

SCO ID: 8955 - 20XS0006

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD 213 (Rev. 03/2019)

AGREEMENT NUMBER

20XS0006

PURCHASING AUTHORITY NUMBER (if Applicable)

1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME

California Department of Veterans Affairs

CONTRACTOR NAME

County of Monterey

2. The term of this Agreement is:

START DATE

July 1, 2020

THROUGH END DATE

June 30, 2022

3. The maximum amount of this Agreement is:

\$94,440.00

Ninety-Four Thousand Four Hundred Forty Dollars and Zero Cents

4. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Agreement.

Exhibits	Title	Pages
Exhibit A	Scope of Work	2
Exhibit A-1	Program Narrative	8
Exhibit B	Budget Detail and Payment Provisions	3
+ -	Exhibit B-1 Budget Form / Narrative	3
+ -	Exhibit C * General Terms and Conditions - GTC 04/2017	*
+ -	Exhibit D Special Terms and Conditions	6

Items shown with an asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto.

These documents can be viewed at <https://www.dgs.ca.gov/OLS/Resources>

IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.

CONTRACTOR

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)

County of Monterey

CONTRACTOR BUSINESS ADDRESS

1200 Aguajito Road, Room #3

CITY

Monterey

STATE

CA

ZIP

93940

PRINTED NAME OF PERSON SIGNING

Jason Cameron

TITLE

County Veterans Service Officer

CONTRACTOR AUTHORIZED SIGNATURE

DATE SIGNED

DocuSigned by:

Anne Breerton, County Counsel

07025F3AA36B4A4...

DocuSigned by:

Shirley Giboney

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7/7/2020 | 11:25 AM PDT

7/7/2020 | 11:52 AM PDT

SCO ID: 8955 - 20XS0006

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD 213 (Rev. 03/2019)

AGREEMENT NUMBER

20XS0006

PURCHASING AUTHORITY NUMBER (If Applicable)

STATE OF CALIFORNIA

CONTRACTING AGENCY NAME

California Department of Veterans Affairs

CONTRACTING AGENCY ADDRESS

1227 O Street

CITY

Sacramento

STATE

CA

ZIP

95814

PRINTED NAME OF PERSON SIGNING

David Gerard

TITLE

Chief, Facilities and Business Services Division

CONTRACTING AGENCY AUTHORIZED SIGNATURE

DATE SIGNED

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL

EXEMPTION (If Applicable)

SCM Vol. 1 § 4.06

VETERAN MENTAL HEALTH OUTREACH

1. INTRODUCTION/SERVICES

- A. This is an Agreement in which the County of Monterey, hereafter referred to as the Contractor shall provide mental health outreach services, as specified within Exhibit A-1, in accordance with the Mental Health Services Act (Proposition 63), for the California Department of Veterans Affairs (CalVet).
- B. Contractor must be able to perform the tasks associated with providing services under the scope of their license. Contractor will provide services in accordance with federal and state laws and regulations and CalVet policies.
- C. Contractor is not authorized to disperse or promise any services as described in the Agreement until written approval has been obtained from CalVet Contract Manager and Contractor has received an executed Agreement from CalVet. Any delivery or performance of service commenced prior to Contractor obtaining all written approvals shall be considered voluntary on the part of Contractor.

2. CONTRACTOR'S RESPONSIBILITIES

Contractor shall provide the following services.

- A. Expand and/or enhance mental health services to include treatment, and other related recovery programs to veterans currently residing in or returning to the community from their military service as they transition back to civilian life.
- B. Provide the following performance measures on a periodic and annual basis:
 - 1. Provide four (4) periodic progress reports to include the following:
 - a) Performance table that includes the goal for each performance measure and the source of collecting the performance measure (See Exhibit B – Budget Detail and Payment Provisions for periodic progress report/metric due dates).
 - b) Any narrative related to Performance Assessment and Data.
 - 2. Provide an annual progress report at the end of the funding period. The report must summarize information from the periodic reports, describe the accomplishments of the project, and describe the next steps for implementing any plans for additional work identified during the funding period.

3. INDEPENDENT CONTRACTOR STATUS

- A. Contractor shall be considered "Independent Contractors" in relation to CalVet and the State. Therefore, Contractor shall not be considered employee(s) of CalVet and shall not be entitled to any employee benefits from CalVet or the State including, but not limited to, the following:
 - 1. Premium Pay, Overtime Pay, or Holiday Pay;
 - 2. Medical Insurance;
 - 3. Vacation or Sick Leave;
 - 4. Worker's Compensation; and
 - 5. Other employee benefits.

