division: County Administrator		2. Date: 5/30/24	
3. Contract Administrator: Tami Lukens		4. Phone Ext: 6112	
5. Contract Attributes: ☒ Expenditure ☐ Revenue ☐ Intergovernmental ☒ Personal/Professional Svcs ☐ Purchase of Goods ☐ Lease ☐ Construction ☐ Other		☐ Original Bid/RFP Required? ☒ YES ☐ NO Sole Source Contract? ☐ YES ☒ NO Bid/RFP No: 952-0815-23 Date 8/15/22 Please attach copy of Bid/RFP or justification. 6. Description of Contract: SFJC Lead Agency Contract	
		Amendment/Change Order Amendment/Change Order Number Contract No: Date: 7/1/24 Please attach copies of original/amendments 7. Name of Contractor: Contra Costa Family Justice Alliance 8. EIN 47-4082871 SSN 	
9. Is Contractor a California Public Pension Plan Retiree? ☐ YES ☒ NO If yes: Name of Public Pension Plan: Date of Retirement: 			
10. Does Contractor have a personal relationship in a direct line of supervision in your Department? ☐ YES ☒ NO If yes, please describe relationship: Does Contractor have a personal relationship with someone in another Department? ☐ YES ☒ NO If yes, please provide Department and describe relationship: 			
11. Has County contracted with Contractor previously during this fiscal year? ☒ YES ☐ NO Please list County department if other than the department listed on number 1 above. 			
12. Effective Date: Original Contract: 1/1/23 This amendment: 7/1/24		13. Termination Date: 6/30/24 By this amendment: 6/30/25	
14. Contract Budget: Original Contract Amount: \$ 1,031,168 Total of Previous Amendments: \$ Current Amendment: \$ 615,000 Total Amount of Contract \$ 1,646,168		15. Payment Terms: ☐ Prepaid ☒ Arrears ☐ Monthly ☐ Quarterly ☒ Progress ☐ Other ☐ Fixed ☒ Actual ☐ Estimate	
		16. Source of Funds: ☒ Fed/State Grant ☒ Fed/State Funding ☒ County Specify: Fed Catalog No: State Legislation: ☐ AB ☐ SB	
17. Fund: 001 Budget Unit: 5501 Sub-object: 0002245		18. Current Appropriation Sufficient? ☒ YES ☐ NO	
19. Proposed Board of Supervisors Agenda Date, if required. Please attach agenda summary and ATR request. 6/25/24			
20. Remarks One year extension for \$615,000			
21. Signature Route: Tami Lukens Department Contract Administrator Contractor Signatory Name (Informational only) Susun Kim Email William Emlen (Jun 26, 2024 09:22 PDT) Department Head or Designee Bill Emlen Email Carrie Blacklock County Counsel Reviewer HR Analyst (for Contract Employees) or Risk Management (for insurance changes) Tami Lukens CAO Analyst William Emlen (Jun 26, 2024 09:22 PDT) Authorizing Signature (CAO/DH) Bill Emlen			

**FIRST AMENDMENT TO STANDARD CONTRACT
BETWEEN COUNTY OF SOLANO and CONTRA COSTA FAMILY JUSTICE ALLIANCE**

This First Amendment to County of Solano Standard Contract ("First Amendment") is entered into as of the 15th day of June 2024, between the COUNTY OF SOLANO, a political subdivision of the State of California ("County") and Contra Costa Family Justice Alliance, a 501(c)(3) non-profit organization, ("Contractor").

1. Recitals

- A. The parties entered into a contract dated January 1, 2023 (the "Contract"), in which Contractor agreed to provide the lead agency role and services overseeing day-to-day operations of the Solano Family Justice Center.
- B. The County now needs Contra Costa Family Justice Alliance to continue to provide the lead agency role and services overseeing day-to-day operations of the Solano Family Justice Center for an additional Fiscal Year.
- C. This First Amendment represents an increase of \$615,000 and a one-year extension of the Contract.
- D. The parties agree to amend the Contract as set forth below.

2. Agreement.

A. Term of Contract

Section 2 is amended as follows: The Term of this Contract is January 1, 2023 – June 30, 2025.

B. Amount of Contract

Section 3 is amended as follows: The maximum amount of this Contract is \$1,646,168.

C. Scope of Work

Exhibit A and Attachment A-1 are deleted in their entirety and replaced with the Scope of Work attached to and incorporated into this First Amendment as Exhibit A-1.

D. Budget

1. Section 1 of Exhibit B is amended to read:

1. Compensation

The contract budget for July 1, 2023 – June 30, 2024 shall be payable in accordance with the Budget Detail attached and incorporated into this Exhibit B as Attachment B-1 and based upon actual expenditures. The contract budget for July 1, 2024 – June 30, 2025, shall be payable in accordance with the Budget Detail attached and incorporated into this Exhibit B as Attachment B-6 and based upon actual expenditures.

2. Section 3 of Exhibit B is amended to read: Contractor may request transfers between the budget line items set forth in Attachment B-6 by submitting to County a completed "Budget Modification Request Form," the form of which is attached to this Contract as Attachment B-5. Transfers between budget line items may be made only upon prior written approval of County, which approval may be withheld in the sole and absolute discretion of County.

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2. Effectiveness of Contract.

Except as set forth in this First Amendment, all other terms and conditions specified in the Contract remain in full force and effect.

COUNTY OF SOLANO, a political
subdivision of the State of California

CONTRA COSTA FAMILY
JUSTICE ALLIANCE

By: 
William Emlen (Jun 26, 2024 09:22 PDT)
Bill Emlen, County Administrator

By: 
Susun Kim (Jun 12, 2024 16:06 PDT)
Susun Kim, Esq., Executive Director

APPROVED AS TO FORM

By: 

Carrie Blacklock,
Assistant County Counsel

EXHIBIT A-1
SCOPE OF WORK

A. CONTRACT DESCRIPTION:

Contractor will operate the Family Justice Center – Solano Center (FJC Solano) in Fairfield. The FJC Solano will be a multi-agency, multi-disciplinary center that provides services to domestic violence, sexual assault, and child abuse victims also addressing elder or dependent adult abuse and human trafficking. The FJC Solano will be a convenient location where victims and their families can go to receive an array of services to promote their safety and well-being.

The core concept is to provide one place where families can go to receive services to promote their safety and well-being, a “one-stop shop” for domestic violence and other victims of crime seeking assistance. The goal of the FJC Solano is provide a collaborative approach that utilizes direct service personnel that may include:

- Law enforcement personnel;
- Medical personnel;
- District attorneys and/or city attorneys;
- Victim Witness program personnel;
- Domestic violence shelter service staff;
- Rape crisis advocates;
- Domestic violence advocates;
- Human trafficking advocates;
- Social service agency staff members;
- Child welfare agency social workers;
- County health and social services department staff, to include welfare and public assistance workers;
- Non-profit agency counseling and mental health professionals;
- Civil legal service providers; and
- Supervised volunteers from partner agencies and volunteers serving the Center directly.

B. CONTRACTOR SHALL BE RESPONSIBLE FOR THE FOLLOWING DUTIES:

1. Serve in an operational leadership role for the FJC Solano, providing the day-to-day operational leadership role for the FJC Solano, meeting the outcomes set forth in Section D. In doing so, maintain FJC Solano operation hours of a minimum of 35 - 40 hours per week.
2. Specify and assign an individual to act as the FJC Solano Center Director. County shall have the right to pre-approve an individual to act as the Center Director, or to require Contractor to remove a previously appointed Center Director, and Contractor shall cooperate reasonably to fulfill County’s request and to select an alternate Center Director. Concerns related to the Center Director will be addressed with the Contractor’s Executive Director.
3. With review and approval of County, maintain and establish effective Policies and Procedures to ensure coordinated services are provided to victims to enhance the safety of victims and service providers who participate in affiliated survivor-centered support or advocacy. Policies and planning efforts should also include language and disability access.
4. Maintain Partnership Agreements and/or Memorandums of Understanding (MOU) with County departments and expand on-site and off-Site Partnership Agreements / MOUs as needed to accomplish desired outcomes as set forth in Section D.

5. Provide training to staff and partners.
6. Track client and output/outcome data and maintain confidentiality of client records.
7. Provide quarterly written progress reports to the Solano County Board of Supervisors (BOS) via the County Administrator's Office to include de-identified data and statistics and presentations to the BOS as requested.
8. Ensure that the FJC Solano maintains a full membership, in good standing, in the California Family Justice Network.
9. Seek and obtain additional outside funding and agree to offset the total County contribution if additional funds are raised.
10. Be the lead agency to apply for grants and contracts.

C. COUNTY SHALL BE RESPONSIBLE FOR THE FOLLOWING:

1. Provide the following operating expenses as in-kind support for operations of the Solano Family Justice Center located at 604 Empire Street, Fairfield, California:
 - a. Building, building maintenance and groundskeeping;
 - b. Utilities;
 - c. Phone and Internet Connection;
 - d. Alarm System;
 - e. Routine janitorial services.
2. Provide facility renovations, upon mutual agreement between Contra Costa Family Justice Alliance and the County, with approved budget from the Board of Supervisors.
3. Work with the Contra Costa Family Justice Alliance to obtain grants, contracts, and donations as needed, to include but not limited to letters of support, applications with pass through dollars, etc.

D. DESIRED ACTIVITIES AND OUTCOMES FOR THE PERIOD 07/01/2024 – 06/30/2025:

Activity	Tasks	Outputs	Outcomes
Data Collection	Data Collection	Utilize computer system and update/enforce policies to create reliable data collection	Provide vital information that informs community and Board of Supervisors
Navigation	Navigation	850 clients receive navigation services at the FJC Solano – comprehensive needs and risk assessment, goal setting, safety plans, and follow-up	Increased referrals and coordination
Crisis Support	Restraining order assistance	75 clients receive free legal assistance to prepare and file restraining order documents	Increased access to legal services
	Mental Health support	20 clients receive free mental health therapy	Increased access to mental health services
	Expand partnerships in Vallejo	Partner with new community agencies servicing Vallejo	Increased services for Vallejo residents
	Services for children and youth	200 children/youth will be connected to resources	Increased wellbeing of children/youth

Capacity Building and Training	Staff and Partner Training	10 - 12 training workshops on topics related to trauma informed care, interpersonal violence, and community resources	Increased capacity for trauma informed care
	Family Justice Institute	10 - 12 training workshops related to interpersonal violence, legal relief, and related issues	Shared understanding about interpersonal violence
	Domestic Violence Multidisciplinary Team	8 -10 meetings to review high danger DV cases	Improved identification of high danger cases
	Law Enforcement Outreach	Meet with chiefs of law enforcement agencies; 6 outreach presentations aimed at law enforcement partners	Build relationships and increased referrals
Community Building and Education	Survivor Engagement	2 survivor focus groups per year to seek feedback on Center services and partners	Increased survivor engagement and ownership
	Community and Community Partner Outreach	24 – 36 community outreach events (2 per month) to include voices of the LGBTQ+, military, medical community, K-12 educators, immigration / immigrant communities, and other underserved populations	Increased community capacity and engagement
Funding and Sustainability	Increase grant and donations – seek additional outside funding	A goal of \$300,000 in new grants/donations by June 2026	Increase sustainability for the FJC Solano’s future and ability to diversify funding
	Host Fundraiser	With help of Steering Committee and Fundraising Subcommittee Host 1 Fundraiser by June 30 2026	Increase community engagement and sustainability for the FJC Solano

