SCO ID: 8955-26XS0014

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER	PURCHASING AUTHORITY NUMBER (If Applicable)
26XS0014	

1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME
California Department of Veterans Affairs

CONTRACTOR NAME
San Bernardino County

2. The term of this Agreement is:

START DATE
July 1, 2026

THROUGH END DATE
June 30, 2028

3. The maximum amount of this Agreement is:
$100,000.00
One Hundred Thousand Dollars and Zero Cents

4. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Agreement.

	Exhibits	Title	Pages
	Exhibit A	Scope Of Work	2
	Exhibit A-1	Service Specification	9
	Exhibit B	Budget Detail and Payment Provision	3
+ -	Exhibit B-1	Rate Sheet	5
+ -	Exhibit C	General Terms and Conditions (GTC 02/2025)	1*
+ -	Exhibit D	Special Terms and Conditions	2

Items shown with an asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto.
These documents can be viewed at https://www.dgs.ca.gov/OLS/Resources

IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.

CONTRACTOR

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)
San Bernardino County

CONTRACTOR BUSINESS ADDRESS	CITY	STATE	ZIP
222 W. Hospitality Street 3rd Floor	San Bernardino	CA	92415

PRINTED NAME OF PERSON SIGNING	TITLE
Dawn Rowe	Chair, Board of Supervisors
CONTRACTOR AUTHORIZED SIGNATURE	DATE SIGNED

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER	PURCHASING AUTHORITY NUMBER (If Applicable)
26XS0014	

STATE OF CALIFORNIA

CONTRACTING AGENCY NAME			
California Department of Veterans Affairs			
CONTRACTING AGENCY ADDRESS	CITY	STATE	ZIP
1227 O Street	Sacramento	CA	95814
PRINTED NAME OF PERSON SIGNING	TITLE		
Daisy Kaur	Manager, Central Business Office		
CONTRACTING AGENCY AUTHORIZED SIGNATURE	DATE SIGNED		
CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL	EXEMPTION (If Applicable)		
	SCM Vol. 1, 4.04.A.4 SCM Vol. 1, 4.06		

VETERAN BEHAVIORAL HEALTH OUTREACH

1. INTRODUCTION/SERVICES

A. This is an Agreement in which the County of San Bernardino, hereafter referred to as the Contractor shall provide Behavioral health outreach services, as specified within Exhibit A-1, in accordance with the Behavioral Health Services Act, for the California Department of Veterans Affairs, (CalVet).

B. Contractor must be able to perform the tasks associated with providing services under the scope of their license. Contractor will provide services in accordance with federal and state laws and regulations and CalVet policies.

C. Contractor is not authorized to disperse or promise any services as described in the Agreement until written approval has been obtained from CalVet Contract Manager and Contractor has received an executed Agreement from CalVet. Any delivery or performance of service commenced prior to Contractor obtaining all written approvals shall be considered voluntary on the part of Contractor.

2. CONTRACTOR'S RESPONSIBILITIES

Contractor shall provide the following services.

A. Expand and/or enhance Behavioral health services to include treatment, and other related recovery programs to veterans currently residing in or returning to the community from their military service as they transition back to civilian life.

B. Provide the following performance measures on a quarterly and annual basis:

1. Provide eight (8) quarterly progress reports to include the following:

   a) Performance table that includes the goal for each performance measure and the source of collecting the performance measure (See Exhibit B – Budget Detail and Payment Provisions for periodic progress report/metric due dates).
   b) Any narrative related to Performance Assessment and Data.

2. Provide a mid-program review at the end of the 1st funding year, as well as a final report at the end of the 24-month grant cycle. Both the mid-program review and final report must summarize information from the quarterly reports, describe the accomplishments of the project, and describe next steps for implementing any plans for additional work identified during the funding period.

