

AGREEMENT

THIS AGREEMENT is made this _____, by and between the Archuleta County Department of Human Services (hereinafter referred to as "County" or "DHS") and the La Plata County Family Centers Coalition, (hereinafter referred to as "Contractor").

WHEREAS, DHS is desirous of entering into an agreement with a contractor to provide Family Support Services which will assist TANF participants, individuals, and their families to become self-sufficient by supporting them in accessing necessary resources which may hinder their ability to navigate complex systems such as protection, housing, and eligibility programming. Contractor is responsible for any eligibility determination and maintaining eligibility documentation.

NOW THEREFORE, IN CONSIDERATION of the monies to be provided and received and the other terms and conditions contained herein, the parties hereto agree as follows:

1) TERM

The term of this contract will be from July 1, 2019, until June 30, 2020, unless terminated by either party according to the terms contained herein.

2) TERMINATION

Either party upon 30 days written notice to the other party at the address contained herein may terminate this Agreement for any reason.

Archuleta County
Department of Human Services
P.O. Box 240
Pagosa Springs, CO 81147

La Plata County Family Centers Coalition
P.O. Box 2451
Pagosa Springs, CO 81147

3) COMPENSATION

County agrees to purchase, and Contractor agrees to furnish service to be billed at the following rates:

- The Compensation referred to herein shall be drawn monthly. The monthly amount paid will be based on the monthly activity report that will accompany monthly invoices. The Contractor agrees to supply an invoice and monthly reports no later than the 10th day of the month following the month services were provided, indicating that the services have been provided for the prior month. Under no circumstances shall the DHS pay any amount for compensation exceeding the above referenced total sum. Failure to provide invoices as required herein during the term of this Agreement shall relieve DHS of payment for those respective services.
- The total for the Contract shall not exceed \$29,756.00.

4) CONFIDENTIALITY

Contractor agrees to safeguard information and confidentiality of cases referred by DHS to the Contractor.

5) TIME

Time is of the essence for all provisions of this Agreement.

6) APPLICABLE AUTHORITY

This Agreement shall be construed under the laws of the State of Colorado.

7) DEFAULT REMEDIES

In the event of default by either party to this Agreement, the non-defaulting party shall give written notice of the default to the defaulting party at the address listed herein. In the event the defaulting party does not cure its default within 10 days after the mailing of the notice then the non-defaulting party may declare this Agreement materially breached and may seek any and all remedies at law or in equity. The non-defaulting party shall be awarded its reasonable attorney's fees and costs in enforcing this Agreement.

8) INDEMNITY

Contractor shall indemnify the DHS from any action based upon or arising out of damage or injury, including death, to persons or property caused or sustained in connection with the performance of this contract or by conditions created thereby, or based upon any violation of any statute, regulations, and the defense of any such claims or actions.

9) SEVERABILITY

The parties hereto agree that each term and condition contained herein is severable. In the event any term or condition is determined to be illegal or unenforceable, it shall not affect the enforceability of the remaining terms of this Agreement.

10) BINDING

This Agreement shall be binding upon the parties hereto, their heirs, successors and assigns.

11) APPROPRIATION

This Agreement shall be subject to and conditioned upon appropriation of funds by the Archuleta Board of County Commissioners. Any financial obligations of the County payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted or otherwise made available.

12) REPORTING REQUIREMENTS

The Contractor will provide DHS with monthly activity reports and these reports will include:

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13) CONTRACTOR DUTIES AND RESPONSIBILITIES

The Contractor shall be responsible for the administration and provision of services as described in Exhibit A.

14) COMPLIANCE MONITORING

County reserves the right to periodically inspect project work. If work is being performed incorrectly, the County may notify Contractor of such deficiency and offer Contractor an opportunity to correct said work, or if such incorrect work constitutes a substantial breach of this Agreement, County reserves the right to terminate this Agreement immediately upon written notice to Contractor. In the event of a default by either party to this Agreement, the non-defaulting party may seek any and all remedies at law or in equity.