ATTACHMENT B-6
BUDGET DETAILS

Family Justice Center - Solano		
Funding Period: 7/1/2024 - 6/30/2025		
PROJECT BUDGET	Budget	Budget Narrative
Personnel		
Salaries	\$ 352,506	To Include, but not limited to: Executive Director, Center Director, Program Manger, Project Assistant, Housing Specialist, Program Coordination, Navigator, and Training and MDT Staff
Fringe benefits at 22%	\$ 77,551	22% - taxes and employee benefits
A. Total Personnel	\$ 430,057	
Non-Personnel		
Rent, Utilities, Renovations, Telecommunications	in-kind	County
Services and Supplies	\$ 29,033	Office supplies, meeting materials, training, travel, software licenses, printing and coping, and misc
Client Support	\$ 50,000	Flexible financial assistance
Subcontractors	\$ 50,000	Communications, webiste, grant writer, Lawyers for Family Justice, mental health, etc.
B. Total Non-personnel	\$ 129,033	
C. Total Direct Cost Cost A+B	\$ 559,090	
D. 10 % Indirect Cost	\$ 55,910	10% indirect costs include: subscriptions and dues, accounting, audit, bank charges, postage, insurance, miscellaneous
E. GRAND TOTAL (C+ D)	\$ 615,000	



**County of Solano
Standard Contract**

For County Use Only
CONTRACT NUMBER:
(Dept., Division, FY, #)

BUDGET ACCOUNT:

SUBJECT ACCOUNT:

1. This Contract is entered into between the County of Solano and the Contractor named below:

Contra Costa Family Justice Alliance

501(c)3 Non-Profit Organization

CONTRACTOR'S NAME

BUSINESS FORM

2. The Term of this Contract is:

January 1, 2023 - June 30, 2024

3. The maximum amount of this Contract is:

\$ 1,031,168

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of this Contract:

Exhibit A – Scope of Work

Exhibit B – Budget Detail and Payment Provision

Exhibit C – General Terms and Conditions

Exhibit D – Special Terms and Conditions

This Contract is made on _____, 20__.

CONTRACTOR	COUNTY OF SOLANO
Contra Costa Family Justice Alliance CONTRACTOR'S NAME	 AUTHORIZED SIGNATURE
 SIGNATURE	County Administrator TITLE
Susun Kim, Esq., Executive Director PRINTED NAME AND TITLE	675 Texas St Suite 6500 ADDRESS
256 24th St ADDRESS	Fairfield CA 94533 CITY STATE ZIP CODE
Richmond CA 94804 CITY STATE ZIP CODE	Approved as to Content: DEPARTMENT HEAD OR DESIGNEE
	Approved as to Form:  COUNTY COUNSEL

Rev. 12/11/20

CONTRACT MUST BE EXECUTED BEFORE WORK CAN COMMENCE

OK SK

EXHIBIT A
SCOPE OF WORK

A. CONTRACT DESCRIPTION:

Contractor will operate the Solano Family Justice Center (SFJC) in Fairfield. The SFJC will be a multi-agency, multi-disciplinary center that provides services to domestic violence, sexual assault, and child abuse victims also addressing elder or dependent adult abuse and human trafficking. The SFJC will be a convenient location where victims and their families can go to receive an array of services to promote their safety and well-being.

The core concept is to provide one place where families can go to receive services to promote their safety and well-being, a "one-stop shop" for domestic violence and other victims of crime seeking assistance. The goal of the SFJC is provide a collaborative approach that utilizes direct service personnel that may include:

- Law enforcement personnel;
- Medical personnel;
- District attorneys and/or city attorneys;
- Victim Witness program personnel;
- Domestic violence shelter service staff;
- Rape crisis advocates;
- Domestic violence advocates;
- Human trafficking advocates;
- Social service agency staff members;
- Child welfare agency social workers;
- County health and social services department staff, to include welfare and public assistance workers;
- Non-profit agency counseling and mental health professionals;
- Civil legal service providers; and
- Supervised volunteers from partner agencies and volunteers serving the Center directly.

B. CONTRACTOR SHALL BE RESPONSIBLE FOR THE FOLLOWING DUTIES:

1. Play a key role in the Solano Family Justice Center ("SFJC") strategic planning event facilitated by Alliance for HOPE International (Alliance) and utilize the strategic planning process is opportunity and the resulting Strategic Planning Roadmap as a guide to successfully re-engage the community and operate the SFJC.
2. Serve in an operational leadership role for the SFJC, providing the outputs and meeting the outcomes set forth in Attachment A-1. In doing so, maintain SFJC operation hours of a minimum of 35 - 40 hours per week .
3. Specify and assign an individual to act as lead in overseeing the operations of the SFJC and providing the services required by this Contract ("Lead"). County shall have the right to pre-approve an individual to act as Lead, or to require Contractor to remove a previously appointed Lead, and Contractor shall cooperate reasonably to fulfill County's request and to select an alternate Lead.
4. With review and approval of County, establish effective Policies and Procedures to ensure coordinated services are provided to victims to enhance the safety of victims and service

providers who participate in affiliated survivor-centered support or advocacy. Policies and planning efforts should also include language and disability access.

5. Maintain Partnership Agreements with the Office of Family Violence Prevention, Solano County District Attorney - Victim Witness, and Solano County H&SS and expand On-site and Off-Site Partnership Agreements as needed to accomplish desired outcomes as set forth in Attachment A-1.
6. Provide training to SFJC staff and partners as noted in Attachment A-1.
7. Track client and output/outcome data and maintain confidentiality of client records.
8. Provide quarterly written progress reports to the Solano County Board of Supervisors (BOS) to include de-identified data and statistics and presentations to the BOS as requested.
9. Ensure that the Solano Family Justice Center maintains a full membership, in good standing, in the California Family Justice Network.
10. With prior approval of County, seek and obtain additional outside funding and agree to offset the total County contribution for FY2023/24 if additional funds are raised.
11. Contra Costa Family Justice Alliance be the lead agency to apply for certain grants and contracts, including the Kaiser Permanente Community Benefit grant.

C. COUNTY SHALL BE RESPONSIBLE FOR THE FOLLOWING:

1. Provide the following operating expenses as in-kind support for operations of the Solano Family Justice Center located at 604 Empire Street, Fairfield, California:
 - a. Building, building maintenance and groundskeeping;
 - b. Utilities;
 - c. Phone and Internet Connection;
 - d. Alarm System;
 - e. Copier/Printer/Scanner Lease;
 - f. Routine janitorial services.
2. Furniture for office space, reception area, and program space.
3. Provide facility renovations, upon mutual agreement between Contra Costa Family Justice Alliance and the County, with approved budget from the Board of Supervisors, with a commitment from the County that it will approve project scoping up to \$25,000 upon submission of Solano County General Services Project Request Form.
4. Provide Social Workers and Social Services Workers through a Partnership Agreement with the Office of Family Violence Prevention to work as Center Navigators.
5. Work with the Contra Costa Family Justice Alliance to obtain grants, contracts, and donations as needed, to include but not limited to letters of support, applications with pass through dollars, etc.

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Attachment A-1
01/01/2023 – 06/30/2024

Activity	Tasks	Outputs	Outcomes
Infrastructure Development	Systems set up (Staffing, development, operations, contracts, grants, data, communication, etc.)	Systems up and running (Q1)	Functioning partnership
	Data Collection	Update/Install computer system and policies to create reliable data collection	Provide vital information that informs community and Board of Supervisors
Navigation	Navigation	500 clients receive navigation services per year – comprehensive needs and risk assessment, goal setting, safety plans, and follow up	Increased referrals and coordination
Crisis Support	Restraining order assistance	50 clients receive free legal assistance per year to prepare and file restraining order documents	Increased access to legal services
	Mental Health support	20 clients receive free mental health therapy per year	Increased access to mental health services
	Increase access to services for Vallejo residents and expand partnerships in Vallejo	Increase the number of Vallejo residents served	Increased services for Vallejo residents
	Services for children and youth	100 children/youth will be connected to resources per year	Increased wellbeing of children/youth
Capacity Building and Training	Staff and Partner Training	10 – 12 training workshops on topics related to trauma informed care, interpersonal violence, and community resources	Increased capacity for trauma informed care
	Family Justice Institute	6 – 8 training workshops related to interpersonal violence, legal relief, and related issues	Shared understanding about interpersonal violence
	Domestic Violence Multidisciplinary Team	4 – 6 meetings (Starting August or September) to review high danger DV cases	Improved identification of high danger cases
	Law Enforcement Outreach	Meet with chief of every law enforcement agency; 6 outreach presentations	Build relationships and increased referrals

		aimed at law enforcement partners	
Community Building and Education	Project Connect	6 – 8 community meetings with survivors and community members (Starting June or July) to learn together and build community	Increased community connectedness
	Survivor Engagement	2 survivor focus groups per year to seek feedback on Center services and partners	Increased survivor engagement and ownership
	Community and Community Partner Outreach	24 – 36 community outreach events (2 per month) to include voices of the LGBTQ+, military, medical community, K-12 educators, immigration / immigrant communities, and other underserved populations	Increased community capacity and engagement
Funding and Sustainability	Increase grant and donations – seek additional outside funding	A goal of \$100,000 in new grants/donations by June 2024 with a goal of \$300,000 by June 2026	Increase sustainability for FJC future and ability to diversify funding

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EXHIBIT B
BUDGET AND PAYMENT PROVISIONS

1. COMPENSATION

The maximum compensation payable by County to Contractor for services provided under this Contract shall be payable in accordance with the Budget Detail attached to and incorporated into this Exhibit B as Attachment B-1 and based upon actual expenditures.

2. METHOD OF PAYMENT

Upon submission of an invoice by Contractor, and upon approval of County's representative, County shall, within thirty days of receipt, pay Contractor in arrears for fees and expenses incurred the prior month, up to the maximum amount provided for on the Standard Contract. Each invoice must specify services rendered, to whom, date of service and the accrued charges.

3. BUDGET MODIFICATIONS

Contractor may request transfers between the budget line items set forth in Attachment B-1 by submitting to County a completed "Budget Modification Request Form," which is attached to this Contract as Attachment B-5. Transfers between budget line items may be made only upon prior written approval of County, which approval may be withheld in the sole and absolute discretion of County.

