

**Individuals, Now**  
 Agreement to Provide  
**MY PATHWAY PROGRAM SERVICES**  
 Funding Amount: **\$676,305.00**  
 Term: **07/01/2023 to 06/30/2024**  
 Agreement Number: ET-SAY-MPP-2324  
 Funding Sources: 2011 Realignment, Temporary Assistance to Needy Families (TANF), and Federal Workforce Innovation and Opportunity Act (WIOA) Youth Formula Funds  
 Assistance Listing Numbers: 93.558 and 17.259

**AGREEMENT FOR PROVISION OF SERVICES**

This agreement ("Agreement"), dated as of July 1, 2023 ("Effective Date"), is by and between the County of Sonoma, a political subdivision of the State of California (hereinafter "County"), and Individuals, Now dba Social Advocates for Youth, a California non-profit Corporation, designated as a Sub-recipient of federal funds as more thoroughly described in Exhibit E attached hereto (hereinafter "Contractor").

**RECITALS**

WHEREAS, Contractor represents that it is duly qualified by reason of training, experience, equipment, organization, staffing, and facilities to provide the services contemplated by this Agreement and is experienced in providing workforce services to youth and young adults; and

WHEREAS, in the judgment of the Board of Supervisors and Human Services Department it is necessary and desirable to employ the services of Contractor for My Pathway Program Services;

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual covenants contained herein, the parties hereto agree as follows:

**AGREEMENT**

1. Scope of Services.

1.1. Contract Documents. The following documents, if checked, and the provisions set forth therein are attached hereto and incorporated herein, and shall be dutifully performed according to the terms of this agreement:

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> <b>Exhibit A: Scope of Work</b>                   | <input checked="" type="checkbox"/> <b>Exhibit B: Fiscal Provisions/Budget</b>               |
| <input checked="" type="checkbox"/> <b>Exhibit C: Insurance Requirements</b>          | <input checked="" type="checkbox"/> <b>Exhibit D: Assurance of Compliance</b>                |
| <input checked="" type="checkbox"/> <b>Exhibit E: Additional Federal Requirements</b> | <input type="checkbox"/> Exhibit F: Professional Licensure/Certification                     |
| <input checked="" type="checkbox"/> <b>Exhibit G: Media Communications</b>            | <input type="checkbox"/> Exhibit H: Accessibility  |
| <input checked="" type="checkbox"/> <b>Exhibit I: Data System Requirements</b>        | <input checked="" type="checkbox"/> <b>Exhibit J: Adverse Actions / Complaint Procedures</b> |

1.2. Contractor's Specified Services. Contractor shall perform the services described in "Exhibit A: Scope of Work" (hereinafter "Exhibit A"), attached hereto and incorporated herein by this reference, and within the times or by the dates provided for in Exhibit A and pursuant to Article 7, Prosecution of Work. In the event of a conflict between the body of this Agreement and Exhibit A, the provisions in the body of this Agreement shall control.

1.3. Cooperation With County. Contractor shall cooperate with County and County staff in the performance of all work hereunder.

1.4. Performance Standard. Contractor shall perform all work hereunder in a manner consistent with the level of competency and standard of care normally observed by a person practicing in Contractor's profession. County has relied upon the professional ability and training of Contractor as a material inducement to enter into this Agreement. Contractor hereby agrees to provide all services under this Agreement in accordance with generally accepted professional practices and standards of care, as well as the requirements of applicable federal, state and local laws, it being understood that acceptance of Contractor's work by County shall not operate as a waiver or release. If County determines that any of Contractor's work is not in accordance with such level of competency and standard of care, County, in its sole discretion, shall have the right to do any or all of the following: (a) require Contractor to meet with County to review the quality of the work and resolve matters of concern; (b) require Contractor to repeat the work at no additional charge until it is satisfactory; (c) terminate this Agreement pursuant to the provisions of Article 4; or (d) pursue any and all other remedies at law or in equity.

1.5. Assigned Personnel.

1.5.1. Contractor shall assign only competent personnel to perform work hereunder.

1.5.2. Any and all persons identified in this Agreement or any exhibit hereto as the project manager, project team, or other professional performing work hereunder are deemed by County to be key personnel whose services were a material inducement to County to enter into this Agreement, and without whose services County would not have entered into this Agreement. Contractor shall not remove, replace, substitute, or otherwise change any key personnel without the prior written consent of County.

1.5.3. Contractor is required to ensure that all persons working with minor(s) under this Agreement have successfully undergone appropriate and adequate fingerprinting and background checks through the Department of Justice, Federal Bureau of Investigations and Child Abuse Central Index (CACI).

1.5.4. In the event that any of Contractor's personnel assigned to perform services under this Agreement become unavailable due to resignation, sickness or other factors outside of Contractor's control, Contractor shall be responsible for timely provision of adequately qualified replacements.

1.5.5. In the event that at any time County, in its sole discretion, desires the removal of any person or persons assigned by Contractor to perform work under this Agreement, Contractor shall remove such person or persons immediately upon receiving written notice from County.

## 2. Payment.

For all services and incidental costs required hereunder, Contractor shall be paid on a cost reimbursement basis in accordance with the budget set forth in "Exhibit B: Fiscal Provisions/Budget" (hereinafter "Exhibit B"), attached hereto and incorporated herein by this reference. Contractor shall be paid an amount not to exceed Six Hundred Seventy-Six Thousand Three Hundred Five Dollars (\$676,305.00), without the prior written approval of County. Expenses not expressly authorized by the Agreement shall not be reimbursed.

Unless otherwise noted in this agreement, payments shall be made within the normal course of county business after presentation of an invoice in a form approved by the County for services performed. Payments shall be made only upon the satisfactory completion of the services as determined by the County.

2.1. Overpayment. If County overpays Contractor for any reason, Contractor agrees to return the amount of such overpayment to County at County's option, permit County to offset the amount of such overpayment against future payments owed to Contractor under this Agreement or any other agreement.

2.2. Pursuant to California Revenue and Taxation code (R&TC) Section 18662, the County shall withhold seven percent of the income paid to Contractor for services performed within the State of California under this agreement, for payment and reporting to the California Franchise Tax Board, if Contractor does not qualify as: (1) a corporation with its principal place of business in California, (2) an LLC or Partnership with a permanent place of business in California, (3) a corporation/LLC or Partnership qualified to do business in California by the Secretary of State, or (4) an individual with a permanent residence in the State of California.

2.2.1. If Contractor does not qualify, County requires that a completed and signed Form 587 be provided by the Contractor in order for payments to be made. If Contractor is qualified, then the County requires a completed Form 590. Forms 587 and 590 remain valid for the duration of the Agreement provided there is no material change in facts. By signing either form, the contractor agrees to promptly notify the County of any changes in the facts. Forms should be sent to the County pursuant to Article 12. To reduce the amount withheld, Contractor has the option to provide County with either a full or partial waiver from the State of California.

## 3. Term of Agreement.

The term of this Agreement shall be from 07/01/2023 to 06/30/2024 unless terminated earlier in accordance with the provisions of Article 4 below.

## 4. Termination.

4.1. Termination Without Cause. Notwithstanding any other provision of this Agreement, at any time and without cause, County shall have the right, in its sole discretion, to terminate this Agreement by giving five (5) days written notice to Contractor.

4.2. Termination for Cause. Notwithstanding any other provision of this Agreement, should Contractor fail to perform any of its obligations hereunder, within the time and in the manner herein provided, or otherwise violate any of the terms of this Agreement, County may immediately terminate this Agreement by giving Contractor written notice of such termination, stating the reason for termination.

4.3. Change in Funding. Contractor understands and agrees that County shall have the right to terminate this Agreement immediately upon written notice to Contractor in the event that (1) any state or federal agency or other funder reduces, withholds, terminates or funds are not made available for which the County anticipated using to pay Contractor for services provided under this Agreement or (2) County has exhausted all funds legally available for payments due to become due under this Agreement.

4.4. Delivery of Work Product and Final Payment Upon Termination. In the event of termination, Contractor, within 14 days following the date of termination, shall submit to County an invoice showing the services performed, hours worked, and copies of receipts for reimbursable expenses up to the date of termination.

4.5. Payment Upon Termination. Upon termination of this Agreement by County, Contractor shall be entitled to receive as full payment for all services satisfactorily rendered and expenses incurred hereunder, an amount which bears the same ratio to the total payment specified in the Agreement as the services satisfactorily rendered hereunder by Contractor bear to the total services otherwise required to be performed for such total payment; provided, however, that if services which have been satisfactorily rendered are to be paid on a per-hour or per-day basis, Contractor shall be entitled to receive as full payment an amount equal to the number of hours or days actually worked prior to the termination times the applicable hourly or daily rate; and further provided, however, that if County terminates the Agreement for cause pursuant to Article 4.2, County shall deduct from such amount the amount of damage, if any, sustained by County by virtue of the breach of the Agreement by Contractor.

4.6. Authority to Terminate. The Board of Supervisors has the authority to terminate this Agreement on behalf of the County. In addition, the Purchasing Agent or the Director of the Human Services Department, in consultation with County Counsel, shall have the authority to terminate this Agreement on behalf of the County.

5. Indemnification.

Contractor agrees to accept all responsibility for loss or damage to any person or entity, including County, and to indemnify, hold harmless, and release County, its officers, agents, and employees, from and against any actions, claims, damages, liabilities, disabilities, or expenses, that may be asserted by any person or entity, including Contractor, that arise out of, pertain to, or relate to Contractor's or its agents', employees', contractors', subcontractors', or invitees' performance or obligations under this Agreement. Contractor agrees to provide a complete defense for any claim or action brought against County based upon a claim relating to such Contractor's or its agents', employees, contractors, subcontractors, or invitees performance or obligations under this Agreement. Contractor's obligations under this Section apply whether or not there is concurrent negligence on County's part, but to the extent required by law, excluding liability due to County's conduct. Subject to Contractor's approval, County shall have the right to select its legal counsel at Contractor's expense. Contractor may not reasonably withhold its approval. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for Contractor or its agents under workers' compensation acts, disability benefits acts, or other employee benefit acts.

