

**AMENDMENT II TO AGREEMENT**

1            THIS AMENDMENT is made and entered into this   6th   day of   November  , 2018, by  
2 and between the **COUNTY OF FRESNO**, a political subdivision of the State of California, hereinafter  
3 referred to as "COUNTY", and **LPC CONSULTING ASSOCIATES**, and whose remit to address is 1451  
4 River Park Drive, Suite 100, Sacramento, CA. 95815, hereinafter referred to as "CONTRACTOR"  
5 (collectively the "parties").

6            WHEREAS, the parties entered into that certain Agreement, identified as COUNTY Agreement  
7 No. 16-432, effective July 1, 2016, as amended by Amendment I, effective June 20, 2017 collectively  
8 referred to as the "Agreement"; and

9            WHEREAS, the parties desire to amend the Agreement, regarding changes as stated below  
10 and restate the Agreement in its entirety.

11            WHEREAS, the parties desire to amend the Agreement in order to incorporate the development  
12 of the Fiscal Year 2020-2025 Strategic Prevention Plan and to provide for increase compensation to  
13 CONTRACTOR for the additional work required.

14            NOW, THEREFORE, in consideration of their mutual promises, covenants and conditions,  
15 hereinafter set forth, the sufficiency of which is acknowledged, the parties agree to as follows:

16            1.        That the portion of Section 1. **CONTRACTORS RESPONSIBILITIES** of existing  
17 COUNTY Agreement No. 16-432, as set forth in the original Agreement beginning on Page One (1),  
18 Line Eighteen (18) with the word "CONTRACTOR" and ending on Page Two (2) Line Twenty (20) with  
19 the word "California" be deleted and the following inserted in its place:

20            "1.        **CONTRACTOR'S RESPONSIBILITIES**

21            A.        CONTRACTOR shall perform all services and fulfill all responsibilities for  
22 the provision of Alcohol and Other Drug Abuse Prevention Services, as identified in COUNTY's  
23 Request for Proposal (RFP) # 952-5422 dated January 14, 2016, and Addendum I dated January 22,  
24 2016, and Addendum II dated February 11, 2016, hereinafter collectively referred to as COUNTY  
25 Revised RFP #952-5422, and CONTRACTOR's response to said RFP #952-5422, dated February 25,  
26 2016, all incorporated herein by reference and made part of this Agreement.

27            B.        In addition, CONTRACTOR shall provide all services and fulfill all

1 responsibilities identified in Revised Exhibit A, Scope of Work, attached hereto and by this reference  
2 incorporated herein. Furthermore, CONTRACTOR shall provide additional, one-time services to  
3 develop a Strategic Prevention Plan, as identified in Revised Exhibit A, Scope of Work, attached hereto  
4 and by this reference incorporated herein.

5                   C.     In the event of any inconsistency among these documents, the  
6 inconsistency shall be resolved by giving precedence in the following order of priority: 1) to this  
7 Agreement, including all Exhibits, 2) to the Revised RFP, and, 3) to the Response to the Revised RFP.  
8 A copy of COUNTY's Revised RFP #952-5422, and CONTRACTOR's response shall be retained and  
9 made available during the term of this Agreement by COUNTY's Purchasing Division.

10                  D.    CONTRACTOR agrees that the COUNTY's DBH Director or her designee  
11 shall have the right to discontinue or refuse the services of any of the CONTRACTOR's individual staff  
12 members or volunteers who have not or are not satisfactorily performing services under this  
13 Agreement, without being obligated to terminate this Agreement.

14                  E.    CONTRACTOR's administrative level agency representative, who is duly  
15 authorized to act on behalf of the CONTRACTOR, must attend regularly scheduled monthly Behavioral  
16 Health Board Substance Use Disorder Sub-Committee meetings and CONTRACTOR meetings and  
17 quarterly Prevention Provider meetings, as deemed necessary by DBH Director or her designee.

18                  F.    CONTRACTOR's staff may also be required to attend meetings and  
19 trainings on an as-needed basis, which may include but are not limited to prevention and fiscal trainings  
20 by the State of California."

21                  2.    That the portion of Section Four (4) COMPENSATION of existing COUNTY Agreement  
22 No. 16-432, as set forth in the original Agreement beginning on Page Four (4), Paragraph "A", Line  
23 Seven (7) with the word "For" and ending on Page Four (4), Line Twenty-One (21) with the word  
24 "\$40,000" shall be deleted and the following inserted in its place:

25                  "4.    COMPENSATION

26                  A.    For actual services provided as identified in the terms and conditions of  
27 this Agreement and revised Exhibit A, COUNTY agrees to pay CONTRACTOR and CONTRACTOR  
28 agrees to receive compensation as identified in revised Exhibit B, "Budget," attached hereto and by this

1 reference incorporated herein, contingent upon confirmation of funding.

2                   1. For the period July 1, 2016 through June 30, 2017, in no event  
3 shall actual services performed be in excess of Ninety Thousand and No/100 Dollars (\$90,000.00).

4                   2. For the period July 1, 2017 through June 30, 2018, in no event  
5 shall actual services performed be in excess of Eighty Thousand and No/100 Dollars (\$80,000.00).

6                   3. For the period July 1, 2018 through June 30, 2019, in no event  
7 shall actual services performed be in excess of One Hundred Twenty Thousand and No/100 Dollars  
8 (\$120,000.00).

9                   4. If this agreement is renewed for an additional one-year period  
10 pursuant to Section 2, TERM, for the period July 1, 2019 through June 30, 2020, in no event shall  
11 actual services performed be in excess of One Hundred and Five Thousand and No/100 Dollars  
12 (\$105,000.00).