California Department of Veterans Affairs
Exhibit A - Scope of Work

Agreement Number: 20XS0006
County of Monterey

4. CONTACT INFORMATION

A. The Contract Representatives during the term of this Agreement will be:

1. **CalVet Home Representative:**

Veterans Services- Headquarters
Phillip Leggett, Mental Health Coordinator
1227 O Street
Sacramento, CA. 95814
Phone: (916) 503-8327
Email: phillip.leggett@calvet.ca.gov

2. **Contractor Representative:**

County of Monterey
Jason Cameron, CVSO
1200 Aguajito Rd., Room #3
Phone: (831) 647-7613
Email Address: cameronj@co.monterey.ca.us

B. Contract Representatives, addresses, and phone/fax numbers may be changed by issuing a 20-day prior written notification and shall not require a formal amendment to this Agreement. The notifying party shall provide complete contact information for the replacement Contract Representative including, name, title, mailing address, phone/fax numbers, and email address.

All other changes require a formal written amendment to this Agreement.

Monterey County – Military & Veterans Affairs Office
MHSA Initiative
Program Narrative

Section A: Statement of Need

Purpose: The primary purpose of the Monterey County MHSA Initiative is to address the behavioral health issues among Afghanistan and Iraq U.S. War Veterans in Monterey County.

Goal: The goal of the Monterey County MHSA Initiative is to provide outreach, information, intervention, and referral services to 1,100 Afghanistan and Iraq U.S. War Veterans in Monterey County. Monterey County is requesting \$50,000 per year (\$100,000 total) of MHSA funding to reach this goal.

Outcome: The projected outcome of the Monterey County MHSA Initiative is to connect 440 (40%) veterans with VA health care, compensation, pension, and/or enrollment in local treatment and employment programs.

Who: Our MHSA outreach program provides services to Afghanistan and Iraq War Veterans at Transitional Assistance Programs (TAPs/CalTAPs), Veterans Treatment Court (VTC), Homeless Veteran Stand Downs (HVSD), and three (3) Community Colleges in Monterey County.

How: Participants are identified through direct engagement by assigning a dedicated accredited Veteran Service Representative (VSR) at each outreach site. Participants are engaged through enrollment in VetPro, completion of a risk assessment, referral to barrier removal services, and continued/ongoing tracking by the Monterey County Veteran Service Office.

Need: The identified need is documented in the Substance Abuse and Mental Health Services Administration (SAMHSA) "In Brief" regarding Behavioral Health Issues Among Afghanistan and Iraq U.S. War Veterans. Monterey County has identified approximately 2,625 (15% of the 17,500 local veteran population) veterans that may benefit from the MHSA Initiative. Between 37%-50% (971-1,313) of local war veterans are estimated to have received a mental health disorder diagnosis such as PTSD or depression. An additional 11% (289) are estimated to have been diagnosed with a Substance Use Disorder (SUD). The majority of these veterans are likely to be attending TAPs/CalTAPs, Veterans Treatment Court, the Homeless Veterans Stand Down, and/or the local Community Colleges.

Geographic Area: Monterey County is stretched over 3,771 square miles, over 100 miles long from Northwest to Southeast. Monterey County is home to three (3) military bases (Presidio of Monterey/Defense Language Institute, Naval Post-Graduate School, Fort Hunter-Liggett). The County is also home to three (3) community/state colleges (Hartnell, Monterey Peninsula College, CSU Monterey Bay), the California Central Coast Veterans Cemetery, a VA Clinic (Marina CBOC), and the State's largest Veterans Transition Center (VTC). The MHSA program will provide outreach to hard-to-reach, vulnerable veterans, across this area by engaging them in outreach sites they are most likely to access for services. Our location has contributed significantly by pre-establishing critical relationships and partnerships with TAPs/CalTAPs, VTC, HVSD, and three (3) local Community Colleges and establishing a proof of concept utilizing 2019 Prop-63 funding. The current barrier to accessing MHSA program services are the remote "in-the-field" locations which engagement occurs. Engagement normally occurs away from the office (travel time) and without access to computer systems, files, records, and internet. In the first two (2) quarters of 2019, the MVAO office provided services to 236 veterans in the identified population which provides confidence that the goal of reaching 1,100 veterans is possible with MHSA project funding.

Section B: Proposed Service/Project

Purpose: The primary purpose of the Monterey County MHSa Initiative is to address the behavioral health issues among Afghanistan and Iraq U.S. War Veterans in Monterey County.

Goal: The goal is to provide outreach, information, intervention, and referral services to 1,100 Afghanistan and Iraq U.S. War Veterans in Monterey County.

