

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD 213 (Rev. 03/2019)

AGREEMENT NUMBER

22XS0013

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 1, 2022

THROUGH END DATE

June 30, 2024

3. The maximum amount of this Agreement is:

\$280,000.00

Two Hundred Eighty 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	9
Exhibit B	Budget Detail and Payment Provisions	3
+ - Exhibit B-1	Budget Form/Narrative	4
+ - 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 Sonoma

CONTRACTOR BUSINESS ADDRESS

3600 Westwind Boulevard

CITY

Santa Rosa

STATE

CA

ZIP

95403

PRINTED NAME OF PERSON SIGNING

Angela Struckmann

TITLE

Sonoma County Human Services Dept. Director

CONTRACTOR AUTHORIZED SIGNATURE

DATE SIGNED

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES
STANDARD AGREEMENT
STD 213 (Rev. 03/2019)

AGREEMENT NUMBER 22XS0013	PURCHASING AUTHORITY NUMBER (If Applicable)
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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 R. Gerard	TITLE Chief, Facilities & 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 Sonoma, 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 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, CVSO
3725 Westwind Blvd, Suite 100
Santa Rosa, CA 95402
Phone: (707) 565-5955
Email Address: morlando@schsd.org

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.

Appendix A – Program Narrative

<p style="text-align: center;">Nation's Finest</p> <p style="text-align: center;">Santa Rosa Junior College Veterans Collaboration</p> <p style="text-align: center;">Program Narrative</p>
<p>Section A: Statement of Need</p>
<p>This project will serve Sonoma County, CA.</p> <p>Sonoma County's population has steadily climbed to more than 504,000 people, with more than 26,000 veterans residing throughout the region. ¹ The 2019 Homeless Census reported 210 homeless veterans, 43% of whom self-reported having PTSD, 40% with mental health issues, and 33% with substance use issues.² A 2020 PIT count was not performed due to the COVID-19 pandemic.</p> <p>Post 9/11 veterans, many of whom can be found on California's Junior College campuses, suffer from unique mental health issues, and continue to face barriers in addressing these issues. 20% of Post 9/11 veterans suffer from at least one mental health issue—many of these issues leading to an inability to procure medical care, an inability to pay bills, higher rates of substance abuse, and above-average suicide rates.³</p> <p>Veterans experiencing mental health issues face a barrage of barriers to accessing mental health care, stable housing, and stable employment.</p> <p>Veterans with less than honorable discharges are at high risk of homelessness.⁴ Further, many veterans face additional legal issues that create barriers to successful living and access to care. Without free or low-cost legal assistance in Sonoma County, this vulnerable sector of the veteran population is subject to additional stressors, leading to higher incidents of mental health crises, higher incidents of homelessness, and below-average health outcomes.⁵</p> <p>Veterans who have experienced extreme trauma have limited access to care in Sonoma County, especially student veterans who may not have access to transportation, or who may be experiencing other barriers unique to the college student population. Sonoma County has experienced two largescale wildfires since 2017, and in 2017 more than 500 Santa Rosa Junior College ("SRJC") students lost their homes, with many more losing their jobs following the destruction. In 2020, the COVID-19 pandemic wreaked havoc nationwide, resulting in millions of unemployed Americans. In Sonoma</p>

¹ US Census Bureau, 2018

² HUD PIT Count, 2019

³ PEW Research, 2019

⁴ San Diego Regional Homeless Profile at 16, 2014

⁵ "Correcting Bad Paper for Veterans with PTSD," 2015

County, the unemployment rate reached a high of 15.4% in April, 2020—with 74% of those unemployed under the age of 25 (college-age individuals.)⁶ Veteran students were impacted just as heavily, and mental health services are needed now more than ever to address this type of trauma for SRJC students.

Collaborative efforts are needed in Sonoma County. Community-based providers are often able to reach veterans where they are much more quickly than the VA and are often more successful in addressing emergency mental health needs. Further, a community-based collaborative approach will help treat the whole veteran, rather than treating only the mental health symptom(s). Wraparound services, including legal aid, case management, outreach, housing services, mental health services, and benefit access will go further in ensuring the veteran receives the treatment they need to reduce the impact of the unique mental health issues facing veterans today.

Section B: Proposed Service/Project

The purpose of this project is to continue to reduce the number of veterans experiencing mental health crises and to reduce or eliminate barriers related to mental health issues for veterans within the Sonoma County community.