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ATTACHMENT B-1
BUDGET DETAILS

Solano Family Justice Center
Funding Period: 01/01/2023 - 06/30/2024

PROJECT BUDGET	FY2022/23 Budget	FY2023/24 Budget
<u>Personnel Expenses</u>		
Executive Director (0.4 FTE)	\$ 36,000	\$ 56,000
Center Director* (1.0 FTE)	\$ 62,500	\$ 125,000
Training & MDT Staff (0.2 FTE)	\$ 10,000	\$ 20,000
Project Coordinator* (1.0 FTE)	\$ 29,250	\$ 58,500
Project Assistant* (1.0 FTE)	\$ 25,350	\$ 50,700
Fringe benefits at 22%	\$ 35,882	\$ 68,244
Subtotal Personnel Expenses	\$ 198,982	\$ 378,444
<u>Operating Expenses</u>		
Rent	In Kind	
Utilities	In Kind	
Facility Renovation	In Kind	
Telecommunication	In Kind	
Start-up Costs	\$ 30,000	\$ -
Technology	\$ 1,500	\$ 3,000
Training	\$ 2,500	\$ 4,000
Travel	\$ 2,500	\$ 4,000
Supplies and Materials	\$ 5,000	\$ 7,500
Client Support	\$ 50,000	\$ 100,000
Subcontractors	\$ 50,000	\$ 100,000
Subtotal Operating Expenses	\$ 141,500	\$ 218,500
10% Indirect Cost Expense	\$ 34,048	\$ 59,694
GRAND TOTAL EXPENSES	\$ 374,530	\$ 656,638

***Job Descriptions Attached as Attachment B-2, B-3, B-4.**



Job Title: Center Director
FLSA Status: Exempt
Location: Fairfield, CA
Prepared Date: November 15, 2022

The Family Justice Center (the “Center”) is a warm and welcoming one-stop center for victims of interpersonal violence (IPV) -- domestic violence, sexual assault, child abuse, elder abuse and human trafficking. The Center serves victims and survivors regardless of their income, immigration status or location. We meet survivors where they are and help them through the process of healing and self-empowerment. The Center is a public-private partnership committed to creating a vibrant community free of coercion and fear. It supports three centers in Contra Costa County and the Solano Family Justice Center in Fairfield, CA.

POSITION SUMMARY:

Center Director provides overall management and supervision of crisis support and long-term safety program, including supervision of staff, developing, and managing budgets, developing and implementing policies and procedures, participating in obtaining and administering grants, coordinating programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assisting in long range program development planning and implementation, including development of goals, objectives, methods, outcomes and evaluation techniques of the organization’s services.
- Designing and monitoring management and quality assurance systems for all programs under supervision.
- Overseeing program data collection systems and production of direct service grant reports; researching and writing reports as needed.
- Leveraging best practices, emerging issues and other related and pertinent information from the family violence field/movement for use within the organization and throughout the community.
- Overseeing the successful implementation of program grants and meeting of contractual obligations.
- Supervise Navigators and Project Assistants to ensure quality client services.
- Increase the Center’s visibility and leadership via collaborations and organizational networking. Provide strategic leadership to build alliances with key stakeholders.
- Assist the Executive Director with implementation of fund development activities, development of grant proposals and the cultivation of donors.
- Provide back-up Navigation support when appropriate.

- Participate in short- and long-term strategic planning.
- Organize and maintain paper and electronic files.
- Identify systems barriers and policy issues and develop advocacy plans.
- Plan and attend community outreach events.
- Coordinate special projects, finance committee meetings, and trainings.
- Perform other duties, functions, special projects, and responsibilities as assigned and deemed necessary by the Executive Director.
- Travel between Centers to work with staff on a regular basis.

EDUCATION AND EXPERIENCE:

- Bachelor's Degree in a related field of service required. Post graduate degree preferred.
- Minimum ten years of case management, victim advocate, legal advocate, or criminal justice experience.
- Minimum five years of supervision experience.
- Minimum five years of program management experience.

KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrated knowledge of or a background in domestic violence, sexual assault, child abuse, stalking, elder abuse or human trafficking.
- Excellent oral and written communication skills, including public speaking and proofreading. Fluency in Spanish and English preferred.
- Strong analytical and organizational skills.
- Demonstrated ability to train and supervise staff.
- Project management experience and report writing skills.
- Flexibility and strong problem-solving capabilities.
- Competency with multi-media equipment and applications, computer software and data systems.
- High comfort with data collection and evaluation.
- Ability to travel.
- Ability to multi-task and learn new areas and practices.

APPLICATION PROCESS:

To apply to this position, please submit a cover letter and resume to:

brenda@cocofamilyjustice.org no later than _____. Please explain in your cover letter: (a) why you are interested in the position and (b) why you believe that you are qualified for the position.

We practice equity in all aspects of the organization and value diversity of culture, thought, and lived experiences. We seek talented, qualified individuals who will contribute to the culture of diversity and inclusion at the Family Justice Center.



FAMILY JUSTICE CENTER
SAFETY | HEALING | COMMUNITY

cocofamilyjustice.org

Job Title: Program Coordinator

FLSA Status: Non-Exempt

Hourly Rate Range: \$26 to \$30

Location: Fairfield, CA

Prepared Date: November 15, 2022

The Family Justice Center (the "Center") is a warm and welcoming one-stop center for victims of interpersonal violence (IPV) -- domestic violence, sexual assault, child abuse, elder abuse and human trafficking. The Center serves victims and survivors regardless of their income, immigration status or location. We meet survivors where they are and help them through the process of healing and self-empowerment. The Center is a public-private partnership committed to creating a vibrant community free of coercion and fear. It supports three centers in Contra Costa County and the Solano Family Justice Center in Fairfield, CA.

POSITION SUMMARY:

We are accepting applications for one full-time Program Coordinator for the Solano Family Justice Center. We provide generous fringe benefits, including paid holidays, paid annual and sick leave, health insurance coverage, dental and vision coverages, life insurance and retirement benefits.

Program Coordinator is responsible for coordinating and supporting the Center's community programs, including:

- Community leadership program (Project Connect)
- Prevention programs
- Community education and outreach
- Law enforcement outreach

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Review program goals and activities to meet program goals.
- Implement program activities, oversee grant deliverables, and refine program designs.
- Document and report on program outcomes.
- Plan and attend community outreach events.
- Coordinate special projects, partner meetings and trainings. Participate in short- and long-term strategic planning.
- Perform other duties, functions, special projects, and responsibilities as assigned and deemed necessary by the Executive Director.

West:
256 24th Street
Richmond CA 94804
(510) 974-7200

Central:
2151 Salvio Street, Ste 201
Concord, CA 94520
(925) 521-6366

East:
3501 Lone Tree Way Antioch, CA
94509
(925) 281-0970



ADDITIONAL DUTIES – BACK UP NAVIGATION:

- Conduct screening interview with all incoming clients, including needs assessment, safety plan, service plan, and follow-up plan.
- Participate in active, ongoing case-planning with partners.
- Maintain relationships with Family Justice partners for coordination of client services.

EDUCATION AND EXPERIENCE:

- Bachelor's Degree in a related field or equivalent work experience.
- Minimum of two years' experience relevant to the position: training, curriculum development, program design and implementation, coaching and victim advocacy.

KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrated knowledge of or a background in domestic violence, sexual assault, child abuse, stalking, elder abuse, or human trafficking.
- Excellent oral and written communication skills, including public speaking and proofreading.
- Ability to design training curriculum and deliver training.
- Excellent facilitation skills and training experience.
- Demonstrated experience in volunteer management.
- Ability to work with and support youth.
- Strong analytical and organizational skills and problem-solving capabilities.
- Project management experience and report writing skills.
- Microsoft Word, Excel, and Google features proficiency.
- High comfort with data collection and evaluation. Familiarity with case management databases.
- Ability to travel.
- Ability and willingness to learn new areas and practices.
- Teamwork and interpersonal flexibility.
- Cultural responsiveness and an alignment with our values and commitments to equity and inclusion.
- Comfort with social media communication, website design, and graphics work preferred.
- Fluency in Spanish or Asian languages preferred.

SPECIAL CONSIDERATION:

- Ability to create effective social media posts.
- Excellence in website design and graphics.
- Superb writing skills.
- Ability to fix computers and troubleshoot technical issues.
- Interest in or experience with non-violence work.
- Innovative and creative self-starter.



- Interest in staff and organizational development work.
- Deep understanding of public systems.

APPLICATION PROCESS:

To apply to this position, please submit a **cover letter and resume** to: brenda@cocofamilyjustice.org no later than _____. Please explain in your cover letter: (a) why you are interested in the position; and (b) why you believe that you are qualified for the position. **We will not review your application without a cover letter.** Please note that finalists will be asked to perform research and writing tasks.

We practice equity in all aspects of the organization and value diversity of culture, thought, and lived experiences. We seek talented, qualified individuals who will contribute to the culture of diversity and inclusion at the Family Justice Center.





FAMILY JUSTICE CENTER
SAFETY | HEALING | COMMUNITY

cocofamilyjustice.org

Job Title: Bilingual Project Assistant II
FLSA Status: Non-Exempt
Hourly Rate Range: \$25 - \$32 per hour
Location: Fairfield, CA
Prepared Date: November 15, 2022

The Family Justice Center (the "Center") is a warm and welcoming one-stop center for victims of interpersonal violence (IPV) -- domestic violence, sexual assault, child abuse, elder abuse, and human trafficking. The Center serves victims and survivors regardless of their income, immigration status or location. We meet survivors where they are and help them through the process of healing and self-empowerment.

The Center is a public-private partnership committed to creating a vibrant community free of coercion and fear. It supports the West Center located in Richmond, the Central Center in Concord and will soon support the East Center in Antioch.

POSITION SUMMARY:

We are seeking two qualified candidates to fill the position of the Project Assistant II (Spanish-English Bilingual required) at our Solano Family Justice Center in Fairfield. The Project Assistant will work as an integral member of the Family Justice Center team. The Project Assistant is a non-exempt position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for managing office services by ensuring office operations and procedures are organized, correspondences are controlled, filing systems are designed, supply requisitions are reviewed and approved and that clerical functions are properly assigned and monitored.
- Responsible for developing and implementing office policies by setting up procedures and standards to guide the operation of the office.
- Staff the reception desk, greeting clients and directing calls to appropriate staff, partners and others.
- Assign rooms, maintain visitor/client log, assign visitor badges and welcome packets.
- Identify situations in which Navigator is needed to address client needs.
- Manage information and external communications for interested parties including answering telephone calls and directing calls appropriately to Center staff and partners; disseminate information by using the telephone, mail services, Web sites, and e-mail.
- Collect and distribute messages and assist with mail distribution.
- Assists Center staff and partners with scheduling client appointments, room reservations, trainings, and community presentations.

West:
256 24th Street
Richmond CA 94804
(510) 974-7200

Central:
2151 Salvio Street, STE 201
Concord, CA 94520
(925) 521-6366

East:
3501 Lone Tree Way, STE 4
Antioch, CA 94509
(925) 281-0970



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- Operate office equipment; maintain appropriate supplies for office equipment, manage areas such as supply storage and resource library.
- Organize and maintain paper and electronic files.
- Perform other duties, functions, special projects, and responsibilities as assigned and deemed necessary by the Executive Director.

EDUCATION AND EXPERIENCE:

- High School Diploma.
- Minimum of five year administrative experience.

