

**Family Builders By Adoption**  
 Agreement to Provide  
**YOUTH PERMANENCY PROJECT SERVICES**  
 Funding Amount: **\$771,225**  
 Term: **07/01/2024 to 06/30/2026**  
 Agreement Number: FYC-FBA-YPP-2426  
 Funding Source: California Department of Social Services and Federal Foster Care Title  
 IV-E – Assistance Listing Number (ALN) 93.658

**AGREEMENT FOR PROVISION OF SERVICES**

This agreement ("Agreement"), dated as of July 1, 2024 ("Effective Date"), is by and between the County of Sonoma, a political subdivision of the State of California (hereinafter "County"), and Family Builders By Adoption, a California non-profit Corporation (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 youth permanency project services and related services; 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 Youth Permanency Project 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 type="checkbox"/> Exhibit G: Media Communications                              | <input type="checkbox"/> Exhibit H: Accessibility                              |
| <input checked="" type="checkbox"/> <b>Exhibit I: Data System Requirements</b>        | <input type="checkbox"/> Exhibit J: Adverse Actions / Complaint Procedures     |

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 Seven Hundred Seventy-One Thousand, Two Hundred Twenty-Five Dollars (\$771,225.00), 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 07/01/2024 to 06/30/2026 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 deliver to County all materials and work product subject to Article 9.18 (Ownership and Disclosure of Work Product) and 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 \$100,000 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, Section 827 of the Welfare & 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 actual or suspected security incident or actual 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. Ownership and Disclosure of Work Product. All reports, original drawings, graphics, plans, studies, and other data or documents ("documents"), in whatever form or format, assembled or prepared by Contractor or Contractor's subcontractors, consultants, and other agents in connection with this Agreement shall be the property of County. County shall be entitled to immediate possession of such documents upon completion of the work pursuant to this Agreement. Upon expiration or termination of this Agreement, Contractor shall promptly deliver to County all such documents, which have not already been provided to County in such form or format, as County deems appropriate. Such documents shall be and will remain the property of County without restriction or limitation. Contractor may retain copies of the above- described documents but agrees not to disclose or discuss any information gathered, discovered, or generated in any way through this Agreement without the express written permission of County.

9.19. 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

TO CONTRACTOR: Family Builders By Adoption  
1301 Marina Village Parkway, Suite 350  
Alameda, CA 94501

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 E-SIGN 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  
Family Builders By Adoption

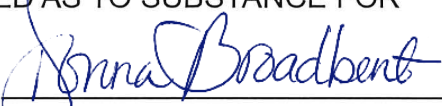
COUNTY OF SONOMA

By:   
Name: Jill Jacobs  
Title: Chief Executive Officer

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

Date: 4/16/24

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

APPROVED AS TO SUBSTANCE FOR  
COUNTY  
By:   
Name: Donna Broadbent  
Title: Director, Family, Youth & Children  
Division

EXEMPT FROM COUNTY COUNSEL  
REVIEW

APPROVED AS TO FORM FOR COUNTY

By:   
County Counsel

CERTIFICATES OF INSURANCE ON FILE  
WITH COUNTY

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

By: 

## Exhibit A: Scope of Work

### I. Program Description

The purpose of the Youth Permanency Project (YPP) pilot will be to provide intensive family finding and engagement services with the ultimate goal of identifying, locating, and engaging relatives, kin, and support networks to create permanent homes for foster youth up to age twenty-one (0-21) placed in out-of-home care. Family finding and engagement services in Sonoma County primarily focus on two difficult to place and high-risk target populations that include: a) youth who are entering the child welfare system and are new to out-of-home care and/or b) youth who are at risk of or who have been placed in residential care and need to transition to a family home.

Services will primarily be provided by two (2) Full Time Equivalent (FTE) staff who will be co-located at the Family, Youth & Children (FYC) Services office and fully integrated in the appropriate social work team. Services shall be offered in person and in home or in the community. If a family requests remote services or the youth is currently located out of the Sonoma County area, remote services will be considered in consultation with the social worker. Remote services may also be utilized to communicate.

Contractor shall work with County to achieve the highest level of permanency for each enrolled youth. Practices shall be clinically based, trauma informed and committed to the successful outcomes for youth. The ultimate goal of all family finding and engagement efforts is to secure stable, permanent families for every enrolled youth. Services will be youth-driven and demonstrate the flexibility to adapt to each youth's distinct needs with this goal in mind. Generally, permanency outcomes include reunification, legal guardianship or adoption. Relational permanency will also be a possible outcome, although the goal should focus on legal permanency whenever possible for the youth.