Outcome: The projected outcome of the Monterey County MHSa Initiative is to connect 440 (40%) veterans with VA health care, compensation, pension, and/or enrollment in local treatment and employment programs.

Performance Measures: Performance measures will be a count of unique/new Afghanistan and Iraq U.S. War Veterans engaged at each of the four program outreach areas (TAPs, VTC, HVSD, Colleges). Veterans enrolled will be tracked through VetPro and contacted quarterly to track progress.

Service Practice: The service practice implemented is based on the research provided by Substance Abuse and Mental Health Services Administration (SAMHSA) "In Brief" regarding Behavioral Health Issues Among Afghanistan and Iraq U.S. War Veterans (Summer 2012 Vol 7 Issue 1 page 5) under "What Social Service Providers Can Do to Help":

1. *Know the Facts:* Veteran Service Representatives (VSRs) providing MHSa outreach services will be trained to understand the patterns and prevalence of behavioral health issues among returning veterans and how adjusting from war to civilian life affects veterans and their families.
2. *Observe:* VSRs providing MHSa outreach services will be trained to be attuned to the signs and symptoms of substance use and mental disorders among veterans.
3. *Educate:* VSRs providing MHSa outreach services will provide veterans information on the benefits of enrolling in benefit services and how to connect with local service providers for barrier removal support.
4. *Refer:* VSRs providing MHSa outreach services shall be trained on all available local behavioral health resources that veterans may access for support.

Evidence: The evidence that the service practice is effective for the target population comes from SAMHSA's recommendation to adopt the National Institute on Drug Abuse's Physicians' Outreach Initiative (NIDAMED) screening, brief intervention, and referral to treatment (SBIRT) approach. Specifically, NIDAMED's "Principles of Drug Addiction Treatment: A Research-Based Guide. The SBIRT approach has proven successful for mental health intervention in addition to substance abuse intervention. Strategies implemented include increasing access to VA healthcare, reducing stigma, and raising awareness among both veterans and service providers. The evidence that the SBIRT approach is appropriate for the outcomes is that it allows the VSR to connect the veteran with the research based components of comprehensive treatment (behavioral health services, education services, legal services, financial services, housing services, and family involvement) through referral services.

Components:**(1) Transitional Assistance Program (TAP) and CalTAP Outreach**

A MHSa VSR will attend the CalTAP and both the Presidio of Monterey and Naval Post Graduate School TAP classes. MHSa funding will increase the outreach dedicated to CalTAPs and TAPs classes from one (1) to two (2) full days per month to provide onsite enrollment and referral services. The MHSa VSR will meet with the discharging veterans and will *Observe, Educate, and Refer* veterans based on the nature of their experiences in the service that could result in mental health disabilities and substance abuse issues. Thirty (30) service members attend these classes every month. The goal is to prevent veterans from exiting service with undiagnosed mental health conditions that may lead to substance use disorder (SUD), incarceration, homelessness, and other social challenges. Discharging veterans are the perfect target population for MHSa. *Service goal: 400.*

(2) Veterans Treatment Court (VTC) Outreach

A MHSA VSR will attend the Monterey County Veterans Treatment Court (VTC). MHSA funding will increase the outreach dedicated to VTC from one (1) to two (2) full days per month to provide onsite enrollment and referral services. The MHSA VSR will meet with the participating veterans and will *Observe, Educate, and Refer* veterans based on their mental health disabilities and substance abuse issues. Twenty (20) to forty (40) veterans attend VTC every month. The goal is to ensure veterans in treatment court receive wrap around services while participating and successfully graduating from the program. Veterans in treatment court are the perfect target population for MHSA. *Service goal: 240.*

(3) Homeless Veteran and Stand Down Outreach

The Monterey County Veteran Services Office provides support in the planning and execution of the bi-annual Monterey County Homeless Veteran Stand Down (HVSD). This three (3) day event is typically held in August/September at the Monterey County Fairgrounds. The Monterey County Veteran Services Office provides the funding for the Stand Down with an annual contribution of \$50,000 per year to ensure homeless veterans have access to mental health services, substance abuse services, legal services and other vital services. A MHSA VSR will be allocated for the planning committee meetings held twice each month. The veteran service office commits ten (10) hours each day for three (3) days during the Stand Down to include set up and take down. The event is specific to the Monterey County homeless veteran population with high percentages of mental health disabilities and substance use disorder (SUD). The bi-annual Stand Down services approximately 300 veterans and their families. The Monterey County HVSD supports veterans from neighboring San Luis Obispo, San Benito, Santa Cruz and Santa Clara Counties. Veterans attending the Monterey County HVSD are the perfect target population for MHSA. *Service Goal: 300.*

