

Grant Agreement

**Board of Governor's, California Community Colleges
Chancellor's Office - 6870**

District (Grantee): Chabot-Las Positas CCD

College: N/A

EDUCATIONAL SERVICES AND SUPPORT DIVISION

Mental Health Services Program

Grant Agreement No.: 19 - 036 - 002

Funding Year
(Enactment Year)

2019-20

Total Amount Encumbered : \$ **500,000.00**

RFA # 19 - 036

This grant is made and entered into by the Board of Governor's California Community Colleges Chancellor's Office and the Chabot-Las Positas CCD, hereafter referred to as the Grantee. The purpose of the grant is to establish or expand an existing California Community Colleges Mental Health Services Program. The grant consists of this Grant Agreement face sheet and the Grant Agreement Terms and Conditions (Exhibits A, B, C, D).

The total amount payable for this grant shall not exceed the amount specified above as "Amount Encumbered".

The term of this grant shall be from May 1, 2020 to December 31, 2021.

GRANTEE

Project Director: David Irving

Total Grant Funds Requested: \$ 500,000.00

Signature, Chief Executive Officer (or authorized Designee)

Date:

Print Name/Title of Person Signing:

Doug Roberts, Vice Chancellor, Business Services

District Address: 7600 Dublin Boulevard, 3rd Floor

Dublin, CA 94568

STATE OF CALIFORNIA

Project Monitor:

Nicole Alexander

Agency Address: 1102 Q Street, Suite 4400

Sacramento, CA 95811-6539

Bus.	Unit	Ref No	Fund	FI\$Cal Prgm	SubTask	Index	Object	Chapter	Statute	Funding Year (Enactment Year)	Amount
	6870 -	101 -	3085 -	5675043 -	103 -	5218 -	5432000	23	<u>2019</u>	<u>2019-20</u>	\$ <u>500,000.00</u>
	-	-	-	-	-	-	-	-	-	-	-
Total Amount Encumbered : \$ <u>500,000.00</u>											

Signature, Accounting Manager (or Authorized Designee) Budgeted funds are available for the period and purpose of the expenditures stated above.

Date:

Signature, Deputy Chancellor (or authorized Designee)

Date:

Print Name/Title of Person Signing:

Daisy Gonzales, Deputy Chancellor

**EXHIBIT A
(Grant)**

SCOPE OF WORK

1. Services to be Provided

Grantee shall complete the following tasks, as more fully described in the Grantee's Application/Workplan, attached to and fully incorporated into this agreement by reference as Exhibit A-1.

A. Scope of Work

The California Community Colleges Mental Health Services Program objectives outlined below fall into three broad categories: 1) Formal partnership building with county behavioral health departments or community-based organizations; 2) Direct mental health services to students; and 3) Prevention, early intervention, suicide prevention, and stigma reduction training activities for faculty, staff, and students.

B. Program Objectives

- 1) Illustrate the existence or planned partnerships between the college district/college and the county behavioral health department to address complex mental health needs of students.
- 2) Provide screening services to students receiving other health care services and provide linkages to services from the appropriate on- or off-campus mental health provider.
- 3) Ensure that underserved and vulnerable student populations receive culturally competent mental health services (including referral services).
- 4) Reduce racial disparities in access to mental health services, and to prevention, early intervention, and suicide prevention training.
- 5) Develop and implement campus-based stigma reduction activities.
- 6) Implement education and training to faculty, staff, and students on early identification, intervention, and referral of students with mental health needs.

C. Program Outcomes

- 1) Formally recognized partnership(s) with local county behavioral health departments, subcontractors of county behavioral health departments, or community-based organizations that can provide services for students with long-term mental health service needs.
- 2) Processes to identify and establish baseline information regarding:
 - a. Estimated number of students accessing campus health/mental health services OR estimated number of students who are in need of services.
 - b. The number of faculty, staff, and students who could benefit from prevention, early intervention, and suicide prevention training activities.
- 3) Increase in the number of students who are screened for mental health service needs.

**EXHIBIT A
(Grant)**

SCOPE OF WORK

- 4) Increase in the number of students referred to and receiving on-and/or off-campus mental health services.
- 5) Increase in the number of faculty, staff, and students receiving prevention, early intervention, and suicide prevention training.
- 6) Increase in the number of faculty, staff, and students participating in stigma reduction training/activities.

D. Reporting Requirements

The following reports are to be submitted by the due dates indicated. Extensions of reporting deadlines may be made with the approval of the Project Monitor.

Report	Due Date
Progress Report and Year-to-Date Expenditure Report	7/31/2021
Final Progress Report and Final Expenditure Report	1/31/2022

2. Project Representatives

The project representatives during the term of this Grant Agreement are:

Chancellor's Office: Project Monitor	Grantee: Project Director
Name: Nicole Alexander	Name: David Irving
Phone: (916) 324-7913	Phone: 510 723-7572
Email : nalexander@cccco.edu	Email: dirving@chabotcollege.edu

3. Grantee's Project Director and Key Personnel

Grantee shall notify the Chancellor's Office of any change in the Project Director.

4. Chancellor's Office Project Monitor

The Project Monitor is responsible for overseeing the project as a whole. All questions or problems relating to the project, including the terms or conditions of this Grant Agreement and questions from third parties, should be directed to the Project Monitor. The Chancellor's Office shall notify the Grantee of any change in the Project Monitor.

EXHIBIT B
(Grant)

BUDGET DETAIL AND PAYMENT PROVISIONS

1. Fund Disbursement

In consideration of satisfactory performance of the promised services described in the Grantee's application, the Chancellor's Office agrees to pay the Grantee the "Grant Funds" amount stated in the Grant Agreement face sheet. These funds shall be expended as described in the Application Budget, attached to and fully incorporated into this Agreement by reference as Exhibit B-1. All payments shall be made using the Chancellor's Office process, as follows:

- An advance payment of 40% of the total amount of this Grant Agreement will be paid, upon receipt of an invoice, after the Grant Agreement is fully executed.
- Grantee may request progress payment(s) up to 50% of the total amount of this Grant Agreement at the time that progress/quarterly reports are submitted pursuant to section 4 of this Article. Payment(s) will be made, upon receipt of an invoice, after review and approval of the progress/quarterly reports by the Chancellor's Office.
- The Chancellor's Office will withhold a minimum of 10% of the total amount of this Grant Agreement. A final payment will be calculated based on the Final Performance and Expenditure Reports due by January 31, 2022. If the total expenditure of funds by that date is less than the total payments processed, the Chancellor's Office may invoice the Grantee for the excess amount. The final 10% payment plus any remaining funds not previously requested as a progress payment will be paid, upon receipt of an invoice, after review and approval of the Final Performance and Expenditure Reports.

2. Budget Changes

Grantee may make changes to any budget category amounts up to 10 percent of the category's line item without approval of the Project Monitor, provided no budget category is added or deleted, the total dollar amount of the Grant Agreement is not affected, and the outcomes of the Grant Agreement are not materially affected. Grantee may add or delete budget categories with express, prior written approval of the Project Monitor.