KNOWLEDGE, SKILLS AND ABILITIES:

- Bilingual in English and Spanish.
- Demonstrated knowledge of or a background in domestic violence, sexual assault, child abuse, stalking, elder abuse or human trafficking or a willingness to learn about the field.
- Strong interpersonal skills.
- Excellent written and verbal communication skills.
- Working knowledge of the Microsoft Office Suite, Internet, email, web-based training, and online research.
- De-escalation and conflict resolution skills preferred.
- Flexibility and strong problem-solving capabilities to address the needs of a constantly changing organization.

To apply to this position, please submit a **cover letter and resume** to: brenda@cocofamilyjustice.org no later than _____. Please explain in your cover letter: (a) why you are interested in the position; and (b) why you believe that you are qualified for the position. **We will not review your application without a cover letter.** Please note that finalists will be asked to perform a writing task.

We practice equity in all aspects of the organization and value diversity of culture, thought, and lived experiences. We seek talented, qualified individuals who will contribute to the culture of diversity and inclusion at the Family Justice Center.

Budget Modification Request

FY: _____

Date of Last Modification: _____

PROJECT BUDGET	Current Approved Budget	Requested Modificaiton	Requested Modified Budget
Personnel Expenses			
Subtotal Personnel Expenses			
Operating Expenses			
Subtotal Operating Expenses			
10% Indirect Cost Expense			
GRAND TOTAL EXPENSES			

Please answer all Budget Modification Justification Questions on Page 2.

Contractor Signature

Date

County Signature

Date

County internal use only Date: _____ Action Taken: _____ Recommend Approval: _____
--

OK *[Signature]*

Budget Modification Justification:

1. If there are changes to Personnel Expenses, please explain. Are there changes to job duties? If there are decreases to a personnel line, how is that job going to be completed? Please clarify a change to FTE (example: 0.5 FTE to 0.75 FTE).

2. If there are changes to Operating Expenses, please explain. How do operating expense differ from what was originally anticipated?

3. If there are changes to Indirect Costs, please explain.

Note: Changes to this fiscal year do not change future fiscal years' budgets.

OK

EXHIBIT C
GENERAL TERMS AND CONDITIONS

1. CLOSING OUT

A. County will pay Contractor's final request for payment providing Contractor has paid all financial obligations undertaken pursuant to this Contract or any other contract and/or obligation that Contractor may have with the County. If Contractor has failed to pay any obligations outstanding, County will withhold from Contractor's final request for payment the amount of such outstanding financial obligations owed by Contractor. Contractor is responsible for County's receipt of a final request for payment 30 days after termination of this Contract.

B. A final undisputed invoice shall be submitted for payment no later than ninety (90) calendar days following the expiration or termination of this Contract, unless a later or alternate deadline is agreed to in writing by the County. The final invoice must be clearly marked "FINAL INVOICE", thus indicating that all payment obligations of the County under this Contract have ceased and that no further payments are due or outstanding.

C. The County may, at its discretion, choose not to honor any delinquent final invoice if the Contractor fails to obtain prior written approval of an alternate final invoice submission deadline. Written County approval for an alternate final invoice submission deadline shall be sought from the County prior to the expiration or termination of this Contract.

2. TIME

Time is of the essence in all terms and conditions of this Contract.

3. TIME OF PERFORMANCE

Work will not begin, nor claims paid for services under this Contract until all Certificates of Insurance, business and professional licenses/certificates, IRS ID number, signed W-9 form, or other applicable licenses or certificates are on file with the County's Contract Manager.

4. TERMINATION

A. This Contract may be terminated by County or Contractor, at any time, with or without cause, upon 30 days' written notice from one to the other.

B. County may terminate this Contract immediately upon notice of Contractor's malfeasance.

C. Following termination, County will reimburse Contractor for all expenditures made in good faith that are unpaid at the time of termination not to exceed the maximum amount payable under this Contract unless Contractor is in default of this Contract.

5. SIGNATURE AUTHORITY

The parties executing this Contract certify that they have the proper authority to bind their respective entities to all terms and conditions set forth in this Contract.

6. REPRESENTATIONS

A. County relies upon Contractor's professional ability and training as a material inducement to enter into this Contract. Contractor represents that Contractor will perform the work according to generally accepted professional practices and standards and the requirements of applicable federal, state and local laws. County's acceptance of Contractor's work shall not constitute a waiver or release of Contractor from professional responsibility.

B. Contractor further represents that Contractor possesses current valid appropriate licensure, including, but not limited to, driver's license, professional license, certificate of tax-exempt status, or permits, required to perform the work under this Contract.

7. INSURANCE

A. Without limiting Contractor's obligation to indemnify County, Contractor must procure and maintain for the duration of the Contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work under this Contract and the results of that work by Contractor, Contractor's agents, representatives, employees or subcontractors.

B. Minimum Scope of Insurance
Coverage must be at least as broad as:

- (1) Insurance Services Office Commercial General Liability coverage (occurrence Form CG 00 01).
- (2) Insurance Services Office Form Number CA 00 01 covering Automobile Liability, Code 1 (any auto).
- (3) Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

C. Minimum Limits of Insurance
Contractor must maintain limits no less than:

- | | | |
|---|---|---|
| (1) General Liability:
(Including operations, products
and completed operations.) | \$2,000,000 | per occurrence for bodily injury, personal injury and property damage, or the full per occurrence limits of the policy, whichever is greater. If Commercial General Liability insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit. |
| (2) Automobile Liability: | \$1,000,000 | per accident for bodily injury and property damage. |
| (3) Workers' Compensation: | As required by the State of California. | |
| (4) Employer's Liability: | \$1,000,000 | per accident for bodily injury or disease. |

D. Additional Insurance Coverage

To the extent coverage is applicable to Contractor's services under this Contract, Contractor must maintain the following insurance coverage:

- | | | |
|-----------------------------|--------------------|--|
| (1) Cyber Liability: | \$1,000,000 | per incident with the aggregate limit twice the required limit to cover the full replacement value of damage to, alteration of, loss of, or destruction of electronic data and/or information property of the County that will be in the care, custody or control of Contractor under this Contract. |
| (2) Professional Liability: | \$2,000,000 | combined single limit per claim and in the aggregate. The policy shall remain in full force and effect for no less than 5 years following the completion of work under this Contract. |

E. If Contractor maintains higher limits than the minimums shown above, County is entitled to coverage for the higher limits maintained by Contractor. Any insurance proceeds in excess of the specified limits and coverage required, which are applicable to a given loss, shall be available to the County. No representation is made that the minimums shown above are sufficient to cover the indemnity or other obligations of the Contractor under this Contract.

F. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by County. At the option of County, either:

- (1) The insurer will reduce or eliminate such deductibles or self-insured retentions with respect to County, its officers, officials, agents, employees and volunteers; or
- (2) Contractor must provide a financial guarantee satisfactory to County guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

G. Other Insurance Provisions

(1) The general liability and automobile liability policies must contain, or be endorsed to contain, the following provisions:

- (a) The County of Solano, its officers, officials, agents, employees, and volunteers must be included as additional insureds with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of Contractor; and with respect to liability arising out of work or operations performed by or on behalf of Contractor including materials, parts or equipment furnished in connection with such work or operations. General Liability coverage shall be provided in the form of an Additional Insured endorsement (CG 20 10 11 85 or both CG 20 10 and CG 20 37 if later ISO revisions are used or the equivalent) to Contractor's insurance policy, or as a separate owner's policy. The insurance afforded to the additional insureds shall be at least as broad as that afforded to the first named insured.

(b) For any claims related to work performed under this Contract, Contractor's insurance coverage must be primary insurance with respect to the County of Solano, its officers, officials, agents, employees, and volunteers. Any insurance maintained by County, its officers, officials, agents, employees, or volunteers is excess of Contractor's insurance and shall not contribute to it.

(2) If Contractor's services are technologically related, Professional Liability coverage shall include, but not be limited to claims involving infringement of intellectual property, copyright, trademark, invasion of privacy violations, information theft, release of private information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to such obligations. The policy shall also include, or be endorsed to include, property damage liability coverage for damage to, alteration of, loss of, or destruction of electronic data and/or information "property" of the County in the care, custody, or control of the Contractor. If not covered under the Contractor's Professional Liability policy, such "property" coverage of the County may be endorsed onto the Contractor's Cyber Liability Policy.

(3) Should any of the above described policies be cancelled prior to the policies' expiration date, Contractor agrees that notice of cancellation will be delivered in accordance with the policy provisions.

H. Waiver of Subrogation

(1) Contractor agrees to waive subrogation which any insurer of Contractor may acquire from Contractor by virtue of the payment of any loss. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation.

(2) The Workers' Compensation policy must be endorsed with a waiver of subrogation in favor of County for all work performed by Contractor, its employees, agents and subcontractors.

I. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII unless otherwise acceptable to County.

J. Verification of Coverage

(1) Contractor must furnish County with original certificates and endorsements effecting coverage required by this Contract.

(2) The endorsements should be on forms provided by County or, if on other than County's forms, must conform to County's requirements and be acceptable to County.

(3) County must receive and approve all certificates and endorsements before work commences.

(4) However, failure to provide the required certificates and endorsements shall not operate as a waiver of these insurance requirements.

(5) County reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage described above at any time.

8. BEST EFFORTS

Contractor represents that Contractor will at all times faithfully, industriously and to the best of

its ability, experience and talent, perform to County's reasonable satisfaction.

9. DEFAULT

A. If Contractor defaults in Contractor's performance, County shall promptly notify Contractor in writing. If Contractor fails to cure a default within 30 days after notification, or if the default requires more than 30 days to cure and Contractor fails to commence to cure the default within 30 days after notification, then Contractor's failure shall constitute cause for termination of this Contract.

B. If Contractor fails to cure default within the specified period of time, County may elect to cure the default and any expense incurred shall be payable by Contractor to County. The contract may be terminated at County's sole discretion.

C. If County serves Contractor with a notice of default and Contractor fails to cure the default, Contractor waives any further notice of termination of this Contract.

D. If this Contract is terminated because of Contractor's default, County shall be entitled to recover from Contractor all damages allowed by law.

10. INDEMNIFICATION

A. Contractor will indemnify, hold harmless and assume the defense of the County of Solano, its officers, employees, agents and elective and appointive boards from all claims, losses, damages, including property damages, personal injury, death and liability of every kind, directly or indirectly arising from Contractor's operations or from any persons directly or indirectly employed by, or acting as agent for, Contractor, excepting the sole negligence or willful misconduct of the County of Solano. This indemnification shall extend to claims, losses, damages, injury and liability for injuries occurring after completion of Contractor's services, as well as during the progress of rendering such services.

B. Acceptance of insurance required by this Contract does not relieve Contractor from liability under this indemnification clause. This indemnification clause shall apply to all damages or claims for damages suffered by Contractor's operations regardless if any insurance is applicable or not.

11. INDEPENDENT CONTRACTOR

A. Contractor is an independent contractor and not an agent, officer or employee of County. The parties mutually understand that this Contract is between two independent contractors and is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association.