This collaborative project was awarded two years ago and has successfully created an active and collaborative partnership between its contributing members. This collaborative project has created a proactive, wraparound approach to services for eligible veterans in the Sonoma County community. This model has successfully served veterans seeking barrier mitigation through housing assistance, mental health treatment, outreach, legal services, benefit screening, and VA healthcare enrollment. Veterans are able to engage with this collaboration and receive services from multiple providers in one place.

This project will entail collaboration between several community-based providers including Legal Aid of Sonoma County, Nation's Finest, Santa Rosa Junior College ("SRJC"), and the Sonoma CVSO's office. These providers will work together to provide wraparound services to veterans attending SRJC, as well as at-risk veterans living Countywide. Through this effort, eligible veterans will have access to legal assistance, housing assistance, case management, mental health screening and counseling, transportation, and benefit screening and enrollment services. Together, these services will enhance the lives of veterans residing in Sonoma County and will reduce the number of veterans suffering from mental health issues who cannot access care.

⁶ "Economics of Change During the Pandemic Era," Robert Eyler, Sonoma State University Economics Professor 2020.

In total, this project intends to serve 182 unduplicated veterans annually in year one and 184 in year two through the provision of wraparound services designed to reduce mitigate barriers related to mental health issues.

Santa Rosa Junior College ("SRJC") will spearhead this effort through the employment of a Peer Specialist, along with mental health staff. The Peer Specialist will be an SRJC employee who will coordinate all project activities through the various collaborative providers. The Peer Specialist will be located on SRJC's main campus in Santa Rosa, CA and will refer individual veterans to the appropriate provider, including both on-campus and off-campus providers. The project proposal, entitled the Santa Rosa Junior College Veterans Collaboration will have the capacity to refer veterans to an on-campus mental health professional during specified times, and will also provide additional mental health counseling services. These additional services will be provided by mental health interns under the supervision of a licensed psychologist employed by SRJC. In addition, SRJC will organize on-campus workshops to provide additional veteran cultural competency training for mental health staff. SRJC's approach is informed by its history in providing mental health services to veteran students, and the outcomes demonstrating veterans who participate in offered mental health service show improvements in managing or controlling trauma-related symptoms, and often demonstrate an increase in academic performance. SRJC's goal is to refer a minimum of 55 veterans to other service providers or on-campus providers annually, with an additional goal of providing on-campus mental health treatment services to at least 25 veterans annually.

Legal Aid of Sonoma County's ("LASC") mission is to provide social justice and advance basic human rights for vulnerable people in Sonoma County. LASC's Veterans Benefits Project assists low-income and homeless veterans who are located in Sonoma County. As a collaborative member of this project, LASC will provide services through a streamlined referral process for veterans who need assistance with discharge upgrades, VA character of discharge determinations, and complex mental health service connection VA claims. Additionally, LASC will provide biannual training to the Peer Specialist identified above, as well as other SRJC staff on the best practices for identifying veterans with legal needs. These services will reduce barriers for veterans looking to achieve stable housing and employment, thereby reducing stress and enhancing mental health for this population. The Department of Veterans Affairs has identified legal barriers as one of the most difficult barriers to overcome for veterans seeking housing and employment stability and has linked both housing and employment instability to an increase in mental health distress and a greater incidence of diagnoses. Through direct legal services provided to veterans served by the collaborative partners and bi-annual staff training, LASC intends to reduce the impact of mental health issues on housing stability and employment through addressing some of the underlying stressors (e.g., Discharge Upgrades for VA Healthcare Access). LASC intends to provide four annual staff trainings and in-depth legal services for ten veterans in year one, twelve veterans in year two, and one-time legal advice for 17 veterans annually.

