

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER 26XS0012	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 Sonoma

2. The term of this Agreement is:

START DATE

July 01, 2026

THROUGH END DATE

June 30, 2028

3. The maximum amount of this Agreement is:

\$270,000.00

Two Hundred Seventy Thousand 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	6
Exhibit B	Budget Detail and Payment Provisions	3
+ - Exhibit B-1	Budget Form/Narrative	5
+ - Exhibit C *	General Terms and Conditions (GTC 02/2025)	1*
+ - Exhibits D	Special Terms and Conditions	2

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 Sonoma

CONTRACTOR BUSINESS ADDRESS

3725 Westwind Blvd., Suite 100

CITY

Santa Rosa

STATE

CA

ZIP

95403

PRINTED NAME OF PERSON SIGNING

Angela Struckmann

TITLE

Director, Human Services Department

CONTRACTOR AUTHORIZED SIGNATURE

DATE SIGNED

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER 26XS0012	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

Daisy Kaur

TITLE

Manager, Central Business Office

CONTRACTING AGENCY AUTHORIZED SIGNATURE

DATE SIGNED

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL

EXEMPTION (If Applicable)

SCM Vol. 1, 4.04.A.4;

SCM Vol. 1 4.06.B

VETERAN MENTAL HEALTH OUTREACH

1. INTRODUCTION/SERVICES

- A. This is an Agreement in which the County of Sonoma, hereafter referred to as the Contractor shall provide behavioral health outreach services, as specified within Exhibit A-1, in accordance with the Behavioral Health Services Act, 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 behavioral 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 quarterly and annual basis:
 - 1. Provide eight (8) quarterly 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 a mid-program review at the end of the 1st funding year, as well as a final report at the end of the 24-month grant cycle. Both the mid-program review and final report must summarize information from the quarterly reports, describe the accomplishments of the project, and describe 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
 - 5. Other employee benefits

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 Sonoma
Mark Orlando
3725 Westwind Blvd. Ste 100
Santa Rosa, CA 95402
Phone: (707) 565-5960
Email: morlando@sonomacounty-hsd.gov

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.

Program Narrative

Veterans Service Office

Program Narrative

Section A: Statement of Need

According to the last US Census Report (2019 – 2023), Sonoma County is home to an estimated 20,384 veterans.ⁱ Veterans face disproportionately high rates of homelessness, behavioral health challenges, and other barriers that prevent access to essential services. In 2024, the county’s Point-inTime (PIT) count reflected a peak in veterans experiencing homelessness, with 162 individuals reported.ⁱⁱ By 2025, the county’s PIT count indicated a 39% reduction in homeless veterans and a 23% decrease overall.ⁱⁱⁱ While this suggests progress, the PIT count is a single-day snapshot and likely underrepresents the true extent of homelessness, particularly among hard-to-reach populations like veterans who are prone to self-isolate. And, among veterans interviewed in 2025, 76% self-identified as “unsheltered” (as in living on the street), as compared to 58% overall, highlighting the high vulnerability and risk among veterans, even as the total count declines.^{iv}

Veterans are at increased risk of homelessness due to the prevalence of service-related behavioral health conditions. National VA data shows that a staggering 29% of Iraq and Afghanistan veterans experience PTSD during their lifetime and one third of women veterans report Military Sexual Trauma.^v A 2025 study of post-9/11 veterans, many of whom can be found at Santa Rosa Junior College, found an alarming 45% presented with PTSD and almost half reported sleep disorders.^{vi} Yet veterans experiencing behavioral health issues continue to face barriers to accessing behavioral health care, stable housing, and stable employment.

Additionally, Sonoma County’s population is aging at a faster rate than the state average, and while the number of veterans 65 years and older is unknown, they likely comprise a substantial portion of the county’s veteran population.^{vii} Aging veterans experience higher rates of chronic conditions, functional limitations, service related-trauma and are in poorer overall health than the general aging population, increasing their vulnerability and underscoring the need for targeted services.^{viii}

Thus, the need for targeted, coordinated, and culturally responsive services to support access to behavioral health services for veterans in Sonoma County is imperative. This project aims to serve veterans within the county experiencing behavioral health conditions that impact their safety, security, and stability.

