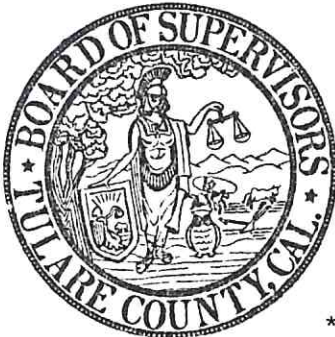


# BEFORE THE BOARD OF SUPERVISORS COUNTY OF TULARE, STATE OF CALIFORNIA

IN THE MATTER OF ACCEPT THE FISCAL )  
YEAR 2018/2019 CALIFORNIA ) Resolution No. 2018-0683  
DEPARTMENT OF VETERANS AFFAIRS ) Agreement No. 28784  
GRANT AWARD

UPON MOTION OF SUPERVISOR CROCKER, SECONDED BY SUPERVISOR ENNIS, THE FOLLOWING WAS ADOPTED BY THE BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD AUGUST 14, 2018, BY THE FOLLOWING VOTE:

AYES: SUPERVISORS CROCKER, VANDER POEL, SHUKLIAN, WORTHLEY,  
AND ENNIS  
NOES: NONE  
ABSTAIN: NONE  
ABSENT: NONE



ATTEST: MICHAEL C. SPATA  
COUNTY ADMINISTRATIVE OFFICER/  
CLERK, BOARD OF SUPERVISORS

BY: Mary Ronello  
Deputy Clerk

\* \* \* \* \*

1. Ratified the submission of a grant application, retroactive to February 21, 2018, to the California Department of Veterans Affairs in the amount not to exceed \$40,000 in funding to be used for adding a full-time Veterans Services Representative position to the Tulare County Veteran Services Office. This application is retroactive due to the short turnaround time that was required to be met to submit this application, making it impracticable for the Board to take action prior to February 21, 2018;
2. Found that the Board had authority to submit the application as of February 21, 2018, and that it was in the County's best interest to submit it on that date;
3. Ratified and authorized the Tulare County Health and Human Services Agency Director or designee's authorization to submit the grant application;
4. Approved an agreement with the California Department of Veterans Affairs in the amount of \$40,000 retroactive from July 1, 2018 through June 30, 2019. This is retroactive due to the award letter received on May 1, 2018, making it impracticable for the Board to take action prior to July 1, 2018;

5. Found that the Board had authority to enter into the agreement as of July 1, 2018 and that it was in the County's best interest to enter into this on that date;
6. Approved the necessary budget adjustments as per the attached AUD 308 (4/5ths vote required); and
7. Approved the attached Personnel Resolution to add 1.0 full time equivalent Veteran Services Representative, effective August 19, 2018.

HHSA

HAR  
08/14/2018

# ATTACHMENT D

AUD-308 - Budget Adjustment Form										10:28 AM	
8/14/2018							2/19		2019		
Date			Document ID Number				Accounting Period		Budget Fiscal Year		
Health and Human Service Agency						Contact Person		Phone		Extension	
Agency Name						Contact Person		Phone		Extension	
Action** A,C,D	Fund	Dept	Appr #				LEVEL 1 Finish Here	Current Amount	Revised Amount	Inc / Dec Amt	
C	001	142	142SSUP	Note: top portion is not completed because the information is not available at this time (pending final Budget 18/19 adoption).						-	
C	001	142	142SBEN							-	
										-	
										-	
										-	
										-	
										-	
<b>Appropriations Total</b>							<i>Need Not Equal Zero</i>	-	-	-	
Action** A,C,D	Fund	Dept	Appr #	Unit	Object	Rev	LEVEL 2 Start Here	Current Amt	Revised Amount	Inc / Dec Amt	
C	001	142	142SSUP	4070	7066			75,866	35,866	(40,000)	
C	001	142	142SBEN	4070	6001			176,602	205,999	29,397	
C	001	142	142SBEN	4070	6004			20,182	20,964	782	
C	001	142	142SBEN	4070	6011			21,187	24,231	3,044	
C	001	142	142SBEN	4070	6012			14,438	16,753	2,315	
C	001	142	142SBEN	4070	6014			12,304	15,312	3,008	
C	001	142	142SBEN	4070	6003			1,955	3,410	1,455	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
										-	
<b>Line Total</b>							<i>Must Equal Zero</i>	\$ 322,534	\$ 322,534	\$ 0	
Reason for Adjustment (To Avoid Correspondence, State Reason in Detail)											
Add 1.0 FTE Veterans Services Representative. Reduce the Special Department Expense budget line by \$ 40,000, and increase the appropriate Salary and Benefit budget lines to reflect 17 pay periods for the addition of 1.0 FTE Veterans Services Representative. The grant revenues and expenditures were included with the submission of the 2018/19 Fiscal Year budget as a contingency so that the program could begin preparations for the addition of new staff upon Board approval. This budget adjustment moves program costs from the Supplies appropriation to the Salaries and Benefits appropriation.											
Affected Dept Head Signature						Other Affected Dept Head Signature					
Checked By: _____								Entered By: _____			
County Executive Office Action: No. _____ Date: _____								Date: _____			
( X ) Approved ( ) Disapproved								Distribution: 1: BOS/CAO/Auditor			
By: <u>Mary Ronello</u>											
Board of Supervisors Action: No. <u>2018-0083</u> Date: <u>08/14/2018</u>											
** Action Codes: A=Add, C=Change, D=Deactivate											
* Whenever a 93XX account budget is adjusted, a corresponding 94XX account budget must be adjusted in the billing agency, <b>except for ISFs</b>											
* Whenever a 95XX account budget is adjusted, a corresponding 96XX account budget must be adjusted in the billing agency, and vice versa											
* Whenever a 97XX account budget is adjusted, a corresponding 98XX account budget must be adjusted in the billing agency, and vice versa											



