

## **SECOND ADDENDUM TO CONTRACT FOR SERVICES BY INDEPENDENT CONTRACTOR**

THIS SECOND ADDENDUM is to that Contract for Services entered into on September 21, 2023, and amended on January 2, 2024, by and between the County of Siskiyou ("County") and Solutions West, Inc ("Contractor") and is entered into on the date when it has been both approved by the Board and signed by all other parties to it.

WHEREAS, the Contract expires on June 30, 2024, and services continue to be required after that date; and

WHEREAS, the cost of services to be provided under the Contract is expected to exceed the amount provided in the Contract; and

WHEREAS, the parties desire to increase the amount of compensation payable under the Contract; and

WHEREAS, the Scope of Service, Exhibit A, needs to be revised to reflect additional duties.

NOW THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

Paragraph 1.01 of the Contract, Contract Term, shall be amended to extend the term of the Contract through December 31, 2024.

Paragraph 3.01 of the Contract, Specific Services, Exhibit "A", shall be deleted and replaced in its entirety with the new Exhibit "A", Scope of Services, attached hereto and hereby incorporated by reference.

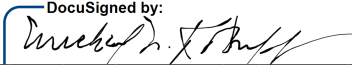
Paragraph 4.01 of the Contract, Compensation, shall be amended to add an additional ONE HUNDRED THOUSAND, AND NO/100 CENTS (\$100,000.00), to increase the compensation payable under the Contract to an amount not to exceed SIX HUNDRED FOURTEEN THOUSAND, ONE HUNDRED THREE DOLLARS AND NO/100 CENTS (\$614,103.00) for the term of the Contract.

All other terms and conditions of the Contract shall remain in full force and effect.

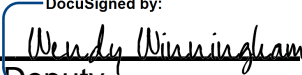
IN WITNESS WHEREOF, County and Contractor have executed this second addendum on the dates set forth below, each signatory represents that they have the authority to execute this agreement and to bind the Party on whose behalf their execution is made.

COUNTY OF SISKIYOU

Date: 7/3/2024


DocuSigned by:  
  
MICHAEL KOBSEFF, CHAIR  
Board of Supervisors  
County of Siskiyou  
State of California

ATTEST:  
LAURA BYNUM  
Clerk, Board of Supervisors

By:   
Deputy

Date: 6/24/2024

CONTRACTOR: Solutions West, Inc.

DocuSigned by:  
  
Renee Carter, President & CEO

Date: 6/21/2024

DocuSigned by:  
  
Cale Bryan, Managing Director

License No.: \_\_\_\_\_  
(Licensed in accordance with an act providing for the registration of contractors)

Note to Contractor: For corporations, the contract must be signed by two officers. The first signature must be that of the chairman of the board, president or vice-president; the second signature must be that of the secretary, assistant secretary, chief financial officer or assistant treasurer. (Civ. Code, Sec. 1189 & 1190 and Corps. Code, Sec. 313.)

TAXPAYER I.D. ON FILE

ACCOUNTING:

Fund	Organization	Account
2120	501010	723000

Encumbrance number (if applicable) E2400362

If not to exceed, include amount not to exceed: \$614,103.00

*If needed for multi-year contracts, please include separate sheet with financial information for each fiscal year.*

## **COUNTY OF SISKIYOU CONTRACT FOR SERVICES**

### **Exhibit "A"**

#### **A. Specific Services**

1. Pursuant to Section 3.01, County shall:
  - a. Provide a program and technical single point of contact for Solutions West Project Manager and Supervisors.
  - b. Provide county specific policy guidance and escalations as needed.
  - c. Perform random case reviews on work performed by Solutions West staff. Report findings, including discrepancies and errors to Solutions West management and supervisory staff for resolution.
  - d. Authorize final Medi-Cal eligibility determinations.
  - e. Receive and review Weekly Productivity Reports and as needed, remove barriers to completing scheduled events.
  - f. Report concerns to Solutions West regarding staffing concerns and if necessary, request immediate termination of any Solutions West employees without appeal.
  - g. Conduct random state system audits, when determined necessary.
  - h. Investigate potential or suspected breaches of confidentiality and report findings to Department of Health Care Services as required under state law. Report findings to Solutions West.
  - i. Establish remote sign-on access to California State Automated Welfare System (CalSAWS), California Healthcare Eligibility, Enrollment, and Retention System (CalHEERS), and Medi-Cal Eligibility Data Systems (MEDS), for all assigned Contractor staff. Contractor must be in compliance with requirements as stated in Department Health Care Services Letter I-23-35 before access will be provided. <https://www.dhcs.ca.gov/services/medi-cal/eligibility/letters/Documents/I23-35.pdf>
  - j. Under California Department of Social Services, MPP Section 23-601-11, County has been delegated authority to delegate to the contractor the delivery of services, but shall retain ultimate program and fiscal responsibility for all contracted work.
2. Pursuant to Section 3.01, Contractor shall provide oversight and supervision to subject matter experts who will assist with the processing of overdue and current Medi-Cal redeterminations to temporarily increase capacity through the Medi-Cal unwinding period, due to lifting of the Public Health Emergency.

As permitted under California Code Welfare and Institutions Code, Division 9 Public Social Services, Part 2 Administration, Chapter 2

General Provisions, Section 10503, Solutions West will quickly mobilize and adjust to County-specific procedures to immediately assist with data entry and case follow-up activities. Staffing roles to assist with the effort are described in Chart 1.

3. Pursuant to Section 3.01, Contractor shall:

- a. Provide oversight of the Support Specialist team, distribute work, and conduct quality reviews, through the support of the contracted Supervisor.
- b. Deliver Weekly Productivity Reports to County which include:
  - i. Cases reviewed;
  - ii. Hours expended; and
  - iii. Issues, risks, and any other items deemed necessary, as identified by the contracted supervisor.
- c. Support Specialists will:
  - i. Complete data entry updates in appropriate system of record for completion of Medi-Cal redeterminations;
  - ii. Image client verification documents through virtual print and index documents/verifications received as appropriate per county policy.
  - iii. Process system tasks including, but not limited to, completion of Medi-Cal Ex Parte process, sending first or second requests for documents/verifications, update status of tasks, process Applicant/Recipient Income and Eligibility Verification System (IEVS) reports, Asset Verification Reports, update data related to address change, age change, income change, change reported, Medi-Cal 355 form, redetermination reports, Other Health Coverage (OHC) change, and conduct phone interviews with customers directly.
  - iv. Contact customers as needed to obtain necessary documentation and clarify information to complete the work assigned.
  - v. Enter required journal records on all actions performed.
- e. Project Manager will:
  - i. Provide daily operational oversight of all Support Specialist and Supervisor activities.
  - ii. Serve as an escalation point to Solutions West Supervisors and County leadership.
  - iii. Interface with county leadership on items including, but not limited to, work quality, policy, productivity, budget, and

resource staffing.

d. Confidentiality:

- i. Each Solutions West project team member will sign and comply with the terms of the county Confidentiality Agreement.
- ii. Solutions West project team will oversee that work and documents remain secure and compliant with Personal Identification Information (PII) requirements.

Chart 1.

Roles	
Support Specialist	Support Specialist's will provide Medi-Cal processing assistance through a variety of actions. This will include reviewing renewal packets, contacting clients to complete phone interviews, sending the appropriate form(s) requesting additional verification(s) as required by program/county policy and updating data collection pages in CalSAWS.
Supervisor	The Supervisor will provide oversight and conduct case quality reviews for 100% of cases assigned. They will also provide policy and process guidance to Support Specialists.
Project Manager	The Project Manager provides daily administrative and executive oversight of the project team. The Project Manager will be responsible for maintaining quality and consistent communication of project deliverables to county leadership team.

## Staffing Calendar

Resource Staffing Calendar						
Service Term - July 1, 2024 - December 31, 2024						
Resource	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24
Project Manager	✓	✓	✓	✓	✓	✓
Supervisor	✓	✓	✓	✓	✓	✓
Support Specialist	✓	✓	✓	✓	✓	✓
Support Specialist	✓	✓	✓	✓	✓	✓
Support Specialist	✓	✓	✓	✓	✓	✓

B. Compensation

1. Pursuant to Section 4.01, County shall pay to Contractor as compensation in full for all services and associated costs as reflected in Chart 2.
  - a. The Chart below reflects an all-inclusive hourly service fee by resource type.
  - b. Payment for services will be invoiced monthly for actual hours worked within thirty (30) days of the services provided.
  - c. Fixed price items will be invoiced upon execution of Second Addendum.

C. Expenses:

## Chart 2.

FY 24/25 Medi-Cal Support Services Costs								
Resources		Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	
Type	Rate	Budgeted Hours			TBD Surplus Hours			Total Hours
Project Manager (1/2 time)	\$81.00	84	84	80				248
Supervisor	\$68.00	168	168	160				496
Support Specialist	\$63.00	168	168	160				496
Support Specialist	\$63.00	168	168	160				496
Support Specialist	\$63.00	168	168	160				496
Maximum Hours Per Month		756	756	720				2232
Service Hour Total								\$ 147,560.00
IT Devices & Support - Laptops + Cell Phones*								\$ 2,080.00
Grand Total								\$ 149,640.00

\*Fixed price items

D. Civil Rights Compliance

1. Pursuant to Section 5.23, County shall:

- a. Ensure Contractors administer programs in a nondiscriminatory manner and in compliance with State and Federal civil rights laws, including Division 21;
- b. Document Certification of Assurance of Compliance Statement and maintain current originals signed by Contractor administrators;
- c. Ensure Contractors provide reasonable accommodations, including, but not limited to, providing auxiliary aids and services to individuals with communication-related disabilities;
- d. Ensure Contractor provides reasonable accommodations to individuals with Limited English Proficiency and/or disabilities;
- e. Ensure Contractors implement and enforce procedures which provide appropriate language services, including how written information is effectively communicated to individuals with Limited English Proficient applicants and recipients;
- f. Provide Contractor staff with training on the requirements of Division 21, including how to inform applicants/recipients of their civil rights;
- g. Address complaints filed with or against a Contractor;
- h. Document the number and nature of civil rights complaints filed with and against contractors, if any, and how the complaints were addressed and/or resolved;
- i. Document any civil rights compliance problems encountered with the Contractor during the contract year, with a description of how they were resolved;
- j. Retain on file, any Civil Rights policy or procedure that will be, or has been implemented to ensure that civil rights compliance problems involving contractors do not recur; and
- k. Document this certification using an Assurance of Compliance Statement or its equivalent from each such contractor and maintain current originals signed by contractor administrators.