3. Budget Contingency

- a. In order to avoid program and fiscal delays, it is mutually understood that for the mutual benefit of both parties this Grant Agreement may have been written before ascertaining the availability of state or federal funds.
- b. If a state or federal budget for the current fiscal year and/or any subsequent fiscal years covered by this Grant Agreement does not appropriate sufficient funds for the program, this Grant Agreement shall have no force or effect. In this event, the Chancellor's Office shall have no liability or responsibility to pay any funds whatsoever to Grantee or to furnish any other considerations under this Grant Agreement, and Grantee shall not be obligated to perform any provisions of this Grant Agreement.
- c. If funding for any fiscal year is reduced or deleted by the state or federal budget for purposes of this program, the Chancellor's Office shall have the option to either cancel this Grant Agreement with no liability occurring to the Chancellor's Office, or offer a Grant Agreement Amendment to Grantee to reflect the reduced amount.
- d. Grantee shall inform any sub grantees that any work performed prior to approval of the state or federal budget, as applicable, will be rendered on a voluntary basis, and shall not be compensated unless and until funding is authorized.

**EXHIBIT B
(Grant)**

BUDGET DETAIL AND PAYMENT PROVISIONS

- e. This Grant Agreement is subject to any additional restrictions, limitations or conditions enacted in the state or federal budget and/or laws and Executive Orders that may affect the provisions, term, or funding of this Grant Agreement in any manner

4. Travel

For travel necessary to the performance of this Grant Agreement, Grantee travel and other expense reimbursement claims shall be governed by the travel policy and procedures adopted by the Grantee's governing board. For grants involving federal funds, any out-of-state travel must be approved in advance by the Project Monitor.

Grant funds may be used to pay for travel for Chancellor's Office staff provided that the travel is related to the purposes of the Grant Agreement, the travel is necessary to allow Chancellor's Office staff to provide services or technical assistance beyond the scope of normal Grant monitoring, the request is made by the Grantee without duress from Chancellor's Office staff, Grantee does not seek or receive any favorable treatment in exchange for paying for travel, travel is arranged and paid for through ordinary Chancellor's Office processes, and the Grant funds are used to reimburse those costs.

Grantee does not seek or receive any favorable treatment in exchange for paying for travel, travel is arranged and paid for through ordinary Chancellor's Office processes, and the Grant funds are used to reimburse those costs.

**EXHIBIT C
(Grant)**

GENERAL TERMS AND CONDITIONS

1. Amendments

An amendment of this Grant Agreement is required to extend the completion date, materially change the work to be performed, or alter the budget. Requests for an amendment must be submitted to the Project Monitor, and should be made as soon as possible after the need for an amendment arises.

2. Assignment

This Grant Agreement is not assignable by Grantee, either in whole or in part, without the consent of the Project Monitor and in the form of a formal written amendment.

3. Dispute

In the event of a dispute, Grantee agrees to file a "Notice of Dispute" with the Chancellor's Office, within 10 days of discovery of the problem. Immediately thereafter and at a time and place mutually agreed upon, the Grantee, the Vice Chancellor for the division awarding the Grant Agreement, and the Project Monitor will meet for purposes of resolving the dispute. The decision of the Chancellor's Office shall be final.

Grantee shall continue with the responsibilities under this Grant Agreement during any dispute.

4. Notice

Any notice to either party that is required or permitted to be given under this Grant Agreement shall be given by email to the Project Monitor and/or Project Director and by certified mail properly addressed, postage fully prepaid to the address beneath the name of each respective party. Such notice shall be effective when received. In the event of an emergency, the Project Monitor and/or Project Director should be contacted immediately by telephone.

5. Audit

Grantee agrees that the Chancellor's Office, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Grant Agreement. Grantee agrees to maintain such records for possible audit for a minimum of three (3) years after final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated. Grantee agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Grantee agrees to include a similar right of the Chancellor's Office, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any contract or subgrant related to performance of this Grant Agreement.

6. Standards of Conduct and Conflicts of Interest

Grantee hereby assures that in administering this Grant Agreement, it will comply with the standards of conduct hereinafter set out, as well as the applicable state laws concerning conflicts of interests, in order to maintain the integrity of this Grant Agreement and to avoid any potential conflict of interests in its administration.

- a. Every reasonable course of action will be taken by the Grantee in order to maintain the integrity of this expenditure of public funds and to avoid any favoritism or questionable or improper conduct. The Grant Agreement will be administered in an impartial manner, free from personal, financial, or political gain. The Grantee, and its officers and employees, in administering the Grant Agreement, will avoid situations that give rise to a

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(Grant)**

GENERAL TERMS AND CONDITIONS

suggestion that any decision was influenced by prejudice, bias, special interest, or personal gain.

- b. **Conducting Business with Relatives.** No relative by blood, adoption, or marriage of any officer or employee of the Grantee, or of any member of its governing board, will receive favorable treatment in the award of contracts or subgrants or in educational or employment opportunities funded by this Grant Agreement.
- c. **Conducting Business Involving Close Personal Friends and Associates.** In administering the Grant Agreement, officers and employees of the Grantee will exercise due diligence to avoid situations that may give rise to an assertion that favorable treatment is being granted to friends and associates.
- d. **Avoidance of Conflicts of Economic Interests.**
 - 1. Grantee shall take all reasonable steps to ensure that its officers and employees, and members of its governing board, will avoid any actual or potential conflicts of interests, and that no officer, employee, or board member who exercises any functions or responsibilities in connection with this Grant Agreement shall have any personal financial interest or benefit that either directly or indirectly arises from this Grant Agreement. The term "financial interest" shall include the financial interest of the officer, employee, or board member's spouse or dependent child.
 - 2. Grantee shall establish safeguards to prohibit officers, employees or board members from using their positions for a purpose that could result in private gain, or give the appearance of being motivated for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
 - 3. An officer or employee of Grantee, an elected official in the area, or a member of the governing board, may not solicit or accept money or any other consideration from a third person for the performance of any act reimbursed, in whole or in part, by Grantee or the Chancellor's Office. Supplies, materials, equipment, or services purchased with Grant funds will be used solely for purposes allowed under this Grant Agreement.
 - 4. The governing board may not authorize the award of any contract or subgrant funded by this Grant Agreement, if that contract or subgrant is for the provision of services or goods by any board member, or by any person or entity that is a source of income to a board member.
- e. In the interest of avoiding conflicts of interests involving friends or associates of Chancellor's Office employees, in administering this Grant Agreement, officers and employees of the Grantee will exercise due diligence to avoid situations which may give rise to an assertion that favorable treatment is being granted to friends and associates of Chancellor's Office employees.

7. Union Organizing

Grantee, by signing this Grant Agreement, hereby acknowledges the applicability of Government Code section 16645.2 to this Grant Agreement, and hereby certifies that none of the Grant funds will be used to assist, promote or deter union organizing.

If Grantee incurs costs, or makes expenditures to assist, promote or deter union organizing, Grantee will maintain records sufficient to show that no reimbursement from state funds has been

**EXHIBIT C
(Grant)**

GENERAL TERMS AND CONDITIONS

sought for these costs, and Grantee shall provide those records to the Attorney General upon request.

8. Debarment, Suspension, and Other Responsibility Matters

By signing this Grant Agreement, Grantee hereby certifies under penalty of perjury under the laws of the State of California that Grantee and its principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- b. Have not within a three-year period preceding this Grant Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- c. Have not within a three-year period preceding this Grant Agreement had one or more public transactions (federal, state, or local) terminated for cause or default.
- d. Where Grantee is unable to certify to any of the above statements, Grantee shall attach an explanation to the face sheet for this Agreement.