3. INDEPENDENT CONTRACTOR STATUS

A. Contractor shall be considered "Independent Contractors" in relation to CalVet and the State. Therefore, Contractor shall not be considered employee(s) of CalVet and shall not be entitled to any employee benefits from CalVet or the State including, but not limited to, the following:

1. Premium Pay, Overtime Pay, or Holiday Pay
2. Medical Insurance
3. Vacation or Sick Leave
4. Worker's Compensation
5. Other employee benefits

4. CONTACT INFORMATION

A. The Contract representatives during the term of this Agreement will be:

1. **CalVet Home Representative:**
   Veterans Services- Headquarters
   Phillip Leggett
   Phone:(916) 503-8327
   Email: **phillip.leggett@calvet.ca.gov**

2. **Contractor Representative:**
   County of San Bernardino
   Matt Knox / CVSO
   222 W. Hospitality Street 3rd Floor
   San Bernardino, CA 92415
   Phone: (909) 382-3290
   Email: **matt.knox@va.sbcounty.gov**

B. Contract Representatives, addresses, and phone/fax numbers may be changed by issuing a 20-day prior written notification and shall not require a formal amendment to this Agreement. The notifying party shall provide complete contact information for the replacement Contract Representative including, name, title, mailing address, phone/fax numbers, and email address.

All other changes require a formal written amendment to this Agreement.

Program Narrative

San Bernardino Veterans Service Office

Veterans Stand Down and Legal Aid Project

Section A: Statement of Need

If selected for this grant opportunity, the San Bernardino County Department of Veterans Affairs (Department) intends to focus funding to support programming for justice-involved veterans and free legal aid to veterans, dependents, and transitioning service members.

Home to three active-duty military installations and more than 85,000 (as of September 30, 2024) veterans, San Bernardino County (County) has a rich history of providing veterans services to current and former members of the military. However, delivering these services is challenging due to the County's large geographic size, layout, and governance structures. For instance, regional public transportation agencies are siloed into four areas with limited connectivity. This is a significant barrier for veterans, particularly low-income and/or disabled, who lack appropriate transportation to access public services. Consequently, there is an identifiable need for the provision of veterans' services in outlying, rural communities throughout the County.

In addition to reduced levels of access to veterans' services in the County, the veteran population experiences a higher rate of legal issues when compared to their civilian counterparts according to a 2022 study conducted by the Legal Services Corporation. This study found that 76% of low-income veteran households have experienced a civil legal problem, with 44% having experienced at least five civil legal problems. Furthermore, 84% of these households reported they didn't receive adequate legal assistance. These statistics underscore the need for legal resources that can be brought directly to the communities where veterans reside.

To address the need for low-income legal resources, the Department proposes quarterly free legal clinics throughout the County. Clients will be referred to the clinic based on requests for legal services received by the Department. These services will only be provided to residents who reside in the County.

Another gap identified by the Department is funding to connect justice-involved veterans participating in the County's Veterans Treatment Court (VTC) with supportive services. It has become increasingly clear that many of the VTC participants are unaware of local, state, and federal services to which they may be eligible. This problem was further exacerbated by the

recent decision of a private sponsor to end involvement and financial support for an annual Veterans Stand Down event. This event served as the only Veterans Stand Down in the County and played a critical role in connecting veterans and their families with essential public and private resources, including free legal aid, behavioral-health support, housing assistance, VA benefits counseling, employment services, and referrals to community partners. There now exists an opportunity for the Department to fill this gap to allow this invaluable event to continue over the next two years uninterrupted.

Accordingly, the Department proposes a County-sponsored annual Veterans Stand Down event in partnership with internal and external agencies that currently participate in VTC. These agencies include County Probation, County Public Defender, County District Attorney, San Bernardino County Superior Court, and various community-based organizations. The event will be open to all veterans, but the target population will be VTC participants who are referred by the Superior Court.

Section B: Proposed Service/Project

The purpose of this project is to provide free legal aid to low-income or homeless veterans, transitioning service members, and their family members while also connecting justice-involved veterans with supportive services and resources by hosting an annual Stand Down event. In both instances, the overarching goal is to mitigate the barriers that prevent veterans from obtaining employment, Behavioral health services, and integration into civilian life.

Project Goals:

1) Increase the number of veterans with healthcare access, including Behavioral health services, by removing civilian or military legal barriers.
2) Increase the number of justice-involved veterans who are accessing public and private supportive services and resources.
3) Quantify the number of clients receiving free legal aid that results in access to Behavioral health treatment.
4) Quantify the number of justice-involved veterans who are connected to public and private supportive services and resources.

Free Legal Aid Clinic
Objectives:
1) Procure a vendor agreement for the provision of legal aid with a qualified vendor. The Department will conduct an informal bidding process by soliciting three (3) quotes and selecting a vendor that provides the highest value.