Nation's Finest will provide expert outreach throughout the County to reach homeless and at-risk veterans who may benefit from participation in the Santa Rosa Junior College Veterans Collaboration project. Nation's Finest will conduct outreach at area homeless shelters, food banks, homeless

encampments, hospitals, and other homeless providers to ensure that any homeless or at-risk veterans are provided the opportunity to benefit from this project. Each week, Nation's Finest will provide five hours of direct community outreach to locate veterans struggling from mental health issues, substance use disorders, or general homelessness in the County. These veterans will be directly referred to the Collaboration, and provided with transportation, if necessary, to be able to access these services either on campus, or off. Nation's Finest has been providing street outreach and community-based outreach services for veterans in Sonoma County since 1972. As a provider of multiple VA community grants, including two transitional housing programs in the County and a Supportive Services for Veteran Families ("SSVF") grant, the Nation's Finest approach to outreach is informed through decades of experience and successful outcomes. Nation's Finest anticipates, through its experience performing outreach for its SSVF, HCHV, and GPD programs, that it can engage at least 35 veterans annually in Sonoma County who will be referred to other providers through this Collaboration Project. In addition, all 35 veterans will be screened by Nation's Finest for enrollment into its rapid rehousing and homelessness prevention services, with an estimated 25% of these veterans receiving services through one or more programs. Nation's Finest will serve 35 veterans in total each year, for a total of 70 veterans served by this two-year project.

The Sonoma CVSO's office will act as a partner in this project by offering benefit screening and VA healthcare enrollment for all eligible veterans referred to the County office. Many at-risk veterans are unable to reach the CVSO for various reasons including lack of access to transportation, and a general misunderstanding of what the CVSO may be able to offer. Enrollment into VA Healthcare provides veterans necessary and lifesaving access to mental health services throughout the country. In addition, the CVSO will identify other benefits the veteran may be eligible for including disability, pension benefits, etc. These benefits can enhance economic stability—which has a direct correlation with mental health wellness and housing security.⁷ The Sonoma County CVSO will offer services to 40 veterans each year and 80 veterans total.

Section C: Proposed Implementation Approach

This project brings together a diverse group of services to address mental health issues and trauma, and to mitigate barriers to housing, employment, education, and successful integration into civilian life. This project will serve 182 unduplicated veterans annually, plus veteran competency training for up to ten staff members annually as follows:

SRJC

- Refer and provide warm-handoff to other community-based providers for 55 veterans annually.
- Provide mental health treatment services for 25 veterans annually
- TOTAL: 80 unduplicated veterans annually

⁷ *Id.*

Nation's Finest

- Community outreach to find and refer 35 at-risk and homeless veterans in Sonoma County annually
 - o Estimated that 25% will be enrolled in Nation's Finest programs to mitigate mental health and housing-related barriers
- TOTAL: 35 unduplicated veterans annually

LASC

- 4 staff trainings
- 10 legal aid services in year one
- 12 legal aid services in year two
- 17 one-time legal advice services annually
- TOTAL: 27 unduplicated veterans in year one, 29 in year two, plus four veteran cultural competency trainings held.

CVSO

- Benefit screening and enrollment assistance and VA healthcare enrollment for 40 veterans annually
- TOTAL: 40 unduplicated veterans annually

PROJECT TOTAL: 182 unduplicated veterans in year one, and 184 unduplicated veterans in year two, for a total of 366 unduplicated veterans served by this two-year project.

The goals described above will produce meaningful and relevant results related to housing access, mental health treatment availability, community outreach, equitable access to professional legal services, and an increase in access to benefit screening and VA healthcare enrollment.

Through the provision of equitable access to the services described herein, veterans will achieve meaningful results related to life stability and barrier mitigation. Through this collaborative effort, veterans are able to access meaningful, no-cost services in one place without having to experience barriers related to accessing multiple services such as transportation, lack of appointments, etc.

Initial screening is conducted by staff trained in veteran cultural competency. Staff also understand that dual diagnoses are common. Both SRJC mental health staff and Nation's Finest mental health staff can screen and assess clients for the presence of co-occurring disorders. Basic demographic and historical information are gathered along with strengths and problem areas, stage of change or level of service needed, and a preliminary determination of the severity of CODs are made to determine the level of care and to establish and appropriate referral service. Depending on the outcome of the screening process (which includes eligibility screening for Nation's Finest behavioral health programs)

veterans will either be enrolled during the screening process or referred to an appropriate community-based provider for services.

The services described in this proposal have been successfully provided by this collaborative project for the last two years. LASC, the Sonoma County CVSO, SRJC, and Nation's Finest are fully committed to the ongoing success of this project.

Santa Rosa Junior College will employ a Peer Specialist and mental health professionals to involve on-campus veterans in mental health treatment services, and to assist veterans experiencing barriers in transitioning to civilian life. The Peer Specialist is the main coordination point for this project, acting as the liaison between collaborative partners, and helping each individual veteran navigate the various services offered. SRJC anticipates serving 80 unduplicated veterans annually, and increasing veteran engagement on campus and within the larger community through this collaborative partnership.