2. Pursuant to Section 5.23, Contractor shall:

- a. Administer programs in a nondiscriminatory manner and in compliance with State and Federal civil rights laws, including Division 21 regulations;
- b. Adhere to Assurance of Compliance Statement;
- c. Notify County of all civil rights complaints received within 10 days upon receipt;
- d. Provide reasonable accommodations, including, but not limited to, auxiliary aids and services to individuals with communication-related disabilities or other disabilities;

- e. Provide reasonable accommodations to individuals with Limited English Proficiency;
- f. Implement and enforce procedures which provide appropriate language services and accommodation services, including how written information is effectively communicated to individuals with Limited English Proficiency;
- g. Attend annual Civil Rights training offered by county;
- h. Document the number and nature of civil rights complaints filed with and against contractor, if any, and how the complaints were addressed and/or resolved; and
- i. Retain on file, any Civil Rights policy or procedure that will be, or has been implemented to ensure that civil rights compliance problems involving do not recur.



**FIRST ADDENDUM TO CONTRACT FOR SERVICES  
BY INDEPENDENT CONTRACTOR**

THIS FIRST ADDENDUM is to that Contract for Services entered into on September 21, 2023, by and between the County of Siskiyou ("County") and Solutions West, Inc ("Contractor") and is entered into on the date when it has been both approved by the Board and signed by all other parties to it.

WHEREAS, the cost of services to be provided under the Contract is expected to exceed the amount provided in the Contract; and

WHEREAS, the parties desire to increase the amount of compensation payable under the Contract; and

WHEREAS, the Scope of Service, Exhibit A, needs to be revised to reflect additional duties.

NOW THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

Paragraph 3.01 of the Contract, Specific Services, Exhibit "A", shall be deleted and replaced in its entirety with the new Exhibit "A", Scope of Services, attached hereto and hereby incorporated by reference.

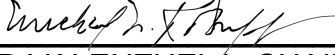
Paragraph 4.01 of the Contract, Compensation, shall be amended to add an additional SEVENTY THOUSAND, NINE HUNDRED THIRTY-EIGHT DOLLARS AND NO/100 CENTS (\$70,983.00), to increase the compensation payable under the Contract to an amount not to exceed FIVE HUNDRED FOURTEEN THOUSAND, ONE HUNDRED THREE DOLLARS AND NO/100 CENTS (\$514,103.00) for the term of the Contract.

All other terms and conditions of the Contract shall remain in full force and effect.

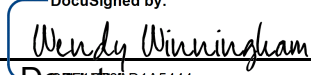
IN WITNESS WHEREOF, County and Contractor have executed this first addendum on the dates set forth below, each signatory represents that they have the authority to execute this agreement and to bind the Party on whose behalf their execution is made.

COUNTY OF SISKIYOU

Date: 1/2/2024


DocuSigned by:  
  
ED VALENZUELA, CHAIR  
Board of Supervisors  
County of Siskiyou  
State of California

ATTEST:  
LAURA BYNUM  
Clerk, Board of Supervisors

By:   
Deputy

CONTRACTOR: Solutions West, Inc.

Date: 12/19/2023

DocuSigned by:  
  
Renee Carter, President & CEO

Date: 12/19/2023

DocuSigned by:  
  
Cale Bryan, Managing Director

License No.: \_\_\_\_\_  
(Licensed in accordance with an act providing for the registration of contractors)

Note to Contractor: For corporations, the contract must be signed by two officers. The first signature must be that of the chairman of the board, president or vice-president; the second signature must be that of the secretary, assistant secretary, chief financial officer or assistant treasurer. (Civ. Code, Sec. 1189 & 1190 and Corps. Code, Sec. 313.)

TAXPAYER I.D. ON FILE

ACCOUNTING:

Fund	Organization	Account
2120	501010	723000

Encumbrance number (if applicable) E2400362

If not to exceed, include amount not to exceed: \$514,103.00

*If needed for multi-year contracts, please include separate sheet with financial information for each fiscal year.*

**COUNTY OF SISKIYOU  
CONTRACT FOR SERVICES**

This Contract is entered into on the date when it has been both approved by the Board and signed by all other parties to it:

COUNTY:                   Siskiyou County Health and Human Services Agency (SCHHSA)  
                                Social Services Division  
                                818 South Main Street  
                                Yreka, California 96097

And

CONTRACTOR:       Solutions West, Inc.  
                                P.O. Box 162639  
                                Sacramento, CA 95816-2639

**ARTICLE 1. TERM OF CONTRACT**

- 1.01** Contract Term: This Contract shall become effective on October 1, 2023, and shall terminate on June 30, 2024, unless terminated in accordance with the provisions of Article 7 of this Contract or as otherwise provided herein.

**ARTICLE 2. INDEPENDENT CONTRACTOR STATUS**

- 2.01** Independent Contractor: It is the express intention of the parties that Contractor is an independent contractor and not an employee, agent, joint venture or partner of County. Nothing in this Contract shall be interpreted or construed as creating or establishing the relationship of employer and employee between County and Contractor or any employee or agent of Contractor. Both parties acknowledge that Contractor is not an employee for state or federal tax purposes. Contractor shall retain the right to perform services for others during the term of this Contract.

**ARTICLE 3. SERVICES**

- 3.01** Specific Services: Contractor shall provide the services described in Exhibit "A" attached hereto.

No additional services shall be performed by Contractor unless approved in advance in writing by the County stating the dollar value of the services, the method of payment, and any adjustment in contract time or other contract terms. All such services are to be coordinated with County and the results of the work shall be monitored by the Director of Health and Human Services Agency or his or her designee.

- 3.02** Method of Performing Services: Contractor will determine the method, details, and means of performing the above-described services including measures to protect the safety of the traveling public and Contractor's employees. County shall not have the right to, and shall not, control the manner or determine the method of accomplishing Contractor's services.
- 3.03** Employment of Assistants: Contractor may, at the Contractor's own expense, employ such assistants as Contractor deems necessary to perform the services required of Contractor by this Contract. County may not control, direct, or supervise Contractor's assistants or employees in the performance of those services.

#### **ARTICLE 4. COMPENSATION**

- 4.01** Compensation: In consideration for the services to be performed by Contractor, County agrees to pay Contractor in proportion to services satisfactorily performed the not to exceed amount of FOUR HUNDRED FORTY-THREE THOUSAND ONE HUNDRED TWENTY and NO/DOLLARS (\$443,120.00). Payment shall be at the rates as set forth in Exhibit "A" attached hereto.
- 4.02** Invoices: Contractor shall submit detailed invoices for all services being rendered.
- 4.03** Date for Payment of Compensation: County shall pay within 30 days of receipt of invoices from the Contractor to the County, and approval and acceptance of the work by the County.
- 4.04** Expenses: Contractor shall be responsible for all costs and expenses incident to the performance of services for County, including but not limited to, all costs of materials, equipment, all fees, fines, licenses, bonds or taxes required of or imposed against Contractor and all other of Contractor's costs of doing business. County shall not be responsible for any expense incurred by Contractor in performing services for County except as specified in Exhibit "A" attached hereto.
- 4.05** Payment to Contractor for services rendered is predicated upon full compliance of the Contract. Payment may be withheld if determined Contractor is not in full compliance with terms, conditions, and requirements of Contract.

#### **ARTICLE 5. OBLIGATIONS OF CONTRACTOR**

- 5.01** Contractor Qualifications: Contractor warrants that Contractor has the necessary licenses, experience and technical skills to provide services under this Contract.
- 5.02** Contract Management: Contractor shall report to the Director of Health and Human Services Agency, or his or her designee, who will review the activities and performance of the Contractor and administer this Contract.

- 5.03** Tools and Instrumentalities: Contractor will supply all tools and instrumentalities required to perform the services under this Contract. Contractor is not required to purchase or rent any tools, equipment or services from County.
- 5.04** Workers' Compensation: Contractor shall maintain a workers' compensation plan covering all its employees as required by California Labor Code Section 3700, either through worker's compensation insurance issued by an insurance company or through a plan of self-insurance certified by the State Director of Industrial Relations. If Contractor elects to be self-insured, the certificate of insurance otherwise required by this Contract shall be replaced with a consent to self-insure issued by the State Director of Industrial Relations. Proof of such insurance shall be provided before any work is commenced under this contract. No payment shall be made unless such proof of insurance is provided.
- 5.05** Indemnification: Contractor shall indemnify and hold County harmless against any and all liability imposed or claimed, including attorney's fees and other legal expenses, arising directly or indirectly from any act or failure of Contractor or Contractor's assistants, employees, or agents, including all claims relating to the injury or death of any person or damage to any property. Contractor agrees to maintain a policy of liability insurance in the minimum amount of (\$1,000,000) One Million Dollars, to cover such claims or in an amount determined appropriate by the County Risk Manager. If the amount of insurance is reduced by the County Risk Manager such reduction must be in writing. Contractor shall furnish a certificate of insurance evidencing such insurance and naming the County as an additional insured for the above-cited liability coverage prior to commencing work. It is understood that the duty of Contractor to indemnify and hold harmless includes the duty to defend as set forth in Section 2778 of the California Civil Code. Acceptance by County of insurance certificates and endorsements required under this Contract does not relieve Contractor from liability or limit Contractor's liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply to any damages or claims for damages whether or not such insurance policies shall have been determined to apply. By execution of this Contract, Contractor acknowledges and agrees to the provisions of this Section and that it is a material element of consideration.
- 5.06** General Liability and Automobile Insurance: During the term of this Contract, Contractor shall obtain and keep in full force and effect a commercial, general liability and automobile policy or policies of at least (\$1,000,000) One Million Dollars, combined limit for bodily injury and property damage; the County, its officers, employees, volunteers and agents are to be named additional insured under the policies, and the policies shall stipulate that this insurance will operate as primary insurance for work performed by Contractor and its sub-contractors, and that no other insurance effected by County or other named insured will be called on to cover a loss covered thereunder. All insurance required herein shall be provided by a company authorized to do business in the State of California and possess at least a Best A:VII rating or as may otherwise be acceptable to County.

The General Liability insurance shall be provided by an ISO Commercial General Liability policy, with edition dates of 1985, 1988, or 1990 or other form satisfactory to County. The County will be named as an additional insured using ISO form CG 2010 1185 or the same form with an edition date no later than 1990, or in other form satisfactory to County.