2) Vendor will conduct quarterly in-person legal clinics, for a total of four (4) clinics in a calendar year, in each of the four identified sub-areas of the County. These sub-areas are the Morongo Basin, Victor Valley, Mountain Region, and Valley Region. There will be a total of eight (8) in-person clinics (two in each sub-area) during the term of this two-year project.

3) Provide capability to serve up to ten (10) clients per quarter at the in-person clinics for a total of 80 clients during the term of the two-year project.

4) In addition to the in-person clinics, the vendor will be required to serve an additional 30 clients per year, which may be accomplished by phone or virtually, on an as needed basis for a total of 60 clients during the term of the two-year project.

5) Provide each client with information on local, state, and federal government resources, which include Behavioral health programming.

Services:

The Department will provide adequate office space, as requested, for the vendor to conduct in-person clinics. Prospective clients may schedule appointments by phone or obtain walk-in service during a quarterly clinic. To ensure funds are maximized, the Department will advertise dates and hours of quarterly clinics online and through printed materials. Clients who are unable to attend an in-person clinic will be referred to the vendor for virtual or phone appointments.

Clients will be able to obtain free legal services for civilian and military legal matters. Clients requiring more specialized areas of law may be referred by the vendor to local pro bono attorneys with appropriate backgrounds. No clients or dependents will be billed for these services.

The American Bar Association's (ABA) Veterans' Legal Services Initiative recommends that organizations interested in establishing successful veterans legal clinics should "go where the vets are" to facilitate participation. Accordingly, this proposal contemplates hosting a quarterly clinic in each of the County's four sub-areas in an effort to bring services directly to veteran populations. Additionally, the ABA suggests that legal aid organizations should partner with established veterans resources. As California's highest producing County Veterans Service Office, the Department is well-suited to provide referrals that justify investment in this project.

Moreover, a 2008 study of homeless veterans related to the U.S. Department of Veterans Affairs Project CHALENG found that legal clinics can help veterans access critical services. Specifically, the study found that "resolution of civil legal issues can be critical to facilitate initiation of and engagement with needed health, housing, and employment services." It is crucial that veterans increase access to these types of services because they experience Behavioral health and substance use disorders at disproportionate rates compared to the

civilian population. Undoubtedly, legal aid clinics are useful tools for opening doors to other services for veterans.

Veterans Stand Down Event

Objectives:

1) Host a Veterans Stand Down event in each calendar year for a total of two (2) events during the two-year term of the project at locations within the County.
2) Partner with the San Bernardino County Superior Court VTC, multiple County departments and agencies (Probation, District Attorney, Sheriff, Public Defender, Behavioral Health, Public Health, Homeless Services, and other supportive service providers), and several community-based organizations that assist justice-involved veterans.
3) Conduct an on-site VTC hearing that requires attendance by justice-involved veterans who can be connected to participating resource and service providers.
4) Engage in a robust public marketing campaign to increase public awareness and attendance.
5) While this is considered a public event focused on providing resources to justice-involved veterans, any veteran and/or dependent is permitted to attend.

Services:

Consistent with the Stand Down model defined by the U.S. Department of Labor, the Department aims to host a two (2) annual day-long event to provide supplies and services, such as food, shelter, clothing, and health screenings, to underserved veterans. The event will serve as an opportunity to directly refer veterans to agencies and providers specializing in Behavioral health, health care, substance-use disorder counseling, housing solutions, and employment assistance.

The San Bernardino County VTC, administered by the San Bernardino County Superior Court, will conduct an on-site hearing, which requires mandatory participation for enrolled veterans. VTC participants fall within the category of justice-involved, a targeted population of this funding opportunity.

The Department will coordinate with multiple County departments, VA Loma Linda, and local community-based organizations to deliver these services on-site. The event will be held in a different region of the County each year to promote equitable access.

A key component to this plan is a robust marketing plan to maximize awareness of the event. The Department intends to purchase radio, newspaper, and electronic billboard advertisements. Additionally, the Department will promote the event on its various online

platforms and encourage other County agencies and community partners to spread awareness via their respective channels.

Section C: Proposed Implementation Approach

Anticipated Impact

The Department anticipates that the free legal clinics and Stand Down events will address 12 of the 13 recommendations described in Section 1-B. This project will not be able to meet the recommendations to incorporate best practices identified within the Substance Abuse and Behavioral Health Services Administration Registry of Evidence-based Programs and Practices. However, the program does include a goal to provide clients with information and referrals to local providers who are in compliance with those requirements.

