



# RESOLUTION No. 17-313

## OF THE BOARD OF SUPERVISORS OF THE COUNTY OF NEVADA

### RESOLUTION APPROVING EXECUTION OF A RENEWAL PERSONAL SERVICES CONTRACT WITH NEVADA-SIERRA CONNECTING POINT PUBLIC AUTHORITY

WHEREAS, the Contractor provides services related to maintaining The Community Resource Directory of the 211 Nevada County database; and

WHEREAS, The Community Resource Directory of 211 Nevada County ([www.211NevadaCounty.com](http://www.211NevadaCounty.com)) is an online resource tool that assists County residents, and Out of County interested parties, in locating and connecting to critical community programs and services; and

WHEREAS, the Contractor also provides CalFresh outreach, single point of contact homeless services and provides services to the public to assist with coordinated entry of homeless services and housing opportunities, as well as, managing and staffing of the Nevada County Call Center.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Supervisors of the County of Nevada, State of California, that the Personal Services Contract by and between the County and Nevada-Sierra Connecting Point Public Authority pertaining to the provision of services related to maintaining The Community Resource Directory of 211 Nevada County database and providing CalFresh outreach and application assistance for clients, as well as, managing and staffing the Nevada County Call Center for the term of July 1, 2017 through June 30, 2018 in the maximum amount of \$167,003 be and hereby is approved, and that the Chair of the Board of Supervisors be and is hereby authorized to execute the Contract on behalf of the County of Nevada.

Funds to be disbursed from account: 1589-50105-494-5001/521520.

PASSED AND ADOPTED by the Board of Supervisors of the County of Nevada at a special meeting of said Board, held on the 20th day of June, 2017, by the following vote of said Board:

Ayes: Supervisors Heidi Hall, Edward Scofield, Dan Miller, Hank Weston and Richard Anderson.

Noes: None.

Absent: None.

Abstain: None.

ATTEST:

JULIE PATTERSON HUNTER  
Clerk of the Board of Supervisors

By:



Hank Weston, Chair

6/20/2017 cc: DSS\*  
AC\*  
NSCCPA

**PERSONAL SERVICES CONTRACT**

Health and Human Services Agency  
County of Nevada, California

This Personal Services Contract is made between the COUNTY OF NEVADA (herein "County"), and

**NEVADA-SIERRA CONNECTING POINT PUBLIC AUTHORITY**

(herein "Contractor"), wherein County desires to retain a person or entity to provide the following services, materials and products generally described as follows:

(§1) **Maintain the Community Resource Directory of 211 Nevada County (www.211NevadaCounty.com) database and services related to operation of the Nevada County Dial 211 Call Center.**

**SUMMARY OF MATERIAL TERMS**

(§2) **Maximum Contract Price:** \$167,003  
(§3) **Contract Beginning Date:** 07/01/2017 **Contract Termination Date:** 06/30/2018  
(§4) **Liquidated Damages:** N/A

**INSURANCE POLICIES**

Designate all required policies:

		Req'd	Not Req'd
(§6) <b>Commercial General Liability</b>	(\$1,000,000)	<u>X</u>	___
(§7) <b>Automobile Liability</b>		<u>X</u>	___
	(\$ 300,000) Personal Auto ___ (\$1,000,000) Business Rated <u>X</u>		
	(\$1,000,000) Commercial Policy ___		
(§8) <b>Workers' Compensation</b>		<u>X</u>	___
(§9) <b>Errors and Omissions</b>	(\$1,000,000)	<u>X</u>	___

**LICENSES**

Designate all required licenses:

(§14) N/A

**NOTICE & IDENTIFICATION**

(§33) **Contractor:** Nevada-Sierra Connecting Point Public Authority  
208 Sutton Way  
Grass Valley, CA 95945  
Contact Person: Ann Guerra  
Phone: (530) 274-5601  
E-mail: anng@ns-pa.org  
**Funding:** 1589-50105-494-5001/521520