- 5.07 Certificate of Insurance and Endorsements:** Contractor shall obtain and file with the County prior to engaging in any operation or activity set forth in this Contract, certificates of insurance evidencing additional insured coverage as set forth in paragraphs 5.04 and 5.10 which shall provide that no cancellation, reduction in coverage or expiration by the insurance company will be made during the term of this Contract, without thirty (30) days written notice to County prior to the effective date of such cancellation. **Naming the County as a “Certificate Holder” or other similar language is NOT sufficient satisfaction of the requirement.** Prior to commencement of performance of services by Contractor and prior to any obligations of County, contractor shall file certificates of insurance with County showing that Contractor has in effect the insurance required by this Contract. Contractor shall file a new or amended certificate on the certificate then on file. **If changes are made during the term of this Contract, no work shall be performed under this agreement, and no payment may be made until such certificate of insurance evidencing the coverage in paragraphs 5.05, the general liability policy set forth in 5.06 and 5.10 are provided to County.**
- 5.08 Public Employees Retirement System (CalPERS):** In the event that Contractor or any employee, agent, or subcontractor of Contractor providing services under this Contract is determined by a court of competent jurisdiction or the Public Employees Retirement System (CalPERS) to be eligible for enrollment in CalPERS as an employee of the County, Contractor shall indemnify, defend, and hold harmless County for the payment of any employee and/or employer contributions of CalPERS benefits on behalf of Contractor or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of County. Contractor understands and agrees that his personnel are not, and will not be, eligible for memberships in, or any benefits from, any County group plan for hospital, surgical or medical insurance, or for membership in any County retirement program, or for paid vacation, paid sick leave, or other leave, with or without pay, or for any other benefit which accrues to a County employee.
- 5.09 IRS/FTB Indemnity Assignment:** Contractor shall defend, indemnify, and hold harmless the County, its officers, agents, and employees, from and against any adverse determination made by the Internal Revenue Service of the State Franchise Tax Board with respect to Contractor’s “independent contractor” status that would establish a liability for failure to make social security and income tax withholding payments.

**5.10** Professional Liability: If Contractor or any of its officers, agents, employees, volunteers, contactors or subcontractors are required to be professionally licensed or certified by any agency of the State of California in order to perform any of the work or services identified herein, Contractor shall procure and maintain in force throughout the duration of the Contract a professional liability insurance policy with a minimum coverage level of (\$1,000,000) One Million Dollars, or as determined in writing by County's Risk Management Department.

**5.11** State and Federal Taxes: As Contractor is not County's employee, Contractor is responsible for paying all required state and federal taxes. In particular:

- A. County will not withhold FICA (Social Security) from Contractor's payments.
- B. County will not make state or federal unemployment insurance contributions on behalf of Contractor.
- C. County will not withhold state or federal income tax from payment to Contractor.
- D. County will not make disability insurance contributions on behalf of Contractor.
- E. County will not obtain workers' compensation insurance on behalf of Contractor.

**5.12** Records: All reports and other materials collected or produced by the Contractor or any subcontractor of Contractor shall, after completion and acceptance of the Contract, become the property of County, and shall not be subject to any copyright claimed by the Contractor, subcontractor, or their agents or employees. Contractor may retain copies of all such materials exclusively for administration purposes. Any use of completed or uncompleted documents for other projects by Contractor, any subcontractor, or any of their agents or employees, without the prior written consent of County is prohibited. It is further understood and agreed that all plans, studies, specifications, data magnetically or otherwise recorded on computer or computer diskettes, records, files, reports, etc., in possession of the Contractor relating to the matters covered by this Contract shall be the property of the County, and Contractor hereby agrees to deliver the same to the County upon request. It is also understood and agreed that the documents and other materials including but not limited to those set forth hereinabove, prepared pursuant to this Contract are prepared specifically for the County and are not necessarily suitable for any future or other use.

**5.13** Contractor's Books and Records: Contractor shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to the County for a minimum of five (5) years, or for any longer period required by law, from the date of final payment to the Contractor under this Contract. Any records or documents required to be maintained shall be made available for inspection, audit and/or copying at any time during regular business hours, upon oral or written request of the County.

- 5.14** Assignability of Contract: It is understood and agreed that this Contract contemplates personal performance by the Contractor and is based upon a determination of its unique personal competence and experience and upon its specialized personal knowledge. Assignments of any or all rights, duties or obligations of the Contractor under this Contract will be permitted only with the express written consent of the County.
- 5.15** Warranty of Contractor: Contractor warrants that it, and each of its personnel, where necessary, are properly certified and licensed under the laws and regulations of the State of California to provide the special services agreed to.
- 5.16** Withholding for Non-Resident Contractor: Pursuant to California Revenue and Taxation Code Section 18662, payments made to nonresident independent contractors, including corporations and partnerships that do not have a permanent place of business in this state, are subject to 7 percent state income tax withholding.

Withholding is required if the total yearly payments made under this contract exceed \$1,500.00.

Unless the Franchise Tax Board has authorized a reduced rate or waiver of withholding and County is provided evidence of such reduction/waiver, all nonresident contractors will be subject to the withholding. It is the responsibility of the Contractor to submit the Waiver Request (Form 588) to the Franchise Tax Board as soon as possible in order to allow time for the Franchise Tax Board to review the request.

- 5.17** Compliance with Child, Family and Spousal Support Reporting Obligations: Contractor's failure to comply with state and federal child, family and spousal support reporting requirements regarding contractor's employees or failure to implement lawfully served wage and earnings assignment orders or notices of assignment relating to child, family and spousal support obligations shall constitute a default under this Contract. Contractor's failure to cure such default within ninety (90) days of notice by County shall be grounds for termination of this Contract.
- 5.18** Conflict of Interest: Contractor covenants that it presently has no interest and shall not acquire an interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of the services hereunder. Contractor further covenants that, in the performance of this Contract, no subcontractor or person having such an interest shall be used or employed. Contractor certifies that no one who has or will have any financial interest under this contract is an officer or employee of County.
- 5.19** Compliance with Applicable Laws: Contractor shall comply with all applicable federal, state and local laws now or hereafter in force, and with any applicable



regulations, in performing the work and providing the services specified in this Contract. This obligation includes, without limitations, the acquisition and maintenance of any permits, licenses, or other entitlements necessary to perform the duties imposed expressly or impliedly under this Contract.

- A. Pursuant to the Single Audit Act and the Office of Management and Budget (OMB) Circular A-144, any Contractor who receives a total of \$500,000 or more per year in federal funds for the purpose of carrying out federal programs may be required to complete an annual audit. The funding threshold is aggregate funds from all sources.

If Contractor is subject to Annual Audit requirements, Contractor is required to submit a copy of the completed audit to the Siskiyou County Human Services Agency no later than 30 days after term of Contract, or as otherwise agreed to in writing by County and Contractor.

- B. Pursuant to Executive Order 12549, 7 CFR Part 3017, 45 CFR Part 76, and 44 CFR Part 17, Contractor must be in good standing with the federal government, and may not be barred or suspended from federal financial assistance programs and activities, nor proposed for debarment, declared ineligible, or voluntarily excluded from participation in covered transactions by any federal department or agency for the duration of this Contract, or County may elect to terminate the Contract.

Contractor may not be listed on the Excluded Parties Listing System (EPLS) (<http://www.sam.gov>) prior to or during the Contract. The Contract will not be awarded to Contractor if Contractor appears on the EPLS database as suspended or debarred.

- C. Pursuant to Office of Management and Budget Circular A-133, Contractor is provided the Assistance Listing (AL) Numbers for programs administered on behalf of California Department of Social Services attached hereto as Exhibit C.

**5.20 Bankruptcy:** Contractor shall immediately notify County in the event that Contractor ceases conducting business in the normal manner, becomes insolvent, makes a general assignment for the benefit of creditors, suffer or permits the appointment of a receiver for its business or assets, or avails itself of, or becomes subject to, any proceeding under the Federal Bankruptcy Act or any other statute of any state relating to insolvency or protection of the rights of creditors.

**5.21 Confidentiality:** SCHSA and Contractor agree to comply with and require their officers, employees, agents, volunteers, contractors and subcontractors to comply with all federal and state confidentiality requirements, including the provisions of Welfare and Institutions Code Sections 10850 and 5328, the California Department of Social Services' Manual of Policies and Procedures, Division 19, the Medi-Cal

Data Privacy and Security Agreement between the California Department of Health Care Services and the County of Siskiyou, Health and Human Services Agency, and the Agreement between the Social Security Administration and the Department of Health Care Services, otherwise referred to as the 1137 Agreement to assure that:

- a. All records concerning any applicant or participant shall be confidential and shall not be open to examination for any purpose not directly connected with the purposes of this Contract. No person shall publish or disclose, or use or permit, or cause to be published, disclosed or used, any confidential information pertaining to any applicant for or recipient of public social services.
- b. The Medi-Cal Data Privacy and Security Agreement requires Contractors who assist SCHHSA in its Medi-Cal functions, or Contractors who receive Personally Identifiable information (PII) from SCHHSA to comply with substantive privacy and security requirements as listed in the Medi-Cal Data Privacy and Security Agreement, including Exhibit A, and in the 1137 Agreement.

The Medi-Cal Data Privacy and Security Agreement, including Exhibit A, and the 1137 Agreement are provided to Contractor electronically, and can be accessed by Contractor at the Siskiyou County Social Services Division website:

<https://www.co.siskiyou.ca.us/socialservices>

In the main center column of this page in the Section named "Social Services Resource Center", look for the Resource Titles:

"Medi-Cal Privacy and Security Agreement"  
and  
"SSA-DHCS Agreement 1137"

Then click on the resource title to be viewed or printed.

If Contractor is unable to access the electronic version of the Medi-Cal Data Privacy and Security Agreement, or the 1137 Agreement, Contractor shall notify SCHHSA and SCHHSA will provide Contractor with a hard-copy of each document.

Contractor agrees to comply with the privacy and security safeguards contained in the Medi-Cal Data Privacy and Security Agreement and the 1137 Agreement. Signature by Contractor on this Contract confirms agreement to comply with all provisions of the Medi-Cal Data Privacy and Security Agreement and the 1137 Agreement.

- c. Contractor agrees to inform all of their officers, employees, agents, volunteers, contractors and subcontractors of the provisions mandated by Welfare and Institutions Code Section 10850 and the California Department of Social Services' Manual of Policies and Procedures, Division 19 and to further inform them that any person knowingly and intentionally violating the provisions of said State law is guilty of a misdemeanor.

**5.22 Health Insurance Portability and Accountability Act (HIPAA):** Contractor shall comply with, and assist SCHHSA in complying with, the privacy and security requirements of the Health Insurance Portability and Accountability Act (HIPAA), as follows.