13                   5. For the period July 1, 2020 through December 31, 2020, in no  
14 event shall actual services performed be in excess of Forty Thousand and No/100 Dollars  
15 (\$40,000.00)."

16                   3. That the portion of Section 16. COMPLIANCE WITH LAWS AND POLICIES of existing  
17 COUNTY Agreement No. 16-432-1, as set forth in the Amendment (16-432-1) beginning on page Two  
18 (2), Line Fourteen (14) with the word "CONTRACTOR" and ending on page Three (3), Line Two (2)  
19 with the word "Agreement" be deleted and the following inserted in its place:

20                   **16. COMPLIANCE WITH LAWS, REGULATIONS, OR POLICIES**

21                   CONTRACTOR shall comply with all applicable laws, ordinances and regulations in the  
22 performance of its obligations under this Agreement and guidelines applicable to CONTRACTORS'  
23 performance under this Agreement or any local ordinances, regulations, or policies applicable. Such  
24 provisions include, but are not restricted to:

25                   A. CONTRACTOR shall submit accurate, complete and timely claims and cost  
26 reports, reporting only allowable costs.

27                   B. CONTRACTOR shall comply with statistical reporting and program evaluation  
28 systems as provided in State of California regulations and in this Agreement.

1                   C. CONTRACTOR shall comply with SUBSTANCE ABUSE PREVENTION AND  
2 TREATMENT (SAPT) – PREVENTION SPECIFIC REQUIREMENTS identified on Exhibit J, attached  
3 hereto and incorporated herein by reference.

4                   D. In the event any law, regulation, or policy referred to in this Agreement is amended  
5 during the term thereof, the parties hereto agree to comply with the amended provision as of the effective  
6 date of such amendment. Exhibit J will be updated as needed and no formal amendment of this contract  
7 is required for new rules to apply."

8                   4. That the portion of Section 18. STATE ALCOHOL AND DRUG REQUIREMENTS of  
9 existing COUNTY Agreement No. 16-432, as set forth in the Agreement 16-432 beginning on page  
10 Fifteen (15), Line Twenty-seven (27) with the word "IDEMNIFICATION" and ending on page Seventeen  
11 (17), Line Twenty-six (26) with the word "persons" be deleted and the following inserted in its place:

12                   **"18. STATE ALCOHOL AND DRUG REQUIREMENTS**

13                   A. INDEMNIFICATION

14                   The PROVIDER agrees to indemnify, defend and save harmless the State, its officers,  
15 agents and employees from any and all claims and losses accruing or resulting to any and all  
16 contractors, subcontractors, materialmen, laborers and any other person, firm or corporation furnishing  
17 or supplying work, services, materials or supplies in connection with the performance of this Agreement  
18 and from any and all claims and losses accruing or resulting to any person, firm or corporation who may  
19 be injured or damaged by the PROVIDER in the performance of this Agreement.

20                   B. INDEPENDENT CONTRACTOR

21                   The PROVIDER and the agents and employees of PROVIDER, in the performance of  
22 this Agreement, shall act in an independent capacity and not as officers or employees or agents of  
23 State of California.

24                   C. CONTROL REQUIREMENTS

25                   This Agreement is subject to all applicable Federal and State laws, regulations and  
26 standards. PROVIDER(S) shall establish written procedures consistent with State-County Contract  
27 requirements. The provisions of this Agreement are not intended to abrogate any provisions of law or  
28 regulation existing or enacted during the term of this Agreement.

1                   D.     CONFIDENTIALITY

2                   PROVIDER shall conform to and COUNTY shall monitor compliance with all State of  
3 California and Federal statutes and regulations regarding confidentiality, including but not limited to  
4 confidentiality of information requirements at Part 2, Title 42, Code of Federal Regulations; California  
5 Welfare and Institutions Code, sections 14100.2, 11977, 11812, 5328; Division 10.5 and 10.6 of the  
6 California Health and Safety Code; Title 22, California Code of Regulations, section 51009; and  
7 Division 1, Part 2.6, Chapters 1-7 of the California Civil Code.

8                   E.     REVENUE COLLECTION POLICY

9                   PROVIDER shall conform to all policies and procedures regarding revenue collection  
10 issued by the State under the provisions of the Health and Safety Code, Division 10.5.

11                  F.     EXPENDITURE OF STATE GENERAL AND FEDERAL FUNDS

12                  PROVIDER agrees that all funds paid out by the State shall be used exclusively for  
13 providing alcohol and/or drug program services, administrative costs, and allowable overhead.

14                  G.     ACCESS TO SERVICES

15                  PROVIDER shall provide accessible and appropriate services in accordance with  
16 Federal and State statutes and regulations to all eligible persons.

17                  H.     REPORTS

18                  PROVIDER agrees to participate in surveys related to the performance of this  
19 Agreement and expenditure of funds and agrees to provide any such information in a mutually agreed  
20 upon format.

21                  I.     AUDITS

22                  All State and Federal funds furnished to the PROVIDER(S) pursuant to this Agreement  
23 along with related patient fees, third party payments, or other related revenues and funds commingled  
24 with the foregoing funds are subject to audit by the State. The State may audit all alcohol and drug  
25 program revenue and expenditures contained in this Agreement for the purpose of establishing the  
26 basis for the subsequent year's negotiation.

27                  J.     RECORDS MAINTENANCE

28                  1)    PROVIDER shall maintain books, records, documents, and other

evidence necessary to monitor and audit this Agreement.