With this funding, this collaborative will reduce the number of veterans experiencing behavioral health crises by providing comprehensive, wraparound services, including legal aid, case management, outreach, housing assistance, behavioral health services, and benefits enrollment, ensuring veterans receive the treatment needed to reduce the impact of their unique behavioral health issues. This collaborative approach will help treat the whole veteran, rather than treating only the behavioral health symptom(s).

Section B: Proposed Service/Project

This project will reduce behavioral health crises and barriers to behavioral health care for veterans across Sonoma County. Building on a model established six years ago with funding from this grant, this project created an innovative, collaborative network between Sonoma County's Veterans Service Office (CVSO) and community-based partners, including Santa Rosa Junior College (SRJC), Nation's Finest (NF), and Legal Aid of Sonoma County (LASC). Over the past six years, this collaborative has leveraged each partners' expertise, services, and community connections to deliver comprehensive, wraparound services to at-risk veterans, including legal assistance, housing support, case management, behavioral health screening and counseling, transportation, and benefit screening and enrollment. By providing multiple access points and facilitating cross-referrals, this model reduces barriers for veterans facing transportation or access limitations, improving access to care, housing stability, and overall well-being.

SRJC will be the coordinating agency for this project because it is the only higher learning institution of its kind in this county with robust access to the most vulnerable veteran students and a proven track record of successfully administering this collaborative. SRJC is the only regionally accredited, public, open-access enrollment (as opposed to competitive enrollment) institution in Sonoma County. As such, SRJC serves as both a primary transfer gateway to four-year universities through guaranteed articulation and transfer agreements and as a state-recognized provider of vocational licensure, and is affordable, with tuition 85% lower than the regional four-year institution. Consequently, **SRJC enrolls the largest number of veteran students using GI Bill benefits in Sonoma County**, serving a veteran population disproportionately older, often balancing work, family or caregiving, and transitioning directly from military service, many of whom navigate financial, housing, and behavioral health challenges alongside their academic goals.^{ix} Through its dedicated Veterans Success Center (VSC) and longstanding experience administering GI Bill benefits, SRJC provides consistent, trusted, and on-campus access to student veterans at scale, making it a uniquely effective partner for veteran-centered programs and interventions, as evidenced by the success of this collaborative over prior grant terms.

To support this collaborative, SRJC will employ a classified staff member embedded in the VSC to oversee collaborative activities. The VSC employee will conduct intake for incoming veteran students, assess needs, and coordinate referrals for appropriate services. SRJC will refer veteran students for behavioral health services through SRJC's Student Psychological Services or NF, provide on-campus therapy groups facilitated by NF, with a special emphasis on LGBTQ+ student veterans, and refer students for housing support through NF and discharge upgrades through LASC. In partnership with the CVSO, SRJC will refer newly separated veterans for assistance enrolling in VA Health Care, providing an additional pathway to behavioral health services.

To reach beyond SRJC's campus, NF will conduct countywide outreach to homeless and at-risk veterans not connected to SRJC. Outreach will occur at homeless shelters, food banks, homeless encampments, hospitals, and other service sites, and will target veterans struggling with behavioral health issues, substance use disorders, or general homelessness in the County. Veterans identified through outreach will receive direct referrals to project services and transportation, as needed.

NF will also provide individual and group therapy services to student veterans at SRJC weekly, and as needed via telehealth through its behavioral health internship program. NF works with master's level clinical interns from accredited universities that provide services to the veterans and receive weekly clinical supervision from the NF social work administrator, a licensed LCSW with over 20 years' experience serving veterans. NF will also

facilitate placement and screening should any student veteran need more intensive care. NF's intern team will also tailor groups to meet the specific needs of the student community and will provide groups, outreach and behavioral health support for transitional service members and those who identify as LGBTQ+. As a provider of multiple VA community grants, including two transitional housing programs and a Supportive Services for Veteran Families (SSVF) grant, NF's approach is informed by decades of experience and successful outcomes.

