



COUNTY OF HUMBOLDT

AGENDA ITEM NO.
C-10

For the meeting of: November 14, 2014

Date: October 6, 2014

To: Board of Supervisors

From: Phillip R. Crandall, Director *Shuebley*
Department of Health and Human Services – Public Health

Subject: CalMHSA – Small County Mental Health Community Dialogue Grant Extension and Supplemental Budget for Fiscal Year 2014-15. (4/5 vote required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the Agreement between Humboldt County and Runyon, Saltzman & Einhorn, Inc. (RSE) for the administration of California Mental Health Services Authority (CalMHSA) Small County Mental Health Community Dialogue Grant Extension funds in the amount of \$11,864 for the period of July 1, 2014 through December 31, 2014.
2. Authorize the Chair of the Board to sign three (3) originals of the signature page of the Agreement.
3. Direct the Clerk of the Board to return two (2) originals of the Agreement to DHHS – Contracts Unit.
4. Direct the Auditor Controller to supplement the budget as outlined in Exhibit C. (4/5 vote required)

SOURCE OF FUNDING:

Public Health Funds

DISCUSSION:

On February 4, 2014 your Board approved the agreement for the CalMHSA Small County Mental Health Community Dialogue Grant (Community Dialogue Grant), which authorized Department of Health and

Prepared by Karl Falk-Carlson, AA *aw* CAO Approval *Amey Olsen*

REVIEW: Auditor *MSM* County Counsel *aw* Human Resources *St.* Other _____

TYPE OF ITEM:

Consent

Departmental

Public Hearing

Other _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor *Fennell* Seconded by Supervisor *DeES*

Ayes *Sundberg, Lardner, Sohn, Bess Fennell*

Nays _____

Abstain _____

Absent _____

PREVIOUS ACTION/REFERRAL:

Board Order No. C-7 _____

Meeting of: February 4, 2014 _____

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: *November 14, 2014*

By: *Kathy Hayes*

Kathy Hayes, Clerk of the Board

Human Services (DHHS) – Public Health’s Prevention and Early Intervention - Stigma and Discrimination Reduction (PEI-SDR) program to receive \$20,000 in funding over the term July 1, 2013 through June 30, 2014.

These Community Dialogue grants were established by CalMHSA with the purpose of providing public screenings of the film *A New State of Mind: Ending the Stigma of Mental Illness* and conducting in-person forums in rural communities for community dialogue about stigma and discrimination of mental health challenges, as related in the film. *A New State of Mind* is a film documentary focusing on stigma and mental health issues. The film was State funded through the Public Broadcasting System (PBS) and released in California on June 30, 2013.

DHHS – Public Health’s PEI-SDR program used this grant as an opportunity to support its work, and specifically the work of the speakers’ bureau “Seeds of Understanding Speakers Collective” (SOUSC), in combating stigma and discrimination within the Humboldt County community.

The PEI-SDR program and SOUSC accomplished the majority of outlined goals for the grant during the July 1, 2013 – June 30, 2014 term. These goals included a PBS broadcast of *A New State of Mind*; underwriting an episode of North Coast Perspectives, with guests from SOUSC, after the broadcast; and several live Community Dialogue events in “rural” and “frontier” Medical Service Study Areas of Humboldt County, as defined by Office of Statewide Health Professionals and Planning. The only goals remaining are Community Dialogue events in Willow Creek and Southern Humboldt. These events are scheduled to occur in the first quarter of County Fiscal Year 2014-15. At the end of the grant term, Public Health applied for a no cost extension offered by RSE that would allow the balance of funds not expended in the previous term to be spent between July 1, 2014 and December 31, 2014. Public Health’s application was approved by RSE in late June 2013.

The item before your Board today will approve the Agreement for a no-cost extension with RSE in the amount of \$11,864 of “remaining grant funds,” from the original program period, for the period July 1, 2014 through December 31, 2014.

This item is coming to your Board after the start date due to a late approval of the extension and subsequent contract and budget revisions.

FINANCIAL IMPACT:

In Fiscal Year 2013-14, your Board approved the original agreement with RSE in the amount of \$20,000. At the end of the agreement term DHHS-Public Health-PEI-SDR requested an extension with CalMHSA to continue the scope of work for the Community Dialogue Grant. Approval of the No-Cost Extension will allow DHHS-Public Health to expend the remaining amount of grant funds in Fiscal Year 2014-15. The Supplemental Budget will adjust the County Budget in Fund 1175, Budget Unit 454 – Mental Health Services Act-PEI in the amount of \$11,864 to account for the extended agreement. There will be no impact to the General Fund.

