

Application for Federal Assistance SF-424

* 1. Type of Submission:

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

* 2. Type of Application:

- ☒ New
☐ Continuation
☐ Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

Completed by Grants.gov upon submission.

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name:

Mendocino County Health and Human Services Agency

* b. Employer/Taxpayer Identification Number (EIN/TIN):

946000520

* c. Organizational DUNS:

1485581950000

d. Address:

* Street1:

747 South State Street

Street2:

* City:

Ukiah

County/Parish:

Mendocino

* State:

CA: California

Province:

* Country:

USA: UNITED STATES

* Zip / Postal Code:

95482-5815

e. Organizational Unit:

Department Name:

Behavioral Health and Recovery

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

Ms.

* First Name:

Jenine

Middle Name:

* Last Name:

Miller

Suffix:

Title:

Assistant Director

Organizational Affiliation:

* Telephone Number:

707-472-2341

Fax Number:

* Email:

millerje@mendocinocounty.org

Application for Federal Assistance SF-424

* 9. Type of Applicant 1: Select Applicant Type:

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

Bureau of Justice Assistance

11. Catalog of Federal Domestic Assistance Number:

16.745

CFDA Title:

Criminal and Juvenile Justice and Mental Health Collaboration Program

* 12. Funding Opportunity Number:

BJA-2019-15099

* Title:

BJA FY 19 Justice and Mental Health Collaboration Program

13. Competition Identification Number:

BJA-2019-15100

Title:

Category 1: Collaborative County Approaches to Reducing the Prevalence of Individuals with Serious Mental Illnesses in Jails

14. Areas Affected by Project (Cities, Counties, States, etc.):

AffectedAreas_HHSA_JMHCP2019.pdf

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

Mendocino County Justice and Mental Health Collaboration Program

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424**16. Congressional Districts Of:*** a. Applicant * b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:* a. Start Date: * b. End Date: **18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="300,000.00"/>
* b. Applicant	<input type="text" value="75,000.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="375,000.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes ☒ No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title: * Telephone Number: Fax Number: * Email: * Signature of Authorized Representative: * Date Signed:

SF 424 Item 14. Areas Affected by Project (Cities, Counties, States, etc.)

Mendocino County, California

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee- 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
Completed on submission to Grants.gov	Fiscal Analyst
APPLICANT ORGANIZATION	DATE SUBMITTED
Mendocino County Health and Human Services Agency	Completed on submission to Grants.gov

Standard Form 424B (Rev. 7-97) Back

Budget Narrative File(s)

* **Mandatory Budget Narrative Filename:**

Add Mandatory Budget Narrative

Delete Mandatory Budget Narrative

View Mandatory Budget Narrative

To add more Budget Narrative attachments, please use the attachment buttons below.

Add Optional Budget Narrative

Delete Optional Budget Narrative

View Optional Budget Narrative

The following attachment is not included in the view since it is not a read-only PDF file.

Upon submission, this file will be transmitted to the Grantor without any data loss.

ProjectBudget_HHSA_JMHCP2019.xlsm

Budget Summary

Budget Summary											
<i>Note: Any errors detected on this page should be fixed on the corresponding Budget Detail tab.</i>											
	Year 1		Year 2 (if needed)		Year 3 (if needed)		Year 4 (if needed)		Year 5 (if needed)		
Budget Category	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Total(s)
A. Personnel	\$42,561	\$0	\$63,524	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$106,085
B. Fringe Benefits	\$25,452	\$0	\$37,988	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$63,440
C. Travel	\$743	\$0	\$1,114	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,857
D. Equipment	\$9,400	\$0	\$3,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,400
E. Supplies	\$400	\$0	\$1,080	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,480
F. Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
G. Subawards (Subgrants)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
H. Procurement Contracts	\$53,667	\$37,500	\$61,071	\$37,500	\$0	\$0	\$0	\$0	\$0	\$0	\$189,738
I. Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Direct Costs	\$132,223	\$37,500	\$167,777	\$37,500	\$0	\$0	\$0	\$0	\$0	\$0	\$375,000
J. Indirect Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Project Costs	\$132,223	\$37,500	\$167,777	\$37,500	\$0	\$0	\$0	\$0	\$0	\$0	\$375,000
Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N										No	

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

OMB Number: 4040-0013

Expiration Date: 02/28/2022

1. * Type of Federal Action: <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. * Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. * Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> SubAwardee * Name: Mendocino County Health and Human Services Agency * Street 1: 747 South State Street Street 2: * City: Ukiah State: CA: California Zip: 95482-5815 Congressional District, if known: CA-002		
5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:		
6. * Federal Department/Agency: US Department of Justice	7. * Federal Program Name/Description: Criminal and Juvenile Justice and Mental Health Collaboration Program CFDA Number, if applicable: 16.745	
8. Federal Action Number, if known: NOT APPLICABLE	9. Award Amount, if known: \$	
10. a. Name and Address of Lobbying Registrant: Prefix: * First Name: Not Middle Name: * Last Name: Applicable Suffix: * Street 1: Not Applicable Street 2: * City: Not Applicable State: CA: California Zip: 95482-5815		
b. Individual Performing Services (including address if different from No. 10a) Prefix: * First Name: Not Applicable Middle Name: * Last Name: Not Applicable Suffix: * Street 1: Not Applicable Street 2: * City: Ukiah State: CA: California Zip: 95482-5815		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. * Signature: Completed on submission to Grants.gov * Name: Prefix: Ms. * First Name: Dianne Middle Name: * Last Name: Laster Suffix: Title: Fiscal Analyst Telephone No.: 707-472-2654 Date: Completed on submission to Grants.gov		
Federal Use Only:		Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)



**U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS**

OMB Number: 1121-0329
Expiration Date: 11/30/2020

Background

Recipients' financial management systems and internal controls must meet certain requirements, including those set out in the "Part 200 Uniform Requirements" (2.C.F.R. Part 2800).

Including at a minimum, the financial management system of each OJP award recipient must provide for the following:

- (1) Identification, in its accounts of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, and the name of the Federal agency.
- (2) Accurate, current, and complete disclosure of the financial results of each Federal award or program.
- (3) Records that identify adequately the source and application of funds for federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.
- (4) Effective control over, and accountability for, all funds, property, and other assets. The recipient must adequately safeguard all assets and assure that they are used solely for authorized purposes.
- (5) Comparison of expenditures with budget amounts for each Federal award.
- (6) Written procedures to document the receipt and disbursement of Federal funds including procedures to minimize the time elapsing between the transfer of funds from the United States Treasury and the disbursement by the OJP recipient.
- (7) Written procedures for determining the allowability of costs in accordance with both the terms and conditions of the Federal award and the cost principles to apply to the Federal award.
- (8) Other important requirements related to retention requirements for records, use of open and machine readable formats in records, and certain Federal rights of access to award-related records and recipient personnel.

1. Name of Organization and Address:

Organization Name:

Street1:

Street2:

City:

State:

Zip Code:

2. Authorized Representative's Name and Title:

Prefix: First Name: Middle Name:

Last Name:

Suffix:

Title:

3. Phone:

4. Fax:

5. Email:

6. Year Established:

7. Employer Identification Number (EIN):

8. DUNS Number:

9. a) Is the applicant entity a nonprofit organization (including a nonprofit institution of higher education) as described in 26 U.S.C. 501(c)(3) and exempt from taxation under 26 U.S.C. 501(a)? ☐ Yes ☒ No

If "No" skip to Question 10.

If "Yes" skip to Questions 9. b) and 9. c).



**U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS**

OMB Number: 1121-0329
Expiration Date: 11/30/2020

AUDIT INFORMATION

9. b) Does the applicant nonprofit organization maintain offshore accounts for the purpose of paying the tax described in 26 U.S.C. 511(a)?

☐ Yes ☐ No

9. c) With respect to the most recent year in which the applicant nonprofit organization was required to file a tax return, does the applicant nonprofit organization believe (or assert) that it satisfies the requirements of 26 C.F.R. 53.4958-6 (which relate to the reasonableness of compensation of certain individuals)?

☐ Yes ☐ No

If "Yes", refer to "Additional Attachments" under "What an Application Should Include" in the OJB solicitation (or application guidance) under which the applicant is submitting its application. If the solicitation/guidance describes the "Disclosure of Process related to Executive Compensation," the applicant nonprofit organization must provide -- as an attachment to its application -- a disclosure that satisfies the minimum requirements as described by OJP.

For the purposes of this questionnaire, an "audit" is conducted by an independent, external auditor using generally accepted auditing standards (GAAS) or Generally Governmental Auditing Standards (GAGAS), and results in an audit report with an opinion.

10. Has the applicant entity undergone any of the following types of audit(s) (Please check all that apply):

☒ "Single Audit" under OMB A-133 or Subpart F of 2 C.F.R. Part 200

☐ Financial Statement Audit

☐ Defense Contract Agency Audit (DCAA)

☐ Other Audit & Agency (list type of audit):

☐ None (if none, skip to question 13)

11. Most Recent Audit Report Issued: ☒ Within the last 12 months ☐ Within the last 2 years ☐ Over 2 years ago ☐ N/A

Name of Audit Agency/Firm: Clifton Larson Allen LLP

AUDITOR'S OPINION:

12. On the most recent audit, what was the auditor's opinion?

☒ Unqualified Opinion ☐ Qualified Opinion ☐ Disclaimer, Going Concern or Adverse Opinions ☐ N/A: No audits as described above

Enter the number of findings (if none, enter "0"): 2

Enter the dollar amount of questioned costs (if none, enter "\$0"): 0.00

Were material weaknesses noted in either the report or opinion? ☒ Yes ☐ No

13. Which of the following best describes your accounting system:

☐ Manual ☐ Automated ☒ Combination of Manual and Automated

14. Does the applicant entity's accounting system have the capability to identify the receipt and expenditure of award funds separately for each Federal award?

☒ Yes ☐ No ☐ Not Sure

15. Does the applicant entity's accounting system have the capability to record expenditures for each Federal award by budget cost categories shown in the approved budget?

☒ Yes ☐ No ☐ Not Sure



**U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS**

OMB Number: 1121-0329
Expiration Date: 11/30/2020

16. Does the applicant entity's accounting system have the capability to record cost sharing ("match") separately for each Federal award, and maintain documentation to support recorded match or cost share?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
17. Does the applicant entity's accounting system have the capability to accurately track employees actual time spent performing work for each federal award, and to accurately allocate charges for employee salaries and wages for each federal award, and maintain records to support the actual time spent and specific allocation of charges associated with each applicant employee?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
18. Does the applicant entity's accounting system include budgetary controls to preclude the applicant entity from incurring obligations or costs that exceed the amount of funds available under a federal award (the total amount of the award, as well as the amount available in each budget cost category)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
19. Is the applicant entity familiar with the "cost principles" that apply to recent and future federal awards, including the general and specific principles set out in 2 C.F.R. Part 200?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
PROPERTY STANDARDS AND PROCUREMENT STANDARDS	
20. Does the applicant entity's property management system(s) maintain the following information on property purchased with federal award funds: (1) a description of the property; (2) an identification number; (3) the source of the funding for the property, including the award number; (4) who holds title; (5) acquisition date; (6) acquisition cost; (7) federal share of acquisition cost; (8) location and condition of the property; (9) ultimate disposition information?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
21. Does the applicant entity maintain written policies and procedures for procurement transactions that -- (1) are designed to avoid unnecessary or duplicative purchases; (2) provide for an analysis of lease and purchase alternatives; and (3) set out a process for soliciting goods and services and (4) include standards of conduct the address conflicts of interest?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
22. a) Are the applicant entity's procurement policies and procedures designed to ensure that procurements are conducted in a manner that provides full and open competition to the extent practicable, and to avoid practices that restrict competition?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
22. b) Do the applicant entity's procurement policies and procedures require documentation of the history of a procurement, including the rationale for the method of procurement, selection of contract type, selection or rejection of contractors, and basis for the contract price?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
23. Does the applicant entity have written policies and procedures designed to prevent the applicant entity from entering into a procurement contract under a federal award with any entity or individual that is suspended or debarred from such contracts, including provisions for checking the "Excluded Parties List" system (www.sam.gov) for suspended or debarred sub-grantees and contractors, prior to award?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
TRAVEL POLICY	
24. Does the applicant entity:	
(a) maintain a standard travel policy?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) adhere to the Federal Travel Regulation? (FTR)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No



**U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS**

OMB Number: 1121-0329
Expiration Date: 11/30/2020

SUBRECIPIENT MANAGEMENT AND MONITORING

25. Does the applicant entity have written policies, procedures, and/or guidance designed to ensure that any subawards made by the applicant entity under a federal award -- (1) clearly document applicable federal requirements, (2) are appropriately monitored by the applicant, and (3) comply with the requirements in 2 CFR Part 200 (see 2 CFR 200.331)?