LASC will address legal barriers that exacerbate behavioral health crises. For over twenty years, LASC has provided free legal assistance to low-income and homeless veterans in Sonoma County. Through this project, LASC's experienced Veteran Benefits attorneys will assist with discharge upgrades, including for LGBTQ+ veterans discharged under Don't Ask, Don't Tell; VA Character of Discharge determinations; and complex VA service-connected disability compensation claims. Moreover, LASC will provide eviction prevention services via internal referrals to its Housing Program. Additionally, LASC, which operates an Elder Program that regularly engages in outreach to senior centers and care facilities, will provide targeted outreach to residential care facilities to engage aging veterans in this collaborative.

The Department of Veterans Affairs has identified legal barriers as one of the most difficult barriers to overcome for veterans seeking stability and has linked both housing and employment instability to an increase in behavioral health distress and a greater incidence of diagnoses. Through direct legal services, LASC will reduce behavioral health distress by addressing veterans' most common unmet legal needs.

The CVSO will provide core services, including benefits screening, VA healthcare enrollment, and coordinated referrals. In collaboration with the project's partner agencies, the CVSO will prioritize outreach and engagement to historically underserved populations, including LGBTQ+ veterans, older veterans, and women veterans. The CVSO will deliver services through a structured intake process that includes a comprehensive, person-centered assessment of each veteran's needs in addition to screening for VA benefits. This assessment will evaluate housing stability, income and employment status, physical and behavioral health needs, social support, transportation access, food security, and safety concerns, with particular attention to the unique needs of LGBTQ+ veterans, older veterans, and women veterans.

Based on each assessment, the CVSO will facilitate VA healthcare enrollment and access to eligible federal, state, and local veteran benefits, while providing referrals to appropriate community-based services that address identified non-VA needs. By addressing both benefits access and broader social determinants of health, the CVSO advances behavioral health wellness, economic stability, and reduced risk of housing instability.

Section C: Proposed Implementation Approach

This project will continue and expand a collaborative, community-based service delivery model established six years ago through prior grant investment. The collaboration includes Santa Rosa Junior College (SRJC), Legal Aid of Sonoma County (LASC), Nation's Finest (NF), and the Sonoma County Veterans Service Office (CVSO). Together, partners will deliver wraparound, trauma-informed, and culturally competent services to at-risk veterans throughout Sonoma County. The model is intentionally designed to reduce barriers to care by providing multiple access points and seamless cross-referrals, placing responsibility

for coordination on providers rather than on veterans, many of whom face transportation, access, or system-navigation challenges.

SRJC will serve as the lead coordinating agency and primary hub for this project. Through its Veteran Student Success Specialist, SRJC will conduct intake and screening for student veterans, coordinate referrals to collaborative partners, and provide onsite behavioral health treatment. The Specialist will act as the central liaison among partners, ensuring continuity of care and supporting veterans in navigating multiple services efficiently.

Targeted outreach and service delivery will be shared among partners based on expertise:

- NF will conduct at least 5 hours per week of street and community outreach to homeless and at-risk veterans and provide individual and group behavioral health treatment onsite at SRJC and via telehealth. NF will also screen participants for and enroll eligible veterans in additional services, including homelessness prevention, rapid rehousing, transitional housing, and behavioral health programs.
- LASC will provide free legal services, including discharge upgrades and eviction prevention legal advocacy. LASC will conduct outreach twice annually to aging veterans in residential care and senior housing facilities and provide annual training to collaborative partners on identifying legal issues for referral.
- CVSO will assess veterans for VA and non-VA benefits, assist with benefits and VA healthcare enrollment, and connect veterans to behavioral health treatment and other supportive services. Non-VA needs will be referred to appropriate community partners.

All partners will screen eligible veterans for each partner's services and make direct referrals to one another, allowing veterans to access care through multiple pathways without navigating separate systems. Initial screenings are conducted by staff trained in veteran cultural competency and cooccurring disorder identification, recognizing the prevalence of PTSD, TBI, Military Sexual Trauma (MST), and dual diagnoses. Veterans will be enrolled during screening when possible or referred immediately to the appropriate provider.