(4) Community College Outreach

A MHSA VSR will attend the Veterans Resource Centers at Hartnell, Monterey Peninsula College and Cal State University of Monterey Bay (CSUMB). MHSA funding will increase the outreach to Community Colleges from one (1) to three (3) Community Colleges to provide onsite enrollment and referral services. The MHSA VSR will meet with the veteran students and will *Observe, Educate, and Refer* veterans based on their mental health disabilities and substance abuse issues. Fifteen (15) veteran students attend these outreach services every month. The goal is to identify student veterans with undiagnosed mental health conditions that may lead to substance use disorder (SUD), incarceration, homelessness, and other social challenges. Student veterans are the perfect target population for MHSA. *Service goal: 160.*

Section C: Proposed Implementation Approach

Anticipated Impact Rationale: The proposed project will have an immediate and long-lasting impact on the veteran community. Dedicated MHSA VSRs using evidence based best practices to engage with vulnerable veterans at TAPs/CalTAPs, VTC, HVSDs, and Community Colleges will result in 1,100 veterans being connected with critical mental health and substance abuse services and treatment. MHSA VSRs four (4) outreach components will meet all MHSA expectations (B) and funding prioritizations (C) by providing information services (All Components), collaborate with community-based service providers (TAPs/CalTAPs and Colleges), enhance access to VA health care (All), provide mental health education and suicide awareness and intervention (All), work with justice involved veterans (VTC/HVSD), and minority groups including women and dishonorably discharged veterans (All), make referrals (All), provide homeless services (HVSD), provide barrier removal services (All), report issues (All), and meet all reporting deadlines.

Meaningful Results: Achievement of the service goals will provide the meaningful result of engaging 1,100 of the estimated 2,625 Afghanistan and Iraq U.S. War Veterans in Monterey County. Ensuring that 40% of the 1,100 veterans engaged, 440 veterans, are connected with benefits and services will reduce the overall vulnerability of the 2,625 war veterans by 17% for less than \$90.91 per veteran engagement. Engagement will increase access to VA healthcare and compensation, increase the availability of MHSA VSRs and the number of referrals to services, increase suicide prevention through direct engagement and information sharing, increase outreach by doubling the availability of the MHSA VSR, increase access to pre-services like mental health and substance abuse risk factor screening, increase treatment through direct referrals to treatment services, and increase intervention opportunities by meeting the veterans "in the field" where they are accessing services.

Screening Facilitation: MHSA VSRs will use the online screening tools for assessing behavioral health problems among veterans provided in the SAMHSA "In Brief" Behavioral Health Issues Among Afghanistan and Iraq U.S. War Veterans (Summer 2012, Vol 7, Issue 1, page 4). MHSA funding will be used to ensure access to these online screening tools are available "in the field". The information obtained from online screening will be used to make referrals to local behavioral health and substance abuse service providers for which the MHSA VSR has a pre-established partnership with. Some of these service providers include but are not limited to: Marina VA CBOC Social Workers, Veterans Transition Center, Santa Cruz Vet Center, Veterans Resource Center, Veterans Rehabilitation Specialists Inc, and the Monterey County Health Department and Department of Social Services.

Unduplicated Individuals Served: MHSA funding is planned to provide outreach services to 700 unduplicated individuals in the first year and 1,100 total individuals over two (2) years. In the first year, MHSA funding will provide outreach services to 200 service members at TAPs/CalTAPs outreach, 120 justice-involved veterans at VTC, 300 homeless veterans at HVSD, and 80 student veterans at Community Colleges. The remaining veterans will be provided services in the second year. The anticipated outcomes for services are that 40% of the 700 (280) unduplicated individuals in the first year will be connected with VA health care, compensation, pension, and/or enrollment in local treatment and employment programs. Thus, 80 service members, 48 justice-involved veterans, 120 homeless veterans, and 32 student veterans will be connected with the services above in the first year. An additional 160 veterans will be connected with services in year two (80 service members, 48 justice-involved veterans, and 32 student veterans). The reason behind the difference in services provided between year one and year two is that the Homeless Veterans Stand Down is bi-annual and will occur in the first year of funding.

