



**County of Solano  
Contract Review Worksheet  
DocuSign only**

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: <b>PROBATION</b>		2. Date: <b>4/29/25</b>											
3. Contract Administrator: <b>SAN CHESSER</b>		4. Phone Ext: <b>7522</b>											
5. Contract Attributes:		<input type="checkbox"/> Original Bid/RFP Required? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Sole Source Contract? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Bid/RFP No: <b>2024-00063</b> Date <b>      </b>											
<input checked="" type="checkbox"/> Expenditure <input type="checkbox"/> Revenue  <input type="checkbox"/> Intergovernmental <input checked="" type="checkbox"/> Personal/Professional Svcs <input type="checkbox"/> Purchase of Goods <input type="checkbox"/> Lease <input type="checkbox"/> Construction <input type="checkbox"/> Other		<input type="checkbox"/> Amendment/Change Order Amendment/Change Order Number Contract No: <b>      </b> Date: <b>      </b> Please attach copies of original/amendments											
6. Description of Contract:  Contractor to provide housing support services to Adult clients in Probation Department.		7. Name of Contractor: <b>Volunteers of America</b>  8. EIN <b>      </b> SSN <b>      </b>											
9. Is Contractor a California Public Pension Plan Retiree? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes: Name of Public Pension Plan: <b>      </b> Date of Retirement: <b>      </b>													
10. Does Contractor have a personal relationship in a direct line of supervision in your Department? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes, please describe relationship: <b>      </b>													
11. Does Contractor have a personal relationship with someone in another Department? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes, please provide Department and describe relationship: <b>      </b>													
12. Effective Date: Original Contract: <b>7/1/25</b> This amendment: <b>      </b>		13. Termination Date: <b>6/30/28</b> By this amendment: <b>      </b>											
14. Contract Budget:  Original Contract Amount: <b>\$ 3,000,000</b> Total of Previous Amendments: <b>\$      </b> Current Amendment: <b>\$      </b> Total Amount of Contract <b>\$ 3,000,000</b>		15. Payment Terms: <table border="1"> <tr> <td><input type="checkbox"/> Prepaid</td> <td><input checked="" type="checkbox"/> Arrears</td> </tr> <tr> <td><input type="checkbox"/> Monthly</td> <td><input type="checkbox"/> Quarterly</td> </tr> <tr> <td><input type="checkbox"/> Fixed</td> <td><input type="checkbox"/> Progress</td> </tr> <tr> <td><input type="checkbox"/> Actual</td> <td><input type="checkbox"/> Other</td> </tr> <tr> <td><input type="checkbox"/> Estimate</td> <td></td> </tr> </table>	<input type="checkbox"/> Prepaid	<input checked="" type="checkbox"/> Arrears	<input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Fixed	<input type="checkbox"/> Progress	<input type="checkbox"/> Actual	<input type="checkbox"/> Other	<input type="checkbox"/> Estimate		16. Source of Funds:  <input checked="" type="checkbox"/> Fed/State Grant <input type="checkbox"/> Fed/State Funding <input type="checkbox"/> County Specify: <b>AB109, PLHA</b> Fed Catalog No: State Legislation: <input type="checkbox"/> AB <input checked="" type="checkbox"/> SB <b>      </b>
<input type="checkbox"/> Prepaid	<input checked="" type="checkbox"/> Arrears												
<input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly												
<input type="checkbox"/> Fixed	<input type="checkbox"/> Progress												
<input type="checkbox"/> Actual	<input type="checkbox"/> Other												
<input type="checkbox"/> Estimate													
17. Fund: <b>900</b> Budget <b>6675</b> Unit: <b>6672</b>		18. Current Appropriation Sufficient? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	6/24/25										
19. Proposed Board of Supervisors Agenda Date, if required. Please attach agenda summary and ATR request.													
20. Remarks <b>3 year contract; Budget shows \$1M per year.</b>													
21. Signature Route: San Chesser (Apr 29, 2025 08:06 PDT) Email <b>      </b> Department Contract Administrator <b>San Chesser</b>  Contractor Signatory Name (Informational only) <b>      </b> Email <b>      </b> Dean Farrah Email <b>      </b> Department Head or Designee <b>Dean Farrah</b>  Julie Barga Email <b>      </b> County Counsel Reviewer <b>Julie Barga</b>													
Email <b>      </b> HR Analyst (for Contract Employees) or General Liabilities (for insurance changes) <b>      </b> Tami Lukens Email <b>      </b> CAO Analyst <b>Tami Lukens</b>  William Emlen (Jun 25, 2025 11:27 PDT) Email <b>      </b> Authorizing Signature (CAO/DH) <b>      </b> William Emlen													



