

EXHIBIT A
SCOPE OF WORK

1. Abstract/Summary
 - A. This grant is awarded pursuant to the Mental Health Student Services Act of 2019. SANTA BARBARA COUNTY DEPARTMENT OF BEHAVIORAL WELLNESS, hereafter referred to as “Grantee,” agrees to hire personnel or peer support to enhance an existing county partnership with school-based programs, to expand access to mental health services for children and youth, including campus-based mental health services, and to facilitate linkage and access to ongoing and sustained services.
 - B. The Mental Health Student Services Act of 2019 (MHSSA) grants are to be used to provide support services that address the following goals:
 - 1) Preventing mental illnesses from becoming severe and disabling
 - 2) Improving timely access to services for underserved populations
 - 3) Providing outreach to families, employers, primary care health care providers, and others to recognize the early signs of potentially severe and disabling mental illnesses
 - 4) Reducing the stigma associated with the diagnosis of a mental illness or seeking mental health services
 - 5) Reducing discrimination against people with mental illness
 - 6) Preventing negative outcomes in the targeted population, including, but not limited to:
 - a) Suicide and attempted suicide
 - b) Incarceration
 - c) School failure or dropout
 - d) Unemployment
 - e) Prolonged suffering
 - f) Homelessness
 - g) Removal of children from their homes
 - h) Involuntary mental health detentions
2. Detailed Scope of Work
 - A. The scope of work for this Agreement is contained in the Grant Application submitted by the Grantee (Grantee’s Application) in response to the Mental Health Services Oversight and Accountability Commission’s (Commission) Request for Applications, MHSSA_001 Addendum 2 (hereinafter, “RFA”) **as revised by this amendment**. Grantee’s Application is incorporated by reference and made part of this Agreement as if attached hereto.

3. Contacts

- A. Direct all inquiries regarding this Agreement to the representatives listed in the charts below. Representatives may be changed by written notice to the other party. Such notice shall be given within 30 days of the change.

State Agency: Mental Health Services Oversight and Accountability Commission	Grantee: Santa Barbara County Department of Behavioral Wellness
Name/Title: Cheryl Ward Health Program Specialist I	Name/Title: Alice Gleghorn <u>Pam Fisher, PhD PsyD</u> <u>Acting</u> Director
Phone: (916) 327-1944 <u>445-8727</u>	Phone: (805) 681- 5220 <u>161</u>
Fax: (916) 445-4927	Fax: (805) 681-5262
Email: Cheryl.Ward@mhsoc.ca.gov	Email: agleghorn@sbcwell.org pfisher@sbcwell.org

Direct all administrative inquiries to:

State Agency: Mental Health Services Oversight and Accountability Commission	Grantee: Santa Barbara County Department of Behavioral Wellness
Section/Unit: Administrative Services	Section/Unit: Administration
Attention: Richard Thut <u>Chelsea Yuen, Contract Analyst</u>	Attention: Pam Fisher, PsyD Deputy <u>Acting</u> Director
Address: 1325 J Street, Suite 1700 Sacramento, CA 95814	Address: 315 Camino Del Remedio Santa Barbara, CA 93110
Phone: (916) 445- 8798 <u>8696</u>	Phone: (805) 681-5161
Fax: (916) 445-4927	Fax: (805) 681-5262
Email: Richard.Thut@mhsoc.ca.gov Chelsea.Yuen@mhsoc.ca.gov	Email: pfisher@sbcwell.org

4. Grant Cycle (see RFA, Section V.C.)

- A. This Agreement is for a ~~four~~ **five**-year grant cycle, with funds allocated in quarterly installments.

- B. Funding is based on the Grantee's compliance with the RFA requirements as submitted through Grantee's Application.
 - C. Grantee shall participate in monthly check-in meetings with Commission staff either in-person, by phone or some other agreed upon arrangement. The intent is for the Grantee to provide a status on their program including, but not limited to, reporting requirements, hiring, spending, schedule, and any other relevant issues.
 - D. The Commission may withhold funds from Grantee if the Grantee fails to meet the reporting requirements, falls behind schedule, has unexpended funds, or modifies the scope of the program. If Grantee finds itself in this position, the Grantee shall immediately contact the Commission and provide a mitigation plan to address the contractual program deficiency. The Commission may withhold funds until an agreed upon mitigation plan is presented and accepted by the Commission.
5. **Allowable Costs** (See *RFA, Section V.E.*)
- A. Grant funds must be used as proposed in the Grantee's Application and approved by the Commission as follows:
 - 1) Allowable costs include:
 - a) Personnel and/or peer support
 - b) At least 90 percent of the personnel costs must be for personnel who are dedicated to delivering services.
 - c) The amount budgeted for administration costs shall not exceed 15 percent of the total budget grant amount, annually, and includes any administrative costs associated with contracted personnel.
 - d) Program costs include, but are not limited to training, technology (e.g., telehealth), facilities improvements, and transportation.
 - e) Funds may also be used to facilitate linkages and access to ongoing and sustained services, including:
 - i. Services provided on school campuses
 - ii. Suicide prevention services
 - iii. Drop-out prevention services
 - iv. Outreach to high-risk youth and young adults, including, but not limited to, foster youth, youth who identify as lesbian, gay, bisexual, transgender, or queer, and youth who have been expelled or suspended from school
 - v. Placement assistance and development of a service plan that can be sustained over time for students in need of ongoing services
 - f) Funds may also be used to provide other prevention, early intervention, and direct services, including, but not limited to, hiring qualified mental health personnel, professional development for school staff on trauma-informed and evidence-based mental health practices, and other strategies that