The proposed Agreement supports the Board’s Strategic Framework by protecting vulnerable populations and providing community-appropriate levels of service.

OTHER AGENCY INVOLVEMENT:

The California Mental Health Services Authority is the grantor of funds and Runyon Saltzman & Einhorn, Inc. is the grant administrator.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose not to approve the recommendations; however, this will result in the loss of funding for the PEI-SDR program.

ATTACHMENTS:

Exhibit A – Small County Mental Health Community Dialogue Grant Agreement

Exhibit B – Small County Mental Health Community Dialogue Grant Budget

Exhibit C – Supplemental Budget, Fund 1175, Budget Unit 454 – Mental Health Services Act PEI

**California Mental Health Services Authority Stigma and Discrimination Reduction
Community Dialogue Mini-Grant Contract**

Administered by Runyon Saltzman Einhorn, Inc.

1. GRANT AMOUNT:

California Mental Health Services Authority, hereinafter referred to as "CalMHSA," through Runyon Saltzman Einhorn, Inc., hereinafter referred to as "Administrators," previously granted to the County of Humboldt, hereinafter referred to as "County," a grant in the amount of \$20,000 for the term of July 1, 2013 through June 30, 2014, as described more fully in the parties' agreement attached hereto as Exhibit A and by this reference incorporated hereto.

In order to allow the County to continue the work specified in Exhibit A, and because the total award of \$20,000 in grant funding has not been fully expended by County during the term set forth in Exhibit A, CalMHSA will agree to extend to County an additional six-month term to allow County to utilize remaining grant funds (approximately \$11,857.40 as of the date of this Agreement), of which \$10,000 is the remaining amount to be paid, pursuant to the terms and conditions below.

2. PURPOSE OF GRANT:

The California Mental Health Services Authority Stigma and Discrimination Reduction Community Dialogue Mini-Grant Program is hereby extended to allow for the continuance of work thereunder. During this extended period, pursuant to the terms and conditions of this Agreement, County, through its Department of Health and Human Services – Public Health, will continue to:

- A. Host no fewer than three (3) live Community Dialogue events in rural and frontier areas of Humboldt County.
- B. Broadcast the documentary *A New State of Mind: Ending the Stigma of Mental Illness* no fewer than one (1) time on KEET, the local PBS station.
- C. Follow the PBS broadcast of *A New State of Mind: Ending the Stigma of Mental Illness* with the local television show *North Coast Perspectives*, which will focus on a panel of guests from the Seeds of Understanding Speakers Collective (SOUSC), the National Alliance on Mental Illness (NAMI), and Humboldt County Mental Health and their lived experiences with mental illness, stigma and discrimination.
- D. Ensure that events are highly interactive and are centered around viewing *A New State of Mind: Ending the Stigma of Mental Illness* or additional vignettes provided by CalMHSA.
- E. Ensure each event provides an opportunity for community discussion and/or thought prompting activities.
- F. Target outreach efforts in Garberville, Scotia, Rio Dell, Hoopa and Willow Creek.
- G. Collaborate and partner with KEET, Healthy Start Schools and Communities Partnership, North Coast Clinic Networks and the local NAMI chapter to promote and execute the Community Dialogue events.

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Administered by Runyon Saltzman Einhorn, Inc.

- H. Notify CalMHSA Contract Specialist Ken Crandall (Kenneth.crandall@calmhsa.org) of all Community Dialogues and promotional activities occurring in Humboldt County.
- I. Utilize pre-designed and self-generated promotional materials to promote the events. All promotional materials and activities should be customized to reach a rural audience.
- J. Targeted outreach to specific audiences in unincorporated and frontier communities such as Latino, Native American, Lesbian, Gay, Bisexual, Transgender, Queer, Questioning and Intersex (LGBTQI), business owners and service providers in addition to the general community promotion of Community Dialogue events.
- K. Leverage existing community events and campaigns such as Suicide Prevention Month, Child Abuse Prevention Coordination Council's Annual Roundtable, Domestic Violence Awareness Month, Humboldt Gay Pride Festival, K'ima:w Medical Center Health Fair and "Festejando Nuestra Salude" Annual Spanish-Language Health Fair.
- L. Ensure Stigma and Discrimination Reduction messaging sustainability through strategic partnerships, collaboration with local community organizations, and leveraging of resources.
- M. Successfully complete quarterly reporting requirements within the designated time periods.
- N. Adhere to CalMHSA's travel guidelines.
- O. Administer and collect sign-in sheets provided by Administrators and mail original copies of sign-in sheets directly to Administrators.
- P. Collect attendee email addresses from each event and maintain attendee database. Distribute evaluation survey link provided by Administrators within seven (7) working days after each event.