# **County of Solano Standard Contract**

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

### BUDGET ACCOUNT:

SUBOBJECT ACCOUNT:

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

**VOLUNTEERS OF AMERICA NC  
NEVADA, INC./ NON-PROFIT 501C-3**

**CONSULTANT'S NAME**

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## BUSINESS FORM

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2. The Term of this Contract is: **07/01/25 – 06/30/2028**

3. The maximum amount of this Contract is: **\$3,000,000**

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

This Contract is made on **July 1, 2025**.

**EXHIBIT A**  
**SCOPE OF WORK**

**Contract Purpose**

The Solano County Probation Department sought primary housing stabilization services for individuals under the Department's supervision and other justice involved individuals. Volunteers of America (VOA) will provide various services, to include emergency housing, transitional/interim housing, permanent housing, and case management. Each client will receive an individualized assessment, housing supports, and stabilization services.

**I. CONTRACTOR SHALL BE RESPONSIBLE FOR THE FOLLOWING DUTIES:**

- A. Provide Housing Assessment and Intake services to clients referred by the Solano County Probation Department as directed by Solano County Probation Services Manager or designee.
- B. Provide Transitional/Interim Housing Services and Case Management services to clients referred by the Solano County Probation Department as directed by Solano County Probation Services Manager or designee. Contractor shall send an email notification to the client's Probation Officer and Probation's Housing Hub once the client is placed.
- C. Provide Permanent Housing Services and Case Management services to clients referred by the Solano County Probation Department as directed by Solano County Probation Services Manager or designee. Contractor shall send an email notification to the client's Probation Officer and Probation's Housing Hub when Permanent Housing has been provided.
- D. Assist clients referred with securing and maintaining Emergency, Transitional/Interim, and Permanent housing. Contractor will provide services to referred clients until funding has been exhausted or the funding period expires. Intention should be placed on assisting clients find permanent housing options if possible.
- E. Within five (5) business days upon placing a client into any Emergency, Transitional/Interim, or Permanent Housing, each client will receive an individualized assessment and an Individual Service Plan identifying needs and goals specific to housing supports and stabilization services such as income and eligibility verifications, application preparation, and coordination with employment service programs. Appropriate referrals to community resources for the clients will be provided. Securing housing will take precedence.
- F. Contractor shall meet with clients receiving housing support a minimum of once per month. If the client refuses to engage in services with VOA, the client shall be given a resource packet and a 30-day notice to exit the Interim/Transitional Housing. VOA shall send notification via email to the Probation Officer and Probation's Housing Hub.
- G. Contractor shall make efforts to standardize pricing for all utilized Transitional/Interim/ Permanent Housing.
- H. Contractor shall approve and/or disapprove any Emergency/Transitional/Interim/ Permanent Housing.