With regard to recommendations identified in Section 1-B, this project specifically addresses:

- Provision of information for Behavioral health services to transitioning service members, veterans, and their families.
- Collaboration with federal, state, and community-based service providers.
- Enhancement of access to Behavioral and physical healthcare of veterans and their families.
- Reduction of stigmas to encourage those with Behavioral health needs to seek help.
- Promotion of programs that encourage early intervention of Behavioral health needs for veterans and their families.
- Promotion of services to veterans who are “justice-involved,” specifically criminal diversion and veteran treatment court participation.
- Identification of underserved populations for the purpose of providing referrals.
- Promotion of evidence-based Behavioral health programs by referring veterans and their family members.
- Provision of referrals to supportive housing programs for homeless veterans.
- Reduction of eligibility and enrollment barriers by providing timely and effective referrals to service providers.
- Optimization of system-wide delivery of Behavioral healthcare to veterans by reporting issues of access to care, customer and clinician satisfaction, and efficiency.
- Adherence to all application and reporting deadlines.

In addition to the Section 1-B recommendation, this project addresses the following Section 1-C recommendation:

- Provision of pro bono legal assistance through partnership with a non-profit legal aid organization that services veterans and their families.

Relevant Results

This proposed project aims to provide meaningful impact to veterans and their families in a variety of ways. Free legal clinics are critical to ensuring veterans, particularly those who are justice-involved and/or low-income, and their families can mitigate barriers to accessing services. The hosting of free legal clinics across the County also increases access to services that veterans may not otherwise be able to obtain due to lack of adequate transportation.

Additionally, Stand Down events increase veterans' awareness of a variety of programs and services, resulting in increased participation through direct referrals to service providers. This results in a higher number of veterans accessing various forms of treatment and/or intervention services.

Facilitation of Screening, Assessment, and Referrals

The Department is one of twelve (12) participating agencies in the County Homeless Multidisciplinary Team (MDT). While this group is primarily focused on reducing homelessness, the participating agencies entered into a Memorandum of Understanding (MOU) to share client information for the purpose of streamlining client referrals for services. With client authorization, any veteran or family member who self-identifies as having co-occurring Behavioral and substance use disorders will be referred to the appropriate provider. This referral process may also be used to connect clients with housing services and/or public benefits to which they may be eligible.

The Department will coordinate with the selected legal clinic vendor to ensure proper client authorization for referral is obtained. The Stand Down events present an opportunity to connect veterans and family members directly with service providers if they are experiencing co-occurring conditions.

Unduplicated Individuals

The goal of the free legal clinics is to serve a total of one-hundred and forty (140) unduplicated clients over the two (2) year period of the Project. Eighty (80) of these clients will be served during the quarterly in-person clinics, while the remaining sixty (60) will be served primarily by phone or virtually on an as-needed basis. The vendor will be required to provide clients with legal assistance pertaining to veteran's benefits, estate planning, housing, family law, consumer

law, and expungements. The desired outcome for these services is that veterans and their family members experience increased access to programs and services as a result of resolving legal matters pending.

Other Participating Organizations

The proposed project will be implemented through a coordinated partnership among the selected legal aid vendor, County departments, law and justice partners, and community-based organizations.

Free Legal Aid Partner

The selected legal aid vendor will serve as the primary provider. Their role and responsibilities will include no-cost legal services for the proposed project and will be responsible for delivering direct legal assistance to qualified clients. Legal services will address common civil and military-related legal issues affecting veterans, including veterans' benefits, discharge-related matters, housing stability, family law, consumer law, and expungements. The vendor's legal assistance can directly improve a veteran's circumstances by increasing access to healthcare, Behavioral health treatment, housing, employment opportunities, and stability within the justice system.