# BEFORE THE BOARD OF SUPERVISORS COUNTY OF TULARE, STATE OF CALIFORNIA

IN THE MATTER OF AMENDING THE )  
POSITION ALLOCATION LISTING ) Resolution No. 2018-0684

Upon Motion of Supervisor Crocker, Seconded by Supervisor Ennis, the following was adopted by the Board of Supervisors, at an official meeting held August 14, 2018 by the following vote:

Ayes: Supervisors Crocker, Vander Poel, Shuklian, Worthley, and Ennis  
Noes: None  
Abstain: None  
Absent: None



Attest: Michael C. Spata  
County Administrative Officer/  
Clerk, Board of Supervisors

By: Mary Rucello  
Deputy Clerk

Add, Delete, Reclassify or Amend	Effective Date	Previous Job Code	Previous Class Title	New Job Code	New Class Title	No. Of Pos	FTE	Grade	Position Number(s)	Dept ID	Job Cost Dist. No.
Add	8/19/18	049100	Veteran Services Representative			1	1	182	*****	142-450	142-4070

Explanation:  
Add position to HHSA allocation due to grant funding in Veteran Services Department.



**Health and Human Services  
Agency  
COUNTY OF TULARE  
AGENDA ITEM**

**BOARD OF SUPERVISORS**

KUYLER CROKER  
District One

PETE VANDER POEL  
District Two

AMY SHUKLIAN  
District Three

J. STEVEN WORTHLEY  
District Four

MIKE ENNIS  
District Five

**AGENDA DATE:** August 14, 2018 REVISED

Public Hearing Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Scheduled Public Hearing w/Clerk	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Published Notice Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Advertised Published Notice	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
County Counsel Sign-Off	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Meet & Confer Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Electronic file(s) has been sent	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Budget Transfer (AUD 308) attached	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Personnel Resolution attached	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Agreements are attached and signature line for Chairman is marked with tab(s)/flag(s)	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
CONTACT PERSON: Jamie Sharma    PHONE: (559) 624-8000				

**SUBJECT:** Approve an agreement with the California Department of Veterans Affairs

**REQUEST(S):**  
That the Board of Supervisors:

1. Ratify the submission of a grant application, retroactive to February 21, 2018, to the California Department of Veterans Affairs in the amount not to exceed \$40,000 in funding to be used for adding a full-time Veterans Services Representative position to the Tulare County Veteran Services Office. This application is retroactive due to the short turnaround time that was required to be met to submit this application, making it impracticable for the Board to take action prior to February 21, 2018;
2. Find that the Board had authority to submit the application as of February 21, 2018, and that it was in the County's best interest to submit it on that date;
3. Ratify and authorize the Tulare County Health and Human Services Agency Director or designee's authorization to submit the grant application;
4. Approve an agreement with the California Department of Veterans Affairs in the amount of \$40,000 retroactive from July 1, 2018 through June 30, 2019. This is retroactive due to the award letter received on May 1, 2018, making it impracticable for the Board to take action prior to July 1, 2018;

**SUBJECT:** Accept the Fiscal Year 2018/2019 California Department of Veterans Affairs Grant Award

**DATE:** August 14, 2018

5. Find that the Board had authority to enter into the agreement as of July 1, 2018 and that it was in the County's best interest to enter into this on that date;
6. Approve the necessary budget adjustments as per the attached AUD 308 (4/5ths vote required); and
7. Approve the attached Personnel Resolution:

**Add the following allocation:**

1.0FTE Veteran Services Representative

**SUMMARY:**

The California Department of Veteran Affairs (CaVET) Proposition 63 grant program is funded through the Mental Health Services Act (MHSA), and is designed to connect local veterans with mainstream mental health services. It focuses on increased outreach efforts as well as expanding/enhancing supportive services specific to the veteran population. The goal of the Tulare County Veteran Services Office is to task a Program Navigator with the responsibility of outreaching to our rural communities, as well as acting as a point person for partner agencies. We plan to partner with all branches of Law Enforcement, the local hospital and emergency room, the King's/Tulare Homeless Alliance, our Public Health Department, and our Mental Health Department to name a few. When these partner agencies come in contact with a veteran in need, they can contact the Program Navigator directly to get timely assistance, and then rest assured that the veteran will be connected with any services from which they would benefit.