6. Insurance.

With respect to performance of work under this Agreement, Contractor shall maintain and shall require all of its subcontractors, consultants, and other agents to maintain, insurance as described in "Exhibit C: Insurance Requirements" (hereinafter "Exhibit C"), which is attached hereto and incorporated herein by this reference.

7. Prosecution of Work.

The execution of this Agreement shall constitute Contractor's authority to proceed immediately with the performance of this Agreement. Performance of the services hereunder shall be completed within the time required herein, provided, however, that if the performance is delayed by earthquake, flood, high water, or other Act of God or by strike, lockout, or similar labor disturbances, the time for Contractor's performance of this Agreement shall be extended by a number of days equal to the number of days Contractor has been delayed.

8. Extra or Changed Work.

Extra or changed work or other changes to the Agreement may be authorized only by written amendment to this Agreement, signed by both parties. Minor changes which do not significantly change the scope of work or significantly lengthen time schedules, and amendments to the Agreement which do not increase the amount of payment under the Agreement (taking into account all prior amendments) more than \$50,000 from the original Agreement amount, may be executed by the Department Head in a form approved by County Counsel. The Board of Supervisors/Purchasing Agent must authorize all other extra or changed work. The parties expressly recognize that, pursuant to Sonoma County Code Section 1-11, County personnel are without authorization to order extra or changed work or waive Agreement requirements. Contractor further expressly waives any and all right or remedy by way of restitution and quantum meruit for any and all extra work performed without such express and prior written authorization of the County.

9. Representations of Contractor.

9.1. Standard of Care. County has relied upon the professional ability and training of Contractor as a material inducement to enter into this Agreement. Contractor hereby agrees that all its work will be performed and that its operations shall be conducted in accordance with generally accepted and applicable professional practices and standards as well as the requirements of applicable federal, state and local laws, it being understood that acceptance of Contractor's work by County shall not operate as a waiver or release.

9.2. Status of Contractor. The parties intend that Contractor, in performing the services specified herein, shall act as an independent contractor and shall control the work and the manner in which it is performed. Contractor is not to be considered an agent or employee of County and is not entitled to participate in any pension plan, worker's compensation plan, insurance, bonus, or similar benefits County provides its employees. In the event County exercises its right to terminate this Agreement pursuant to Article 4, above, Contractor expressly agrees that it shall have no recourse or right of appeal under rules, regulations, ordinances, or laws applicable to employees.

9.3. Subcontractors. No performance of this Agreement or any portion thereof, may be assigned or subcontracted without the express written consent of the County. Any attempt by the Contractor to assign or subcontract any performance of this

Agreement without the express written consent of the County shall be invalid and shall constitute a breach of this Agreement.

9.3.1. In the event the Contractor is allowed to subcontract, the County shall look to the Contractor for results of its subcontracts. The Contractor agrees to be responsible for all the subcontractor's acts and omissions to the same extent as if the subcontractors were employees of the Contractor. No subcontracts shall alter in any way any legal responsibility of the Contractor to the County. Whenever the Contractor is authorized to subcontract or assign, the terms of this Agreement shall prevail over those of any such subcontract or assignment.

9.4. No Suspension or Debarment. Contractor warrants that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in covered transactions by any federal department or agency. Contractor also warrants that it is not suspended or debarred from receiving federal funds as listed in the List of Parties Excluded from Federal Procurement or Non-procurement Programs issued by the General Services Administration. If the Contractor becomes debarred, Contractor has the obligation to inform the County.

9.5. Taxes. Contractor agrees to file federal and state tax returns and pay all applicable taxes on amounts paid pursuant to this Agreement and shall be solely liable and responsible to pay such taxes and other obligations, including, but not limited to, state and federal income and FICA taxes. Contractor agrees to indemnify and hold County harmless from any liability which it may incur to the United States or to the State of California as a consequence of Contractor's failure to pay, when due, all such taxes and obligations. In case County is audited for compliance regarding any withholding or other applicable taxes, Contractor agrees to furnish County with proof of payment of taxes on these earnings.

9.6. Records Maintenance. Contractor shall keep and maintain full and complete program, client, and statistical documentation and financial records, subcontracts and other records concerning all services performed that are compensable under this Agreement and shall make such documents and records available at County's request for inspection at any reasonable time.

9.6.1. Contractor shall retain all records pertinent to this Agreement, including financial, statistical, property, and participant records and supporting documentation for a period of four (4) years from the date of final payment of this Agreement. If, at the end of four years, there is ongoing litigation or an outstanding audit involving those records, Contractor shall retain the records until resolution of the litigation or audit.

9.7. Monitoring, Assessment & Evaluation. Authorized federal, state and/or county representatives shall have, with advance notice and during normal business hours, the right to monitor, assess, evaluate, audit, and examine all administrative, financial and program performance activities and records of Contractor and its subcontractors pursuant to this Agreement. Said monitoring, assessment, evaluation, audit and examination may include, but is not limited to, administrative, financial, statistical, data and procurement processes, inspections of project premises, inspection of food preparation sites as appropriate, interviews of program staff and participants, and examination and/or duplication of records with respect to all matters covered by this Agreement. Contractor shall cooperate with County in this process and shall make

program and administrative staff available during any monitoring, assessment, evaluation, audit or examination.

9.8. Conflict of Interest. Contractor covenants that it presently has no interest and that it will not acquire any interest, direct or indirect, that represents a financial conflict of interest under state law or that would otherwise conflict in any manner or degree with the performance of its services hereunder. Contractor further covenants that in the performance of this Agreement no person having any such interests shall be employed. In addition, if requested to do so by County, Contractor shall complete and file and shall require any other person doing work under this Agreement to complete and file a "Statement of Economic Interest" with County disclosing Contractor's or such other person's financial interests.

9.9. Statutory Compliance/Living Wage Ordinance. Contractor agrees to comply, and to ensure compliance by its subconsultants or subcontractors, with all applicable federal, state and local laws, regulations, statutes and policies – including but not limited to the County of Sonoma Living Wage Ordinance, applicable to the services provided under this Agreement as they exist now and as they are changed, amended or modified during the term of this Agreement. Without limiting the generality of the foregoing, Contractor expressly acknowledges and agrees that this Agreement may be subject to the provisions of Article XXVI of Chapter 2 of the Sonoma County Code, requiring payment of a living wage to covered employees. Noncompliance during the term of the Agreement will be considered a material breach and may result in termination of the Agreement or pursuit of other legal or administrative remedies.

9.10. Nondiscrimination. Without limiting any other provision hereunder, Contractor shall comply with all applicable federal, state, and local laws, rules, and regulations in regard to nondiscrimination in employment practices and in delivery of services because of race, color, ancestry, national origin (including limited English proficiency), religious creed, belief or grooming, sex (including sexual orientation, gender identity, gender expression, transgender status, pregnancy, childbirth, medical conditions related to pregnancy, childbirth or breast feeding, sex stereotyping), marital status, age, medical condition, physical or mental disability, genetic information, military or veteran status, or any other legally protected category or prohibited basis, including without limitation, the County's Non-Discrimination Policy. All nondiscrimination rules or regulations required by law to be included in this Agreement are incorporated herein by this reference.

9.10.1. Contractor understands and agrees that administrative methods and/or procedures which have the effect of subjecting individuals to discrimination or otherwise defeating the objectives of the applicable and aforementioned laws will be prohibited.

9.10.2. Contractor shall provide County with a copy of their Equal Employment Opportunity and Affirmative Action policies upon request and shall sign and submit to County an Assurance of Compliance, attached hereto as "Exhibit D: Assurance of Compliance" (hereinafter "Exhibit D"), and incorporated by this reference, in order to certify that contractor is in compliance with the State and Federal laws related to equal employment opportunity and delivery of services.

9.10.3. Contractor and subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

9.10.4. Any and all subcontracts to perform work under this Agreement shall include the nondiscrimination and compliance provisions of this article and subcontractors shall agree to, sign and submit to Contractor a copy of the Assurance of Compliance, Exhibit D. Contractor shall maintain copies of these Assurances and submit copies to County upon County's request.

9.11. AIDS Discrimination. Contractor agrees to comply with the provisions of Chapter 19, Article II, of the Sonoma County Code prohibiting discrimination in housing, employment, and services because of AIDS or HIV infection during the term of this Agreement and any extensions of the term.

9.12. Confidentiality. Contractor agrees to maintain the confidentiality of all client information in accordance with all applicable state and federal laws and regulations, including the requirement to implement reasonable and appropriate administrative, physical, and technical safeguards to protect all confidential information. Contractor shall be in compliance with all State and Federal regulations pertaining to the privacy and security of personally identifiable information (hereinafter "PII") and/or protected health information (hereinafter "PHI").

9.12.1. Contractor agrees to comply with the provisions of 45 Code of Federal Regulations 205.50, Section 10850 of the Welfare and Institutions Code, and Division 19 of the California Department of Social Services Manual of Policies and Procedures to assure that all records are confidential, and will not be open to examination for any purpose not directly connected with the administration of any public social services program.

9.12.2. Contractor shall protect from unauthorized disclosure, confidential, sensitive and/or personal identifying information, concerning persons receiving services pursuant to this Agreement, except for statistical information not identifying any client. The Contractor shall not use such information for any purpose not directly connected with the administration of the services provided herein. The Contractor shall promptly transmit to the County all requests for disclosure of such information not emanating from the client. The Contractor shall not disclose, except as otherwise specifically permitted by this Agreement or authorized by the client in writing, any such information to anyone other than the County without prior written authorization from the County. "Personal identifying information" shall include, but not be limited to: name, identifying number, social security number, state driver's license or state identification number, financial account numbers, and symbol or other identifying characteristic assigned to the individual, such as finger or voice print or a photograph.

9.12.3. No person will publish, disclose or use or permit or cause to be published, disclosed or used any confidential information pertaining to an applicant, recipient, or client.

9.12.4. Contractor agrees to inform all employees, agents and partners of the provisions and that any person knowingly and intentionally violating the provisions of this Article may be guilty of a misdemeanor.

9.12.5. Contractor understands and agrees that this Article shall survive any termination or expiration of this Agreement in accordance with 9.6 above.