**County of Nevada:**  
950 Maidu Avenue  
Nevada City, California 95959  
Contact Person: Sara Connor  
Phone: (530) 265-7195  
E-mail: Sara.Connor@co.nevada.ca.us  
CFDA No.: N/A  
CFDA Agreement No.: N/A

**Contractor is a:** (check all that apply)

Corporation: \_\_\_ Calif. X Other \_\_\_ LLC \_\_\_ Non-profit  
Partnership: \_\_\_ Calif. \_\_\_ Other \_\_\_ LLP \_\_\_ Limited  
Person: \_\_\_ Indiv. \_\_\_ DbA \_\_\_ Ass'n \_\_\_ Other

**EDD:** Independent Contractor Worksheet Required: \_\_\_ Yes X No

**ATTACHMENTS**

Designate all required attachments:

	Req'd	Not Req'd
<b>Exhibit A: Schedule of Services</b> (Provided by Contractor)	<u>X</u>	___
<b>Exhibit B: Schedule of Charges and Payments</b> (Paid by County)	<u>X</u>	___
<b>Exhibit C: Schedule of Changes</b> (Additions, Deletions & Amendments)	___	<u>X</u>
<b>Exhibit D: Schedule of HIPAA Provisions</b> (Protected Health Information)	___	<u>X</u>
<b>Exhibit E: Uniform Administrative Requirements</b> (CFDA-Funded)	___	<u>X</u>

### Terms

Each term of this Contract below specifically incorporates the information set forth in the Summary at page one (1) above as to each respective section (§) therein, as the case may be.

### Services

#### 1. **Scope of Services:**

Contractor shall provide all of the services, materials and products (herein "Services") generally described in **Exhibit "A"**, according to a performance schedule, if applicable, as set forth in said exhibit (herein "Performance Schedule"). If requested, Contractor agrees to serve as an expert witness for County in any third party action or proceeding arising out of this Contract.

### Payment

#### 2. **Charges and Payments:**

The charges (herein "Charges") for furnishing the aforesaid Services under this Contract are set forth in **Exhibit "B"**, including, if applicable, hourly rates, unit pricing, and expense, mileage and cost limits. Said Charges shall be presented monthly by invoice, and shall be due within thirty (30) days of receipt of said invoice unless payment is otherwise set forth in said **Exhibit "B"**, and shall remain in effect for the entire term of this Contract, and any extension hereof. In no event will the cost to County for Services to be provided under this Contract, including direct non-salary expenses, exceed the **Maximum Contract Price** set forth at §2, page one (1), of this Contract. If a Catalog of Federal Domestic Assistance ("CFDA") number is designated at §33, page one (1), of this Contract, then all components of compensation billed to County shall be calculated in accordance with Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Chapter I, Chapter II, Part 200, et al (commonly referred to as the "OMB Super Circular" or "Uniform Guidance").

### Time for Performance

#### 3. **Contract Term:**

This Contract shall commence on the **Contract Beginning Date** set forth at §3, page one (1), of this contract. All Services required to be provided by this Contract shall be completed and ready for acceptance no later than the **Contract Termination Date** set forth at §3, page one (1), of this Contract.

#### 4. **Liquidated Damages:**

County and Contractor agree that damages to County due to delays in timely providing Services in accordance with the aforesaid Performance Schedule and Contract Termination Date are impractical and difficult to ascertain. Therefore, if §4 at page one (1) hereof shall indicate a daily amount as **Liquidated Damages**, County shall have the right to assess said daily sum, not as a penalty, but as and for damages to County due to delays in providing Services not in accordance with the said Performance Schedule, or later than the Contract Termination Date (herein "Delay"). Liquidated Damages shall be offset against amounts owing to Contractor, including retention sums.