### II. Program Scope:

<b>Service Goal:</b>	Contractor shall provide family finding and engagement services with the goal of permanency for every enrolled youth.
<b>Average caseload per FTE:</b>	Up to 16 youth per FTE at any one time
<b>Duration of services:</b>	An average of up to two years
<b>Direct service staff:</b>	2.0 full time Master's Level permanency staff positions or equivalent

The Contractor shall ensure services for all youth, especially those referred pre-disposition, will begin as quickly as possible with a focus on building a network of committed individuals willing to take on the responsibility of permanency planning for the youth.

The Contractor shall employ two (2) FTE YPP staff to do the following:

- A. YPP staff shall review the referral and build alignment and a relationship with the youth by:

- a. Spending time engaging with and building rapport with the youth.
  - b. Collaborating with the youth and assigned FYC Social Worker to develop a youth-specific family finding strategy and establish a vision for the youth's permanency, including placement. Strategies developed may also include locating relatives and/or non-related extended family members and how to best engage the youth and family members.
  - c. Partnering with the FYC Social Worker to establish a clear process for communication and updates on family finding work.
- B. If a youth is disengaged, the YPP staff shall use a variety of engagement approaches, including Unpack the No, to identify and remove barriers to engagement. If a youth continues to not engage, YPP staff will meet with the referring social worker to identify next steps, including closure or revisiting participation in a mutually agreed upon time frame. The YPP staff shall complete a search for and engage connections by:
1. Delving into family history using connectedness mapping and genograms, file review using CWS/CMS, internet search engines, contacting and interviewing individuals known to the youth.
  2. Contacting all identified individuals to begin the process of engagement
  3. Conducting interviews in person and utilizing virtual technology and may travel within and outside of California.
  4. Utilizing information from the Integrated Practice-Child and Adolescent Needs and Strengths (IP-CANS).
  5. Providing support as needed throughout the engagement process. Support will be individualized to address resistance, family dynamics, preparing and planning with the family, supporting the youth's adaptation to family environments and other considerations. Support is provided prior to, during and after a placement or relationship is established.
- C. The YPP staff will lead permanency planning and decision making by:
1. Identifying supportive adults and working with youth and adults to create opportunities and support communication to build authentic relationships.
  2. Working with other partners, including other community-based organizations, attorneys, Court-Appointed Special Advocates (CASAs), therapists, and other members of the Child and Family Team to support permanency planning.
  3. Working with the supportive adults to commit to lifelong relationships with the youth and, when appropriate, supporting social worker with developing multiple concurrent plans for the youth's placement.
  4. Clearly defining and communicating permanency goals, which may include reunification, legal adoption or guardianship, with an emphasis on offering both legal rights and social status of full family membership. Relational permanency may also be defined with the roles and responsibilities of adults clearly defined and committed to.

- D. When a permanent placement has been identified, the YPP staff shall create a plan for natural supports to sustain relationships by engaging the Child and Family Team and leading the effort to:
1. Develop a plan to transition ongoing engagement of natural supports to the youth's Child & Family team.
  2. Facilitate the relationship between the youth and identified family members to develop a meaningful permanent relationship.
  3. Cultivate resources and share techniques to meet the youth's needs, especially focused on challenging behaviors that may arise from past trauma.
  4. Provide trauma-informed, culturally responsive and family-centered support and linkages to other therapeutic services as needed.
  5. Work with the natural supports to solidify any plans for on-going contact with the youth and each other in order to support the permanency plan.
  6. Support network members in collaborating with the youth's social worker in order to monitor needs related to therapeutic, medical, and educational domains.

## **II. Culturally Appropriate Services**

- A. Contractor will have a sufficient level of culturally competent, trained and qualified paid staff to effectively carry out project activities.
- B. Contractor will maintain policies and procedures and provide staff training to work towards equity and reducing issues around disproportionality in services.
- C. Contractor will ensure that the networks of support developed through this program are inclusive of the youth's background, culture and/or natural support system.

## **III. Teaming between Contractor and FYC Staff**

- A. YPP staff shall be invited to all teaming meetings related to enrolled youth and attend whenever possible.
- B. YPP staff and FYC Social Workers shall work closely together and be responsive to respective emails, phone calls and other communication, in a timely manner.
- C. Leadership staff from both the Contractor and County shall convene regularly in order to discuss program policy/procedure decisions, support needed, shared values and ongoing case-level communication.
- D. When necessary, YPP staff will collaborate with FYC staff for enrolled youth to identify possible placement options as an alternative to Valley of the Moon Children's Home or a residential setting.
- E. When an enrolled youth is residing at Valley of the Moon Children's Home, YPP staff will collaborate with staff on permanency planning efforts, visit the youth, and participate in case planning meetings.