9. Nondiscrimination Clause

- a. During the performance of this Grant Agreement, Grantee, contractors or subgrantees shall not unlawfully discriminate, harass or allow harassment, against any employee or applicant for employment because of ethnic group identification, national origin, religion, creed, age (over 40), sex, race, color, ancestry, sexual orientation, physical disability (including HIV and AIDS), mental disability, medical condition (cancer and genetic characteristics), or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics, marital status, denial of family care leave, political affiliation, or position in a labor dispute. Grantee and subcontractors or subgrantees shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment.
- b. Grantee, contractors and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code, § 12900 et seq.) and the applicable regulations promulgated thereunder (Cal. Code Regs., tit. 2, § 11000 et seq.). The applicable regulations of the Fair Employment and Housing Council implementing Government Code section 12990, set forth in Subchapter 5 of Division 4.1 of Title 2 of the California Code of Regulations are incorporated into this contract by reference and made a part hereof as if set forth in full. Grantee, contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.
- c. Grantee shall include the nondiscrimination and compliance provisions of this clause in all contracts or subgrants to perform work under the Grant Agreement.

10. Accessibility for Persons with Disabilities

- a. By signing this Grant Agreement, Grantee assures the Chancellor's Office that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. §§ 12101 et seq.)

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- b. Grantee shall, upon request by any person, make any materials produced with Grant funds available in braille, large print, electronic text, or other appropriate alternate format. Grantee shall establish policies and procedures to respond to such requests in a timely manner.
- c. All data processing, telecommunications, and/or electronic and information technology (including software, equipment, or other resources) developed, procured, or maintained by Contractor, whether purchased, leased or provided under some other arrangement for use in connection with this Agreement, shall comply with the regulations implementing Section 508 of the Rehabilitation Act. (36 C.F.R. § 1194.1, Apps. A & C.)
- d. Design of computer or web-based materials, including instructional materials, shall conform to guidelines of US Section 508 Standards (<https://www.access-board.gov/guidelines-and-standards/communications-and-it/about-the-ict-refresh>) and/or the WCAG 2.0 Level AA criteria (<https://www.w3.org/TR/WCAG20/>) or similar guidelines developed by the Chancellor's Office.
- e. Grantee shall respond, and shall require its contractors and subgrantees to respond to and resolve any complaints regarding accessibility of its products and services as required by this section
- f. Grantee and its contractors and subgrantees shall indemnify, defend, and hold harmless the Chancellor's Office, its officers, agents, and employees, from any and all claims by any person resulting from the failure to comply with the requirements of this section.
- g. Grantee shall incorporate the requirements of this section into all contracts or subgrants to perform work under this Grant Agreement.

11. Drug-Free Workplace Certification

By signing this Grant Agreement, the Grantee hereby certifies under penalty of perjury under the laws of the State of California that the Grantee will comply with the requirements of the Drug-Free Workplace Act of 1990 (Gov. Code. §§ 8350 et seq.) and will provide a drug-free workplace by taking the following actions:

- a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
- b. Establish a Drug-Free Awareness Program to inform employees about:
 - 1. The dangers of drug abuse in the workplace;
 - 2. The organization's policy of maintaining a drug-free workplace;
 - 3. Any available counseling, rehabilitation, and employee assistance programs; and,
 - 4. Penalties that may be imposed upon employees for drug abuse violations.
- c. Every employee who works under the Grant will:
 - 1. Receive a copy of the Grantee's drug-free policy statement; and,
 - 2. Agree to abide by the terms of the Grantee's policy statement as a condition of employment under the Grant.

Failure to comply with these requirements may result in suspension of payments under the Grant Agreement or termination of the Grant Agreement or both and Grantee may be ineligible for

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award of any future state grants if the Chancellor's Office determines that any of the following has occurred: (1) Grantee has made false certification, or (2) violated the certification by failing to carry out the requirements as noted above.

12. Work by Chancellor's Office Personnel

- a. Chancellor's Office staff will be permitted to work side-by-side with Grantee's staff to the extent and under conditions that may be directed by the Project Monitor. In this connection, Chancellor's Office staff will be given access to all data, working papers, subcontracts, etc., which Grantee may seek to utilize.
- b. Grantee will not be permitted to utilize Chancellor's Office personnel for the performance of services that are the responsibility of Grantee unless such utilization is previously agreed to in writing by the Project Monitor, and any appropriate adjustment in price is made. No charge will be made to Grantee for the services of Chancellor's Office employees while performing, coordinating or monitoring functions.

13. Termination

- a. Termination Option. Either party may at its option terminate this Grant Agreement at any time upon giving thirty (30) days' advance notice in writing to the other party in the manner herein specified. In such event, both parties agree to use all reasonable efforts to mitigate their expenses and obligations. In such event, the Chancellor's Office shall pay Grantee for all satisfactory services rendered and expenses incurred prior to such termination that could not by reasonable efforts of Grantee have been avoided, but not in excess of the maximum payable under the Grant Agreement as specified on the Grant Agreement Face Sheet. Upon termination, Grantee agrees to relinquish possession of equipment purchased for this project to the Chancellor's Office or Grantee may, with approval of the Chancellor's Office, purchase or dispose of said equipment as provided in section 19 of this Article ("Real Property and Equipment").
- b. Event of Breach. In the event of any breach of this Grant Agreement, the Chancellor's Office may, without any prejudice to any of its other legal remedies, terminate this Grant Agreement upon five (5) days' written notice to the Grantee. In the event of such termination, the Chancellor's Office may select a new grantee to proceed with the work in any manner deemed proper by the Chancellor's Office. The cost to the Chancellor's Office of having the project completed by another grantee shall be deducted from any sum due Grantee under this Grant Agreement, and the balance, if any, shall be paid to Grantee upon demand. Whether or not the Chancellor's Office elects to proceed with the project, the Chancellor's Office shall pay Grantee only the reasonable value of the services theretofore rendered by Grantee as may be agreed upon by the parties or determined by a court of law.
- c. Gratuities. The Chancellor's Office may, by written notice to Grantee, terminate the right of Grantee to proceed under this Grant Agreement if it is found, after notice and hearing by the Chancellor or his or her duly authorized representative, that gratuities were offered or given by Grantee or any agent or representative of Grantee to any officer or employee of the Chancellor's Office with a view toward securing a grant or securing favorable treatment with respect to awarding or amending or making a determination with respect to the performance of such grant.

In the event this Grant Agreement is terminated as provided herein, the Chancellor's Office shall be entitled to (1) pursue the same remedies against Grantee as it could pursue in the event of the breach of the Grant Agreement by the Grantee, and (2) exemplary damages in an amount that shall be not less than three nor more than ten

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(Grant)**

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times the cost incurred by Grantee in providing any such gratuities to any such officer or employee, as a penalty in addition to any other damages to which it may be entitled by law.

The rights and remedies provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Grant Agreement.

- d. In no event may Grantee use Grant funds to pay any individual or organization for the work associated with preparing the Grant application. For breach or violation of this prohibition, the Chancellor's Office shall, in addition to other remedies provided by law, have the right to annul this Grant Agreement without liability, paying only for the value of the work actually performed, or otherwise recover the full amount of such commission, percentage, brokerage, or contingent fee.