The Fiscal Year 2018/2019 grant in the amount of \$40,000 will be used to add one full-time position, a Veteran Services Representative (VSR), to the Tulare County Veteran Services Office. The addition of this position will enable the County Veteran Services Office to provide further outreach in the community, thus connecting veterans experiencing transportation limitations to appropriate services and program information. The additional VSR will be used as a Program Navigator to assist local veterans with accessing needed services in a variety of areas including: physical health, mental health, and housing assistance. If MHSA Prop 63 funding is not sufficient to fully fund this additional position in future fiscal years, such position shall be deleted so as not to incur any Net County Cost, unless there are extenuating circumstances justifying retention of the affected position, in which case such position shall be approved by the Board of Supervisors.

The additional VSR position will also generate additional revenue for the Tulare County Veteran Services Office by way of billable service units. When a VSR connects local veterans to benefits through Veteran Affairs (VA), they are able to

**SUBJECT:** Accept the Fiscal Year 2018/2019 California Department of Veterans Affairs Grant Award

**DATE:** August 14, 2018

submit a claim. Claim revenue is then reimbursed by the VA to the Tulare County Veteran Services Office.

This agreement has been approved as to form by County Counsel. The following items deviate substantively from standard County boilerplate: (1) County must sign first; (2) Either party may terminate without cause with 30 days written notice; (3) This agreement is dependent on availability of funds to the State; and (4) It includes mutual indemnification.

**FISCAL IMPACT/FINANCING:**

The CalVET Proposition 63 grant is funded through the Mental Health Services Act (MHSA) and requires no County match. These funds and the associated expenditures are included in the proposed budget transfer form (AUD 308) to be added to the Fiscal Year 2018/2019 budget. There is no net County cost to the General Fund. The revenue of \$40,000 is a one-time award amount; however, grant applications are accepted annually. CalVET program management has advised that with data validating program effectiveness, there should be no concerns with continuing to be awarded. Additionally, the increased revenue stream through billable service units will help provide fiscal sustainability for the position and office. The annual salaries & benefits cost of 1.0 FTE Veteran's Services Representative (VSR) is \$58,794. The cost requested for the 2018/2019 fiscal year is \$40,000 and is based on 17 pay periods. Upon application for (CalVET) Prop 63 funding for the 2019/2020 fiscal year, Veteran's Services will request the full cost of the (VSR). If the 2019/20 award is not sufficient to fund the full annual cost of the position, the position shall be deleted so as not to incur any Net County Cost.

**LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:**

Tulare County's five-year strategic plan includes the Quality of Life and Organizational Performance initiatives. The receipt of funding from CalVET will enable the County Veteran Services Office to strengthen their outreach efforts without disrupting service delivery in the office setting. This will ultimately lead to better service for Tulare County's rural communities.

**ADMINISTRATIVE SIGN-OFF:**



Juliet Webb  
Director of Human Services

Cc: County Administrative Office  
Human Resources & Development

**SUBJECT:** Accept the Fiscal Year 2018/2019 California Department of Veterans  
Affairs Grant Award

**DATE:** August 14, 2018

Attachment(s)

Attachment A-Agreement

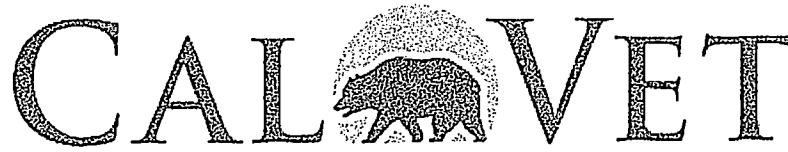
Attachment B-Grant Application

Attachment C- Personnel Resolution

Attachment D- AUD 308



ATTACHMENT B



CALIFORNIA DEPARTMENT  
OF VETERANS AFFAIRS

**2018/2019 Proposition 63 Funding  
Mental Health Outreach and Services  
Request for Applications (RFA)**

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# 1. FUNDING OPPORTUNITY DESCRIPTION

## A. Purpose

The California Department of Veterans Affairs (CalVet), Veterans Services Division (VSD), is accepting applications for the Fiscal Year (FY) 2018/2019 Proposition 63 Grant Program in support of mental health outreach and support services for California veterans. The passage of Proposition 63 Mental Health Services Act (MHSA) in November 2004 increased funding, personnel, and other resources to support county mental health programs and monitor progress toward statewide goals for serving children, transition age youth, adults, older adults, veterans, and families with mental health needs.