15) MODIFICATIONS AND AMENDMENT

- **Modifications by Operation of Law** – This Agreement is subject to such modifications as may be required by changes in federal or state law or regulations. Any such required modification shall be incorporated into and be part of this Agreement as if fully set forth herein.
- **Programmatic or Budgetary Modifications** – No programmatic or budgetary modifications that affect the project shall be made by the Contractor without the County's written authorization after written request by the Contractor. DHS may withhold such authorization in its good faith discretion.
- **Other Modifications** – If either DHS or the Contractor desire to modify the terms of this Agreement other than set forth in Subparagraphs (a) and (b) above, written notice of the proposed modification shall be given to the other parties in an amendment to this Agreement properly executed and approved in accordance with applicable law.

16) HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT

The Contractor shall comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) - federal law and regulations governing the privacy of certain health information.

17) INDEPENDENT CONTRACTOR

The Contractor is an independent contractor and is free to perform services for other clients. Notwithstanding any provision of this Contract, all personnel assigned by the Contractor to

perform work under this Contract shall be and remain at all times, employees of the Contractor for all purposes. **THE INDEPENDENT CONTRACTOR IS NOT ENTITLED TO WORKERS' COMPENSATION OR UNEMPLOYMENT BENEFITS THROUGH THE COUNTY AND IS OBLIGATED TO PAY FEDERAL AND STATE INCOME TAX ON ANY MONIES EARNED PURSUANT TO THE CONTRACT RELATIONSHIP.**

18) NO WAIVER OF GOVERNMENTAL IMMUNITY ACT

The Parties hereto understand and agree that DHS, its commissioners, officials, officers, directors, agents and employees, are relying on, and do not waive or intend to waive by any provisions of this Contract, the monetary limitations or any other rights, immunities and protections provided by the Colorado Governmental Immunity Act, §§ 24-10-101 to 120, C.R.S., or otherwise available to DHS.

19) COUNTERPARTS

This Contract may be executed in one or more counterparts, each of which shall be an original but all of which shall together constitute one and the same document. Facsimile, electronically scanned, or electronically signed copies of an original signature by either Party shall be binding as if they were original signatures.

20) ASSIGNMENT

Except for Contractor's normal and customary business processes, Contractor covenants and agrees that it will not assign or transfer its rights hereunder, or subcontract any work hereunder, either in whole or in part without the prior written approval of DHS. Any attempt by Contractor to assign or transfer its rights hereunder shall, at the option of DHS, void the assignment or automatically terminate this Contract and all rights of Contractor hereunder.

21) SIGNATORY AUTHORITY

Each person signing this Contract in a representative capacity expressly represents that the signatory has the subject Party's authority to so sign and that the subject Party will be bound by the signatory's execution of this Contract.

22) NO THIRD-PARTY BENEFICIARIES

Nothing in this Contract shall be construed to create any rights in or duties to any third party, nor any liability or standard of care with reference to any third party. This Contract shall not confer any right, or remedy upon any person other than the Parties.

23) AMBIGUITIES

Each Party and its legal counsel have reviewed this Contract. Any rule of construction to the effect that ambiguities are to be resolved against the drafting Party shall not apply in interpreting this Contract.

24) ENTIRE CONTRACT

This Contract, together with its exhibits and attachments, is intended as the complete integration of all understandings between the Parties. No prior or contemporaneous addition, deletion or modification hereto shall have any force or effect whatsoever.

IN WITNESS WHEREOF, the parties hereto have agreed the day and year first above written.