Veteran Stand Down Event Partners

Participating partners include the following County departments and agencies: San Probation, Superior Court, Public Defender, District Attorney, and Behavioral Health. In addition, several community-based organizations that provide supportive services will participate. Each partner has committed to contributing staff expertise, program knowledge, and system-specific guidance to support Veteran Stand Down events. Partner roles and responsibilities include participating in joint planning/coordination meetings and providing on-site information, consultation, or navigation services within their respective specialty areas. Participants will also be responsible for facilitating referrals to appropriate programs and follow-up services. Behavioral Health will support access to Behavioral health resources and referrals, while the law and justice partners will assist veterans with understanding court processes, obligations, and available legal or diversion options. Community-based organizations will complement these efforts by connecting veterans to housing, employment, benefits, and peer-based support services.

This shared approach ensures accountability, minimizes service duplication, and strengthens outcomes for veterans served through the project.

Potential Barriers

Legal matters addressed through the project may be complex and require extended timeframes to resolve. To mitigate this challenge, the legal aid vendor will use structured intake processes to manage expectations, prioritize urgent matters, and schedule follow-up services as needed, including referrals to pro bono attorneys for specialized or time-intensive cases.

Transportation barriers and scheduling constraints may limit the ability of some veterans to attend in-person clinics or Stand Down events. The project addresses this risk by offering phone and virtual legal services, conducting clinics across multiple County sub-areas, and leveraging Stand Down events as centralized access points.

Successful Prior Experience

The Department has extensive experience successfully implementing and managing free legal aid services and large-scale veteran service initiatives that are comparable in scope and complexity to the proposed project.

Free Legal Aid

Since July 2019, the Department has partnered with Veterans Legal Institute (VLI) under a Memorandum of Understanding (MOU) to provide free legal aid services to veterans and their family members. This MOU is currently in effect with VLI through June 30, 2026. Through this partnership with VLI, the legal aid program has consistently exceeded its annual service targets. Between 2019 and 2025, the program served significantly more clients than projected each year.

VLI Performance Outcomes from 2019 - 2025:

	Total Clients	Project Goal	% +/- Goal
2019 - 2020	98	80	123%
2020 - 2021	108	80	135%
2021 - 2022	154	80	193%
2022 - 2023	93	80	116%
2023 - 2024	85	80	106%
2024 - 2025	115	80	144%

Veteran Stand Down Events

In October 2025, the Department, in partnership with multiple County departments, successfully implemented the first County-sponsored Veteran Stand Down event. The initiative required deliberate strategic planning, complex logistical coordination, and sustained collaboration across County agencies and community partners to ensure an integrated service delivery approach.

The Stand Down event comprised of more than 80 community-based organizations and internal County partners and engaged over 300 community residents, including 75 veterans. Participants accessed legal assistance, Behavioral health resource information, justice-system navigation support, housing and employment referrals, and linkages to benefits and other supportive services. By consolidating multiple providers into a single, accessible venue, the Stand Down significantly reduced service barriers and enhanced veterans' ability to engage with the full continuum of support available to them.

Sustainability Plan:

Free Legal Aid

The ability of the Department to continue the legal aid clinic project is dependent on the future availability of CalVet BHSA funding. The Department does not currently have the approval of County leadership to create a new program that utilizes Discretionary General Fund resources.

Veteran Stand Down

The County is committed to sustaining Veteran Stand Down events as an ongoing strategy to connect veterans with coordinated services, including legal, behavioral health, housing, and justice-system resources. The Department intends to request financial support from participating agencies and organizations after the grant performance period has ended.

Section D: Performance Assessment and Data

1. STANDARD BUDGET DETAIL AND PAYMENT PROVISIONS

A. Invoicing and Payment

1. For services satisfactorily rendered, and upon receipt and approval of the invoices, the CalVet agrees to compensate Contractor for services rendered in accordance with the rate specified in Exhibit B-1-Budget Form/Narrative.

   a) Total cost of the contract is $100,000.00.

   b) The first quarterly payment shall be made upon approval of the contract in the amount of $12,500.00, the remaining seven (7) payments shall be made upon receipt of quarterly invoices by the CalVet Contract Manager.

   c) Quarterly invoices shall be submitted no later than the following dates:

	FY26/28 starts **July 1, 2026**
1st Quarter Invoice and Metrics (07/01/2026 – 9/30/2026)	**Due October 31, 2026**
2nd Quarter Invoice and Metrics (10/01/2026 – 12/31/26)	**Due January 30, 2027**
3rd Quarter Invoice and Metrics (01/01/2027 – 03/31/2027)	**Due April 28, 2027**
4th Qtr. Invoice and Metrics (04/01/27 – 06/30/27) Annual Progress Reports	**Due July 31, 2027** The mid-program report must summarize information from the quarterly reports, describe the accomplishments of the project, and describe next steps for implementing any plans for additional work identified during the funding period (annual program reports are due with 4th Quarter invoices and metrics.)