Legal Aid of Sonoma County (LASC) will provide training support for staff and legal services for veterans to eliminate legal barriers to successful civilian integration. Legal Aid will provide biannual training to at least two SRJC staff members who interact with veterans every year. In addition, LASC will provide onsite legal aid intakes for at least ten veterans in the first year, and at least an additional 12 veterans in year two. Through its collaborative partner referral-based intake process, LASC intends to provide one-time legal advice to at least 35 veterans throughout the grant period. LASC, in collaboration with the CVSO, will establish eligibility to VA benefits such as housing and healthcare and/ or increase income for at least twenty veterans over the course of the grant period, with an 85% positive outcome for claims filed, and will leverage at least \$150,000 in benefits for veterans during the entire grant period.

Nation's Finest will conduct street outreach, referral services, and screening and assessment services for identified veterans. Nation's Finest anticipates serving 35 unduplicated veterans annually, and enrolling 8 veterans annually in homelessness prevention, rapid rehousing, transitional housing, or behavioral health services. These services increase housing stability for 89% of veterans enrolled, and increase income for 70% of veterans enrolled.

The Sonoma County CVSO will serve an unduplicated 40 veterans annually through benefit screening and VA healthcare enrollment. On average, each successful benefit screening and application process through a CVSO has a community ROI of over 147%, increasing income and therefore housing and life plan stability for the engaged veteran.

In the past two years, COVID-19 has presented as a barrier to implementation. However, our collaborative partnership has overcome this barrier through consistent virtual meetings, adopting virtual screening processes, and through the provision of PPE for staff and veterans. Our collaboration will continue to implement mandatory COVID-19 screening via questionnaires and will continue to host virtual meetings and provide PPE as necessary to mitigate this ongoing barrier. No other barriers are identified for this project.

This project has been successfully implemented over the last two years despite the disruption of the COVID-19 pandemic worldwide, nationally, and locally. Our collaboration has successfully served Sonoma County veterans including the following:

SRJC:

- Hired Peer Specialist, and;
- In year 1, scheduled 236 student appointments for veteran services screening, and;
- Participated in six in-person and virtual veteran student outreach events, and;
- Coordinated veteran student-led discussion groups over two semesters, with Licensed Clinical Social Worker in attendance, and;
- Psy.D. mental health services provided for an average of 12 students annually (low due to COVID and no on-campus courses during beginning of initial award period.)

Nation's Finest:

- Referred 67 veterans for community-based referrals through the project period, and;
- Enrolled 3 veterans for transitional housing through the project period, and;
- Enrolled 17 veterans for rapid rehousing through the project period, and;
- Conducted 312 hours of community outreach to find homeless and at-risk veterans and to communicate about this collaboration and available services to other community partners.

LASC:

- Provided legal services to 32 veterans, 8 of whom were elder veterans over the age of 60, and;
- Provided two know-your-rights presentations to SRJC veterans and other CA Junior College veterans, and;
- Provided one staff-specific veteran training to SRJC staff, and;
- Stabilized housing for two veterans, and;
- Access to VA healthcare obtained for 2 veterans, and;
- Accessed lump-sum retroactive benefits totaling \$72,166.59, and;
- Increased lifetime benefits won for veterans referred through the collaborative by \$1,958,008 with 15 additional claims still pending VA decision.

Sonoma CVSO:

- Through the project period, received a total of 64 referrals from Collaborative participants. Referrals resulted in full VA benefits briefs including applying for VA Medical, VA Disability Compensation and VA Non-Service Connected Pension.
- Describe your plan to continue the project after the funding period ends. Also, describe how program continuity will be maintained when there is a change in the operational

environment (e.g., staff turnover, change in project leadership, etc.) to ensure stability over time.

This project funding will allow the collaborative to better establish a base for which to obtain additional funding over the next two project years. During the initial two years, the COVID-19 pandemic presented an extreme barrier to obtaining new funding as partners scrambled to address the emergent needs of people suffering from the pandemic (job loss, health concerns, housing loss, etc.) This continued funding period will be utilized to continue building community-based partnerships, and to apply for new funding sources to maintain this collaboration moving forward. Two additional project years will allow the partners to solidify SRJC as a community-based hub for veterans seeking services offered through these valuable partnerships. Following the two-year project period, all partners will continue to provide services described herein, increasing capacity as additional funding sources are obtained through 2024.