#### **IV. Enrollment, Prioritization and Wait List Management**

- A. Contractor shall assign a case to the YPP staff within twenty-four (24) hours of a referral being received. Within twenty-four (24) hours of the referral being assigned (forty-eight (48) hours from the time of receipt), staff will initiate contact with the referring FYC Social Worker to schedule a face-to-face/Zoom meeting within three to five (3-5) days.
- B. If a waiting list for the program is present, these timelines will be discussed, and the FYC Social Worker will receive an update when a referral is moved from the waitlist to active status.
- C. Referrals will be prioritized when needed, prioritizing the youngest youth in residential care, youth with the greatest numbers of placements, youth with excessive lengths of stay in the shelter, and youth referred from Expedited Wrap. Prioritizing will be determined by County and Contractor collaboratively.

#### **III. Training on Permanency and Concurrent Planning**

- A. Contractor shall provide training and coaching on permanency support and concurrent planning to FYC staff.
  - 1. Provide office hours or similar format for informal case specific coaching and discussion.
  - 2. Provide regular trainings on types of permanency, concurrent planning and expectations of partnership between County and Contractor staff on specific cases.
  - 3. Contractor shall provide annual trainings to staff on SOGIE (Sexual Orientation, Gender Identity and Expression) concepts and policies as well as strategies for engaging youth in discussing their SOGIE.

#### **IV. Reporting Requirements and Performance Measures**

- A. If and when mutually agreed upon by Contractor and County, Contractor shall utilize Apricot to enter client level data which will meet all reporting requirements.
- B. If Apricot is not utilized, Contractor shall provide an aggregate report, on a quarterly basis, detailing the following:
  - 1. Number of youth referred to services, average time between referral and enrollment (waitlist), number of youth served, duration of services (months between intake and discharge), number of face-to-face contacts, percentage and number of referred/enrolled youth that have a permanent plan and/or placement with family, and percentage and number of referred/enrolled youth that successfully complete services.
- C. Contractor shall utilize the CWS/CMS system to view data and attach completed genograms and other supplemental information. At the time that the County has provided full access to the CWS/CMS system, contractor shall:
  - 1. Designate specific staff to have access to the Child Welfare System / Case Management System (CWS/CMS) and CWS-CARES systems as related to the specific youth/families they are working with.

2. Include genogram and other supplemental information in CWS/CMS as attachments.
  3. Engage in regular training on practices related to confidentiality, especially digital confidentiality. Promptly notify the County should Contractor discover any detected abuse, intrusion, or loss of CWS/CMS and/or CWS-CARES digital data records.
  4. Ensure that only designated staff have access to CWS/CMS and CWS-CARES information and secure the access accounts to any digital CWS/CMS and/or CWS-CARES components properly.
  5. Only access CWS/CMS and CWS-CARES data for assigned cases and in the specific areas where family contact information is listed. Contractor staff shall be able to view, but not copy, or duplicate the following in any form:
    - a. Placement History
    - b. Psychological evaluations
    - c. Child/youth behavioral or development assessments
    - d. Medical records and reports
    - e. Medical correspondence with doctors, psychologists, psychiatrists, and other medical professionals
    - f. Court reports
    - g. California Health and Disability Program (CHDP) documentation
    - h. Medical/dental exam verifications
  6. Take reasonable steps to keep any digital data records reviewed from the CWS/CMS and/or CWS-CARES applications in a secure fashion, applying technical controls where appropriate including but not limited to the application of data encryption at rest and while in transit, system and application security patches, and a systematic review of system security and access logs.
- D. Submit a Youth Permanency Project Discharge Summary for all youth and any recommendations or referrals made for each youth and family.
- E. Performance Measures and Anti-Racist Results Based Accountability (AR-RBA)
1. Contractor shall report on the following performance measures using a mutually developed and agreed upon reporting structure:
    - a. At project exit, 85% of youth served will report enduring relationships with supportive adults that youth can utilize for support.
    - b. At project exit, 65% of youth will exit to legal permanency and remaining youth will have another form of relational permanency with or without placement.
    - c. At project exit, 100% of youth will have a genogram and understanding of their family and connections.