respond to the mental health needs of children and youth, as determined by the Commission.

- 2) Grant funds may be used to supplement, but not supplant existing financial and resource commitments of the county, city, or multi-county mental health or behavioral health departments, or a consortium of those entities, or educational entities that receive a grant.
- 3) Grant funds cannot be transferred to any other program account for specific purposes other than the stated purpose of this grant.

6. Evaluation (See RFA, *Section VIII.*)

- A. Grantee shall employ staff through the grant for MHSSA data gathering, submission of relevant data, and submission of program implementation and summary program evaluations to the Commission. Grantee shall evaluate its MHSSA funded program.
- B. Evaluation activities are intended to provide counties and the Commission with data related to program impact and individual experience, and to demonstrate program effectiveness throughout the grant cycle. It is intended that the results from the local evaluations by the grantees will yield best practices for school-based mental health partnerships, number of students served, demographics, data on linkage to ongoing mental health services, and comparison data on negative outcomes of untreated mental health conditions e.g. suicide, school failure, and out of home placement.
- C. Grantee shall collect relevant person identified-level data. If requested, Grantee shall provide access to the Commission to all relevant person identified-level data collected and maintained by the Grantee. Grantee shall ensure that county partners grant access to the Commission to all relevant person identified-level data.

7. Reporting (See RFA, *Section IX.*)

- A. Grantee shall provide information to the Commission on a quarterly basis within 30 days after the end of each reporting period. The Commission may modify the reporting date to better fit in with the Grantee's normal month-end financial cycle. The Grantee shall submit the following reports:
 - 1) Hiring Report
The Hiring Report shall include the following:
 - a) List each type of personnel hired by the county and/or hired as a contractor (e.g., peers, social workers, nurses, clinicians, mental health workers, etc.). Identify which staff are county staff and which are contract.
 - b) List of personnel at service locations/points of access (e.g., school sites). Access point location and addresses must be identified. If an address is not

possible, clearly identify the area in which the access point(s) will be (i.e., provide detailed description).

- 2) Evaluation Data
Grantee shall provide to the Commission data based on the specifications and timelines defined by the Commission.
 - 3) Expenditure Information
Grantee shall report all Grant expenditure information in the Annual Fiscal Report within 30 days of the end of the grant year. Grantee shall remit to the Commission all unexpended grant funds at the end of the contract term.
8. **Program Communications** (See RFA, Section VII.E.v.)
Grantee shall increase awareness of and access and linkage to mental health services for students and their families and provide related information on the partnership website(s).
9. **Amendments**
This Agreement may be amended upon mutual consent of the parties. All amendments must be in writing and fully executed by authorized representatives of each party.

EXHIBIT B
BUDGET DETAIL AND PAYMENT PROVISIONS

1. Invoicing and Payment

- a) The amount payable by the Commission to the Grantee is specified in Section 4, Payment Schedule.
- b) Grant Award Claim Form (Attachment B-1) shall be submitted no later than the first week after each quarterly reporting period and is subject to the Commission's review and approval before being paid.
- c) To expedite the processing of the Grant Award Claim Form submitted to the Commission for fund distribution, Grantee shall submit one original and two copies of each Grant Award Claim Form to the Commission Grant Manager at the following address:

Mental Health Services Oversight and Accountability Commission
1325 J Street, Suite 1700
Sacramento, CA 95814

2. Budget Contingency Clause

- a) It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to Grantee or to furnish any other considerations under this Agreement and Grantee shall not be obligated to perform any provisions of this Agreement.
- b) If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an agreement amendment to Grantee to reflect the reduced amount.
- c) If this contract overlaps Federal and State fiscal years, should funds not be appropriated by Congress or approved by the Legislature for the fiscal year(s) following that during which this grant was executed, the State may exercise its option to cancel this grant.

d) In addition, this grant is subject to any additional restrictions, limitations, or conditions enacted by Congress or the Legislature which may affect the provisions or terms of funding of this grant in any manner.

