

**CALIFORNIA Director’s Office -- Operations PROGRAM**

**Awarded By**

**THE CALIFORNIA DEPARTMENT OF PUBLIC HEALTH, hereinafter “Department”**

**TO**

**County of Monterey, hereinafter “Grantee”**

**Implementing the project, “California Public Health Workforce Career Ladder  
Education and Development Program,” hereinafter “Project”**

**AMENDED GRANT AGREEMENT NUMBER 22-11317, A1**

The Department amends this Grant and the Grantee accepts and agrees to use the Grant funds as follows:

**AUTHORITY:** The Department has authority to grant funds for the Project under 2022-2023 State Budget Act (AB 179, Chapter 249, Statutes of 2022) **and Health and Safety Code 131085(b)(4).**

**PURPOSE FOR AMENDMENT:** The purpose of the Grant amendment is to:

This amendment aims to increase in funding by \$183,750, raising the total contract amount from \$61,713 to \$245,463. Furthermore, it reallocates unspent funds of \$46,463 from fiscal year 2023/24 to fiscal year 2024/25. The additional funding was granted to the county as part of the legislative budget revision in May 2023. Relevant details can be found in the attached Health and Safety Code section 131085 and the funding appropriated in the 2022 State Budget Act (AB 179, Ch 249, Statutes of 2022).

**AMENDED GRANT AMOUNT:** This amendment is to increase the grant by \$183,750 and is amended to read: **\$245,463.00 (Two Hundred Forty Five Thousand Four Hundred Sixty Three Dollars and Zero Cents).**

Exhibit A, ATTACHMENT 1 – **GRANTEE'S WRITTEN MODIFICATIONS TO THE GRANT APPLICATION AS A REQUIRED CONDITION OF THE GRANT AWARD, this document shall supersede the Grant Application in addition the approved budget shall, to supersedes the proposed budget in the Grant Application. Incorporated by reference.**

Exhibit B BUDGET DETAIL AND PAYMENT PROVISIONS – **Attached.**

**PROJECT REPRESENTATIVES.** The Project Representatives during the term of this Grant will be:

<b>California Department of Public Health</b>	Grantee: <b>County of Monterey</b>
Name: Kristen Guerrero	Name: Cindy Girard Berry
Address: 1615 Capitol Ave.	Address: 1270 Natividad Road
City, ZIP: Sacramento, CA	City, ZIP: Salinas, CA 93906
Phone: 916-719-5784	Phone: (831) 755-4547
Fax:	Fax:
E-mail: <a href="mailto:Kristen.guerrero@cdph.ca.gov">Kristen.guerrero@cdph.ca.gov</a>	E-mail: <a href="mailto:berryc@countyofmonterey.gov">berryc@countyofmonterey.gov</a>

Direct all inquiries to:

<b>California Department of Public Health, Director’s Office</b>	<b>Grantee: County of Monterey</b>
Attention: Kristen Guerrero	Attention: Miriam Mendoza
Address: 1615 Capitol Ave.	Address: 1270 Natividad Road
City, Zip: Sacramento, CA	City, Zip: Salinas, CA 93906
Phone: 916-719-5784	Phone: (831) 755-4622
Fax:	Fax:
E-mail: <a href="mailto:Kristen.guerrero@cdph.ca.gov">Kristen.guerrero@cdph.ca.gov</a>	E-mail: <a href="mailto:HernandezMY@ccountyofmonterey.gov">HernandezMY@ccountyofmonterey.gov</a>

All payments from CDPH to the Grantee; shall be sent to the following address:

<b>Remittance Address</b>
<b>Grantee: County of Monterey</b>
Attention “Cashier”:
Address: 1270 Natividad Road
City, Zip: Salinas, CA 93906
Phone: 831-755-4500
Fax:

E-mail: [411-  
HDAdminFinance@countyofmonterey.gov](mailto:411-HDAdminFinance@countyofmonterey.gov)

Either party may make changes to the Project Representatives, or remittance address, by giving a written notice to the other party, said changes shall not require an amendment to this agreement but must be maintained as supporting documentation. Note: Remittance address changes will require the Grantee to submit a completed CDPH 9083 Governmental Entity Taxpayer ID Form or STD 204 Payee Data Record Form and the STD 205 Payee Data Supplement which can be requested through the CDPH Project Representatives for processing.