- d. 70% of youth will be served from referral to exit of program within 24 months
  - e. At 6 months post-project, 80% of youth will maintain the same permanent, stable placement with a caring adult that they had at exit.
2. When AR-RBA planning process is initiated by the County, the County and Contractor will create and maintain an RBA Plan to develop performance measures. Development of outcomes will be a collaborative effort between the County and Contractor.
- a. Contractor will apply, document, and report on performance measures and activities detailed in the AR-RBA Plan.
  - b. At the request of the County, Contractor shall ensure that the program director overseeing this program attends Anti-Racist Results Based Accountability (AR-RBA) Training, led by Sonoma County Human Services Department Upstream Team.
  - c. At the request of the County, Contractor shall participate in Turn the Curve meetings twice annually to review and discuss performance measure outcomes.
  - d. Contractor will disaggregate the performance measures by demographics and geographic area for reporting when possible.
  - e. The AR-RBA Plan may be modified at any time as agreed to in writing by both parties.

**V. County Responsibilities**

- A. Provide youth referrals (with referral form and manager signature) for family finding and engagement services.
- B. Provide all equipment, space and support for full time co-location at FY&C.
- C. Dedicate an FYC supervisor to be the lead support for the two (2) Youth Permanency Project staff.
- D. Ensure that FYC Social Workers proactively team with Contractor to support family finding and engagement efforts. FYC Social Workers will be required to respond to calls or emails within two (2) business days of receipt.
- E. Invite and coordinate Contractor/permanency social worker participation at child placement teaming meetings.
- F. Convene monthly planning meeting with appropriate FYC and Contractor staff for purposes of program oversight.
- G. Provide access to relevant case information to include hard case files and read-only access to CWS/CMS.
- H. Ensure that Contractor has appropriate access to CWS/CMS and CWS-CARES in order to attach relevant genograms and other attachments.
- I. In order to implement the requirement in Section IV, Reporting Requirements and Performance Measures, the County agrees to:

1. Designate a specific management staff member to liaise with Contractor specifically related to Apricot, CWS/CMS and CWS-CARES utilization.
2. Allow Contractor staff to access each child/youth's dependency, legal, and services files for the purpose of identifying family members.
3. Provide CWS/CMS and CWS-CARES Snapshot system login access to up to three (3) Contractor staff.
4. Provide Apricot login access to up to four (4) Contractor Staff.
5. Provide technical assistance and lead the effort to build out appropriate forms in Apricot for provider data entry.
6. Add a Special Projects Code to CWS/CMS to track YPP cases and provide Case List reports as needed.
7. Provide training and technical assistance as needed related to Apricot, CWS/CMS and CWS-CARES utilization.
8. Provide staffing to evaluate program outcomes six (6) months post closure for each youth.
9. Provide all training, facilitation and support needed to implement AR-RBA as mutually agreed upon between the County and the Contractor.

## **Exhibit B: Fiscal Provisions/Budget**

### **1. 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.

1.1. Claiming and Documentation. Contractor shall receive reimbursement for actual costs by submitting an invoice by the tenth working day of each month. All costs reported by Contractor 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. Invoices shall be submitted to:

County of Sonoma Human Services Department  
Family, Youth & Children's Services Division  
Attn: Regina de Melo (rdemelo@schsd.org)  
1202 Apollo Way  
Santa Rosa, CA 95407

1.2. 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.

1.3. No Supplantation. Contractor must not claim reimbursement under this Agreement for expenditures reimbursed or financed by any other federal, state or local government source, such as Medi-Cal or private insurance. No supplantation of program financing by Contractor is contemplated or allowed.

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

1.5. 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 for goods, including equipment, shall mean purchase, lease or rental of any item with a single value exceeding \$7,000 or services with a single value exceeding \$5,000, per County of Sonoma procurement thresholds.

1.6. 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.

1.7. 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.

2. Budget Adjustments.

2.1. 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.

2.2. 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.

2.2.1. Equipment. Requests to purchase or lease equipment in excess of \$7,000 and not included in original budget shall require County approval prior to purchase.

3. Financial Management Systems

3.1. 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.

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

3.3. 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 directions as to disposition in accordance with instructions received by County from the State of California. In the event Contractor receives any compensatory 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.

3.4. Indirect Cost Rate. Contractor is responsible for having an Agency indirect cost rate plan, when claiming indirect costs under this Agreement.

4. Audits.

4.1. 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.

4.2. 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.

5. Repayment.

5.1. 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.

5.2. 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.

6. Funding.

6.1. All or part of this Agreement may be paid with Federal funding. Federally awarded funds must be used in accordance with Federal statutes and regulations.