The purpose of the MHSA program is to expand and enhance the county mental health services for veterans, including treatment and other related recovery programs, in California communities where they reside, or return to after military service. CalVet must ensure all funds provided to our Department through the MHSA are expended in an effective manner, and ensure the services provided are in accordance with recommended best practices in order to reduce the long-term, adverse impact of an untreated, serious mental illness.

County Veterans Service Offices (CVSO) who wish to provide or enhance their mental health outreach and services are invited to submit funding applications for the FY 2018/2019 to CalVet by **Close of Business on January 31, 2018**. To apply for funds, applicant organizations must use the CalVet standardized funding application forms located in Appendices A through C.

## B. Expectations

Funding is restricted for use in supporting mental health outreach and treatment programs only and is not intended to cover overall agency expenses, major capital expenses, or other unrelated expenses. Applicants must propose activities that provide various mental health outreach activities and services to assist service members, veterans, and their families to successfully readjust and assimilate to civilian life.

**Funding priority will be given to counties that submit proposals that focus on the following service areas:**

- **Working directly with transitioning service members, veterans, and their families through the Department of Defense Transition, Goals, Plans, Success program, Individual Ready Reserve muster briefings, or other veteran transition centric programs.**
- **Providing mental health services to underrepresented Veteran communities such as LGBTQ Veterans, women Veterans, and Native American Veterans.**

CalVet will perform site visits with conditional grantees to discuss the proposals contents, and review the proposed performance measurement process to ensure valid collection and reporting of metrics.

Proposals should also adhere to the following mental health strategies as applicable:

- Provide information for mental health services for transitioning service members, veterans, and their families to ease their return from service.
- Incorporate best practices as identified within the Substance Abuse and Mental Health Services Administration National Registry of Evidence-based Programs and Practices. Visit <http://www.nrepp.samhsa.gov>.
- Collaborate with federal, state, and community-based service providers and institutions of higher education.
- Enhance the access to mental and physical healthcare of veterans and their families.

- Reduce stigmas and encourage those with mental health needs to seek help by adopting educational mental health programs for veterans and their families.
- Promote programs that encourage early intervention of mental health needs for veterans and their families.
- Promote services to veterans who are “justice involved,” specifically criminal diversion, and veteran treatment court participation.
- Identify and provide referrals for underserved populations such as other than honorable discharged veterans, women veterans, and other underrepresented groups.
- Promote evidence-based mental health programs by referring their services to veterans and their families.
- Provide homeless veterans with referrals to supportive housing programs that include mental health treatment services.
- Reduce the eligibility and enrollment barriers by providing timely and effective referrals to service providers.
- Assist CalVet in optimizing the system-wide delivery of mental healthcare to veterans by reporting issues of access to care, customer and clinician satisfaction, efficiency, and delivery of quality healthcare.
- Adhere to all application and reporting deadlines.

To apply for grant funding, applicant organizations must use the CalVet standardized funding application forms. No match is required to apply for funds.

## 2. AWARD INFORMATION

Upon completion of a fully executed award contract, 25% of funding will be provided to participants for initial program costs, and 25% of the total award will be disbursed quarterly thereafter. Quarterly funding will only be disbursed to participants after quarterly status reports are approved by CalVet (see Section D on page 6).

Funding awards will be made for a twelve month (12) period and proposed budgets cannot exceed \$45,000.00 in total (direct and indirect) costs.

All awards are subject to receiving adequate appropriation authority in the annual State Budget Act.

## 3. APPLICATION AND SUBMISSION INFORMATION

### A. Required Application Components

*Project Narrative* – The Project Narrative describes your project. It consists of the following sections:

- Section A: Statement of Need;
- Section B: Proposed Service/Project;
- Section C: Proposed Implementation Approach; and
- Section D: Performance Assessment and Data

Detailed instructions for completing each section of the Project Narrative are provided in “Section 4 – Application Review Information.”

**Budget Form and Narrative** – You must provide a justification narrative of the items included in your proposed budget, as well as a description of existing resources that can be leveraged and other support you expect to receive for the proposed project.

Detailed instructions for completing each section of the Budget Form and Narrative are as follows:

**Section A: Personnel** – Provide employee names (including names for each identified position) of the applicant organization, including in-kind costs for those positions whose work is tied to the proposed project. Describe the role and responsibilities of each position.

**Section B: Fringe Benefits** – List all components that comprise the fringe benefits rate (e.g., FICA, Workers Compensation, Insurance, etc.). Fringe benefits must reflect current rates for your agency.