9.13. Information Security. In addition to any other provisions of this Agreement, all parties to this Agreement shall be responsible for ensuring that electronic media containing confidential and sensitive client data is protected from unauthorized access. Contractor agrees to report any suspected security incident or suspected breach of PHI, PII or other confidential information within twenty-four (24) hours to the County via email to [Privacy&Security@sonoma-county.org](mailto:Privacy&Security@sonoma-county.org).

9.13.1. Contractor shall ensure that all computer workstations, laptops, tablets, smart-phones and other devices used to store and transmit confidential client data and information are: 1) physically located in areas not freely accessible to or in open view of persons not authorized to have access to confidential data and information, 2) protected by unique secure passwords, and 3) configured to automatically lock or timeout after no more than 30 minutes of inactivity. Contractor shall ensure that users of such computing devices log off or lock their device before leaving it unattended or when done with a session.

9.13.2. Contractor shall encrypt all confidential client data, whether for storage or transmission on portable and non-portable computing and storage devices using non-proprietary, secure, generally-available encryption software. Proprietary encryption algorithms will not be acceptable. Such devices shall include, but not be limited to, desktop, laptop or notebook computers, optical or magnetic drives, flash or jump drives, and wireless devices such as cellular phones and other handheld computing devices with data storage capability.

9.13.3. Contractor shall ensure all electronic transmission of confidential client data sent outside a secure private network or secure electronic device via email, either in the body of the email or in an attachment, or sent by other file transfer methods is sent via an encrypted method.

9.13.4. Contractor shall apply security patches and upgrades in a timely manner, and keep virus software up-to-date on all systems on which County data may be stored or accessed.

9.13.5. Contractor shall 1) perform regular backups of automated files and databases, and 2) destroy or wipe all confidential client data from all electronic storage media and devices in a manner that prevents recovery of any and all confidential client data in accordance with Article 9.6 above.

9.13.6. All information security requirements stated herein shall be enforced and implemented immediately upon execution of this agreement, and continue beyond the term of the Agreement in accordance with Article 9.6. above.

9.14. Political and Sectarian Activities. Contractor warrants as follows: (a) it shall comply with requirements that no program under this Agreement shall involve political or lobbying activities; (b) it shall not employ or assign participants in the program to any sectarian facility, except as provided by federal and state law or regulation; (c) it shall not use funds made available under this Agreement for political or lobbying activities.

9.15. Drug-Free Workplace. Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by complying with all requirements set forth in the Act.

9.16. Facilities. Contractor warrants that all of the Contractor's facilities: (a) will be adequately supervised, (b) will be maintained in a safe and sanitary condition, (c) will

be available for monitoring by County and/or state and federal monitors, (d) are accessible to handicapped individuals if appropriate, and (e) are nonsectarian.

9.17. Mandated Reporting. Contractor, and their employees, must comply with any applicable laws concerning the mandated reporting of abuse or neglect of children, elders age 60 and older or dependent adults, ages 18 to 59. Appropriate mandated reporter training is available from the County's Human Services Department through the Family, Youth and Children Services and Adult Protective Services Divisions. Any person who is not a mandated reporter, who knows or reasonably suspects, that a child or elder or dependent adult has been a victim of abuse may report that abuse to the appropriate Human Services Division or local law enforcement.

9.18. Authority. The undersigned hereby represents and warrants that he or she has authority to execute and deliver this Agreement on behalf of Contractor.

10. Demand for Assurance.

Each party to this Agreement undertakes the obligation that the other's expectation of receiving due performance will not be impaired. When reasonable grounds for insecurity arise with respect to the performance of either party, the other may in writing demand adequate assurance of due performance and until such assurance is received may, if commercially reasonable, suspend any performance for which the agreed return has not been received. "Commercially reasonable" includes not only the conduct of a party with respect to performance under this Agreement, but also conduct with respect to other agreements with parties to this Agreement or others. After receipt of a justified demand, failure to provide within a reasonable time, but not exceeding thirty (30) days, such assurance of due performance as is adequate under the circumstances of the particular case is a repudiation of this Agreement. Acceptance of any improper delivery, service, or payment does not prejudice the aggrieved party's right to demand adequate assurance of future performance. Nothing in this Article limits County's right to terminate this Agreement pursuant to Article 4.

11. Assignment and Delegation.

Neither party hereto shall assign, delegate, sublet, or transfer any interest in or duty under this Agreement without the prior written consent of the other, and no such transfer shall be of any force or effect whatsoever unless and until the other party shall have so consented.

12. Method and Place of Giving Notice.

All notices shall be made in writing and shall be given by personal delivery or by U.S. Mail. Notices shall be addressed as follows:

TO COUNTY:	County of Sonoma, Human Services Department Contracts Unit 3600 Westwind Boulevard Santa Rosa, CA 95403 contracts@schsd.org
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TO CONTRACTOR:	Individuals, Now D/B/A Social Advocates for Youth (SAY) 2447 Summerfield Road Santa Rosa, CA, 95405
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When a notice is given by a generally recognized overnight courier service, the notice shall be deemed received on the next business day. When a copy of a notice or payment is sent by facsimile or email, the notice shall be deemed received upon transmission as long as (1) the original copy of the notice is promptly deposited in the U.S. mail and postmarked on the date of the facsimile or email, (2) the sender has a written confirmation of the facsimile transmission or email, and (3) the facsimile or email is transmitted before 5 p.m. (recipient's time). In all other instances, notices shall be effective upon receipt by the recipient. Changes may be made in the names and addresses of the person to whom notices are to be given by giving notice pursuant to this paragraph.

13. Miscellaneous Provisions.

13.1. No Waiver of Breach. The waiver by County of any breach of any term or promise contained in this Agreement shall not be deemed to be a waiver of such term or provision or any subsequent breach of the same or any other term or promise contained in this Agreement.

13.2. Construction. To the fullest extent allowed by law, the provisions of this Agreement shall be construed and given effect in a manner that avoids any violation of statute, ordinance, regulation, or law. The parties covenant and agree that in the event that any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired, or invalidated thereby. Contractor and County acknowledge that they have each contributed to the making of this Agreement and that, in the event of a dispute over the interpretation of this Agreement, the language of the Agreement will not be construed against one party in favor of the other. Contractor and County acknowledge that they have each had an adequate opportunity to consult with counsel in the negotiation and preparation of this Agreement.

13.3. Consent. Wherever in this Agreement the consent or approval of one party is required to an act of the other party, such consent or approval shall not be unreasonably withheld or delayed.

13.4. No Third Party Beneficiaries. Nothing contained in this Agreement shall be construed to create and the parties do not intend to create any rights in third parties.

13.5. Applicable Law and Forum. This Agreement shall be construed and interpreted according to the substantive law of California, regardless of the law of conflicts to the contrary in any jurisdiction. Any action to enforce the terms of this Agreement or for the breach thereof shall be brought and tried in Santa Rosa or the forum nearest to the city of Santa Rosa, in the County of Sonoma.

13.6. Captions. The captions in this Agreement are solely for convenience of reference. They are not a part of this Agreement and shall have no effect on its construction or interpretation.

13.7. Merger. This writing is intended both as the final expression of the Agreement between the parties hereto with respect to the included terms and as a complete and exclusive statement of the terms of the Agreement, pursuant to Code of Civil Procedure Section 1856. No modification of this Agreement shall be effective unless and until such modification is evidenced by a writing signed by both parties.

13.8. Survival of Terms. All express representations, waivers, indemnifications, and limitations of liability included in this Agreement will survive its completion or termination for any reason.

13.9. Time of Essence. Time is and shall be of the essence of this Agreement and every provision hereof.

13.10. Counterpart; Electronic Signatures. The parties agree that this Agreement may be executed in two or more counterparts, each of which shall be deemed an original, and together which when executed by the requisite parties shall be deemed to be a complete original agreement. Counterparts may be delivered via facsimile, electronic mail (including PDF) or other transmission method, and any counterpart so delivered shall be deemed to have been duly and validly delivered, be valid and effective for all purposes, and shall have the same legal force and effect as an original document. This Agreement, and any counterpart, may be electronically signed by each or any of the parties through the use of any commercially-available digital and/or electronic signature software or other electronic signature method in compliance with the U.S. federal ESIGN Act of 2000, California's Uniform Electronic Transactions Act (Cal. Civil Code § 1633.1 et seq.), or other applicable law. By its use of any electronic signature below, the signing party agrees to have conducted this transaction and to execution of this Agreement by electronic means.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the Effective Date.

CONTRACTOR  
Individuals, Now  
D/B/A Social Advocates for Youth (SAY)

COUNTY OF SONOMA

By: *Anita Maldonado*  
Name: Anita Maldonado  
Title: CEO

By: \_\_\_\_\_  
Name: Angela Struckmann  
Title: Director, Human Services  
Department

Date: 4/20/2023

Date: \_\_\_\_\_

APPROVED AS TO SUBSTANCE FOR  
COUNTY

By: *Katie Greaves*  
Name: Katherine Greaves  
Title: Director, Employment & Training  
Division

EXEMPT FROM COUNTY COUNSEL  
REVIEW

APPROVED AS TO FORM FOR COUNTY

By: *Sharmalee Rajakumaran*  
County Counsel

CERTIFICATES OF INSURANCE ON FILE  
WITH COUNTY

INSURANCE REQUIREMENT CHANGES  
APPROVED, WAIVED, OR EXEMPTED BY  
RISK MANAGEMENT

By: *Cristin Tuider*

## Exhibit A: Scope of Work

### I. Program Overview.

- A. The My Pathway Program (MPP) is a comprehensive case management program based on the requirements of the Workforce Innovation and Opportunity Act (WIOA) that provides youth and young adults ages 14-24 with the education, training, work experience, and supports necessary to gain and retain permanent employment on their chosen career pathway. **MPP emphasizes career pathway planning and paid work experience.** Contractor will work in partnership with Job Link's WIOA Programs and the Sonoma County Youth Ecology Corps (SCYEC) to refer participating youth to paid work experience/training opportunities.
- B. MPP is designed to serve WIOA eligible youth, as well as youth eligible for CalWORKs and current/former foster youth. All youth participants will be offered the same level and type of program services as outlined in this contract, regardless of funding eligibility.