B. Contractor shall have no claim against County for employee rights or benefits including, but not limited to, seniority, vacation time, vacation pay, sick leave, personal time off, overtime, medical, dental or hospital benefits, retirement benefits, Social Security, disability, Workers' Compensation, unemployment insurance benefits, civil service protection, disability retirement benefits, paid holidays or other paid leaves of absence.

C. Contractor is solely obligated to pay all applicable taxes, deductions and other obligations including, but not limited to, federal and state income taxes, withholding, Social Security, unemployment, disability insurance, Workers' Compensation and Medicare payments.

D. Contractor shall indemnify and hold County harmless from any liability which County may incur because of Contractor's failure to pay such obligations nor shall County be responsible for any employer-related costs not otherwise agreed to in advance between the County and Contractor.

E. As an independent contractor, Contractor is not subject to the direction and control of

County except as to the final result contracted for under this Contract. County may not require Contractor to change Contractor's manner of doing business, but may require redirection of efforts to fulfill this Contract.

F. Contractor may provide services to others during the same period Contractor provides service to County under this Contract.

G. Any third persons employed by Contractor shall be under Contractor's exclusive direction, supervision and control. Contractor shall determine all conditions of employment including hours, wages, working conditions, discipline, hiring and discharging or any other condition of employment.

H. As an independent contractor, Contractor shall indemnify and hold County harmless from any claims that may be made against County based on any contention by a third party that an employer-employee relationship exists under this Contract.

I. Contractor, with full knowledge and understanding of the foregoing, freely, knowingly, willingly and voluntarily waives the right to assert any claim to any right or benefit or term or condition of employment insofar as they may be related to or arise from compensation paid hereunder.

12. RESPONSIBILITIES OF CONTRACTOR

A. The parties understand and agree that Contractor possesses the requisite skills necessary to perform the work under this Contract and County relies upon such skills. Contractor pledges to perform the work skillfully and professionally. County's acceptance of Contractor's work does not constitute a release of Contractor from professional responsibility.

B. Contractor verifies that Contractor has reviewed the scope of work to be performed under this Contract and agrees that in Contractor's professional judgment, the work can and shall be completed for costs within the maximum amount set forth in this Contract.

C. To fully comply with the terms and conditions of this Contract, Contractor shall:

(1) Establish and maintain a system of accounts for budgeted funds that complies with generally accepted accounting principles for government agencies;

(2) Document all costs by maintaining complete and accurate records of all financial transactions associated with this Contract, including, but not limited to, invoices and other official documentation that sufficiently support all charges under this Contract;

(3) Submit monthly reimbursement claims for expenditures that directly benefit Solano County;

(4) Be liable for repayment of any disallowed costs identified through quarterly reports, audits, monitoring or other sources; and

(5) Retain financial, programmatic, client data and other service records for 3 years from the date of the end of the contract award or for 3 years from the date of termination, whichever is later.

13. COMPLIANCE WITH LAW

A. Contractor shall comply with all federal, state and local laws and regulations applicable to Contractor's performance, including, but not limited to, licensing, employment and purchasing practices, wages, hours and conditions of employment.

B. To the extent federal funds are used in whole or in part to fund this Contract, Contractor specifically agrees to comply with Executive Order 11246 entitled "Equal Employment Opportunity", as amended and supplemented in Department of Labor regulations; the Copeland "Ant-Kickback" Act (18 U.S.C. §874) and its implementing regulations (29 C.F.R. part 3); the Clean Air Act (42 U.S.C. §7401 et

seq.); the Clean Water Act (33 U.S.C. §1251); and the Energy Policy and Conservation Act (Pub. L. 94-165).

C. Contractor represents that it will comply with the applicable cost principles and administrative requirements including claims for payment or reimbursement by County as set forth in 2 C.F.R. part 200, as currently enacted or as may be amended throughout the term of this Contract.

14. CONFIDENTIALITY

A. Contractor shall prevent unauthorized disclosure of names and other client-identifying information, except for statistical information not identifying a particular client receiving services under this Contract.

B. Contractor shall not use client specific information for any purpose other than carrying out Contractor's obligations under this Contract.

C. Contractor shall promptly transmit to County all requests for disclosure of confidential information.

D. Except as otherwise permitted by this Contract or authorized by law, Contractor shall not disclose any confidential information to anyone other than the State of California without prior written authorization from County.

E. For purposes of this section, identity shall include, but not be limited to, name, identifying number, symbol or other client identifying particulars, such as fingerprints, voice print or photograph. Client shall include individuals receiving services pursuant to this Contract.

15. CONFLICT OF INTEREST

A. Contractor represents that Contractor and/or Contractor's employees and/or their immediate families and/or Board of Directors and/or officers have no interest, including, but not limited to, other projects or independent contracts, and shall not acquire any interest, direct or indirect, including separate contracts for the work to be performed hereunder, which conflicts with the rendering of services under this Contract. Contractor shall employ or retain no such person while rendering services under this Contract. Services rendered by Contractor's associates or employees shall not relieve Contractor from personal responsibility under this clause.

B. Contractor has an affirmative duty to disclose to County in writing the name(s) of any person(s) who have an actual, potential or apparent conflict of interest.

16. DRUG FREE WORKPLACE

Contractor represents that Contractor is knowledgeable of Government Code section 8350 et seq., regarding a drug free workplace and shall abide by and implement its statutory requirements.

17. HEALTH AND SAFETY STANDARDS

Contractor shall abide by all health and safety standards set forth by the State of California and/or the County of Solano pursuant to the Injury and Illness Prevention Program. If applicable, Contractor must receive all health and safety information and training from County.

18. CHILD/ADULT ABUSE

If services pursuant to this Contract will be provided to children and/or elder adults, Contractor

represents that Contractor is knowledgeable of the Child Abuse and Neglect Reporting Act (Penal Code section 11164 et seq.) and the Elder Abuse and Dependent Adult Civil Protection Act (Welfare and Institutions Code section 15600 et seq.) requiring reporting of suspected abuse.

19. INSPECTION

Authorized representatives of County, the State of California and/or the federal government may inspect and/or audit Contractor's performance, place of business and/or records pertaining to this Contract.

20. NONDISCRIMINATION

A. In rendering services under this Contract, Contractor shall comply with all applicable federal, state and local laws, rules and regulations and shall not discriminate based on age, ancestry, color, gender, marital status, medical condition, national origin, physical or mental disability, race, religion, sexual orientation, or other protected status.

B. Further, Contractor shall not discriminate against its employees, which includes, but is not limited to, employment upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

21. SUBCONTRACTOR AND ASSIGNMENT

A. Services under this Contract are deemed to be personal services.

B. Subject to any required state or federal approval, Contractor shall not subcontract any work under this Contract without the prior written consent of the County's Contract Manager nor assign this Contract or monies due without the prior written approval of the County's applicable Department Head or his or her designee and the County Administrator.

C. If County consents to the use of subcontractors, Contractor shall require and verify that its subcontractors maintain insurance meeting all the requirements stated in Section 7 above.

D. Assignment by Contractor of any monies due shall not constitute an assignment of the Contract.

22. UNFORESEEN CIRCUMSTANCES

Contractor is not responsible for any delay caused by natural disaster, war, civil disturbance, labor dispute or other cause beyond Contractor's reasonable control, provided Contractor gives written notice to County of the cause of the delay within 10 days of the start of the delay.

23. OWNERSHIP OF DOCUMENTS

A. County shall be the owner of and shall be entitled to possession of any computations, plans, correspondence or other pertinent data and information gathered by or computed by Contractor prior to termination of this Contract by County or upon completion of the work pursuant to this Contract.

B. No material prepared in connection with the project shall be subject to copyright in the United States or in any other country.

24. NOTICE

A. Any notice necessary to the performance of this Contract shall be given in writing by personal delivery or by prepaid first-class mail addressed as stated on the first page of this Contract.

B. If notice is given by personal delivery, notice is effective as of the date of personal delivery. If notice is given by mail, notice is effective as of the day following the date of mailing or the date of delivery reflected upon a return receipt, whichever occurs first.

25. NONRENEWAL

Contractor acknowledges that there is no guarantee that County will renew Contractor's services under a new contract following expiration or termination of this Contract. Contractor waives all rights to notice of non-renewal of Contractor's services.

26. COUNTY'S OBLIGATION SUBJECT TO AVAILABILITY OF FUNDS

A. The County's obligation under this Contract is subject to the availability of authorized funds. The County may terminate the Contract, or any part of the Contract work, without prejudice to any right or remedy of the County, for lack of appropriation of funds. If expected or actual funding is withdrawn, reduced or limited in any way prior to the expiration date set forth in this Contract, or any subsequent amendment, the County may, upon written Notice to the Contractor, terminate this Contract in whole or in part.

B. Payment shall not exceed the amount allowable for appropriation by the Board of Supervisors. If the Contract is terminated for non-appropriation of funds:

i. The County will be liable only for payment in accordance with the terms of this Contract for services rendered prior to the effective date of termination; and

ii. The Contractor shall be released from any obligation to provide further services pursuant to this Contract that are affected by the termination.

C. Funding for this Contract beyond the current appropriation year is conditional upon appropriation by the Board of Supervisors of sufficient funds to support the activities described in this Contract. Should such an appropriation not be approved, this Contract will terminate at the close of the current appropriation year.

D. This Contract is void and unenforceable if all or parts of federal or state funds applicable to this Contract are not available to County. If applicable funding is reduced, County may either:

- (1) Cancel this Contract; or,
- (2) Offer a contract amendment reflecting the reduced funding.

27. CHANGES AND AMENDMENTS

A. County may request changes in Contractor's scope of services. Any mutually agreed upon changes, including any increase or decrease in the amount of Contractor's compensation, shall be effective when incorporated in written amendments to this Contract.

B. The party desiring the revision shall request amendments to the terms and conditions of this Contract in writing. Any adjustment to this Contract shall be effective only upon the parties' mutual execution of an amendment in writing.

C. No verbal agreements or conversations prior to execution of this Contract or requested amendment shall affect or modify any of the terms or conditions of this Contract unless reduced to writing according to the applicable provisions of this Contract.

28. CHOICE OF LAW

The parties have executed and delivered this Contract in the County of Solano, State of California. The laws of the State of California shall govern the validity, enforceability or interpretation of this Contract. Solano County shall be the venue for any action or proceeding, in law or equity that may be brought in connection with this Contract.

29. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT

Contractor represents that it is knowledgeable of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and its implementing regulations issued by the U.S. Department of Health and Human Services (45 C.F.R. parts 160-64) regarding the protection of health information obtained, created, or exchanged as a result of this Contract and shall abide by and implement its statutory requirements.

30. WAIVER

Any failure of a party to assert any right under this Contract shall not constitute a waiver or a termination of that right, under this Contract or any of its provisions.

31. CONFLICTS IN THE CONTRACT DOCUMENTS

The Contract documents are intended to be complementary and interpreted in harmony so as to avoid conflict. In the event of conflict in the Contract documents, the parties agree that the document providing the highest quality and level of service to the County shall supersede any inconsistent term in these documents.