**Section C: Travel** – Explain the critical mission need for any travel. Describe the purpose of travel and how costs were determined. Travel costs should reflect the lower of: a) your agency’s current rates for mileage, per diem, hotel, etc. or b) currently approved State of California rates.

**Section D: Supplies** – Describe the need for supplies and include an adequate justification of how each cost was estimated.

**Section E: Contracting** – List any contractual arrangements to carry out a portion of the programmatic effort or for the acquisition of routine goods or services under the grant. Such arrangements may be in the form of consortium agreements or contracts. A consultant is an individual retained to provide professional advice or services for a fee. The applicant must establish written procurement policies and procedures that are consistently applied. All procurement transactions shall be conducted in a manner to provide to the maximum extent practical, open and free competition. Explain the need for each contractual agreement, how it relates to the overall project, and why existing staff cannot perform these services.

**Section F: Other** – Expenses not covered in any of the previous budget categories. Itemize costs into cost per unit. Explain the use of each item requested.

## **B. Application Submission Requirements**

Applicants must submit their application and supporting documents by e-mail to [phillip.leggett@calvet.ca.gov](mailto:phillip.leggett@calvet.ca.gov) by close of business on **January 31, 2018**. You will receive a receipt confirmation that your application has been successfully received. *Please keep a copy of this confirmation for your records.* If a Board of Supervisors action is required to officially submit this application, but cannot be accomplished by the application due date, **specifically state it in your cover letter and submit the application by the deadline.** CalVet will consider the application a preliminary request, which allows us to begin the review/grading process as you proceed with the board agenda item. However, we will not make an award until your board action is complete. If board approval is not received prior to May 30, 2018, then the application will be dismissed. **NOTE: In order for your county to avoid missing the first period payment, CalVet strongly recommends that you request to be on your Board of Supervisors agenda for the approval of the Proposition 63 Grant Program when sending in your application.**



## 4. APPLICATION REVIEW INFORMATION

### A. Evaluation Criteria

The Project Narrative describes what the project intends to accomplish and includes the Evaluation Criteria in Sections A through D below. In developing the Project Narrative section of your application, use these instructions. You must use the four sections/headings listed below in developing your Project Narrative. You must include the required information in the correct section, even if the information is duplicative of other sections, or your application will be disqualified.

Your application will be scored according to the quality of your response to the requirements for each section of the Project Narrative. The number of points after each heading is the maximum number of points a review committee may assign to that section of your Project Narrative. Although scoring weights are not assigned to individual bullets, each bullet is assessed in deriving the overall section score.

Please note that the following bullets are not meant to be all inclusive; use them to help develop your plan/project to better serve your veteran community.

### B. Review Process

#### Section A: Statement of Need (10 points/500 words max)

- With respect to the primary purpose and goals of this grant funding, describe who your program serves and how participants are identified and engaged in the program. The application should reflect a clear understanding of the need that your proposal is addressing.
- Describe the geographic area that the program serves and any significant factors that your location has contributed to the need of the target population; address any barriers or existing service gaps to accessing the program by any segment of the target population. Where available, use local data to support the extent of the need.

#### Section B: Proposed Service/Project (30 points/1000 words max)

- Describe the purpose of the proposed project, including a clear statement of its goals and objectives. These must relate to the performance measures you identify in Section D, Performance Assessment and Data.
- Identify the service(s)/practice(s) that you propose to implement and discuss how those address the purpose, goals and objectives of your proposed project. Also include the source of your information.
  - Discuss the evidence that shows that this practice is effective with your target population.
  - Document any evidence that the practices you have chosen to implement are appropriate for the outcomes you intend to achieve.
- If the program has multiple components, each component should be listed and clearly described in detail.

### **Section C: Proposed Implementation Approach (40 points/1500 words max)**

- Describe and provide a rationale for the anticipated impact the proposed project will have on your veteran community. Include specific references to the recommendations from section 1-B.
- Describe how achievement of the goals will produce meaningful and relevant results (e.g., increase access, availability, prevention, outreach, pre-services, treatment, and/or intervention).
- Describe how you will or will facilitate the screening and assessment of clients for the presence of co-occurring mental and substance use disorders and use the information obtained from the screening and assessment to develop appropriate referral services for the persons identified.
- Clearly state the unduplicated number of individuals you propose to serve annually with these funds, including the types and numbers of services to be provided and anticipated outcomes. **NOTE:** Unduplicated number of individuals means not counting a veteran receiving services twice (i.e., filing a claim for a mental health-related illness and then referring them to the VA for counseling).
- Identify any other organizations that will participate in the proposed project. Describe their roles and responsibilities and demonstrate their commitment to the project, and supply supporting documents such as letters of support, service agreements, and memorandums of understandings.
- Describe any potential barriers to successful conduct of the proposed project and how you will overcome them.
- Describe any prior experience that would demonstrate your ability to successfully implement and manage your proposed program.
- 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.