6.2. 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.

6.3.

Federal Award Identification Details	
Federal Award Project Description	Foster Care Title IV-E
Federal Agency	U. S. DEPARTMENT OF HEALTH AND HUMAN SERVICES ADMINISTRATION
Assistant Listing Number	93.658
Federal Award Identification Number (FAIN)	2201CAFOST
Funding Amount	\$155,176

7. Budget.

<b>Fiscal Year 2024-25</b>	
<b>ADMINISTRATIVE SALARIES</b>	
Operations Manager	9,154
Executive Director	15,635
Administrative Assistant	4,882
Accounting Assistant	5,134
<b>TOTAL ADMINISTRATIVE</b>	<b>34,804</b>
<b>DIRECT SERVICE STAFF SALARIES</b>	
Senior Social Worker	83,000
Bilingual Social Worker	80,000
Program Director	34,729
Clinical Director	3,415
<b>TOTAL DIRECT SERVICE STAFF</b>	<b>201,144</b>
<b>TOTAL SALARIES</b>	<b>235,948</b>
<b>TOTAL BENEFITS</b>	<b>47,190</b>
<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>283,137</b>
<b>PROGRAM EXPENSES</b>	
Support Services / Internet	
Search	6,000
Travel	14,000
Staff Recruitment	9,000
Staff Training	3,000
<b>TOTAL PROGRAM EXPENSE</b>	<b>32,000</b>
<b>OPERATING EXPENSES</b>	
Rent Oakland	14,522
Telephone	1,779
Accounting	8,392
Audit	1,112
Accreditation	1,625
Insurance	4,027
Office Expense	540
Computers/Computer Support	3,000
<b>TOTAL OPERATING</b>	<b>34,997</b>
<b>Indirect</b>	<b>31,512</b>
<b>TOTAL PROGRAM &amp; OPERATING</b>	<b>98,510</b>
<i>Fiscal Year 2024-25 Total</i>	<i>381,647</i>
<b>Fiscal Year 2025-26</b>	



<b>ADMINISTRATIVE SALARIES</b>	
Operations Manager	9,611
Executive Director	16,416
Administrative Assistant	5,126
Accounting Assistant	5,390
<b>TOTAL ADMINISTRATIVE</b>	<b>36,544</b>
<b>DIRECT SERVICE STAFF SALARIES</b>	
Senior Social Worker	87,150
Bilingual Social Worker	84,000
Program Director	36,465
Clinical Director	3,586
<b>TOTAL DIRECT SERVICE STAFF</b>	<b>211,201</b>
<b>TOTAL SALARIES</b>	<b>247,745</b>
<b>TOTAL BENEFITS</b>	<b>49,549</b>
<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>297,294</b>
<b>PROGRAM EXPENSES</b>	
Support Services / Internet Search	6,500
Travel	14,000
Staff Recruitment	5,000
Staff Training	3,500
<b>TOTAL PROGRAM EXPENSE</b>	<b>29,000</b>
<b>OPERATING EXPENSES</b>	
Rent Oakland	14,522
Telephone	1,318
Accounting	8,643
Audit	1,146
Accreditation	45
Insurance	3,703
Office Expense	540
Computers/Computer Support	1,200
<b>TOTAL OPERATING</b>	<b>31,117</b>
<b>Indirect</b>	<b>32,167</b>
<b>TOTAL PROGRAM &amp; OPERATING</b>	<b>92,284</b>
<i>Fiscal Year 2025-26 Total</i>	<b>389,578</b>
<b>TOTAL CONTRACT AMOUNT NOT TO EXCEED</b>	<b>\$771,225</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 \$100,000 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:*** Certificate of Insurance.

**3. Automobile Liability Insurance**

- a. Minimum Limit: \$1,000,000 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 Limit: \$1,000,000 per claim or per occurrence.
- b. Any deductible or self-insured retention shall be shown on the Certificate of Insurance. If the deductible or self-insured retention exceeds \$100,000 it must be approved in advance by County.
- c. If the insurance is on a Claims-Made basis, the retroactive date shall be no later than the commencement of the work.
- d. 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.
- e. ***Required Evidence of Insurance:*** Certificate of Insurance specifying the limits and the claims-made retroactive date.

