**Advocacy Services Organization**

*ending violence, transforming lives*

# SUBCONTRACT AGREEMENT

**THIS AGREEMENT MADE THE 13t h DAY OF May 2020 BETWEEN:**

Advocacy Services organization (hereinafter referred to as "the Organization)

# AND:

Mental Health Clinical Services Organization (hereinafter referred to as "Subcontractor") The Organization hereby contracts with the Subcontractor in accordance with the following terms and conditions:

WHEREAS, Advocacy Services Organization is the recipient of Grant #1913-60332 from Department of Social *&* Health Services for support of the Behavioral Health Program, which is made a part of this Agreement and attached as Exhibit A; and

WHEREAS, the effort to be performed by the Subcontractor under the Prime Award involves an approved collaborative effort between Advocacy Services Organization and Mental Health Clinical Services.

# GRANT AGREEMENT

Subcontractor agrees to comply with all conditions set forth in the General Terms and Conditions, Special Terms and Conditions, Program Requirements, and other applicable conditions of the original grant agreement #1913-60332 from Department of Social & Health Services attached as Exhibit A.

Subcontractor will comply with the requirements of 2 CFR Part 200, Subpart F audit requirements.

# PERIOD OF PERFORMANCE

The period of performance begins on April 1, 2020 through June 30, 2021 unless amended in writing by the parties. Subcontractor is not obligated to continue work or provide services and Advocacy Program coordinators is not obligated to compensate Subcontractor for expenses incurred or commitments made before the Beginning Date or after the Ending Date.

# STATEMENT OF WORK

Subcontractor will provide up to 10 hours per month of the Mental Health Clinical Director's time for supervision, support, and training for Advocacy program coordinators.

The Advocacy program will provide support for the Mental Health Behavioral Health Program Coordinators and their agency supervisors in the following areas:

* + developing Behavioral Health Program protocols and procedures
	+ understanding and responding to complex behavioral health needs experienced by survivors
	+ setting and implementing clear boundaries
	+ consulting on specific cases or concerns
	+ developing trainings and processes for all advocates to follow in working with survivors with behavioral health needs
	+ referring survivors for assessments or services at other agencies

Advocacy Program Coordinators will make arrangements with the Mental Health Clinical Director to schedule the support as described above.

Advocacy Program Coordinators will not share client names or personally identifying information with the Mental Health Clinical Director, unless the client has provided informed, written consent. Mental Health Clinical Director will sign and adhere to a confidentiality agreement for those cases when informed, written consent is given and the Mental Health Clinical Director is exposed to confidential information. Advocacy Program confidentiality agreement is attached as Exhibit B.

Any material change in the scope of work requires the Advocacy Program and Mental Health Clinical Director services prior written approval.

Subcontractor will provide direct supervision of the Mental Health Clinical Director.

# 4.COST

The work defined above will be performed on a cost reimbursement basis in accordance with the terms of this Agreement. Subcontractor will bill at $/hour, with $ the maximum reimbursement amount for the period of performance unless modified in writing by the parties.

# REIMBURSEMENT

Subcontractor will submit invoices for reimbursement monthly by the 5th of the following month. Invoices shall include the total budget, current invoice amount, amount previously billed, and total amount remaining.

Subcontractor will send invoices to:

Advocacy Program,

WA or email

Advocacy Program must receive the final yearly invoice no later than July 5, 2021,

Subcontractor agrees to maintain books and records pertaining to all costs incurred in such detail as will properly document all expenses for which reimbursement is claimed. The books of account and other records, which are applicable to this

Agreement, shall at all times be available for inspection and review by Advocacy Program and/or Department of Social *&* Health Services.

All payments are considered provisional and subject to adjustment in the event such an adjustment is necessary as a result of an internal or external audit.

# INDEMNITY

Subcontractor shall indemnify and save harmless the Organization and its officers, directors, agents and employees from all claims, losses or damages, and any associated costs, which relate to or arise directly or indirectly out of any acts or omissions of the Subcontractor in connection with providing the Services under this Agreement, including without limitation, payment of all applicable taxes, assessments and deductions in respect of the fees paid by the Organization under this agreement.

# ENTIRE AGREEMENT

This Agreement constitutes the entire understanding and agreement between the parties.

Name: Executive Director

Date:

Authorized Signatory of the Subcontractor

Date