To the extent that any Delay is a result of matters or circumstances wholly beyond the control of Contractor, County may excuse said Liquidated Damages; provided however, that County may condition such excuse upon Contractor having given prompt notice to County of such delay immediately by telephone and thereafter by written explanation within a reasonable time. The time for Contractor's performance shall be extended by the period of delay, or such other period as County may elect.

#### 5. **Time of the Essence:**

Time is of the essence with respect to Contractor's performance under this Contract. Delay in meeting the time commitments contemplated herein will result in the assessment of liquidated damages, if indicated at §4 at page one (1), hereof. If Liquidated Damages are not so indicated, damages shall be as otherwise provided by law.

### Insurance

#### 6. **Commercial General Liability Insurance:** (County Resolution Nos. 90-674, 02-439)

If §6 at page one (1) hereof shall indicate a **Commercial General Liability** insurance policy is required, Contractor shall promptly provide proof of such insurance evidenced by a certificate of insurance with properly executed endorsements attached, which insurance shall include the following:

- (i) Broad form coverage for liability for death or bodily injury to a person or persons, and for property damage, combined single limit coverage, in the minimum amount indicated at said §6;
- (ii) An endorsement naming County as an additional insured under said policy, with respect to claims or suits arising from the Services provided or the relationships created under this Contract;
- (iii) A provision that said insurance shall be primary and non-contributory, that other insurance maintained by the County of Nevada shall be excess only and that neither the insured nor the insurer shall seek contribution from any other insurance or self-insurance available to County;
- (iv) A provision that said insurance shall provide for thirty (30) days written notice to County of any termination or change in coverage protection, or reduction in coverage limits (except ten (10) days notice for non-payment of premium).

**7. Automobile Liability Insurance:** (County Resolution No. 90-676)

If §7 at page one (1) hereof shall require either a Business Rated or a Commercial Automobile Liability insurance policy, for each vehicle used including non-owned and hired automobiles, Contractor shall promptly provide proof of such insurance evidenced by a certificate of insurance with properly executed endorsements attached, which insurance shall include the following provisions:

- (i) Liability protection for death or bodily injury to a person or persons, property damage, and uninsured and underinsured coverage, combined single limit coverage, in the minimum amount indicated at said §7;
- (ii) An endorsement naming County as an additional insured under said policy, with respect to claims or suits arising from the Services provided or the relationships created under this Contract;
- (iii) A provision that said insurance shall be primary and non-contributory, that other insurance maintained by the County of Nevada shall be excess only and that neither the insured nor the insurer shall seek contribution from any other insurance or self-insurance available to County;
- (iv) A provision that said insurance shall provide for thirty (30) days written notice to County of any termination or change in coverage protection, or reduction in coverage limits (except ten (10) days notice for non-payment of premium).

If §7 at page one (1) hereof shall require a Personal Auto policy, for each vehicle used including non-owned and hired automobiles, Contractor shall promptly provide proof of such insurance for a minimum of three hundred thousand dollars, (\$300,000), in combined single limits, and naming the County as additionally insured.

**8. Workers' Compensation:** (County Resolution No. 90-674)

If §8 at page one (1) hereof shall indicate a **Workers' Compensation** insurance policy is required, Contractor shall maintain said policy as required by law, and shall promptly provide proof of such insurance evidenced by a certificate of insurance, or other documentation acceptable to County. The Workers' Compensation insurer shall agree to waive all rights of subrogation against the County, its agents, officers, employees, and volunteers for losses arising from work performed by Contractor for the County.

Before commencing to utilize employees in providing Services under this Contract, Contractor warrants that it will comply with the provisions of the California Labor Code, requiring Contractor to be insured for workers' compensation liability or to undertake a program of self-insurance therefor.

**9. Errors and Omissions:**

If §9 at page one (1) hereof shall indicate **Errors and Omissions** insurance is required, Contractor shall maintain either a professional liability or errors & omissions policy in the minimum amount indicated, and shall promptly provide proof of such insurance evidenced by a certificate of insurance, or other documentation acceptable to County.