Changes in operational staff will not disrupt program operations because multiple staff members from each collaborating agency will have access to training materials and organizational partners to ensure consistency in approach and service.

Section D: Performance Assessment and Data

All collaborative partners have access to database systems capable of collecting and reporting on relevant data. SRJC utilizes VBP to capture and analyze data. This system is developed for case management and data entry for nonprofit organizations. 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.

Nation's Finest utilizes Clarity 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 a system called Legal Service to track data and for case management. This system, like Clarity and VBP described above, provides access for LASC staff to track relevant metrics, client information, and report on outcomes.

No additional instruments are required for the successful tracking and analysis of data. Using the systems described above, the collaborative partners are able to pull monthly, quarterly and annual reports demonstrating clients served, services received, and veteran outcomes.

During quarterly meetings among collaborative partners, various metrics will be discussed, and services will be revised according to the story told by the data. Each partner's data tells us a story about the needs of the larger veteran community in Sonoma County. For example: if during the screening process we identify that a large portion of the veteran population needs access to mental health care, we can decide as a group that these services should be at the forefront of outreach efforts.

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 \$280,000.00.
 - b) The first quarterly payment shall be made upon approval of the contract in the amount of \$35,000.00, 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:

	FY22/23 starts July 1, 2022
1 st Quarter Invoice and Metrics (07/01/2022 – 9/30/2022)	Due October 31, 2022
2 nd Quarter Invoice and Metrics (10/01/2022 – 12/31/22)	Due January 30, 2023
3 rd Quarter Invoice and Metrics (01/01/2023 – 03/31/2023)	Due April 28, 2023
4 th Qtr. Invoice and Metrics Annual Progress Reports (04/01/23 – 06/30/23)	Due July 31, 2023 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 (mid-program reports are due with 4 th Quarter invoices and metrics.)

	FY23/24 starts July 1, 2023
1 st Quarter Invoice and Metrics (07/01/2023 – 9/30/2023)	Due October 31, 2023
2 nd Quarter Invoice and Metrics (10/01/2023 – 12/31/23)	Due January 30, 2024
3 rd Quarter Invoice and Metrics (01/01/2024 – 03/31/2024)	Due April 28, 2024
4 th Qtr. Invoice and Metrics Annual Progress Reports (04/01/24 – 06/30/24)	Due July 31, 2024 The 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 (Final Progress 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
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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	9	12	\$3,672
Accountant III	\$41.64	6	12	\$3,000
Veteran Peer Specialist, SRJC	\$27.73	154.5	12	\$51,444
Veteran Case Manager, Outreach & Screening, Nation's Finest	\$26.00	50	12	\$15,600
Attorney, LASC	\$31.70	144.5	12	\$55,000
Psy.D. Supervisor, SRJC	\$48.00	7.2	10	\$3,456
Mental Health Intern, SRJC	\$12.25	24	10	\$3,000
TOTAL				\$135,172
B. Fringe				
Component	Rate	Annual Wage	Cost	
Program Planning Analyst	8%	\$32,707	\$294	
Accountant III	38%	\$96,595	\$1,140	
SRJC Fringe	35%	\$57,900 (total of above reported wages)	\$20,265	
LASC Fringe	\$416/mo	\$55,000	\$5,000	
Nation's Finest Fringe	25%	12,480	\$3,900	
TOTAL			\$30,599	
C. Travel				
Location	Purpose	Rate (Mileage Only)	Cost	
SRJC Outreach	Veteran outreach and connections	\$0.56	\$5,000/yr	
Nation's Finest Outreach	At-risk and homeless veteran location, outreach for assessment services	\$0.56	\$5,000/yr	
		Total	\$10,000	

D. Supplies			
Items	Rate (Cost x Months)		Cost
SRJC Collaborative Marketing Materials for Each Partner	\$625.00 x 12 months		\$7,500
Student Veteran Brochure Handouts (SRJC)	\$150.00 x 12 months		\$1,800
Software Licenses (seats)	\$100 x 12 months		\$1,200
	Total		\$10,500
E. Contracting			
Name	Service	Rate (Cost/Individual x Individual x Days)	Cost
F. Other			
Item	Rate		Cost
	Total		
Totals			
Section A: Personnel	\$135,172	Section D: Supplies	\$10,500
Section B: Fringe Benefits	\$30,599	Section E: Contracting	\$0
Section C: Travel	\$10,000	Section F: Other	\$0
		Total Requesting	\$186,271