	FY27/28 starts **July 1, 2027**
1st Quarter Invoice and Metrics (07/01/2027 – 9/30/2027)	**Due October 31, 2027**
2nd Quarter Invoice and Metrics (10/01/2027 – 12/31/27)	**Due January 30, 2028**
3rd Quarter Invoice and Metrics (01/01/2028 – 03/31/2028)	**Due April 28, 2028**
4th Qtr. Invoice and Metrics (04/01/28 – 06/30/28) Annual Progress Reports	**Due July 31, 2028** The mid-program report must summarize information from the quarterly reports, describe the accomplishments of the project, and describe next steps for implementing any plans for additional work identified during the funding period (annual program reports are due with 4th Quarter invoices and metrics.)

2. Quarterly payments shall only be approved upon quarterly invoices that shall include the Agreement Number, County name, address and telephone number. Quarterly invoices shall also be accompanied by the quarterly reports identified in Exhibit A – Scope of Work, and shall be submitted in duplicate not more frequently than listed above to:

3. Invoices shall include the Agreement Number and shall be submitted in not more frequently than monthly in arrears to:

Original Invoice	**Approval Copy**
Department of Veterans Affairs CalVet Accounting Office 1227 O Street, Room 402 Sacramento, CA 95814	Department of Veterans Affairs Attn: Phillip Leggett 1227 O Street Sacramento, CA 95814

B. <u>Budget Contingency Clause</u>

1. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further form and effect. In this event, the State shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement and Contractor shall not be obligated to perform any provisions of this Agreement.

2. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an Agreement amendment to Contractor to reflect the reduced amount.

C. <u>Prompt Payment Clause</u>

Payment will be made in accordance with, and within the time specified in, Government Code, Chapter 4.5, commencing with Section 927.

2. SPECIAL BUDGET DETAIL AND PAYMENT PROVISIONS

A. Submissions of Invoices/Claims

1. All invoices/claims must be completed thoroughly and legibly, with all applicable fields completed. Invoices/claims that are submitted to the appropriate location but have been altered, or are inaccurate, or do not provide all necessary information will not be accepted and will be returned to the Contractor for correction.

2. Any changes to this provision relating to the invoice/claim submittal process, including but not limited to an address, form, or process change, shall be an administrative change managed through the appropriate designated CalVet office and shall not require a contract amendment.

3. Invoices/claims submitted shall include the following information in order to be considered complete and acceptable for processing, or the invoice/claim will be returned:

   a) Contractor's Company name

   b) Contractor's Company address, phone number and e-mail

   c) Date of invoice/claim

   d) Invoice/claim number

   e) CalVet location where services were performed

   f) Agreement Number

   g) Date(s) of Service

   h) Total dollar amount being billed

   i) First and Last name of Contractor or Provider performing services, if applicable

   j) Contractor's or Provider's Classification, whichever is applicable

   k) When applicable, contractors shall include the following information on the invoice/claim submitted for hourly reimbursement:

      1. Hourly Rate

      2. Time in and time out

      3. Total hours worked

      4. Any other information or documentation reasonably required to verify and substantiate the provision of services and the charges for such services.

BUDGET FORM/NARRATIVE

The Budget Form/Narrative may not represent the actual dollar amount allotted for this Agreement. The Budget Form is the Contractor's response to Program's Request for Application and shall be attached as a reference for Contractor's proposal of how expenses will be addressed as part of this agreement.