### II. Target Population

- A. Contractor will make available and provide services to eligible youth as defined in Exhibit A-1. Contractor agrees to prioritize youth ages 16-24 who are not-in-school and not working (i.e., disconnected or opportunity youth), current or former foster youth (i.e., STAY youth), and youth receiving CalWORKs benefits (aided youth or adult caretaker).
- B. County will approve enrollment of in-school youth ages 14-21 on a limited basis and only after it has been determined there are no alternative community services able to meet the youth's needs.

### III. Outreach, Recruitment and Enrollment

- A. Contractor will conduct outreach to and recruitment of eligible youth **from across the county** in accordance with the strategies proposed as a result of the County's Request for Proposals, and specifically in areas of greatest need including, but not limited to, locations with the greatest numbers of opportunity youth and high poverty areas as defined by WIOA.
- B. Contractor will conduct a formal intake and eligibility process with each participant prior to program enrollment. Contractor will assess youth commitment and suitability based on program requirements, and **ensuring to include those willing to participate in a work experience opportunity as appropriate** based on their skills, interests and needs (see Exhibit A-2 for visual depiction of program). Contractor will refer non-eligible/suitable youth to alternative community services as applicable.
- C. County will send all referrals for CalWORKs and STAY eligible youth received by Human Services Department staff or community members to Contractor, as applicable.

D. Contractor will collect verification of program eligibility and complete applicable entries in the required CalJOBS data system prior to enrolling each participant.

#### **IV. Service Targets**

Contractor will serve 69 Active WIOA-eligible youth, 27 STAY-eligible youth, and 15 CalWORKs youth.

#### **V. Program Design Framework**

A. Objective Assessment. Contractor will administer an objective assessment that includes a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes, supportive service needs, and developmental needs. The assessment must also consider a youth's strengths in addition to areas needing improvement.

1. Multiple assessment tools may be necessary since there is no standard approach that will work for everyone, including youth with disabilities.

B. Individual Service Strategy. Contractor will develop an Individual Service Strategy (ISS) for each participant based on the objective assessment results and in coordination with the youth. The ISS must identify career pathways that include short- and long-term education and employment goals, including work experience; prescribe objectives and appropriate services; directly link youth needs to performance indicators; and include a clear progression plan, with timelines, to meet goals.

1. Contractor will regularly review and update the ISS with youth as necessary based on changes in goals, barriers, services, etc.

C. Case Management. Contractor will provide case management for youth participants to: coordinate service delivery, including career planning, preparation and training; address barriers; and ensure youth engagement in the program.

1. Contractor must contact participants or an adult with significant influence over the participant (e.g., a relative, a school teacher or other school official, a probation or other officer of the court, a clergy person, or a foster parent) at least once every thirty (30) days during program participation.

a. If there is no direct contact with the participant at least once every ninety (90) days, the participant must be exited.

2. To encourage participation, achievement, and attainment of individual goals that lead to education and career success, incentives may be used in accordance with the requirements prescribed by County.

D. Service Delivery. Contractor will make available the full continuum of services to all participants, including work readiness training and the WIOA-required 14 elements described in Exhibit A-3, through coordination of services.

1. Contractor must offer work readiness training to all participants. This includes, but is not limited to: resume development; job seeking and interviewing skills; understanding employer and workplace expectations; positive work habits (e.g. coming to work on time, getting along with coworkers, etc.);

understanding behaviors and attitudes necessary to compete in the labor market; effective coping and problem-solving skills; and other skills that will develop the individual's capacity to move toward employment.

- a. Contractor will have a Career Coach on staff to provide specific, personalized career exploration and help with applying to job placement opportunities to work-ready participants and develop and implement personalized soft/hard skill development training/activities.
  - b. Contractor will purchase and have web-based interactive career readiness curriculum and materials available.
2. Contractor must offer all participants an opportunity to receive follow-up services that align with their ISS; thus, the type and intensity of services may differ for each youth. However, follow-up services must include more than contacting youth solely for the purpose of securing documentation to report a performance outcome.
  3. Contractor will refer to its Serving Youth with Disabilities Policy when serving and referring youth identified as having a disability.
  4. Contractor will ensure that any youth who express or identify a need, are referred to appropriate services or agencies for assistance.

#### **VI. Work Experience/Training Referrals**

- A. Once Contractor has determined a youth participant is work-ready, through use of a formal assessment tool, for one of MPP's paid work experience opportunities (defined in Exhibit A-2), Contractor will refer the youth to SCYEC or to Sonoma County Job Link's WIOA Programs, depending on the interests, needs, and readiness of the participant (see Exhibit A-2).
- B. Contractor will refer at least twenty (25) work-ready youth to work experience opportunities.
- C. Contractor will continue to support and provide case management, including work readiness training/coaching to youth participants during the work experience placement and will regularly communicate with Job Link/SCYEC staff regarding any issues or barriers that may affect participant success.

#### **VII. Data and Reporting Requirements**

- A. County's Case Management Data System. Contractor will enter, update and maintain data including eligibility, demographics, program activities and services, case notes, follow-up, and performance in CalJOBS for each WIOA-funded youth.
  1. Contractor may be required to enter information for participants funded by other sources in CalJOBS or in a locally developed data tracking system as determined by County.
- B. Reporting Requirements. Reports required by County include, but may not be limited to:

1. Monthly fiscal claims that include youth participation and funding information.
  2. Youth participant performance and progress tracking reports as prescribed by County.
  3. Other reports as required by Federal or State regulations, funders, grants, and County, as needed or requested.
- C. Documentation Requirements. Contractor will ensure that required documentation as defined by County is present in all individual case files and available for review by County.

### **VIII. Confidentiality**

- A. Contractor will comply with the provisions of WIOA and applicable sections of the Welfare and Institutions Code, the California Education Code, the Rehabilitation Act, and/or any other appropriate statute or requirement as it relates to the protection of Personally Identifiable Information (PII).
1. All applications and individual records related to services provided under this Agreement, including eligibility for services and enrollment and referral, shall be confidential and shall not be open to examination for any purpose not directly connected with the delivery of such services.
  2. No person will publish, disclose use, or permit, cause to be published, disclosed or used, any confidential information pertaining to youth applicants or participants unless a specific release is voluntarily signed by the participant.

### **IX. Performance Goals**

Contractor will provide services to achieve WIOA and other performance measures as described in Exhibit A-4 for WIOA-, STAY- and CalWORKs-funded participants.

### **X. Other Program Requirements**

- A. Staffing. Contractor must maintain a skilled workforce and ensure all staff members who work with youth are fingerprinted and approved by the Department of Justice prior to beginning work.
1. Contractor will provide culturally and linguistically competent services and have a plan to assist monolingual participants regardless of language of origin.
  2. Contractor is required to attend and participate in mandatory meetings and trainings as prescribed by County.
- B. Location of Services. Contractor will serve youth who reside across the county and ensure that all locations at which services are provided are adequately supervised, maintained in a safe and sanitary condition, accessible to individuals with a disability, compliant with federal and state laws, and nonsectarian.
- C. Non-discrimination. Contractor will comply fully with the nondiscrimination and equal opportunity provisions of WIOA. Contractor acknowledges it is the government's right to seek judicial enforcement of this assurance.

- D. Accurate and Timely Submissions. Contractor will maintain complete, up-to-date, and accurate records, tracking mechanisms, and management controls. Contractor will be responsible for submitting all data, documents, and required reports, accurately, on time, and in the manner prescribed by County.
- E. Responsiveness. Contractor will respond in a timely manner to every communication and request for information from County.

**Exhibit A-1: MPP Youth Eligibility Criteria**

- I. WIOA Out-of-School Youth Eligibility Criteria
- A. Is 16-24 years old and not attending any school<sup>1</sup> at the time of application; **and**
  - B. Possesses authorization to work documentation; **and**
  - C. Is registered for Selective Service (if male and 18 years old or older); **and**
  - D. Has at least one of the following barriers:
    - a. Secondary school dropout & older than 18
    - b. Under 18 & out of school for a complete school quarter
    - c. Offender<sup>2</sup>
    - d. Homeless or a runaway<sup>3</sup>
    - e. Current/former foster youth<sup>4</sup>
    - f. Pregnant or parenting<sup>5</sup>
    - g. Disabled<sup>6</sup>
    - h. Low income and needs additional education or employment assistance<sup>7</sup>, as defined by one or more of the following locally defined barriers:
      - i. Is being treated for substance abuse and/or mental health issues
      - ii. Has never had a job
      - iii. Has never held a FT job for more than 13 consecutive weeks
      - iv. Has been fired from a job within the 12 months prior to application
      - v. Is a victim of a local natural disaster<sup>8</sup>
    - i. Low income and has high school diploma/GED and is basic skills deficient or an English language learner

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<sup>1</sup>With a few exceptions, e.g., Title II Adult Ed, Job Corps, school equivalency programs, dropout reengagement programs, or charter schools with federal & state partnerships (e.g., John Muir).

<sup>2</sup> Subject to any stage of the criminal justice process or who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or convictions or for whom services under WIOA may be beneficial.

<sup>3</sup> Lacks a fixed, regular, and adequate nighttime residence (see EDD's WSD17-07 for details)

<sup>4</sup>In foster care or aged out of the foster care system or who has attained 16yrs and left foster care for kinship, guardianship, or adoption; a child eligible for assistance under Section 477 of the Social Security Act; or in an out of home placement.

<sup>5</sup> Includes custodial and non-custodial parents including non-custodial fathers.

<sup>6</sup> A physical or mental impairment that substantially limits one or more of the person's major life activities (see Americans with Disabilities Act of 1990, 42 U.S.C. 12102).

<sup>7</sup> Requires additional assistance to enter or complete an educational program or to secure or hold employment.

<sup>8</sup> A victim who was displaced from their home or work due to a local/regional natural disaster.