Appendix C – Budget Narrative

<p align="center">Nation's Finest Santa Rosa Junior College Veterans Collaboration Budget Narrative</p>	
Section A: Personnel	
<p><u>Program Planning Analyst (Sonoma County):</u></p> <ul style="list-style-type: none"> - \$3,672 in wages - This individual acts as a liaison for the assigned program, and analysis program need and requirements. <p><u>Accountant III (Sonoma County):</u></p> <ul style="list-style-type: none"> - \$3,000 in wages - This individual processes invoices as they relate to this program. <p><u>Veteran Peer Specialist</u></p> <ul style="list-style-type: none"> - \$51,544 total wage - Acts as coordinator for all collaborative partners 	

Veteran Case Manager, Outreach

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

Attorney, LASC

- \$55,000 total wage
- Provides legal aid to eligible veterans, hosts clinics

Psy.D. Supervisor

- \$3,456 total wage
- Provides supervision to mental health interns

Mental Health Intern

- \$3,000 total wage
- Provides mental health support to veterans

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 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. EXCISE TAX

The State of California is exempt from Federal Excise Taxes, and no payment will be made for any taxes levied on employees' wages. The State will pay for any applicable State of California or local sales or use taxes on the services rendered or equipment or parts supplied pursuant to this Contract. California may pay any applicable sales or use tax imposed by another state.

2. STATUTORY AND REGULATORY PROVISIONS

A. This Contract shall be governed and construed in accordance with all applicable statutory and regulatory provisions including, but not limited to:

- 1) Title XVIII of the Federal Social Security Act
- 2) Title XIX of the Federal Social Security Act
- 3) Chapters 7 and 8 (commencing with Section 14000), Part 3, Division 9, Welfare and Institutions Code
- 4) Division 3, Title 22, California Code of Regulations (CCR)
- 5) Health and Safety Code Section 1340 et seq.
- 6) All applicable Federal provisions which regulate the administration of health care programs and budget revisions, as contained in the Code of Federal Regulations (CFR), Title 42, and Title 45, Part 74, Title 42 United States Code, Sections 1395 et seq. and 1396 et seq.
- 7) Sub-chapter 13 (commencing with Section 6800), Chapter 4, Part 1, Title 17, CCR; and
- 8) All other applicable laws and regulations.

B. Any provision of this Contract in conflict with the applicable laws and regulations is hereby amended to conform to the provisions of those laws and regulations. Such amendment of the Contract shall be effective on the effective date of the statutes or regulations necessitating it, and shall be binding on the parties even though the amendment may not have been reduced to writing and formally agreed upon and executed by the parties. If, due to amendment in laws of regulations, Contractor is unable or unwilling to comply with the provisions of the amendment(s), State or Contractor may terminate this Contract in accordance with the Termination provision of this Contract.

3. EXAMINATION AND AUDIT

A. Contractor shall allow the State and its related entities, the Comptroller General of the United States, Department of Justice (DOJ), and the Bureau of Medi-Cal Fraud, or their duly authorized representatives, to inspect or otherwise evaluate the quality, appropriateness, and timeliness of services performed under this Contract, and to inspect, evaluate, and audit any and all books, records, and facilities maintained by the Contractor and Subcontractors pertaining to services under this Contract at any time during normal business hours.

B. Contractor shall be subject to the examination and audit of the State Auditor for a period of three (3) years after final payment under this Contract in accordance with *Government Code, Section 85467.7*. The examination and audit shall be confined to those matters directly connected with the performance of the contract, including, but not limited to, the costs of administering the Contract.

C. Books and records include, but are not limited to, all physical records originated or prepared pursuant to the performance under this Contract, including working papers, reports, financial records, and books of account, Medical Records, prescriptions files, Subcontracts, and any other documentation pertaining to medical and non-medical services for residents of the Home. Upon request, at any time during the term of this Contract, the Contractor shall furnish any record or copy.

4. 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.

5. AGENCY LIABILITY (Applies only to Federally Funded Contracts)

The Contractor warrants by execution of this Contract, that no person or selling agency has been employed or retained to solicit or secure this Contract upon Contract or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For breach or violation of this warranty, the State shall, in addition to other remedies provided by law, have the right to annul this Contract without liability, paying only for the value of the work actually performed, or otherwise recover the full amount of such commission, percentage, brokerage, or contingent fee.