2) PROVIDER shall maintain adequate program and fiscal records relating to individuals served under the terms of this Agreement, as required, to meet the needs of the State in monitoring quality, quantity, fiscal accountability, and accessibility of services. Information on each individual shall include, but not be limited to, admission records, patient and participant interviews and progress notes, and records of service provided by various service locations, in sufficient detail to make possible an evaluation of services provided and compliance with this Agreement."

5. That the portion of Section 38. UNLAWFUL USE OF DRUGS AND ALCOHOL of existing COUNTY Agreement No. 16-432-1, as set forth in the Amendment (16-432-1) beginning on page Three (3), Line Seven (7) with the word "CONTRACTOR" and ending on page Three (3), Line Twenty-one (21) with the word "message" be deleted and the following inserted in its place:

**"38. UNLAWFUL USE OF DRUGS AND ALCOHOL**

1) CONTRACTOR shall ensure that information produced with Federal funds pertaining to drug and alcohol related programs contains a clearly written statement that there shall be no unlawful use of drugs or alcohol associated with the program. Additionally, CONTRACTOR shall ensure that no aspect of the program includes any message in materials, curricula, teachings, or promotion of the responsible use, if the use is unlawful, of drugs or alcohol pursuant to Health and Safety Code (HSC) 11999-11999.3.

2) CONTRACTOR must sign the Unlawful Use of Drugs and Alcohol Certification, attached hereto as Attachment B, incorporated herein by reference and made part of this Agreement agreeing to uphold the obligations of HSC 11999 – 11999.3.

6. This agreement may be unilaterally terminated, without penalty, if CONTRACTOR or a subcontractor that is a private entity is determined to have violated a prohibition of the Unlawful Use of Drugs and Alcohol message or has an employee who is determined by the DBH Director or her designee to have violated a prohibition of the Unlawful Use of Drugs and Alcohol message."

7. That, effective November 6, 2018, all references in existing COUNTY Agreement No. 16-432 to "Exhibit A," shall be changed to read "Revised Exhibit A-1," attached hereto and incorporated herein by reference.

1       8. COUNTY and CONTRACTOR agree that this Amendment II is sufficient to amend the  
2 Agreement #16-432, Amendment I #16-432-1 and, that upon execution of this Amendment, the  
3 Agreement, Amendment I, and Amendment II together shall be considered the Agreement.

4       The Agreement, as hereby amended, is ratified and continued. All provisions, terms,  
5 covenants, conditions and promises contained in the Agreement and not amended herein shall remain  
6 in full force and effect.

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1           IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year  
2 first hereinabove written.

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4 **LPC CONSULTING ASSOCIATES, INC.**

5 Lynne P. Cannady  
6 (Authorized Signature)

7

8 Lynne Cannady, President

9 Print Name & Title

10 1451 River Park Drive, Suite 100

11 Sacramento, CA 95815

12 Mailing Address

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15 FOR ACCOUNTING USE ONLY:

16 ORG No.: 56302081

17 Account No.: 7295

18 Requisition No.:

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## **SCOPE OF WORK**

### **Overview Evaluation of Substance Abuse Prevention Services in Fresno County**

LPC will evaluate the community-wide initiative to decrease alcohol and drug use in youth and young adults, specifically focusing on three objectives:

- 1) Decrease underage alcohol use by decreasing youth access to alcohol from adults and increasing the average age of onset for alcohol use.
- 2) Decrease marijuana use among youth and increase the average age of onset for youth using marijuana by increasing education and awareness about the consequences of marijuana use.
- 3) Decrease prescription drug and over-the-counter drug misuse by increasing public education and awareness about the consequences of prescription misuse, and increasing efforts for safe disposal of medications.

To achieve these objectives, LPC will work with the county and the prevention provider contracted to implement evidenced-based prevention programs and strategies from July 1, 2016 to June 30, 2020.

The evaluation of this initiative will be multi-site and multi-program, measuring how each provider program is meeting its objectives, and how the county is meeting their overall goal identified in the current Strategic Prevention Plan (SPP). The following section describes how LPC will conduct this evaluation, which is based on a careful review and thorough understanding of the Strategic Prevention Framework (SPF) and the 2015-2020 Fresno County-wide Alcohol and Other Drug (AOD) Strategic Prevention Plan (SPP).

### **Scope of Work**

The 2015-20 SPP Logic Model and Implementation Plan provides the basis for the research questions that will guide the development and implementation of the substance abuse prevention services evaluation study (Figure 1). These broad questions will facilitate the framing of more detailed questions for process and outcome evaluation data collection and analysis, and define data sources for both quantitative and qualitative data.

**Figure 1 - Research Questions for Proposed Evaluation Study**

Questions	Process	Outcomes
How are the funded prevention projects being implemented in Fresno County countywide, and across sites?	X	
What are the barriers to implementation and how have they been addressed?	X	
What lessons are being learned about prevention program implementation with specific populations, in specific geographic regions of the county (e.g., urban and rural)?	X	
Who are the participants in the prevention programs? What are their demographic characteristics and risk factors for substance use and abuse?	X	
What is the impact on the program participants?		X
How have knowledge, attitudes and beliefs change during the SPP?		X
What is the impact of the program on behavior among individual participants? At the school site and the County level?		X

The following sections describe the evaluation plan by major activity and fiscal year (FY).