**5. Cyber Liability Insurance**

**Network Security & Privacy Liability Insurance:**

- a. Minimum Limit: \$2,000,000 per claim or per occurrence, \$2,000,000.00 aggregate.
- b. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by the Contractor in this agreement and shall include, but not be limited to, claims involving security breach, system failure, data recovery, business interruption, cyber extortion, social engineering, infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of

electronic information, release of private information, and alteration of electronic information. The policy shall provide coverage for breach response costs (including notification costs), regulatory fines and penalties as well as credit monitoring expenses.

- c. If the insurance is on a Claims-Made basis, the retroactive date shall be no later than the commencement of the work.
- d. 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.
- e. Required Evidence of Insurance: Certificate of Insurance specifying the limits and the claims-made retroactive date.

## **6. 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.

## **7. 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.

## **8. Policy Obligations**

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

**9. 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**

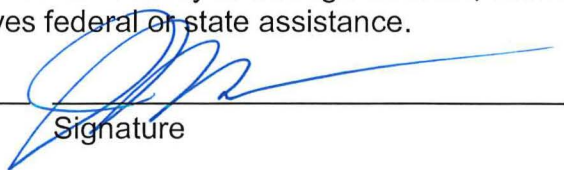
CONTRACTOR HEREBY AGREES THAT it will comply with Title VI and VII of the Civil Rights Act of 1964 as amended; The Fair Housing Act, Title VIII of the Civil Rights Act of 1968 (42 USC §§ 3601 et seq.), Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; 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 Sections 12960 and 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.

4/16/24  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Signature

### **Exhibit E: Additional Federal 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, 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. 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.
7. 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.
8. 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.
9. 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**  
**CERTIFICATION REGARDING LOBBYING**

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.

Family Builders By Adoption  
Grantee/Contractor Organization

Youth Permanency Services  
Program/Title

Jill Jacobs, Chief Executive Officer  
Name and Title of Authorized Signatory

  
Signature

4/16/24  
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.

Jill Jacobs  
Name (Typed)

FYC-FBA-YPP-2426  
Registration (Contract) No.

Chief Executive Officer  
Title

Family Builders By Adoption  
Organization Name

  
Signature

4/16/24  
Date

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

**CERTIFICATION**

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) 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.

Family Builders By Adoption  
Contractor Organization

Youth Permanency Services  
Program/Title

Jill Jacobs, Chief Executive Officer  
Name and Title of Authorized Signatory

  
Signature

4/16/24  
Date

## Exhibit I: Data System Requirements

- I. Child Welfare Services/Case Management System (CWS/CMS) Access Requirements
- A. Both parties agree to require all persons under their control to comply with the provisions of Section 10850 of the Welfare and Institutions (W & I) Code, Section 827 of the W&I Code and Division 19 of California Department of Social Services Manual of Policy and Procedures.
  - B. Access to CWS/CMS shall only be allowed for designated staff who work with HSD clients and only for the purpose described in this Agreement. Access to CWS/CMS shall only be allowed for Contractor staff that have signed and submitted an HSD Security & Confidentiality Agreement. This Agreement must be received by HSD prior to the issuance of a secure username 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.
    - 1. When access for an employee is either requested or terminated, an updated roster of all Contractor employees with CWS/CMS access shall be submitted along with the written notification of the employee change.
    - 2. All notices to HSD regarding CWS/CMS shall be made in writing via e-mail and addressed as follows:

Kerry Stokes, CWS/CMS Administrator  
stokeka@schsd.org  
(707) 565-4394
  - D. Contractor shall ensure that staff will only access client information related to the scope of work described in this Agreement.
  - E. Contractor will inform staff of confidentiality requirements and responsibilities related to accessing data as included in the primary agreement.
- II. Apricot Data System Access Requirements
- A. Both parties agree to require all persons under their control to comply with the provisions of Section 10850 of the Welfare and Institutions (W & I) Code, Section 827 of the W&I Code and Division 19 of California Department of Social Services Manual of Policy and Procedures.
  - B. Access to Apricot shall only be allowed for designated staff who work with HSD-referred clients and only for the purpose described in this Agreement. Access to Apricot shall only be allowed only for Contractor staff that have signed and submitted Public Assistance Systems Access 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.

1. When access for an employee is either requested or terminated, an updated roster of all Contractor employees with Apricot access shall be submitted along with the written notification of the employee change.
2. All notices to HSD regarding Apricot shall be made in writing via e-mail and addressed as follows:

Emily Gerhardt, Apricot Administrator  
egerhardt@schsd.org  
(707) 565-5749

- D. Contractor shall ensure that staff will only access client information related to the scope of work described in this Agreement.
- E. Contractor will inform staff of confidentiality requirements and responsibilities related to accessing data as included in the primary agreement.