All other terms and conditions of this Grant shall remain the same.

IN WITNESS THEREOF, the parties have executed this Grant on the dates set forth below.

Executed By:

Date:

\_\_\_\_\_  
**Approved as to Form**  
By: Stacy Saetta  
Name: Stacy Saetta  
Title: Chief Deputy County Counsel  
Date: 4/23/2025 | 5:33 PM PDT

\_\_\_\_\_  
Elsa M. Jimenez, Director of Health Services  
1270 Natividad Road  
Salinas, CA 93906

\_\_\_\_\_  
**Approved as to Fiscal Provisions**  
By: Patricia Ruiz  
Name: PATRICIA RUIZ  
Title: Auditor Controller Analyst I  
Date: 4/24/2025 | 8:05 AM PDT

Date:

\_\_\_\_\_  
\_\_\_\_\_  
Vanessa Manson  
Chief, Contracts Management Unit  
California Department of Public Health  
1616 Capitol Avenue, Suite 74.317, MS  
1802  
P.O. Box 997377  
Sacramento, CA 95899-7377



California Department of Public Health  
**MEMORANDUM**

**DATE:** June 28, 2023

**TO:** County of Monterey, Health Department

**FROM:** California Department of Public Health

**SUBJECT:** Notice of Award California Public Health Workforce Career Ladder and Education (PH-Career Ladder) Program – Rounds 1 and 2

In December 2022, the California Department of Public Health (CDPH) released the Career Ladder Funding Application in accordance with funding appropriated in the 2022 State Budget Act (AB 179, Chapter 249, Statutes of 2022) to create the California Public Health Workforce Career Ladder Education and Development Program (PH-Career Ladder).

Originally, the Administration's January budget plan proposed a reduction to current year funding, and as noted in the April 21, 2023, Memorandum, CDPH was only able to allocate a portion of the original funds to projects, and in such cases, only for use during the first two (2) years of the the program (Round 1 Funding Memorandum). Per the June 20, 2023 Memorandum, as part of the May Revision and 2023 Budget Act, the Administration restored all original funding to the PH-Career Ladder allowing CDPH to allocate additional funding for the full four (4) year period of the program for all previously funded projects and to allow additional projects to be funded as well (Round 2 Funding Memorandum).

According to the Memorandum dated May 1, 2023 (the Round 1 Funding Notice of Award), County of Monterey, Health Department was awarded funding for up to two years as requested for PH- Career Ladder Program Project #1. Round 2 funding provides this projects with funding for years 3 and/or 4 of the program for a total of \$245,462.50.

The total for all awarded projects over the 4-year period is \$245,462.50.

**Round 1 and 2 Funding Summary of Awarded Project(s):**

*Project #1*

Educational Assistance Program, Priority #1.

*Scope of Work:*

Allows reimbursement of \$5,250 per employee per year to encourage staff to pursue degrees to assist in promotional opportunities, priority for community health, public health, nursing, microbiology, public administration, epidemiology, behavioral health, preparedness. Number of employees increases over each year growing from 3 in year 1 to 10 (year 2) to 15 (year 3) to 20 in year 4.

**Exhibit A**  
 Attachment 1

*Round 1 Awarded Funds:*

FY 22/23: \$15,250

FY 23/24: \$46,462.50

*Round 2 Awarded Funds:*

FY 24/25: \$78,750

FY 25/26: \$105,000

**Round 1 and 2 Combined Funding Schedule:**

Funding can be requested via invoice to CDPH’s Project Representative at the beginning of each Fiscal Year (FY), according to the payment schedule below:

FY 22/23	\$15,250
FY 23/24	\$46,462.50
FY 24/25	\$78,750
FY 25/26	\$105,000
TOTAL	\$245,462.50

**Funding Terms**

The grant’s funding period will be July 1, 2022 through June, 30, 2026. The first year of funding is available for encumbrance or expenditure until June 30, 2024, to provide time to ramp up the program. Subsequent annual allocations must be expended within their respective fiscal year.

**Reporting and Evaluation Requirements**

CDPH will assess awarded LHJs’ expenditure progress in December 2024, at which point CDPH will determine whether unused funds will need to be redirected to other LHJs or regional or collaborative workforce development efforts. CDPH will engage CHEAC, CCLHO/HOAC, and SEIU California during this assessment process, seeking to maximize awarded funds to LHJs.