### **Year One (FY 2016-17)**

The first year of the evaluation will include: 1) the development of a comprehensive evaluation plan; 2) meeting with prevention program staff to develop individualized evaluation plans; 3) reviewing options for a countywide measure of youth and young adult behavior; 4) training and technical support to launch the evaluation; 5) preliminary data analysis and reporting; and 6) meetings with DBH-SUD staff and prevention program staff to include them in the design process, and to ensure data collection, analysis and reporting addresses their needs. The evaluation will ensure that data is meaningful, shared, and utilized to advance program implementation and inform decision-making and accountability.

#### Evaluation Plan

LPC will collaborate with DBH-SUD staff and the prevention programs during the development of the evaluation plans during the first three months of contract award. The evaluation plans will provide a framework for tracking and reporting all strategic outcomes and will include a plan to gather community-level data on youth and young adult alcohol and drug use, either from existing sources or from a developed survey and survey administration protocol. The Evaluation Plan will be drafted using the steps outlined in the work plan in Figure 2 below.

**Figure 2 - Year One Evaluation Work Plan: Evaluation Plan Phase**

Tasks and Activities	Milestones and Deliverables	Timeline
Meet with DBH-SUD staff to review proposed evaluation, update information on prevention contracts, and clarify roles and responsibilities	Collect new or additional materials to inform evaluation design Memorandum to DBH-SUD with summary from meetings, decisions, and roles and responsibilities ( <i>within 5 days of meetings</i> )	By 7/30/16 ( <i>meetings within one week of contract award</i> )
Convene brainstorming sessions with DBH-SUD staff and all funded prevention programs to collaboratively develop a strategic plan for county-wide data collection. This will provide an opportunity to introduce the evaluation team and collectively review scopes of work and proposed evaluation plan, expectations, and tentative schedule, as well as discuss county level data collection challenges and ways to address these challenges.	Data collection plan (to be reflected in evaluation plan)	By 7/30/16
Draft individual provider program evaluation plans.	Evaluation plans	8/31/16
Develop checklist of data elements to be collected for the evaluation, citing sources of existing data, and anticipated schedule for updates. Review sources of data for community level for youth and young adult AOD use, and develop a plan for collecting community level data.	Data checklist and status List of data sources, questions, and who and how data is collected, and availability of data sets.	9/30/16 9/30/16
Develop additional process data collection forms and tools, based	Data collection forms for	9/15/16

Tasks and Activities	Milestones and Deliverables	Timeline
on program needs and work plans. Submit forms and tools to DBH-SUD staff and key prevention program staff for review and feedback; revise as directed. Revise and finalize data collection forms and tools.	primary data collection (e.g., tracking logs, activity reporting forms)	(drafts to DBH-SUD) 9/30/16 (revise)
Provide each prevention program with an individualized evaluation plan that includes measureable activities and timelines consistent with the SPP.	Prevention program evaluation plan and timeliness.	9/30/16
Draft comprehensive evaluation plan with detailed tasks, roles and responsibilities, data collection forms and tools, and timelines for reporting and other deliverables. Will include annual work plans for each contracted prevention program, with measurable activities and timelines.	Detailed Evaluation Plan	9/30/16

The first phase of the evaluation will focus on meeting DBH-SUD staff and prevention programs to begin developing a collaborative working relationship, and to clarify roles and responsibilities, expectations, and steps for the proposed evaluation. We propose a brainstorming meeting in the first month of the evaluation contract with LPC staff, DBH-SUD staff, and all funded prevention programs to collaboratively develop a strategic methodology for shared data collection tools across sites, potential County-wide indicators, and shared evaluation capacity across the provider agency. A shared strategy from the outset will help inform LPC's development of evaluation plans and resources for each program, develop data collection tools and protocols, provide technical assistance for collection and reporting data, and address any potential challenges with programming or data collection. From these meetings, LPC will create a detailed evaluation plan and protocol, with data collection tools and an evaluation plan for DBH-SUD staff. The data collection tools will reflect services provided in each strategy area and will align directly with the goals, objectives, and outcomes identified in the SPP logic models. The project plans and protocols, and the county evaluation plan, will be completed within first three months of the contract award.

#### Data Collection

LPC will provide each prevention program with training and a data collection plan and protocol within three months of the contract award. Many of these data collection tools will align with CalOMS to assist the programs with CalOMS reporting. As needed, others will be designed to gather process data to enrich the evaluation and assist with "telling the story" of alcohol and drug prevention in Fresno County. Following the provider trainings, LPC staff will contact the designated staff member in each program on a regular basis to provide ongoing technical support for data collection and data entry.

LPC will utilize CalOMS data for the evaluation as much as possible to lessen duplicate data entry among the programs. We will also create a simple web-based data reporting system to assist in regular data reporting from the prevention programs, and prevention programs will be expected to complete this quarterly, one-month after the close of each quarter. This process will provide up-to-date status reports on implementation progress, and be summarized and reported back to the programs and DBH-SUD staff in a data dashboard format. This process will assist with monitoring implementation progress continually throughout each program year, for the evaluation staff, for DBH-SUD staff, as well as for the prevention provider staff, and is an excellent source of implementation and data quality control.

LPC will assist the prevention programs in creating a small number of additional data collection tools and mechanisms to facilitate their own internal evaluation process. LPC will provide feedback on new and/or

existing tools, knowing that this data is for the internal evaluation of the provider's programs, and that this data will be analyzed by program staff and be a source of program feedback to the programs.