☐ Yes ☐ No ☐ Not Sure
☒ N/A - Applicant does not make subawards under any OJP awards

26. Is the applicant entity aware of the differences between subawards under federal awards and procurement contracts under federal awards, including the different roles and responsibilities associated with each?

☐ Yes ☐ No ☐ Not Sure
☒ N/A - Applicant does not make subawards under any OJP awards

27. Does the applicant entity have written policies and procedures designed to prevent the applicant entity from making a subaward under a federal award to any entity or individual who is suspended or debarred from such subawards?

☐ Yes ☐ No ☐ Not Sure
☒ N/A - Applicant does not make subawards under any OJP awards

DESIGNATION AS 'HIGH-RISK' BY OTHER FEDERAL AGENCIES

28. Is the applicant entity designated "high risk" by a federal grant-making agency outside of DOJ? (High risk includes any status under which a federal awarding agency provides additional oversight due to the applicant's past performance, or other programmatic or financial concerns with the applicant.)

☐ Yes ☒ No ☐ Not Sure

If "Yes", provide the following:

(a) Name(s) of the federal awarding agency:

(b) Date(s) the agency notified the applicant entity of the "high risk" designation:

(c) Contact information for the "high risk" point of contact at the federal agency:

Name:

Phone:

Email:

(d) Reason for "high risk" status, as set out by the federal agency:

CERTIFICATION ON BEHALF OF THE APPLICANT ENTITY

(Must be made by the chief executive, executive director, chief financial officer, designated authorized representative ("AOR") or other official with the requisite knowledge and authority)

On behalf of the applicant entity, I certify to the U.S. Department of Justice that the information provided above is complete and correct to the best of my knowledge. I have the requisite authority and information to make this certification on behalf of the applicant entity.

Name: Jenine Miller, Psy.D.

Date: 07/15/2019

Title: ☐ Executive Director ☐ Chief Financial Officer ☐ Chairman

☒ Other: Assistant HHSA Director, BHRS Director

Phone: 707-472-2341

Other Attachment File(s)

* **Mandatory Other Attachment Filename:**

Add Mandatory Other Attachment

Delete Mandatory Other Attachment

View Mandatory Other Attachment

To add more "Other Attachment" attachments, please use the attachment buttons below.

Add Optional Other Attachment

Delete Optional Other Attachment

View Optional Other Attachment

The following attachment is not included in the view since it is not a read-only PDF file.

Upon submission, this file will be transmitted to the Grantor without any data loss.

Attachment1_Indirect_HHSA_JMHCP2019.pdf



KAREN SMITH, MD, MPH
Director & State Health Officer

State of California—Health and Human Services Agency
California Department of Public Health



EDMUND G. BROWN JR.
Governor

January 31, 2018

Bekkie Emery
Assistant Director
Mendocino County
747 S. State St.
Ukiah, CA 95482

Dear Bekkie Emery:

Thank you for submitting your Indirect Cost Rate (ICR) documentation to the California Department of Public Health (CDPH). CDPH is excited to have a standardized process that allows each Local Health Department (LHD) to use the negotiated ICR for all contracts, unless the ICR is otherwise designated by state or federal statutes, regulations, or specific grant guidelines, with CDPH.

For Fiscal Year (FY) 2018-19, CDPH has accepted the documentation you have provided and, on a one-year basis, will approve your ICR proposal as follows:

25.0% calculated based on Salaries, Wages and Fringe Benefits

Please note, the rate you provided was approved up to the maximum allowed by CDPH policy (up to 25% for ICR calculated based on Salaries, Wages and Fringe Benefits and up to 15% for ICR calculated based on Total Allowable Direct Costs).

We look forward to working with you to document your approved ICR in CDPH contracts with a start date of July 1, 2018, or later.

If you have any questions, contact CDPH at CDPH-ICR-Mailbox@cdph.ca.gov.

Thank you,

A handwritten signature in blue ink that reads "Jaana H. Brown" with a stylized "For" written below it.

Jaana H. Brown, Accounting Section Chief
California Department of Public Health

Attachment 2. Applicant Disclosure of Pending Applications

Mendocino County Health and Human Services Agency does not have (and is not proposed as a subrecipient under) any pending applications submitted within the last 12 months for federally funded grants or cooperative agreements (or for subawards under federal grants or cooperative agreements) that request funding to support the same project being proposed in this application to OJP and that would cover any identical cost items outlined in the budget submitted as part of this application.

Attachment 3. Timeline/Project Plan

Deliverable by number	Milestones	Timeline in months	Primary Responsibility by Title and Agency
Phase 1			
1	Regular meetings will be scheduled	1	Administrative Secretary
	High percentage of attendees at meetings	1-24	Stepping Up Committee
	Development of a communication system	2	Project Coordinator HHSA
	Begin to identify project goals and training plans	2-24	Stepping Up Committee Project Director HHSA Project Coordinator HHSA
2	Review & compare screening and assessment	2	Project Coordinator HHSA Stepping Up Committee Project Director HHSA
	Reach out to Innovator County for assessment tool	1	Project Coordinator HHSA
3	Identify barriers to collecting data	1-8	Project Coordinator HHSA Project Evaluator
	Develop a system for tracking/extracting data in the short term while the data system is under development	1-8	Project Coordinator HHSA Project Evaluator
4	Develop an inventory and system analysis	1-6	Project Consultant
	Inventory reviewed by Committee to identify service gaps	6	Stepping Up Committee Project Consultant
5	Prioritization process and timeline of policies and practices guidelines	6-7	Project Coordinator HHSA Stepping Up Committee
	Development of the Planning and Implementation (P&I) Guide	6-7	Project Director HHSA Project Coordinator HHSA
	Receive BJA approval of P&I Guide	8	Project Coordinator HHSA
6	The evaluator will develop tools, processes, and timelines for tracking key outcomes	7-8	Project Evaluator
7	The Project Consultant will research data systems that are being used successfully by other jurisdictions to better understand patterns of people considered “high utilizers”	1-8	Project Consultant
Phase 2			
8	Develop a quality review system to monitor data input accuracy and timeliness; spot checks for accuracy	9-24	Project Coordinator HHSA
9	Secure access to compatible software and data systems for key partners	9-24	Project Coordinator HHSA
10	Develop a data system user guide	9-12	Project Coordinator HHSA
	Distribute user guide	12	Stepping Up Committee Project Coordinator HHSA
	Provide training for relevant staff of all key partners	9, 13, 16, 20, 24	Project Director HHSA Project Coordinator HHSA
	Conduct post-training assessment of changes in knowledge and skills	9, 13, 16, 20, 24	Project Coordinator HHSA

Mendocino County Health and Human Services Agency (HHSA)

Deliverable by number	Milestones	Timeline in months	Primary Responsibility by Title and Agency
11	Implement and monitor screening and assessment policies	9-24	Project Coordinator HHSA Project Evaluator
12	Collaborate with partners to provide Crisis Intervention Team trainings	9, 13, 16, 20, 24	Project Director HHSA Project Coordinator HHSA
13	Develop interagency agreements to provide a continuum of care for clients navigating the mental health and justice systems	13-24	Project Director HHSA Project Coordinator HHSA
14	Develop and implement a sustainability plan	12-24	Stepping Up Committee Project Director HHSA Project Coordinator HHSA

The following attachment is not included in the view since it is not a read-only PDF file.

Upon submission, this file will be transmitted to the Grantor without any data loss.

Attachment4_Resumes_HHSA_JMHCP2019.pdf

ATTACHMENT 4. RESUMES AND JOB DESCRIPTIONS

RESUMES

Project Director, Jenine Miller Page 2

Project Evaluator, Kathleen Hopper Page 5

JOB DESCRIPTIONS

HHSA Assistant Director Page 9

HHSA Project Coordinator Page 13

Jenine Miller, Psy.D.

Education:

May 2002	Psychology (Honors), B.A., Dominican University, San Rafael, CA.
June 2005	Clinical Psychology, M.A., Alliant International University/California School of Professional Psychology, Alameda, CA.
December 2010	Clinical Psychology, Psy.D. with an emphasis in Forensics, Alliant International University/ California School of Professional Psychology, Alameda, CA.

Doctorate Dissertation – “Factors Impacting Mandated Reporting: Ethnicity, Culture, and Socioeconomic Status”

Work Experience:

1/17/16 – Present *Behavioral Health Director*, County of Mendocino, Ukiah, CA
Direct and work collaboratively with contractors who oversee psychiatric emergency services, specialty mental health services, therapeutic services and medication management support services; director and manage Mental Health Services Act, Quality Assurance/Quality Improvement, County Mental Health Programs, and Substance Use Disorders Treatment; work with the Behavioral Health Advisory Board, Mental Health Stakeholder committees, and other various committees; assist in the preparation of department budgets and control and monitor budget activities; plan and implement annual, short-term, and long-range goals, objectives, organizational structure and overall direction of the department; assure all state and federal licensing and regulations requirements for the department are met; pursue funding sources for new programs and assist in the preparation of grant applications; develop policies and procedures for Behavioral Health and Recovery Services; supervise employees; interviewing, hiring and training, planning, assigning and directing work; and track legislation changes and implement changes, as needed.

11/13- 1/16 *Deputy Director Behavioral Health and Recovery Services*, County of Mendocino, Ukiah, CA
Duties: Managed and worked collaboratively with contractors who oversee psychiatric emergency services, case management services, therapeutic services, and medication management support services; managed Mental Health Services Act, Quality Assurance/Quality Improvement, Katie A/Wrap Around, County Mental Health Programs, and Substance Use Disorders Treatment; provided clinical oversight for clinical assessments, forensic assessments, and court evaluations; managed and monitored community agency contracts; working with the Behavioral Health Advisory

Board, Mental Health Stakeholders committees, and other various committees; developed and/or implemented MHSA programs and suicide prevention services; served as the County Liaison for Suicide Prevention and PEI; assured staff and programs meet State and Federal requirements; developed and implemented quality assurance/quality improvement and program standards that meet the Department of Health Care Services standards; worked collaboratively with Department of Health Care Services; trained and audited with Department of Health Care Services; developed policies and procedures for Behavioral Health and Recovery Services; supervised employees; participated in interviewing, hiring and training, planning, assigning and directing work; worked with community agencies; worked with fiscal staff monitoring program spending; and tracked legislation changes and implemented changes, as needed.

- 9/12 - 11/13 *Senior Program Manager, County of Mendocino, Ukiah, CA*
Duties: Managed psychiatric emergency services, Mental Health Services Act programs, case management for children, adults, and older adults, LPS case management and placement, children, adult and older adult therapy services, medical records, psychiatric hospitalization and discharge, Substance Use Disorders Treatment, and Public Guardian and Public Administration; provided clinical oversight for clinical assessments, forensic assessments, court evaluations, and probate and LPS evaluations and decisions; monitored community agency contracts; worked with the Behavioral Health Advisory Board, Mental Health Stakeholders committees, and other various committees; County Liaison for Suicide Prevention and PEI; developed policies and procedures for the division; supervised employees; worked with community agencies; worked closely with fiscal staff monitoring program spending; and tracked legislation changes.
- 1/09 – 9/12 *Program Administrator, County of Mendocino Mental Health, Ukiah, CA*
Duties: Supervised psychiatric emergency services, mental health services act programs, case management for adults and older adults, LPS case management and placement, adult and older adult therapy services, and psychiatric hospitalization and discharge; monitored community agency contracts; developed and implemented respite beds, full serve partnership and wraparound programs; developed policies and procedures for the division; supervised fourteen employees; conducted clinical assessments, crisis assessments, client planning, 1370 evaluations, therapy, and dual diagnosis/co-occurring therapy; worked with community agencies, worked close with fiscal staff monitoring program spending; and tracked legislation changes.
- 3/08 – 1/09 *Mental Health Clinician, County of Mendocino, Mental Health, Ukiah, CA*

Duties: Conducted clinical assessments, crisis assessments, client planning, 1370 evaluations, therapy, and dual diagnosis/co-occurring therapy; and worked with community agencies.