CDPH requires awarded LHJs to report annually on the use of the funds and activities conducted. At a minimum, LHJs will be required to report:

- The number of individuals participating in eligible educational pursuits.
- Summary of types of credentials and skills attained through the program.
- Number of employees hired to provide coverage for employees attaining educational opportunities.

**Local Health Jurisdiction’s Project Representative:**

Grantee: County of Monterey, Health Department  
 Name: Cindy Girard Berry  
 Address: 1270 Natividad Road  
 City, ZIP: Salinas, CA 93906  
 Phone: (831) 755-4547  
 E-mail: [berryc@countyofmonterey.gov](mailto:berryc@countyofmonterey.gov)

**Exhibit B**  
 Budget Detail and Payment Provisions

**1. Invoicing and Payment**

~~A. Upon execution of the Grant and at the beginning of each State Fiscal Year (FY) (July 1), Grantee may submit a single invoice for each FY consistent with the table below for a total amount specified on the CDPH 1229 Grant Agreement.~~

**A. Upon completion of project activities as provided in Exhibit A Grant Application/ Attachment 1 Grantee Written Modification, and upon receipt and approval of the invoices, the State agrees to reimburse the Grantee for activities performed and expenditures incurred in accordance with the total amount of this agreement.**

Grant Fiscal Year	Amount
2022/2023	\$15,250
2023/2024	\$46,463
2024/2025	\$0.00
2025/2026	\$0.00
<b>Total</b>	<b>\$61,713</b>

\*The first year of funding is available for encumbrance or expenditure until June 30, 2024, to provide time to ramp up the program.

B. Invoices shall include the Grant Number and shall be submitted either electronically or in hard copy not more frequently than monthly in arrears to:

Kristen Guerrero  
 California Department of Public Health  
 Directors Office  
 1615 Capitol Ave.  
 Sacramento, CA 95814  
[Kristen.Guerrero@cdph.ca.gov](mailto:Kristen.Guerrero@cdph.ca.gov)

C. Invoices shall:

- 1) Be prepared on Grantee letterhead. If invoices are not on produced letterhead invoices must be signed by an authorized official, employee or agent certifying that the expenditures claimed represent activities performed and are in accordance with Exhibit A Grant Application under this Grant.
- 2) Bear the Grantee's name as shown on the Grant.
- 3) Identify the billing and/or performance period covered by the invoice.
- 4) Itemize costs for the billing period in the same or greater level of detail as indicated in this Grant. Subject to the terms of this Grant, reimbursement may only be sought for those costs and/or cost categories expressly identified as allowable and approved by CDPH.

D. Amount awarded under this Grant is identified in the CDPH 1229 Grant Agreement.

**2. Budget Contingency Clause**

**Exhibit B**  
Budget Detail and Payment Provisions

- A. 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 force and effect. In this event, the State shall have no liability to pay any funds whatsoever to Grantee or to furnish any other considerations under this Agreement and Grantee shall not be obligated to fulfill any provisions of this Agreement.
- B. 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 Grantee to reflect the reduced amount.

**3. 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.

**4. Timely Submission of Final Invoice**

- A. A final undisputed invoice shall be submitted for payment no more than thirty (30) calendar days following the expiration or termination date of this Grant, unless a later or alternate deadline is agreed to in writing by the program grant manager. Said invoice should be clearly marked "Final Invoice", indicating that all payment obligations of the State under this Grant have ceased and that no further payments are due or outstanding.
- B. The State may, at its discretion, choose not to honor any delinquent final invoice if the Grantee fails to obtain prior written State approval of an alternate final invoice submission deadline.

**5. Travel and Per Diem Reimbursement**

Any reimbursement for necessary travel and per diem shall, unless otherwise specified in this Agreement, be at the rates currently in effect, as established by the California Department of Human Resources (Cal HR). If the Cal HR rates change during the term of the Agreement, the new rates shall apply upon their effective date and no amendment to this Agreement shall be necessary. No travel outside the State of California shall be reimbursed without prior authorization from the CDPH. Verbal authorization should be confirmed in writing. Written authorization may be in a form including fax or email confirmation.