Additional Organizations Involved:			
Organization	Role and Responsibility	Commitment	Documents
United Veterans Council	Program information sharing and support.	Committed to ensuring the success of MHSA	Letter of Support
Veterans Transition Center	Reaching homeless and justice-involved veterans	Committed to ensuring the success of MHSA	Letter of Support
Fleet and Family Support Center	Reaching active service members and families	Committed to ensuring the success of MHSA	Letter of Support
CSUMB	Reaching student veterans on campus	Committed to ensuring the success of MHSA	Letter of Support
Veteran Rehabilitation Specialists Inc.	Reaching homeless veterans	Committed to ensuring the success of MHSA	Letter of Support
Other organizations supporting MHSA include: Hartnell, MPC, and MST.			

Barriers to Success: The largest barrier to success would be receiving less than the requested MHSA funding. Goals and Outcomes are based on full funding of the MHSA Initiative. With less than optimal funding, goals and outcomes will be reduced by more than the fraction of funding received. For example, reducing funding by 25% may result in a 50% reduction in the number of individuals served. This is because the MHSA Initiative is scaled to provide the largest number of services per dollar of investment. A reduction in requested funding may lead to one or more of the four components being removed from the MHSA Initiative. Our office would be forced to choose between providing MHSA services to homeless veterans or students veterans or service members or justice-involved veterans. Removal of any one component significantly impedes meeting the wide areas of services sought in the RFA. Our office is prepared to make reductions if needed. Alternatively, receiving more funding than requested would significantly increase the individual services provided and reduce the dollars spent per service engagement.

Prior Experience: Monterey County applied for and received \$49,000 of CalVet Prop-63 funding in FY 19.20. The funding was used to lay the groundwork for this MHSA Initiative. During the first two quarters of reporting, Monterey County is exceeding original estimates for service engagements. 236 veterans have already been engaged at TAP/CalTAPs, VTC and homeless veteran outreach. Partnerships have been created and strengthened with the Presidio of Monterey, Naval Post Graduate School, CalTAPS, Veterans Treatment Court, HVSD, Monterey Peninsula College, Hartnell College, CSUMB, Veterans Transition Center, and local veteran organizations and public service organizations. We have a proof of concept and require MHSA funding to fully realize the potential of our plan.

Contingency Planning: After the project funding period ends in two (2) years, our office anticipates that the partnerships created and strengthened will allow for a "reverse-referral" adjustment to allow for continued engagement. The MHSA VSR will have established a rapport with TAP/CalTAPs, VTC, HVSD, and Colleges to where the employees of those organizations will confidently refer vulnerable veterans to the County Veteran Services Office for MHSA services. A plan will be put in place for transportation from each outreach location to our office. Our office will also use equipment obtained through project funding to provide "virtual" veteran services. We will allow for veterans to be able to connect with our office wherever there is a computer and internet (i.e. public libraries, non-profits, colleges, etc). We are already testing this concept with great success and only require MHSA project funding to fully realize this opportunity. *Change In Operational Environment:* Our project plan is thorough and tested. MHSA training is being provided to each of our VSRs in the event the designated VSR is ill during a scheduled outreach event. Our management team has developed detailed instructions for project implementation and delivery and both managers are well versed on the goals and outcomes. We have planned for back-up personnel in each component of the plan.

Section D: Performance Assessment and Data

Ability to Collect and Report: Performance measures will be documented and tracked in VetPro's Outreach area as well as by uniquely identifying each veteran in the program in their VetPro profile. Each veteran profile in VetPro allows for veterans to be tracked by checking a box in the Personal Information page under Entitlements and Internal Handling. One of the boxes is identified as "Prop-63". Each time a MHSA VSR engages with a veteran at a MHSA outreach component they will be required to check the Prop-63 box in the Entitlements and Internal Handling area of the VetPro profile. Checking this box allows an administrator to run a VetPro database query for Prop-63 services provided during a date range. Thus, at any given time our office would be able to produce a report showing the number of veterans provided MHSA services over any time period. The notes section in this same page allows us to identify which of the four outreach components helped us engage each veteran. The Outreach section in VetPro allows us to document the date of each outreach component and how many direct engagements were made at each outreach. Our staff is already trained on using these two areas of VetPro to track current Prop-63 services. We have run this report each month for six (6) months successfully tracking veterans enrolled in Prop-63 services. We have successfully provided two (2) accurate and quantifiable quarterly reports to CalVet using this process. The data collection, management, analysis and reporting process has been tested and proved to work as planned.

Management of Data and Continuous Quality Improvement: Management of data will be assigned to the office analyst/supervisor. Reports will be run monthly to ensure proper entry and tracking of engaged veterans. Quarterly data reports will be run as required by the MHSA RFA. During quarterly data report runs, engaged and enrolled veterans will be contacted by phone or email to ensure continuous engagement in program services and referrals. A survey will be developed and provided quarterly to solicit feedback from engaged veterans about the quality and helpfulness of the services they are accessing. Survey results will be reported to the CVSO quarterly to ensure continuous quality improvement. Surveys will also capture risk assessments to identify behavioral health discrepancies (i.e. identify if a veteran's behavioral health risk screening is improving or becoming more severe).