II. Foster Youth Eligibility Criteria

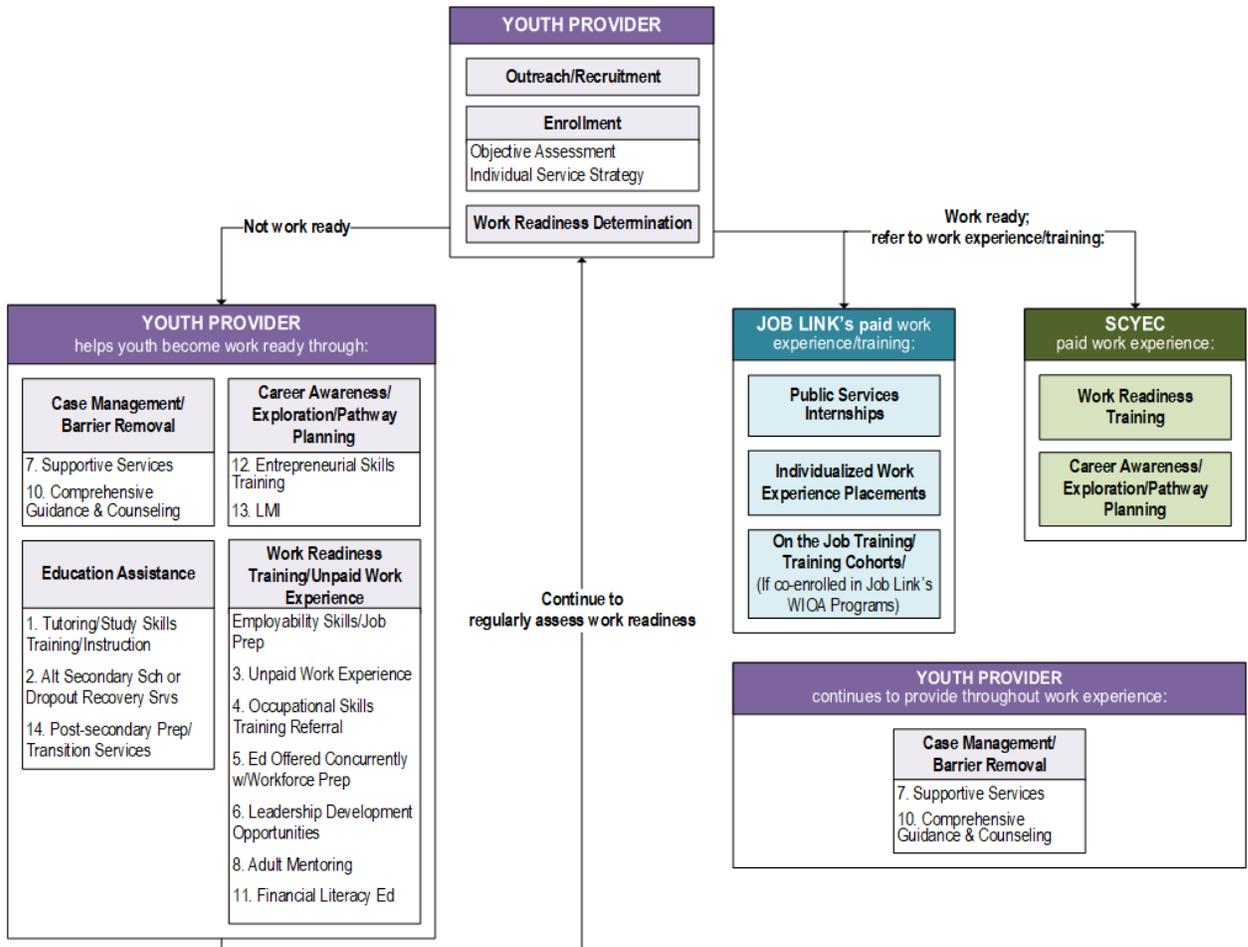
- A. Is 16-24 years old at the time of application; **and**
- B. Is currently enrolled in foster care or extended foster care, and has a current social worker or Probation Officer and is under the care and jurisdiction of the County **or**
- C. Is a former foster youth, meaning at some time in their childhood, the youth was a dependent of the Court.

III. CalWORKs Recipient Eligibility Criteria

- A. Is 16-24 years old at the time of application; **and**
- B. Is an aided adult caretaker **or**
- C. Is an aided youth on their family's CalWORKs grant at the time of application

Note: Eligibility criteria may be subject to change.

### Exhibit A-2: MPP Visual



**Exhibit A-3: Required Program Elements**

1. **Tutoring, Study Skills Training, Instruction, and Dropout Prevention** and recovery strategies lead to completion of a secondary school diploma or its recognized equivalent or a recognized postsecondary credential. Services leading to a high school diploma include providing academic support, helping a youth identify areas of academic concern, assisting with overcoming learning obstacles, or providing tools and resources to develop learning strategies. Secondary school dropout prevention strategies include tutoring, literacy development, active learning experiences, after-school opportunities, and individualized instruction.
2. **Alternative Secondary School or Dropout Recovery Services** assist youth who have struggled in traditional secondary education or who have dropped out of school. Alternative secondary school services, such as basic education skills training, individualized academic instruction, and English as a Second Language training, assist youth who have struggled in traditional secondary education. Dropout recovery services, such as credit recovery, counseling, and educational plan development, assist youth who have dropped out of school.
3. **Paid and Unpaid Work Experience** is a planned, structured, time limited workplace learning experience that provides the youth participant with opportunities for career exploration and skill development and includes academic and occupational education, which may occur concurrently or sequentially with the work experience and inside or outside the worksite. Work experiences may include:
  - a. Paid summer employment opportunities and other temporary paid employment opportunities available throughout the year, including the Sonoma County Youth Ecology Corps (SCYEC) crews and individualized opportunities (i.e., TWEX) provided by Job Link.
  - b. Internships with various public services agencies, provided by Job Link.
  - c. Job shadowing, a temporary, unpaid exposure to the workplace in an occupational area of interest to the participant.
  - d. Pre-apprenticeship programs designed to prepare participants to enter and succeed in an apprenticeship program.
  - e. On-the-Job Training and opportunities to participate in training cohorts are available to youth age 18-24 who are co-enrolled in Job Link's WIOA Programs to help participants develop skills required and employment competencies in in-demand sectors.

Work experience is a priority of MPP. Provider may offer **unpaid** work experience activities. Paid work experience opportunities will be developed and coordinated by Job Link's WIOA Programs, with the exception of SCYEC, a stand-alone environmentally focused work experience program. Provider will refer appropriate youth to Job Link or SCYEC based on specific referral criteria (as defined by County) and continue to provide case management during the work experience opportunity as well as regular communication regarding any issues or barriers that may affect youth success.

4. **Occupational Skills Training** is an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels. Priority consideration must be given to program that lead to credentials aligned with in-demand industry sectors or occupations in the local area. Training providers must be listed on the California Eligible Training Provider List. Funds for Occupational Skills Training *may* be available to youth co-enrolled in Job Link's WIOA Programs.
5. **Education Offered Concurrently with Workforce Preparation** is an integrated education and training model and describes how workforce preparation activities, basic academic skills, and hands-on occupational skills training are taught within the same time frame and connected to training in a specific occupation or career pathway.
6. **Leadership Development Opportunities** encourage responsibility, confidence, employability, self-determination, and other positive social behaviors such as: (a) exposure to postsecondary educational possibilities; (b) community and service learning projects; (c) peer-centered activities, including peer mentoring and tutoring; (d) organizational and team work training, including team leadership training; (e) training in decision-making, including determining priorities and problem solving; (f) citizenship training, including life skills training such as parenting and work behavior training; (g) civic engagement activities which promote the quality of life in a community; and (h) other leadership activities that place youth in a leadership role such as serving on youth leadership committees.
7. **Supportive Services** enable an individual to participate in WIOA activities and include, but are not limited to: linkages and referrals to community services; reasonable accommodations; and assistance with transportation, child care, educational testing, school supplies, uniforms, work-related tools, and employment and training-related applications, tests, and certifications.
8. **Adult Mentoring** is a formal relationship between a youth and an adult mentor with structured activities where the mentor offers guidance, support, and encouragement to develop the competence and character of the mentee. It must last at least 12 months and may take place both during the program and following exit, and includes workplace mentoring.
9. **Follow-up Services** are critical services provided immediately following a youth's exit from the program to help ensure the youth is successful in employment and/or postsecondary education and training. They may include regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise. Follow-up services may include the following elements: supportive services; adult mentoring; financial literacy education; services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area; and activities that help youth prepare for and transition to postsecondary education and training.
10. **Comprehensive Guidance and Counseling** provides individualized counseling to participants, including drug/alcohol and mental health counseling and referral to

partner programs, as appropriate. When referring participants to necessary counseling that cannot be provided by the local youth program or its service providers, the local youth program must coordinate with the organization it refers to in order to ensure continuity of service.

11. **Financial Literacy Education** provides youth with knowledge and skills they need to achieve long-term financial stability and includes: creating budgets, checking/savings accounts, and making informed financial decisions; effectively manage spending, credit, and debt; learning the significance of credit reports and credit scores; understanding and evaluating financial products, services, and opportunities; learning about identity theft; activities that address the particular needs of non-English speakers or youth with disabilities; financial education that is age appropriate, timely, and provides opportunities to put lessons into practice; and approaches to help participants gain the knowledge, skills, and confidence to make informed financial decisions that enable them to attain greater financial health and stability.
12. **Entrepreneurial Skills Training** provides the basics of starting and operating a small business and develops the skills associated with entrepreneurship, including the ability to: take initiative; creatively identify business opportunities; develop budgets and forecast resource needs; understand various options for acquiring capital; and communicate effectively and market oneself. Approaches may include: 1) entrepreneurship education that provides an introduction to the values and basics of starting and running a business; 2) enterprise development which provides supports and services that help youth develop their own businesses; and 3) experiential programs that provide youth with experience in the day-to-day operation of a business (e.g., developing a youth-run business that young people participating in the program work in and manage).
13. **Services that Provide Labor Market Information** offer labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services. Numerous youth and user-friendly free tools and applications exist that can help youth make appropriate decisions about education and careers.
14. **Postsecondary Preparation and Transition Activities** help youth prepare for and transition to postsecondary education and training. Includes: exploring postsecondary education options (e.g., technical training schools, community and 4-year colleges, and Registered Apprenticeships); assisting youth to prepare for SAT/ACT testing; assisting with college admission applications; searching and applying for scholarships and grants; filling out the proper Financial Aid applications; and connecting youth to postsecondary education programs.