- A. Use or Disclosure of Protected Health Information:** Contractor may use or disclose protected health information (PHI) to perform its obligations under the Contract, provided that such use or disclosure does not violate this Agreement, is not prohibited by the Health Insurance Portability and Accountability Act (HIPAA) including, but not limited to, the provisions of Title 42, United States Code, Section 1320d et seq. and Title 45, Code of Federal Regulations (C.F.R.), Parts 142, 160, 162 and 164, or does not exceed the scope of how County could use or disclose the information.

Contractor shall not use, disclose or allow the disclosure of PHI except as permitted herein or as required or authorized by law. Contractor shall implement appropriate safeguards to prevent use or disclosure of PHI other than as provided herein. At the request of and in the time and manner designated by County, Contractor shall provide access to PHI in a designated record set as required by 45 C.F.R. Section 164.524. Contractor shall report to County any use or disclosure of PHI not provided for herein or HIPAA regulations.

If Contractor provides PHI to a third party, including officers, agents, employees, volunteers, contractors and subcontractors, pursuant to the terms of the Contract, Contractor shall ensure that the third party complies with all HIPAA regulations and the terms set forth herein.

- B. Documentation and Accounting of Uses and Disclosures:** Contractor shall document any disclosures of PHI in a manner that would allow County to respond to a request for an accounting of disclosures of PHI in accordance with 45 C.F.R. Section 164.528. Contractor shall provide County, in a time and manner designated by County, all information necessary to respond to a request for an accounting of disclosures of PHI.
- C. Amendments to Designated Record Sets:** In accordance with 45 C.F.R. Section 164.526, Contractor agrees to amend PHI in its possession as

requested by an individual or as directed by County, in a time and manner designated by County.

- D. Access to Records:** Contractor shall make available to County or the Secretary of the United States Department of Health and Human Services (HHS), in the time and manner designated by County or HHS, any records related to the use, disclosure and privacy protections of PHI for the purpose of investigating or auditing County's compliance with HIPAA regulations.
  - E. Termination of Agreement:** Upon County's knowledge of a material breach of these provisions or HIPAA regulations, County shall, at its option, either provide Contractor with an opportunity to cure the breach or immediately terminate this Contract. If Contractor is given an opportunity to cure the breach but fails to do so within the time specified by County, County may terminate the Contract without further notice.
  - F. Destruction of PHI:** Upon termination of this Contract, Contractor shall return to County all PHI required to be retained and return or destroy all other PHI to comply with HIPAA regulations. This provision shall apply to PHI in the possession of Contractor's officers, agents, employees, volunteers, contractors and subcontractors who shall retain no copies of the PHI. If Contractor determines that returning or destroying the PHI is not feasible, Contractor shall provide County with notice specifying the conditions that make return or destruction not feasible. If County agrees that return of the PHI is not feasible, Contractor shall continue to extend the protections of this provision to the PHI for so long as Contractor or its officers, agents, employees, volunteers, contractors or subcontractors maintain such PHI.
- 5.23 Nondiscrimination:** Contractor agrees to the terms and conditions set forth in the "Nondiscrimination in State and Federally-Assisted Programs" addendum, attached hereto as Exhibit B and those terms and conditions are hereby incorporated into the Contract by reference.
- 5.24 Grievance Procedure:** If Contractor is required by ordinance, regulation, policy, the California Department of Social Services, County or other authority to have a procedure for filing and considering grievances, Contractor shall provide County with a copy of Contractor's grievance procedure prior to providing services under this Contract.
- 5.25 Child Abuse and Neglect Reporting:** Contractor shall comply with all state and federal laws pertaining to the reporting of child abuse and/or neglect. Contractor's officers, employees, agents and volunteers shall report all known or suspected instances of child abuse and/or neglect to the Child Protective Services agency or other agency as required by Penal Code Section 11164 et seq.

- 5.26** Changes in Regulations: If SCHHSA notifies Contractor of a change in County, SCHHSA or California Department of Social Service regulations or guidelines affecting contract activities, Contractor shall choose one of the following options and notify the County in writing within five (5) days of receipt of the notice as to its choice: (1) Indicate that Contractor's operations are currently in compliance with the change in regulation or guideline; (2) Indicate that Contractor is in the process of modifying operations to comply with the change and will complete these modifications and be in compliance within thirty (30) days of notification by County or SCHHSA; or (3) Notify SCHHSA of termination of the Contract or seek modification of any terms of the Contract materially affected by a regulation or guideline change.

## **ARTICLE 6. OBLIGATIONS OF COUNTY**

- 6.01** Cooperation of County: County agrees to comply with all reasonable requests of Contractor (to provide reasonable access to documents and information as permitted by law) necessary to the performance of Contractor's duties under this Contract.

## **ARTICLE 7. TERMINATION**

- 7.01** Termination on Occurrence of State Events: This Contract shall terminate automatically on the occurrence of any of the following events:

1. Bankruptcy or insolvency of Contractor
2. Death of Contractor

- 7.02** Termination by County for Default of Contractor: Should Contractor default in the performance of this Contract or materially breach any of its provisions, County, at County's option, may terminate this Contract by giving written notification to Contractor.

- 7.03** Termination for Convenience of County: County may terminate this Contract at any time by providing a notice in writing to Contractor that the Contract is terminated. Said Contract shall then be deemed terminated and no further work shall be performed by Contractor. If the Contract is so terminated, the Contractor shall be paid for that percentage of the phase of work actually completed, based on a pro rata portion of the compensation for said phase satisfactorily completed at the time of notice of termination is received.

- 7.04** Termination of Funding: County may terminate this Contract in any fiscal year in that it is determined there is not sufficient funding. California Constitution Article XVI Section 18.

## **ARTICLE 8. GENERAL PROVISIONS**

- 8.01** Notices: Any notices to be given hereunder by either party to the other may be effected either by personal delivery in writing or by mail, registered or certified. Mailed notices shall be addressed and sent to the parties at the addresses appearing below. Notices delivered personally will be deemed communicated as of actual receipt; mailed notices will be deemed communicated as of two (2) days after mailing.

SCHHSA: Siskiyou County Health and Human Services Agency  
Director, Social Services Division  
818 South Main Street  
Yreka, CA 96097-3321

Phone: (530) 841-2752

Contractor: Solutions West, Inc.  
Renee Carter  
P.O. Box 162639  
Sacramento, CA 95816-2639

Phone: (916) 765-7886

- 8.02** Entire Agreement of the Parties: This contract supersedes any and all contracts, either oral or written, between the Parties hereto with respect to the rendering of services by Contractor for County and contains all the covenants and contracts between the parties with respect to the enduring of such services in any manner whatsoever. Each Party to this Contract acknowledges that no representations, inducements, promises, or contract, orally or otherwise, have been made by any party, or anyone acting on behalf of any Party, which are not embodied herein, and that no other contract, statement, or promise not contained in this Contract shall be valid or binding. Any modification of this Contract will be effective only if it is in writing signed by the Party to be charged and approved by the County as provided herein or as otherwise required by law.
- 8.03** Partial Invalidity: If any provision in this Contract is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provision will nevertheless continue in full force without being impaired or invalidated in any way.
- 8.04** Attorney's Fees: If any action at law or in equity, including an action for declaratory relief, is brought to enforce or interpret the provisions of this Contract, the prevailing Party will be entitled to reasonable attorney's fees, which may be set by the court in the same action or in a separate action brought for that purpose, in addition to any other relief to which that party may be entitled.
- 8.05** Conformance to Applicable Laws: Contractor shall comply with the standard of care regarding all applicable federal, state and county laws, rules and ordinances.

Contractor shall not discriminate in the employment of persons who work under this contract because of race, the color, national origin, ancestry, disability, sex or religion of such person.

- 8.06** Waiver: In the event that either County or Contractor shall at any time or times waive any breach of this Contract by the other, such waiver shall not constitute a waiver of any other or succeeding breach of this Contract, whether of the same or any other covenant, condition or obligation.
- 8.07** Governing Law: This Contract and all matters relating to it shall be governed by the laws of the State of California and the County of Siskiyou and any action brought relating to this Contract shall be brought exclusively in a state court in the County of Siskiyou.
- 8.08** Reduction of Consideration: Contractor agrees that County shall have the right to deduct from any payments contracted for under this Contract any amount owed to County by Contractor as a result of any obligation arising prior or subsequent to the execution of this contract. For purposes of this paragraph, obligations arising prior to the execution of this contract may include, but are not limited to any property tax, secured or unsecured, which tax is in arrears. If County exercises the right to reduce the consideration specified in this Contract, County shall give Contractor notice of the amount of any off-set and the reason for the deduction.
- 8.09** Negotiated Contract: This Contract has been arrived at through negotiation between the parties. Neither party is to be deemed the party which prepared this Contract within the meaning of California Civil Code Section 1654. Each party hereby represents and warrants that in executing this Contract it does so with full knowledge of the rights and duties it may have with respect to the other. Each party also represents and warrants that it has received independent legal advice from its attorney with respect to the matters set forth in this Contract and the rights and duties arising out of this Contract, or that such party willingly foregoes any such consultation.
- 8.10** Time is of the Essence: Time is of the essence in the performance of this Contract.
- 8.11** Materiality: The parties consider each and every term, covenant, and provision of this Contract to be material and reasonable.
- 8.12** Authority and Capacity: Contractor and Contractor's signatory each warrant and represent that each has full authority and capacity to enter into this Contract.
- 8.13** Binding on Successors: All of the conditions, covenants and terms herein contained shall apply to, and bind, the heirs, successors, executors, administrators and assigns of Contractor. Contractor and all of Contractor's heirs, successors,

executors, administrators, and assigns shall be jointly and severally liable under the Contract.

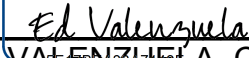
- 8.14** Cumulation of Remedies: All of the various rights, options, elections, powers and remedies of the parties shall be construed as cumulative, and no one of them exclusive of any other or of any other legal or equitable remedy which a party might otherwise have in the event of a breach or default of any condition, covenant or term by the other party. The exercise of any single right, option, election, power or remedy shall not, in any way, impair any other right, option, election, power or remedy until all duties and obligations imposed shall have been fully performed.
- 8.15** No Reliance On Representations: Each party hereby represents and warrants that it is not relying, and has not relied upon any representation or statement made by the other party with respect to the facts involved or its rights or duties. Each party understands and agrees that the facts relevant, or believed to be relevant to this Contract, may hereunder turn out to be other than, or different from the facts now known to such party as true, or believed by such party to be true. The parties expressly assume the risk of the facts turning out to be different and agree that this Contract shall be effective in all respects and shall not be subject to rescission by reason of any such difference in facts.