14. Indemnification

Grantee agrees to indemnify, defend and save harmless the State, the Board of Governors of the California Community Colleges, the Chancellor's Office, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all employees, subcontractors, subgrantees, suppliers, laborers and any other person, firm or corporation furnishing or supplying work, services, materials or supplies in connection with performance of this Grant Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the Grantee in the performance of this Grant Agreement. Such defense and payment will be conditional upon the following:

- a. The Chancellor's Office will notify Grantee of any such claim in writing and tender the defense thereof within a reasonable time; and
- b. Grantee will have sole control of the defense of any action on such claim and all negotiations for its settlement or compromise; provided that:
 1. When substantial principles of government or public law are involved, when litigation might create precedent affecting future Chancellor's Office operations or liability, or when involvement of the Chancellor's Office is otherwise mandated by law, the Chancellor's Office may participate in such action at its own expense with respect to attorneys' fees and costs (but not liability);
 2. The Chancellor's Office will have the right to approve or disapprove any settlement or compromise, which approval will not unreasonably be withheld or delayed; and
 3. The Chancellor's Office will reasonably cooperate in the defense and in any related settlement negotiations.

15. Waiver of Rights

Any action or inaction by the Chancellor's Office or the failure of the Chancellor's Office on any occasion, to enforce any right or provision of the Grant Agreement, shall not be construed to be a waiver by the Chancellor's Office of its rights hereunder and shall not prevent the Chancellor's Office from enforcing such provision or right on any future occasion. The rights and remedies of the Chancellor's Office herein are cumulative and are in addition to any other rights or remedies that the State may have at law or in equity.

16. Workers' Compensation Insurance

Grantee hereby warrants that it carries Workers' Compensation Insurance for all of its employees who will be engaged in the performance of this Grant Agreement, or is self-insured in accordance

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(Grant)**

GENERAL TERMS AND CONDITIONS

with the provisions of Labor Code section 3700, and agrees to furnish to the Chancellor's Office satisfactory evidence thereof at any time the Project Monitor may request.

17. Unenforceable Provisions

In the event that any provision of this Grant Agreement is unenforceable or held to be unenforceable, the parties agree that all other provisions of the Grant Agreement remain in full force and effect.

18. Law Governing

This Grant Agreement is governed by and shall be interpreted in accordance with the laws of the State of California; venue of any action brought with regard to this Agreement shall be in Sacramento County, Sacramento, California.

19. Independent Status of Grantee

The Grantee, and the agents and employees of Grantee, in the performance of this Grant Agreement, shall act in an independent capacity and not as officers or employees or agents of the State of California or the Chancellor's Office.

20. Grant Agreement is Complete

No amendment, alteration or variation of the terms of this Grant Agreement shall be valid unless made in writing, signed by the parties, and approved as required. No oral understanding or agreement not incorporated in this Grant Agreement is binding on any of the parties.

21. Time Is of the Essence

Time is of the essence in this Grant Agreement.

22. Captions

The clause headings appearing in this Grant Agreement have been inserted for the purpose of convenience and ready reference. They do not purport to and shall not be deemed to define, limit, or extend the scope or intent of the clauses to which they appertain.

**EXHIBIT D
(Grant)**

SPECIAL TERMS AND CONDITIONS

1. Contractors and Subgrantees

- a. Grantee agrees to obtain the written approval of the Project Monitor prior to the selection of contractors or subgrantees to perform services under this Grant Agreement. Except where prohibited by the Standards of Conduct provisions set forth in section 8 of this Exhibit, contractors or subgrantees specifically identified in this Grant Agreement or the Exhibits are deemed to be approved by the execution of this Grant Agreement.
- b. Contractors and subgrantees retained by Grantee shall be selected using procedures reasonably calculated to ensure that cost shall be given substantial weight in the selection process, and that the selected contractor or subgrantee is the best-qualified party available to provide the required services. To the extent possible, Grantee should engage in competitive bidding consistent with the policies and procedures adopted by the Grantee's governing board. Where competitive bidding is not used, Grantee should take other appropriate steps to ensure that grant funds are expended to maximize their value to the program objectives. Upon request, Grantee shall furnish evidence of compliance with this provision to the Project Monitor. Grantee shall immediately notify the Project Monitor in the event that any contractor or subgrantee is terminated.
- c. All subcontracts or subgrants shall contain a provision prohibiting any third or subsequent tier subcontracts or subgrants without additional written approval by the Project Monitor.
- d. The Project Monitor's consent to one or more subcontracts or subgrants shall not constitute a waiver or diminution of the absolute power to approve each and every subsequent subcontract or subgrant.
- e. Upon request, Grantee shall furnish any additional evidence the Project Monitor may deem appropriate concerning the selection procedures used, or any other matter related to subcontractor or subgrantee performance.
- f. Grantee shall not enter into any contract or subgrant of the types described below and any such agreement that may be executed is null and void and of no force or effect.
 1. An agreement with a former state employee (including a Chancellor's Office employee, or a district employee who worked for the Chancellor's Office on an Interjurisdictional Exchange (IJE)) who was engaged in the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to this Grant Agreement while employed by the state. (Gov. Code, §§ 1090, et seq., 87100, and 87400 et seq.; Cal. Code Regs. tit. 5, §§ 18741.1 and 18747.)
 2. An agreement with a current state employee (including a current Chancellor's Office employee or district employee working for the Chancellor's Office) other than a rank-and-file employee of the California State University or the University of California. (Pub. Contr. Code, § 10410.)
 3. An agreement with the spouse or an immediate family member of a current state employee (including a current Chancellor's Office employee or district employee working for the Chancellor's Office IJE) who was engaged in the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to this Grant Agreement, or the subgrant, or had any influence whatsoever in the making of this Grant Agreement, or the contract or subgrant. (Gov. Code, §§ 1090, et seq. and 87100.)
 4. An agreement that includes an automatic renewal provision.

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(Grant)**

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- g. Nothing contained in this Grant Agreement shall create any contractual relationship between the Chancellor's Office and any contractors or subgrantees, and no contract or subgrant shall relieve Grantee of its responsibilities and obligations hereunder. Grantee agrees to be as fully responsible to the Chancellor's Office for the acts and omissions of its contractors, subgrantees and of persons either directly or indirectly employed by them, as it is for the acts and omissions of persons directly employed by Grantee. Grantee's obligation to pay its contractors and subgrantees is independent from the obligation of the Chancellor's Office to make payments to Grantee. As a result, the Chancellor's Office shall have no obligation to pay or enforce the payment of any moneys to any contractor or subgrantee.

2. Approval of Products and Deliverables

- a. Each deliverable to be provided under this Grant Agreement, or its contracts and subgrants, shall be submitted to and approved by the Project Monitor. Any product, document, or published materials, including a multimedia presentation, must comply with the accessibility requirements of section 508 of the Rehabilitation Act, Government Code section 11135, Web Content Accessibility Standards 2.0, and any other applicable accessibility regulations. In addition, any such product, document, or published material must comply with the Chancellor's Office branding requirements.
- b. All products resulting from this Grant Agreement or its subgrants, in whole or in part, shall reference the Chancellor's Office, California Community Colleges and the specific funding source.
- c. Any document or written report prepared, in whole or in part by Grantee, or its contractors or subgrantees, shall contain the Grant number and dollar amount of the Grant and contracts or subgrants relating to the preparation of such document or written report. The Grant and contract or subgrant numbers and dollar amounts shall be contained in a separate section of such document or written report. (Gov. Code, § 7550(a).)
- d. When multiple documents or written reports are the subject or product of the Grant Agreement, the disclosure section must also contain a statement indicating that the total Grant amount represents compensation for multiple documents or written reports. (Gov. Code, § 7550(b).)