**10. Miscellaneous Insurance Provisions:** (County Resolution Nos. 90-674, 90-675)

All policies of insurance required by this Contract shall remain in full force and effect throughout the life of this Contract and shall be payable on a "per occurrence" basis unless County specifically consents to "claims made" coverage. If the County does consent to "claims made" coverage and if Contractor changes insurance carriers during the term of this Contract or any extensions hereof, then

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other remedy available at law or otherwise, shall serve as a basis upon which County may elect to suspend payments hereunder, or terminate this Contract, or both.

**14. Licensing and Permits:**

Contractor warrants (i) Contractor is qualified and competent to provide all Services under this contract; (ii) Contractor and all employees of Contractor hold all necessary and appropriate licenses therefor, including those licenses set forth at §14, page one (1) hereof; and, (iii) Contractor shall obtain, and remain in compliance with, all permits necessary and appropriate to provide said Services. Contractor shall cause said licenses and permits to be maintained throughout the life of this Contract. Failure to do so shall constitute a Material Breach of this agreement, and, in addition to any other remedy available at law or otherwise, shall serve as a basis upon which County may elect to suspend payments hereunder, or terminate this Contract, or both.

**Public Contracts**

**15. Certificate of Good Standing:**

Registered corporations including those corporations that are registered non-profits shall possess a Certificate of Good Standing also known as Certificate of Existence or Certificate of Authorization from the California Secretary of State, and further warrants to shall keep its status in good standing and effect during the term of this Contract.

**16. Prevailing Wage and Apprentices:**

To the extent made applicable by law, performance of this contract shall be in conformity with the provisions of California Labor Code, Division 2, Part 7, Chapter 1, commencing with Section 1720 relating to prevailing wages which must be paid to workers employed on a public work as defined in Labor Code §§ 1720, et seq.; and shall be in conformity with Title 8 of the California Code of Regulations §§ 200 et seq., relating to apprenticeship. Contractor shall comply with the provisions thereof at the commencement of Services to be provided herein, and thereafter during the term of this Contract. A breach of the requirements of this section shall be deemed a material breach of this contract. A copy of the relevant prevailing wage as defined in Labor Code §1770 et seq. is on file with the Department of Transportation, County of Nevada, 950 Maidu Avenue, Nevada City, California 95959. Copies will be provided upon request.

**17. Accessibility (County Resolution No. 00190):**

It is the policy of the County of Nevada that all County services, programs, meetings, activities and facilities shall be accessible to all persons, and shall be in compliance with the provisions of the Americans with Disabilities Act and Title 24, California Code of Regulations. To the extent this Contract shall call for Contractor to provide County contracted services directly to the public, Contractor shall certify that said direct Services are and shall be accessible to all persons.

**18. Nondiscriminatory Employment:**

In providing Services hereunder, Contractor shall comply with all applicable federal, state and local laws, rules, regulations and ordinances, including the provisions of the Americans with Disabilities Act of 1990, and Fair Employment and Housing Act, and shall not discriminate against any employee, or applicant for employment or client because of race, sex, sexual orientation, color, ancestry, religion or religious creed, national origin or ethnic group identification, political affiliation, mental disability, physical disability, medical condition (including cancer, HIV and AIDS), age (over 40), marital status, or use of Family and Medical Care Leave and/or Pregnancy Disability Leave in regard to any position for which the employee or applicant is qualified.

If applicable, Contractor shall comply with the provisions of Section 504 of the Rehabilitation Act of 1973, as amended, pertaining to the prohibition of discrimination against qualified handicapped persons in all federally assisted programs or activities, as detailed in regulations signed by the Secretary of Health and Human Services, effective June 2, 1977, and found in the Federal Register, Volume 42, No. 86, dated May 4, 1977.