Appendix B – Budget Form

San Bernardino County Department of Veterans Affairs
"Veterans Stand Down and Legal Aid Clinic Project"
Budget Form

A. Personnel				
Position	**Hourly Wage**	**Hrs/Mo Spent on Program**	**Mo/Yr Spent on Program**	**Cost**
Veteran Stand Down				N/A
Legal Aid Clinic				N/A
			Total	N/A

B. Fringe Benefits			
Component	**Rate**	**Annual Wage**	**Cost**
Veteran Stand Down			N/A
Legal Aid Clinic			N/A
		Total	N/A

C. Travel			
Location	**Purpose**	**Rate (Mileage Only)**	**Cost**
Veteran Stand Down			N/A
Legal Aid Clinic			N/A
		Total	N/A

D. Supplies

Items	**Rate (Cost x Months)**	**Cost**
Veteran Stand Down: Venue	$2,500 per event	$5,000
Veteran Stand Down: Event Supplies	$22,320 per event	$44,640
Legal Aid Clinic		N/A
	Total	$49,640

E. Contracting

Name	**Service**	**Rate (Cost/Individual x Individual x Days)**	**Cost**
Veteran Stand Down			N/A
Legal Aid Clinic (Vendor not selected)	Legal Aid	TBD by vendor	Not to exceed $50,000
		Total	$50,000

F. Other

Item	**Rate**	**Cost**
Veteran Stand Down		N/A
Legal Aid Clinic		N/A
	Total	N/A

Totals

Section A: Personnel	N/A	Section D: Supplies	$49,640
Section B: Fringe Benefits	N/A	Section E: Contracting	$50,000
Section C: Travel	N/A	Section F: Other	N/A
		Total Requesting	$99,640

Appendix C – Budget Narrative

San Bernardino County Department of Veterans Affairs

"Veteran Stand Down and Legal Aid Clinic Project"

Budget Narrative

Section A: Personnel

Free Legal Aid Vendor:

No County personnel costs are requested for this project. All services will be delivered through a contracted legal aid vendor, with the contract amount not to exceed $25,000 per year over the two-year project period.

Veteran Stand Down Event:

Not applicable. The proposed project does not include grant-funded personnel positions.

Section B: Fringe Benefits

Free Legal Aid Vendor:

Not applicable. No fringe benefit costs are associated with this project.

Veteran Stand Down Event:

Not applicable. No fringe benefit costs are associated with this project.

Section C: Travel

Free Legal Aid Vendor:

Not applicable. No travel costs are associated with this project.

Veteran Stand Down Event:

Not applicable. No travel costs are associated with this project.

Section D: Supplies

Free Legal Aid Vendor:

Not applicable. No supply expenses are associated with this project.

Veteran Stand Down Event:

The requested funds represent the total cost of planning and implementing two Veteran Stand Down events over the two-year project period. The Location category includes venue fees. All remaining expenses are consolidated into a single Event Supplies category, which covers rentals, participant meals, security, outreach materials, and logistical supplies needed to operate the event safely and effectively.

Category	Cost (per event)	Number of Events	Total
Location (venue fees)	$ 2,500.00	2	$ 5,000.00
Event Supplies	$ 22,320.00	2	$ 44,640.00
Grand Total	$ 24,820.00	2	$ 49,640.00

The total cost of $49,640 will support two Veteran Stand Down events, each capable of serving between 70 and 80 veterans, resulting in a total program goal of 140–160 veterans reached across the project term.

Section E: Contracting

Legal Aid Vendor:

Due to the budgeted amount ($50,000) for this service, the Department will select a vendor by conducting an informal bidding process in accordance with established County procurement policies. This process includes solicitation of at least three quotes and development of a written scope of work. Contracting will be accomplished through the issuance of a purchase order.

A purchase order for this service is required because the Department does not currently employ legal professionals who are qualified to perform these duties.

Veteran Stand Down

The Department will select vendors for the purchase of goods and services associated with this activity by conducting informal bidding processes in accordance with established County procurement policies. This process includes solicitation of at least three quotes for purchases.

Additionally, contracting will be accomplished through issuance of purchase orders when appropriate.
Section F: Other
All expenses are addressed in previous budget categories.

1. General Terms and Conditions

A. General Terms and Conditions (GTCs)

The (GTCs) are hereby incorporated by reference and made part of this agreement as if attached. hereto. These documents may also be viewed at the California Department of General Services website: **https://www.dgs.ca.gov/-/media/Divisions/OLS/Resources/GTC-Updates/GTC-225-February-2025.pdf**

1. CANCELLATION/TERMINATION:

A. This agreement may be cancelled or terminated without cause by either party by giving thirty (30) calendar days advance written notice to the other party. Such notification shall state the effective date of termination or cancellation and include any final performance and / or payment / invoicing instructions / requirements.

B. Upon notice of termination or cancellation, CalVet shall take immediate steps to stop performance and cancel or reduce subsequent contract costs.