- 8/07 – 5/08 *Psychological Intern*, Sonoma State University, Rohnert Park, CA
Duties: Intakes; bi-weekly and weekly therapy with college students; dual diagnosis/co-occurring therapy, mental health screenings; outreach presentations; case conferences; psychological assessments; treatment planning; and charting.
- 8/05 – 4/08 *Anger Management Facilitator & Psychology Intern*, Ananda Institute Community Counseling, Santa Rosa, CA
Duties: Assessments; weekly and bi-weekly therapy with children, adolescents, adults, families, and couples; dual diagnosis/co-occurring therapy; Facilitated domestic violence survivors group; Facilitated impulse control group; conducted didactic trainings: (1) child abuse reporting, (2) confidentiality and privilege, (3) 5150's, and (4) cultural competency; charting; attended weekly didactic trainings and case conferences. Facilitated 52-week domestic violence batter groups for men and women with a focus on clinical and substance use; created an anger management program for teens; worked with community agencies; worked directly with Probation and Parole; court reports, probation reports, and charting. Supervised and trained new facilitators.
- 8/05 – 8/07 *Clinical Program Administrator*, Ananda Institute Community Counseling, Santa Rosa, CA
Duties: Directed all clinical assessments; assigned cases to clinicians; created policies and procedures; developed and implemented new therapeutic programs and groups; prepared new program budgets; communicated with outside agencies; researched State and Federal regulations; responded to inquiries and complaints; and worked directly with Sonoma County Child Protective Services and Probation.

KATHLEEN KRIS HOPPER

PO Box 2499, Willits, CA 95490
Tel: 707.459.1989 Fax: 866.699.1907
kkhopper@comcast.net

EDUCATION

- 1990 Master of Public Health, International Health
Loma Linda University
Loma Linda, California USA
- 1978 Bachelor of Arts, Cultural Anthropology, with honors
California State University at Los Angeles
Los Angeles, California USA
- 1974 Associate in Science, Nursing, Registered Nurse
Pacific Union College
Angwin, California USA

EMPLOYMENT

- 08/96 - 04/97 Project Coordinator
Mendocino County Public Health Department
Responsible for coordination of a major community health improvement grant funded by The California Wellness Foundation.
- 11/93 - 12/95 Senior Community Social Services Officer
United Nations High Commissioner for Refugees (UNHCR)/Cambodia
Responsible for ensuring that needs of refugee women, children, and vulnerable groups were addressed by local programs through UNHCR advocacy, support, and funding; coordination of staff training; liaison with non-governmental organizations; coordination of donations; and representation of UNHCR in government meetings and meetings with nongovernmental organizations (NGOs).
- 02/92 - 11/93 Country Director
Holt International Children's Services/Cambodia
Responsible for overall program planning and implementation, fiscal and personnel management and liaison with government ministries and officials. Supervised staff of 60 in implementation of social services program for assistance to 15,000 extremely vulnerable Cambodian returnees.
- 10/91 - 02/92 Health Coordinator
Holt International Children's Services/Cambodia
Responsible for design, curriculum development, and implementation of health services and health education program for institutionalized children and for management and training of health staff.
- 1988 - 1990 Labor and Delivery Nurse
Eureka General Hospital, Eureka, California and
Nursing Registries in San Francisco and San Bernardino, California
Obstetric, maternal, and perinatal care in both traditional and birth center settings: direct patient care, patient education, and policy development.
- 1987 - 1988 Owner/Publisher
Cambodian Patriot Weekly News, Long Beach, California
Founded, published, and managed Khmer language weekly newspaper.

1984 - 1988 Urgent Care Supervisor
CIGNA Healthplan, Long Beach, California
Supervised Urgent Care Center staff, managed pharmaceuticals and medical supplies, and delivered direct patient care.

1982 - 1983 Medical Coordinator
Adventist Development and Relief Agency/Thailand
Supervised and coordinated health services and staff (hospital, out-patient clinic, maternal child health, and community health education) in Cambodian border camp; functioned as camp security officer.

1974 - 1981 Intravenous Therapist
Glendale Adventist Medical Center, Glendale, California
Responsible for staff training and emergency medical response as well as direct patient services.

12/71 - 11/72 English as a Second Language (ESL) Program Director
Indonesia Union College, Bandung, Indonesia
Established and developed ESL program and provided instruction in beginning, intermediate, and advanced English.

CONSULTING CONTRACTS

04/97 - 06/97 Project Coordinator
Mendocino Community Health Partnership
Continued to work with project prior to the recruitment and hiring of a new coordinator.

12/95 - 01/96 Cambodia Family Development Services
Researched, wrote and completed graphic layout for biennial report.

09/91 - 10/91 Nurse Specialist
International Medical Corps/Thailand
Participated on USAID-funded team evaluating cross-border medical training and health care services on the Thai-Cambodian border.

01/91 - 06/91 Primary Health Care Consultant
Adventist Development and Relief Agency/Nicaragua
Designed training materials and curriculum for health trainers and developed health information system for primary health care program serving 300 villages in northwestern Nicaragua.

SELECTED PROGRAM EVALUATION CONTRACTS

2011-2016 Coalition for Gang Awareness and Prevention, Drug-Free Communities Support Program

2011-2015 Harwood Memorial Park, Inc., Drug-Free Communities Support Program

2011-2014 North Coast Opportunities Gardens Project, USDA Community Foods Projects

2007-2012 Mendocino County Dept. of Public Health, Drug Free Schools and Communities Program

2007-2010 Laytonville Healthy Start, Title II Delinquency Prevention Project

2007-2010 Big Brothers Big Sisters, US Department of Education Mentoring Project

2007-2010 Big Brothers Big Sisters, Title II Delinquency Prevention Project

2006-2007 Mendocino County Office of Education, Early Learning Opportunities Act Program

2005-2008 Mendocino County Department of Public Health, Rural Health Outreach Program

2004-2012 Mendocino County Office of Education, After School Safety and Education Program

2004-2011 Anderson Valley Unified School District, Even Start Program

2004-2007 Mendocino County Dept. of Public Health, Binge Drinking Prevention Program

2004-2007 Laytonville Unified School District Drug Free Communities Support Program

2004-2006 Mendocino County AIDS Volunteer Network, HCV Treatment Project
 2003-2014 Anderson Valley Unified School District, Drug Free Communities Support Program
 2002-2012 Cancer Resource Centers of Mendocino County, multiple projects
 2002-2005 Mendocino County AIDS Volunteer Network, Rural Health Outreach Project
 2002-2004 Mendocino County Department of Public Health, Proposition 36 Family Services
 2001-2011 Mendocino County Department of Public Health, Rural Murals Project
 2001-2004 Willits Charter School, Arts in Education Project
 2000-2004 Mendocino County Office of Education, Even Start Project
 2000-2004 Public Health Institute, Partnership for the Public's Health
 2000-2003 Big Brothers Big Sisters of Mendocino County, Court to Community Project

SELECTED GRANT AWARDS

2011 USDA Community Foods Projects grant for North Coast Opportunities (NCO): \$300,000.
 2011 California Department of Food and Agriculture Specialty Products Grant for NCO: \$261,000.
 2011 SAMHSA Drug-Free Communities grant for Fort Bragg Coalition for Gang Awareness and Prevention: \$625,000.
 2011 California Department of Education Early Mental Health Initiative grant for Fort Bragg Unified School District: \$63,845.
 2010 California Office of Traffic Safety grant for Mendocino Co. Health and Human Services Agency (HHSA): \$120,000.
 2010 California Department of Parks and Recreation grant for Willits Kids Club: \$495,000.
 2010 California Arts Council Public Benefit grant for Ukiah Art Center: \$10,000
 2010 USDA Farmers Market Promotion grant for NCO: \$97,629.
 2010 California Sustainable Communities grant for HHSA: \$461,340.
 2009 California Department of Housing Rapid ReHousing grant for HHSA: \$1,600,000.
 2009 California Department of Education grants for Homeless Youth Services for Mendocino County Office of Education (MCOE) and other districts: \$525,000.
 2009 USDA Community Facilities grant for Little Lake Grange Commercial Kitchen: \$70,000.
 2009 California Dept. of Education grant for Better Education, Activity, and Nutrition for Students Project for NCO: \$85,000/year for 3 years.
 2009 California Department of Community Services and Development for Solar for All California grant for North Coast Energy Services: \$3,277,000.
 2009 US Department of Education grant for Safe Schools/Healthy Students Program for Willits Unified School District: \$730,000/year for 4 years.
 2008 Volunteer Impact, Retention, and Expansion grant for North Coast Opportunities: \$50,000.
 2008 SAMHSA STOP grant for HHSA: \$200,000.
 2008 SAMHSA Treatment for Homeless grant for HHSA: \$2,000,000 over 4 years.
 2008 S. H. Cowell Foundation grant for Nuestra Casa Family Resource Center: \$585,000 over 3 years.
 2008 SAMHSA STOP Act grant for Anderson Valley Unified School District: \$200,000 over 4 years.
 2008 The California Endowment grant for Willits Action Group: \$320,000 over 2 years.
 2008 Bureau of Justice Adult Drug Court Enhancement grant for HHSA: \$200,000 over 2 years.
 2008 US Dept. of Education Grants to Reduce Alcohol Abuse for HHSA: \$1,300,000 over 3 years.
 2007 The California Wellness Foundation funding for Nuestra Casa: \$225,000 over three years.
 2007 US Administration for Children and Families Children Affected by Methamphetamines grant for HHSA: \$2,500,000 over 5 years.
 2007 US Dept. of Education Mentoring grant for Big Brothers Big Sisters: \$200,000/year for three years.
 2007 California Department of Education Safe and Drug-Free Schools and Communities grant for HHSA: \$1,125,000 over 4 years.
 2007 California Pollution Control Sustainable Communities Grant for Willits: \$323,000 over two years.
 2007 Avon Foundation grant for Cancer Resource Centers of Mendocino County: \$200,000 over two years, followed by successful annual applications through 2012.

2007 California Office of Traffic Safety grant for HHSA: \$150,000/year for two years.

2007 California Dept. of Education Healthy Start grant for Potter Valley: \$450,000.

2006 Corrections Standards Authority grant for Big Brothers Big Sisters: \$340,000/year for three years.

2006 Corrections Standards Authority grant for Laytonville Healthy Start: \$250,000/year for three years.

2006 California Department of Parks and Recreation River Parks grant for City of Willits: \$129,000.

2006 SAMHSA grant for Mentally Ill Offenders, for HHSA: \$250,000 over three years.

2006 California Dept. of Education School Community Violence Prevention grant for Anderson Valley: \$500,000 over four years.

2006 California Dept. of Education School Community Violence Prevention grant for Willits Unified School District: \$500,000 over four years.

2006 California Mental Health Department Mental Health Service Act funding for HHSA: \$900,000

2006 California Department of Education Homeless Youth Services Act grant for MCOE: \$115,000/year for three years.

2006 US Department of Education Early Learning Opportunities Act grant for MCOE: \$588,000 over two years.

2005 Avon Foundation grant for Cancer Resource Centers of Mendocino County: \$250,000.

2005 US Dept. of Education Grants to Reduce Alcohol Abuse: \$1,500,000 over three years.

2005 California Office of Traffic Safety grant for HHSA: \$100,000/year for two years.

2004 California Endowment for Mendocino County AIDS Volunteer Network: \$250,000 over two years.

2004 California Department of Education 21st Century Community Learning Centers Program grant for MCOE's Kudos for Kids Afterschool Program: \$980,000/year for five years.

2004 California Department of Alcohol and Drug Programs for HIV High Risk Initiative: \$300,000.

2004 California Department of Alcohol and Drug Programs for HHSA Safe Teens and Twenties Program to prevent binge drinking: \$600,000 over three years.

2003 Avon Foundation funding for Cancer Resource Centers of Mendocino County: \$200,000.

2003 S. H. Cowell Foundation grant for Big Brothers Big Sisters: \$100,000.

2003 SAMHSA Drug-Free Communities Support Program grant for Anderson Valley Unified School District: \$100,000/year for five years.

2002 SAMHSA grant for methamphetamine prevention for HHSA: \$1,050,000 over 3 years.

2002 US Department of Education Safe Schools Healthy Students grant for Mendocino County Office of Education: \$2,555,000 over 3 years.

2000 The California Endowment grant for HHSA: \$466,000 over 3 years.

2000 California Office of AIDS grant for HIV/AIDS Prevention: \$467,000 over 2 years.

2000 Public Health Institute 'Partnership for the Public's Health' grant for Willits Action Group: \$240,000 over 4 years.

PUBLICATIONS

Belkora, J., Katapodi, M., Moore, D., L. Franklin, K. Hopper. *Evaluation of a Visit Preparation Intervention Implemented in Two Rural, Underserved Counties of Northern California*. In: Patient Education and Counseling 64 (2006) 350-359.