- I. Contractor shall conduct inspections twice per month at all Transitional/ Interim/ Permanent Housing units.
- J. Contractor shall require all Transitional/Interim Housing units to utilize daily sign-in and sign-out sheets. These documents shall be sent weekly via email to VOA and Probation's Housing Hub.
- K. Contractor shall require Transitional/Interim Housing to provide a list to Probation's Housing Hub of all clients currently on an active grant of formal probation or Post Release Community Supervision (PRCS) whom reside at the Transitional/Interim Housing unit, regardless if their housing is being funded through Probation or another entity.
- L. Contractor shall notify all Interim/Transitional/ Permanent Housing that monthly invoices must be submitted to VOA by the 7<sup>th</sup> of each month. Contractor shall review invoices for accuracy prior to approving and submitting payment. Contractor shall work with the Probation Housing Hub team as needed.
- M. Contractor shall communicate to client the length of stay in Emergency and Transitional/Interim Housing, which will be reviewed every 30 days with the goal of assisting client gain Permanent Housing. Client should be assessed every 30 days while in Emergency and Transitional/Interim Housing status to identify possible ongoing barriers preventing client from gaining Permanent Housing. The length of stay shall not exceed 90 days unless approved by the Probation Services Manager or designee. Any barriers unable to be resolved shall be communicated during Monthly Case Conferencing with Solano County Probation staff.
- N. Clients will receive ongoing housing support for all housing needs. Services can include, but are not limited to, referral to shelter, funding for emergency housing, first and last month's rent, deposits, ongoing monthly rent if needed and as approved by the Probation Services Manager or designee, and utility payments or other financial barrier preventing emergency or permanent housing needs or access.
- O. Contractor shall create a standardized Discharge Letter for discharge notification that is to be sent to the Transitional/Interim/ Permanent Housing when a client's housing is terminated. Contractor shall send a copy of the letter via email to the assigned Probation Officer and Probation's Housing Hub within 5 (five) business days.
- P. Contractor shall provide a monthly report to include the number of clients referred by Solano County Probation Department, number of clients assessed, and the number of clients housed in Emergency Housing, Transitional/Interim Housing, and Permanent Housing.
- Q. Contractor's mission includes ensuring access to healthcare, so an in-kind component of this contract includes availability of a healthcare assessment and referrals for other medical providers.
- R. Clients in need of food assistance will have access to food from contractor's food closet or a referral to the Food Bank.
- S. Monthly Case Conferencing with Solano County staff will be conducted to give updates for each individual client referred.

- T. Provide staffing that meets the needs of the contract and based on referral volume, initially to be 1 FTE Program Director, 2 FTE Case Managers and 1 FTE Housing Specialist. All staff will be available to assist clients referred from Probation, Pre-Trial, and Mental Health Diversion programs.
- U. Coordinate with Probation Department fiscal staff to ensure all data and reporting requirements are met for each funder.

## II. PERSONNEL

- A. **Program Director:** The Program Director is responsible for assuming that all work is performed in a cost effective and service-oriented manner in accordance with contract guidelines. Oversees and trains staff. Meets weekly with Probation staff to collaborate regarding client needs and progress.
- B. **Case Manager:** The Case Managers will work with clients to connect them to social services available within Solano County. Case Managers will work to develop individualized services plans for the clients to help them secure employment and coach them on skills needed to maintain stable long-term housing.
- C. **Housing Specialist:** The Housing Specialist will perform outreach to local landlords to establish a pool of affordable housing options that may be available to clients. Housing Specialist will assist clients with completing housing applications, lease documents and any other documents needed for a successful housing placement. Housing Specialist will work with clients to help them understand tenant rights and develop skills needed to be a successful tenant. Housing Specialist will work with clients and landlords to resolve any issues concerning their tenancy.

## III. DATA COLLECTION

The contractor is responsible for and agrees to provide written progress reports that document efforts, expenditures, and services required under this contract. Said progress and expenditure reports are due each month, no later than 14 business days after the close of business on the last day of each month. All reports shall include the following applicable information:

- A. The number of unsheltered clients received by referral for housing service.
- B. The number of unsheltered clients assessed but not served, including reasons clients were not served.
- C. The number of unsheltered clients served in Emergency Housing.
- D. The number of unsheltered clients served in Transitional Housing.
- E. The number of unsheltered clients served in Permanent Housing.
- F. The number of clients that were served under case management services who have not yet obtained any type of housing placement.
- G. The number of clients who obtained Permanent Housing for over 6 (six) months.
- H. Status of expenditures and written explanation of any variances.
- I. Any other measures that may be identified by the Department during the term of this contract.

## IV. COUNTY WILL BE RESPONSIBLE FOR:

- A. Provide referrals to Contractor for clients who fall under the Emergency, Transitional/Interim,

Permanent Housing Program.

- B. Assist with communication with the client needing the services.
- C. Assist in barrier removal activities, such as transportation to meetings, as needed to ensure the client is successfully connected with the Contractor's case manager/housing navigator.
- D. Assigning the Department's Probation Services Manager, or designee, as the point of contact for programmatic and contractual communications.
- E. Providing technical assistance to ensure that the service provided matches the funding stream and requirements.