32. FAITH BASED ORGANIZATIONS

A. Contractor agrees and acknowledges that County may make funds available for programs or services affiliated with religious organizations under the following conditions: (a) the funds are made available on an equal basis as for programs or services affiliated with non-religious organizations; (b) the program funded does not have the substantial effect of supporting religious activities; (c) the funding is indirect, remote, or incidental to the religious purpose of the organization; and (d) the organization complies with the terms and conditions of this Contract.

B. Contractor agrees and acknowledges that County may not make funds available for programs or services affiliated with a religious organization (a) that has denied or continues to deny access to services on the basis of any protected class; (b) will use the funds for a religious purpose; (c) will use the funds for a program or service that subjects its participants to religious education.

C. Contractor agrees and acknowledges that all recipients of funding from County must: (a) comply with all legal requirements and restrictions imposed upon government-funded activities set forth in Article IX, section 8 and Article XVI, section 5 of the California Constitution and in the First Amendment to the United States Constitution; and (b) segregate such funding from all funding used for religious purposes.

33. PRICING

Should Contractor, at any time during the term of this Contract, provide the same goods or services under similar quantity, terms and conditions to one or more counties in the State of California at prices below those set forth in this Contract, then the parties agree to amend this Contract so that such lower prices shall be extended immediately to County for all future services.

34. USE OF PROVISIONS, TERMS, CONDITIONS AND PRICING BY OTHER PUBLIC AGENCIES

Contractor and County agree that the terms of this Contract may be extended to any other public agency located in the State of California, as provided for in this section. Another public agency wishing to use the provisions, terms, and pricing of this Contract to contract for equipment and services comparable to that described in this Contract shall be responsible for entering into its own contract with Contractor, as well as providing for its own payment provisions, making all payments, and obtaining any certificates of insurance and bonds that may be required. County is not responsible for providing to any other public agency any documentation relating this Contract or its implementation. Any public agency that uses provisions, terms, or pricing of this Contract shall by virtue of doing so be deemed to indemnify and hold harmless County from all claims, demands, or causes of actions of every kind arising directly or indirectly with the use of this Contract. County makes no guarantee of usage by other users of this Contract nor shall the County incur any financial responsibility in connection with any contracts entered into by another public agency. Such other public agency shall accept sole responsibility for placing orders and making payments to Contractor.

35. DISBARMENT OR SUSPENSION OF CONTRACTOR

A. Contractor represents that its officers, directors and employees (i) are not currently excluded, debarred, or otherwise ineligible to participate in a federally funded program; (ii) have not been convicted of a criminal offense related to the provision of federally funded items or services nor has been previously excluded, debarred, or otherwise declared ineligible to participate in any federally funded programs, and (iii) are not, to the best of its knowledge, under investigation or otherwise aware of any circumstances which may result in Contractor being excluded from participation in federally funded programs.

B. For purposes of this Contract, federally funded programs include any federal health program as defined in 42 USC § 1320a-7b(f) (the "Federal Healthcare Programs") or any state healthcare programs.

C. This representation and warranty shall be an ongoing representation and warranty during the term of this Contract and Contractor must immediately notify the County of any change in the status of the representation and warranty set forth in this section.

D. If services pursuant to this Contract involve federally-funded programs, Contractor agrees to provide certification of non-suspension with submission of each invoice. Failure to submit certification with invoices will result in a delay in County processing Contractor's payment.

36. EXECUTION IN COUNTERPARTS

This Contract may be executed in two or more counterparts, each of which together shall be deemed an original, but all of which together shall constitute one and the same instrument, it being understood that all parties need not sign the same counterpart. In the event that any signature is delivered by facsimile or electronic transmission (e.g., by e-mail delivery of a ".pdf" format data file), such

signature shall create a valid and binding obligation of the party executing (or on whose behalf such signature is executed) with the same force and effect as if such facsimile or electronic signature page were an original signature.

37. LOCAL EMPLOYMENT POLICY

Solano County desires, whenever possible, to hire qualified local residents to work on County projects. A local resident is defined as a person who resides in, or a business that is located in, Solano County. The County encourages an active outreach program on the part of its contractors, consultants and agents. When local projects require subcontractors, Contractor shall solicit proposals for qualified local residents where possible.

38. ENTIRE CONTRACT

This Contract, including any exhibits referenced, constitutes the entire agreement between the parties and there are no inducements, promises, terms, conditions or obligations made or entered into by County or Contractor other than those contained in it.

EXHIBIT D
SPECIAL TERMS AND CONDITIONS

OK SK

1. CONTRACT EXTENSION

Notwithstanding Section 2 of the Standard Contract, and unless terminated by either party prior to June 30, 2024, this Agreement shall be automatically extended from June 30, 2024 through June 30, 2025 to allow for continuation of services and sufficient time to complete a novation or renewal contract.

2. TERMINATION

A. Notwithstanding Section 5 in Exhibit C, this Contract may be terminated by County or Contractor, at any time, with good cause, upon 30 days written notice from one to the other.

3. ADDITIONAL INSURANCE

(1) *Errors and Omissions insurance against loss due to negligent acts, errors and/or omissions, in an amount no less than one million dollars (\$1,000,000) combined single limit per claim and in the aggregate. The policy shall be written on an occurrence form or shall remain in full force and effect for no less than 3 years following the completion of work under this Contract.*

(2) *Professional malpractice insurance of all activities of Contractor (and its subcontractors) arising out of or in connection with this Contract in an amount no less than one million dollars (\$1,000,000) combined single limit for each occurrence. The policy shall be written on an occurrence form or shall remain in full force and effect for no less than 3 years following the completion of work under this Contract.*

4. SPECIAL RESPONSIBILITIES OF CONTRACTOR

(1) *Submit verification of non-profit status, if a requirement for the award of this Contract;*

(2) *Provide an audit report, including a management letter, to County annually;*

(3) *Conduct an audit, at Contractor's expense, according to the requirements of OMB Circular A-133, which identifies all funds granted, received, disbursed and expended, and provide the audit to County within 30 days of completion;*

(4) *Provide an unaudited statement of revenue and expenditures to County within thirty (30) days of completion of the project if funds awarded to Contractor are \$100,000 or less;*

(5) *Obtain a bond at, Contractor's sole expense, in an amount sufficient to cover start-up funds if any were provided to Contractor from County.*

5. DRUG FREE WORKPLACE

Contractor shall execute the form attached as Exhibit "D-1".

6. CHILD/ADULT ABUSE

Contractor shall execute the form attached as Exhibit "D-2" and "D-3".

7. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT

Contractor shall execute the form attached as Exhibit "D-4".

8. CHANGES AND AMENDMENTS

Amendments that are not State approved vendor agreement amendments shall be submitted to the State for prior approval at least 30 days before the effective date of any proposed changes governing compensation, services or term.

9. CONFIDENTIALITY OF MENTAL HEALTH RECORDS

Contractor warrants that Contractor is knowledgeable of Welfare and Institutions Code section 5328 respecting confidentiality of records. County and Contractor shall maintain the confidentiality of any information regarding clients (or their families) receiving Contractor's services. Contractor may obtain such information from application forms, interviews, tests or reports from public agencies, counselors or any other source. Without the client's written permission, Contractor shall divulge such information only as necessary for purposes related to the performance or evaluation of services provided pursuant to this Contract, and then only to those persons having responsibilities under this Contract, including those furnishing services under Contractor through subcontracts.

10. CONFIDENTIAL RECORDS

Contractor acknowledges that any information generated, received or disseminated pursuant to its performance under this Contract is confidential and shall not be disclosed in any manner unless authorized by law. Furthermore, Contractor warrants that Contractor is knowledgeable of Welfare and Institutions Code sections applicable to the subject of this Contract, particularly, sections 10850 and 11478.1 and will abide by its requirements.

SOLANO COUNTY
DRUG-FREE WORKPLACE CERTIFICATION

(rev-09/01/94)

COMPANY/ORGANIZATION NAME

*Contra Costa Family Justice
 Alliance (CPBA Family Just. Ctr.)*

The contractor or grant recipient named above certifies compliance with Government Code section 8355 in matters relating to providing a drug-free workplace. The above-named contractor will:

1. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a).
2. Establish a Drug-Free Awareness Program as required by Government Code section 8355(b), to inform employees about all of the following:
 - (a) The dangers of drug abuse in the workplace;
 - (b) The person's or organization's policy of maintaining a drug-free workplace;
 - (c) Any available counseling, rehabilitation and employee assistance programs; and
 - (d) Penalties that may be imposed upon employees for drug abuse violations.
3. Provide, as required by Government Code section 8355(c), that every employee who works on the proposed contract or grant:
 - (a) Will receive a copy of the company's drug-free policy statement; and
 - (b) Will agree to abide by the terms of the company's statement as a condition of employment on the contract or grant.

CERTIFICATION

I, the official named below, swear that I am duly authorized legally to bind the contractor or grant recipient to the above described certification. I am fully aware that this certification, executed on the date below, is made under penalty of perjury under the laws of the State of California.

Susan Kim
 Contractor or Grant Recipient Signature

12/14/22
 Date

Official's Name (type or print)

Susan Kim

Title

Executive Director

47-4082871
 Federal Tax I.D. Number

CHILD ABUSE REPORTING REQUIREMENTS

Section 11166 of the Penal Code requires any child care custodian, medical practitioner, nonmedical practitioner, or employee of a child protective agency who has knowledge of, or observes a child in his or her professional capacity or within the scope of his or her employment, whom he or she knows or reasonably suspects, has been the victim of a child abuse to report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone, and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

I, the undersigned, have read and understand the requirements of Penal Code Section 11166 and will comply with its provisions.

Thereof, I agree to report to my immediate supervisor any suspected child abuse situations of which I am aware and will report directly to the Child Protective Services as necessary.

Name: Susan Kim

Title: Executive Director

Date: 12/14/22

ADULT ABUSE REPORTING REQUIREMENTS

Welfare and Institutions Code section 15630 and following:

The undersigned, having read the statement below, signifies knowledge and understanding of its provisions:

Section 15630 of the Welfare and Institutions Code requires any care custodian, health practitioner, or employee of an adult protective services agency or a local law enforcement agency who has knowledge of, or observes a dependent adult, in his or her professional capacity or within the scope of his or her employment who he or she knows has been the victim of physical abuse, or who has injuries under circumstances which are consistent with abuse where the dependent adult's statements indicate, or in the case of a person with developmental disabilities, where his or her statements or other corroborating evidence indicates that abuse has occurred, to report the known or suspected instance of physical abuse to an adult protective services or a local law enforcement agency immediately or as soon as practically possible by telephone and to prepare and send a written report, thereof, within 36 hours of receiving the information concerning the incident.