OTHER

1997-1999 Board of Directors, American Red Cross, Mendocino County Chapter

1994-1995 Board of Directors Chair, Cambodia Family Development Services

1993 Honored Alumnae of the Year, Loma Linda University School of Public Health

LANGUAGES

English, Khmer, Indonesian, Spanish, Thai



**ASSISTANT HEALTH AND HUMAN SERVICES
AGENCY DIRECTOR**

Class Code:
0145

SALARY RANGE

\$45.39 - \$55.19 Hourly
\$3,631.20 - \$4,415.20 Biweekly
\$94,411.20 - \$114,795.20 Annually

THE POSITION:

JOB SUMMARY:

Under administrative direction, serves to assist the Agency Director and Chief Operations Officer in the overall leadership activities of the Agency, and to provide oversight and management to an assigned branch: Social Services, Behavioral Health, Public Health, or Administration. The Assistant Directors oversee the development and implementation of policies and procedures for branch programs in accordance with state and federal regulations. Assistant Directors delegate responsibilities, monitor assignments, ensure staff accountability and compliance, and oversee information/communication functions. Assistant Directors direct the supervision of other positions as assigned and encourage a supportive work environment with open, honest, direct and respectful communication. In the absence of the Agency Director, may assume responsibility for the budget process, and the allocation of infrastructure, information technology, and fiscal resources throughout the Agency. Acts on behalf of the Agency Director or Chief Operations Office in their absence as delegated.

As a member of the Health and Human Leadership Team, the Assistant Directors participate in the establishment and implementation of the Health and Human Services Agency Value Based Operating Principles. Assistant Directors provide timely information to the Director and Chief Operations Officer in anticipation of changing service delivery needs and the needs of staff; and provide timely information to staff regarding decisions and plans within the Agency. When assigned, acts as representative of the Agency to other community groups or agencies. Performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS:

The Assistant Directors report to the Chief Operations Officer or Director of the Health and Human Services Agency. This classification is exempt, incumbents serve at-will; incumbent assigned to Behavioral Health and Recovery Services is appointed by the Board of Supervisors pursuant to California Welfare and Institutions Code Section 5607.

SUPERVISION EXERCISED:

Exercises management level supervision over subordinate supervisors and professional staff.

EXAMPLES OF DUTIES AND ESSENTIAL JOB FUNCTIONS:

Duties may include but are not limited to the following

- Direct the day-to-day operations of assigned branch and its associated programs. Manage branch staff members, including medically trained personnel providing medical care and various health services, depending upon area of assignment.
- Carry out supervisory/managerial responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; establishing deadlines; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Assure that all State licensing standards with regard to facilities and personnel are met.
- Develop and implement service delivery systems, and develop and implement methods of collaboration with outside agencies and other County departments.
- Monitor current, newly adopted, and proposed legislation, rules and regulations and disseminate information to department officials and staff.
- Pursue funding sources for new programs and assist in the preparation of grant applications and related documents.
- Assist in the preparation of assigned branch budgets; control and monitor budget activities of assigned branch.
- Assess needs and make recommendations on capital improvement needs.
- Plan and implement annual, short-term and long-range goals, objectives, organizational structure, and overall direction for the department.
- Ensure quality standards and compliance with regulations is maintained.
- Serve as a member and/or chair of various committees/teams, and collaborate and negotiate with others outside own work area to coordinate efforts and maintain cooperative and efficient relations.
- Prepare and present complex, routine and non-routine reports as requested utilizing a variety of software; receive, sort, and summarize material for the preparation of reports; prepare work reports; and relay and interpret administrative decisions, policies and instructions.
- Interact with a variety of high-level individuals, both internally and within the community to provide information, disseminate departmental information and assist in resolving administrative issues.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS REQUIRED

When assigned to Social Services Branch

Bachelor's degree from an accredited college or university in Social Work or Human Services, Public Administration, or related field; and, six years of progressively responsible related managerial experience; or, an equivalent combination of related education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job. Master's Degree is preferred.

When assigned to Public Health Branch

Bachelor's degree from an accredited college or university in Human Services, Public Health, or Public Administration, or related field; and, six (6) years of progressively responsible related managerial experience; or, an equivalent combination of related education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job. Master's Degree is preferred.

When assigned to Administration Branch

Bachelor's degree from an accredited college or university in a field specifically related to area of assignment: Accounting, Finance, Public Administration or Business Administration, or related field; and, six (6) years of progressively responsible related managerial experience; or, an equivalent combination of related education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job. Master's Degree is preferred.

When assigned to Behavioral Health and Recovery Services Branch

Pursuant to Section 620, Title 9, of the California Administrative Code, an individual must possess

one of the combinations of experience and education outlined below in order to qualify for this position:

CA licensed physician or surgeon showing evidence of having completed the required course of graduate psychiatric education as defined in Section 623 to be supplemented by an additional period of two (2) years of training or practice limited to the field of psychiatry, one (1) year of which shall have been administrative; **or**

CA licensed Psychologist with a doctorate in psychology and at least three (3) years of acceptable clinical psychology experience, two (2) years of which will be administrative; **or**

Licensed Clinical Social Worker with a master's degree in social work or higher and at least five (5) years of mental health experience, two (2) of which shall be administrative; **or**

Licensed Marriage, Family and Child Counselor with a master's degree in an "approved" behavioral science course of study and at least five (5) years of mental health experience, two (2) years of which shall have been administrative; **or**

State of California Board Registered Nurse with a master's degree in psychiatric or public health nursing and at least five (5) years of mental health experience, two (2) of which shall be administrative. Additional post-baccalaureate experience in a mental health setting may be substituted on a year-for-year basis for the educational requirements; **or**

Administrator with a master's degree in hospital administration, public health administration, or public administration and who shall have at least three (3) years of experience in hospital or health administration, two (2) of which shall have been in mental health. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

All Branches:

Valid Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES:

(The below may applicable to all assignments or may be specific to area of assignment)

Knowledge of:

- Applicable state, federal and local ordinances, codes, laws, rules and regulations and legislative issues.
- Administrative principles and practices, including goal setting and implementation.
- Administration of staff and activities, either directly or through subordinate supervision.
- Modern methods, techniques and theories of mental illness.
- Modern methods, techniques and procedures used in marriage, family and child counseling.
- Systems of care service delivery models.
- Client focused services and rural health care challenges.
- Statewide mental health policy, regulations and funding.
- General and governmental accounting principles, practices and budgeting.
- Federal, State and County laws pertaining to accountability of funds.
- External governmental bodies and agencies related to area of assignment.
- Methods and techniques of research, statistical analysis and report presentation.
- All computer applications and hardware related to performance of the essential functions of the job.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- County government organization and operations.

- Standard business arithmetic, including percentages and decimals.
- Personnel related policies and practices.
- Principles of business management, office methods and procedures.
- Personnel management and supervision, related policies and practices.

Skill in:

- Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.
- Selecting and motivating staff and providing for their training and professional development.
- Mediation techniques to resolve conflicts between management and staff.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Analyzing and resolving office administrative situations and problems.
- Researching, compiling, and summarizing a variety of informational and statistical data and materials.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Applying logical thinking to solve problems or accomplish tasks and to understand, interpret and communicate complicated policies, procedures and protocols.
- Using a computer to accurately and rapidly enter and retrieve data and information.
- Communicating orally with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.
- Operating and routine maintenance of general office machines such as copiers, facsimile machines, telephone systems, and paging systems.

OTHER INFORMATION:

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

CLASS TITLE: Assistant Health & Human Services Agency Director
 CLASS CODE: 0145
 DEPARTMENT: HHSA
 REPORTS TO: HHSA Director or Chief Operations Officer
 FLSA STATUS: E
 CIVIL SERVICE: No
 BARGAINING UNIT: Department Head Association
 Salary 9/9/18

Job Title: JMHCP Project Coordinator

Description of Duties and Responsibilities. Provides day-to-day coordination and leadership for the JMHCP Project. Specific activities include:

- Leading the planning activities of the Stepping Up Committee.
- Working to develop a real-time database and system-wide coordinated approach to reduce low-risk individuals with MI and CMISA in the local Mendocino County jail.
- Developing the cloud-based platform to be used as a communication platform. Developing a timeline for development and implementation of policies, practices, and funding improvements. Developing an inventory and analysis of existing policies, programs and treatments. Developing an online resource guide for service providers, and interagency agreements to provide continuum of care for clients navigating the mental health and justice systems. Developing and implementing a sustainability plan.
- Researching the screening and assessment policies, and accessing Innovator County assessment. Researching data-integration/data-sharing systems that are used successfully by other jurisdictions to better understand patterns of people considered “high utilizers” of multiple crisis systems. Researching evidence-based programs.
- Identifying barriers to collecting data at the County Jail, and developing a system for tracking /extracting data in the short term while the system is in development.
- Analyzing priorities to develop an estimate their impact.
- Providing training for all relevant staff. Conducting post-training assessment of changes in knowledge and skills.
- Implementing and monitoring screening and assessment policies.
- Collaborating with partners to provide Crisis Intervention Team trainings to Jail staff.
- Securing access to compatible software and cloud-based platforms for key partners.

Qualifications for Position.

- Master’s degree in Public Policy/Public Administration and/or equivalent experience.
- Experience with planning and implementation of policy and administrative activities.
- Knowledge of public outreach/communication tools, and event planning.

Skills and Knowledge Required.

- Advanced policy analysis and research skills.
- Experience with cross-agency collaboration on federal projects.
- Coordination of the development of organizational data-collection tools and systems.
- Administration of cloud-based collaboration software.

Supervisory Relationships: Reports to Project Director.

Schedule: Forty (40) hours per week, maintaining a flexible work schedule as necessary, including early mornings and late evenings. Work week is generally Monday through Friday, with occasional weekend days.

Special Conditions: Occasional travel required within county to meet with partners and/or attend meetings.

Salary Range: \$52,270.40 - \$63,523.20

The following attachment is not included in the view since it is not a read-only PDF file.

Upon submission, this file will be transmitted to the Grantor without any data loss.

Attachment5_AgencyLetter_HHSA_JMHCP2019.pdf



Mendocino County Health and Human Services Agency

"Healthy People, Healthy Communities"

Tammy Moss Chandler ♦ HHSA Director



Attachment 5

Behavioral Health and Recover Services

Jenine Miller, Psy.D. ♦ Behavioral Health Director

Providing Mental Health and Substance Use Disorders Treatment Services

Mendocino County Behavioral Health Advisory Board

1120 S. Dora Street, Ukiah CA 95482

(707) 472-2310 Fax (707) 472-2788

June 18, 2019

Bureau of Justice Assistance
810 Seventh Street NW
Washington, D.C. 20531

Re: Committed to the Stepping Up Initiative and the Justice and Mental Health Collaboration Project Grant to develop a system wide coordinated approach to safely reduce the prevalence of low risk individuals with mental illness (MI) and co-occurring mental illness and substance abuse (CMISA) in local jails. JMHCP Grant- BJA-2019-15100

To:

U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance:

As the Mental Health Services Act (MHSA) mandated Behavioral Health Board for Mendocino County, we are writing to express our genuine support for the Stepping Up Initiative and its application to the Justice and Mental Health Collaboration in our community.

Our board has supported the Stepping Up Initiative since its inception in 2015. We have consistently worked to encourage a collaboration of the key agencies necessary to implement its mission. We are very pleased to have participated in a recent public forum to educate the public and to finally see Crisis Intervention Training for law enforcement happening in our county.

The grant will significantly help these efforts move forward in our small rural, economically-challenged county.

Sincerely,

A handwritten signature in blue ink, appearing to be "J. Miller", written over a horizontal line.

MENDOCINO COUNTY BEHAVIORAL HEALTH ADVISORY BOARD

RESOLUTION NO. 15-079

RESOLUTION OF THE MENDOCINO COUNTY BOARD OF SUPERVISORS IN SUPPORT OF THE *STEPPING UP* INITIATIVE TO REDUCE THE NUMBER OF PEOPLE WITH MENTAL ILLNESSES IN JAILS

WHEREAS, counties routinely provide treatment services to the estimated two million people with serious mental illnesses booked into jail each year; and

WHEREAS, prevalence rates of serious mental illnesses in jails are three to six times higher than for the general population; and

WHEREAS, almost three-quarters of adults with serious mental illnesses in jails have co-occurring substance use disorders; and

WHEREAS, adults with mental illnesses tend to stay longer in jail and upon release are at a higher risk of recidivism than people without these disorders; and

WHEREAS, county jails spend two to three times more on adults with mental illnesses that require interventions compared to those without these treatment needs; and

WHEREAS, without the appropriate treatment and services, people with mental illnesses continue to cycle through the criminal justice system, often resulting in tragic outcomes for these individuals and their families; and

WHEREAS, Mendocino County, along with all counties across the United States, takes pride in their responsibility to protect and enhance the health, welfare, and safety of its residents in efficient and cost-effective ways; and

WHEREAS, Mendocino County is committed to community based approaches to enhance and expand the mental health and substance use disorder treatment in the Mendocino County Jail and upon release, ensure continue treatment in the community; and

WHEREAS, through *Stepping Up*, the National Association of Counties, the Council of State Governments Justice Center and the American Psychiatric Foundation are encouraging public, private and nonprofit partners to reduce the number of people with mental illnesses in jails.