Additional Instruments: Remote service hardware is required to ensure optimal data collection and reporting as well as access to online screening tools and assessments. MHSA VSRs will be required to have portable office equipment to include a tablet, wireless internet, wireless printing, scanning, and faxing, and a portable display for information and presentations. Our office has already tested these instruments in the field and has identified the equipment necessary to provide to each MHSA VSR. It will be necessary to use some of the MHSA project funding to obtain these remote service hardware devices.

CalVet site visits are welcomed throughout the project span.

Performance Assessment and Data Table: The performance assessment and data table is available on the next page. The description for how each component relates to Mental Health Services and Programs is included in sections A & B above. Data will be collected in VetPro and reported quarterly using the data table. The quarterly report will show the number of veterans engaged in each component over each quarter. The goals are identified by quarter, mid-program, and final to ensure steady progress toward meeting the overall outcome of 1,100 veterans engaged. Additional program tracking and reporting will be done outside of the performance assessment and data table. The office analyst will track monthly progress and quarterly contacts and survey responses. Survey responses will be provided to CalVet as requested.

Performance Assessment and Data Table:						
Performance Metric	Data Source	Goal	Quarter 1a	Quarter 2a	Quarter 3a	Mid-Program Review
TAP	VetPro Outreach Database	50 Veterans per quarter 200 Veterans Mid-Program 400 Veterans Final				
Veterans Treatment Court	VetPro Outreach Database	30 Veterans per quarter 120 Veterans Mid-Program 240 Veterans Final				
Stand Down	VetPro Outreach Database	300 Veterans Final				
Colleges	VetPro Outreach Database	20 Veterans per quarter 80 Veterans Mid-Program 160 Veterans Final				
Total	VetPro Outreach Database	100 Veterans per quarter 400 Veterans Mid-Program 1,100 Veterans Final				
Performance Metric	Data Source	Goal	Quarter 1b	Quarter 2b	Quarter 3b	Final
TAP	VetPro Outreach Database	50 Veterans per quarter 200 Veterans Mid-Program 400 Veterans Final				
Veterans Treatment Court	VetPro Outreach Database	30 Veterans per quarter 120 Veterans Mid-Program 240 Veterans Final				
Stand Down	VetPro Outreach Database	300 Veterans Final				
Colleges	VetPro Outreach Database	20 Veterans per quarter 80 Veterans Mid-Program 160 Veterans Final				

California Department of Veterans Affairs
Exhibit A-1 - Program Narrative

Agreement Number: 20XS0006
County of Monterey

Total	VetPro Outreach Database	100 Veterans per quarter 400 Veterans Mid-Program 1,100 Veterans Final				

1. STANDARD BUDGET DETAIL AND PAYMENT PROVISIONS**A. Invoicing and Payment**

1. For services satisfactorily rendered, and upon receipt and approval of the invoices, the CalVet agrees to compensate Contractor for services rendered in accordance with the rate specified in Exhibit B-1-Budget Form/Narrative.
 - a) Total cost of the contract is \$94,440.00.
 - b) The first quarterly payment shall be made upon approval of the contract in the amount of \$11,805.00, the remaining seven (7) payments shall be made upon receipt of quarterly invoices by the CalVet Contract Manager.
 - c) Quarterly invoices shall be submitted no later than the following dates:

July 1, 2020	Contract Begins	Term: July 1, 2020 – June 30, 2022
October 31, 2020	1 st Qtr. Invoice/Metrics Due	1 st Qtr. (07/01/2020 – 9/30/2020)
January 31, 2021	2 nd Qtr. Invoice/Metrics Due	2 nd Qtr. (10/01/2020 – 12/31/20)
April 30, 2021	3 rd Qtr. Invoice/Metrics Due	3 rd Qtr. (01/01/2021 – 03/31/2021)
July 31, 2021	Annual Progress Reports	Counties must summarize information from the periodic reports, describe the accomplishments of the project and describe next steps for implementing any plans for additional work identified during the funding period. (Annual Progress Reports are due with 4 th Quarter invoices and metrics.) 4 th Quarter (04/01/21 – 06/30/21)