If at the time of this contract award, Fresno County school districts are not committed to administering the CHKS, LPC will work with DBH-SUD and the prevention programs on identifying alternatives. These may include, but are not limited to, developing a standardized survey tool and methodology to assess AOD attitudes and behaviors at least biennially or working with the developers of the CHKS on a shorter alternative format of the survey. LPC recommends that either DBH-SUD or the prevention provider obtain MOUs with the school districts to ensure a consistent source of data for this SPP period. To lessen the burden of surveying in schools, LPC highly recommends that prevention programs not individually administer additional surveys to students. If LPC must develop a customized survey for Fresno County, the survey will assess alcohol, marijuana, and prescription drug misuse among youth and young adults to meet the county SPP objectives, and will take into account the needs of each program, with a defined methodology and schedule. This survey will be pilot tested and used throughout Fresno County in program sites, surveying the same sites at each administration. Preferably, this survey will be administered annually, with baseline data collected in year one (FY 2016/17), so we can compare baseline to the final year (FY 2019/20). However, the survey may need to be administered biennially to gain agreement from participating school districts. By doing this, the evaluation will be assured a uniform survey methodology among the prevention programs, and lessen the impact of surveying at schools.

We anticipate a wide variety of programs serving a diverse population across Fresno County. In order to hear directly from participants, especially youth and young adults and increase their voice and leadership in the community, we will conduct interviews and focus groups with clients, participants, and stakeholders. The interview and focus group questions will elicit input related to: (a) observations about emerging alcohol and drug use trends or behaviors; (b) awareness and utilization of existing resources and community assets for prevention, intervention, and treatment; (c) identification of needs based on gaps and systemic barriers; (d) how youth and young adults are responding to the prevention programs; and (e) challenges related to implementation of prevention programs funded by Fresno County. These qualitative methods will fill in gaps that are not addressed with quantitative data, and enrich the evaluation with qualitative feedback and stories.

The evaluation plan will include data collection protocols for prevention programs and a resource that supports participant and program level data collection. The protocol will explain the purpose and origin of all data collection forms and tools, and include the tools, and a schedule outline for data retrieval. The data collection protocol will be based on the forms and tools developed in the first three months of the evaluation, all of which will include provider input and feedback. The protocols will provide the basis for the initial training with programs, to ensure they understand how to use the data collection forms and tools and to familiarize them with data reporting. The protocol will include contact information for ongoing technical support from LPC staff.

#### Data Analysis & Reporting

Data analysis will address the target measures identified in the goals and objectives for the 2015-20 SPP Logic Model. Findings will present frequency distributions for demographic and other characteristics of program participants; analyze outcomes in terms of rates of change as well as proportion of participants in various levels of change; and ultimately, cross tabulate specific participant outcomes with risk or other characteristics, and by program. LPC will analyze trends for community level indicators, utilizing CHKS (if available), CalOMS, CJSC, CHIS, and NSDUH data, and annually present findings, using GIS mapping and

data visualization.

LPC will submit status reports with invoices, describing accomplishments, identifying challenges or barriers, and describing or requesting remedial actions to address the challenges encountered (e.g., lack of response from programs, problems with data collection). LPC's status reports also project activities for the coming month, with milestones for marking progress toward evaluation goals.

Pursuant to the requirements in the RFP, LPC will provide a summary report of evaluation activities at three, six, and twelve months in Year One. In addition, LPC will provide a quarterly summary of the prevention provider's data in a data dashboard format to DBH-SUD staff and programs throughout the project.

- The 3-month report (due on 9/30/16) will consist primarily of the evaluation plan with the data collection tools, prevention program work plans, the data collection protocol, and a summary overview of the process and deliverables for the evaluation start up.
- The 6-month report (due on 12/31/16) will include a status report on all evaluation start-up activities, a summary of evaluation accomplishments to date and a status of prevention programs' activities and data collection based on the prevention provider's CalOMS data and quarterly reporting to LPC.
- The 12-month report will include an annotated outline for the Year One report. The year one comprehensive report will include: 1) a status report on evaluation activities and accomplishments to date, 2) a summary of process and outcome findings based on site visits, interviews and focus groups with program staff, stakeholders and program participants, 3) implementation and demographic data collected by CalOMS, and 4) baseline data for alcohol, marijuana, and prescription drug misuse among youth and young adults. Each prevention program will also receive an individualized evaluation report.

These reports will include status updates toward implementation and outcomes objectives, key findings and recommendations. LPC will share these reports with each prevention program, and revise evaluation work plans, as necessary.

LPC will present the findings in the context of progress toward the goals and objectives outlined in the Logic Models. The annual evaluation report will focus on data collected on individual program participants and program implementation, and will identify emerging alcohol and drug use issues and trends from secondary data over the previous five years to be obtained primarily from CHKS, CHIS, CalOMS, and other community level data that is readily accessible. The report will include individual summary reports for each prevention program, as well as a comprehensive report for Fresno County. LPC will submit and review the reports with key staff from each prevention program and with Fresno County DBH-SUD staff.

LPC will submit annual progress reports toward the evaluation goals and objectives for Fresno County in the CalOMS Prevention website, as required by the Department of Alcohol and Drug Programs. LPC staff will review CalOMS program data quarterly as we pull data for the quarterly data reports.

Figure 3 below presents an overview of core tasks, milestones and deliverables, and the projected timeline for the data collection and analysis phase of Year One. Reports are shown as deliverables.