Annual Service Targets (Unduplicated Veterans):

- SRCJ will screen for services and refer to appropriate collaborative partners for 55 veterans and provide direct behavioral health treatment services for 25 veterans. NF will provide direct behavioral health treatment services to and/or referrals for 35 at-risk or homeless veterans, with at least 25% enrolled in at least one additional NF program addressing behavioral health, housing or behavioral health.
 - LASC will provide legal services to 25 veterans referred by this project.
 - CVSO will provide benefits screening and VA healthcare enrollment for at least 40 veterans.

Collectively, the project will serve 180 unduplicated veterans annually.

This collaborative model has demonstrated effectiveness over the past six years, despite significant disruptions caused by the COVID-19 pandemic. Partners have collectively stabilized housing, expanded access

to behavioral health care, increased income through VA benefits, and leveraged substantial financial resources for veterans. Outcomes include increased housing stability, improved behavioral health access, reduced legal barriers, and significant returns on investment through benefits enrollment.

SRJC has sustained the Veteran Student Success Specialist position, which serves as the central coordination point for veteran engagement and service navigation. In the first year alone, SRJC scheduled more than 250 student appointments for veteran-related services and facilitated 27 referrals to community-based veteran service providers. SRJC also strengthened institutional capacity by offering two professional development workshops for faculty and staff focused on veteran-specific challenges and available campus and community resources. In addition, SRJC coordinated veteran student-led discussion groups over two academic years, supported by a Licensed Clinical Social Worker, and facilitated access to free Psy.D.-level behavioral health services for 39 veterans over three academic years.

NF provided extensive outreach and housing-related support throughout the project period, referring 67 veterans to community-based services and enrolling 3 veterans in transitional housing and 17 veterans in rapid rehousing programs. NF also conducted 312 hours of targeted community outreach, identifying homeless and at-risk veterans and increasing awareness of available services among community partners.

LASC received 165 referrals from collaborative partners over the project period and provided fullscope legal services to 78 veterans. Through this legal advocacy, LASC stabilized housing for 21 veterans, secured access to VA health care for 21 veterans, and facilitated access to behavioral health treatment for 27 veterans. Legal representation through the collaborative resulted in \$1,094,846 in lump-sum retroactive VA benefits and an estimated \$22 million in lifetime benefits, with more than 20 additional claims currently pending VA determination.

The CVSO received 64 referrals from collaborative partners during the previous grant cycle. These referrals resulted in comprehensive VA benefits briefs, including applications for VA medical care, VA disability compensation, and VA non-service-connected pensions, significantly increasing veterans' access to hCollectively, these outcomes demonstrate the effectiveness of a coordinated, multi-agency approach that reduces barriers, improves access to care, and delivers measurable improvements in housing stability, behavioral health access, and financial security for Sonoma County veterans.

Potential implementation challenges are primarily related to capacity constraints amid high demand for safety-net services. The collaborative will address these challenges by continuing to pursue diversified funding and strengthening SRJC's role as a centralized, community-based hub for veteran services. Operational continuity is ensured through cross-training and shared protocols among partners.

Through this coordinated, multi-component approach, the project will continue to improve behavioral health outcomes, housing stability, and overall well-being for Sonoma County veterans while sustaining a proven, scalable model of community-based care. ealthcare, income stability, and long-term supports.

Section D: Performance Assessment and Data

All collaborative partners will collect, track, and report project performance data using established case management systems that support outcome measurement, quality assurance, and continuous program improvement. Each system is designed to maintain client confidentiality while capturing service utilization, demographics, and outcomes relevant to this project.

SRJC utilizes VBP, a nonprofit case management and data tracking system, to capture and analyze project data. The system will be used to collect data to determine the number of veterans and family members served. In addition, as the main point of coordination, the Peer Specialist will maintain an electronic log of all unduplicated services provided to veterans. This information is shared at quarterly partner meetings and analyzed to ensure consistent services provision.

NF utilizes MyEvolv for data entry and analysis. This system is a case management system capable of reporting on hundreds of metrics, collecting demographic data, and logging follow-up checks with each veteran served. Case managers enter data and are supervised by an area supervisor to ensure that necessary information about veterans is maintained for this project.