3. DURATION:

The term of this Agreement shall begin July 1, 2014 and will continue in full force and effect until December 31, 2014, unless sooner terminated as provided herein.

4. USE OF GRANT FUNDS:

- A. County may use grant funds only for the purposes set forth herein.
- B. County acknowledges that CalMHSA and Administrators have not earmarked the use of the remaining grant funds or any portion thereof for any other organization or individual who has not participated in the official grant application process and agreed to the mission and goals of the Community Dialogue grant program.
- C. County further acknowledges that the remaining grant funds will be expended as specifically

**California Mental Health Services Authority Stigma and Discrimination Reduction
Community Dialogue Mini-Grant Contract**

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itemized line by line in the attached extended grant proposal budget (Exhibit B), and that any deviation from such line-by-line itemized budget will not exceed ten percent (10%). Transfers within lines of the budget in excess of ten percent (10%) must be approved in writing and in advance by Administrators.

5. PAYMENT OF GRANT FUNDS:

- A. The remaining \$10,000 in unpaid grant funds will be paid by Administrators in two equal installments: \$5,000 will be paid after submission of a successful first period report, and \$5,000 will be paid after submission of a final report and evaluation materials (anticipated payment: based on timing of final event). The first installment will account for back payment of mini-grant expenses to the July 1, 2014 term start date. Payments of the two installments will be contingent upon satisfactory progress on the project, receipt of documentary evidence of such progress and receipt of event sign-in sheets and evaluations.
- B. County will submit invoices for payment of funds, either electronically or by mail, to the respective addresses set forth below:

ELECTRONICALLY: lmorgan@rs-e.com

U.S. MAIL: Runyon Saltzman Einhorn, Inc.
Attn: Lauren Morgan
2020 L Street, Suite 100
Sacramento, CA 95811

6. QUALITY OF WORK:

Both the quality of the work done and County's progress toward achieving the goals of the extended grant program will be reviewed by Administrators. In particular, Administrators will be monitoring the continued commitment of personnel involved in performing the duties and obligations herein. In addition, Administrators will, throughout the term of Agreement, consider whether continuation of the grant is in the interest of the general public and the target audience, if applicable. If Administrators are: (1) not satisfied with the quality of County's work or the progress toward achieving the goals of the extended grant program; (2) of the opinion that County is incapable of satisfactorily performing the duties and obligations herein; or (3) of the opinion that continuation of the extended grant program is not reasonably in the interest of the general public, Administrators may, in their discretion: (1) withhold payment of grant funds until in their opinion the situation has been corrected; or (2) declare the extended grant program terminated. Administrators' determination as to the quality of work being performed, the progress being made toward the goals of the extended grant program, County's ability to satisfactorily complete the duties and obligations herein and whether continuation of the work of the extended grant program is in the interest of the general public will be final and will be binding and conclusive upon County insofar as further grants payments are concerned.

7. REPORTING:

- A. County will submit to Administrators full and complete reports on the use of the remaining

**California Mental Health Services Authority Stigma and Discrimination Reduction
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grant funds, sample promotional materials, compliance with the terms of the extended grant program, and the progress made toward achieving the goals of the extended grant program on the dates of September 30, 2014 and December 31, 2014. Sign-in sheets for events executed within each period must be mailed and received by Administrators no later than the dates outlined above. If an event is planned for a date following the reporting deadline, and before the start of the next period, County will notify Administrators immediately to make special arrangements.

- B. Each report will include detail with respect to all expenditures made from remaining grant funds during the extended program period, including, but not limited to, salaries, stipends, travel and supplies. Administrators will provide information about the submission of reports and contact information for reporting at least thirty (30) days prior to the reporting deadline. Additional guidance with regard to the format of the reports will be provided by Administrators.

8. INTERIM REPORTS:

In addition to the above-referenced reports, County will also submit other such interim reports as Administrators may reasonably request, and County's personnel will confer with Administrators' personnel or consultants, at the reasonable request of Administrators, regarding expenditures, records and progress of the extended grant program.

