

**MODIFICATION NUMBER ONE OF
AGREEMENT FOR SERVICES BETWEEN
COUNTY OF SONOMA AND
SONOMA COUNTY OFFICE OF EDUCATION**

On November 10, 2022, the County of Sonoma, a political subdivision of the State of California, (hereinafter “County”) and Sonoma County Office of Education (hereinafter “Contractor”) entered into a services agreement (hereinafter “Agreement”).

Pursuant to Section 13.7 (Merger) of the Agreement, the parties hereby evidence their intent and desire to modify the Agreement as follows:

1. Exhibit A (Scope of Work) is hereby deleted and replaced in its entirety with the attached Exhibit A (Scope of Work).
2. Exhibit B (Payment Terms and Conditions) is hereby deleted and replaced in its entirety with the attached Exhibit B (Payment Terms and Conditions).
3. Section 2.2 (Maximum Payment Obligation) is hereby revised to read as follows:

2.2. Maximum Payment Obligation

In no event shall County be obligated to pay Contractor more than the total sum of \$4,479,060, including \$311,428 for FY 21-22, \$726,837 for FY 22-23, \$1,592,723 for FY 23-24, and \$1,848,072 for FY 24-25, under the terms and conditions of this Agreement.

Except as expressly modified herein, all terms and conditions of Agreement shall remain in full force and effect.

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IN WITNESS WHEREOF, the parties have caused this modification to be duly executed by their authorized representatives this _____ day of _____, 2023.

CONTRACTOR:

Mandy Corbin, Assistant Superintendent
Sonoma County Office of Education

Dated

COUNTY OF SONOMA:

Approved; Certificate of Insurance on File with County:

Tina Rivera, Director
Department of Health Services

Dated

Approved as to Substance:

Division Director or Designee

Dated

Approved as to Form:

Sonoma County Counsel

Dated

Exhibit A. Scope of Work

I. Program/Project Overview:

<p>Agency/Organization Name: Sonoma County Office of Education</p>	<p>Contact Person Information Rebekah Pope</p>
<p>Program/Project Name: Collaborative Prevention and Response</p>	<p>5430 Skylane Blvd., Santa Rosa CA 95403 (707) 595-0205 rpope@scoe.org</p>

II. Service Description:

A. Program Description

Contractor will provide coordinated and consistent mental health services to Sonoma County students by recognizing students’ mental health needs, connecting students to services and fostering healthy and supportive school cultures.

Contractor will:

1. build a sustainable system of care for districts and students to establish a collaborative, scalable model of mental health support that will meet the ongoing and varying needs of districts,
2. develop a tiered system of support for mental health identification and access to prevent mental illness by enabling quick, clear, appropriate interventions and resource connections for all students,
3. lead professional development and outreach with school staff and the community to reduce the stigma of mental illness, and build the capacity of school personnel and community members to better meet student mental health needs,
4. provide direct counseling and support to students to address service gaps, especially for underserved and at-risk populations, in order to increase protective factors and prevent severe mental illness, and
5. provide crisis response to schools and students to help school sites assess risk and intervene appropriately to manage and recover from individual or school-wide crisis events.

B. Cultural Responsiveness:

The Collaborative Prevention and Response program is both designed to reach and committed to serving identified high risk populations (cultural/ethnic/linguistic minority youth, LGBTQIA+ youth, homeless youth, foster youth, and youth at risk of dropping out). Contractor will ensure their practices and the support provided are reflective of the cultural and linguistic diversity of our community.