### **Section D: Performance Assessment and Data (20 points/1,000 words max)**

Document your ability to collect and report on the required performance measures on a periodic and annual basis. Describe your plan for data collection, management, analysis and reporting. Specify and justify any additional measures or instruments you plan to use for your grant project. Describe how data will be used to manage the project and assure continuous quality improvement, including consideration of behavioral health disparities.

CalVet will perform site visits with potential grantees to review reporting metrics and implementation procedures.

In addition to any narrative related to Performance Assessment and Data, applicants must provide a corresponding table listing all proposed performance measures, summarizing where/how data will be collected for each performance measure, the goal for each performance measure (to be achieved by the end of the funding year), and provides space to report actual data at the end of each period and final (annual) result. This table must be included as an attachment with each periodic report. CalVet wants as much detail in the Performance Metrics as possible. Each category in the

Performance Metric needs to clearly explain how it relates to Mental Health Services/Programs. Also, if the category has more than one program/service option, please sub-categorize. A sample is provided below.

Performance Metric	Data Source	Goal	Quarter 1	Quarter 2	Quarter 3	Annual
Your performance metric #1 (Explain how it relates to the funded Mental Health Services/Programs)	Where will the data come from? How will you collect data?	End of project goal	Fill in for your periodic report.			
Your performance metric #2 (Explain how it relates to the funded Mental Health Services/Programs)	Where will the data come from? How will you collect data?	End of project goal	Fill in for your periodic report.			

### C. Application Scoring

Applications are reviewed by a panel comprised of CalVet staff and will be rated on a 100-point scale. All final funding decisions will be made by the CalVet Deputy Secretary for Veteran Services.

## 5. REPORTING REQUIREMENTS

Applicants receiving funding must provide three quarterly progress reports, and one cohesive annual report containing 4<sup>th</sup> quarter metrics. These reports must be attached to an itemized invoice for payment no more than 30 days after each quarter ends. **Counties will be subject to losing that quarter's funding if the report is received late.** Each report must include the data described in section D (page 6). Electronic submission of reports and invoices is preferred (via e-mail with a scanned/PDF copy of the report and invoice).

**Participants must also provide an annual progress report at the end of the funding period that also includes 4<sup>th</sup> Quarter metrics.** The 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.

In anticipation that each proposal will have unique reporting needs applicants should be aware that CalVet may provide you with additional reporting guidelines and requirements at the time of award. CalVet staff will use the information contained in the reports to determine your progress toward meeting project goals.

## 6. AGENCY CONTACTS

For questions about eligibility, application forms or process, or feedback on your organization's proposed program, please contact:

Jamie Jones  
*Special Programs Manager*  
 Veterans Services Division  
 California Department of Veterans Affairs  
[jamie.jones@calvet.ca.gov](mailto:jamie.jones@calvet.ca.gov)  
 (916) 657-9347

Phillip Leggett  
*Mental Health Coordinator*  
 Veterans Services Division  
 California Department of Veterans Affairs  
[phillip.leggett@calvet.ca.gov](mailto:phillip.leggett@calvet.ca.gov)  
 (916) 503-8327

## Appendix A – Program Narrative

### Tulare County Health and Human Services Agency Veteran Services Office Program Narrative

#### Section A: Statement of Need (500 words max)

Tulare County is proud of the service and sacrifice that our veterans have made to our country. More than 16,000 veterans and their families reside in Tulare County currently. Tulare County Veterans Service Office serves approximately 1,600 individual veterans per year. The overarching goal of our Veteran Services Office is to provide timely services to any individual who has served our country in any military capacity. Veterans can receive assistance with connecting to Veteran Affairs (VA) Benefits, VA Healthcare, employment assistance, death benefits, work-study programs, and more. Participants are typically engaged in the program through a variety of agency referrals as well as individual walk-ins.

While the work of our Veteran Services team is impressive, there are challenges that come with being a team of only four employees. First off, the sheer geographical size of our county plays a significant role in our team's outreach abilities. The 4,839 square miles consists of several rural communities which remain vastly underserved. Of Tulare County's 460,000 residents, approximately 24.7%, or 113,620 individuals, are living at or beneath the Federal Poverty Level, making Tulare County one of the poorest counties in the state. Tulare County also has the state's highest percentage of individuals receiving Medi-Cal, at nearly 55%, or 253,000 people. Together, the geographic expanse and socioeconomic status of Tulare County present a significant challenge.