July 1, 2021	Fiscal Year 21/22 Begins	
October 31, 2021	1 st Quarter Invoice/Metrics Due	1 st Qtr. (07/01/2021 – 9/30/2021)
January 30, 2022	2 nd Quarter Invoice/Metrics Due	2 nd Qtr. (10/01/2021 – 12/31/21)
April 28, 2022	3 rd Quarter Invoice/Metrics Due	3 rd Qtr. (01/01/2022 – 03/31/2022)
July 31, 2022	Annual Progress Reports	Counties must summarize information from the periodic reports, describe the accomplishments of the project and describe next steps for implementing any plans for additional work identified during the funding period. (Annual Progress Reports are due with 4 th Quarter invoices and metrics.) 4 th Quarter (04/01/22 – 06/30/22)

2. Quarterly payments shall only be approved upon periodic invoices that shall include the Agreement Number, County name, address and telephone number. Quarterly invoices shall also be accompanied

California Department of Veterans Affairs
Exhibit B - Budget Detail and Payment Provisions

Agreement Number
County of Monterey

by the quarterly reports identified in Exhibit A – Scope of Work, and shall be submitted in duplicate not more frequently than listed above to:

3. Invoices shall include the Agreement Number and shall be submitted in not more frequently than monthly in arrears to:

Original Invoice	Approval Copy
Department of Veterans Affairs CalVet Accounting Office 1227 O Street, Room 402 Sacramento, CA 95814	Department of Veterans Affairs Attn: Phillip Leggett 1227 O Street Sacramento, CA 95814

B. Budget Contingency Clause

1. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further form and effect. In this event, the State shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement and Contractor shall not be obligated to perform any provisions of this Agreement.
2. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an Agreement amendment to Contractor to reflect the reduced amount.

C. Prompt Payment Clause

Payment will be made in accordance with, and within the time specified in, Government Code, Chapter 4.5, commencing with Section 927.

2. SPECIAL BUDGET DETAIL AND PAYMENT PROVISIONS

A. Submissions of Invoices/Claims

1. All invoices/claims must be completed thoroughly and legibly, with all applicable fields completed. Invoices/claims that are submitted to the appropriate location but have been altered, or are inaccurate, or do not provide all necessary information will not be accepted and will be returned to the Contractor for correction.
2. Any changes to this provision relating to the invoice/claim submittal process, including but not limited to an address, form, or process change, shall be an administrative change managed through the appropriate designated CalVet office and shall not require a contract amendment.
3. Invoices/claims submitted shall include the following information in order to be considered complete and acceptable for processing, or the invoice/claim will be returned:
 - a) Contractor's Company name
 - b) Contractor's Company address, phone number and e-mail
 - c) Date of invoice/claim
 - d) Invoice/claim number
 - e) CalVet location where services were performed
 - f) Agreement Number

California Department of Veterans Affairs
Exhibit B - Budget Detail and Payment Provisions

Agreement Number
County of Monterey

- g) Date(s) of Service
- h) Total dollar amount being billed
- i) First and Last name of Contractor or Provider performing services, if applicable
- j) Contractor's or Provider's Classification, whichever is applicable
- k) When applicable, contractors shall include the following information on the invoice/claim submitted for hourly reimbursement:
 - 1. Hourly Rate
 - 2. Time in and time out
 - 3. Total hours worked
 - 4. Any other information or documentation reasonably required to verify and substantiate the provision of services and the charges for such services.

BUDGET FORM/NARRATIVE

The Budget Form/Narrative may not represent the actual dollar amount allotted for this Agreement. The Budget Form is the Contractor's response to Program's Request for Application and shall be attached as a reference for Contractor's proposal of how expenses will be addressed as part of this agreement.

Monterey County – Military & Veterans Affairs Office MHSA Initiative				
Budget Form				
A. Personnel				
Position	Hourly Wage	Hrs/Mo Spent on Program	Mo/Yr Spent on Program	Cost
CVSO - Jason Cameron	54.59	25	12months/1 year	16,377
MAIII - Joe Farotte	50.65	25	12months/1 year	15,195
VSRIII - Fernando Romo, Shari Stevenson	27.83	42	12months/1 year	14,026
VSRII - Jorge Rojas, Doug Chandler, Anita Pascual, Adam Errahebi	25.06	33	12months/1 year	9,924
			Total	\$55,522
B. Fringe Benefits				
Position	FICA, WC, Ins, etc	Annual Wage	Cost	
CVSO x 1	30%	Based on 300 hrs \$16,377	4,913	
MAIII x 1	30%	Based on 300 hrs \$15,195	4,559	
VSRIII x 2	30%	Based on 504 hrs \$14,026	4,208	
VSRII x 4	30%	Based on 396 hrs \$9,924	2,977	
		Total	\$16,657	
C. Travel				
Location	Purpose	Rate (Mileage Only)	Cost	
County will absorb				
		Total	\$0.0	
D. Supplies				
Items	Rate (Cost x Months)	Cost		
Coins for Encouragement	1 time cost – Motivation for Veteran success	2,000		
Mobile Office Equipment	1 time cost – Outreach	15,000		
Portable Monitor / Screen	1 time cost – Outreach/collaborative meetings	10,000		
	Total	\$27,000		
E. Contracting				
Name	Service	Rate (Cost/Individual x Individual x Days)	Cost	
Homeless Veterans Stand Down	Stand Down Operations	Annual 50,000	\$50,000	
		Total	\$50,000	
F. Other				
Item	Rate	Cost		
Mental Health Marketing Material	1 time cost	2,000		
Stand Down Banners	1 time cost	1,000		
Stand Down EZ UP, table, chairs	1 time cost	1,000		
	Total	\$4,000		