6. POTENTIAL SUBCONTRACTORS

For all Agreements, with the exception of Interagency Agreements and other governmental entities/auxiliaries exempt from bidding, nothing contained in this Contract or otherwise shall create any contractual relation between the State and any subcontractors, and no subcontract shall relieve the Contractor of Contractor's responsibilities and obligations hereunder. The Contractor agrees to be as fully responsible to the State for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by any of them, as it is for the acts and omissions of persons directly employed by the Contractor.

The Contractor's obligation to pay its subcontractors is an independent obligation from the State's obligation to make payments to the Contractor. As a result, the State shall have no obligation to pay or enforce the payment of any moneys to any subcontractor.

7. INSURANCE REQUIREMENTS

- A. Upon contract award, contractor must furnish to the State an original certificate(s) of insurance stating that the contractor has the following types of coverage, if applicable:
 - 1) Commercial General Liability: Combined Single Limit (CSL) for no less than \$1,000,000 per occurrence for bodily injury and property damage. The policy must include coverage for liabilities arising out of premises, operations, independent contractors, products/completed operations, personal & advertising injury, and liability assumed under an insured contract. This insurance shall apply separately to each insured against whom claim is made or suit is brought subject to the contractor's limit of liability.
 - 2) Professional Liability: (Applies to any contract in which the work is of a professional nature such as, but not limited to, physicians, architects, engineers, accountants, or consultants) Covering any damages caused by an error, omission, or any negligent acts. Limits of not less than \$1,000,000 per occurrence and \$3,000,000 aggregate.
 - 3) Automobile Liability (Applies to any contract in which the contractor will likely use a vehicle to complete the project or drive a vehicle onto State property): Limits of not less than \$1,000,000 per accident. Such insurance shall cover liability arising out of an automobile including owned, hired, and non-owned autos.
 - a) MCS90 endorsement on the Automobile policy (**required whenever contractor will be transporting Hazardous materials i.e. Pest Control and Waste contracts.**)

- 4) Pollution Liability/Environmental Impairment Liability (Applies only to Pollution Contracts – i.e. Pest Control and Waste Contracts): In addition, the certificate evidencing general liability must include evidence of one of the following if applicable to the service:
 - a) Pesticide/Herbicide Endorsement, OR
 - b) An endorsement deleting the general liability pollution exclusion, OR
 - c) A separate environmental/pollution liability policy with limits not less than \$1,000,000 covering bodily injury and property damage from pollution and related clean-up costs incurred arising out of the work or services to be performed under this contract.
- 5) Workers' Compensation (Mandatory for all Contractors who have at least one employee): Contractor shall maintain workers' compensation and employer's liability coverage for all its employees who will be engaged in the performance of the contract, including special coverage extensions where applicable. Contractor shall furnish a certificate for Workers' Compensation issued by an insurance carrier licensed to write Workers' Compensation insurance in the State of California, including the name of the carrier and the date of expiration of insurance, or a Certificate of Consent to Self-Insure issued by the Department of Industrial Relations.
- 6) Fidelity Bond/Crime Insurance: (Applies only to contracts handling State money or securities – i.e. Armored Car Service Contracts) Contractor shall maintain Employee Dishonesty and, when applicable, Inside/Outside Money & Securities coverages for state-owned property in the care, custody and control of the Contractor. Coverage limits shall not be less than the amount scheduled in the contract. The policy shall include as Contractor. Coverage limits shall not be less than the amount scheduled in the contract. The policy shall include as loss payee the California Department of Veterans Affairs
- 7) The certificate(s) of insurance shall be on an ACORD form, or equivalent, and must show "occurrence" coverage. The certificates of insurance must also contain all of the following provisions:
 - a) Name and address of the insurance company, policy number, and beginning and ending dates of the policy.
 - b) Statement that the insurer will not cancel the insured's coverage without 30 days prior written notice to the State.
 - c) Statement that the State of California, its officers, agents, employees, and servants are included as additional insured on the policy, but only insofar as the operations under this contract.
- 8) Contractor agrees that any insurance herein provided shall be in full force and effect at all times during the term of the contract. In the event said insurance coverage expires at any time during the term of this contract, Contractor agrees to provide, at least ten (10) days prior to said expiration date, a new certificate of insurance evidencing insurance coverage as provided for herein for not less than the remainder of the term of the contract, or for a period of not less than one (1) year. In the event contractor fails to keep in effect at all times insurance coverage herein provided, State may, in addition to any other remedies it may have, terminate the contract upon the occurrence of such event, subject to the provisions of the contract.
- 9) Contractor shall notify the State within five (5) days if any insurance coverage identified in the contract is altered in any way.