LASC uses LegalServer for case management. This system, like MyEvolv and VBP described above, provides access for LASC staff to track relevant metrics, client information, and report on outcomes.

The CVSO utilizes Cumulus to capture referral data, demographic information, ensure accurate case tracking, prevention of duplicate services, and consistent reporting.

While each organization uses a distinct case management platform to protect client confidentiality, aggregate reporting across the collaborative will be standardized using Formstack. Formstack will serve as a centralized reporting tool through which partners submit periodic aggregate service and outcome data only. No client-level or personally identifiable information will be collected through Formstack, ensuring compliance with confidentiality and privacy requirements. This approach provides a low-burden, secure, and efficient method for the lead agency to compile funder-required reports while maintaining data integrity.

Using these systems, partners will generate monthly, quarterly, and annual reports documenting veterans served, services delivered, and outcomes achieved. During quarterly collaborative meetings, partners will review data trends, assess progress toward goals, and make data-informed adjustments to outreach strategies, service delivery, and coordination practices. The collaborative will use performance data not only for compliance, but as a continuous improvement tool, ensuring that services remain responsive to emerging needs within Sonoma County's veteran community and aligned with MHSAs goals of access, prevention, and system coordination.

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 \$270,000.00.
 - b) The first quarterly payment shall be made upon approval of the contract in the amount of \$33,750.00, 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:

	FY26/28 starts July 1, 2026
1 st Quarter Invoice and Metrics (07/01/2026 – 9/30/2026)	Due October 31, 2026
2 nd Quarter Invoice and Metrics (10/01/2026 – 12/31/26)	Due January 30, 2027
3 rd Quarter Invoice and Metrics (01/01/2027 – 03/31/2027)	Due April 28, 2027
4 th Qtr. Invoice and Metrics (04/01/27 – 06/30/27) Annual Progress Reports	Due July 31, 2027 The mid-program report must summarize information from the quarterly reports, describe the accomplishments of the project, and describe next steps for implementing any plans for additional work identified during the funding period (annual program reports are due with 4 th Quarter invoices and metrics.)

	FY27/28 starts July 1, 2027
1 st Quarter Invoice and Metrics (07/01/2027 – 9/30/2027)	Due October 31, 2027
2 nd Quarter Invoice and Metrics (10/01/2027 – 12/31/27)	Due January 30, 2028
3 rd Quarter Invoice and Metrics (01/01/2028 – 03/31/2028)	Due April 28, 2028
4 th Qtr. Invoice and Metrics (04/01/28 – 06/30/28) Annual Progress Reports	Due July 31, 2028 The mid-program report must summarize information from the quarterly reports, describe the accomplishments of the project, and describe next steps for implementing any plans for additional work identified during the funding period (annual program reports are due with 4 th Quarter invoices and metrics.)

- Quarterly payments shall only be approved upon quarterly invoices that shall include the Agreement Number, County name, address and telephone number. Quarterly invoices shall also be accompanied by the quarterly reports identified in Exhibit A – Scope of Work, and shall be submitted in duplicate not more frequently than listed above to:
- 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

- 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.
- 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
 - 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.

Appendix B – Budget Form

Nation’s Finest Santa Rosa Junior College Veterans Collaboration Budget Form				
A. Personnel				
Position	Hourly Wage	Hrs/Mo Spent on Program	Mo/Yr Spent on Program	Cost
Program Planning Analyst	\$34.00	6.5	12	\$2,652
Accountant III	\$41.64	2.4	12	\$1,200
Veteran Peer Specialist, SRJC	\$35.62	145	12	\$61,979
Veteran Case Manager, Outreach & Screening, Nation’s Finest	\$26.00	50	12	\$15,600
Attorney, LASC	\$49.20	48	6	\$14,170
Attorney, LASC	\$50.50	48	6	\$14,544
Caseworker, LASC	\$28.00	20	12	\$6,720
TOTAL				\$116,865
B. Fringe				
Component	Rate	Annual Wage		Cost
Program Planning Analyst	8%	\$2,652		\$212
Accountant III	38%	\$1,200		\$456