**Figure 3 - Year One (FY 2016-17) Evaluation Work Plan: Data Collection and Analysis Phase**

Tasks and Activities	Milestones and Deliverables	Timeline
Develop web-based quarterly evaluation reporting template for each prevention program. Provide training to provider staff for data entry.	Web-based reporting system. Written instructions for each program on data collection and reporting.	10/15/16 10/15/16
Participate in monthly program meetings	Meeting notes and agendas	Monthly, as determined by DBH-SUD
Participate in quarterly provider meetings	Prevention provider meeting notes and agendas	Quarterly, as determined by DBH-SUD
If needed, create a universal data collection tool to be used by all programs biennially, with uniform methodologies, and a protocol for survey administration for programs to use at the same school sites throughout the 2016-20.	Data collection tool and administration plan and methodology.	10/30/16
Survey implemented during 2016/17 to collect baseline.	Survey data	By 5/31/17
Draft interview and focus groups questions for programs, youth, young adults, and stakeholders Develop site visit schedule Solicit contact information for stakeholders to interview Solicit contact information for focus groups with youth and young adult participants, Youth Advisory Committees, and other key constituency groups (to be determined during evaluation plan phase) Schedule site visits with each prevention program	Interview protocols Focus group protocols Site visit schedule Contact list for qualitative data collection activities Site visit schedule	12/31/16 12/31/16 12/31/16 1/30/17 1/30/17
Conduct semi-annual site visits to meet programs, collect qualitative data, and observe program services where feasible	Qualitative data collection (observation checklist, interviews, focus group notes)	1/30/17 6/30/17
For each prevention program, analyze qualitative data to describe program implementation, successes, challenges and barriers, and accomplishments. Analyze qualitative data on feedback from participants, and reflections from stakeholders.	Program data summary reports	6/30/17
Pull CalOMS data and collect quarterly reporting data from prevention programs one month after quarter ends, beginning after programs' data collection plans are in place. Provide a summary of program process data to county and each program one month after data collected.	Completed reporting forms Summary of program process data	1/31/17 4/30/17 2/28/17 5/31/17
Collect and analyze baseline data and any secondary data (e.g., CHKS, CJSC, CHIS, and NSDUH data, etc.)	Data files	6/30/17
Begin drafting annual evaluation report for Year One (note: due to funding cycle and reporting in CalOMS, programs have until July 31 to enter their CalOMS data. Therefore, LPC does not have access to the data until August 1, so the report will be completed in year two.	Annual evaluation report	6/30/17 (program and county reports completed by 9/15/17)

### Training & Technical Assistance

We will provide opportunities to each of the DBH-SUD funded prevention programs, as well as DBH-SUD staff, to build evaluation capacity through direct training, accessibility, and technical support. Capacity begins with the development of the evaluation plan, involving project staff in the design and process, and making tools useful not only to the evaluation but to the agency, as well. It is not our intention to blanket the programs with a set of data collection tools, but to work with the programs and learn what they have and need, and if possible, help streamline the data collection process. LPC will work with the programs to develop data collection tools and protocols to assist with CalOMS reporting, and gather the information needed for the evaluation quarterly reports, and then report back what we are collecting in an easy to understand and useful format. Once each program has an individualized evaluation plan, we will meet with the programs to review the plan and tools, and train their staff on collecting, reporting, and interpreting the data.

LPC will respond quickly to email and telephone inquiries, and provide supporting materials or guidance as needed. Since we will be checking in with programs monthly during the first year, we expect to develop a rapport between the LPC team, DBH-SUD staff, and program staff. Feedback from programs will guide the creation of meaningful reports, improve features of data collection, and troubleshoot to minimize errors, incomplete or inconsistent entries, and inaccuracies in the data. And we may use opportunities on-site to provide additional training or technical assistance, based on emerging needs. Additionally, attending the monthly program meetings and will increase opportunities for check-ins and offering technical assistance and training. LPC will be available to meet with DBH-SUD staff and prevention program staff, as needed.

### **Years Two (FY 2017-18) and Three (FY 2018-19)**

At the beginning of each contract year, LPC will review the prevention programs for implementation modifications, including addenda to their scopes of work, and evaluation plan modification, based on lessons learned and/or recommendations from the previous year. We will submit an updated evaluation design to DBH-SUD if significant changes are made.

### Data Analysis & Reporting

The data collection for the following years will continue as established in Year One, subject to an annual review of the evaluation plan and revisions as needed. We will continue to review data entered into CalOMS quarterly, collect quarterly implementation reports from programs, and report a summary of findings back to the prevention program staff and DBH-SUD staff in a data-dashboard type report. These reports will allow project staff and LPC to determine the extent to which the data is reflecting the actual program reach and levels of participation, and provide recommendations to the programs and DBH-SUD staff to improve outcomes and develop the program, as well as ensure that data collection and date entry are occurring. This will also provide regular opportunities for technical support to introduce systems for improving data collection, data accuracy, and data entry.

While the quarterly summary reports will identify challenges in the data collection based on simple analyses, the most comprehensive analysis will occur during the development of the annual evaluation reports. Continuing with the format previously established by LPC and DBH-SUD staff, annual evaluation reports will include both program level reports, as well as a cross-program County-wide summary. We will present frequency distributions for demographic and other characteristics of program participants; analyze outcomes in terms of rates of change as well as proportion of participants in various levels of

change; and cross-tabulate specific participant outcomes with risk or other characteristics, and by program. Data will be presented in graphic format to enhance communicating findings, using GIS mapping and data visualization, and an annual presentation of findings will include a comprehensive status report on evaluation activities and accomplishments to date, a summary of process and outcome findings based on site visits, interviews and focus groups with program staff, stakeholders and program participants, and baseline data for youth and young adult alcohol, marijuana, and prescription and over-the-counter drug misuse.