## EXHIBIT B

### PAYMENT PROVISIONS

#### 1. TOTAL COMPENSATION

- A. Maximum compensation for consultant services **shall not exceed \$3,000,000**. Compensation shall include payment for services listed in Exhibit A.
- B. The payment rate above shall constitute the entire compensation due the Contractor for services rendered and all of Contractor's obligations in performance of this Contract regardless of the difficulty, materials, or equipment required. The payment rate includes, but is not limited to, all applicable taxes, fees, overheads, and all other direct and indirect costs incurred or to be incurred by the Contractor.
- C. The Contractor is not guaranteed to be paid the maximum compensation during the term of this Contract, including any extension periods, as the County makes no specific guarantee of a minimum or maximum number of days that shall be required.

#### 2. METHOD OF PAYMENT

- A. Upon submission of an invoice by Contractor, and upon approval of County's representative, County shall, in accordance with the "Budget" attached to this Contract as Attachment B-2 and incorporated by this reference, pay Contractor monthly in arrears for services rendered the prior month, up to the maximum amount provided for above. A sample invoice for claims is included in Attachment B-1.
- B. Contractor shall submit monthly invoices on or before the tenth calendar day of each month to ensure timely payment. Contractor shall submit with each invoice a detailed cost schedule for each category line item reflecting costs by type (e.g., salaries, benefits, communication, rent, equipment lease, supplies, mileage, etc.). Total category line-item expense reported per the schedule must equal amount charged on invoice. Contractor's failure to provide a detailed cost schedule with invoice may result in payments being withheld until the report is received. In addition, Contractor's failure to provide required monthly reports may result in payments being withheld until items are received.

## Volunteers of America Probation Housing Services Budget

Line Item	FTE	Amount
Personnel Expenses		
Program Director	1.0 FTE	91,520.00
Case Managers	2.0 FTE	125,840.00
Housing Specialist	1.0 FTE	62,920.00
Benefits include percentage rate	31 %	86,887.00
<b>SUBTOTAL PERSONNEL</b>		<b>367,167.00</b>
Operating Expenses		
Rent & Utilities		14,400.00
Office Supplies & Material		5,924.00
Equipment		5,000.00
Telephone & Electronic Records		4,800.00
Postage/Mailing		600.00
Insurance		19,200.00
Mileage and Client Transportation		30,000.00
Training/Conferences		1,000.00
Emergency Housing - Hotels		12,000.00
Security Deposits - Transitional		55,500.00
Monthly Rent - Transitional		166,500.00
Security Deposits - Permanent		90,000.00
First Month Rent - Permanent		72,000.00
Rental Apps, Move-in Fees		5,000.00
Landlord Incentives, Damage Fund		20,000.00
Rental Arrears - Homeless Prevention		10,000.00
Client Assistance		30,000.00
<b>SUBTOTAL OPERATING</b>		<b>541,924.00</b>
Indirect Costs		
Indirect Costs	10%	90,909.00
<b>SUBTOTAL INDIRECT COSTS</b>		<b>90,909.00</b>
<b>GRAND TOTAL EXPENSES</b>		<b>1,000,000.00</b>

## Budget Narrative

### **Fringe Benefits**

31% ratios are used which include FICA/MEDICARE rates of 7%, Workers Compensation rates of approximately 4%, and other health (18%), vision (1%), dental (1%).

### **Rent and Utilities**

This is the cost of office space including utilities for the staff to work from. Staff may use this space for in-person client meetings. \$1,200.00 per month.

### **Office Supplies**

This may include binders, file folders, copy paper, toner, staples, bulletin boards, calendars, and other basic office supplies. This will also cover the cost of training materials for clients.

### **Equipment**

This will cover the costs of laptops and desk printers for staff. Staff will use the laptops to record case notes and record information supporting the program.

### **Telephone and Electronic Records**

Employees receive \$50.00 per month for cell phone reimbursements. Credible (electronic records system) is billed at \$50.00 per month for each user. \$400.00 per month.

### **Postage and Shipping**

Postage and shipping (FedEx) are used to mail information regarding the program to clients and for delivering rent payments to landlords. \$50.00 per month.

### **Insurance**

This is the cost of liability and cyber liability insurance. \$1,600 per month.