**19. Drug-Free Workplace:**





c. County, upon giving **seven (7) calendar days written notice** to Contractor, shall have the right to terminate its obligations under this Contract if the County, the Federal Government or the State of California, as the case may be, does not appropriate funds sufficient to discharge County's obligations coming due under this contract.

d. Either party may terminate this Contract for any reason, or without cause, by giving **thirty (30) calendar days written notice** to the other, which notice shall be sent by certified mail in conformity with the notice provisions. In the event of termination not the fault of the Contractor, the Contractor shall be paid for services performed to the date of termination in accordance with the terms of this Contract. Contractor shall be excused for failure to perform services herein if such performance is prevented by acts of God, strikes, labor disputes or other forces over which the Contractor has no control.

e. Any notice to be provided under this section may be given by the County Executive Officer or Designee or Agency Director.

#### **25. Suspension:**

County, upon giving seven (7) calendar days written notice to Contractor, shall have the right to suspend this Contract, in whole or in part, for any time period as County deems necessary due to delays in federal, state or County appropriation of funds, lack of demand for services to be provided under this contract, or other good cause. Upon receipt of a notice of suspension from County, Contractor shall immediately suspend or stop work as directed by County and shall not resume work until and unless County gives Contractor a written notice to resume work. In the event of a suspension not the fault of the Contractor, Contractor shall be paid for services performed to the date of the notice of suspension in accordance with the terms of this Contract.

### Miscellaneous

#### **26. Financial, Statistical and Contract-Related Records:**

a. BOOKS AND RECORDS: Contractor shall maintain statistical records and submit reports as required by County. Contractor shall also maintain accounting and administrative books and records, program procedures and documentation relating to licensure and accreditation as they pertain to this Contract. All such financial, statistical and contract-related records shall be retained for five (5) years or until program review findings and/or audit findings are resolved, whichever is later. Such records shall include but not be limited to bids and all supporting documents, original entry books, canceled checks, receipts, invoices, payroll records, including subsistence, travel and field expenses, together with a general ledger itemizing all debits and credits.

b. INSPECTION: Upon reasonable advance notice and during normal business hours or at such other times as may be agreed upon, Contractor shall make all of its books and records available for inspection, examination or copying, to County, or to the State Department of Health Care Services, the Federal Department of Health and Human Services, the Controller General of the United States and to all other authorized federal and state agencies, or their duly authorized representatives.

c. AUDIT: Contractor shall permit the aforesaid agencies or their duly authorized representatives to audit all books, accounts or records relating to this Contract, and all books, accounts or records of any business entities controlled by Contractor who participated in this Contract in any way. All such records shall be available for inspection by auditors designated by County or State, at reasonable times during normal business hours. Any audit may be conducted on Contractor's premises or, at County's option, Contractor shall provide all books and records within fifteen (15) days upon delivery of written notice from County. Contractor shall promptly refund any moneys erroneously charged and shall be liable for the costs of audit if the audit establishes an over-charge of five percent (5%) or more of the Maximum Contract Price.

#### **27. Non-Profit Provisions:**

If Contractor is registered as a non-profit corporation, Contractor shall comply with the following requirements of this section:

**a. Reporting Requirements:**

Contractor shall submit a report to County no later than thirty (30) days after the aforesaid Contract Termination Date, which report shall identify the status of each service which was provided as described in **Exhibit "A"** (Schedule of Services), and detail all amounts expended as set forth in **Exhibit "B"** (Schedule of Charges and Payments), or otherwise. This report is subject to audit by the Nevada County Auditor/Controller.

**b. Supplemental Audit Provisions:**

(i) Contractor shall provide the most recent copy of the Contractor's reviewed or audited financial statements. Said financial statements shall be verified by an independent Certified Public Accountant. These financial statements together with the Certified Public Accountant's verification are due to the County within thirty (30) days of execution of the Contract. If Contractor, however, has another County Contract currently in effect and has previously provided this information to the County within the last year, it is not necessary for Contractor to re-submit these statements and verification under this Agreement.