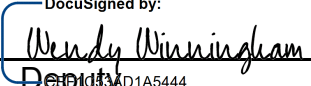
IN WITNESS WHEREOF, County and Contractor have executed this agreement on the dates set forth below, each signatory represents that they have the authority to execute this agreement and to bind the Party on whose behalf their execution is made.

COUNTY OF SISKIYOU

Date: 9/21/2023


DocuSigned by:  
  
 ED VALENZUELA, CHAIR  
 Board of Supervisors  
 County of Siskiyou  
 State of California

ATTEST:  
 LAURA BYNUM  
 Clerk, Board of Supervisors

By:   
 Deputy

Date: 9/8/2023

CONTRACTOR: Solutions West, Inc.

DocuSigned by:  
  
 Renee Carter, President & CEO

Date: 9/8/2023

DocuSigned by:  
  
 Cole Bryan, Managing Director

License No.: CA Corp. Entity Number 2015117  
 (Licensed in accordance with an act providing for the registration of contractors)

Note to Contractor: For corporations, the contract must be signed by two officers. The first signature must be that of the chairman of the board, president or vice-president; the second signature must be that of the secretary, assistant secretary, chief financial officer or assistant treasurer. (Civ. Code, Sec. 1189 & 1190 and Corps. Code, Sec. 313.)

TAXPAYER I.D.: ON FILE

ACCOUNTING:

Fund	Organization	Account	Activity Code (if applicable)
2120	501010	723000	

Encumbrance number (if applicable)

If not to exceed, include amount not to exceed: \$443,120.00

*If needed for multi-year contracts, please include separate sheet with financial information for each fiscal year.*

## **COUNTY OF SISKIYOU CONTRACT FOR SERVICES**

### **Exhibit "A"**

#### **A. Specific Services**

1. Pursuant to Section 3.01, County shall:
  - a. Host and facilitate one (1) week of dedicated training and onboarding for the SolutionsWest Project team, led by county subject matter experts, at county facilities. This training will be focused on current county specific business processes and policies that relate to the Medi-Cal program.
  - b. Provide a program and technical single point of contact for SolutionsWest Project Manager and Supervisors.
  - c. Provide county specific policy guidance and escalations as needed.
  - d. Perform random case reviews on work performed by SolutionsWest staff. Report findings, including discrepancies and errors to SolutionsWest management and supervisory staff for resolution.
  - e. Authorize final Medi-Cal eligibility determinations.
  - f. Receive and review Weekly Productivity Reports and as needed, remove barriers to completing scheduled events.
  - g. Report concerns to SolutionsWest regarding staffing concerns and if necessary, request immediate termination of any SolutionsWest employees without appeal.
  - h. Conduct random state system audits, when determined necessary.
  - i. Investigate potential or suspected breaches of confidentiality and report findings to Department of Health Care Services as required under state law. Report findings to SolutionsWest.
  - j. Establish remote sign-on access to California State Automated Welfare System (CalSAWS), California Healthcare Eligibility, Enrollment, and Retention System (CalHEERS), and Medi-Cal Eligibility Data Systems (MEDS), for all assigned Contractor staff. Contractor must be in compliance with requirements as stated in Department Health Care Services Letter I-23-35 before access will be provided. <https://www.dhcs.ca.gov/services/medi-cal/eligibility/letters/Documents/I23-35.pdf>
  - k. Under California Department of Social Services, MPP Section 23-601-11, County has been delegated authority to delegate to the contractor the delivery of services, but shall retain ultimate program and fiscal responsibility for all contracted work.
2. Pursuant to Section 3.01, Contractor shall provide oversight and supervision to subject matter experts who will assist with the processing of overdue and current Medi-Cal redeterminations to

temporarily increase capacity through the Medi-Cal unwinding period, due to lifting of the Public Health Emergency.

As permitted under California Code Welfare and Institutions Code, Division 9 Public Social Services, Part 2 Administration, Chapter 2 General Provisions, Section 10503, SolutionsWest will quickly mobilize and adjust to County-specific procedures to immediately assist with data entry and case follow-up activities. Staffing roles to assist with the effort are described in Chart 1.

3. Pursuant to Section 3.01, Contractor shall:
  - a. Participate in a week-long onsite project orientation, hosted by County. Support Specialists, Supervisors, and the Project Manager will conduct all onboarding and support services remotely, outside of the initial week of county project orientation.
  - b. Provide oversight of the Support Specialist team, distribute work, and conduct quality reviews, through the support of the contracted Supervisor.
  - c. Deliver Weekly Productivity Reports to County which include:
    - i. Cases reviewed;
    - ii. Hours expended; and
    - iii. Issues, risks, and any other items deemed necessary, as identified by the contracted supervisor.
  - d. Support Specialists will:
    - i. Complete data entry updates in appropriate system of record for completion of Medi-Cal redeterminations;
    - ii. Image client verification documents through virtual print and index documents/verifications received as appropriate per county policy.
    - iii. Process system tasks including, but not limited to, completion of Medi-Cal Ex Parte process, sending first or second requests for documents/verifications, update status of tasks, process Applicant/Recipient Income and Eligibility Verification System (IEVS) reports, Asset Verification Reports, update data related to address change, age change, income change, change reported, Medi-Cal 355 form, redetermination reports, Other Health Coverage (OHC) change, and conduct phone interviews with customers directly.
    - iv. Contact customers as needed to obtain necessary documentation and clarify information to complete the work assigned.

- v. Enter required journal records on all actions performed.
- e. Project Manager will:
- i. Provide daily operational oversight of all Support Specialist and Supervisor activities.
  - ii. Serve as an escalation point to SolutionsWest Supervisors and County leadership.
  - iii. Interface with county leadership on items including, but not limited to, work quality, policy, productivity, budget, and resource staffing.
- e. Confidentiality:
- i. Each SolutionsWest project team member will sign and comply with the terms of the county Confidentiality Agreement.
  - ii. SolutionsWest project team will oversee that work and documents remain secure and compliant with Personal Identification Information (PII) requirements.

Chart 1.

Roles	
Support Specialist	Support Specialist's will provide Medi-Cal processing assistance through a variety of actions. This will include reviewing renewal packets, contacting clients to complete phone interviews, sending the appropriate form(s) requesting additional verification(s) as required by program/county policy and updating data collection pages in CalSAWS.
Supervisor	The Supervisor will provide oversight and conduct case quality reviews for 100% of cases assigned. They will also provide policy and process guidance to Support Specialists.
Project Manager	The Project Manager provides daily administrative and executive oversight of the project team. The Project Manager will be responsible for maintaining quality and consistent communication of project deliverables to county leadership team.

Staffing Calendar

<b>Resource Staffing Calendar</b>									
<b>Services Term - 9 Months</b>									
<b>Resource</b>	<b>Oct-23</b>	<b>Nov-23</b>	<b>Dec-23</b>	<b>Jan-24</b>	<b>Feb-24</b>	<b>Mar-24</b>	<b>Apr-24</b>	<b>May-24</b>	<b>Jun-24</b>
Project Manager	✓	✓	✓	✓	✓	✓	✓	✓	✓
Supervisor	✓	✓	✓	✓	✓	✓	✓	✓	✓
Support Specialist	✓	✓	✓	✓	✓	✓	✓	✓	✓
Support Specialist	✓	✓	✓	✓	✓	✓	✓	✓	✓
Support Specialist	✓	✓	✓	✓	✓	✓	✓	✓	✓

**B. Compensation**

1. Pursuant to Section 4.01, County shall pay to Contractor as compensation in full for all services and associated costs as reflected in Chart 2.
  - a. The Chart below reflects an all-inclusive hourly service fee by resource type.
  - b. Payment for services will be invoiced monthly for actual hours worked within thirty (30) days of the services provided.
  - c. Fixed price One-Time Travel Costs will be invoiced the month immediately following week-long onsite onboarding.

Chart 2.

**C. Expenses:**

<b>Resources</b>		<b>Oct-23</b>	<b>Nov-23</b>	<b>Dec-23</b>	<b>Jan-24</b>	<b>Feb-24</b>	<b>Mar-24</b>	<b>Apr-24</b>	<b>May-24</b>	<b>Jun-24</b>	<b>Total Possible Hours - Less Two Week Time Off (Full-Time Only)</b>	<b>Total Cost</b>
<b>Type</b>	<b>Rate</b>											
Project Manager (1/2 time)	\$81.00	84	80	80	84	80	92	88	88	76	752	\$ 60,912.00
Supervisor	\$68.00	168	160	160	168	160	184	176	176	152	1424	\$ 96,832.00
Support Specialist	\$63.00	168	160	160	168	160	184	176	176	152	1424	\$ 89,712.00
Support Specialist	\$63.00	168	160	160	168	160	184	176	176	152	1424	\$ 89,712.00
Support Specialist	\$63.00	168	160	160	168	160	184	176	176	152	1424	\$ 89,712.00
<b>Maximum Hours Per Month</b>		<b>756</b>	<b>720</b>	<b>720</b>	<b>756</b>	<b>720</b>	<b>828</b>	<b>792</b>	<b>792</b>	<b>684</b>	<b>6448</b>	<b>\$ 426,880.00</b>
Service Hour Total												\$ 426,880.00
One-Time Travel Cost - Onsite Onboarding in Yreka, CA - Four (4) Days*												\$ 8,000.00
IT Devices & Support - Laptops + Cell Phones*												\$ 8,240.00
<b>Grand Total</b>												<b>\$ 443,120.00</b>
*Fixed price items												

Refer to Chart 2 for One-Time travel Costs by Contractor.

**D. Civil Rights Compliance**

1. Pursuant to Section 5.23, County shall:
  - a. Ensure Contractors administer programs in a nondiscriminatory

- manner and in compliance with State and Federal civil rights laws, including Division 21;
- b. Document Certification of Assurance of Compliance Statement and maintain current originals signed by Contractor administrators;
  - c. Ensure Contractors provide reasonable accommodations, including, but not limited to, providing auxiliary aids and services to individuals with communication-related disabilities;
  - d. Ensure Contractor provides reasonable accommodations to individuals with Limited English Proficiency and/or disabilities;
  - e. Ensure Contractors implement and enforce procedures which provide appropriate language services, including how written information is effectively communicated to individuals with Limited English Proficient applicants and recipients;
  - f. Provide Contractor staff with training on the requirements of Division 21, including how to inform applicants/recipients of their civil rights;
  - g. Address complaints filed with or against a Contractor;
  - h. Document the number and nature of civil rights complaints filed with and against contractors, if any, and how the complaints were addressed and/or resolved;
  - i. Document any civil rights compliance problems encountered with the Contractor during the contract year, with a description of how they were resolved;
  - j. Retain on file, any Civil Rights policy or procedure that will be, or has been implemented to ensure that civil rights compliance problems involving contractors do not recur; and
  - k. Document this certification using an Assurance of Compliance Statement or its equivalent from each such contractor and maintain current originals signed by contractor administrators.