Matthew A. Dodson, Director
Archuleta County Department of
Human Services

Date: _____

Mariel Balbuena, Director
La Plata County Family Centers Coalition

Date: _____

Archuleta County Commissioner Chair

Date

EXHIBIT A
La Plata County Family Centers Coalition
TANF Services

Key Activity A:	Staff member will function as Family Advocate to provide comprehensive case management services to vulnerable families. Supervision, support and training will be provided.				
Tasks	Time Period	Deliverable	Measurement	Person(s) Responsible	Budget Category
Family Advocate (bi-lingual) will work 50% time	July 1, 2017 - June 30, 2018	Family Advocate employee hired	Employee contract and job description	Family Support Services Director	Personnel Services
Refer and triage clients by utilizing the common screening tool to determine appropriate service and resource/referral needs	July 1, 2017 - June 30, 2018	A minimum of 10% of families offered services will enroll and complete the CFSA 2.0	Efforts to Outcomes (ETO) database verifies program enrollments and accessed services. Family progress is tracked on the CFSA 2.0 assessment tool within ETO	Family Advocate, Data Coordinator/External Evaluator	Personnel Services and Contractors/Consultants
Educate and recruit new families to enter the Family Development pathway	July 1, 2017 - June 30, 2018	A minimum of 10% of families offered services will enroll and complete the CFSA 2.0	Efforts to Outcomes (ETO) database verifies program enrollments and outreach. Family progress is tracked on the CFSA 2.0 assessment tool within ETO	Family Advocate, Data Coordinator/External Evaluator	Personnel Services and Contractors/Consultants
Families will receive intensive services on initial contact; level of services will taper over time as goals are achieved	July 1, 2017 - June 30, 2018	Coordinated, comprehensive case management services delivered	Efforts to Outcomes (ETO) database and CFSA 2.0 tool verify services delivered including goal identification and goal progress	Family Advocate, Data Coordinator/External Evaluator	Personnel Services and Contractors/Consultants
Ensure all operations meet quality standards	July 1, 2017 - June 30, 2018	Services are family focused, strength based, culturally sensitive, and language appropriate	Staff are trained in Standards of Quality for Family Strengthening and Support; Participate in Annual Assessment of the Standards	Family Support Services Director(supervisor) and External Evaluator	Personnel Services and Contractors/Consultants
All Family Support Services staff receive ongoing training	July 1, 2017 - June 30, 2018	Staff will receive training offered through the Family Resource Centers Association	Certificates of Completion	Family Support Services Director, Family Advocate	Personnel Services and Travel
Motivational Interviewing skill development	July 1, 2017 - June 30, 2018	Monthly personalized Motivational Interviewing practice and coaching for all LPFCC staff	Staff meeting minutes and attendance roster	External Evaluator	Personnel Services
Key Activity B:	Comprehensive program and family data collection will be managed by an external evaluator who will support timely, accurate data entry to show and monitor progress in achieving the program goals and objectives.				
Tasks	Time Period	Deliverable	Measurement	Person(s) Responsible	Budget Category
All Family Support Services staff trained in data entry for ETO system	July 1, 2017 - June 30, 2018	Consistent and accurate data entry by Center staff	Roster of trained staff	External Evaluator	Personnel Services and Contractors/Consultants
Family Advocate will perform weekly data entry	July 1, 2017 - June 30, 2018	All required data entered including Center intake, demographics, common screening, CFSA 2.0, goals, referrals, service provision, etc.	Completed data entry for all participant families as reflected in their ETO dashboard	Family Advocate	Personnel Services and Contractors/Consultants
Monthly consultations with staff	July 1, 2017 - June 30, 2018	Data entry and management up-to-date and error-free	Monthly data report	External Evaluator, Family Advocate	Personnel Services and Contractors/Consultants
Liaison with FRCA and OMNI Institute (ETO)	July 1, 2017 - June 30, 2018	Increased knowledge of ETO system and updates; LPFCC functions as test site for FRCA/OMNI	Data are accurate, reports are delivered	External Evaluator	Personnel Services and Contractors/Consultants
Annual data report	June 2018	Data uploads and reports delivered	Annual data report	External Evaluator, Family Support Services Director, Family Advocate	Personnel Services and Contractors/Consultants