"Care Custodian" means an administrator or an employee of any of the following public or private facilities:

- | | |
|---|--|
| 1. Health facility | 12. Licensing worker or evaluator |
| 2. Clinic | 13. Public assistance worker |
| 3. Home health agency | 14. Adult protective services agency |
| 4. Educational institution | 15. Patient's rights advocate |
| 5. Sheltered workshop | 16. Nursing home ombudsman |
| 6. Camp | 17. Legal guardian or conservator |
| 7. Respite care facility | 18. Skilled nursing facility |
| 8. Residential care institution including foster homes and group homes | 19. Intermediate care facility |
| 9. Community care facility | 20. Local Law enforcement agency |
| 10. Adult day care facility, including adult day health care facilities | 21. Any other person who provides goods or services necessary to avoid physical harm or mental suffering and who performs duties |
| 11. Regional center for persons with developmental disabilities | |

"Health Practitioner" means a physician, surgeon, psychiatrist, psychologist, dentist, resident, intern, podiatrist, chiropractor, licensed nurse, dental hygienist, marriage, family and child counselor or any other person who is currently licensed under Division 2 (commencing with Section 500) of the Business and Professions Code, any emergency medical technician I or II, paramedic, a person certified pursuant to Division 2.5 (commencing with Section 1797) of the Health and Safety Code, or psychological assistant registered pursuant to Section 2913 of the Business and Professions Code, a marriage, family and child counselor trainee, as defined in subdivision (c) of Section 4980.03 of the Business and Professions Code, a state or county public health employee who treats a dependent adult for any condition, a coroner, or a religious practitioner who diagnoses, examines, or treats dependent adults.

I certify that a full copy of Welfare and Institutions Code section 15630 and following has been provided to me, and I have read and understand the above statement and will comply with its provisions.

Name: Susan Kim Signature: [Signature]

Title: Executive Director Date: 12/14/22

Supervisor's Name: _____ Signature: _____

SOLANO COUNTY
HIPAA CONTRACTOR AGREEMENT

(Contractor Name)

This Exhibit shall constitute the Business Associate Agreement (the "Agreement") between the County of Solano (the "County") and the Contractor or grant recipient (the "Contractor") and applies to the functions Contractor will perform on behalf of the County (collectively, "Services"), that is identified in Exhibit A, Scope of Work.

- A County wishes to disclose certain information to Contractor pursuant to the terms of the Agreement, some of which may constitute Protected Health Information ("PHI") (defined below).
- B County and its Contractor acknowledge that Contractor is subject to the Privacy and Security Rules (45 CFR parts 160 and 164) promulgated by the United States Department of Health and Human Services pursuant to the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Public Law 104-191 as amended by the Health Information Technology for Economic and Clinical Health Act as set forth in Title XIII of Division A and Title IV of Division B of the American Recovery and Reinvestment Act of 2009 ("HITECH Act), in certain aspects of its operations performed on behalf of the County.
- C As part of the HIPAA Regulations, the Privacy Rule and the Security Rule (defined below) require County to enter into an Agreement containing specific requirements with Contractor prior to the disclosure of PHI, as set forth in, but not limited to, Title 45, sections 164.314(a), 164.502(e) and 164.504(e) of the Code of Federal Regulations ("C.F.R.") and contained in this Agreement.

I. DEFINITIONS

Terms used, but not otherwise defined, in this Agreement shall have the same meaning as those terms in 45 CFR parts 160 and 164.

1. **Breach** means the same as defined under the HITECH Act [42 U.S.C. section 17921].
2. **Contractor** means the same as defined under the Privacy Rule, the Security rule, and the HITECH Act, including, but not limited to, 42 U.S.C. section 17938 and 45 C.F.R. § 160.103.
3. **Breach of the Security of the Information System** means the unauthorized acquisition, including, but not limited to, access to, use, disclosure, modification or destruction, of unencrypted computerized data that materially compromises the security, confidentiality, or integrity of personal information maintained by or on behalf of the County. Good faith acquisition of personal information by an employee or agent of the information holder for the purposes of the information holder is not a breach of the security of the system; provided, that the personal information is not used or subject to further unauthorized disclosure.
4. **Commercial Use** means obtaining protected health information with the intent to sell, transfer or use it for commercial, or personal gain, or malicious harm; sale to third party for consumption, resale, or processing for resale; application or conversion of data to make a profit or obtain a benefit contrary to the intent of this Agreement.
5. **Covered Entity** means the same as defined under the Privacy Rule and the Security rule, including, but not limited to, 45 C.F.R. § 160.103.
6. **Designated Record Set** means the same as defined in 45 C.F.R. § 164.501.

7. **Electronic Protected Health Information (ePHI)** means the same as defined in 45 C.F.R. § 160.103.
8. **Electronic Health Record** means the same as defined shall have the meaning given to such term in the HITECH Act, including, but not limited to, 42 U.S.C. § 17921.
9. **Encryption** means the process using publicly known algorithms to convert plain text and other data into a form intended to protect the data from being able to be converted back to the original plain text by known technological means.
10. **Health Care Operations** means the same as defined in 45 C.F.R. § 164.501.
11. **Individual** means the same as defined in 45 CFR § 160.103 and shall include a person who qualifies as a personal representative in accordance with 45 CFR § 164.502(g).
12. **Marketing** means the same as defined under 45 CFR § 164.501 and the act or process of promoting, selling, leasing or licensing any patient information or data for profit without the express written permission of County.
13. **Privacy Officer** means the same as defined in 45 C.F.R. § 164.530(a)(1). The Privacy Officer is the official designated by a County or Contractor to be responsible for compliance with HIPAA/HITECH regulations.
14. **Privacy Rule** means the Standards for Privacy of Individually Identifiable Health Information at 45 CFR parts 160 and 164, subparts A and E.
15. **Protected Health Information or PHI** means any information, whether oral or recorded in any form or medium: (i) that relates to the past, present or future physical or mental condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual; and (ii) that identifies the individual or with respect to which there is a reasonable basis to believe the information can be used to identify the individual, and shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. § 164.501. Protected Health Information includes Electronic Protected Health Information [45 C.F.R. §§ 160.103 and 164.501].
16. **Required By Law** means the same as defined in 45 CFR § 164.103.
17. **Security Rule** means the HIPAA Regulation that is codified at 45 C.F.R. parts 160 and 164, subparts A and C.
18. **Security Incident** means the attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with system operations in an information system.
19. **Security Event** means an immediately reportable subset of security incidents which incident would include:
 - a. a suspected penetration of Contractor's information system of which the Contractor becomes aware of but for which it is not able to verify immediately upon becoming aware of the suspected incident that PHI was not accessed, stolen, used, disclosed, modified, or destroyed;
 - b. any indication, evidence, or other security documentation that the Contractor's network resources, including, but not limited to, software, network routers, firewalls, database and application servers, intrusion detection systems or other security appliances, may have been damaged, modified, taken over by proxy, or otherwise compromised, for which

Contractor cannot refute the indication of the time the Contractor became aware of such indication;

- c. a breach of the security of the Contractor's information system(s) by unauthorized acquisition, including, but not limited to, access to or use, disclosure, modification or destruction, of unencrypted computerized data and which incident materially compromises the security, confidentiality, or integrity of the PHI; and or,
- d. the unauthorized acquisition, including but not limited to access to or use, disclosure, modification or destruction, of unencrypted PHI or other confidential information of the County by an employee or authorized user of Contractor's system(s) which materially compromises the security, confidentiality, or integrity of PHI or other confidential information of the County.

If data acquired (including but not limited to access to or use, disclosure, modification or destruction of such data) is in encrypted format but the decryption key which would allow the decoding of the data is also taken, the parties shall treat the acquisition as a breach for purposes of determining appropriate response.

20. **Security Rule** means the Security Standards for the Protection of Electronic Protected Health Information at 45 CFR parts 160 and 164, subparts A and C.

21. **Unsecured PHI** means protected health information that is not rendered unusable, unreadable, or indecipherable to unauthorized individuals through the use of a technology or methodology specified by the Secretary. Unsecured PHI shall have the meaning given to such term under the HITECH Act and any guidance issued pursuant to such Act including, but not limited to, 42 U.S.C. section 17932(h).

II. OBLIGATIONS OF CONTRACTOR

- 1. Compliance with the Privacy Rule: Contractor agrees to fully comply with the requirements under the Privacy Rule applicable to "Business Associates" as defined in the Privacy Rule and not use or further disclose Protected Health Information other than as permitted or required by this agreement or as required by law.
- 2. Compliance with the Security Rule: Contractor agrees to fully comply with the requirements under the Security Rule applicable to "Business Associates" as defined in the Security Rule.
- 3. Compliance with the HITECH Act: Contractor hereby acknowledges and agrees it will comply with the HITECH provisions as proscribed in the HITECH Act.

III. USES AND DISCLOSURES

Contractor shall not use Protected Health Information except for the purpose of performing Contractor's obligations under the Contract and as permitted by the Contract and this Agreement. Further, Contractor shall not use Protected Health Information in any manner that would constitute a violation of the Privacy Rule or the HITECH Act if so used by County.

1. Contractor may use Protected Health Information:

- a. For functions, activities, and services for or on the Covered Entities' behalf for purposes specified in the Contract and this Agreement.
- b. As authorized for Contractor's management, administrative or legal responsibilities as a Contractor of the County. The uses and disclosures of PHI may not exceed the limitations applicable to the County;

- c. As required by law.
 - d. To provide Data Aggregation services to the County as permitted by 45 CFR § 164.504(e)(2)(i)(B).
 - e. To report violations of law to appropriate Federal and State authorities, consistent with CFR § 164.502(j)(1).
2. Any use of Protected Health Information by Contractor, its agents, or subcontractors, other than those purposes of the Agreement, shall require the express written authorization by the County and a Business Associate Agreement or amendment as necessary.
 3. Contractor shall not disclose Protected Health Information to a health plan for payment or health care operations if the patient has requested this restriction and has paid out of pocket in full for the health care item or service to which the Protected Health information relates.
 4. Contractor shall not directly or indirectly receive remuneration in exchange for Protected Health Information, except with the prior written consent of County and as permitted by the HITECH Act, 42 U.S.C. section 17935(d)(2); however, this prohibition shall not affect payment by the County to Contractor for services provided pursuant to the Contract.
 5. Contractor shall not use or disclosed Protected Health Information for prohibited activities including, but not limited to, marketing or fundraising purposes.
 6. Contractor agrees to adequately and properly maintain all Protected Health Information received from, or created, on behalf of County.
 7. If Contractor discloses Protected Health Information to a third party, Contractor must obtain, prior to making any such disclosure, i) reasonable written assurances from such third party that such Protected Health Information will be held confidential as provided pursuant to this Agreement and only disclosed as required by law or for the purposes for which it was disclosed to such third party, and (ii) a *written* agreement from such third party to immediately notify Contractor of any breaches of confidentiality of the Protected Health Information, to the extent it has obtained knowledge of such breach [42 U.S.C. section 17932; 45 C.F.R. §§ 164.504(e)(2)(i), 164.504(e)(2)(i)(B), 164.504(e)(2)(ii)(A) and 164.504(e)(4)(ii)].

IV. MINIMUM NECESSARY

Contractor (and its agents or subcontractors) shall request, use and disclose only the minimum amount of Protected Health necessary to accomplish the purpose of the request, use or disclosure. [42 U.S.C. section 17935(b); 45 C.F.R. § 164.514(d)(3)]. Contractor understands and agrees that the definition of "minimum necessary" is in flux and shall keep itself informed of guidance issued by the Secretary with respect to what constitutes "minimum necessary."