2. Pursuant to Section 5.23, Contractor shall:

- a. Administer programs in a nondiscriminatory manner and in compliance with State and Federal civil rights laws, including Division 21 regulations;
- b. Adhere to Assurance of Compliance Statement;
- c. Notify County of all civil rights complaints received within 10 days upon receipt;
- d. Provide reasonable accommodations, including, but not limited to, auxiliary aids and services to individuals with communication-related disabilities or other disabilities;
- e. Provide reasonable accommodations to individuals with Limited English Proficiency;
- f. Implement and enforce procedures which provide appropriate language services and accommodation services, including how written information is effectively communicated to individuals with

Limited English Proficiency;

- g. Attend annual Civil Rights training offered by county;
- h. Document the number and nature of civil rights complaints filed with and against contractor, if any, and how the complaints were addressed and/or resolved; and
- i. Retain on file, any Civil Rights policy or procedure that will be, or has been implemented to ensure that civil rights compliance problems involving do not recur.

**EXHIBIT B**  
**ASSURANCE OF COMPLIANCE WITH**  
**THE SISKIYOU COUNTY**  
**HEALTH AND HUMAN SERVICES AGENCY**  
**NONDISCRIMINATION IN STATE**  
**AND FEDERALLY – ASSISTED PROGRAMS**

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**Solutions West, Inc.**

HEREBY AGREES THAT it will comply with Title VI of the Civil Rights Act of 1964 as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; the Food Stamp Act of 1977, as amended, and in particular Section 272.6; Title II of the Americans with Disabilities Act of 1990; California Civil Code, Section 51 et seq., as amended; California Government Code Section 11135-11139.5, as amended; California Government Code Section 12940 (c), (h)(1),(i) and (j); California Government Code, Section 4450; Title 22, California Code of Regulations Section 98000-98413; the Dymally-Alatorre Bilingual Services Act, Section 1808 Removal of Barriers to Inter Ethnic Adoption Act of 1996 and other applicable federal and state laws, as well as their implementing regulations [including 45 Code of Federal Regulations (CFR) Parts 80, 84, and 91; 7 CFR Part 15; and 28 CFR Part 35], 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 age, sex, color, disability, national origin, race, marital status, religion or political affiliation 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 ASSURANCES is given in consideration of and for the purpose of obtaining any and all federal and state assistance; and THE VENDOR/RECIPIENT HEREBY GIVES ASSURANCE THAT administrative methods/procedures which have the effect of subjecting individuals to discrimination or defeating the objectives of the California Department of Social Services (CDSS) Manual of Policies and Procedures (MPP) Chapter 21, will be prohibited.

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

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

9/8/2023

---

Date

DocuSigned by:

*Renee Carter*

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**Renee Carter, President & CEO**



**Exhibit C**

**California Department of Social Services  
Federal Grants and Awards  
Assistance Listings (AL)  
State Fiscal Year 2021-22**

AL Number	Program Title	Federal Award Identification Number (FAIN)	Federal Award Date	Period of Performance	Federal Awarding Agency*	Federal Award Project Description as Required by the Federal Funding Accountability and Transparency Act (FFATA)
10.551	Supplemental Nutrition Assistance Program (SNAP) Benefits	n/a	n/a	n/a	FNS	The SNAP offers nutrition assistance to millions of eligible, low-income individuals and families and provides economic benefits to communities. The SNAP is the largest program in the domestic hunger safety net.
10.561	State Administrative Matching Grants SNAP - State Administrative Expenditures (SAE)	217CACAA4S2514	10/01/20 01/20/21 02/05/21 02/12/21 04/08/21 07/08/21 08/24/21 01/25/22	1 Year	FNS	This county administered, state supervised program administers the SNAP and Outreach services.
10.561	(1) SNAP SAE	227CACAA4S2514	10/06/21 01/04/22 03/23/22	1 Year	FNS	This county administered, state supervised program administers the SNAP and Outreach services.
10.561	(2) SNAP Employment and Training (E&T) 100 percent funds	217CACAA4Q7503	11/05/20 01/20/21 02/12/21 04/16/21 06/04/21 07/10/21	1 Year	FNS	This is a county administered, state supervised program for CalFresh E&T. This is California's E&T program for Non-Assistance CalFresh applicants and recipients.
10.561	(2) SNAP E&T 100 percent funds	227CACAA4Q7503	11/03/21 01/10/22 02/29/22	1 Year	FNS	This is a county administered, state supervised program for CalFresh E&T. This is California's E&T program for Non-Assistance CalFresh applicants and recipients.
10.561	(3) SNAP E&T 50 percent funds	217CACAA4S2519	10/07/20 02/12/21 04/16/21 07/10/21	1 Year	FNS	This is a county administered, state supervised program for CalFresh E&T. This is California's E&T program for Non-Assistance CalFresh applicants and recipients.
10.561	(3) SNAP E&T 50 percent funds	227CACAA4S2519	10/14/21 03/23/22	1 Year	FNS	This is a county administered, state supervised program for CalFresh E&T. This is California's E&T program for Non-Assistance CalFresh applicants and recipients.

AL Number	Program Title	Federal Award Identification Number (FAIN)	Federal Award Date	Period of Performance	Federal Awarding Agency*	Federal Award Project Description as Required by the Federal Funding Accountability and Transparency Act (FFATA)
10.561	(4) SNAP E&T 50 percent Participant Reimbursement	217CACAA4S2520	10/07/20 02/12/21 04/16/21 07/01/21	1 Year	FNS	This is a county administered, state supervised program for CalFresh E&T. This is California's E&T program for Non-Assistance CalFresh applicants and recipients to receive transportation, ancillary costs, and dependent care.
10.561	(4) SNAP E&T 50 percent Participant Reimbursement	227CACAA4S2520	10/14/21 01/10/22 03/23/22	1 Year	FNS	This is a county administered, state supervised program for CalFresh E&T. This is California's E&T program for Non-Assistance CalFresh applicants and recipients to receive transportation, ancillary costs, and dependent care.
10.561	(5) SNAP SAE MASS CHANGE	217CACASS9018	03/03/21	1 Year	FNS	This county administered, state supervised program administers the SNAP, which is provided by the Consolidated Appropriations Act of 2021.
10.561	(6) SNAP SAE - American Rescue Plan Act (ARPA)	217CACAC6F1003	06/22/21	1 Year	FNS	This county administered, state supervised program administers the SNAP and Outreach services, which is provided by the ARPA of 2021.
10.561	(6) SNAP SAE - ARPA	227CACATF1003	12/21/21	1 Year	FNS	This county administered, state supervised program administers the SNAP and Outreach services, which is provided by the ARPA of 2021.
93.090	Guardianship Assistance Program - Title IV-E	2101CAGARD	10/01/20 01/01/21 04/02/21 06/30/21 07/22/21 01/22/22	2 Year	ACF	This county administered, state supervised program provides guardianship assistance and administrative costs for the care of children by relatives who have assumed legal guardianship of eligible children for whom they previously cared as foster parents.
93.090	Guardianship Assistance Program - Title IV-E	2201CAGARD	10/01/21 01/01/22 04/01/22 04/06/22	2 Year	ACF	This county administered, state supervised program provides guardianship assistance and administrative costs for the care of children by relatives who have assumed legal guardianship of eligible children for whom they previously cared as foster parents.
93.556	MaryLee Allen Promoting Safe and Stable Families Program (PSSF)	2201CAFPSS	05/05/22	2 Year	ACF	A county administered, state supervised program, PSSF is used to support family preservation and family reunification efforts. In accordance with the federal requirements, counties must spend a minimum of 20 percent of PSSF funds on each of the four program components: Family Preservation Services, Family Support Services, Adoption Promotion and Support Services, and Time-Limited Family Reunification Services.
93.556	PSSF - Caseworker Visits	2101CAFPVCV	12/14/20	2 Year	ACF	This county administered, state supervised program supports monthly caseworker visits under the PSSF program.
93.556	PSSF - Caseworker Visits	2001CAFPVCV	04/01/20	2 Year	ACF	This county administered, state supervised program supports monthly caseworker visits under the PSSF program.
93.556	PSSF - Caseworker Visits	2201CAFPVCV	02/25/22	2 Year	ACF	This county administered, state supervised program supports monthly caseworker visits under the PSSF program.



AL Number	Program Title	Federal Award Identification Number (FAIN)	Federal Award Date	Period of Performance	Federal Awarding Agency*	Federal Award Project Description as Required by the Federal Funding Accountability and Transparency Act (FFATA)
93.556	PSSF - Kinship Navigator Program	2101CAPKIN	09/13/21	2 Year	ACF	This county administered, state supervised program supports kinship navigator visits under the PSSF program. Kinship navigator programs assist kinship caregivers by providing resources and access to programs to meet the needs of the children they are raising, safeguard stability for the family, and promote partnerships among public and private companies.
93.558	Temporary Assistance for Needy Families (TANF)	2101CATANF	10/01/20 01/05/21 04/01/21 07/02/21	2 Year	ACF	This county administered, state supervised program is designed to achieve the following TANF goals: 1) Provide assistance to needy families so that children may be cared for in their own homes or in the home of relatives; 2) End the dependence of needy parents on government benefits by promoting job preparation, work, and marriage; 3) Prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies; and 4) Encourage the formation and maintenance of two-parent families.
93.558	TANF	2201CATANF	10/27/21 01/03/22 04/05/22	2 Year	ACF	This county administered, state supervised program is designed to achieve the following TANF goals: 1) Provide assistance to needy families so that children may be cared for in their own homes or in the home of relatives; 2) End the dependence of needy parents on government benefits by promoting job preparation, work, and marriage; 3) Prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies; and 4) Encourage the formation and maintenance of two-parent families.
93.558	TANF - Pandemic Emergency Assistance Funds (PEAF)	2101CATANFC6	04/29/21	2 Year	ACF	This county administered, state supervised program is designed to achieve the following TANF goals: 1) Provide assistance to needy families so that children may be cared for in their own homes or in the home of relatives; 2) End the dependence of needy parents on government benefits by promoting job preparation, work, and marriage; 3) Prevent and reduce the incidence of out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies; and 4) Encourage the formation and maintenance of two-parent families. This fund is subject to requirements of the ARPA, Public Law 117-2 and Title IV-A of the Social Security Act.
93.566	Refugee and Entrant Assistance - State Administered Programs	2101CARCMA	11/05/20 01/04/21	2 Year	ACF	This county administered, state supervised program provides grants to refugees during their first eight months in the United States, if they are not otherwise eligible for other categorical welfare programs.
93.566	Refugee and Entrant Assistance - State Administered Programs	2001CARCMA	07/02/20 09/30/20	2 Year	ACF	This county administered, state supervised program provides grants to refugees during their first eight months in the United States, if they are not otherwise eligible for other categorical welfare programs.