3. Intellectual Property

Exclusive Property of Chancellor's Office and Assignment

Grantee agrees that any and all services rendered and documents or other materials, inventions, processes, machines, manufactures, or compositions of matter, computer programs, computer software, and/or trademarks or servicemarks first created, developed or produced pursuant to this Agreement shall be the exclusive property of the Chancellor's Office. All rights, title, and interest in and to the work first developed under this Agreement shall be assigned and transferred to the Chancellor's Office. This provision shall survive the expiration or early termination of this Agreement.

Subcontracts/Subgrants

If Grantee enters into a subcontract or subgrant for work first developed under this Agreement, the subcontract or subgrant must incorporate the intellectual property provisions in this Agreement, modified accordingly, and be approved by the Chancellor's Office before the subcontract or subgrant is executed. The subcontract or subgrant must include a provision that all rights, title, and interests in such work shall be assigned to the Chancellor's Office.

**EXHIBIT D
(Grant)**

SPECIAL TERMS AND CONDITIONS

Copyright

All materials first prepared by Grantee or its subcontractors or subgrantees, if any, under this Agreement or any subcontract, including papers, reports, charts, computer programs, and technical schematics and diagrams, and other documentation, shall be delivered to and shall become the exclusive property of the Chancellor's Office and may be copyrighted by the Chancellor's Office.

The Chancellor's Office shall acknowledge Grantee or its subcontractors or subgrantees, if any, as the author of works produced under this Agreement or any subcontract or subgrant, if any, on all publications of such work. The Chancellor's Office will license such copyrighted work with a Creative Commons (CC BY) license. The license will allow Grantee or its subcontractors or subgrantees, if any, to reproduce and disseminate copies of such work subject to the terms of the CC BY license. The Grantee or its subcontractors or subgrantees, as licensees, agree not to permit infringement of the copyright by any person, to compensate the Chancellor's Office for any infringement that may occur, and to indemnify and hold harmless the Chancellor's Office for any and all claims arising out of or in connection with the licensing agreement.

All materials first developed in draft and in final form pursuant to this Agreement, or any subcontract, shall, in a prominent place, bear the © (the letter "c" in a circle) or the word "Copyright," or the abbreviation "Copr.," followed by the year created; and the words "Chancellor's Office, California Community Colleges." In addition, all such materials shall bear the Creative Commons CC BY symbol below. Acknowledgment may be given to Grantee or the actual author(s) of the work in an appropriate manner elsewhere in the copyright material. If it is deemed necessary by either the Chancellor's Office or Grantee that the copyright be registered with the U.S. Copyright Office, Vendor will be responsible for applying for, paying the filing fees for, and securing said copyright.



Patents

Subject to the requirements of law, all rights to any patentable inventions or discoveries conceived and first actually reduced to practice in the performance of the Scope of Work shall belong to the Chancellor's Office.

Trademarks and Servicemarks

All trademarks and servicemarks first created, developed or acquired pursuant to this Agreement shall be the property of the Chancellor's Office. If it is deemed necessary by either the Chancellor's Office or Grantee that a trademark or servicemark be registered with state or federal agencies, Grantee will be responsible for applying for, paying the filing fees for, and securing said protection. All trademarks and servicemarks obtained pursuant to this Agreement shall be issued to the "Chancellor's Office, California Community Colleges" and carry the designations permitted or required by law. The Chancellor's Office agrees to grant a nonexclusive license for the use of trademarks or servicemarks created, developed or obtained under this Agreement to Grantee. Grantee agrees not to permit infringement by any person, to compensate Chancellor's Office for any infringement which may occur, and to indemnify and hold harmless the Chancellor's Office for any and all claims arising out of or in connection with such license. Grantee may, with the written permission of the Chancellor's Office, enter into a written sublicensing agreement subject to these same conditions.

**EXHIBIT D
(Grant)**

SPECIAL TERMS AND CONDITIONS

4. Real Property and Equipment

Where allowed by the funding source, real property and equipment procured with Grant funds will be used for the purpose of the Grant in accordance with the following:

- a. Equipment with an initial purchase price in excess of \$5,000 must be appropriately tagged as purchased with funds from the particular funding source and the Grantee shall maintain an inventory of equipment purchased, including a description of the equipment, a serial or other identification number, the acquisition date, the cost of the equipment, the location of the equipment, and any ultimate disposition data. The Grantee will also adhere to all other property management procedures and property accountability requirements as published by the Chancellor's Office.
- b. If the real property or equipment is not needed full time for the purposes of the Grant, it may also be used for other purposes so long as this does not interfere with its use in carrying out the purposes of the Grant throughout the term of this Grant Agreement.
- c. Upon completion or termination of the Grant, or when real property or equipment is no longer useful or necessary for purposes of the Grant, it may be disposed of as follows:
 1. Equipment with an initial purchase price less than \$5,000 may be disposed of as the Grantee deems appropriate.
 2. If the Grant-funded project involves systemwide or regional coordination or technical assistance activities, the disposition of real property or equipment with an initial purchase price in excess of \$5,000 shall be subject to the approval of the Chancellor's Office.
 3. In all other cases, real property or equipment with an initial purchase price in excess of \$5,000 may be sold or used in another program funded by the Chancellor's Office. If the real property or equipment is sold, the proceeds of the sale shall be returned to the program funded by this Grant Agreement, or if that program has been discontinued, to another program funded by the Chancellor's Office; provided however, that the Grantee may retain \$100 or ten percent of the sale price (whichever is greater) to cover the costs of sale.

5. Surveys

If this Grant Agreement involves a survey of community college faculty, staff, students, or administrators, Grantee shall ensure that the survey is developed, administered, tabulated, and summarized by a survey evaluator/specialist. Surveys shall conform to project goals, shall minimize the burden on the group being surveyed, and shall not collect data already available to the Grantee from the Chancellor's Office or another source.

6. Revenue from Proposition 98 Funds

If the Grantee or any of its subgrantees or subcontractors in any way hosts or conducts a seminar, conference, convention, training, meeting, symposia, or any other professional or informational gathering using Proposition 98 funds and charges an attendance fee resulting in surplus funds or revenue, those funds shall be deposited into the account that holds the funds for this agreement. The Grantee will immediately notify the Project Monitor of the excess funds and will provide the Project Monitor with a written accounting of said funds. The excess funds must be used consistent with this grant's scope of work and approved, in writing, by the Project Monitor.



The following information are linked throughout the forms package:

DISTRICT: Chabot-Las Positas

PROJECT: 2019-20 Mental Health Services Grant

FISCAL YEAR: 2019-2020
(e.g. 2014/15)

GRANT NUMBER: 19-036-002

FUNDING SOURCE: Proposition 63

PROJECT BUDGET: \$ 500,000

DISTRICT: Chabot-Las Positas
PROJECT: 2019-20 Mental Health Services Grant

CONTACT PAGE

District:	Chabot-Las Positas		
Address:	7600 Dublin Blvd.		
City:	Hayward	State:	CA
		Zip:	94545

District Superintendent/President (or authorized designee)			
Name:	Ron Gerhard	Phone:	925 485-5206
Title:	Chancellor	Fax:	
E-mail Address:	rgerhard@clpccd.org		

Responsible Administrator (Should not be the same as Project Director)			
Name:	Matt Kritscher	Phone:	510 723 6744
Title:	Vice President, Student Services	Fax:	510 723-7029
E-mail Address:	mkritscher@chabotcollege.edu		

Project Director (Person responsible for conducting the daily operation of the grant)			
Name:	David Irving	Phone:	510 723-7572
Title:	Mental Health	Fax:	
E-mail Address:	dirving@chabotcollege.edu		