NOW, THEREFORE, BE IT RESOLVED that the Mendocino County Board of Supervisors do hereby sign on to 'the Call to Action' to reduce the number of people with mental illnesses in our County Jail, commit to sharing lessons learned with other counties in the state and across the country to support a national initiative, and encourage all county officials, employees and residents to participate in *Stepping Up*.

BE IT FURTHER RESOLVED that the Mendocino County Board of Supervisors commits to utilize the comprehensive resources available through *Stepping Up* to:

- Convene or draw on a diverse team of leaders and decision makers from multiple agencies committed to safely reducing the number of people with mental illnesses in jails.
- Collect and review prevalence numbers and assess individuals' needs to better identify adults with mental illnesses entering the Mendocino County Jail and their

recidivism risk, and use that baseline information to guide decision making at the system, program, and case levels.

- Examine treatment and service capacity to determine which programs and services are available in the county for people with mental illnesses and co-occurring substance use disorders, and identify state and local policy and funding barriers to minimizing contact with the justice system and providing treatment and supports in the community.
- Develop a plan with measurable outcomes that draws on jail assessment and prevalence data and the examination of available treatment and service capacity, while considering identified barriers.
- Implement research-based approaches that advance the plan.
- Create a process to track progress using data and information systems, and to report on successes.

The foregoing Resolution introduced by Supervisor McCowen, seconded by Supervisor Gjerde, and carried this 9th day of June, 2015, by the following vote:

AYES: Supervisors Brown, McCowen, Woodhouse, Gjerde, and Hamburg
NOES: None
ABSENT: None

WHEREUPON, the Chair declared said Resolution adopted and SO ORDERED.

ATTEST: CARMEL J. ANGELO
Clerk of the Board

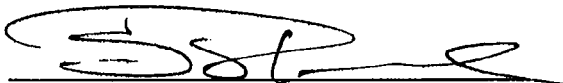

Deputy

APPROVED AS TO FORM:
DOUGLAS L. LOSAK, Interim County Counsel


CARRE BROWN, Chair
Mendocino County Board of Supervisors

I hereby certify that according to the provisions of Government Code Section 25103, delivery of this document has been made.

BY: CARMEL J. ANGELO
Clerk of the Board


Deputy

The following attachment is not included in the view since it is not a read-only PDF file.

Upon submission, this file will be transmitted to the Grantor without any data loss.

Attachment6_SupportLetters_HHSA_JMHCP2019.pdf



MENDOCINO COUNTY DISTRICT ATTORNEY'S OFFICE

C. DAVID EYSTER • DISTRICT ATTORNEY
KEVIN BAILEY • CHIEF DISTRICT ATTORNEY INVESTIGATOR

COURTHOUSE ► tel. 707.463.4211 • fax 707.472.2877 • Post Office Box 1000 • Ukiah, CA 95482
FORT BRAGG JUSTICE CENTER ► tel. 707.964-5624 • fax 707.961-2429 • 700 S. Franklin St. • Fort Bragg, CA 95449

Attachment 6

BUREAU OF JUSTICE ASSISTANCE
810 SEVENTH STREET NW
WASHINGTON, D.C. 20531

RE: COMMITTED TO THE STEPPING UP INITIATIVE AND THE JUSTICE AND MENTAL HEALTH COLLABORATION PROJECT GRANT TO DEVELOP A SYSTEM WIDE COORDINATED APPROACH TO SAFELY REDUCE THE PREVALENCE OF LOW RISK INDIVIDUALS WITH MENTAL ILLNESS (MI) AND CO-OCCURRING MENTAL ILLNESS AND SUBSTANCE ABUSE (CMISA) IN LOCAL JAILS. JMHCP GRANT- BJA-2019-15100

Greetings,

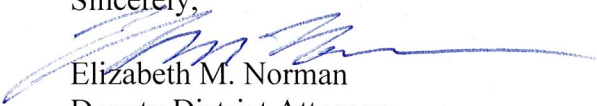
I am a Deputy District Attorney who has worked with the District Attorney's office for over 30 years. I am currently assigned to handle Mental Health Court, along with Felony Assaults and Psychiatric commitments. I have worked with the Mental Health Court for over 2 years and have observed the improvements in our local system this small program has made towards addressing Mental Health issues in the Criminal Justice System for our County. However, these have only been small steps improving what has become a very large issue that seems to be increasing with each year.

I am writing to provide my sincere support for the Stepping Up Initiative and its application to the Justice and Mental Health Collaboration Project (JMHCP) Grant for financial help, funding that will allow it to continue their critical mission. This Initiative has brought various members of our local system together at one table, including the DA, Public Defender, Judicial Branch, Jail Administration, Mental Health providers, members of the community and Government Agencies, all to discuss how Mental Health issues can be better addressed, particularly in the Jail. This Grant would enable the Initiative to start working toward implementation of improvements we are finding we need to address the increasing Mental Health Crisis.

The District Attorney's office has the main goal of ensuring justice and safety for our community. Providing safe housing for inmates, mental health treatments and services are steps toward ensuring that these inmates who have Mental Health issues get the help that they need, and help that may prevent future crimes and keep our community safe. These services will also reduce costs for the State and Local governments as the Court process is streamlined and psychiatric commitment costs are reduced.

If I can answer any questions you have regarding our operations and this program, I would be happy to address those at the above address and phone number.

Sincerely,


Elizabeth M. Norman
Deputy District Attorney

Mendocino County Probation Department

Izen Locatelli
Chief Probation Officer



June 17, 2019

To: U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

Re: Committed to the Stepping Up Initiative and the Justice and Mental Health Collaboration Project Grant to develop a system wide coordinated approach to safely reduce the prevalence of low risk individuals with mental illness (MI) and co-occurring mental illness and substance abuse (CMISA) in local jails. JMHCP Grant- BJA-2019-15100

As the Assistant Chief Probation Officer with the Mendocino County Probation Department, I am writing to express my sincere support for the Stepping Up Initiative and its application to the Justice and Mental Health Collaboration Project (JMHCP) Grant for financial help, funding that will allow it to continue its critical mission.

The Stepping Up Initiative supports the same people the Probation office serves. The Probation Department currently collaborates with local agencies; however, this grant would aide in enhancing the current planning process and improve our system wide approach. The Probation Department is a committed stakeholder in reducing the number of individuals with serious mental illness and their length of stay in the Mendocino County Jail.

Specifically, we will make the following commitment to the project when the grant is funded:

- a. Participation in monthly Project Team meetings
- b. Partner in plan develop discussions and decisions
- c. Partner in data collection
- d. Collaborate with other partners on reviewing existing policies, practices, programs and treatments

Sincerely,

Katie F. Ford
Assistant Chief Probation Officer



Mendocino County

Bureau of Justice Assistance
810 Seventh Street NW
Washington, D.C. 20531

Re: Committed to the Stepping Up Initiative and the Justice and Mental Health Collaboration Project Grant to develop a system wide coordinated approach to safely reduce the prevalence of low risk individuals with mental illness (MI) and co-occurring mental illness and substance abuse (CMISA) in local jails. JMHCP Grant- BJA-2019-15100

To:
U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance:

We, NAMI Mendocino County, the local NAMI affiliate with the National Alliance on Mental Illness (NAMI), are writing to express our sincere support for the Stepping Up Initiative and its application to the Justice and Mental Health Collaboration Project (JMHCP) Grant for financial help, funding that will allow it to continue its critical mission.

The Stepping Up Initiative supports the same people NAMI serves.

NAMI Mendocino has partnered with the County of Mendocino and other stakeholders in our County to promote and support the implementation of the Stepping Up Initiative in Mendocino County. Along with County Staff, NAMI Mendocino has participated in and sponsored four (4) Stepping Up Initiative Forums, two (2) educational forums for the professional community and two (2) public forums to raise awareness of the importance of this initiative to those with mental health issues. Our board has been and will continue to be committed to the enactment of the Stepping Up Initiative in Mendocino County.

Sincerely,

NAMI Mendocino County Board of Directors

Donna Moschetti - Chair

Attachment 7. Research and Evaluation Independence and Integrity

Mendocino County Health and Human Services Agency (HHSA) has reviewed this application to identify any actual or potential apparent conflicts of interest (including through review of pertinent information on the principal investigator, any co-principal investigators). HHSA has identified no such conflicts of interest whether personal or financial or organizational (including on the part of the applicant entity or on the part of staff, investigators) that could affect the independence or integrity of the research, including the design, conduct, and reporting of the research. HHSA has both independence and integrity regarding both this proposed research and evaluation, and any current or prior related projects.

HHSA, the applicant, reached the conclusion that no actual or potential apparent conflicts of interest (personal, financial, or organizational) exist. If over the course of the JMHCP it is discovered that there is a conflict of interest, HHSA will follow the Conflict of Interest Code for Mendocino County. The code states County employees must provide full disclosure to the Department Head or Human Resources Director where those outside activities are, or could appear to be, inconsistent with, incompatible to, or in conflict with their duties to the County. See relevant County Code on the following pages.

CONFLICT OF INTEREST CODE COUNTY OF MENDOCINO

Article I: Purpose

Public officials, members, and employees of the County of Mendocino ("County") are expected to carry out their duties and responsibilities in the best interests of the County and under circumstances where they are free from conflicting loyalties. The purpose of this Code is to protect the integrity of the County and its employees, provide guidelines to employees, and meet the requirement of State law.

This code shall be comprised of, and incorporates herein, the Government Code section 1090, *et seq.*, and the Political Reform Act, Government Code §§81000-91015, other laws in California governing conflicts of interest, together with Appendix A-D specifying designated positions, the specific types of disclosure statements required for each position, and the procedures for filing.

Article II: Application

Except as otherwise provided herein, or in applicable memoranda of understanding, these policies and procedures shall apply to all public officials, members, employees, or consultants of the County ("County employee").

Article III: Policy

(1) It is the policy of the County that full disclosure shall be made of those interests and activities that may bring the County employee into conflict with the mission and purposes of the County. Such disclosure is to be made to avoid the appearance of impropriety on the part of County employees through full disclosure, and to reveal the extent of the economic and business interest of those employees who make significant economic and business decisions on behalf of the County.

(2) County personnel shall not engage in any employment, activity, or enterprise for compensation that is inconsistent, incompatible, in conflict with, or hostile to, their duties as a County employee, or with the duties, functions or responsibilities of the County. Full disclosure shall be made in writing to the Department Head or to the Human Resources Director where those outside activities of the County employee are, or could appear to be, inconsistent with, incompatible to, or in conflict with his or her duties to the County.

Article IV: Guidelines

Activities that May Present a Conflict. It is not practical to list all of the circumstances that could give rise to a conflict of interest or potential conflict of interest. County employees must avoid placing themselves in a position in which personal interest (financial or non-financial) may come into conflict with their duty to the public, as well as avoiding even an appearance of impropriety. This policy requires County employees to use common sense and good judgment for the protection of the County's interests. The following is a non-exhaustive list of the types of activities that may present a conflict and must be disclosed.

1. **Adverse Interest.** Participation by a County employee or his or her Family Member¹ in decisions or negotiations related to a contract, transaction or other matter between County and: (i) the County employee; (ii) an entity in which the County employee or a Family Member of such person has financial or business interest; or (iii) an entity with which the County employee has an agency relationship.
2. **Competing Interests.** Competition by a County employee, either directly or indirectly, with County in the purchase or sale of property or property rights, interests, or services.
3. **Use of Resources.** Use of the County's resources (for example, staff, contracts, vendor lists, or equipment) for personal purposes of the County employee or a Family Member of such person.
4. **Inside Information.** Disclosure or exploitation by a County employee of information pertaining to the County's business for the personal profit or advantage of such person or a Family Member of such person or a person/entity with whom the County employee has an agency relationship.
5. **Outside Enterprises.** A County employee's outside employment, activity or enterprise may be considered a conflict if:
 - (a) It involves the use, for private gain or advantage, of his/her County time, facilities, equipment, uniform or supplies, or the prestige or influence of his/her County employment.
 - (b) It involves the receipt or acceptance by the County employee of any money or other consideration from anyone other than the County for the performance of an act which the employee, if not performing such act, would be required or expected to render in the regular course of his/her usual County employment or a part of this/her duties as a County employee.
 - (c) It involves the performance of an act in other than his or her capacity as a County employee, which may later be subject directly or indirectly to the control, inspection, review, audit, or enforcement of any other employee of the County.
 - (d) It involves time demands on the employee involving any outside employment activity or enterprise that would render the performance of his or her County duties as inefficient.