9. RECORDS:

County will maintain its books and records in such a manner that the receipts and expenditures of the remaining grant funds will be shown separately on such books and records in an easily checked form. County will keep records of receipts and expenditures of the remaining grant funds as well as copies of the reports submitted to Administrators and supporting documentation for at least four (4) years after the completion of the use of the remaining grant funds, and will make such books, records, and supporting documentation available to Administrators for inspection at reasonable times from the time of County's acceptance of this extended grant through such period.

10. ACKNOWLEDGMENT OF SUPPORT:

All manuscripts, papers, releases, exhibits or interviews prepared for scientific meetings, the public or private press, magazines, periodicals, radio, television or other means of communication dealing with the activities or achievement of the extended grant program shall acknowledge CalMHSA's support.

11. EVALUATION:

County will distribute evaluation materials after each event at the direction of Administrators. Final payment will not be released until County has fulfilled the evaluation requirements herein.

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12. TRAVEL:

County will comply with CalMHSA's travel guidelines as outlined by Administrators. Remaining grant funds may not be used for travel that does not meet CalMHSA's travel guidelines.

13. NOTICES:

Any and all notice(s) required to be given pursuant to the terms of this Agreement shall be in writing and either served personally or sent by certified mail, return receipt requested, to the respective addresses set forth below. Notice shall be effective upon actual receipt or refusal as shown on the receipt obtained pursuant to the foregoing.

COUNTY: Humboldt County Public Health – Healthy Communities Division
529 I Street
Eureka, California 95501

ADMINISTRATORS: Runyon Saltzman Einhorn, Inc.
2020 L Street, Suite 100
Sacramento, CA 95811

14. NUCLEAR FREE CLAUSE:

Administrators hereby certify that they are not Nuclear Weapons Contractors, in that Administrators are not knowingly or intentionally engaged in the research, development, production, or testing of nuclear warheads, nuclear weapons systems, or nuclear weapons components as defined by the Nuclear Free Humboldt County Ordinance. Administrators agree to notify County immediately if they become a Nuclear Weapons Contractor as defined above. County may immediately terminate this Agreement if it determines that the foregoing certification is false or if Administrators become a Nuclear Weapons Contractor.

15. VIOLATION OF TERMS:

In the case of any violation by County of the terms and conditions of this Agreement, including, but not limited to, not executing the work of the extended grant program in substantial compliance with the attached extended grant proposal, Administrators reserve the right in their absolute discretion to terminate the extended grant agreement. Administrators' determination to terminate the extended grant will be final and will be binding and conclusive upon County. If reports required hereunder are not received in a timely manner, Administrators may withhold payment until the outstanding report is received, and may terminate the extended grant if any such report is not received within thirty (30) days following the date on which it was due.

16. TERMINATION:

Upon termination of the extended grant program for any reason, Administrators will withhold any further payments of remaining grant funds and County will repay to Administrators any portion of

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the remaining grant funds that were not spent for the extended grant program.

17. FUTURE FUNDING:

County acknowledges that Administrators and their representatives have made no actual or implied promise of funding except for the remaining amounts specified by this Agreement. If any of the remaining grant funds are returned, or if the extended grant program is rescinded, County acknowledges that Administrators will have no further obligation to County in connection with this Agreement. The foregoing is not intended to prohibit Administrators from providing County additional grant funds upon the submission of a new proposal, if Administrators, in their discretion, determine that an additional grant is appropriate.

18. ENTIRE AGREEMENT/MODIFICATION:

This Agreement sets forth all terms agreed upon by the parties and replaces all prior understandings and agreements. Any modification or amendment will be made only in writing signed by the parties hereto.

19. APPLICABLE LAW:

This Agreement will be construed in accordance with the laws of the State of California.

20. INSURANCE:

- A. Comprehensive or Commercial General Liability Insurance at least as broad as Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001), in an amount of One Million Dollars (\$1,000,000) per occurrence for any one incident, including, personal injury, death and property damage. If a general aggregate limit is used, either the general aggregate limit shall apply separately to this project or the general aggregate shall be twice the required occurrence limit.
- B. Workers Compensation and Employers Liability Insurance providing workers' compensation benefits as required by the Labor Code of the State of California. Said policy shall contain or be endorsed to contain a waiver of subrogation against COUNTY, its officers, agents, and employees. In all cases, the above insurance shall include Employers Liability coverage with limits of not less than One Million Dollars (\$1,000,000) per accident for bodily injury and disease.

[SIGNATURE PAGE FOLLOWS]

**California Mental Health Services Authority Stigma and Discrimination Reduction
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Administered by Runyon Saltzman Einhorn, Inc.