SRJC Fringe	33.95%	\$61,979	\$21,042
LASC Fringe	20%	\$35,434	\$6,951
Nation's Finest Fringe	25%	\$15,600	\$3,900
TOTAL			\$32,561
C. Travel			
Location	Purpose	Rate (Mileage Only)	Cost
SRJC Outreach	Veteran outreach and connections	\$0.72	\$287/yr
Nation's Finest Outreach	At-risk and homeless veteran location, outreach for assessment services	\$0.72	\$287/yr
		Total	\$574
D. Supplies			
Items	Rate (Cost x Months)		Cost
SRJC Collaborative Marketing Materials for Each Partner	\$250x 12 months		N/A
Student Veteran Brochure Handouts (SRJC)	\$100 x 12 months		N/A
	Total		
E. Contracting			
Name	Service	Rate (Cost/Individual x Individual x Days)	Cost
F. Other			
Item	Rate		Cost

	Total		
Totals			
Section A: Personnel	\$116,865	Section D: Supplies	\$0
Section B: Fringe Benefits	\$32,561	Section E: Contracting	\$0
Section C: Travel	\$574	Section F: Other	\$0
		Total Requesting	\$150,000

Appendix C – Budget Narrative

**Nation’s Finest
Santa Rosa Junior College Veterans Collaboration
Budget Narrative**

Section A: Personnel

Program Planning Analyst (Sonoma County):

- \$2,652 in wages
- This individual acts as a liaison for the assigned program, and analysis program need and requirements.

Accountant III (Sonoma County):

- \$1,200 in wages
- This individual processes invoices as they relate to this program.

Veteran Peer Specialist (SRJC)

- \$61,979 in total wages
- Acts as coordinator for all collaborative partners

Veteran Case Manager, Outreach (Nation’s Finest)

- \$15,600 in total wages
- Provides outreach services and screening for at-risk and homeless veterans

Attorney (LASC)

- \$14,170 in wages for 7/2026 - 12/2026
- \$14,544 in wages for 1/2027 - 6/2027
- \$28,714 in total wages
- Provides legal aid to eligible veterans, hosts clinics

Case Worker (LASC)

- \$6,720 in total wages
- Provide administrative support to legal aid attorney and advocacy to eligible veterans under attorney supervision

Section B: Fringe Benefits

SRJC: Based on standard issue fringe for CA Junior College benefits package available to employees of JCs

County CVSO: Standard County benefit package

Nation’s Finest: Health, dental, vision, life/LTD, IRA, workers’ comp, SDI, FICA

LASC: Health, dental, vision, retirement, workers' compensation, SDI, FICA
Section C: Travel
Travel includes outreach throughout Sonoma County to locate homeless and at-risk veterans in need of services. Also includes outreach to shelters, other area providers, churches, hospitals, surrounding counties lacking services, and collaborative meetings. Includes outreach to educational events to locate veterans, outreach to SRJC recruiting events to increase awareness of veteran services at SRJC.
Section D: Supplies
Supplies include marketing materials to inform the community about collaboration and services offered. Includes production of brochures for SRJC veterans to provide more information about veteran services offered on campus, including all services available through collaboration.
Section E: Contracting
N/A
Section F: Other
N/A

1. **General Terms and Conditions**

A. General Terms and Conditions (GTCs)

The (GTCs) are hereby incorporated by reference and made part of this agreement as if attached. hereo. These documents may also be viewed at the California Department of General Services website: <https://www.dgs.ca.gov/-/media/Divisions/OLS/Resources/GTC-Updates/GTC-225-February-2025.pdf>

1. CANCELLATION/TERMINATION:

- A. This agreement may be cancelled or terminated without cause by either party by giving thirty (30) calendar days advance written notice to the other party. Such notification shall state the effective date of termination or cancellation and include any final performance and / or payment / invoicing instructions / requirements.
- B. Upon notice of termination or cancellation, CalVet shall take immediate steps to stop performance and cancel or reduce subsequent contract costs.

2. RESOLUTION OF DISPUTES:

- A. The Contractor may dispute and appeal a decision or action by the State arising out of the Interpretation or administration of this Contract. A written dispute notice shall be submitted to the Contract Manager within thirty (30) calendar days from the date the Contractor receives notice of the decision or action in dispute.