3. Budget Detail

The total amount of this Agreement shall not exceed \$4,000,000.00. Payment shall be made in accordance with the payment schedule below. ~~The funds used for this Agreement may be used without regard to fiscal year.~~

4. Payment Schedule

Grantee was approved for a grant cycle that covers ~~four~~ **five** grant years (see Attachment B-2 – Budget Worksheet for approved funding amounts **for Grant Years 1, 2, 3 and 4**), with funds allocated annually at the beginning of each grant year. Payment will be made quarterly, and the total amount of payments made in any grant year is to not exceed the amount stated **in the chart below, unless Grantee, with prior written approval from the Commission, moves unspent funds forward to one or more subsequent grant years.** ~~For each grant year Grantee may not exceed the total funds allocated for that grant year.~~

- a) **Grantee may move all unspent funds from Grant Year 1 forward to one or more subsequent grant years with prior written approval from the Commission.**
- b) **Grantee may move unspent funds from Grant Years 2 and 3 forward to one or more subsequent grant years with prior written approval from the Commission. The maximum amount allowed to be moved forward from Grant Years 2 and 3 is 20% of the amount listed in the chart below for the specified grant year.**

Grant Year Distribution	Grant Funding
Grant Year 1	\$ 1,003,594.00
Grant Year 2	\$ 1,000,719.00
Grant Year 3	\$ 997,844.00
Grant year 4	\$ 997,843.00
Grant Total	\$ 4,000,000.00

This grant is approved for a five-year grant cycle, with funds allocated in quarterly installments. Grant funding for Grant Year 5 is the amount of unspent grant funds available for Grant Year 5 based on the Grantee’s Grant Year 4 Annual Fiscal Report. The Grantee will provide the Commission with a Budget Worksheet which reflects the projected budget for Grant Year 5 no later than July 31, 2024. Upon receipt of the Budget Worksheet and approval by the Commission, the Grantee may spend the approved funds in Grant Year 5.

State of California
Mental Health Services Oversight and
Accountability Commission (Commission)

SANTA BARBARA COUNTY
DEPARTMENT OF BEHAVIORAL WELLNESS
Agreement #19MHSOAC082
Exhibit B Budget Detail and Payment Provisions
Amendment 1

The Commission may withhold quarterly payments until the Grantee has fully expended unspent funds.

**ATTACHMENT B-2
BUDGET WORKSHEET**

(Whole Dollars)

Applicant: County of Santa Barbara Department of Behavioral Wellness and Santa Barbara County Education Office

(1) Hire Staff (list individual role/classification)
(add rows as needed)

(2) Hiring Month	(3) GY 1	(4) GY 2	(5) GY 3	(6) GY 4	(7) Total All GYs	
Clinicians (1.5 FTE)	1	133,620	133,620	133,620	133,620	534,480
Research evaluator (.25 FTE)	1	28,870	28,870	28,870	28,870	115,480
Project Manager (1.0 FTE)	1	113,932	113,932	113,932	113,932	455,728
						0
						0
						0
						0
						0
						0
						0

Subtotal - (8) Personnel Services Salaries

276,422	276,422	276,422	276,422	1,105,688
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Add: (9) Personnel Services Benefits

149,268	149,268	149,268	149,268	597,072
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(10) Total Personnel Services

425,690	425,690	425,690	425,690	1,702,760
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(11) Hire Contractors or other non-staff (If applicable, list individual role/classification) (Add rows as needed)

(12) Hiring Month	(13) GY 1	(14) GY 2	(15) GY 3	(16) GY 4	(17) Total All GYs	
Navigators (6) thru Health Linkages	1	432,000	432,000	432,000	432,000	1,728,000
						0
						0
						0
						0
						0
						0
						0

(18) Total Contracted Services

432,000	432,000	432,000	432,000	1,728,000
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(19) Total Personnel/Contracted Services

857,690	857,690	857,690	857,690	3,430,760
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(20) Other Costs (non-staff and non-contracted services)

(21) Exp Month	(22) GY 1	(23) GY 2	(24) GY 3	(25) GY 4	(26) Total All GYs
Training and professional development	5,000	5,000	5,000	5,000	20,000
Website and resource guide consultant	5,000	2,500			7,500
Stipends for teacher training	2,500	2,500	2,500	2,500	10,000
Travel and transportation	2,000	2,000	2,000	2,000	8,000
Supplies	500	500	500	500	2,000
					0
					0

(27) Total Other Costs

15,000	12,500	10,000	10,000	47,500
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(28) Total Program Costs before Administration

872,690	870,190	867,690	867,690	3,478,260
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(Whole Dollars)

Applicant: County of Santa Barbara Department of Behavioral Wellness and Santa Barbara County Education Office

(29) Administration (includes indirect costs and overhead, limited to 15%) *	130,904	130,529	130,154	130,153	521,740
(30) Total Proposed Program Costs	1,003,594	1,000,719	997,844	997,843	4,000,000

* 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%)