Person Responsible for Data Entry			
Name:	Sang Lieu	Phone:	
Title:	Consultant	Fax:	
E-mail Address:			

District Chief Business Officer (or authorized designee)			
Name:	Doug Roberts	Phone:	925 485-5201
Title:	Interim Vice Chancellor, Business	Fax:	
E-mail Address:	droberts@clpccd.org		

Person Responsible for Budget Certification			
Name:	Barb Yesnosky	Phone:	925 485-5231
Title:	Director, Business Services	Fax:	
E-mail Address:	byenosky@clpccd.org		

APPLICATION BUDGET DETAIL SHEET

Exhibit B-1

Classification	PROJECT BUDGET
	\$ 500,000
Instructional Salaries	
1481/1410 - Project Coordinator: David Irving (\$83,629 x 0.20 FTE = \$16,726 for 10 months; \$1,673/month x 20 months = \$33,460) Provide overall grant management, serve as a point of contact for grant, work with Dean to oversee and report grant expenditures, coordinate with project team members, manage data collection and reporting, oversee transition to using SimplePractice, conduct Safe Zone Train-the-Trainer Workshops, facilitate Mental Health First Aid Training, and conduct individual mental health counseling services with students.	\$ 33,460.00
1410 - Chabot Counselor, Juztino Panella (4 hours/week x \$47 x 60 weeks = \$11,280) Coordinate, organize, and deliver program outreach, small groups, workshops, Mental Health First Aid Training, and individual mental health counseling services to students.	\$ 11,280.00
1410 - Chabot Counselor, Sadie Ashraf (4 hours x \$47 x 60 weeks = \$11,280) Coordinate, organize, and deliver program outreach, small groups, workshops, and individual mental health counseling services to students.	\$ 11,280.00
1410 - Chabot Adjunct Counseling Faculty (2 faculty x 15 hours/week x 86 weeks X \$78/hour = \$201,240) Provide individual mental health counseling services to students.	\$ 201,240.00
1410 - LPC Counselor - Heiki Gecox, MFT (10 hours/month x \$47 x 20 months = \$9,400) Provide oversight to MFT Interns; coordinate, organize, and deliver individual and group therapy.	\$ 9,400.00
1410 - LPC Counselors - MFT Interns (40 hours/month x \$47 x 20 months = \$37,600) Work with MFT to coordinate, organize, and deliver individual and group therapy.	\$ 37,600.00
1410 - LPC Assigned Faculty (3 hours/week x \$47 x 60 weeks = \$8,460) Provide individual and group mental health services to students.	\$ 8,460.00
1410 - LPC Adjunct Counseling Faculty (8-9 hours/month x 20 months x \$78/hour = \$12,480) Provide individual and group mental health services to students.	\$ 13,450.00
Noninstructional Salaries	
2341 - Chabot Peer Advisors [(2 hours/week x \$13 x 30 weeks = \$780) x (25 Peer Advisors) = \$19,500]	\$ 19,500.00
2301 - On-Call Campus Safety Officers to sub for those attending Alameda County Behavioral Health Crisis Intervention Training (\$32/hour x 38 hours x 4 officers = \$4864)	\$ 4,864.00
Employee Benefits	
3840 - David Irving @ 48% fringe benefit rate	\$ 16,061.00
3840 - Juztino Panella @ 8% fringe benefit rate	\$ 902.00
3840 - Sadie Ashraf @ 8% fringe benefit rate	\$ 902.00
3840 - Adjunct Counseling Faculty @ 8% fringe benefit rate	\$ 16,100.00
3840 - Peer Advisors @ 3% fringe benefit rate	\$ 9,785.00
3840 - Campus Safety @ 8% fringe benefit rate	\$ 389.00
3840 - Heiki Gecox @ 8% fringe benefit rate	\$ 752.00
3840 - MFT Interns @ 8% fringe benefit rate	\$ 3,008.00
3840 - Assigned Faculty @ 8% fringe benefit rate	\$ 677.00
3840 - Adjunct Counseling Faculty @ 8% fringe benefit rate	\$ 1,076.00
Supplies and Materials	
4301 - Mental Health First Aid Instructional Supplies [(Manuals \$19 x 25 = \$475) + (Mental health training tools (\$15 x 25 = \$375))]	\$ 850.00
4302 - Printing and reproductions of collateral materials (brochures, handouts, flyers, etc.)	\$ 7,000.00
Other Operating Expenses and Services	

DISTRICT: Chabot-Las Positas

GRANT #: 19-036-002

APPLICATION BUDGET DETAIL SHEET

Exhibit B-1

Classification	PROJECT BUDGET
	\$ 500,000
5102 - Crisis Intervention Training (CIT) Costs (\$25 x 4 officers)	\$ 100.00
5110 - Customized Healthy Minds Survey (\$550 for Community Colleges)	\$ 550.00
5110 - Guest speakers and presenters specifically focusing on mental health topics (i.e. suicide prevention, depression, sexual assault)	\$ 10,484.00
5161 - Mental Health Grant Adviser , Sang Leng Trieu [(\$2,550/month) x (20 months) = \$51,000] Coordinate with external partners; align internal and external referral processes; gather and maintain program data and processes from external and internal partners; track activities across external and internal partnerships; convene the Alameda County College Mental Health Forum; connect with Las Positas College; and collect data from Chabot and Las Positas Colleges.	\$ 51,000.00
5220 - Travel and Lodging for Training . [Active Minds Conference in Washington, DC, (Airfare: \$900 x 4 = \$3,600) + (Hotel: 4 participants x 3 days x \$200/night = \$2,400) + (Meals & Incidentals: 4 participants x 3 days x \$60/day = \$720) = \$6,720]	\$ 6,720.00
5851 - SimplePractice Software or Therapy Notes [(\$49/month + (\$29/clinician x 5 clinicians)] x (20 months) = \$3,880	\$ 3,880.00
Capital Outlay	\$ -
N/A	\$ -
	\$ -
Other Outgo	\$ -
N/A	\$ -
TOTAL DIRECT COSTS:	\$ 480,770
TOTAL INDIRECT COSTS (Not to exceed 4% of Direct Costs):	\$ 19,230
TOTAL COSTS:	\$ 500,000

Board of Governors of the California Community Colleges

PROJECT: 2019-20 Mental Health Services Gran

DISTRICT: Chabot-Las Positas

GRANT NUMBER: 19-036-002

APPLICATION BUDGET SUMMARY

NOTE: Submit details explaining the expenditures by category on the Application Budget Detail Sheet.

