

**EXHIBIT A**  
**SCOPE OF WORK**

1. Abstract/Summary

- A. This grant is awarded pursuant to the Mental Health Student Services Act of 2019. HUMBOLDT COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES, 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”). 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: Humboldt County Department of Health and Human Services – Behavioral Health Branch
Name/Title: Cheryl Ward Health Program Specialist I	Name/Title: Emi Botzler-Rodgers Director of Behavioral Health
Phone: (916) 327-1944	Phone: (707) 268-2990
Fax: (916) 445-4927	Fax:
Email: <a href="mailto:Cheryl.Ward@mhsoc.ca.gov">Cheryl.Ward@mhsoc.ca.gov</a>	Email: <a href="mailto:EBotzler-Rodgers@cohumboldt.ca.us">EBotzler-Rodgers@cohumboldt.ca.us</a>

Direct all administrative inquiries to:

State Agency: Mental Health Services Oversight and Accountability Commission	Grantee: Humboldt County Department of Health and Human Services – Behavioral Health Branch
Section/Unit: Administrative Services	Section/Unit: Children’s Behavioral Health
Attention: Richard Thut	Attention: Jeremy Nilsen Deputy Director
Address: 1325 J Street, Suite 1700 Sacramento, CA 95814	Address: 2440 6 <sup>th</sup> Street Eureka, CA 95501
Phone: (916) 445-8798	Phone: (707) 388-6683
Fax: (916) 445-4927	Fax:
Email: <a href="mailto:Richard.Thut@mhsoc.ca.gov">Richard.Thut@mhsoc.ca.gov</a>	Email: <a href="mailto:jnilsen@co.humboldt.ca.us">jnilsen@co.humboldt.ca.us</a>

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

- A. This Agreement is for a four-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.