**Exhibit A-4: Program Performance****WIOA Performance Indicators**

WIOA performance indicators, as listed below, will apply to all participants who are enrolled in MPP, regardless of funding source. Performance targets are subject to change pending negotiations with Employment Development Department.

**Employment/Education Rate 2<sup>nd</sup> and 4<sup>th</sup> Quarters after Exit- Requirements: ≥ 68% and 75%, respectively**

The percentage of participants in education or training activities, or in unsubsidized employment, during the second/fourth quarters after program exit.

**Median Earnings in the 2nd Quarter after Exit- Requirement: \$5,700**

The median earnings of participants in unsubsidized employment during the second quarter after program exit.

**Credential Attainment Rate- Requirement: ≥ 45%**

The percentage of participants enrolled in an education or training program who attain a recognized postsecondary credential or secondary school diploma/recognized equivalent during participation in or within one year after exit. Participants obtaining a secondary school diploma/equivalent attain this indicator only if they are also employed or enrolled in an education/training program leading to a recognized postsecondary credential within one year after program exit.

**Measurable Skills Gain- Requirement: 57.8%**

The interim progress towards a credential or employment of those enrolled in education/training services, as measured by one of the following gains:

- a. Educational functioning level gain, for those receiving educational instruction below the postsecondary level, as indicated by pre/post scores on the CASAS basic skills assessment or program exit plus entry into postsecondary education
- b. Attainment of secondary school diploma/equivalent
- c. Secondary report card showing a 2.0 GPA or higher or post-secondary transcript showing 12 units completed per semester (or 12 units per 2 consecutive semesters if part-time) and a 2.0 GPA or higher (per the state's academic standards)
- d. Satisfactory or better progress report, towards established milestones, such as completion of one year of an apprenticeship program or similar milestones, from an employer or training provider who is providing training
- e. Successful passage of an exam that is required for a particular occupation or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks, such as knowledge-based exams

**Additional Local Performance Priority Areas**

In addition to the WIOA performance indicators described above, the following are also a priority for all youth served in MPP (performance targets to be developed by County):

- Progression in achieving goals and steps on career path identified in individual service strategy (ISS)
- Work readiness training participation and time spent in training before job search
- Work experience/training referrals, participation, and completion
- Skill development (e.g., basic skills, life skills, work readiness skills, leadership skills, and occupational skills)
- Exit to unsubsidized employment and post-secondary training or education

**Exhibit B: Fiscal Provisions/Budget****1. Sub-Recipient.**

All or part of this Agreement will be paid with Federal awards. Contractor is designated as a Sub-recipient and the federal funds received under this agreement are designated as a subaward of the Workforce Innovation & Opportunity Act. Federally awarded funds must be used in accordance with Federal statutes, regulations and the terms and conditions of the Federal award.

**2. Fiscal Responsibilities.**

In consideration of the obligations to be performed by Contractor herein, Contractor shall be reimbursed for its actual costs, in accordance with the agreed upon budget included herein by reference. Notwithstanding the foregoing, the total amount to be paid to Contractor under the terms of this Agreement shall in no case exceed the amount stated in Article 2 of this agreement.

2.1. Claiming and Documentation. Contractor shall receive reimbursement for actual costs by submitting a monthly cost report together with a request for payment by the tenth working day of each month. All costs reported by Contractor in its monthly and final cost reports, shall be supported by appropriate accounting documentation. The documentation shall establish that County is charged a fair and equitable portion of any indirect or shared costs attributable to services performed under this Agreement.

2.1.1. Invoices shall be submitted to:  
County of Sonoma Human Services Department  
Employment & Training Division  
Attn: Lilian Vieyra Torres (lvieyratorres@schsd.org)  
2227 Capricorn Way, Ste 100  
Santa Rosa, CA 95407

2.2. Accrual Reporting. Contractor will report accrued expenditures for each quarter in order that County can comply with State quarterly reporting requirements.

2.3. Allowable Costs. No amount or rate negotiated and included in the Contractor's program budget summary or budget backup shall be considered to be an allowable cost in and of itself; such amounts or rates are subject to final approval upon presentation of documentation establishing that actual costs were incurred and are allowable in accordance with Code of Federal Regulations Title 2 CFR Sections 200.420-475.

2.4. No Supplantation. Contractor must not claim reimbursement under this Agreement for expenditures reimbursed or financed by any other federal, state or local government source. No supplantation of program financing by Contractor is contemplated or allowed.

2.5. Financial Records. Contractor understands and accepts its obligation to establish and maintain financial records of all program expenditures.

2.5.1. County and its agents, designees or Auditors shall, during regular business hours, have the right to copy, review or audit all Contractor's accounting records and financial statements which relate to monies received under this Agreement.

2.6. Procurement. No procurement is authorized which is not specifically identified and approved herein. Procurement of all services, supplies, and equipment by purchase, lease or rental shall be performed in conformance with Code of Federal Regulations 2 CFR 200.318-326, General Procurement Standards. For purposes of this Agreement, procurement shall mean purchase, lease or rental of any item with a single value exceeding \$5,000.

2.7. Funding Contingency. Notwithstanding anything contained in the Agreement to the contrary, Contractor acknowledges that any payments to be made to it as provided herein shall be expressly contingent upon the receipt of sufficient funds by County. This contingency is for the express benefit of County and may be waived only by giving express written and executed notice to Contractor.

2.8. Modification of Funding. County reserves the right to modify levels of funding for programs and renegotiate Agreement budgets, if needed, due to increases or decreases in funding from the state. County also reserves the right to request changes in program design in order to accommodate changes made by the state. The County Human Services Director has authority to request and approve program design changes.

### 3. Budget Adjustments.

3.1. Request. Request for transfer of funds between line items shall be submitted on a "Budget Modification Form" (Sub-schedule M01) as provided by the County. The Contractor must provide justification and supporting documentation for the requested revision.

3.2. Approval. The County Human Services Director is authorized to approve and execute a "Budget Modification Form", which details the transfer of funds between Budget line items, and to approve such changes without an Amendment to this Agreement so long as they do not result in an increase in County's maximum financial obligation.

3.3 Adjustments Requiring Written Consent. County's written approval is required prior to the transfer of any program funds between Budget line items when the amount of the individual line item adjustment is more than the greater of \$2,500 or 15% of funds budgeted per line item.

3.3.1. Equipment. Requests to purchase or lease equipment in excess of \$500 and not included in original budget shall require County approval prior to purchase.

### 4. Advance of Funds and Closeout

4.1. Advance of Funds. Between June 1 and June 10 of each year, Contractor shall request an advance of funds to cover the remaining term of the Agreement. This advance will cover all anticipated expenses for the remaining term of the Agreement, provided that the total payments made hereunder will not exceed the funding amount as set forth in Article 2 of this Agreement. Failure to submit a timely request may result in a loss of funding to Contractor.

4.2. Closeout – Final Cost Report. Within forty-five (45) calendar days after the termination of this Agreement, Contractor shall submit to County a final cost report showing the actual allowable Agreement costs. If the cost report shows that the actual

allowable costs for the term of the Agreement exceeded payments, the County will remit the difference to the Contractor provided that the remittance will not cause the total payments made hereunder to exceed the funding amount set forth in Article 2 of this Agreement. Such remittance will be made within thirty (30) days following the submission of Contractor's final cost report. If the cost report shows that the payments exceeded the actual allowable costs for the term of the Agreement, the Contractor shall enclose, with the cost report, funds equal to the difference between payments received and costs incurred.

## 5. Financial Management Systems

5.1. Generally-Accepted Accounting Principles. Contractor shall maintain a financial management system which ensures control over the use of funds received by Contractor in accordance with generally-accepted accounting principles. Contractor must comply with the provisions for cost allocations contained in Federal Office of Management and Budget 2 CFR Part 200, Subpart E. The inability of Contractor to demonstrate compliance will cause a corresponding reduction in reimbursement.

5.2. Separate Account. All funds under this Agreement are not required to be maintained in a separate account, but funds on deposit shall be accounted for separately in accordance with Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards [2 CFR Part 200].

5.3. Program Income. Program Income is revenue generated by the Contractor from contract-supported activities. If activities of program participants or of staff funded under this Agreement result in any income to Contractor, that income shall be reported to County for direction as to disposition in accordance with instructions received by County from the State of California. In the event Contractor receives any compensatory interest or credits and refunds, such as those resulting from workers' compensation dividend checks and annual insurance reductions, for which County has previously reimbursed Contractor, then Contractor shall remit such compensatory credits and refunds to County. 2 CFR Part 200.307 must be used for all Program Income.

5.4. Indirect Cost Rate. Contractor is responsible for providing an approved Indirect Cost Rate in accordance with the Federal Office of Management and Budget, Title 2 CFR Part 200, Subpart E, and in Appendix IV to Part 200 for the Agreement year, when claiming indirect and/or administrative costs under this Agreement.

5.4.1. If Contractor does not have an approved indirect cost rate, Contractor must use a de minimis rate of 10% based on the Modified Total Direct Costs (MTDC) as defined in Federal Office of Management and Budget, 2 CFR 200.68.

## 6. Audits.

6.1. Contractors who receive federal funding which taken together total over \$750,000 in a single fiscal year are required to have a single agency audit in accordance with the Federal Office of Management and Budget, 2 CFR Part 200, Subpart F. A copy of this audit must be forwarded to the County by the auditor as soon as it is complete.

6.2. If Contractor expends less than \$750,000 in federal awards in the fiscal year it may not charge the cost of an audit to the federal award.

**7. Repayment.**

7.1. Repayment Responsibility. Contractor is responsible for the repayment of all audit exceptions and disallowances taken by County, state, or federal agencies related to activities conducted by Contractor under this Agreement.

7.2. Unallowable Costs. Where unallowable costs have been claimed and reimbursed, they will be refunded to the program that reimbursed the unallowable cost using a cash refund or offset to a subsequent claim.