LPC will present the findings in the context of progress toward the goals and objectives outlined in the SPP Logic Models. The year two and three evaluation reports will focus on data collected on individual program participants and program implementation, and will include trends from secondary data over the previous five years to be obtained primarily from CHKS, CHIS, CalOMS, and other community level data that is readily accessible. During year three of the project (FY 2018/19), the survey used to collect student alcohol and drugs use will be re-administered, providing comparison data to the baseline measure collected in FY 2016/17. This survey will be administered in the same schools as the baseline survey.

LPC will provide an annotated report outline to DBH-SUD staff at least one month prior to drafting the annual report. This report will include the status of each prevention programs' contract deliverables and/or implementation status; qualitative feedback on each program; descriptions of program participants; preliminary findings on outcomes or final outcomes in the context of progress toward the goals and objectives in the Logic Model and SPP; and conclusions and recommendations. Annual community indicator trends, as available, will be in each annual report.

#### Training & Technical Assistance

LPC will continue to provide training and technical assistance to the prevention programs and DBH-SUD staff, based on need. At the beginning of each program year, LPC staff will meet with the key prevention provider program staff to review scope of work amendments and revise evaluation plans, as needed, to align with any changes. LPC will also review the evaluation plans and data collection tools, reflect on data entry or other challenges from the previous year, and address these. LPC will also review the evaluation plan and methodology with program staff to ensure that there is a thorough understanding of data collection, expectations, and schedules. Year three will include additional training, coaching, and technical assistance as LPC works with staff to ensure that the programs are collecting the data needed for Fresno County's goals and objectives via a customized survey, or the CHKS (yet to be determined).

LPC will continue to be available for telephone and/or web-based support, and LPC staff will be available to provide support during monthly prevention and/or quarterly provider meetings. Figure 4 below presents an overview of core tasks, milestones and deliverables, and the projected time line for the data collection and analysis for each of Years Two (FY 2017/18) and Three (FY2018/19). Reports are shown as deliverables.

**Figure 4 - Years 2-3 (FY 2017/18 & FY 2018/19) Evaluation Work Plan: Ongoing Data Collection and Analysis**

Tasks and Activities	Milestones and Deliverables	Timeline
Review revisions and addendums to program scope(s) of work and revise evaluation plans as needed	Revised evaluation plans	First month of fiscal year
Participate in monthly program meetings	Provide meeting notes and agendas	Monthly, as determined by DBH-SUD
Participate in quarterly provider meetings	Prevention provider meeting notes and agendas	Quarterly, as determined by DBH-SUD
Pull CalOMS and collect quarterly reporting data from prevention programs one month after quarter ends.  Provide a summary of program process data to county and each program one month after data collected.	Completed reporting forms  Summary of program process data	Collected 30 days after each quarter  Reported back 30 days after collected
Conduct semi-annual site visits to meet program staff, collect qualitative data, observe program services where feasible	Qualitative data collection (observation checklist, interviews, focus group notes)	1/30/18 6/30/18 1/30/19 6/30/19
For each prevention program, analyze qualitative data to describe program implementation, successes, challenges and barriers, and accomplishments.  Analyze qualitative data on feedback from participants, and reflections from stakeholders.	Program data summary reports	6/30/18 6/30/19
Work with programs to collect community level AOD indicator data, either through a universal survey administered by program staff or the CHKS	Survey data	2018/19
Draft annual evaluation reports for years two and three (note: due to funding cycle and reporting in CalOMS, programs have until July 31 to enter their CalOMS data. Therefore, LPC does not have access to the data until August 1, so the report will be completed by September 15, 2018 and 2019.	Annual evaluation report	Due to delays getting CalOMS data, reports completed by 9/15/18 and 9/15/19.

#### **Years Three (FY 2018/19) and Four (FY 2019/20)**

At the beginning of November 2018, LPC will begin working on the Strategic Prevention Plan (SPP) for Fresno County Department of Behavioral Health – Substance Use Disorder Services (DBH-SUD) Services by serving in the following roles and capacities:

1. Facilitation of planning meetings with key partners and stakeholders;
2. Collection and analysis of quantitative and qualitative data to inform the needs assessment component of the planning process; and
3. Development of a written Strategic Prevention Plan with identified priorities and recommendations.

The proposed timeframe for completing the SPP is 12 months (November 1, 2018 through October 31, 2019). LPC will use the CPI's Strategic Training and Education for Prevention Planning (STEPP) Project throughout the entire twelve-month SPP development period to collect, compile, and analyze data.

**Months 1-2: Planning** | During the first two months of the contract award, LPC will meet with Fresno County DBH-SUDS staff to create a detailed scope of work and plan for next steps. LPC's key tasks in this planning phase will be to:

1. Review CPI's SPP Guide, SPP Workbook, and County Indicator Toolkits;
2. Attend CPI online trainings and webinars related to the SPF and SPP development process;
3. Draft a schedule and broad agendas for meetings with the SPP Planning Group;
4. Identify sources of needs assessment data; and
5. Draft an annotated outline for the final Strategic Prevention Plan.