¹ Family member includes a spouse or registered domestic partner, parents, minor or dependent children.

6. **Extra Compensation (Gifts, Entertainment, Discounts, Etc.).** A County employee must not accept, permit, or receive extra compensation (compensation over and above that fixed by contract or by law) for services rendered, in whole or in part, or a contract entered into, for a payment beyond the contract price, or for his or her performance of official duties, even if exceptional performance was rendered or if the job was far more difficult to render than anticipated.

County employees must not accept gifts of cash or gifts that directly or indirectly imply an appearance of a transaction having some benefit or monetary value in return for rendering official County duties. This may include, but is not limited to, personal gifts, free or discounted transportation, lodging, tickets to sporting or entertainment events, or expensive meals, etc.

7. **Bribery.** Offering, giving, receiving, soliciting, or even the mere proposal of bribery is prohibited. Bribery is defined as anything of value or advantage, currently or in the future, or any promise or undertaking to give anything, asked, given, or accepted, with a corrupt intent to influence the actions of a public official, including any County employee.

The situations described above may be acceptable if they benefit the County and if the County has considered the conflict in an objective and informed manner, which is determined on a case by case basis. However, when managed poorly, conflicts of interest may result in legal liability, loss of public confidence and a damaged reputation. The County has, therefore, adopted this code to avoid even the appearance of impropriety.

Article V: Disclosure & Disqualification Procedure

- (1) A County employee who may have an actual or potential conflict of interest must, at the earliest reasonable time, advise, in writing, his or her Department Head or to the Human Resources Director of the possible conflict of interest.
- (2) Questions regarding possible conflict of interest or outside employment, activity or enterprise should also be brought to the attention of his or her Department Head or to the Human Resources Director at the earliest possible time.
- (3) County personnel shall disqualify himself or herself from making, participating in the making, or in any way attempting to use his or her official position to influence a governmental decision in which he or she knows, or is reasonably foreseeable, that he or she has a conflict of interest or appearance of a conflict.
- (4) Following disclosure of an actual or potential conflict of interest, the County employee will have the opportunity to disclose the existence of any financial interest and any material facts to the County regarding the proposed transaction or arrangement. The County shall then determine whether an actual conflict of interest exists. Consideration of alternatives to the proposed transaction or arrangement to avoid the conflict of interest may be made.
- (5) If the County determines that the County employee is in violation of this code, the County employee shall be so informed in writing of the possible violation of this policy.

(6) Failure to disclose or discuss information of the type indicated above may lead to disciplinary action up to and including dismissal. Such disciplinary action shall be undertaken in accordance with County disciplinary policies and applicable collective bargaining agreements.

(7) The County is committed to the fair treatment of all County employees and recognizes the responsibility under state and federal law to protect from punishment and harassment any person who reports a potential ethics issue, whether or not the allegation is found to have merit. The County shall not take any action or threaten any action against any employee as a reprisal for making a disclosure under this Code unless the disclosure was made, or the information was disclosed, with knowledge that it was false or with willful disregard for its truth.

Article VI: Disclosure of Financial Interests

The Political Reform Act, Government Code §§81000-91015, requires each state and local government agency to adopt and promulgate a Conflict of Interest Code. The Fair Political Practices Commission has adopted a regulation, found in Title 2, California Code of Regulations, §18730, which contains the terms of a standard Conflict of Interest Code. This code can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments of the Political Reform Act. The terms of the standard Conflict of Interest Code in Title 2, California Code of Regulations, §18730 and any amendments to it duly adopted by the Fair Political Practices Commission have been incorporated by reference by Resolution of the Board of Supervisors of Mendocino County, along with attached Appendixes A through D, in which members and employees are designated and disclosure categories are set forth, and the place of filing is specified. Such terms and amendments and Appendixes are incorporated in the Conflict of Interest Code of the County of Mendocino.

Designated Positions. The positions listed in “Appendix A” are designated positions. Persons holding those positions are deemed to participate in the making of decisions which may foreseeably have a material effect on a financial interest.

Economic Disclosure Statements. Designated employees shall file statements of economic interest with the agency. Upon receipt of the statements of the various designated members and employees, the designated agency shall make and retain a copy and forward the original of these statements to the place of filing as indicated on Appendix C attached.

APPENDIX A

CONFLICT OF INTEREST CODE COUNTY OF MENDOCINO

PART I - DESIGNATED EMPLOYEES

Under provisions of this Code, designated employees shall file statements of economic interests. The following are designated employees because their positions involve the making or participating in the making of decisions, which could affect private financial interests materially. The financial effect of a government decision is material if the decision will have a significant effect on a person's or business entity's real property or source of income in question. Any investments, interests in real property and sources of income held by the designated employee's spouse or dependent children must be reported as though held by the designated employee personally.

Consultants to the County of Mendocino hold designated positions under this Conflict of Interest Code and are required to comply with the disclosure requirements described below. The Chief Executive Officer may determine in writing that a particular consultant is hired to perform a range of duties that are limited in scope and thus not required to comply with the disclosure requirements described in these categories. Such determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Chief Executive Officer shall forward a copy of this determination to the Board of Supervisors. However, nothing herein will excuse any such consultant from any other provision of this Conflict of Interest Code.

DESIGNATED POSITIONS	DISCLOSURE CATEGORY	
<i>(BU 1010) CLERK OF THE BOARD</i>		
Clerk of the Board of Supervisors	3	
<i>(BU 1020) EXECUTIVE OFFICE</i>		
Assistant Chief Executive Officer	1	
Deputy Chief Executive Officer	1	
Administrative Analyst I/II	1	
Economic Development Coordinator	1	
Senior Administrative Analyst	1	
<i>(BU 1110) AUDITOR-CONTROLLER</i>		
Auditor-Controller	3	
Assistant Auditor-Controller	3	
Chief Deputy Auditor-Controller	3	
<i>(BU 1120) ASSESSOR</i>		
Assessor Clerk -Recorder	1	
Assistant Assessor	1	
Chief Property Appraiser	1	
Real Property Appraiser I/II/III	1	
Senior Auditor-Appraiser	1	
Auditor-Appraiser	1	

DESIGNATED POSITIONS	DISCLOSURE CATEGORY	
(BU 1130) TREASURER-TAX COLLECTOR		
Assistant Treasurer-Tax Collector	1	
(BU 1160) EXECUTIVE OFFICE – CENTRAL SERVICES		
Buyer	3	
(BU-1210) COUNTY COUNSEL		
Chief Deputy County Counsel	1	
Deputy County Counsel I/II/III/IV	1	
Assistant County Counsel	1	
(BU 1320) HUMAN RESOURCES		
Director of Human Resources	3	
Human Resources Manager	3	
Assistant Human Resources Director	3	
(BU 1410) ELECTIONS		
(BU 1610) EXECUTIVE OFFICE – FACILITIES & FLEET		
Facility and Fleet Division Manager	3	
Assistant Facility Manager	3	
Facility Project Specialist I/II	3	
(BU 1620) GARAGE		
Supervising Auto Mechanic	3	
(BU 1910) DOT: LAND IMPROVEMENTS		
Deputy Director of Transportation: Land Improvements	1	
County Surveyor	1	
Civil Engineer	1	
(BU 1941) COUNTY CLERK		
Assistant Clerk Recorder/Registrar	3	
(BU 1960) INFORMATION SERVICES		
Information Services Division Manager	3	
Information Systems Operations Manager	3	
Information Systems Network Manager	3	
(BU 2070) DISTRICT ATTORNEY		
Administrative Services Manager I/II	3	
Assistant District Attorney	1	
Chief Deputy District Attorney	1	
(BU 2080) PUBLIC DEFENDER		
Public Defender	3	
Assistant Public Defender	3	

DESIGNATED POSITIONS	DISCLOSURE CATEGORY	
(BU 2085) ALTERNATE PUBLIC DEFENDER		
Alternate Defender	3	
(BU 2090) CHILD SUPPORT SERVICES		
Child Support Services Director	3	
Chief Child Support Attorney	1	
(BU 2310) SHERIFF/CORONER		
Sheriff-Coroner	1	
Undersheriff	1	
Sheriff's Captain	1	
Sheriff's Lieutenant	1	
Administrative Services Manager I/II	3	
(BU 2510) JAIL		
Correction's Lieutenant	3	
Sheriff's Captain	3	
(BU 2550) JUVENILE HALL		
Probation Division Manager	3	
(BU 2560) PROBATION		
Administrative Services Manager II	3	
Chief Probation Officer	3	
Probation Division Manager	3	
Assistant Chief Probation Officer	3	
(BU 2710) AGRICULTURE		
Agricultural Commissioner/Sealer of Weights and Measures	2	
Assistant Agricultural Commissioner/Sealer of Weights Measures	2	
(BU 2810) CANNABIS		
Cannabis Program Manager	1	
(BU 2851) PLANNING AND BUILDING SERVICES		
Planning and Building Services Director	1	
Planner I/II/III	1	
Chief Planner	1	
Senior Planner	1	
Code Enforcement Officer I/II	2	
Chief Building Official	2	
Senior Building Inspector	2	
Building Inspector I/II/III	2	
Administrative Services Manager I/II	3	
(BU 2860) ANIMAL CARE		
Animal Care Director	1	

DESIGNATED POSITION	DISCLOSURE CATEGORY	
<i>(BU 3010) TRANSPORTATION (DOT)</i>		
Transportation Director	1	
Assistant Transportation Director	1	
Deputy Director of Transportation: Admin/Business Services	1	
Deputy Director of Transportation: Engineering	1	
Deputy Director of Transportation: Maintenance Services	1	
Maintenance Operations Coordinator	3	
Civil Engineer	1	
Engineer I/II	1	
Senior Civil Engineer	1	
Right of Way/Environmental Agent	1	
Equipment Superintendent	3	
<i>(BU 4010) PUBLIC HEALTH BRANCH (PH)</i>		
Assistant HHSA Director	1	
Public Health Officer	1	
<i>(BU 4011) PH: ENVIRONMENTAL HEALTH</i>		
Director Environmental Health	1	
Environmental Health Specialist I/II	2	
Senior Environmental Health Specialist	3	
Environmental Health Manager	3	
<i>(BU 4012) PH: ALCOHOL and OTHER DRUG PROGRAM</i>		
Alcohol/Drug Program Deputy Director	3	
<i>(BU 4013) PH: NURSING</i>		
Public Health Nursing Deputy Director	3	
<i>(BU 4050) MENTAL HEALTH BRANCH</i>		
Assistant HHSA Director	3	
Chief Psychiatrist	3	
Administrative Services Manager II	3	
<i>(BU 5010) SOCIAL SERVICES BRANCH</i>		
Assistant HHSA Director	3	
Deputy Director Social Services	3	
Staff Services Administrator	3	
Program Manager	3	
Veterans' Service Officer	3	
Deputy Public Guardian/Administrator	3	
Senior Program Manager	3	
Program Administrator	3	
<i>(BU 5020) HEALTH AND HUMAN SERVICES AGENCY</i>		
Health and Human Services Agency Director	3	
Assistant HHSA Director	3	

DESIGNATED POSITIONS	DISCLOSURE CATEGORY	
Chief Operations Officer – HHSA	3	
Administrative Services Manager I/II	3	
<i>(BU 6110) LIBRARY</i>		
County Librarian/Director	3	
Assistant County Librarian	3	
Administrative Services Manager I	3	
<i>(BU 7110) MUSEUM</i>		
Museum Director	3	

PART II - DESIGNATED BOARDS, COMMISSIONS AND EMPLOYEES

Under the provisions of the standard code, the following Boards and Commissions and their designated members and employees make or participate in the making of decisions which may foreseeably have a material effect on any financial interest:

	CATEGORY	
Airport Land Use Commission	2	
(all Commissioners)		
Air Quality Management District	2	
(all Board members)		
Air Pollution Control Officer	2	
Senior Air Quality Specialist	2	
Air Quality Management District Hearing Board	2	
Air Quality Program Coordinator	2	
Archaeological Commission of Mendocino County	2	
(all Commissioners)		
Building Appeals Board	2	
(all Board members)		
Gualala Municipal Advisory Council	1	
(all members)		
Hopland Municipal Advisory Council	1	
(all members)		
Laytonville Municipal Advisory Council	1	
(all members)		
Mendocino Historical Review Board	2	
(all Board members)		
Mendocino County Indian Gaming Local Community Benefit Committee	1, 2, 3	
(all Committee members)		
Redwood Valley Municipal Advisory Council	1	
(all members)		
Solid Waste Hearing Board	2	
(all Board members)		
Water Agency	1	
(all Board members)		
Westport Municipal Advisory Council	1	
(all members)		
General Manager	1	
Hydrologist	1	

PART III: CONSULTANTS

Consultants²

1

² Consultants shall disclose pursuant to Category subject to the following limitation:

The Chief Executive Officer or the Director of Human Resources may determine in writing that a particular Consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the Consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. Such determination shall be a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

APPENDIX B

CONFLICT OF INTEREST CODE COUNTY OF MENDOCINO

DISCLOSURE CATEGORIES FOR DESIGNATED POSITIONS (EMPLOYEES, COMMISSION AND BOARD MEMBERS, AND CONSULTANTS)

CATEGORY 1: All sources of income (including receipt of gifts, loans and travel payments), relative to investments in businesses and real estate (except principal place of residence).