C. Service Type(s) and Reporting Requirements

Activity/Strategy	Process Objectives	Outcome Objectives
<p>Direct service: crisis response, mental health services and school-based supports</p> <ol style="list-style-type: none"> 1. Individual counseling 2. Group counseling 3. Psycho-education 	<p>By the end of the fiscal year,</p> <ol style="list-style-type: none"> 1. needs assessment with targeted school sites 2. research, identify, be trained in best practices for crisis responses in schools 3. create partnerships with stakeholders 4. support districts in crisis response <p><u>Data Sources:</u></p> <ul style="list-style-type: none"> ● records ● trainings <p><u>Documentation:</u></p> <ul style="list-style-type: none"> ● meeting minutes ● district requests 	<ol style="list-style-type: none"> 1. launch plan to meet school-identified needs 2. provide crisis response trainings and resources 3. establish relationship and communication with targeted school districts 4. provide crisis response consultation and direct mental health services <p><u>Data Sources:</u></p> <ul style="list-style-type: none"> ● records ● presentations ● services provided <p><u>Documentation:</u></p> <ul style="list-style-type: none"> ● meeting minutes ● slide decks ● crisis event responses ● students served
<p>Increase access to resources</p> <ol style="list-style-type: none"> 1. Internal capacity-building 2. Collaboration between schools, community resources & Sonoma County Behavioral Health Division (SCBHD) 3. Clear resource mapping and referral process 	<p>By the end of the fiscal year,</p> <ol style="list-style-type: none"> 1. Create partnerships with stakeholders 2. Understand available community resources 3. Build and establish grant team <p><u>Data Sources:</u></p> <ul style="list-style-type: none"> ● Records ● meetings <p><u>Documentation:</u></p> <ul style="list-style-type: none"> ● meeting minutes ● referral plan ● staff hired 	<ol style="list-style-type: none"> 1. establish relationship and communication with relevant community agencies 2. share referral pathways with students, schools, and other stakeholders (differentiated by cultural and linguistic diversity) 3. staff are hired and trained <p><u>Data Sources:</u></p> <ul style="list-style-type: none"> ● records ● presentations ● services provided <p><u>Documentation:</u></p> <ul style="list-style-type: none"> ● meeting minutes ● slide decks ● staff hired ● students served

Activity/Strategy	Process Objectives	Outcome Objectives
<p>Outreach to community (students, families, staff)</p> <ol style="list-style-type: none"> 1. Training, workshops, professional development 2. Stakeholder / focus groups 	<p>By the end of the fiscal year,</p> <ol style="list-style-type: none"> 1. identify and create partnerships with stakeholders 2. needs assessment with targeted community groups <p><u>Data Sources:</u></p> <ul style="list-style-type: none"> ● records ● meetings <p><u>Documentation:</u></p> <ul style="list-style-type: none"> ● meeting minutes 	<ol style="list-style-type: none"> 1. establish relationship and communication with identified community stakeholders 2. launch plan to meet community-identified needs <p><u>Data Sources:</u></p> <ul style="list-style-type: none"> ● Focus group agendas, schedule of meetings, feedback survey results ● Training materials <p><u>Documentation:</u></p> <p>Meeting minutes</p>

III. Staff Responsibilities

Any staff changes throughout the contract year must be submitted to your assigned Contract Liaison. Contractors are required to send appropriate staff representatives to attend all mandatory meetings, trainings or related functions.

IV. Report Due Dates and Instructions

- The Monthly Check-in Form provides a status on the program. Contractor will e-mail their Monthly Check-in Form to the SCBH Contract Liaison on or before the 14th of every month for activities conducted in the previous month, using the following Subject Line: **Sonoma 006 MHSSA [Month] [Year] Check-In.**
- The Hiring Report is to be completed and submitted quarterly. It is due on the 30th of the month after the end of the quarter. Contractor will be required to provide Duty Statements for successfully hired personnel, along with the Hiring Report. The Duty Statements must have the name of the personnel hired and the hiring date. Duty Statements need only be provided once for each personnel hired. A new Duty Statement will be needed if there is a turn-over in the position.

Contractors will email their quarterly Hiring Report to the SCBH Contract Liaison by the due dates listed below.

Quarter 1: August 1 – October 31	Report Due: November 30
Quarter 2: November 1 – January 31	Report Due: February 28
Quarter 3: February 1 – April 30	Report Due: May 30
Quarter 4: May 1 – July 31	Report Due August 30

- The Annual Fiscal Report (AFR) will be submitted at the end of each grant year. Information in the AFR includes actual expenditures for personnel staff salaries, personnel staff benefits, contractor salaries and other grant-related expenditures.
Grant Period: August 1 – July 31 Report Due August 30
- Evaluation Data shall be provided based upon request.

Mailed or personally delivered reports shall be sent to the following address:

**County of Sonoma Department of Health Services
Behavioral Health Division
2227 Capricorn Way, Suite 207
Santa Rosa, CA 95407
Attn: Karin Sellite**

V. Sonoma County Contract Contact Persons:

List Contract Liaison: Name: Fabiola Villagomez Phone: 707-565-2737 Email: Fabiola.Villagomez@sonoma-county.org	List Contract Analyst: Name: Fabiola Villagomez Phone: 707-565-2737 Email: Fabiola.Villagomez@sonoma-county.org
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Exhibit B. Payment Terms and Conditions**1. Monthly Invoicing and Payment:**