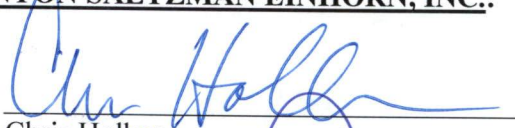
In witness whereof, the parties have executed this Agreement on the dates hereinafter indicated.

TWO SIGNATURES ARE REQUIRED FOR CORPORATIONS:


(1) CHAIRPERSON OF THE BOARD, PRESIDENT, OR VICE PRESIDENT; AND

(2) SECRETARY, ASSISTANT SECRETARY, CHIEF FINANCIAL OFFICER OR TREASURER.

RUNYON SALTZMAN EINHORN, INC.:

By: 
Chris Holben
President

Date: 9/30/14

By: 
Scott Rose
Board Secretary

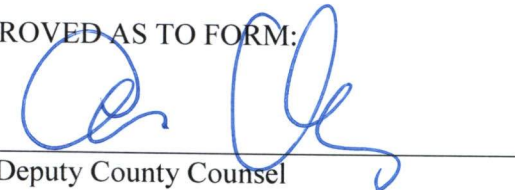
Date: 9-30-14

COUNTY OF HUMBOLDT:

By: 
Chair, Board of Supervisors

Date: 11-14-14

APPROVED AS TO FORM:

By: 
Deputy County Counsel

Date: 10/23/14

APPROVED AS TO FORM:

By: 
Risk Management

Date: 10/30/14

**California Mental Health Services Authority Stigma and Discrimination Reduction
Community Dialogue Mini-Grant Contract**

Administered by Runyon Saltzman Einhorn, Inc.

Exhibit A

California Mental Health Services Authority Stigma and Discrimination Reduction
Community Dialogue Mini-Grant Contract
(July 1, 2013 – June 30, 2014)

**California Mental Health Services Authority Stigma and Discrimination Reduction
Community Dialogue Mini-Grant Contract**

Administered by Runyon Saltzman & Einhorn, Inc.

1. GRANT AMOUNT:

Pursuant to the terms and Conditions of this Agreement California Mental Health Services Authority, hereinafter referred to as "CalMHSA," through Runyon Saltzman & Einhorn, Inc., hereinafter referred to as "Administrators," will grant \$20,000 to the County of Humboldt, hereinafter referred to as "County," over a one-year period.

2. PURPOSE OF GRANT:

Pursuant to the terms and conditions of this Agreement, County, through its Department of Health and Human Services – Public Health, will:

- A. Host no fewer than three (3) live Community Dialogue events in rural and frontier areas of Humboldt County.
- B. Broadcast the documentary *A New State of Mind: Ending the Stigma of Mental Illness* no fewer than one (1) time on KEET, the local PBS station.
- C. Follow the PBS broadcast of *A New State of Mind: Ending the Stigma of Mental Illness* with the local television show *North Coast Perspectives*, which will focus on a panel of guests from the Seeds of Understanding Speakers Collective (SOUSC), the National Alliance on Mental Illness (NAMI), and Humboldt County Mental Health and their lived experiences with mental illness, stigma and discrimination.
- D. Ensure that events are highly interactive and are centered around viewing *A New State of Mind: Ending the Stigma of Mental Illness* or additional vignettes provided by CalMHSA.
- E. Ensure each event provides an opportunity for community discussion and/or thought prompting activities.
- F. Target outreach efforts in Garberville, Scotia, Rio Del, Hoopa and Willow Creek.
- G. Collaborate and partner with KEET, Healthy Start Schools and Communities Partnership, North Coast Clinic Networks and the local NAMI chapter to promote and execute the Community Dialogue events.
- H. Notify CalMHSA Contract Specialist Ken Crandall (Kenneth.crandall@calmhsa.org) of all Community Dialogues and promotional activities occurring in Humboldt County.
- I. Utilize pre-designed and self-generated promotional materials to promote the events. All Promotional materials and activities should be customized to reach a rural audience.
- J. Targeted outreach to specific audiences in unincorporated and frontier communities such as Latino, Native American, Lesbian, Gay, Bisexual, Transgender, Queer, Questioning and Intersex (LGBTQI), business owners and service providers in addition to the general community promotion of Community Dialogue events.