Classification	Line	TOTAL PROJECT FUNDS REQUESTED	
		\$	500,000
INSTRUCTIONAL SALARIES	1	\$	326,170
NONINSTRUCTIONAL SALARIES	2	\$	24,364
EMPLOYEE BENEFITS	3	\$	49,652
SUPPLIES AND MATERIALS	4	\$	7,850
OTHER OPERATING EXPENSES AND SERVICES	5	\$	72,734
CAPITAL OUTLAY	6	\$	0
OTHER OUTGO	7	\$	0
TOTAL DIRECT COSTS:	8	\$	480,770
TOTAL INDIRECT COSTS (Not to exceed 4% of Direct Costs):	9	\$	19,230
TOTAL COSTS:	10	\$	500,000

**Statement of Work (Annual Workplan)
Objectives**
[Exhibit A-1](#)

<p>Objective: _____ 1</p> <p>By December 31, 2021, continue strengthening the partnership between the Chabot-Las Positas Community College District (CLPCCD) and Alameda County Behavioral Health Department and other partner agencies to address complex mental health needs of students.</p>			
#	Activities	Performance Outcomes	Responsible Person(s)
1.1	Strengthen partnerships with Alameda County Behavioral Health Care Services' (ALCO BHCS) Prevention and Early Intervention division and ALCO ACCESS program for students in need of services that are beyond what the college can provide	ALCO BHCS Department contacts invited to forums	Mental Health Grant Adviser Mental Health Services (MHS) Program Coordinator
1.2	Regularly convene the Alameda County College Mental Health Forum to bring county behavioral health and community-based organizations (CBOs) together to collaborate	At least 3 meetings convened (once each semester) 18 organizations participate Summary of post-convening survey results List of actions or strategies taken as a result of convening (meeting minutes/notes)	Mental Health Grant Adviser
1.3	Work with ALCO BHCS to establish direct referral pathways for students for transitional age youth (ages 16-24) and Medi-Cal eligible students who need longer-term moderate to severe levels of mental health care with appropriate community-based organizations (ACCESS)	Inventory of available ALCO BHCS services and various program eligibility requirements Protocol and referral pathway flow chart from ALCO BHCS program	MHS Program Coordinator Mental Health Grant Adviser

**Statement of Work (Annual Workplan)
Objectives**
[Exhibit A-1](#)

Objective: 1
By December 31, 2021, continue strengthening the partnership between the Chabot-Las Positas Community College District (CLPCCD) and Alameda County Behavioral Health Department and other partner agencies to address complex mental health needs of students.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1.4	Integrate protocol and referral pathway flow chart into crisis intervention handbook and corresponding "red folder," as appropriate	Documented integration	August - December 2020	MHS Program Coordinator Mental Health Grant Advisor
1.5	Develop a crisis intervention handbook and corresponding "red folder" that includes protocol on referral to external agencies and responding to Welfare Code 5150 involuntary evaluation and treatment	Copy of crisis intervention handbook Copy of red folder	August - December 2020	Vice President of Student Services Campus Safety Director; Dean of Counseling MHS Program Coordinator Mental Health Grant Advisor
1.6	Dissemination of handbook and "red folder" will be made at various trainings, departmental meetings and during college Flex Day	250 copies of handbook and red folders disseminated	Dissemination to take place first three weeks	Dean of Counseling Campus Safety Director MHS Program Coordinator Chabot & LPC MH Counselors

**Statement of Work (Annual Workplan)
Objectives**
[Exhibit A-1](#)

Objective: 1
By December 31, 2021, continue strengthening the partnership between the Chabot-Las Positas Community College District (CLPCCD) and Alameda County Behavioral Health Department and other partner agencies to address complex mental health needs of students.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1.7	Conduct training on protocol for Student Health Center staff, Campus Safety officers and Chabot CARES team	At least 1 training conducted for each staff group (3 total)	January - May 2021	MHS Program Coordinator Mental Health Grant Advisor
1.8	Include ALCO BHCS as a member of Chabot College's SparkPoint steering committee meetings to establish a shared space for use as an ALCO BHCS "drop-in center"	SparkPoint meeting agendas and minutes	May 2020 - December 2021	Director of Student Equity Mental Health Grant Advisor
1.9	Establish process for Tiburcio Vasquez Health Center (TVHC) staff to assist with Medi-Cal enrollment so more students qualify for ALCO BHCS services	At least 50 additional students enrolled in Medi-Cal	May 2020 - December 2021	Vice President of Student Services Dean of Counseling MHS Program Coordinator Mental Health Grant Advisor

**Statement of Work (Annual Workplan)
Objectives**
[Exhibit A-1](#)

<p>Objective: _____ <u>2</u></p> <p>By December 31, 2021, provide careening services to 300 students receiving other health care services and provide linkages to services from the appropriate on-or-off campus mental health provider</p>			
#	Activities	Performance Outcomes	Responsible Person(s)
2.1	Conduct PHQ-9 screening at all primary care visits	200 PHQ-9 screenings conducted during primary care visits as documented in electronic medical records Aggregate scores of PHQ-9 screenings to examine severity of depression among patient population; trend data will be examined upon collection of data across three semesters	Tiburcio Vasquez Health Center clinic supervisor MHS Program Mental Health Grant Advisor
2.2	Examine PHQ-9 aggregate results at the end of each semester to better understand the severity of mental health issues and ensure students who need services received follow-up	3 sessions to analyze PHQ-9 aggregate results	Student Health Center team CARES Team
2.3	Establish partnerships with academic departments that train students entering high-stress careers in conducting a cohort-based universal depression screening pilot and linking students who need follow-up to campus-based or community-based mental health services; such departments include: Nursing, Dental Hygiene, Administration of Justice, First-Year Experience Programs	120 depression screening events Number of students receiving referrals Protocol on universal screen	CARES Team Mental Health Grant Advisor

DISTRICT: Chabot-Las Positas

GRANT #: 19-036-002

**Statement of Work (Annual Workplan)
Objectives**
[Exhibit A-1](#)

Objective: _____ <u>2</u> By December 31, 2021, provide careering services to 300 students receiving other health care services and provide linkages to services from the appropriate on-or-off campus mental health provider				
#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
2.4	Leverage Chabot's Hayward Promise Neighborhood (HPN) partnership to facilitate a smooth referral pathway to California State University, East Bay's (CSUEB) Community Counseling Clinic	Signed MOU, if appropriate Copy of referral pathway	August 2020 - May 2021	Mental Health Services Program Coordinator Mental Health Grant Advisor Robin Galas, HPN Project Director

**Statement of Work (Annual Workplan)
Objectives**
[Exhibit A-1](#)

Objective: _____ 3

By December 31, 2021, ensure that underserved and vulnerable student populations receive culturally competent mental health services.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
3.1	Recruit additional counselors and MFT Interns (MFTIs) to increase provider capacity to deliver mental health services to underserved and vulnerable student populations, prioritized throughout this Workplan	Two additional part-time counselors Two part-time MFTIs Chabot: 150 mental health counseling sessions provided LPC: 32 mental health counseling sessions per week	July - October (recruit) November 2020 - December 2021 (services)	Dean of Counseling Chabot MFTs LPC MFTIs
3.2	Assess the feasibility of shifting documentation of counseling notes from paper-based to an electronic medical record system, such a system will improve data collection and understanding student populations that are accessing care	Systems, such as Therapy Notes and Simple Practice, are reviewed	August - December 2020	MHS Program Coordinator MH Counselors
3.3	Subscribe to new electronic medical record system and establish customized templates for notes, forms and assessments	At least 100 new student electronic files are created	January 2021 - December 2021	MHS Program Coordinator MH Counselors

**Statement of Work (Annual Workplan)
Objectives**
[Exhibit A-1](#)

Objective: _____ 3

By December 31, 2021, ensure that underserved and vulnerable student populations receive culturally competent mental health services.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
3.4	Provide SafeZone trainings, which focuses on sexuality, gender, and LGBTQ+ education	50 SafeZone training participants Summary results of training evaluation	August 2020 - December 2021	MHS Program Coordinator
3.5	Facilitate open dialogue with affinity groups about mental health and wellness topics, promote social connectedness, and create community on campus; such groups include: Chabot's Women's Circle; Chabot's Root2Rise Men's Group, JAC, Gender support groups	Weekly affinity-based support groups 200 participants in affinity groups	August 2020 - December 2021	Chabot MFT Counselors LPC MFTIs
3.6	Establish process for Tiburcio Vasquez Health Center (TVHC) staff to assist with Medi-Cal enrollment	50 students who were referred for enrollment in Medi-Cal	August 2020 - December 2021	Dean of Counseling MHS Program Coordinator Tiburcio Vasquez Health Center clinic supervisor