AL Number	Program Title	Federal Award Identification Number (FAIN)	Federal Award Date	Period of Performance	Federal Awarding Agency*	Federal Award Project Description as Required by the Federal Funding Accountability and Transparency Act (FFATA)
93.566	Refugee and Entrant Assistance - State Administered Programs	2201CARCMA	11/17/21 11/30/21 02/16/22	2 Year	ACF	This county administered, state supervised program provides grants to refugees during their first eight months in the United States, if they are not otherwise eligible for other categorical welfare programs.
93.566	(4)(i) Refugee and Entrant Assistance - State Administered Programs - Refugee Social Services	1901CARSOC	07/08/19	2 Year	ACF	This county administered, state supervised program provides newly-arriving refugees with employment and social services designed to help them become employed within one year after arrival to the United States.
93.566	(4)(i) Refugee and Entrant Assistance - State Administered Programs - Refugee Social Services	2001CARSOC	11/12/21 12/30/21	2 Year	ACF	This county administered, state supervised program provides newly-arriving refugees with employment and social services designed to help them become employed within one year after arrival to the United States.
93.566	(4)(ii) Services for Elderly Refugees Set Aside \$162,500.00	1901CARSOC	07/08/19	2 Year	ACF	This county administered, state supervised program assists the state's older refugee population (60 years of age or older). The Older Refugee Discretionary Grant (ORDG) services are provided to link refugee seniors with mainstream programs for the elderly, and to help with the citizenship and naturalization process for those individuals who may be at risk of losing, or have lost, their Supplemental Security Income benefits due to their non-citizen immigration status.
93.566	(4)(ii) Services for Elderly Refugees	2001CARSOC	02/06/20 05/05/20	2 Year	ACF	This county administered, state supervised program assists the state's older refugee population (60 years of age or older). The ORDG services are provided to link refugee seniors with mainstream programs for the elderly, and to help with the citizenship and naturalization process for those individuals who may be at risk of losing, or have lost, their Supplemental Security Income benefits due to their non-citizen immigration status.
93.566	(4)(i) Refugee and Entrant Assistance - State Administered Programs - Refugee Social Services	2001CARSOC	02/06/20 05/05/20	2 Year	ACF	This county administered, state supervised program provides newly-arriving refugees with employment and social services designed to help them become employed within one year after arrival to the United States.
93.747	Elder Abuse Prevention Intervention Program - Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act of 2021	2101CAAPC5	04/04/21	1.75 Year	ACL	This county administered, state supervised program is intended to enhance, improve, and expand the ability of Adult Protective Services (APS) to investigate allegations of abuse, neglect, and exploitation in the context of COVID-19.
93.747	Elder Abuse Prevention Intervention Program - ARPA	2101CAAPC6	08/03/21	2 Year	ACL	This county administered, state supervised program provides resources to enhance, improve, and expand the ability of APS to investigate allegations of abuse, neglect, and exploitation.
93.747	Elder Abuse Prevention Intervention Program	90EJSG0028	02/14/20 08/31/21	2 Year	ACL	This county administered, state supervised program tests interventions designed to prevent elder abuse, neglect, and exploitation.
93.590	Community-Based Child Abuse Prevention Grants	1901CABCAP	08/30/19	3 Year	ACF	This county administered, state supervised program maintains a network of child abuse prevention councils which assist in the responsibility to direct, lead, and evaluate the network of public-private partnerships and the continuum of preventative services for children and families.



AL Number	Program Title	Federal Award Identification Number (FAIN)	Federal Award Date	Period of Performance	Federal Awarding Agency*	Federal Award Project Description as Required by the Federal Funding Accountability and Transparency Act (FFATA)
93.590	Community-Based Child Abuse Prevention Grants	2001CABCAP	09/15/20	3 Year	ACF	This county administered, state supervised program maintains a network of child abuse prevention councils which assist in the responsibility to direct, lead, and evaluate the network of public-private partnerships and the continuum of preventative services for children and families.
93.590	Community-Based Child Abuse Prevention Grants	2101CABCAP	09/09/21	3 Year	ACF	This county administered, state supervised program maintains a network of child abuse prevention councils which assist in the responsibility to direct, lead, and evaluate the network of public-private partnerships and the continuum of preventative services for children and families.
93.590	Community-Based Child Abuse Prevention Grants - ARPA	BCC6	05/21/21	3 Year	ACF	This county administered, state supervised program maintains a network of child abuse prevention councils which assist in the responsibility to direct, lead, and evaluate the network of public-private partnerships and the continuum of preventative services for children and families, provided by the ARPA of 2021.
93.603	Adoption and Legal Guardianship Incentive Payments Program	1901CAAIIP	09/18/19 10/24/19	3 Year	ACF	This county administered, state supervised program provides incentive funds that are based on the state's improved performance to help children and youth in foster care find permanent homes through adoption and legal guardianship. The incentive funds may be spent on any services (including post-permanency services) provided under Titles IV-B or IV-E.
93.603	Adoption and Legal Guardianship Incentive Payments Program	2001CAAIIP	09/07/20 10/20/20	3 Year	ACF	This county administered, state supervised program provides incentive funds that are based on the state's improved performance to help children and youth in foster care find permanent homes through adoption and legal guardianship. The incentive funds may be spent on any services (including post-permanency services) provided under Titles IV-B or IV-E.
93.603	Adoption and Legal Guardianship Incentive Payments Program	2101CAAIIP	08/11/21	3 Year	ACF	This county administered, state supervised program provides incentive funds that are based on the state's improved performance to help children and youth in foster care find permanent homes through adoption and legal guardianship. The incentive funds may be spent on any services (including post-permanency services) provided under Titles IV-B or IV-E.
93.645	Stephanie Tubbs Jones Child Welfare Services Program (Disaster Relief)	2001CADCWS	05/01/20	3.75 Year	ACF	The county administered, state supervised program provides funds to address the needs of children and families in the areas affected by the disasters and the child welfare workforce supporting them, consistent with the statutory program purposes of Title IV-B, subpart 1. Twenty-five California counties are eligible to receive the funds.
93.645	Stephanie Tubbs Jones Child Welfare Services Program (Coronavirus Aid)	2001CACWC3	04/23/20	2 Year	ACF	The county administered, state supervised program provides funds to ensure parents receive technology allowing them to establish and maintain video contact with their children, social workers, service providers, and attorneys. Support for such parent engagement promotes the collaborative nature of working with families to assist them in meeting their and their children's needs.

AL Number	Program Title	Federal Award Identification Number (FAIN)	Federal Award Date	Period of Performance	Federal Awarding Agency*	Federal Award Project Description as Required by the Federal Funding Accountability and Transparency Act (FFATA)
93.645	Stephanie Tubbs Jones Child Welfare Services Program	2101CACWSS	03/25/21 03/29/21	2 Year	ACF	This county administered, state supervised program provides funds used to help finance child welfare services ranging from Emergency Response, Family Maintenance, and Family Reunification to Permanent Placement.
93.645	Stephanie Tubbs Jones Child Welfare Services Program	2001CACWSS	05/28/20	2 Year	ACF	This county administered, state supervised program provides funds used to help finance child welfare services ranging from Emergency Response, Family Maintenance, and Family Reunification to Permanent Placement.
93.658	Foster Care - Title IV-E	2201CAFOST	09/30/21 12/22/21 03/31/22	2 Year	ACF	This county administered, state supervised program provides foster care assistance and administrative costs to help provide safe and stable out-of-home care for children who have been abused, neglected, or exploited until they are safely returned home, placed permanently with adoptive families, or placed in other planned arrangements for permanency.
93.658	Foster Care - Title IV-E	2101CAFOST	09/30/20 11/20/20 12/28/20 03/31/21 04/09/21 06/30/21	2 Year	ACF	This county administered, state supervised program provides foster care assistance and administrative costs to help provide safe and stable out-of-home care for children who have been abused, neglected, or exploited until they are safely returned home, placed permanently with adoptive families, or placed in other planned arrangements for permanency.
93.659	Adoption Assistance Program - Title IV-E	2101CAADPT	09/30/20 12/28/20 01/13/21 03/31/21 06/30/21 10/21/21 12/29/21	2 Year	ACF	This county administered, state supervised program provides funds to states to facilitate the timely placement of children whose special needs or circumstances would otherwise make them difficult to place with adoptive families. Additionally, funds are available for administrative costs to manage the program, train staff and adoptive parents, recruit adoptive parents, and other related expenses.
93.659	Adoption Assistance Program - Title IV-E	2201CAADPT	09/30/21 12/29/21 04/01/22	2 Year	ACF	This county administered, state supervised program provides funds to states to facilitate the timely placement of children whose special needs or circumstances would otherwise make them difficult to place with adoptive families. Additionally, funds are available for administrative costs to manage the program, train staff and adoptive parents, recruit adoptive parents, and other related expenses.
93.667	Social Services Block Grant - Title XX	2101CASOSR	11/01/20 03/25/21 08/06/21	2 Year	ACF	This county administered, state supervised program funds various programs and services, including those to children and families whose income is less than 200 percent of the income official poverty line.
93.667	Social Services Block Grant - Title XX	2201CASOSR	11/19/21 12/30/21	2 Year	ACF	This county administered, state supervised program funds various programs and services, including those to children and families whose income is less than 200 percent of the income official poverty line.
93.669	Child Abuse and Neglect State Grants	1901CANCAN	01/24/19 05/08/19 05/21/19 07/01/19	5 Year	ACF	This county administered, state supervised program provides measurable outcomes and is a strength-based management tool for assessing where to start and set goals with families, charting family progress, and assessing the effectiveness of services in relation to outcomes.