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- K. Leverage existing community events and campaigns such as Suicide Prevention Month, Child Abuse Prevention Coordination Council's Annual Roundtable, Domestic Violence Awareness Month, Humboldt Gay Pride Festival, K'ima:w Medical Center Health Fair and "Festejando Nuestra Salude" Annual Spanish-Language Health Fair.
 - L. Ensure Stigma and Discrimination Reduction messaging sustainability through strategic partnerships, collaboration with local community organizations and leveraging of resources.
 - M. Successfully complete quarterly reporting requirements within the designated time periods.
 - N. Adhere to CalMHSA's travel guidelines.
 - O. Administer and collect sign-in sheets provided by Administrators and mail original copies of sign-in sheets directly to Administrators.
 - P. Collect attendee email addresses from each event and maintain attendee database. Distribute evaluation survey link provided by Administrators within seven (7) working days after each event.
3. DURATION:
- The term of this Agreement shall begin July 1, 2013 and will continue in full force and effect until June 30, 2014, unless sooner terminated as provided herein.
4. USE OF GRANT FUNDS:
- A. County may use grant funds only for the purposes set forth herein.
 - B. County acknowledges that CalMHSA and Administrators have not earmarked the use of the grant funds or any portion thereof for any other organization or individual who has not participated in the official grant application process and agreed to the mission and goals of the Community Dialogue grant program.
 - C. County further acknowledges that the grant funds will be expended as specifically itemized line by line in the proposal budget, and that any deviation from such line-by-line itemized budget will not exceed ten percent (10%). Transfers within lines of the budget in excess of ten percent (10%) must be approved in writing and in advance by Administrators.
5. PAYMENT OF GRANT FUNDS:
- A. The grant funds will be paid by Administrators in the following three installments: fifty percent (50%) upon execution of this Agreement; twenty five percent (25%) after submission of a successful first quarter report; and twenty five percent (25%) after submission of a final report and evaluation materials (anticipated payment: based on timing of final event). Initial Payment will account for back payment of mini-grant expenses to the July 1, 2013 term start date. Payments of the second and third installments will be contingent upon satisfactory progress on the project, receipt of documentary evidence of

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such progress and receipt of event sign-in sheets and evaluations.

- B. County will submit invoices for payment of funds, either electronically or by mail, to the respective addresses set forth below:

ELECTRONICALLY: lmorgan@rs-e.com

U.S. MAIL: Runyon Saltzman & Einhorn
Attn: Lauren Morgan
One Capitol Mall, Suite 400
Sacramento, CA 95816

6. QUALITY OF WORK:

Both the quality of the work done and County's progress toward achieving the goals of the grant will be reviewed by Administrators. In particular, Administrators will be monitoring the continued commitment of personnel involved in performing the duties and obligations herein. In addition, Administrators will, throughout the term of Agreement, consider whether continuation of the grant is in the interest of the general public and the target audience, if applicable. If Administrators are: (1) not satisfied with the quality of County's work or the progress toward achieving the goals of the grant; (2) of the opinion that County is incapable of satisfactorily performing the duties and obligations herein; or (3) of the opinion that continuation of the grant is not reasonably in the interest of the general public, Administrators may, in their discretion: (1) withhold payment of grant funds until in their opinion the situation has been corrected; or (2) declare the grant terminated. Administrators' determination as to the quality of work being performed, the progress being made toward the goals of the grant, County's ability to satisfactorily complete the duties and obligations herein and whether continuation of the work of the grant is in the interest of the general public will be final and will be binding and conclusive upon County insofar as further grants payments are concerned.

7. QUARTERLY REPORTING:

- A. County will submit to Administrators full and complete reports on the use of grant funds, sample promotional materials, compliance with the terms of the grant, and the progress made toward achieving the goals of the grant on the dates of September 15, 2013; December 15, 2013; March 15, 2014; and June 15, 2014. Sign-in sheets for events executed within each quarter must be mailed and received by Administrators no later than the dates outlined above. If an event is planned for a date following the reporting deadline, and before the start of the next quarter, County will notify the Administrator immediately to make special arrangements.
- B. Each report will include detail with respect to all expenditures made from grant funds, including, but not limited to, salaries, stipends, travel and supplies. Administrators will provide information about the submission of quarterly reports and contact information for reporting at least thirty (30) days prior to the reporting deadline. Additional guidance with regard to the format of the reports will be provided by Administrators.

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8. INTERIM REPORTS:

In addition to the required quarterly reports, County will also submit other such interim reports as Administrators may reasonably request, and County's personnel will confer with Administrators' personnel or consultants, at the reasonable request of Administrators, regarding expenditures, records and progress of the grant project.

9. RECORDS:

County will maintain its books and records in such a manner that the receipts and expenditures of the grant funds will be shown separately on such books and records in an easily checked form. County will keep records of receipts and expenditures of grant funds as well as copies of the reports submitted to Administrators and supporting documentation for at least four (4) years after the completion of the use of the grant funds, and will make such books, records, and supporting documentation available to Administrators for inspection at reasonable times from the time of County's acceptance of this grant through such period.