- a) The rate and terms of payment for all services provided under this Agreement shall be as set forth below. Any modification of the rate increase shall not be binding on County unless a written amendment to the Agreement is executed by the parties.
- b) Contractor shall submit monthly invoices in County invoice template no later than thirty (30) days after the last day of the month in which those services were provided or 30 days from the date of the contract execution, whichever is sooner. Contractor may submit an invoice for services immediately following the end of the period for which services are provided, but not before. Any invoice submitted prior to the end of the billing period will be returned to Contractor for resubmission. County shall not be obligated to pay Contractor for services which are the subject of any bill submitted more than thirty (30) days after the last day of the month in which those services were provided or more than thirty (30) days after the Agreement terminates, whichever is earlier.
- c) Notwithstanding the above, Contractor will make best efforts to submit invoices within ten (10) days of the end of the County fiscal year.
- d) Monthly invoice shall only include billing for the contract services actually performed in the manner described herein. Invoice shall include a description of the services provided and documentation to support the number of units billed.
- e) Total contract payments for the term shall not exceed the contract maximum.
- f) All billing and payment invoices shall be submitted via email or to the following address:

Sonoma County Department of Health Services
Behavioral Health Division
2227 Capricorn Way, Suite 207
Santa Rosa, CA 95407

DHS-BHDinvoices@Sonoma-county.org

2. Provider Problem Resolution

- a) Contractor concerns or complaints may be submitted to Provider Relations by phone (707) 565-4850, in person, or in writing by using the Provider Problem Resolution & Payment Appeal form. The completed form may be mailed to 2227 Capricorn Way, Suite 207, Santa Rosa, CA 95407-5419 or emailed to SCBHProviderRelation@sonoma-county.org.
- b) The Provider Problem Resolution & Payment Appeal form is available on the County Website at <http://sonomacounty.ca.gov/Health/Behavioral-Health/Forms-and-Materials/>.

3. Budgets

FY 21/22 Budget

PERSONNEL SERVICES Job Title	FTE	FY 21/22 (\$)
Psychologist Certificated Management	1.00	61,416
Program Coordinator Certificated Management	1.00	104,521
Administrative Support Secretary III Classified SEIU	0.80	16,361
Personnel Services Salaries Subtotal		182,298
PERSONNEL SERVICES BENEFITS		78,261
TOTAL PERSONNEL SERVICES COSTS		260,559
OTHER COSTS		
Office Expense/Supplies		2,404
Equipment/Software/Maintenance		7,311
Communications		1,009
Transportation/Travel		1,078
Training		11,400
TOTAL OTHER COSTS		23,202
TOTAL PROGRAM COSTS BEFORE ADMINISTRATION		283,761
ADMINISTRATION (Includes Indirect Costs and Overhead, limited to 15%)*		27,667
MAXIMUM AMOUNT FOR FY 21/22		311,428

* Total Administration costs cannot exceed the following for the total term (4 years) of the contract:

Small population designation:	\$375,000	(\$2,500,000 grant x 15%)
Medium population designation:	\$600,000	(\$4,000,000 grant x 15%)
Large population designation:	\$900,000	(\$6,000,000 grant x 15%)

FY 22/23 Budget

PERSONNEL SERVICES	FTE	FY 22/23 (\$)
Job Title		
Psychologist Certificated Management	1.00	140,761
Program Coordinator Certificated Management	1.00	132,234
Mental Health Fire Recovery Counseling Specialists Certificated Management	.82375	89,141
Administrative Support Secretary III Classified SEIU	0.80	43,932
TA SEL Support – Classified SEIU	.375	14,241
Personnel Services Salaries Subtotal		420,309
PERSONNEL SERVICES BENEFITS		185,356
TOTAL PERSONNEL SERVICES COSTS		605,665
OTHER COSTS		
Office Expense/Supplies		6,398
Communications		6,380
Transportation/Travel		6,000
Training		20,900
TOTAL OTHER COSTS		39,678
TOTAL PROGRAM COSTS BEFORE ADMINISTRATION		645,343
ADMINISTRATION (Includes Indirect Costs and Overhead, limited to 15%)*		81,494
MAXIMUM AMOUNT FY 22/23		726,837

* Total Administration costs cannot exceed the following for the total term (4 years) of the contract:

Small population designation:	\$375,000	(\$2,500,000 grant x 15%)
Medium population designation:	\$600,000	(\$4,000,000 grant x 15%)
Large population designation:	\$900,000	(\$6,000,000 grant x 15%)