V. APPROPRIATE SAFEGUARDS

1. Contractor shall implement appropriate safeguards as are necessary to prevent the use or disclosure of Protected Health Information otherwise than as permitted by this Agreement, including, but not limited to, administrative, physical and technical safeguards that reasonably and appropriately protect the confidentiality, integrity and availability of the Protected Health Information in accordance with 45 C.F.R. §§ 164.308, 164.310, and 164.312. [45 C.F.R. § 164.504(e)(2)(ii)(B); 45 C.F.R. § 164.308(b)]. Contractor shall comply with the policies and procedures and documentation requirements of the HIPAA Security Rule, including, but not limited to, 45 C.F.R. § 164.316. [42 U.S.C. section 17931].

2. Contractor agrees to comply with Subpart 45 CFR part 164 with respect to Electronic Protected Health Information (ePHI). Contractor must secure all Electronic Protected Health Information by technological means that render such information unusable, unreadable, or indecipherable to unauthorized individuals and in accordance with the National Institute of Standards Technology (NIST) Standards and Federal Information Processing Standards (FIPS) as applicable.
3. Contractor agrees that destruction of Protected Health Information on paper, film, or other hard copy media must involve either cross cut shredding or otherwise destroying the Protected Health Information so that it cannot be read or reconstructed.
4. Should any employee or subcontractor of Contractor have direct, authorized access to computer systems of the County that contain Protected Health Information, Contractor shall immediately notify County of any change of such personnel (e.g. employee or subcontractor termination, or change in assignment where such access is no longer necessary) in order for County to disable previously authorized access.

VI. AGENT AND SUBCONTRACTOR'S OF CONTRACTOR

1. Contractor shall ensure that any agents and subcontractors to whom it provides Protected Health Information, agree in writing to the same restrictions and conditions that apply to Contractor with respect to such PHI and implement the safeguards required with respect to Electronic PHI [45 C.F.R. § 164.504(e)(2)(ii)(D) and 45 C.F.R. § 164.308(b)].
2. Contractor shall implement and maintain sanctions against agents and subcontractors that violate such restrictions and conditions and shall mitigate the effects of any such violation (see 45 C.F.R. §§ 164.530(f) and 164.530(e)(1)).

VII. ACCESS TO PROTECTED HEALTH INFORMATION

1. If Contractor receives Protected Health Information from the County in a Designated Record Set, Contractor agrees to provide access to Protected Health Information in a Designated Record Set to the County in order to meet its requirements under 45 C.F.R. § 164.524.
2. Contractor shall make Protected Health Information maintained by Contractor or its agents or subcontractors in Designated Record Sets available to County for inspection and copying within five (5) days of a request by County to enable County to fulfill its obligations under state law, [Health and Safety Code section 123110] the Privacy Rule, including, but not limited to, 45 C.F.R. § 164.524 [45 C.F.R. § 164.504(e)(2)(ii)(E)]. If Contractor maintains an Electronic Health Record, Contractor shall provide such information in electronic format to enable County to fulfill its obligations under the HITECH Act, including, but not limited to, 42 U.S.C. section 17935(e).
3. If Contractor receives a request from an Individual for a copy of the individual's Protected Health Information, and the Protected Health Information is in the sole possession of the Contractor, Contractor will provide the requested copies to the individual in a timely manner. If Contractor receives a request for Protected Health Information not in its possession and in the possession of the County, or receives a request to exercise other individual rights as set forth in the Privacy Rule, Contractor shall promptly forward the request to the County. Contractor shall then assist County as necessary in responding to the request in a timely manner. If a Contractor provides copies of Protected Health Information to the individual, it may charge a reasonable fee for the copies as the regulations shall permit.
4. Contractor shall provide copies of HIPAA Privacy and Security Training records and HIPAA policies and procedures within five (5) calendar days upon request from the County.

VIII.AMENDMENTOF PROTECTED HEALTH INFORMATION

Upon receipt of notice from County, promptly amend or permit the County access to amend any portion of Protected Health Information in the designated record set which Contractor created for or received from the County so that the county may meet its amendment obligations under 45 CFR § 164.526. If any individual requests an amendment of Protected Information directly from Contractor or its agents or subcontractors, Contractor must notify the County in writing within five (5) days of the request. Any approval or denial of amendment of Protected Information maintained by Contractor or its agents or subcontractors shall be the responsibility of the County [45 C.F.R. § 164.504(e)(2)(ii)(F)].

IX. ACCOUNTING OF DISCLOSURES

1. At the request of the County, and in the time and manner designed by the County, Contractor and its agents or subcontractors shall make available to the County, the information required to provide an accounting of disclosures to enable the County to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 C.F.R. § 164.528, and the HITECH Act, including but not limited to 42 U.S.C. § 17935. Contractor agrees to implement a process that allows for an accounting to be collected and maintained by the Contractor and its agents or subcontractors for at least six (6) years prior to the request. However, accounting of disclosures from an 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 Contractor maintains an electronic health record and is subject to this requirement.
2. At a minimum, the information collected and maintained shall include: (i) the date of disclosure; (ii) the name of the entity or person who received Protected Health Information and, if known, the address of the entity or person; (iii) a brief description of Protected Information 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.
3. In the event that the request for an accounting is delivered directly to Contractor or its agents or subcontractors, Contractor shall forward within five (5) calendar days a written copy of the request to the County. It shall be the County's responsibility to prepare and deliver any such accounting requested. Contractor shall not disclose any Protected Information except as set forth in this Agreement [45 C.F.R. §§ 164.504(e)(2)(ii)(G) and 165.528]. The provisions of this paragraph shall survive the termination of this Agreement.

X. GOVERNMENTAL ACCESS TO RECORDS

Contractor shall make its internal practices, books and records relating to its use and disclosure of the protected health information it creates for or receives from the County, available to the County and to the Secretary of the U.S. Department of Health and Human for purposes of determining Contractors compliance with the Privacy rule [45 C.F.R. § 164.504(e)(2)(ii)(H)]. Contractor shall provide to the County a copy of any Protected Health Information that Contractor provides to the Secretary concurrently with providing such Protected Information to the Secretary.

XI. CERTIFICATION

To the extent that the County determines that such examination is necessary to comply with the Contractor's legal obligations pursuant to HIPAA relating to certification of its security practices, County, or its authorized agents or contractors may, at the County's expense, examine Contractor's facilities, systems, procedures and records as may be necessary for such agents or contractors to certify to County the extent to which Contractor's security safeguards comply with HIPAA Regulations, the HITECH Act, or this Agreement.

XII. BREACH OF UNSECURED PROTECTED HEALTH INFORMATION

1. In the case of a breach of unsecured Protected Health Information, Contractor shall comply with the applicable provisions of 42 U.S.C. § 17932 and 45 C.F.R. part 164, subpart D, including but not limited to 45 C.F.R. § 164.410.
2. Contractor agrees to notify County of any access, use or disclosure of Protected Health Information not permitted or provided for by this Agreement of which it becomes aware, including any breach as required in 45 C.F.R. § 164.410, or security incident immediately upon discovery by telephone at 707-784-3198 and hss-compliance@solanocounty.com or through the online reporting portal at <https://solanocounty.complytrack.com/portal> and will include, to the extent possible, the identification of each Individual whose unsecured Protected Health Information has been, or is reasonably believed by the Contractor to have been accessed, acquired, used, or disclosed, a description of the Protected Health Information involved, the nature of the unauthorized access, use or disclosure, the date of the occurrence, and a description of any remedial action taken or proposed to be taken by Contractor. Contractor will also provide to County any other available information that the Covered entity requests.
3. A breach or unauthorized access, use or disclosure shall be treated as discovered by the Contractor on the first day on which such unauthorized access, use, or disclosure is known, or should reasonably have been known, to the Contractor or to any person, other than the individual committing the unauthorized disclosure, that is an employee, officer, subcontractor, agent or other representative of the Contractor.
4. Contractor shall mitigate, to the extent practicable, any harmful effect that results from a breach, security incident, or unauthorized access, use or disclosure of unsecured Protected Health Information by Contractor or its employees, officers, subcontractors, agents or representatives.
5. Following a breach, security incident, or any unauthorized access, use or disclosure of unsecured Protected Health Information, Contractor agrees to take any and all corrective action necessary to prevent recurrence, to document any such action, and to make all documentation available to the County.
6. Except as provided by law, Contractor agrees that it will not inform any third party of a breach or unauthorized access, use or disclosure of Unsecured Protected Health Information without obtaining the County's prior written consent. County hereby reserves the sole right to determine whether and how such notice is to be provided to any individuals, regulatory agencies, or others as may be required by law, regulation or contract terms, as well as the contents of such notice. When applicable law requires the breach to be reported to a federal or state agency or that notice be given to media outlets, Contractor shall cooperate with and coordinate with County to ensure such reporting is in compliance with applicable law and to prevent duplicate reporting, and to determine responsibilities for reporting.
7. Contractor acknowledges that it is required to comply with the referenced rules and regulations and that Contractor (including its subcontractors) may be held liable and subject to penalties for failure to comply.
8. In meeting its obligations under this Agreement, it is understood that Contractor is not acting as the County's agent. In performance of the work, duties, and obligations and in the exercise of the rights granted under this Agreement, it is understood and agreed that Contractor is at all times acting an independent contractor in providing services pursuant to this Agreement and Exhibit A, Scope of Work.

XIII. TERMINATION OF AGREEMENT

1. Upon termination of this Agreement for any reason, Contractor shall return or destroy, at County's sole discretion, all other Protected Health Information received from the County, or created or received by Contractor on behalf of the County.
2. Contractor will retain no copies of Protected Health Information P in possession of subcontractors or agents of Contractor.
3. Contractor shall provide the County notification of the conditions that make return or destruction not feasible, in the event that Contractor determines that returning or destroying the PHI is not feasible. If the County agrees that the return of the Protected Health Information is not feasible, Contractor shall extend the protections of this Agreement to such Protected Health Information and limit further use and disclosures of such Protected Health Information for so long as the Contractor or any of its agents or subcontractor maintains such information.
4. Contractor agrees to amend this Exhibit as necessary to comply with any newly enacted or issued state or federal law, rule, regulation or policy, or any judicial or administrative decision affecting the use or disclosure of Protected Health Information.
5. Contractor agrees to retain records, minus any Protected Health Information required to be returned by the above section, for a period of at least 7 years following termination of the Agreement. The determining date for retention of records shall be the last date of encounter, transaction, event, or creation of the record.

CERTIFICATION

I, the official named below, certify that I am duly authorized legally to bind the Contractor or grant recipient to the above described certification. I am fully aware that this certification is made under penalty of perjury under the laws of the State of California.

 Contractor or Grant Recipient Signature	12/14/22 Date
SUSAN KIM	
Official's Name (type or print)	
Executive Director 47.4062871	
Title	Federal Tax ID Number

Lead Agency Agreement

Final Audit Report

2024-06-26

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Agreement completed.

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