10. ACKNOWLEDGMENT OF SUPPORT:

All manuscripts, papers, releases, exhibits or interviews prepared for scientific meetings, the public or private press, magazines, periodicals, radio, television or other means of communication dealing with the activities or achievement of the grant shall acknowledge CalMHSA's support.

11. EVALUATION:

County will distribute evaluation materials after each event at the direction of Administrators. Final payment will not be released until County has fulfilled the evaluation requirements herein .

12. TRAVEL:

County will comply with CalMHSA's travel guidelines as outlined by Administrators. Grant funds may not be used for travel that does not meet CalMHSA's travel guidelines.

13. NOTICES:

Any and all notice(s) required to be given pursuant to the terms of this Agreement shall be in writing and either served personally or sent by certified mail, return receipt requested, to the respective addresses set forth below. Notice shall be effective upon actual receipt or refusal as shown on the receipt obtained pursuant to the foregoing.

COUNTY: Humboldt County Public Health – Healthy Communities Division
529 I Street
Eureka, California 95501

ADMINISTRATORS: Runyon Saltzman & Einhorn, Inc.
One Capital Mall, Suite 400

**California Mental Health Services Authority Stigma and Discrimination Reduction
Community Dialogue Mini-Grant Contract**

Administered by Runyon Saltzman & Einhorn, Inc.

Sacramento, CA 95814

14. NUCLEAR FREE CLAUSE:

Administrators hereby certify that they are not Nuclear Weapons Contractors, in that Administrators are not knowingly or intentionally engaged in the research, development, production, or testing of nuclear warheads, nuclear weapons systems, or nuclear weapons components as defined by the Nuclear Free Humboldt County Ordinance. Administrators agree to notify County immediately if they become a Nuclear Weapons Contractor as defined above. County may immediately terminate this Agreement if it determines that the foregoing certification is false or if Administrators become a Nuclear Weapons Contractor.

15. VIOLATION OF TERMS:

In the case of any violation by County of the terms and conditions of this Agreement, including, but not limited to, not executing the work of the grant in substantial compliance with the proposal, Administrators reserve the right in their absolute discretion to terminate the grant. Administrators' determination to terminate the grant will be final and will be binding and conclusive upon County. If quarterly reports are not received in a timely manner, Administrators may withhold payment until the outstanding report is received, and may terminate the grant if any such report is not received within thirty (30) days following the date on which it was due.

16. TERMINATION:

Upon termination of this grant for any reason, Administrators will withhold any further payments of grant funds and County will repay to Administrators any portion of the grant funds that were not spent for the grant project.

17. FUTURE FUNDING:

County acknowledges that Administrators and their representatives have made no actual or implied promise of funding except for the amounts specified by this Agreement. If any of the grant funds are returned, or if the grant is rescinded, County acknowledges that Administrators will have no further obligation to County in connection with this Agreement. The foregoing is not intended to prohibit Administrators from providing County additional grant funds upon the submission of a new proposal, if Administrators, in their discretion, determine that an additional grant is appropriate.

18. ENTIRE AGREEMENT/MODIFICATION:

This Agreement sets forth all terms agreed upon by the parties and replaces all prior understandings and agreements. Any modification or amendment will be made only in writing signed by the parties hereto.

19. APPLICABLE LAW:

This Agreement will be construed in accordance with the laws of the State of California.

**California Mental Health Services Authority Stigma and Discrimination Reduction
Community Dialogue Mini-Grant Contract**

Administered by Runyon Saltzman & Einhorn, Inc.

20. INSURANCE:

- A. Comprehensive or Commercial General Liability Insurance at least as broad as Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001), in an amount of One Million Dollars (\$1,000,000) per occurrence for any one incident, including, personal injury, death and property damage. If a general aggregate limit is used, either the general aggregate limit shall apply separately to this project or the general aggregate shall be twice the required occurrence limit.
- B. Workers Compensation and Employers Liability Insurance providing workers' compensation benefits as required by the Labor Code of the State of California. Said policy shall contain or be endorsed to contain a waiver of subrogation against COUNTY, its officers, agents, and employees. In all cases, the above insurance shall include Employers Liability coverage with limits of not less than One Million Dollars (\$1,000,000) per accident for bodily injury and disease.