(ii) Non-profit Contractors whose contract with the County includes services that will be reimbursed, partially or in full, with Federal funds are also governed by the OMB Super Circular and are required to have a single or program-specific audit conducted if the Contractor has expended \$500,000 or more in Federal awards made on or before December 26, 2014, or \$750,000 or more in Federal awards made after December 26, 2014, during Contractor's fiscal year. Any Contractor who is required to complete an annual Single Audit must submit a copy of their annual audit report and audit findings to County at the address listed in "Notice & Identification" §33 on page one (1) of the executed contract within the earlier of thirty (30) days after the Contractor's receipt of the auditor's report or nine (9) months following the end of the Contractor's fiscal year.

**28. Intellectual Property:**

All original photographs, diagrams, plans, documents, information, reports, computer code and all recordable media together with all copyright interests thereto (herein "Intellectual Property"), which concern or relate to this Contract and which have been prepared by, for or submitted to Contractor, shall be the property of County, and upon fifteen (15) days demand therefore, shall be promptly delivered to County without exception. Provided however, for personal purposes only and not for commercial, economic or any other purpose, Contractor may retain a copy of Contractor's work product hereunder.

**29. Entire Agreement:**

This Contract represents the entire agreement of the parties, and no representations have been made or relied upon except as set forth herein. This Contract may be amended or modified only by written, fully executed agreement of the parties.

**30. Jurisdiction and Venue:**

This Contract shall be construed in accordance with the laws of the State of California and the parties hereto agree that venue shall be in Nevada County, California.

**31. Compliance with Applicable Laws:**

The Contractor shall comply with any and all federal, state and local laws, codes, ordinances, rules and regulations which relate to, concern or affect the Services to be provided by this Contract. If a CFDA number is designated at §33, page one (1), of this Contract then the applicable CFDA funding agreement requires that this Contract shall also be governed by and construed in accordance with all applicable laws, regulations and contractual obligations set forth in the applicable CFDA funding agreement. Contractor shall comply with all terms and conditions of the applicable CFDA funding agreement and all other applicable Federal, state and local laws, regulations, and policies governing the funding for this Contract. A full copy of the applicable CFDA funding agreement is available for review at the Health and Human Services Agency Administration Office.

**32. Confidentiality:**

Contractor, its employees, agents and or subcontractors may come in contact with documents that contain information regarding matters that must be kept confidential by the County, including

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personally identifiable patient or client information. Even information that might not be considered confidential for the usual reasons of protecting non-public records should be considered by Contractor to be confidential.

Contractor agrees to maintain confidentiality of information and records as required by applicable federal, state, and local laws, regulations and rules and recognized standards of professional practice.

Notwithstanding any other provision of this Agreement, the Contractor agrees to protect the confidentiality of any confidential information with which the Contractor may come into contact in the process of performing its contracted services. This information includes but is not limited to all written, oral, visual and printed patient or client information, including but not limited to: names, addresses, social security numbers, date of birth, driver's license number, case numbers, services provided, social and economic conditions or circumstances, agency evaluation of personal information, and medical data.

The Contractor shall not retain, copy, use, or disclose this information in any manner for any purpose that is not specifically permitted by this agreement. Violation of the confidentiality of patient or client information may, at the option of the County, be considered a material breach of this Agreement.

**33. Notices:**

This Contract shall be managed and administered on County's behalf by the department and the person set forth at "Notice & Identification" §33 page one (1) of this Contract, and all invoices shall be submitted to and approved by this Department. In addition to personal service, all notices may be given to County and to Contractor by first class mail addressed as set forth at said §33 of page one (1) of this Contract. Said notices shall be deemed received the fifth (5th) day following the date of mailing or the earlier date of personal service, as the case may be.

**34. Authority:**

All individuals executing this Contract on behalf of Contractor represent and warrant that they are authorized to execute and deliver this Contract on behalf of Contractor.