FY 23/24 Budget

PERSONNEL SERVICES	FTE	FY 23/24 (\$)
Job Title		
Psychologist Certificated Management	1.00	152,022
Program Coordinator Certificated Management	1.00	142,813
Mental Health Fire Recovery Counseling Specialists Certificated Management	3.40	396,449
Administrative Support Secretary III Classified SEIU	0.80	49,791
Teacher on Special Assignment	1.00	85,255
TA SEL Support – Classified SEIU	.75	30,760
Personnel Services Salaries Subtotal		857,090
PERSONNEL SERVICES BENEFITS		458,709
TOTAL PERSONNEL SERVICES COSTS		1,315,800
OTHER COSTS		
Office Expense/Supplies		6,500
Equipment/Software/Maintenance		5,000
Communications		6,380
Transportation/Travel		7,000
Training		20,000
Consultation Contract		25,000
Community Based Organization (Indirect @ 9.75% on First \$25,000 PER Contract)		25,000
Community Based Organization (No Indirect on Amount Above \$25,000 PER Contract)		25,000
TOTAL OTHER COSTS		119,880
TOTAL PROGRAM COSTS BEFORE ADMINISTRATION		1,435,680
ADMINISTRATION (Includes Indirect Costs and Overhead, limited to 15%)*		157,043
MAXIMUM AMOUNT FY 23/24		1,592,723

* Total Administration costs cannot exceed the following for the total term (4 years) of the contract:

Small population designation:	\$375,000	(\$2,500,000 grant x 15%)
Medium population designation:	\$600,000	(\$4,000,000 grant x 15%)
Large population designation:	\$900,000	(\$6,000,000 grant x 15%)

FY 24/25 Budget

PERSONNEL SERVICES	FTE	FY 24/25 (\$)
Job Title		
Psychologist Certificated Management	1.00	164,184
Program Coordinator Certificated Management	1.00	154,238
Mental Health Fire Recovery Counseling Specialists Certificated Management	4.10	542,187
Administrative Support Secretary III Classified SEIU	0.80	56,483
Teacher on Special Assignment	1.00	95,252
Personnel Services Salaries Subtotal		1,012,344
PERSONNEL SERVICES BENEFITS		537,732
TOTAL PERSONNEL COSTS		1,550,075
OTHER COSTS		
Office Expense/Supplies		6,500
Equipment/Software/Maintenance		2,500
Communications		6,380
Transportation/Travel		9,000
Training		18,000
Consultation Contract		25,000
Community Based Organization (Indirect @ 9.75% on First \$25,000 PER Contract)		25,000
Community Based Organization (No Indirect on Amount Above \$25,000 PER Contract)		25,000
TOTAL OTHER COSTS		117,380
TOTAL PROGRAM COSTS BEFORE ADMINISTRATION		1,667,455
ADMINISTRATION (Includes Indirect Costs and Overhead, limited to 15%)*		180,617
MAXIMUM AMOUNT FY 24/25		1,848,072

* Total Administration costs cannot exceed the following for the total term (4 years) of the contract:

Small population designation:	\$375,000	(\$2,500,000 grant x 15%)
Medium population designation:	\$600,000	(\$4,000,000 grant x 15%)
Large population designation:	\$900,000	(\$6,000,000 grant x 15%)

Total All 4 Grant Years Combined - FY 21/22 – FY 24/25

PERSONNEL SERVICES Job Title	FTE	Combined All FY Totals (\$)
Psychologist Certificated Management	1.00	518,382
Program Coordinator Certificated Management	1.00	533,806
Mental Health Fire Recovery Counseling Specialists Certificated Management	1.00	1,027,777
Administrative Support Secretary III Classified SEIU	0.80	166,567
Teacher on Special Assignment		180,507
TA SEL Support – Classified SEIU		45,001
Personnel Services Salaries Subtotal		2,472,040
PERSONNEL SERVICES BENEFITS		1,260,059
TOTAL PERSONNEL COSTS		3,732,098
OTHER COSTS		
Office Expense/Supplies		21,802
Equipment/Software/Maintenance		14,811
Communications		20,149
Transportation/Travel		23,078
Training		70,300
Consultation Contract		50,000
Community Based Organization (Indirect @ 9.75% on First \$25,000 PER Contract)		50,000
Community Based Organization (No Indirect on Amount Above \$25,000 PER Contract)		50,000
TOTAL OTHER COSTS		300,140
TOTAL PROGRAM COSTS BEFORE ADMINISTRATION		4,032,239
ADMINISTRATION (Includes Indirect Costs and Overhead, limited to 15%)*		446,821
MAXIMUM AMOUNT ALL FY'S		4,479,060

* Total Administration costs cannot exceed the following for the total term (4 years) of the contract:

Small population designation:	\$375,000	(\$2,500,000 grant x 15%)
Medium population designation:	\$600,000	(\$4,000,000 grant x 15%)
Large population designation:	\$900,000	(\$6,000,000 grant x 15%)