8. RIGHT TO TERMINATE

- A. The State reserves the right to terminate this Contract subject to thirty (30) days written notice to the Contractor. Contractor may submit a written request to terminate this Contract only if the State should substantially fail to perform its responsibilities as provided herein. However, the Contract can be immediately terminated for cause. The term "for cause" shall mean that the Contractor fails to meet the

terms, conditions, and/or responsibilities of the contract. In this instance, the contract termination shall be effective as of the date indicated on the State's notification to the Contractor.

- B. This Contract may be suspended or cancelled without notice, at the option of the Contractor, if the Contractor or State's premises or equipment are destroyed by fire or other catastrophe, or so substantially damaged that it is impractical to continue service, or in the event the Contractor is unable to render service as a result of any action by any governmental authority.

9. FORCE MAJEURE

Neither party shall be liable to the other for any delay in or failure of performance, nor shall any such delay in or failure of, performance constitute default, if such delay or failure is caused by "Force Majeure." As used in this section, "Force Majeure" is defined as follows: Acts of war and acts of god such as earthquakes, floods, and other natural disasters such that performance is impossible.

10. EVALUATION OF CONTRACTOR

Performance of the Contractor under this Agreement will be evaluated. The evaluation shall be prepared on Contract/Contractor Evaluation Sheet (STD 4), and maintained in the Agreement file. For consultant agreements, a copy of the evaluation will be sent to the Department of General Services, Office of Legal Services, if it is negative and over \$5,000.

11. SB/DVBE PARTICIPATION

In accordance with requirements set forth by the State, the CalVet shall enforce all laws, rules, and regulations pertaining to this program. It is the Contractors responsibility to provide CalVet with all required documents as outlined in this agreement. The CalVet reserves the right to contact each SB and DVBE identified by the Contractor to verify compliance. Failure to meet SB/DVBE requirements under Exhibit B, and Exhibit C (GTC 04/2017), paragraphs 19.a and 19.b. may deem the Contractor to be non-responsible and rejected from future bid and contract opportunities with the CalVet.

12. LICENSES AND PERMITS

The Contractor shall be an individual or firm licensed to do business in California and shall obtain at his/her expense all license(s) and permit(s) required by law for accomplishing any work required in connection with this contract.

If you are a Contractor located within the State of California, a business license from the city/county in which you are headquartered is necessary; however, if you are a corporation, a copy of your incorporation documents/letter from the Secretary of State's Office can be submitted. If you are a Contractor outside the State of California, you will need to submit to the California Department of Veterans Affairs a copy of your business license or incorporation papers for your respective State showing that your company is in good standing in that state.

In the event any license(s) and/or permit(s) expire at any time during the term of this contract, Contractor agrees to provide agency a copy of the renewed license(s) and/or permit(s) within 30 days following the expiration date. In the event the Contractor fails to keep in effect at all times all required license(s) and permit(s), the State may, in addition to any other remedies it may have, terminate this contract upon occurrence of such event.

13. CONSULTANT – STAFF EXPENSES

The Contractor represents that it has or shall secure at its own expense, all staff required to perform the services described in this Agreement. Such personnel shall not be employees of or have any contractual relationship with any governmental entity.

14. 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.

15. LEGAL CONTRACTS (applies only to Legal Services Contracts)

In accordance with (Public Contract Code Section (10353.5) The Contractor shall:

- A. Agree to adhere to legal cost and billing guidelines designated by the State.
- B. Adhere to litigation plans designated by the state agency.
- C. Adhere to case phasing of activities designated by the state agency.
- D. Submit and adhere to legal budgets as designated by the state agency.
- E. Maintain legal malpractice insurance in an amount not less than the amount designated by the state agency.
- F. Submit to legal bill audits and law firm audits if requested by the state agency. The audits may be conducted by employees and designees of the state agency or by any legal cost control providers retained by the state agency for purpose.
- G. Submit to a legal cost and utilization review, as determined by the state agency.