2. RESOLUTION OF DISPUTES:

A. The Contractor may dispute and appeal a decision or action by the State arising out of the Interpretation or administration of this Contract. A written dispute notice shall be submitted to the Contract Manager within thirty (30) calendar days from the date the Contractor receives notice of the decision or action in dispute.

The Contractor's dispute notice shall state the following, based on the most accurate information available to the Contractor:

1) That it is a dispute pursuant to this Section.
2) The date, nature, and circumstances of the conduct, which is the subject of dispute.
3) The names, telephone numbers, function, and activity of each contractor, subcontractor, State official, or employee involved in or knowledgeable about the conduct.
4) The identification of any documents and the substance of any oral communications involved in the conduct. Copies of all identified documents shall be attached.
5) The reason why the Contractor is disputing the conduct.
6) The cost impact to the Contractor directly attributable to the alleged conduct, if any.
7) The Contractor's desired remedy.

B. The State and the Contractor agree to try to resolve all contractual issues by negotiation and mutual agreement at the Contract Manager level. The parties recognize that the implementation of this policy depends on open-mindedness, and the need for both sides to present adequate supporting information on matters in question. The Contract Manager, in a written decision stating the factual basis for the decision, will decide any disputes concerning performance of this Contract. Before issuance of the Contract Manager's decision, informal discussions between the parties by the individuals who have not participated substantially in the matter in dispute will be considered by the parties in efforts to reach mutual agreement.

C. The Contract Manager will render a decision or request additional substantiating documentation from the Contractor within thirty (30) days of receipt of the Contractor's appeal. A copy of the decision will be provided to the Contractor. The decision shall be final and conclusive unless, within thirty (30) days from the date of the decision, the Contractor files a written appeal addressed to the Undersecretary, California Department of Veterans Affairs.

D. The Undersecretary's decision shall be final and conclusive unless the decision is arbitrary, capricious, grossly erroneous or if any determination of fact is unsupported by substantiating evidence. The Undersecretary's decision will be in writing and may encompass facts, interpretations of the Contract, and determination or application of law. The Contractor may, prior to the Undersecretary's decision, present oral or documentary evidence, and arguments in support of the Contractor's appeal. The decision will either:

1) Find in favor of the Contractor, in which case the Undersecretary may:

   a. Countermand the earlier conduct which caused the Contractor to file a dispute; or
   b. Reaffirm the conduct and, if there is a cost impact sufficient to constitute a change in obligations pursuant to the payment provisions, direct the State to comply with that Section.

2) Deny the Contractor's dispute and, where necessary, direct the manner of future performance; or

3) Request additional substantiating documentation in the event the information in the Contractor's dispute or appeal is inadequate to permit a decision to be made under paragraphs (1) or (2) above, advise the Contractor as to what additional information is required, and establish how that information will be furnished. The Contractor shall have thirty (30) days to respond to the Undersecretary's request for further information. Upon receipt of this additional requested information, the Undersecretary will have thirty (30) days to respond with a decision. Failure to supply additional information required by the Undersecretary within the time period specified above shall constitute waiver by the Contractor of all claims.

E. Attorney's fees and costs for any dispute or subsequent trial shall be borne by the respective parties. Both parties waive trial by jury, and any trial in superior or municipal court shall be by a judge alone. Any litigation arising out of this Contract shall be conducted in a California Court pursuant to California law.

F. Contractor shall continue with the responsibilities under this Contract during any dispute.

3. INSURANCE REQUIREMENTS

Both parties will indemnify and hold harmless the other, its officers, agents, and employees from any and all claims or demands of liability caused by the indemnifying party during or after completion of the project, which is the subject of this agreement.

4. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) STANDARDS FOR PRIVACY OF INDIVIDUALLY IDENTIFIABLE HEALTH INFORMATION:

For the purpose of this contract, contractor shall comply with the federal Health Insurance Portability and Accountability Act (HIPAA), as well as State and Federal requirements for privacy protection. The definitions and obligations required by the HIPAA Standards for Privacy of Individually Identified Health Information (U.S.C. 1320d et seq.), and implementing regulations including but not limited to 45 Code of Federal Regulations parts 142, 160, 162, and 164, hereinafter referred to as the Privacy Rule, remain enforce and applicable for access to protected health information, including electronic protected health information.