**IN WITNESS WHEREOF**, the parties have executed this Contract effective on the Beginning Date, above.

**CONTRACTOR:**

  
\_\_\_\_\_  
Ann Guerra  
Executive Director

Dated: 05-24-2017

**COUNTY OF NEVADA:**

  
\_\_\_\_\_  
Hank Weston  
Chair, Board of Supervisors

Dated: 6/20/2017

Attest:

  
\_\_\_\_\_  
Julie Patterson-Hunter  
Clerk of the Board of Supervisors



**Exhibit "A"**  
**Schedule of Services**  
**Nevada-Sierra Connecting Point Public Authority**

The County of Nevada, Department of Social Services, hereinafter referred to as County, and Nevada-Sierra Connecting Point Public Authority, hereinafter referred to as Contractor, agree to enter into a specific contract pertaining to maintaining The Community Resource Directory of 211 Nevada County [www.211NevadaCounty.com](http://www.211NevadaCounty.com) database and services related to the operation of a Nevada County 211 Call Center.

**PROGRAM STATEMENT:**

The Community Resource Directory of 211 Nevada County ([www.211NevadaCounty.com](http://www.211NevadaCounty.com)) is a resource tool that assists County residents, and Out of County interested parties, in locating and connecting to needed local resources and services. Currently, this database of services is used as an online resource tool through the website address of [www.211NevadaCounty.com](http://www.211NevadaCounty.com).

The resource database is the focal point of 211 Nevada County Information and Referral/Assistance services and the means by which people and services are brought together. The resource database is a computerized body of information about community resources for a defined population within a specific geographic area. A Resource Specialist ensures that the information that is contained in the database is accurate and up-to-date and organized into a system that allows people to search for the services that they need.

The Contractor will continue to provide a 24/7 call center services to Nevada County residents.

**SCOPE OF SERVICES:**

**Section I.**

Maintain and update the web-based service directory of resources.

The Contractor shall provide the following services:

- Maintain database of resources to residents in Nevada County and the Truckee Tahoe region.
- Annual formal updates for each active agency listed, which includes verifying the accuracy for each agency and the services they provide.
- On-going updates as new information become available directly by the agencies or by other means.
- Maintain County Disaster Preparedness resources to be utilized by the EOC and public in case of an emergency.
  - Information collected and entered into database, to be available during an emergency.
- Maintain a current inclusion/exclusion policy for the resource database;
- Research new regional resources to be inputted into the database;
- Organizing, classifying and indexing the information;
- Act as the single point of contact for homeless services and provide services to the public to assist with the coordinated entry of homeless services and housing opportunities.

- Monthly statistical reports to the Department of Social Services Program Manager.
- Monthly statistical reports of the number of public assistance program applications filed through C4Yourself system to the Department of Social Services Program Manager.
- Attend quarterly Office of Emergency Services Council meetings;
- Representative at OES during an actual emergency;
- Act as community liaison to promote 211 Nevada County;  
Increase CalFresh outreach by utilization of text messaging.

**Section II.**

- Contractor shall provide CalFresh outreach and application assistance, with the anticipated goals of increasing access to CalFresh benefits for County residents and to reduce the processing time needed for client to obtain CalFresh benefits;
- Contractor will enter client information into C4Yourself system;

The Contractor will coordinate services and ensure appropriate expenditures, billings, and audit requirements are met.

The Contractor will:

- Complete policies and procedures necessary for effective 211 Call Center operation as well as AIRS Accreditation;
- Complete training on CalFresh application and benefit maintenance;
- Complete initial training on C4Yourself system and as needed ;

The County shall:

- Provide CalFresh and C4Yourself training to the Contractor's staff as needed.
- Distribute CalFresh marketing materials to promote application assistance at the Call Center.
- Update the Contractor on rules and regulations regarding CalFresh application, enrollment, and benefit maintenance.
- Pay the CAIRS and AIRS dues

211 Nevada County iCarol Database Ownership and Use:

211 Nevada County is supported by the Nevada County Department of Social Services and other organizations. It is important to the funders that this service remains constant even in the unlikely event that administration of the service must shift from one organization to another. Therefore, the Nevada County Department of Social Services shall retain ownership of the 211 database while granting all rights to use of the data and management of the database to the Nevada-Sierra Connecting Point Public Authority (Connecting Point).