CATEGORY 2: All investments, sources of income (including receipt of gifts, loans and travel payments) and interest in real property subject to the regulatory, permit or licensing authority of the employee's department.

CATEGORY 3: All investments and sources of income (including receipt of gifts, loans and travel payments) derived from sources, which are:

- A. Contractors or subcontractors engaged in the performance of work or services of the type utilized by the County of Mendocino or the employees' department, or
- B. Manufacturers, sellers or lessors of supplies, machinery or equipment of the type utilized by the County of Mendocino or the employee's department.

APPENDIX C

CONFLICT OF INTEREST CODE COUNTY OF MENDOCINO

PLACE OF FILING

PART I - DESIGNATED EMPLOYEES

Where: County Clerk-Recorder
County of Mendocino
Administration Center
501 Low Gap Rd., Rm. 1020
Ukiah, CA 95482

The County Clerk shall furnish to each designated employee upon his or her appointment and termination, and annually during such designated employee's tenure, a Form 700 - Statement of Economic Interests. The designated employees will submit the completed Form 700 Statement of Economic Interests to the County Clerk for filing.

PART II - BOARDS, COMMISSIONS AND COMMITTEES (and designated employees of same)

Where: County Clerk-Recorder
County of Mendocino
Administration Center
501 Low Gap Rd., Rm. 1020
Ukiah, CA 95482

The County Clerk shall furnish to each designated member upon his or her appointment and termination, and annually during such designated member's tenure, a Form 700 - Statement of Economic Interests. The members will submit the completed Form 700 - Statement of Economic Interests to the County Clerk for filing.

PART III - CONSULTANTS

Where: County Clerk-Recorder
County of Mendocino
Administration Center
501 Low Gap Rd., Rm. 1020
Ukiah, CA 95482

The Assessor-County Clerk-Recorder shall furnish each designated Consultant upon his or her contract commencement and termination, and annually during such designated Consultants tenure, a Form 700 - Statement of Economic Interests. The Consultant will submit the completed Form 700 - Statement of Economic Interests to the County Clerk for filing.

APPENDIX D

County Officers, Boards and Commissions required to file Conflict of Interest Disclosure Statements pursuant to Government Code §87200 et seq. are not subject to County Conflict of Interest Code:

Board of Supervisors (all Supervisors)
County Treasurer- Tax Collector
District Attorney
Chief Executive Officer
County Counsel
County Planning Commissioners
Retirement Board Members

Attachment 8.

Information regarding Communication with the Department of Homeland Security (DHS) and/or Immigration and Customs Enforcement (ICE)

Each applicant must provide responses to the following questions as an attachment to the application:

1. Does your jurisdiction have any laws, policies, or practices related to whether, when, or how employees may communicate with DHS or ICE?
 - No
2. Is your jurisdiction subject to any laws from a superior political entity (e.g., a state law that binds a city) that meet the description in question 1?
 - Yes
3. If yes to either:
 - Please provide a copy of each law or policy.
 - i. See 11A_Attachment
 1. Assembly Bill No. 2792
 - ii. See 11A_Attachment_2
 1. Senate Bill No. 54
 - Please describe each practice.
 - The Transparent Review of Unjust Transfers and Holds (TRUTH) Act is California Assembly Bill No. 2792 and adds Chapter 17.2 to Division 7 of Title 1 of the Government Code, relating to local government. It was approved by the Governor on September 28, 2016. The TRUTH Act requires a local law enforcement agency, prior to an interview between the U.S. Immigration and Customs Enforcement (ICE) and an individual in custody regarding civil immigration

violations, to provide the individual a written consent form that explains the purpose of the interview, states that it is voluntary and that the interview may be declined.

- Senate Bill No. 54 amends Sections 7282 and 7282.5 of the California Health and Safety Code, relating to law enforcement. This bill repeals the provisions that prohibit state and local law enforcement agencies, including school police and security departments, from using money or personnel to investigate, interrogate, detain, detect, or arrest persons for immigration enforcement purposes, and would proscribe other activities or conduct in connection with immigration enforcement by law enforcement agencies. The bill would apply those provisions to the circumstances in which a law enforcement official has discretion to cooperate with immigration authorities. The bill requires the Attorney General, in consultation with the appropriate stakeholders, to publish model policies limiting assistance with immigration enforcement to the fullest extent possible for use by public schools, public libraries, health facilities operated by the state or a political subdivision of the state, and courthouses, among others. The bill would require, among others, all public schools, health facilities operated by the state or a political subdivision of the state, and courthouses to implement the model policy, or an equivalent policy. The bill would state that, among others, all other organizations and entities that provide services related to physical or mental health and wellness, education, or access to justice are encouraged to adopt the model policy.
- Please explain how the law, policy, or practice complies with 8 U.S.C. § 1373.
 - Both the Assembly Bill No. 2792 and Senate Bill No. 54 do not comply with 8 U.S.C. § 1373.

Attachment 9. Documentation of Anticipated Benefit to Federally-Designated Qualified Opportunity Zones (QOZ)

Within Mendocino County there are three Qualified Opportunity Zone (QOZ) Census Tracts:

- 06045010100
- 06045011300
- 06045011500

Two of these Census Tracts lie within the area served by the City of Ukiah, the County Seat of Government which is home to almost half of the county population. The area also includes five Native American Rancherias. Ethnically, the community is primarily white/non-Hispanic (55%), with 34% Hispanic, and 7% Native American; people of other or mixed ethnicities account for the remaining 4%. Ukiah residents enjoy one of the finest settings of any smaller city in California. However, Ukiah's median household income of \$46,462 is only 69% of the statewide median of \$67,169, and 20% of the population lives below the federal poverty level (compared with 15% statewide). Disparities in poverty levels can be seen in the African American and Hispanic communities, where the poverty rates are 45% and 27%, respectively.

Law enforcement and mental health statistics make it clear that a disproportionate percentage of law enforcement contacts with people with mental health issues occur in the Ukiah community. This is, in part, because of the county's large homeless population. Mendocino County's per capita homelessness rate is one of the highest in the nation, at 97 homeless people per 10,000 population, more than three times California's statewide rate of 29.8 and five times the nationwide rate of 17.7.

The proposed project will enhance public safety in communities represented by the QOZ Census Tracts by increasing the capacity of local law enforcement agencies (e.g., capacity to identify individuals with mental health problems, screened for mental health issues, and address mental health issues while inmates are incarcerated); strengthening collaboration between law enforcement agencies and mental health care providers, to establish effective systems for serving inmates with mental health issues; and developing an effective data collection and reporting system that will produce information that will enable ongoing program review and improvement.

Attachment 10. Applicant Disclosure of Proposed Subrecipients

Mendocino County Health and Human Services will carry out all project activities and does not plan to make any subawards.

Project Abstract

The Project Abstract must not exceed one page and must contain a summary of the proposed activity suitable for dissemination to the public. It should be a self-contained description of the project and should contain a statement of objectives and methods to be employed. It should be informative to other persons working in the same or related fields and insofar as possible understandable to a technically literate lay reader. This Abstract must not include any proprietary/confidential information.

* Please click the add attachment button to complete this entry.

Add Attachment

Delete Attachment

View Attachment

ProjectAbstract_HHSA_JMHCP2019.pdf

Project Abstract

Application Category: Category 1

Previous JMHCP Award: CFDA #16.745m (2006)

Lead Applicant: Mendocino County Health and Human Services Agency (HHSA)

Funding Request: \$300,000 over a 24-month project period

Priority Considerations:

A. County passed Stepping Up Resolution in June 2015.

C. HHSA formed a Stepping Up planning team in 2019.

E. HHSA has partnered with a local research organization to assist with program evaluation.

The project will benefit a federally-designated Qualified Opportunity Zone (QOZ).

Mendocino County (pop. 87,606) is located in rural Northern California, 100 miles north of the San Francisco Bay area. The County is 3,878 square miles and is 15th largest by area of California's 58 counties. The population is primarily white/non-Hispanic with a growing Hispanic community that accounts for 25%. Racially, the county is 87% Caucasian, 7% Native American, and 6% other or mixed race. The median household income is \$46,528. Many residents face social and economic challenges, including high cost of living, housing instability, unemployment, and transportation challenges.

There is one jail within Mendocino County with a capacity of 301 inmates. In 2018, the average daily census in the jail was 298 inmates, with a total of 3,579 inmates housed during the year. On any given day, approximately 37% of the jail inmates were on psychiatric medications.

Mendocino County was home to the Mendocino State Hospital, which opened in 1893 and closed in 1972. The hospital's peak patient population was 3,000, with an average census of 1800. When the hospital closed, many patients remained in Mendocino County. During the past year, Mendocino County Health and Human Services Agency Specialty Mental Health served 3,007 unduplicated individuals and conducted 42 mental health crisis assessments in the jail.

In 2017, Mendocino County experienced 17 deaths due to opioid-related overdoses, while health care providers dispensed 88,033 opioid prescriptions. The Safe RX Mendocino Opioid Safety Coalition was created to provide education about opioid addiction and treatment.

Mendocino County established a Stepping Up Committee in October 2018, bringing together representatives from the justice system, law enforcement, behavioral health services providers and advocates, HHSA, and County leadership to reduce the prevalence of individuals with mental illness or co-occurring disorders within the jail. The proposed project will enhance Mendocino County's Stepping Up progress by providing the opportunity to develop a planning and implementation guide, system analysis, and move the County in a direction to meet its goal of reducing the prevalence of individuals with mental illness or co-occurring disorders in the jail, which includes those with opioid related addictions. HHSA projects that the project will have a positive impact on approximately 150 individuals during the grant period.

Project Narrative File(s)

* **Mandatory Project Narrative File Filename:**

Add Mandatory Project Narrative File

Delete Mandatory Project Narrative File

View Mandatory Project Narrative File

To add more Project Narrative File attachments, please use the attachment buttons below.

Add Optional Project Narrative File

Delete Optional Project Narrative File

View Optional Project Narrative File

PROGRAM NARRATIVE

A. Description of the Issue

A-1. Application Category

Mendocino County Health and Human Services Agency (HHSA) is applying for Category 1: Collaborative County Approaches to Reducing the Prevalence of Individuals with Serious Mental Illnesses in Jail (BJA-2019-15100).

A-2. Nature and Scope of the Problem

Mendocino County is located in rural Northern California, 100 miles north of the San Francisco Bay area. The County is 3,878 square miles, 15th largest by area of California's counties, and has a population of 87,606.¹ The population is primarily white/non-Hispanic with a growing Hispanic community that accounts for 25%. Racially, the county is 87% Caucasian, 7% Native American, and 6% other or mixed race. The median household income is \$46,528. Many residents face social and economic challenges, including high cost of living, housing instability, unemployment, and transportation challenges. Since the summer of 2015, eight major wildfires have devastated significant portions of Mendocino County and neighboring Lake County.

The Mendocino County has capacity of 301 inmates. In 2018, the jail had an average daily census of 298 inmates, and over the course of the year housed a total of 3,579 inmates. On any given day, approximately 37% of the inmates were on psychiatric medications. A 2019 point-in-time count found that 30 of the 279 (11%) of the jail inmates had a serious MI, while 104 inmates (37%) were on psychiatric medications. The average length of stay for individuals with MI in the jail was 156 days, which was longer than the average stay for those without a MI.