AL Number	Program Title	Federal Award Identification Number (FAIN)	Federal Award Date	Period of Performance	Federal Awarding Agency*	Federal Award Project Description as Required by the Federal Funding Accountability and Transparency Act (FFATA)
93.669	Child Abuse and Neglect State Grants	2001CANCAN	04/28/20 07/17/20	5 Year	ACF	This county administered, state supervised program provides measurable outcomes and is a strength-based management tool for assessing where to start and set goals with families, charting family progress, and assessing the effectiveness of services in relation to outcomes.
93.669	Child Abuse and Neglect State Grants	2101CANCAN	03/11/21 06/11/21 08/05/21	5 Year	ACF	This county administered, state supervised program provides measurable outcomes and is a strength-based management tool for assessing where to start and set goals with families, charting family progress, and assessing the effectiveness of services in relation to outcomes.
93.669	Child Abuse and Neglect State Grants - ARPA	NCC6	03/11/21	5 Year	ACF	This county administered, state supervised program provides measurable outcomes and is a strength-based management tool for assessing where to start and set goals with families, charting family progress, and assessing the effectiveness of services in relation to outcomes, provided by the ARPA of 2021.
93.674	John H. Chafee Foster Care Program for Successful Transition to Adulthood	2101CACILP	11/19/20 11/19/20 01/04/21 03/29/21 07/01/21 09/23/21	2 Year	ACF	This county administered, state supervised program offers training, services, and assistance to current and former foster youth to achieve self-sufficiency prior to and after leaving the foster care system.
93.674	John H. Chafee Foster Care Program for Successful Transition to Adulthood	2001CACILP	02/14/20 04/01/20	2 Year	ACF	This county administered, state supervised program offers training, services, and assistance to current and former foster youth to achieve self-sufficiency prior to and after leaving the foster care system.
93.674	John H. Chafee Foster Care Program for Successful Transition to Adulthood	2201CACILP	03/16/22 04/08/22	2 Year	ACF	This county administered, state supervised program offers training, services, and assistance to current and former foster youth to achieve self-sufficiency prior to and after leaving the foster care system.
93.575	Child Care and Development Block Grant - Discretionary	2234CACCDF	10/01/21 12/30/21	3 Year	ACF	This is California's subsidized child care and development programs such as voucher-based child care, and direct contracts through Title-VI Subsidized Child Care.
93.596	Child Care and Development Block Grant - Mandatory and Matching	2234CACCDF	10/01/21	3 Year	ACF	This is California's subsidized child care and development programs such as voucher-based child care, and direct contracts through Title-VI Subsidized Child Care.
10.558	Child and Adult Care Food Program (CACFP)	202221N115047	10/06/21	1 Year	FNS	The CACFP is a state and federally funded Child Nutrition Program (CNP) designed to provide nutritious meals and snacks served to infants, children, and adults. CACFP providers are reimbursed for meals and snacks that are served. The goal of the program is to enhance participants' health and well-being.

AL Number	Program Title	Federal Award Identification Number (FAIN)	Federal Award Date	Period of Performance	Federal Awarding Agency*	Federal Award Project Description as Required by the Federal Funding Accountability and Transparency Act (FFATA)
10.558	CACFP	202222N115047	01/05/22	1 Year	FNS	The CACFP is a state and federally funded CNP designed to provide nutritious meals and snacks served to infants, children, and adults. CACFP providers are reimbursed for meals and snacks that are served. The goal of the program is to enhance participants' health and well-being.
10.558	CACFP - Cash In Lieu	202221N202047	10/01/21 01/05/22	1 Year	FNS	The CACFP is a state and federally funded CNP designed to provide nutritious meals and snacks served to infants, children, and adults. CACFP providers are reimbursed for meals and snacks that are served. The goal of the program is to enhance participants' health and well-being.
10.558	CACFP - Cash In Lieu	202222N202047	01/05/22	1 Year	FNS	The CACFP is a state and federally funded CNP designed to provide nutritious meals and snacks served to infants, children, and adults. CACFP providers are reimbursed for meals and snacks that are served. The goal of the program is to enhance participants' health and well-being.
10.555	CACFP	202221N119947	10/01/21	1 Year	FNS	The CACFP is a state and federally funded CNP designed to provide nutritious meals and snacks served to infants, children, and adults. CACFP providers are reimbursed for meals and snacks that are served. The goal of the program is to enhance participants' health and well-being.
10.555	CACFP	202222N119947	01/05/22	1 Year	FNS	The CACFP is a state and federally funded CNP designed to provide nutritious meals and snacks served to infants, children, and adults. CACFP providers are reimbursed for meals and snacks that are served. The goal of the program is to enhance participants' health and well-being.
10.560	CACFP - SAE	202222N253347	01/05/22	1 Year	FNS	The CACFP is a state and federally funded CNP designed to provide nutritious meals and snacks served to infants, children, and adults. CACFP providers are reimbursed for meals and snacks that are served. The goal of the program is to enhance participants' health and well-being.
93.658	Foster Care - Family First Transition Act Funding Certainty Grant	2201CAFCGP	05/18/22	6 Year	ACF	This grant is awarded to counties whose Title IV-E waiver expired to mitigate a significant loss of funds as they transitioned away from the child welfare waiver.

\* Acronyms: Administration for Children and Families (ACF)

Food and Nutrition Service (FNS)

Administration for Community Living (ACL)



**ACORD**<sup>TM</sup>**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

8/23/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> <b>USI Insurance Services, LLC</b> <b>2375 E.Camelback Road, Suite 250</b> <b>Phoenix, AZ 85016</b> <b>877 468-6516</b>	<b>CONTACT NAME:</b> Dorothy Davis, CIC <b>PHONE (A/C, No, Ext):</b> 602-666-4820 <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> dorothea.davis@usi.com														
<b>INSURED</b> <b>Solutions West, Inc.</b> <b>P.O. Box 162639</b> <b>Sacramento, CA 95816</b>	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Travelers Casualty Ins Co of America</td> <td>19046</td> </tr> <tr> <td>INSURER B : Travelers Property Cas. Co. of America</td> <td>25674</td> </tr> <tr> <td>INSURER C : ACE American Insurance Company</td> <td>22667</td> </tr> <tr> <td>INSURER D : Travelers Casualty &amp; Surety Co. of Amer</td> <td>31194</td> </tr> <tr> <td>INSURER E : ACE Fire Underwriters Insurance Co.</td> <td>20702</td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Travelers Casualty Ins Co of America	19046	INSURER B : Travelers Property Cas. Co. of America	25674	INSURER C : ACE American Insurance Company	22667	INSURER D : Travelers Casualty & Surety Co. of Amer	31194	INSURER E : ACE Fire Underwriters Insurance Co.	20702	INSURER F :	
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INSURER F :															

**COVERAGES****CERTIFICATE NUMBER: 23-24 Master+****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			6809D111349	01/01/2023	01/01/2024	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY			6809D111349	01/01/2023	01/01/2024	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB DED RETENTION \$			CUP0E214667	01/01/2023	01/01/2024	EACH OCCURRENCE \$2,000,000 AGGREGATE \$2,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	UB9J226407	01/01/2023	01/01/2024	PER STATUTE OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
C	Cyber Liability			D94856541	07/15/2023	07/15/2024	\$1,000,000/\$1,000,000
D	Crime-3rd Party			106133652	07/15/2023	07/15/2024	\$2,000,000/\$25,000 SIR
E	E&O/Prof Liab			EONCAF1444838A2006	07/15/2023	07/15/2024	\$3,000,000/\$3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**\*\* Workers Comp Information \*\*****Proprietors/Partners/Executive Officers/Members Excluded:**

Renee Carter, President

Renee Carter, President

The general liability policy includes an automatic Additional Insured endorsement that provides Additional  
 (See Attached Descriptions)

**CERTIFICATE HOLDER****CANCELLATION**

Siskiyou County Human Services Department  
 818 S Main St.  
 Yreka, CA 96097

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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DESCRIPTIONS (Continued from Page 1)

Insured status to the Certificate Holder, only when there is a written contract or written agreement between the named insured and the certificate holder and with regard to work performed by or on behalf of the named insured. The general liability and workers' compensation policies provide a Blanket Waiver of Subrogation in favor of the same, when required by written contract.

# Agenda Worksheet

**Submit completed worksheet to:**  
Siskiyou County Clerk, 311 Fourth St., Rm 201, Yreka, CA 96097

Regular ☐ Time Requested: \_\_\_\_\_ Meeting Date: July 2, 2024

OR

Consent ☒

Contact Person/Department: Dr. Sarah Collard, HHSA Phone: 841-4802

Address: 818 Main Street, Yreka, CA 96097

Person Appearing/Title: Dr. Collard, HHSA Agency Director

## Subject/Summary of Issue:

With the end of Medi-Cal Continuous Coverage on March 31, 2023, the Social Services Division (SSD) is responsible for processing Medi-Cal renewals for the first time since 2020. Due to the significant operational challenges associated with redetermining the eligibility of all those on the Social Services Medi-Cal rolls while managing staff vacancies, the SSD requires continued assistance from a vendor to assist in order to meet this mandate.

As permitted under California Code Welfare and Institutions Code, Division 9 Public Social Services, Part 2 Administration, Chapter 2 General Provisions, Section 10503, SolutionsWest will quickly mobilize and adjust to County-specific procedures to immediately assist with data entry and case follow-up activities.

## Financial Impact:

NO ☐ Describe why no financial impact:

YES ☒ Describe impact by indicating amount budgeted and funding source below

Amount: \$614,000.00

Fund: 2120 Description: Human Services Org.: 501010 Description: HS Admin

Account: 723000 Description: Prof. Svcs

Activity Code: \_\_\_\_\_ Description: \_\_\_\_\_

Local Preference: YES ☐ NO ☐

For Contracts – Explain how vendor was selected: Contractor has a master service agreement on file with the State of California (no.4-20-0206D) for this services and has experience providing these services to several County Welfare Depts.

Additional Information:

For more information regarding vendor qualifications please see attached letter from SolutionsWest.

## Recommended Motion:

That the Honorable Board of Supervisors approve and chair sign the Contract between the Siskiyou County Health and Human Services Agency and SolutionsWest, effective October 2, 2023, through December 31, 2024.

### Reviewed as recommended by policy:

County Counsel \_\_\_\_\_

Auditor \_\_\_\_\_

Personnel \_\_\_\_\_

CAO \_\_\_\_\_

### Special Requests:

Certified Minute Order(s) \_\_\_\_\_ Quantity: \_\_\_\_\_

Other: \_\_\_\_\_

**NOTE:** For consideration for placement on the agenda, the original agenda worksheet and backup material must be submitted directly to the Board Clerk (after reviewing signatures have been obtained) by 10:00 a.m. on the Monday the week

***prior to the Board Meeting.***

Revised 8/09/2021