**8. Funding.**

8.1. All or part of this Agreement will be paid with Federal awards.

8.2. Federally awarded funds must be used in accordance with Federal statutes and regulations. As a pass-through entity, the County is required to provide certain information regarding Federal award(s) to Contractor as a Sub-recipient. County will provide required information regarding the Federal Award upon receipt of funding documents from the funding source.

8.3.

Federal Award Identification Details	
Federal Award Project Description	Workforce Innovation & Opportunity Act (WIOA)
Federal Agency	U.S. Department of Labor
Assistance Listing Title and Number:	17.259 - WIOA Youth Formula grant
FAIN No.	AA-38518-22-55-A-6
Funding Amount	\$453,124

**9. Budget.**

Staff Salaries	396,702
Staff Benefits	75,373
Rental / Lease of Facility	6,340
Utilities / Building Maintenance	14,690
Telephone / Communications	27,030
Insurance Expense	9,414
Equipment Rental / Lease / Maintenance	13,073
Office Supplies / Expenses	600
Books / Educational Materials	3,150
Staff Mileage / Travel	2,678
Staff Training / Conferences	2,500
Other: Youth Transportation, Support, and Incentives	6,000
Indirect Costs @ 10%	5,755
Subcontractors	63,000
<b>TOTAL CONTRACT AMOUNT NOT TO EXCEED</b>	<b>\$676,305</b>

**Exhibit C: Insurance Requirements**

With respect to performance of work under this Agreement, Contractor shall maintain and shall require all of its subcontractors, consultants, and other agents to maintain insurance as described below unless such insurance has been expressly waived by the attachment of a *Waiver of Insurance Requirements*. Any requirement for insurance to be maintained after completion of the work shall survive this Agreement.

County reserves the right to review any and all of the required insurance policies and/or endorsements, but has no obligation to do so. Failure to demand evidence of full compliance with the insurance requirements set forth in this Agreement or failure to identify any insurance deficiency shall not relieve Contractor from, nor be construed or deemed a waiver of, its obligation to maintain the required insurance at all times during the performance of this Agreement.

**1. Workers Compensation and Employers Liability Insurance**

- a. Required if Contractor has employees as defined by the Labor Code of the State of California.
- b. Workers Compensation insurance with statutory limits as required by the Labor Code of the State of California.
- c. Employers Liability with minimum limits of \$1,000,000 per Accident; \$1,000,000 Disease per employee; \$1,000,000 Disease per policy.
- d. Required Evidence of Insurance: Certificate of Insurance.

If Contractor currently has no employees as defined by the Labor Code of the State of California, Contractor agrees to obtain the above-specified Workers Compensation and Employers Liability insurance should employees be engaged during the term of this Agreement or any extensions of the term.

**2. General Liability Insurance**

- a. Commercial General Liability Insurance on a standard occurrence form, no less broad than Insurance Services Office (ISO) form CG 00 01.
- b. Minimum Limits: \$1,000,000 per Occurrence; \$2,000,000 General Aggregate; \$2,000,000 Products/Completed Operations Aggregate. The required limits may be provided by a combination of General Liability Insurance and Commercial Excess or Commercial Umbrella Liability Insurance. If Contractor maintains higher limits than the specified minimum limits, County requires and shall be entitled to coverage for the higher limits maintained by Contractor.
- c. Any deductible or self-insured retention shall be shown on the Certificate of Insurance. If the deductible or self-insured retention exceeds \$25,000 it must be approved in advance by County. Contractor is responsible for any deductible or self-insured retention and shall fund it upon County's written request, regardless of whether Contractor has a claim against the insurance or is named as a party in any action involving the County.
- d. **The County of Sonoma its Officers, Agents and Employees** shall be endorsed as additional insureds for liability arising out of operations by or on behalf of the Contractor in the performance of this Agreement.
- e. The insurance provided to the additional insureds shall be primary to, and non-

- contributory with, any insurance or self-insurance program maintained by them.
- f. The policy definition of “insured contract” shall include assumptions of liability arising out of both ongoing operations and the products-completed operations hazard (broad form contractual liability coverage including the “f” definition of insured contract in ISO form CG 00 01, or equivalent).
  - g. The policy shall cover inter-insured suits between the additional insureds and Contractor and include a “separation of insureds” or “severability” clause which treats each insured separately.
  - h. **Required Evidence of Insurance:**
    - i. Copy of the additional insured endorsement or policy language granting additional insured status; and
    - ii. Certificate of Insurance.
- 3. Automobile Liability Insurance**
- a. Minimum Limit: \$2,000,000 combined single limit per accident. The required limits may be provided by a combination of Automobile Liability Insurance and Commercial Excess or Commercial Umbrella Liability Insurance.
  - b. Insurance shall cover all owned autos. If Contractor currently owns no autos, Contractor agrees to obtain such insurance should any autos be acquired during the term of this Agreement or any extensions of the term.
  - c. Insurance shall cover hired and non-owned autos.
  - d. **Required Evidence of Insurance:** Certificate of Insurance.
- 4. Professional Liability/Errors and Omissions Insurance**
- a. Minimum Limits: \$1,000,000 per claim or per occurrence; \$1,000,000 annual aggregate.
  - b. Any deductible or self-insured retention shall be shown on the Certificate of Insurance. If the deductible or self-insured retention exceeds \$25,000 it must be approved in advance by County.
  - c. If Contractor’s services include: (1) programming, customization, or maintenance of software: or (2) access to individuals’ private, personally identifiable information, the insurance shall cover:
    - i. Breach of privacy; breach of data; programming errors, failure of work to meet contracted standards, and unauthorized access; and
    - ii. Claims against Contractor arising from the negligence of Contractor, Contractor’s employees and Contractor’s subcontractors.
  - d. If the insurance is on a Claims-Made basis, the retroactive date shall be no later than the commencement of the work.
  - e. Coverage applicable to the work performed under this Agreement shall be continued for two (2) years after completion of the work. Such continuation coverage may be provided by one of the following: (1) renewal of the existing policy; (2) an extended reporting period endorsement; or (3) replacement insurance with a retroactive date no later than the commencement of the work under this Agreement.
  - f. **Required Evidence of Insurance:** Certificate of Insurance specifying the limits and the claims-made retroactive date.
- 5. Standards for Insurance Companies**

Insurers, other than the California State Compensation Insurance Fund, shall have an A.M. Best's rating of at least A:VII.

**6. Documentation**

- a. All required Evidence of Insurance shall be submitted prior to the execution of this Agreement. Contractor agrees to maintain current Evidence of Insurance on file with County for the entire term of this Agreement and any additional periods if specified in Sections 1 – 4 above.
- b. The name and address for Additional Insured endorsements and Certificates of Insurance is:

The County of Sonoma, its Officers, Agents and Employees  
Contracts Unit  
3600 Westwind Boulevard  
Santa Rosa, CA 95403

Or pdf to: [contracts@schsd.org](mailto:contracts@schsd.org)

- c. Required Evidence of Insurance shall be submitted for any renewal or replacement of a policy that already exists, at least ten (10) days before expiration or other termination of the existing policy.
- d. Contractor shall provide immediate written notice if: (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; or (3) the deductible or self-insured retention is increased.
- e. Upon written request, certified copies of required insurance policies must be provided within thirty (30) days.

**7. Policy Obligations**

Contractor's indemnity and other obligations shall not be limited by the foregoing insurance requirements.

**8. Material Breach**

If Contractor fails to maintain insurance which is required pursuant to this Agreement, it shall be deemed a material breach of this Agreement. County, at its sole option, may terminate this Agreement and obtain damages from Contractor resulting from said breach. Alternatively, County may purchase the required insurance, and without further notice to Contractor, County may deduct from sums due to Contractor any premium costs advanced by County for such insurance. These remedies shall be in addition to any other remedies available to County.

**Exhibit D: Assurance of Compliance**

**ASSURANCE OF COMPLIANCE WITH  
NONDISCRIMINATION IN STATE AND FEDERALLY ASSISTED PROGRAMS**

CONTRACTOR HEREBY AGREES THAT it will comply with Title VI and VII of the Civil Rights Act of 1964 as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; the Food Stamp Act of 1977 as amended, and in particular Section 272.6; Title II of the Americans with Disabilities Act of 1990; California Civil Code, Section 51 et seq., as amended; California Government Code Section 11135-11139.5, as amended; California Government Code Section 12940 (c), (h) (1), (i), and (j); California Government Code, Section 4450; Title 22, California Code of Regulations 98000 – 98413; Title 24 of the California Code of Regulations, Section 3105A(e); the Dymally-Alatorre Bilingual Services Act; Section 1808 of the Removal of Barriers to Inter Ethnic Adoption Act of 1996 (California Government Code Section 7290-7299.8); Sonoma County Ordinance 4291, and other applicable federal, state and local laws, as well as their implementing regulations (including 45 Code of Federal Regulations (CFR) Parts 80, 84, and 91, 7 CFR Part 15, 28 CFR Parts 35 & 42, 41 CFR Parts 60 et seq., and 29 CFR Part 38), by ensuring that employment practices and the administration of public assistance and social services programs are nondiscriminatory, to the effect that no person shall because of ethnic group identification, age, sex (including pregnancy, childbirth, or related conditions, sexual orientation, gender identity, gender expression, transgender status and sex stereotyping), color, disability, medical condition (including AIDS and/or HIV), national origin (including limited English proficiency), race, ancestry, marital status, religion, religious creed or political belief be excluded from participation in or be denied the benefits of, or be otherwise subject to discrimination under any program or activity receiving federal or state financial assistance; and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

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

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

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

4/20/2023

Date

DocuSigned by:

Anita Maldonado

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Anita Maldonado, Executive Director

**Exhibit E: Additional Federal Requirements**

County has determined that for the services provided under this Agreement, Contractor has been designated as Sub-recipient of Federal funds and as such, shall adhere to the following additional requirements.

1. Environmental Standards. Contractor shall comply with mandatory state standards and policies related to energy efficiency, which are contained in the state energy conservation plan issued in compliance with the Energy Policy Conservation Act, PL 94-163.  
  