Mendocino County was home to Mendocino State Hospital that opened in 1893 and closed in 1972. The hospital peak patient population was 3000, but average population was 1800. When

¹ US Census American Community Survey 2018.

the hospital closed, many patients remained in Mendocino County. From July 1, 2018 – May 31, 2019, Mendocino County Specialty Mental Health served 3,007 unduplicated individuals and conducted 42 mental health crisis assessments in the jail.

In 2017, Mendocino County experienced 17 deaths due to opioid-related overdoses and had 88,033 opioid prescriptions. Safe RX Mendocino Opioid Safety Coalition was created to provide education about opioid addiction and treatment. Opioid addiction is one of the top diagnoses in Mendocino County for those struggling with an addiction.

While client information is tracked electronically by a variety of electronic systems throughout Mendocino County, which include mental health, substance use treatment, primary care, jail, and probation, the electronic systems have their own platform and lack interoperability. The lack of interoperability creates a barrier in collecting timely and accurate data across systems, which limits the County's ability to establish baseline data on the target population. The interoperability also impacts the coordination of care an individual receives throughout the system.

Mendocino County Jail has a screening process for all inmates, however more information is needed around the timeliness of the screening and the level of screening that is being conducted to determine if it meets the need of individuals with MI and CMISA entering the jail. In addition, a comprehensive process analysis and inventory of services and resources available to the target population is needed.

Within Mendocino County there are three Qualified Opportunity Zone (QOZ) census tracts (see Attachment 9), as well as ten tribal nations; in 2016, the US Census Bureau estimated that 7.4% of the population identified as full or part American Indian. The California Health Interview Survey (2015) found that 28.2% of county residents who identified as American Indian

were adults with likely serious psychological distress,² a rate that is 18.7% higher than among residents who identified as White and 22.4% higher than among residents who identified as Hispanic.³

A-3. Successful Efforts to Date

In October 2018, Mendocino County established a Stepping Up Committee (Committee) bringing together representatives from the justice system, law enforcement, behavioral health services providers and advocates, HHSA, and County leadership to develop strategies to reduce the prevalence of individuals with mental illness or co-occurring disorders within the jail. To date, the Committee has established common definitions for recidivism, mental illness, and substance abuse and held Stepping Up public forums to provide education to the community and local providers.

Mendocino County has created a Safe RX Mendocino Opioid Safety Coalition to provide education about opioid addiction and treatment, in an effort to reduce the number of opioid users and opioid related deaths within our community. Also, HHSA added a part time substance abuse counselor to the jail, to provide needed treatment services and education to inmates in custody. A mental health clinician was embedded within probation to provide therapeutic services to probationers. In addition, HHSA recently added a discharge planner within the jail to identify individuals with a MI or CMISA, assure they are connected with jail services, and link the individual to services upon release from the jail in an effort to reduce recidivism.

A-4. Need for Assistance and Resources

Currently, people with MI and CMISA diagnoses have complex needs and struggle to utilize preventative services, often accessing services at the highest levels of care such as crisis centers,

² The Kessler 6 Scale (K6) considers six manifestations of nonspecific psychological distress.

³ Cited on: www.healthymendocino.org/indicators/index/view?indicatorId=85&localeId=260.

emergency rooms, or during pre-booking. Each entity involved in care has systems for screening, assessing, and referring individuals for treatment, however there is no systematic interoperability for sharing data across the range of providers that serve shared clients. In addition, the entities do not have a uniform definition of high-needs. Developing shared screening tools and measures, improved coordination, and data sharing will enable overall improved access, quality of care, client outcomes, and improvement in the overall cost of care.

The Committee is invested in making these changes, however each entity must remain within the restrictions of their funding streams. Resources for developing collaborative tools that work for multiple entities are limited or do not exist. Resources are needed to address the lack of sufficient data to effectively evaluate practices and inform decision making.

Resources and strategies are needed to establish shared screening and measurements of risk, purchasing and training representatives on a data system, developing a planning and implementation guide, conducting a comprehensive system analysis and inventory of services, and facilitating discussion and planning.

It will be beneficial to include the Evaluator in the planning process to identify key indicators, develop a detailed evaluation plan, provide frequent data updates, and work closely with the committee to ensure continuity of data collection. It will also be useful to have the Evaluator working with the Board of Supervisors and the Chief Executive Office to inform them of results and the beneficial impacts as the county scales and sustains systems and interventions.

A-5. Addressing the Problem

The Committee was established to reduce the prevalence of individuals with mental illness or co-occurring disorders in the jail. A Project Coordinator will assist the committee with coordinating and tracking of data. The Committee plans to develop a planning and implementation guide, conduct a comprehensive system analysis and inventory of services,

purchase a data system that eliminates interoperability barriers, and evaluate and review the timeliness and thoroughness of the screening processes.

B. Project Design and Implementation

B-1. Priority Considerations

Mendocino County meets the criteria for the following priority considerations:

- a. Resolution.** In 2015, the county passed a resolution committing to the Stepping Up Initiative, with a focus on reducing the number of individuals with MI or CMISA in the Jail, reducing their length of stay, and connecting them to treatment services.
- b. Planning team.** The County established the Stepping Up Committee as a representative planning team. Members includes representatives from the justice system, law enforcement, behavioral health services providers and advocates, HHSA, and County leadership.
- c. Project Coordinator.** The County has assigned a Project Coordinator to support the Planning Phase and Implementation Phase of the JMHCP project.
- d. Evaluation.** HHSA will partner with a local research organization to assist with evaluation, data collection and analysis, and performance measurement tracking.⁴

B-2. Opioid Abuse Reduction

Mendocino County has started to address opioid abuse with the development of Safe RX Mendocino Opioid Safety Coalition and Medication Assisted Treatment collaboration, however more resources are needed. Due to the number of opioid prescription in 2017 (88,033; 806.5/1,000 population compared to statewide of 517.3/1,000)⁵, more education, training, and prevention strategies are critical to the success of reducing opioid abuse.

⁴ Hopper & Rodin Associates

⁵ California Department of Public Health California Opioid Overdose Surveillance Dashboard (https://pdop.shinyapps.io/ODdash_v1).

This project will provide the resources to focus on opioid reduction through coordination of care efforts, data sharing, collaboration among committee partners, and a focus on education for individuals being released from jail.

B-3. Addressing Category 1 Objectives and Deliverables

Mendocino County will carry out the following Development Phase activities:

1. The Committee will hold monthly meetings to create training activities, develop and implement project goals, and establish communication systems.
2. The Committee will review existing screening and assessments and compare them to tools presented in the *Stepping Up* Framework⁶ and in use by other communities, for example Calaveras County.⁷
3. The Project Coordinator and the Evaluator will work with the Committee to identify key indicators and strategies to collect data while developing a comprehensive data system.
4. A Project Consultant will be hired to conduct a comprehensive system analysis and inventory of services and provide information to the Committee for further action.
5. The Project Coordinator and Committee will develop a prioritization process and timeline for implementation of policies and practice guidelines, which will inform the Planning and Implementation (P&I) Guide. The P&I Guide will be approved by the BJA.
6. The Evaluator will develop tools, processes, and timelines for tracking key outcomes.
7. The Consultant will research comprehensive data systems that are being used successfully by other jurisdictions and identify a system that fits the needs of the Committee's established definition of people considered "high utilizers" of multiple crisis systems.

⁶ Haneberg, R., Fabelo, T., Osher, F., & Thompson, M. (2017). Reducing the number of people with mental illnesses in jail: Six questions county leaders need to ask. WS Hein.

⁷ Nominated as an Innovator County by the Stepping Up Initiative.

B-4. Additional Deliverables

Implementation Phase activities are described below:

8. Develop a quality review system to monitor data input accuracy and timeliness.
9. Secure access to compatible software and comprehensive data system for key partners.
10. Develop a data system user guide and provide training for relevant staff of all key partners.
11. Implement and monitor screening and assessment policies.
12. Collaborate with partners to provide Crisis Intervention Team trainings to Jail staff, law enforcement, and mental health staff.
13. Articulate a continuum of care for clients navigating the mental health and justice systems.
14. Develop and implement a sustainability plan.

B-5. Timeline/Project Plan

The Project Coordinator will work with the Committee to accomplish project deliverables.

See complete Timeline/Project Plan in Attachment 3.

C. Capabilities and Competencies

C-1. Organizational capacity

As the applicant, HHSA brings to the project expertise and a strong commitment to addressing the needs of people with MI and CMISA. HHSA's mission is to work in partnership with the community to support and empower families and individuals to live healthy, safe, and sustainable lives in healthy environments, through advocacy, services and policy development. These services include programs and activities listed in A-3. Successful Efforts to Date. Leadership will be provided by Jenine Miller, Psy.D. Mendocino County Behavioral Health Director, who will serve as the Project Director and take primary responsibility for fiscal and administrative oversight of the project (See resume in Attachment 4).

The Committee representatives include leaders from the justice system, law enforcement, behavioral health services providers and advocates, HHSA, and County leadership. This collaboration builds on existing Memoranda of Understanding between the agencies, existing communication meetings, and established working relationships.

The Project Coordinator will coordinate, under the direction of the Project Director and the Committee, the planning activities and data collection toward reducing low-risk individuals with MI and CMISA in the local Mendocino County jail. (See job description in Attachment 4).

C-2. Letter from County Leadership and Letters of Support

See Attachment 5 for Board of Supervisors Resolution and letter from Agency Executive, and Attachment 6 for letters of support from key project partners.

C-3. Proposed Management Structure and Staffing Plan

The Project Director will facilitate the committee, take primary responsibility for the fiscal and administration oversight of the project, and provide direct oversight of the Project Coordinator. The Project Coordinator will coordinate the planning activities and data collection. (See Attachment 4 for resumes and job descriptions)

D. Data Collection Plan for Performance Measures

D-1. Data Collection Systems and Responsibilities

Data collection activities will be carried out by the Project Coordinator and the Evaluator. Data collection strategies are detailed below.

Planning Phase	Data Collection Strategies
1. Team development	Attendance; commitment of time/resources; membership turnover
2. Screening and assessment plan	Identification of screening and assessment tools; participation in training on tools; implementation of tools

Planning Phase	Data Collection Strategies
3. Data baseline for key measures	Establishment of data collection system to track key indicators; pre/post comparisons and trend analysis of key outcome measures: number of people with MI and CMISA booked into jail; average length of stay; percentage connected to treatment and recidivism rates.
4. Process analysis and service gaps	Completed comprehensive system analysis and inventory of services/gaps
5. Policies, and Practice Guidelines	Documentation of prioritization methodology and results; rubric for tracking progress and success
6. Tracking impact on key outcomes.	Qualitative and quantitative analysis software will be used to examine the impact of the plan on the four key outcomes
7. Data System	Establish data sharing and data management agreements; purchase or development of shared system; fidelity of utilization of shared systems

D-2. Documentation of Other Metrics

Implementation	Data Collection Strategies
8. Quality Review	Timeliness of data input, spot checks for accuracy
9. Software and data system	Software purchased and installed
10. Data system user guide and training	User guide developed and distributed; percentage of key staff trained; post-training assessment of changes in knowledge and skills
11. Screening and assessment	Policies established, tools compared and selected, percentage of staff trained, post-training assessment of changes in knowledge and skills

Implementation	Data Collection Strategies
12. Crisis Intervention Team	Percentage of Jail staff trained, post-training assessment of changes in knowledge and skills, follow-up monitoring of and outcomes
13. Continuum of care	Development of interagency agreements, fulfillment of commitments, community awareness, changes in referral rates
14. Sustainability plan	Identification of sustainability funding and funding for continued implementation beyond JMHCP funding

E. Measuring Program Success to Inform Sustainability Planning

The Program Evaluator will develop a formal evaluation plan including both formative and summative evaluation components to ensure that reporting requirements are met. The Program Evaluator will ensure that the evaluation informs program development (process evaluation) and measures program effects (outcome evaluation), including fiscal measures. Adherence to the proposed program design will be monitored through observation, regular fiscal and programmatic reporting by service providers, service data reported by each program partner, and review of partner commitments. Evaluation findings will be used to advocate for future county support and as well as funding from other sources.

The County will leverage JMHCP funding to explore implementation and sustainability funding opportunities. HHSA has successfully administered a variety of federal-, state-, and foundation-funded programs, which bodes well for future success in securing funding. Potential funding sources include State of California Mental Health Services Act funds; California Department of Justice; SAMHSA and US Department of Justice.