**California Mental Health Services Authority Stigma and Discrimination Reduction
Community Dialogue Mini-Grant Contract**

Administered by Runyon Saltzman & Einhorn, Inc.


In witness whereof, the parties have executed this Agreement on the dates hereinafter indicated.

TWO SIGNATURES ARE REQUIRED FOR CORPORATIONS:

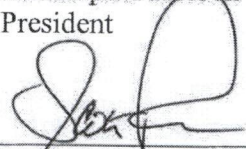
(1) CHAIRPERSON OF THE BOARD, PRESIDENT, OR VICE PRESIDENT; AND

(2) SECRETARY, ASSISTANT SECRETARY, CHIEF FINANCIAL OFFICER OR TREASURER.

RUNYON SALTZMAN & EINHORN, INC.:

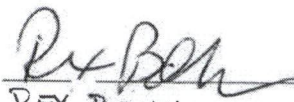
By: 
Christopher Holben
President

Date: 12/4/13

By: 
Scott Rose
Board Secretary

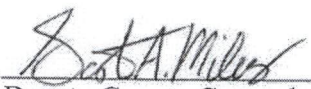
Date: 12/4/13

COUNTY OF HUMBOLDT:

By: 
REX BOHN
Chair, Board of Supervisors

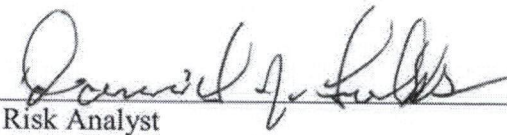
Date: 2/4/2014

APPROVED AS TO FORM:

By: 
Deputy County Counsel

Date: 1/15/14

APPROVED AS TO FORM:

By: 
Risk Analyst

Date: 1/22/14

Community Dialogue Grant Budget Form

Budget Categories		Program Budget
I. Direct Costs		
A.	PERSONNEL	
	Program Staff	\$4,962.00
	Administration/Support	\$0
	Consultants	\$1,500.00
	SUBTOTAL PERSONNEL	\$6,462.00
B.	SERVICES & SUPPLIES	
	Travel	\$0
	Grants/Stipends	\$0
	Equipment	\$0
	Facility Rental	\$5,000.00
	Promotion	\$6,000.00
	Other Services & Supplies	\$2,000.00
	SUBTOTAL SERVICES & SUPPLIES	\$13,000.00
	TOTAL DIRECT COSTS	\$19,462.00
II. Indirect Costs		
A.	Administrative/Indirect Cost	\$538.00
	TOTAL INDIRECT COSTS	\$538.00
TOTAL GRANT BUDGET		\$20,000.00

**California Mental Health Services Authority Stigma and Discrimination Reduction
Community Dialogue Mini-Grant Contract**

Administered by Runyon Saltzman Einhorn, Inc.

Exhibit B

California Mental Health Services Authority Stigma and Discrimination Reduction
Community Dialogue Mini-Grant No-Cost Extension Budget
(July 1, 2014 – December 31, 2014)

**California Mental Health Services Authority Stigma and Discrimination Reduction
Community Dialogue Mini-Grant Contract**

Administered by Runyon Saltzman Einhorn, Inc.

Exhibit B

Community Dialogue Grant Budget Form

Budget Categories		Program Budget
I. Direct Costs		
A.	PERSONNEL	
	Program Staff	\$2,096.00
	Administration/Support	\$0
	Consultants	\$0
	SUBTOTAL PERSONNEL	\$2,096.00
B.	SERVICES & SUPPLIES	
	Travel	\$0
	Grants/Stipends	\$0
	Equipment	\$0
	Facility Rental	\$4,370.00
	Promotion	\$4,145.00
	Other Services & Supplies	\$795.00
	SUBTOTAL SERVICES & SUPPLIES	\$9,310.00
	TOTAL DIRECT COSTS	\$11,406.00
II. Indirect Costs		
A.	Administrative/Indirect Cost	\$458.00
	TOTAL INDIRECT COSTS	\$458.00
TOTAL GRANT BUDGET		\$11,864.00

**HUMBOLDT COUNTY, DEPARTMENT OF HEALTH AND HUMAN SERVICES
PUBLIC HEALTH
Supplemental Budget Request**

Budget 1175-454 Mental Health Services Act - PEI

Supplemental Budget - Increase

Fiscal Year: 2014/15

Revenue

Object Description	Account Number	Object	Amount
Other Grants	1175-454	707-254	\$ 11,014.00

Expenditures

Object Description	Account Number	Object	Amount
Small Grants Program	1175-454	3017	\$ 11,014.00