Totals			
Section A: Personnel	\$55,522	Section D: Supplies	\$27,000
Section B: Fringe Benefits	\$16,657	Section E: Contracting	\$50,000
Section C: Travel	0.0	Section F: Other	\$4,000
		Total Annual Cost	\$153,179
		Total Requesting Per Year	\$50,000

Monterey County – Military & Veterans Affairs Office MHPA Initiative	
Budget Narrative	
Section A: Personnel	
<p>This office will use spend approximately \$55,522 per year supporting the MHPA Initiative at quarterly CalTAPs at the Presidio of Monterey, Monthly Soldier for Life TAPs Class Presidio of Monterey, Monthly Fleet and Family Support TAPs Class Naval Support Activity Monterey, Monthly Veterans Treatment Court, Monthly Homeless outreach and the Veterans Stand-down in addition to College and University partnerships. The award of funding request of \$50,000 per year will not support the entire expenditure but will augment the \$55,522 that the Monterey County Veterans service Office spends on FTE outreach to our most vulnerable veterans with mental health and substance abuse disorders. The award and payment distribution are not contingent on the number of employees or hours allocated mental health services but rather a quarterly payment to be utilized as seen fit by the Military & Veterans Affairs Office.</p>	
Section B: Fringe Benefits	
<p>This office will spend approximately \$16,657 on fringe benefits for the employee(s) that are tasked to Mental Health Outreach. The award of funding request of \$50,000 per year could help to offset this cost in effect making it possible to run the MHPA initiative. The award and payment distribution are not contingent on the number of employees, hours or fringe benefits, nor the time allocated to the mental health services, but rather a quarterly payment to be utilized as seen fit by the Military & Veterans Affairs Office.</p>	
Section C: Travel	
<p>County will absorb</p>	

Section D: Supplies

The Military & Veterans Affairs Office is in need of Outreach Supplies to be the most successful in our Mental Health Outreach efforts. It is estimated that it will cost approximately \$27,000 for Challenge Coins (to be given as motivation to the Veterans described throughout), Mobile Outreach Office Equipment to include laptops, mobile hotspots, scanners or other devices and a large wall monitor / screen to share power points and key strategies with other government agencies, non- profits and community partners. The award and payment distribution are not contingent on the purchase of these items, but rather a quarterly payment to be utilized as seen fit by the Military & Veterans Affairs Office to offer the best solutions for Mental Health Outreach, Tracking, Reporting, Processing and Analyzing.

Section E: Contracting

The Military & Veterans Affairs Office will contract through a local non-profit to organize and run the homeless veterans stand down. This cost is \$50,000 per year. The award and payment distribution are not contingent on the pass through of MHSA funds to cover the contract amount, but rather a quarterly payment to be utilized as seen fit by the Military & Veterans Affairs Office to offer the best solutions for Mental Health Outreach, Tracking, Reporting, Processing and Analyzing.

Section F: Other

The Military & Veterans Affairs Office also is in need of outreach mental health marketing materials and other items. Such as, Banners, Flyers, Brochures, EZ UP, Table Chairs etc. The award and payment distribution are not contingent on the purchase of these items, but rather a quarterly payment to be utilized as seen fit by the Military & Veterans Affairs Office to offer the best solutions for Mental Health Outreach, Tracking, Reporting, Processing and Analyzing.

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Time Zone: (UTC-08:00) Pacific Time (US & Canada)	morrillrw@co.monterey.ca.us
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Anne Brereton, County Counsel
BreretonA@co.monterey.ca.us
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Becky Cromer, DSS Finance
cromerbl@co.monterey.ca.us
County of Monterey
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Jan Wolf, Contract Management

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