**Statement of Work (Annual Workplan)
Objectives**
[Exhibit A-1](#)

Objective: _____ 3

By December 31, 2021, ensure that underserved and vulnerable student populations receive culturally competent mental health services.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
3.7	Establish a SparkPoint Center serves as a one-stop shop to connect DI students to mental health, basic needs and financial literacy services	SparkPoint Center Soft Opening At least 200 students served	May 2020 June 2020 - December 2021	Director of Student Equity United Way Bay Area SparkPoint Steering Committee

**Statement of Work (Annual Workplan)
Objectives**
[Exhibit A-1](#)

Objective: _____ 4

By December 31, 2021, reduce racial disparities in access to mental health services, and to prevention, early intervention, and suicide prevention training

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
4.1	Plan, develop and administer the Healthy Minds Study survey, targeting affinity and support groups that serve disproportionately impacted (DI) students. Groups include: RISE, Student Veterans, El Centro, Puente & Umjoja, EOPS & Guardian Scholars, TRIO Programs	300-500 students complete Healthy Minds survey Healthy Minds survey results	January - April 2021	Directors of Student Equity and Success Mental Health Grant Adviser Black Excellence Coalition Office of Institutional Research
4.2	Analyze and disseminate the results from the Healthy Minds Study survey	List of presentations and publications that highlight Healthy Minds survey findings Presentations made to Health & Safety Committees and Student Equity & Success Committees	July - December 2021	Director of Student Equity and Success Mental Health Grant Adviser Office of Institutional Research
4.3	Conduct workshops for affinity and support groups that serve DI students to increase awareness of campus- and community-based mental health services.	At least once each semester List of educational workshops and services distributed 200 attendees at workshops	August 2020 - December 2021	Directors of Student Equity and Success Chabot CARES Team; LPC MFT/MFTIs Counselors/Faculty program coordinators

**Statement of Work (Annual Workplan)
Objectives**
[Exhibit A-1](#)

Objective: _____ 4 _____
 By December 31, 2021, reduce racial disparities in access to mental health services, and to prevention, early intervention, and suicide prevention training

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
4.4	Provide cultural humility training to the cohort of General Counseling staff to increase awareness of the role mental health plays in students' ability to achieve academic success and thrive	List of trainings provided 20 training participants Results of post survey evaluation	January - December 2021	CARES Team
4.5	Assess the feasibility of creating a Certificate of Achievement or Certificate of Proficiency in Behavioral Health for completing a series of Psychology-Counseling courses within the Human Services track	Assessment of workforce demands Inventory of industry-based skills	May - September 2020	CARES Team
4.6	Development and writing of curriculum for new certificate	Course outline and curriculum completed	October 2020	General Counseling division faculty

DISTRICT: Chabot-Las Positas

GRANT #: 19-036-002

**Statement of Work (Annual Workplan)
Objectives**
[Exhibit A-1](#)

Objective: _____ <u>4</u> _____ By December 31, 2021, reduce racial disparities in access to mental health services, and to prevention, early intervention, and suicide prevention training				
#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
4.7	Submission to Curriculum Committee for approval of a new Behavioral Health certificate	New certificate approved	November 2020	General Counseling division faculty

**Statement of Work (Annual Workplan)
Objectives**
[Exhibit A-1](#)

Objective: _____ 5

By December 31, 2021, implement education and training to faculty, staff, and students on early identification, intervention, and referral of students with mental health needs.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
5.1	Promote the National Suicide Prevention Lifeline, the Veterans Crisis Line, Alameda County Crisis Hotline, and Crisis Text Line across multiple platforms, campaigns, and at event	List of 50 instances promoting hotlines (i.e. platforms, campaigns, and events)	August 2020 - December 2021	Vice President of Student Services Public Relations Office
5.2	Provide workshops to student groups on various mental health related topics such as meditation, stress management, and self-care.	List of workshops and topics 200 participants	August 2020 - December 2021	CARES Team
5.3	Conduct a syllabi campaign by establishing suggested standardized language promoting mental health services and access as a strategy to normalize help-seeking behaviors	Establish template with standardized language	August 2020 - December 2021	CARES Team

**Statement of Work (Annual Workplan)
Objectives**
[Exhibit A-1](#)

Objective: _____ <u>5</u>			
By December 31, 2021, implement education and training to faculty, staff, and students on early identification, intervention, and referral of students with mental health needs.			
#	Activities	Performance Outcomes	Responsible Person(s)
5.4	Disseminate language to faculty, encouraging its inclusion on syllabi	List of 50 faculty participants/champions	Vice President of Student Services Vice President of Academic Services Deans Academic Senate
5.5	Recognize faculty who demonstrate ongoing support and participation of the campaign on the college's website	Mental Health "allies" are listed on Mental Health Services website	MHS Program Coordinator Webmaster
5.6	Provide weekly mental health trainings to general counseling peer advisors for mental health outreach activities including stigma reduction activities and self-care workshops to increase awareness of mental health services on campus	Peer Health Advisors will engage 500 students in support of their mental health needs on campus	MFT counselor/coordinator of Peer Advising Program MFT counselor/faculty Peer Advisors

DISTRICT: Chabot-Las Positas

GRANT #: 19-036-002

**Statement of Work (Annual Workplan)
Objectives**
[Exhibit A-1](#)

Objective: _____ **6** _____
By December 31, 2021, implement education and training to faculty, staff, and students on early identification, intervention, and referral of students with mental health needs.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
6.1	Create a corresponding "red folder" for crisis intervention protocol to educate staff, faculty, and administrators on how to support students in distress	Copy of crisis intervention protocol Copy of "red folder"	August 2020 - July 2021	MHS Program Coordinator Mental Health Grant Adviser
6.2	Disseminate "red folder" to faculty, staff, and administrators	250 folders disseminated	July 2021 - December 2021	MHS Program Coordinator Mental Health Grant Adviser
6.3	Conduct training on protocol for Student Health Center staff, Campus Safety officers and Chabot CARES team	At least 1 training conducted for each staff group (3 total)	January - May 2021	MHS Program Coordinator Mental Health Grant Adviser

**Statement of Work (Annual Workplan)
Objectives**
[Exhibit A-1](#)

Objective: _____ 6				
By December 31, 2021, implement education and training to faculty, staff, and students on early identification, intervention, and referral of students with mental health needs.				
#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
6.4	Chabot: Provide Mental Health First Aid trainings to build capacity primarily for Student Assistants, Peer Advisors, and student leaders to understand and respond to students in distress.	Chabot provides 2 peer advisor training and 1 faculty training 65 participants Summary results of training pre/post tests	August 2020 - December 2021	Chabot CARES Team
6.5	LPC: Provide Mental Health First Aid trainings to build capacity primarily of faculty and staff to understand and respond to students in distress.	Number of training sessions provided at LPC 25 participants Summary results of training pre/post tests	August 2020 - December 2021	LPC MFT/MFTIs Part-time Counselors/Faculty
6.6	Send Campus Safety Officers to ALCO BHCS Crisis Intervention Training (CIT)	4 Campus Safety Officers attend training (2 per semester)	Fall 2020 Spring 2021	Campus Safety Director