### **Mileage and Client Transportation**

Staff is reimbursed for travel to meet with clients, attend meetings, trainings and other activities necessary to support a successful delivery of services. Reimbursement is at the current Federal mileage rate.

Transportation assistance will also be available to clients to attend housing appointments. This may include bus passes, UBER rides or transportation in staff vehicles.

\$2,500 per month.

### **Training/Conferences**

This is available to provide staff professional development to enrich their skills when working with clients. \$250 each staff member.

### **Emergency Housing**

Emergency housing can be provided in local hotels for urgent last-minute housing needs or for clients that are not ready for temporary (interim) housing options. \$100.00 per night.

### **Security Deposits - Transitional**

Deposits required for acceptance into transitional housing. Most deposits are returned in full at lease termination depending on tenant damage. Average deposit is \$1850.00.

**Monthly Rent - Transitional**

Monthly rent at an average of \$1,850 for 3 months for 30 clients.

**Security Deposits - Permanent**

Security deposits required at time of lease signing by clients. Average \$3,000.00.

**Monthly Rent - Permanent**

First month's rent at an average of \$2,400.00 month.

**Rental Applications, Move-in Fees**

This may include rental application fees, utility deposits, key deposits and other one- time fees required for move in.

**Landlord Incentives and Damage Fund**

In order to convince a landlord to accept a client with no rental history, bad credit or other barriers, incentives may be used. \$1,000 per landlord/client. Funds may also be used to compensate landlords for tenant damages.

**Client Assistance**

Funds may be used to provide basic furnishings at move-in. Startup food, cleaning supplies, hygiene supplies may also be needed. Clients may also be provided clothing needed for new employment.

**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. 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.

**5. 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.

## 6. 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.)	<b>\$2,000,000</b>	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:	<b>\$1,000,000</b>	per accident for bodily injury and property damage.
(3) Workers' Compensation:		As required by the State of California.
(4) Employer's Liability:	<b>\$1,000,000</b>	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:	<b>\$1,000,000</b>	per incident with the aggregate limit twice the required limit to cover the full
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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.

**7. 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.

## 8. 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.

## 9. 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.

## 10. 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.

## 11. 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.

## 12. 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.

### **13. 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.

### **14. 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.

### **15. 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.

## **16. 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.

## **17. 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.

## **18. 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.

## **19. 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.

## **20. 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.

## **21. 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.

## **22. 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.

## **23. 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.

## **24. 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.

## **25. 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.

## **26. 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.

## **27. 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.

## **28. 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.

## **29. 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.

## **30. 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.

### **31. 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.

### **32. 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.

### **33. 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.

#### **34. 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.

#### **35. 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.

#### **36. 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.

#### **37. 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.

# Volunteers of America - Contract

Final Audit Report

2025-04-28

Created:	2025-04-23
By:	San Chesser (SMChesser@SolanoCounty.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA9WzPnTxJwD0OFzy2dZNXMLTVljt07Hkf

## "Volunteers of America - Contract" History

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-  Document emailed to cholderegger@voa-ncnn.org for signature  
2025-04-23 - 9:34:34 PM GMT
-  Email viewed by cholderegger@voa-ncnn.org  
2025-04-23 - 10:54:04 PM GMT
-  Signer cholderegger@voa-ncnn.org entered name at signing as Christie Holderegger  
2025-04-28 - 11:21:49 PM GMT
-  Document e-signed by Christie Holderegger (cholderegger@voa-ncnn.org)  
Signature Date: 2025-04-28 - 11:21:51 PM GMT - Time Source: server
-  Agreement completed.  
2025-04-28 - 11:21:51 PM GMT



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# Volunteers of America Contract

Final Audit Report

2025-06-25

Created:	2025-04-29
By:	San Chesser (SMChesser@SolanoCounty.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAACodWPjjd1J3D7Arkzl4C9gR7aliOLM-h

## "Volunteers of America Contract" History

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-  Document emailed to Alicia Draves (AMDraves@SolanoCounty.gov) for approval  
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-  Document e-signed by William Emlen (WFEmlen@SolanoCounty.gov)  
Signature Date: 2025-06-25 - 6:27:48 PM GMT - Time Source: server
-  Agreement completed.  
2025-06-25 - 6:27:48 PM GMT



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