The iCarol database that contains 211 data is owned solely by the Nevada County Department of Social Services who shall be responsible for continued payment for the annual database and taxonomy administrator fee.

Nevada County will manage the contract and contract payments to Charity Logic. The Nevada-Sierra Connecting Point Public Authority will be the entity responsible for all communications with Charity Logic regarding 211 Nevada County.

Upon termination of this contract, Contractor will cooperate in good faith with the County and ensure that all data belonging to County, not within the control of Charity Logic, will be returned to County in a commercially readable format within thirty (30) days.

Connecting Point may allow database access to entities other than the County of Nevada for the purpose of enabling call center response to 211 calls or data collection. Connecting Point is responsible for the maintenance and upkeep of the 211 iCarol database.

The Public Authority has the sole authority to sell data and data reports and collect related revenue. Such data-related revenue shall be utilized for the continued development and maintenance of Nevada County 211.

A handwritten signature in black ink, appearing to be the initials 'WJ', is written over a horizontal line.

**Exhibit "B"**  
**Schedule of Charges and Payments**  
**Nevada-Sierra Connecting Point Public Authority**

County agrees to reimburse Contractor for satisfactory delivery of services pursuant to this Agreement, a maximum amount not to exceed \$167,003 for the contract period of July 1, 2017 through June 30, 2018.

Upon approval of the contract by the Nevada County Board of Supervisors and receipt of an approved invoice, an amount of Forty One Thousand Seven Hundred Fifty Dollars and Seventy Five Cents (\$41,750.75) will be provided as an advance payment for costs incurred for the period of July 1, 2017 through September 30, 2017.

Contract expenses shall include:

Salary & Benefits to perform the functions of Exhibit A	\$ 134,120
Miscellaneous and Overhead Expenses	\$ 32,883
<b>Total</b>	<b>\$ 167,003</b>

Should modification to or changes to the budget line items be needed, a written request for modification shall be submitted for approval to the Director and or his/her designee, Department of Social Services. The Department of Social Services at its sole discretion shall determine if the change will continue to meet the contract objectives and approve or deny the request.

**BILLINGS AND PAYMENTS FOR OCTOBER 1, 2017 THROUGH JUNE 30, 2018:** Contractor shall submit to County at the beginning of each quarter a request for payment in the amount of Forty One Thousand Seven Hundred Fifty Dollars and Seventy Five Cents (\$41,750.75). In no event shall services for any one quarter exceed Forty One Thousand Seven Hundred Fifty Dollars and Seventy Five Cents (\$41,750.75). Each request/invoice for payment shall include all reporting requirements as detailed under Exhibit A for the previous quarter. In the event Contractor is unable for any reason to provide contracted services, the unused portion of the advance remitted to Contractor will be returned to the County by July 31, 2018.

Each invoice shall include:

- Dates/Month services were rendered
- Cost of services rendered — identifying total direct costs
- Billing period covered
- Reconciliation of advanced payment to actual expenses
- A final reconciliation for Quarter 4 shall be provided by July 31<sup>st</sup>
- Contract Number assigned to the approved contract
- Supporting documentation if required

**INVOICES ARE TO BE SUBMITTED TO:**

HHS Administration  
Attn: DSS Fiscal  
950 Maidu Avenue  
Nevada City, California 95959

County shall review each billing for supporting documentation; dates of services and costs of services as detailed previously. Should there a discrepancy on the invoice, said invoice will be returned to Contractor for correction and/or additional supporting documentation.