The Contractor's dispute notice shall state the following, based on the most accurate information available to the Contractor:

- 1) That it is a dispute pursuant to this Section.
 - 2) The date, nature, and circumstances of the conduct, which is the subject of dispute.
 - 3) The names, telephone numbers, function, and activity of each contractor, subcontractor, State official, or employee involved in or knowledgeable about the conduct.
 - 4) The identification of any documents and the substance of any oral communications involved in the conduct. Copies of all identified documents shall be attached.
 - 5) The reason why the Contractor is disputing the conduct.
 - 6) The cost impact to the Contractor directly attributable to the alleged conduct, if any.
 - 7) The Contractor's desired remedy.
- B. The State and the Contractor agree to try to resolve all contractual issues by negotiation and mutual agreement at the Contract Manager level. The parties recognize that the implementation of this policy depends on open-mindedness, and the need for both sides to present adequate supporting information on matters in question. The Contract Manager, in a written decision stating the factual basis for the decision, will decide any disputes concerning performance of this Contract. Before issuance of the Contract Manager's decision, informal discussions between the parties by the individuals who have not participated substantially in the matter in dispute will be considered by the parties in efforts to reach mutual agreement.
 - C. The Contract Manager will render a decision or request additional substantiating documentation from the Contractor within thirty (30) days of receipt of the Contractor's appeal. A copy of the decision will be provided to the Contractor. The decision shall be final and conclusive unless, within thirty (30) days from the date of the decision, the Contractor files a written appeal addressed to the Undersecretary, California Department of Veterans Affairs.
 - D. The Undersecretary's decision shall be final and conclusive unless the decision is arbitrary, capricious, grossly erroneous or if any determination of fact is unsupported by substantiating evidence. The Undersecretary's decision will be in writing and may encompass facts, interpretations of the Contract, and determination or application of law. The Contractor may, prior to the Undersecretary's decision, present oral or documentary evidence, and arguments in support of the Contractor's appeal. The decision will either:
 - 1) Find in favor of the Contractor, in which case the Undersecretary may:
 - a. Countermand the earlier conduct which caused the Contractor to file a dispute; or
 - b. Reaffirm the conduct and, if there is a cost impact sufficient to constitute a change in obligations pursuant to the payment provisions, direct the State to comply with that Section.
 - 2) Deny the Contractor's dispute and, where necessary, direct the manner of future performance; or

3) Request additional substantiating documentation in the event the information in the Contractor's dispute or appeal is inadequate to permit a decision to be made under paragraphs (1) or (2) above, advise the Contractor as to what additional information is required, and establish how that information will be furnished. The Contractor shall have thirty (30) days to respond to the Undersecretary's request for further information. Upon receipt of this additional requested information, the Undersecretary will have thirty (30) days to respond with a decision. Failure to supply additional information required by the Undersecretary within the time period specified above shall constitute waiver by the Contractor of all claims.

E. Attorney's fees and costs for any dispute or subsequent trial shall be borne by the respective parties. Both parties waive trial by jury, and any trial in superior or municipal court shall be by a judge alone. Any litigation arising out of this Contract shall be conducted in a California Court pursuant to California law.

F. Contractor shall continue with the responsibilities under this Contract during any dispute.

3. INSURANCE REQUIREMENTS

Both parties will indemnify and hold harmless the other, its officers, agents, and employees from any and all claims or demands of liability caused by the indemnifying party during or after completion of the project, which is the subject of this agreement.

4. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) STANDARDS FOR PRIVACY OF INDIVIDUALLY IDENTIFIABLE HEALTH INFORMATION:

For the purpose of this contract, contractor shall comply with the federal Health Insurance Portability and Accountability Act (HIPAA), as well as State and Federal requirements for privacy protection. The definitions and obligations required by the HIPAA Standards for Privacy of Individually Identified Health Information (U.S.C. 1320d et seq.), and implementing regulations including but not limited to 45 Code of Federal Regulations parts 142, 160, 162, and 164, hereinafter referred to as the Privacy Rule, remain enforce and applicable for access to protected health information, including electronic protected health information.