If Contractor receives more than \$100,000 under this Agreement, Contractor shall comply with all applicable federal standards, orders, or requirements issued under Section 306 of the Clean Air Act, Section 508 of the Clean Water Act and Federal Water Pollution Control Act, Environmental Protection Agency Regulations [40 CRF, Part 15 and Executive Order 11738], and Public Contract Code Section 10295.3.
2. Union Organizing. Funds provided under this Agreement shall not be used to assist, promote, or deter union organizing.
3. Conflict of Interest and Standards of Conduct. Contractor shall disclose to County in writing any potential conflict to County per 2 CFR 200.112 and 2 CFR 200.318(c). Standards of Conduct shall include but is not limited to conflict of economic interest as well as conducting business with relatives (nepotism) or close personal friends and associates.
4. Grievances and Complaint System. Contractor will establish and maintain a grievance and complaint procedure in compliance with Uniform Guidance 2 CFR Part 200, DOL Exceptions 2 CFR Part 2900, and all applicable Federal regulations and State statues, regulations and policies.
5. Prohibition on Certain Telecommunications and Video Surveillance. Contractor is prohibited from obligating or expending these federal funds to procure or obtain; extend or renew a contract to procure or obtain; or enter into a contract to procure or obtain equipment, services, or systems that uses *covered* telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, as described in Public Law 115-232, section 889.
6. Incident Reporting & Mandatory Disclosures. Contractor shall comply with the provisions of the Workforce Services Directive WSD20-12, regarding Incident Reporting issued by the Employment Development Department of the State of California or any subsequent issuance related to incident reporting. Contractor will notify County of any incidence regarding information and complaints involving fraud, waste, abuse, bribery or gratuity violations or other criminal activity committed by staff, contractors or program participants within one working day of detection of the incidence. Failure to comply with these provisions may be deemed a material breach of this Agreement and may result in any remedies described in 2 CFR 200.338.

7. Occupational Safety and Health. Contractor will comply with all applicable federal, state, municipal and local standards for health and safety, including all provisions and amendments of the Occupational Safety and Health Act of 1979.
8. Child Support Compliance Act. Contractor agrees to abide by requirements of the California Child Support Compliance Act of Part 5 of Division 9 of the Family Code and that it shall comply with the earnings assignment orders of all employees and is providing the names of all employees to the New Employee Registry maintained by the California Employment Development Department.
9. Healthy Workplaces, Health Family Act. Contractor agrees to abide by the requirements of the Healthy Workplaces, Healthy Family Act of 2014 regarding the provision of paid sick leave to eligible employees.
10. Affordable Care Act. Contractor agrees to abide by the requirements of the Affordable Care Act for eligible employees.
11. Priority Hiring Considerations. If this Agreement includes services in excess of \$200,000, the Contractor shall give priority consideration in filling vacancies in positions funded by WIOA to qualified recipients of aid under Welfare and Institutions Section Code 11200 in accordance with California Public Contract Code Section 10353.
12. Salary and Bonus Limitations. In compliance with Public Law 109-234, none of the funds appropriated in Public Law 109-149 or prior Acts under the heading "Employment and Training", shall be used by a Contractor of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II, except as provided under section 101 of Public Law 109-149.
13. Buy American. If this Agreement includes services in excess of \$100,000, the Contractor shall comply with the Buy-America requirements of 49 U.S.C. 5323(j) and 49 CFR Part 661 for all procurements of steel, iron, and manufactured products used in PROJECT. Buy-America requirements apply to all purchases, including materials and supplies funded as operating costs, if the purchase exceeds the threshold for small purchases (currently \$100,000.00). Separate requirements for rolling stock are set out at 49 U.S.C. 5323(j)(2)(c) and 49 CFR 661.11. Separate requirements for rolling stock are set out at 49 USC Section 5323(j)(2)(c) and 49 CFR Part 661.11.
14. Paperwork Reduction Act of 1995 (PRA). According to the PRA, no persons are required to respond to a collection of information unless such collection displays a valid OMB Control Number. The Department notes that a Federal agency may not conduct or sponsor a collection of information, nor is the public required to respond to a collection of information unless it is approved by OMB under the PRA, and displays a currently valid OMB Control Number (44 U.S.C. 3507). Also, notwithstanding any other provisions of law, no person shall be subject to penalty for failing to comply with a collection of information if the collection of information does not display a currently valid OMB Control Number (44 U.S.C. 3512).
15. Contract Work Hours/Safety Standards Act. If Contractor receives more than \$100,000 under this Agreement for construction or for services that involve the

- employment of mechanics or laborers, Contractor shall comply with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations.
16. Solid Waste Disposal Act. Contractor shall recognize mandatory standards and policies relating to the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act.
  17. Ukraine- / Russia-Related Sanctions. Contractor shall comply with [federal economic sanctions](#) in response to Russia's actions in Ukraine, as well as any sanctions imposed under state law. Failure to comply may result in the termination of contracts or grants, as applicable.
  18. Lobby Certification. If Contractor receives more than \$100,000 under this Agreement, Contractor shall comply with regulations regarding Lobbying by signing Exhibit E-1, Certification Regarding Lobbying.
  19. Debarment Certification. Contractor shall comply with the regulations implementing Executive Order 12549, Debarment and Suspension, Uniform Guidance 2 CFR Part 200, Appendix I by signing Exhibit E-2, Certification Regarding Debarment.
  20. Drug Free Workplace. Contractor shall comply with the government-wide requirements for a drug-free workplace codified at 29 CFR Part 98 and as certified by Contractor in Exhibit E-3.

**Exhibit E-1: Lobbying Certification**

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any persons for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements which exceed \$100,000) and that all subrecipients shall certify and disclose accordingly.

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

Individuals, Now  
My Pathway Program

ET-SAY-MPP-2324

Name: Anita Maldonado  
Title: Executive Director

DocuSigned by:  
*Anita Maldonado*  
7910B40C5B004B7  
\_\_\_\_\_  
Signature

4/20/2023  
\_\_\_\_\_  
Date

**Exhibit E-2: CERTIFICATION REGARDING DEBARMENT,  
SUSPENSION, and OTHER RESPONSIBILITY MATTERS**

By signing this certification, Contractor certifies under penalty of perjury under state and federal laws that Contractor will comply with the regulations implementing Executive Order 12549, Debarment and Suspension, Uniform Guidance 2 CFR Part 200, Appendix I that the primary principal, to the best of their knowledge and belief, that it and its principals:

- a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsifications or destruction of records, making false statements, or receiving stolen property;
- c) Are not presently indicted for, or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with, commission of any of the offenses enumerated in paragraph (b) of this certification, and
- d) Have not within a three-year period preceding this application/ proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

Where the primary principal is unable to certify to any of the statements in this certification, such principal shall attach an explanation.

Individuals, Now  
My Pathway Program

ET-SAY-MPP-2324

Name: Anita Maldonado  
Title: Executive Director

DocuSigned by:  
  
 7910B40C5B904B7...  
 \_\_\_\_\_  
 Signature

4/20/2023  
 \_\_\_\_\_  
 Date

**Exhibit E-3: Certification Regarding Drug Free Workplace**

The undersigned hereby certifies compliance with Government Code Section 8355 in matters relating to providing a drug free workplace. The undersigned 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) An available counseling, rehabilitation and employee assistance programs;
  - 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.
  - a) Will receive a copy of the drug free policy statement, and
  - b) Will agree to abide by the terms of the statement as a condition of employment on the contract.

I hereby swear that I am duly authorized legally to bind this organization 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.

Individuals, Now  
My Pathway Program

ET-SAY-MPP-2324

Name: Anita Maldonado  
Title: Executive Director

DocuSigned by:  
  
 7910B40C5B904B7...

4/20/2023

Signature

Date

### **Exhibit G: Media Communications**

If Contractor provides media communications to the public, including but not limited to flyers, press releases, web or social media posts, public service announcements, or interviews, about any program activities or projects funded under this Agreement, Contractor shall give credit to County as the program's funding source. County reserves the right to review and approve media communications, prior to release. In providing any media coverage referenced above, Contractor shall comply with all confidentiality requirements in Article 9.12.

## **Exhibit I: Data System Requirements**

### **I. CalJOBS Requirements**

- A. Access to CalJOBS shall be allowed for designated staff and only for the purpose described in Exhibit A Scope of Work. Accessing client information related to anything other than what is described in the scope is strictly prohibited.
- B. Access to CalJOBS will be allowed only for Contractor staff that have signed and submitted a HSD Security & Confidentiality Agreement. This Agreement must be received by HSD prior to the issuance of a secure user name and password.
- C. Contractor will provide written notification to HSD of any employee change that relates to this Agreement, including termination of access due to leave, job change or other reason, within two (2) business days of the change.
- D. Contractor will ensure that usernames and passwords are not shared by Contractor employees.
- E. Contractor agrees to require all persons who have access to client information in CalJOBS to comply with the provisions of Section 10850 of the Welfare and Institutions (W & I) Code and Division 19 of California Department of Social Services Manual of Policy and Procedures and that any person knowingly and intentionally violating the provisions of this Agreement is guilty of a misdemeanor.
- F. Contractor understands that there is a criminal penalty for release or use of the information by Contractor for any purpose other than stated in this Agreement.
- G. All CalJOBS-related issues shall be made in writing via e-mail to [ataylor@schsd.org](mailto:ataylor@schsd.org).

**Exhibit J: Adverse Actions/Complaint Procedures**

1. It is mutually agreed that applicants for, or recipients of, services under this Agreement are entitled to pursue a complaint to appeal any decision or action in the program that adversely impacts them. Such aggrieved persons may, if needed, be given assistance by the County in filing for a State or other Administrative Hearing. Contractor agrees to abide by the decisions rendered in this process.

1.1. Contractor shall assist participants alleging a violation to file such complaints as are allowed under federal and state law.

1.2. Contractor shall provide participants with the same procedures available to its non-participants relating to adverse actions, which are not appropriate to the process referenced above.

1.3. Contractor shall report complaints regarding program services to County within five (5) days of receipt of formal complaint.