Secondly, there are specific challenges that exist when trying to connect veterans to mental health services. These challenges need to be addressed through outreach efforts, as these are rarely the individuals we see in a walk-in capacity. A stigma exists around seeking mental health services, so the building of rapport will be integral. Once rapport has been built, and a safe environment created, connecting veterans to this vitally important service will be far more affective. Lastly, Tulare County remains a conservative area, which has led to a service gap specific to our LGBTQ community. This gap can be addressed through effective collaboration with medical providers, therapists, mentors, and resources of the like that specialize in providing services to this particular community.

Each of these service gaps can be addressed effectively, provided that Tulare County establish the infrastructure and collaboration to address the outreach required in doing so. Tulare County has several collaborative efforts already in place, and looks to leverage those as we work toward seeing these important needs met.

#### Section B: Proposed Service/Project (1000 words max)

Tulare County's goal is to launch a program whereby many partner agencies and organizations can collaborate effectively to better serve the true needs of our veteran community. We hope to leverage our existing relationships with the Visalia Police Department, Tulare County Sheriff's Department, the Kings/Tulare Homeless Alliance (formerly the Continuum of Care on Homelessness), Tule River Indian Reservation, Projects to Assist in the Transition from Homelessness (PATH) Program, The Source LGBTQ+ Center, local mental health providers, and several faith based organizations to create a streamlined system that will allow a veteran timely access to needed services through an expedited process. By appointing a specific individual to act as the program navigator for our veteran clientele, we can reduce or eliminate the number of hoops one person is required to jump through in order to access appropriate services. All external referrals will be sent through this program navigator who will assess the needs of the veteran and connect them appropriately. They will utilize a warm hand-off approach, and attend appointments with their clients as appropriate. These practices increase the likelihood that a veteran will attend their first appointment with a new provider, and once some rapport has been established, they are more likely to continue. This is especially accurate as it relates to appointments of a more sensitive nature such as mental health or LGBTQ specific services. We have already gathered the aforementioned partner organizations to solicit their buy-in for a project of this nature. They too believe that this

process will thoroughly streamline a veteran's journey through what is often described as a confusing maze of systems and programs. All that remains is the need for a specific position allocation to be charged with the role of program navigator.

In addition to creating this filter of sorts by way of a program navigator, we will also be connecting with the local clinics to implement what we're calling the "Vet's Pass" Program. This program is designed to reduce the clinic wait times that often exacerbate a veteran's feelings of anxiety and/or discomfort with seeking services. The Vet's Pass is designed to be used in the following manner: once a veteran has been assessed by the program navigator and appropriate services have been determined, the program navigator will call over to the appropriate clinic to schedule an appointment. Whenever possible, these priority appointments will be same day. The clinic will then provide the program navigator with all paperwork that will be necessary to initiate a veteran in services. The program navigator will work with the veteran in a quiet, convenient space to complete all necessary paperwork. They will then scan said paperwork into their mobile device, and submit it to the clinic in advance of the appointment. This will eliminate the need for a veteran to show up an hour prior to their appointment, and reduce the likelihood of them choosing to leave prior to being seen for services. Tulare County implemented a similar program in 2016 that was specific to individuals experiencing homelessness who were in need of mental health services. That program has remained highly successful, and will pave the way moving forward.

Tulare County's proposed program is designed specifically to impact several of SAMHSA's priority populations, including American Indians and LGBTQ Individuals. As veterans are also a SAMHSA priority population, this project will positively impact all three groups. It is widely known that culture-centered practices are of vital importance when trying to make a genuine impact to a particular population.

The overarching goal of this pilot project is to create a system that will allow veterans to connect to the services they need with very few hoops to jump through, little or no wait time at appointments, and minimal frustration, thus increasing the number of individuals receiving the services they so badly need.

### **Section C: Proposed Implementation Approach (1500 words max)**

It is our belief that a project of this nature will have a profoundly positive impact on our veteran community. We hope to finally engage those who have otherwise been un-served. Whether the previous barrier to treatment was need for transportation, related to anxiety in social situations, fear of stigma associated with treatment, or lack of knowledge of available programs, our proposed project will effectively reduce or eliminate that barrier. This will, in turn, increase the number of local veterans connected to the services they need. This program will effectively increase outreach, prevention and early intervention.

A standardized screening tool will be used to assess each veteran which will include questions pertaining to: mental health, physical health, lack of safe and stable housing, financial stressors, substance abuse, and a variety of other factors which will assist the program navigator in determining what resource(s) to connect with. Once the needed resources have been prioritized, the program navigator can begin the streamlined referral process.

We anticipate being able to serve 1,000 veterans through this pilot project. We expect to do so through a variety of community outreach events, as well as the streamlined referral process being implemented. The partner organizations with whom we will work include: Visalia Police Department - Homeless Outreach (HOPE) Team, Tulare County Mental Health Clinics, Tulare County Sheriff's Department, Alcohol and Other Drug Programs (AOD), Projects in Assistance for the Transition from Homelessness (PATH) Program, Tule River Indian Reservation, Kings/Tulare Homeless Alliance, and The Source LGBTQ+ Center.

Significant barriers will include the County's large geographical size, and a limited number of staff to serve it. By adding a position specifically focused on outreach to this target population, we hope to overcome this barrier to a great extent. An additional barrier we intend to address is a more general resistance to treatment. We hope to overcome this barrier by selecting a point person who can build rapport with this clientele, answer any initial questions or concerns they might have, walk them through the process, and alleviate some of their resistance to engaging in needed treatment.



Tulare County Veteran Services does an outstanding job of coordinating with local resources and implementing appropriate services. As a part of the super agency that is Tulare County Health and Human Services Agency, they are well suited to collaborate with other agency programs such as Tulare County Mental Health, Alcohol and Other Drug Programs, and the Suicide Prevention Task Force. Leveraging these existing relationships will assist Tulare County Veteran Services in implementing this pilot project. In addition, direct project oversight will be the responsibility of Tulare County's Aging Services Manager. She brings to her role a background in mental health/AOD. Having managed the local mental health clinic for the past several years, she has both the intimate knowledge of available programs, and the relationships in place to implement and manage a program of this nature.

As data is collected to show the effectiveness of this program, conversation will be ongoing with our County Board of Supervisors to discuss the sustainability of the program moving forward. Veteran Services employees are able to generate some revenue by way of work load units earned by connecting eligible veterans to benefits. Work load units are currently reimbursed at approximately \$29 each, so as the program navigator connects veterans to benefits, the revenue brought in by those workload units will assist in keeping the position sustainable. Lastly, Tulare County's goal is to continually fund this project by way of grant, by successfully demonstrating impact of the program.

**Section D: Performance Assessment and Data (1000 words max)**

Project performance data will be collected by the program navigator, and reported daily to the designated administrative support person. All data will be stored in an Excel spreadsheet until such a time that the program has proven sustainable, and can be added to the existing Electronic Records Programs used currently. Data will include, but not be limited to: number of contacts made, failed contact attempts, services recommended, services accepted, referrals made, and appointments kept. Spreadsheet will be maintained, and cross checked for accuracy by administrative staff. Spreadsheet will be sent regularly to project manager to determine trends, address obstacles, and validate program effectiveness on an ongoing basis. Data will be reported quarterly to Agency Directors, and CalVET.

**Appendix B – Budget Form**

<b>Tulare County Health and Human Services Agency Veteran Services Office Budget Form</b>				
<b>A. Personnel</b>				
Position	Hourly Wage	Hrs/Mo Spent on Program	Mo/Yr Spent on Program	Cost
Veteran Services Representative	\$21.62	173	12	\$44,960
			<b>Total</b>	<b>\$44,960</b>
<b>B. Fringe Benefits</b>				
Component	Rate	Annual Wage		Cost
Total Benefit Package	40%	\$44,960		\$17,984
				<b>Total</b>
<b>C. Travel</b>				
Location	Purpose	Rate (Mileage Only)		Cost
TBD	Training	\$ .535/mile		\$500

		<b>Total</b>	<b>\$500</b>
<b>D. Supplies</b>			
<b>Items</b>	<b>Rate (Cost x Months)</b>		<b>Cost</b>
Laptop Computer	\$1500		\$1500
	<b>Total</b>		<b>\$1500</b>
<b>E. Contracting</b>			
<b>Name</b>	<b>Service</b>	<b>Rate (Cost/Individual x Individual x Days)</b>	<b>Cost</b>
		<b>Total</b>	<b>N/A</b>
<b>F. Other</b>			
<b>Item</b>	<b>Rate</b>		<b>Cost</b>
	<b>Total</b>		<b>N/A</b>
<b>Totals</b>			
Section A: Personnel	\$44,960	Section D: Supplies	\$1500
Section B: Fringe Benefits	\$17,984	Section E: Contracting	\$0
Section C: Travel	\$500	Section F: Other	\$0
		<b>Total Requesting</b>	<b>\$64,944</b>

## Appendix C – Budget Narrative

### Tulare County Health and Human Services Agency Veteran Services Office Budget Narrative

#### Section A: Personnel

Veteran Service Representative (VSR) at 1.0 FTE = \$44,960. VSR will act as program navigator, attend community outreach events, and act as liaison with community partner agencies.

#### Section B: Fringe Benefits

Veteran Services Representative will receive Tulare County group benefits package. Based on annual income, fringe benefit cost will equal \$17,984.

#### Section C: Travel

Staff travel costs = \$500. Provides for Veteran Services staff travel to training and conferences.

#### Section D: Supplies

Staff supplies cost = \$1500. Will provide Veteran Services staff with a laptop computer to be utilized while performing outreach.

#### Section E: Contracting

N/A

#### Section F: Other

N/A