**Months 3-5: Preliminary Quantitative Data Collection and Analysis** | LPC staff will collect and analyze quantitative data to inform the Assessment and Evaluation chapters of the SPP. LPC will identify community level indicators readily accessible and relevant to the planning process as directed by SPF guidelines. Preliminary indicators will likely include measures of substance use (e.g., incidence and prevalence), treatment admissions data, and data related to risk factors or consequences of substance use

**Months 4-10: Meetings with SPP Planning Group and Ongoing Data Collection** | LPC staff will plan and facilitate up to four meetings with the SPP Planning Group. LPC is entrusting Fresno County DBH-SUDS staff to identify and invite local stakeholders and representatives from relevant sectors of the community (including youth) to participate in this group prior to the first meeting, whereas LPC will take responsibility for preparation and follow-up related to the meetings. The first meeting will introduce the LPC team, inform the group about the planning process, share the SPP annotated outline, and solicit input for data sources and resources (i.e., indicator data and focus group/interview candidates). After this first meeting, LPC staff will collect and analyze additional data based on group input. The subsequent two planning meetings will present preliminary quantitative and qualitative data to the group, and include a discussion of group members' interpretations of the data collected to date. It is the hope that these meetings will help surface relevant substance use issues, unmet needs, community assets and resources, and SPP priorities and recommendations. The final planning meeting will share draft components of the Strategic Prevention Plan to gather group members' input and feedback. It is important to note that the timeline for and number of formal meetings may fluctuate based on emergent planning needs and desires of the group.

**Months 5-8: Qualitative Data Collection and Analysis** | To supplement the community indicator data trends and other quantitative data included in the needs assessment, LPC anticipates collecting qualitative data through focus groups and/or interviews with targeted stakeholders (e.g., members of the SPP Planning Group, local youth, treatment providers, etc.). The purpose of the qualitative data collection is to address gaps in knowledge that cannot be addressed with quantitative data, or for which there is inadequate understanding of the issues and needs. LPC will offer incentives to interview and focus group participants, and may consider contracting with a local organization to facilitate qualitative data collection as needed.

**Months 9-12: Draft, Review, and Finalize Strategic Prevention Plan** | LPC will draft a summary of the strategic planning process, needs assessment findings, identification of priority issues and needs, and

proposed recommendations. Based on the final meeting with the SPP Planning Group, LPC will feature recommendations with data to support the rationale for each. Attachments containing complete datasets, graphs, and/or maps will be included with the full report. LPC will allow time for Fresno County DBH-SUDS staff to review the document prior to the presentation of the SPP to the Fresno County Behavioral Health Board and the California Department of Health Care Services (DHCS).

At the conclusion of the planning process, Fresno County DBH-SUDS will have a Strategic Prevention Plan from which to inform resource allocation, guide providers toward shared goals, and address needs in the local prevention continuum.

**Figure 5 – Years 3-4 (FY 2018/19 and FY 2019/20) SPP Work Plan: Data Collection, Analysis and SPP Model**

Tasks and Activities	Milestones and Deliverables	Timeline <sup>1</sup>
Planning	Provide meeting notes and agendas	11/1/18 12/31/18
Preliminary Quantitative Data Collection and Analysis	Qualitative data collection (community level indicators, compilation of preliminary indicators)	1/1/19 3/31/19
Meetings with SPP Planning Group and Ongoing Data Collection	Qualitative data collection (sharing of ideas, input from community meetings)	2/1/2019 8/30/19
Qualitative Data Collection and Analysis	Qualitative data collection (observation checklist, interviews, focus group notes)	3/1/2019 6/30/19
Draft, Review, and Finalize Strategic Prevention Plan	Final SPP submitted to County	7/1/2019 10/31/19

#### **Years Four (FY 2019/20) and Five (First half of FY 2020/21 ending December 31, 2020)**

At the beginning of the year four, LPC will review the program for final implementation modifications based on lessons learned and/or recommendations from the previous years. The emphasis will be on ensuring robust and accurate data collection as focus turns toward the final analysis and drafting of the comprehensive evaluation reports in Year 5.

#### Final Analysis

During the final year of the prevention programming, data collection will continue as established during the previous three years. We will continue to collect data quarterly, and collect qualitative data via focus groups and interviews with program participants, stakeholders, and program staff at the conclusion of the fourth year to gather comprehensive feedback for the four years of the Fresno County initiative. During this final year, we will analyze community indicator findings to provide an analysis of trends over time. This will yield an update for the baseline created in the 2015-2020 SPP to be used in the development of

<sup>1</sup> The timeline assumes a start date of November 1, 2018. All dates proposed in this work plan will shift in accordance with the contract award and actual start date.

the 2020-2025 SPP.

The final comprehensive evaluation report will include an annual update and comprehensive evaluation report of the four years, and include summaries of activities during the SPP, progress toward the SPP goals based on the selected measure of community-level data, as well as secondary community indicator data that presents emerging and significant alcohol and drug issues in Fresno County. The report will measure program effectiveness and changes over the four years. LPC will coordinate with DBH-SUD staff to develop an annotated final report outline, integrating process and outcomes data with quantitative and qualitative data analysis. We will examine trends over time, both within and across programs and among selected community indicators. The analysis will compare baseline knowledge, attitudes and behavior among program participants.

This final report will also include recommendations for future prevention programming. The final report will include a graphic presentation of data and findings to facilitate communicating findings, using data visualization and GIS mapping. The final report will be a product that represents the four-year collaboration among the prevention programs and with DBH-SUD and LPC Consulting Associates, Inc. We will use all data reporting for Years 1-4 to develop capacity for program evaluation, to foster an environment of transparency and data driven decision-making, and to celebrate achievements and identify areas that require development or modification.

In addition to a written report, LPC staff will prepare a presentation of the evaluation findings to share with the Behavioral Health board, partners, and prevention program staff. Not only will the final presentation provide an opportunity for discussion of implementation and outcomes, but key elements of the presentation may be used by prevention program staff and DBH-SUD to share findings with other constituencies and stakeholder audiences, and assist and inform implementation of the 2020-2025 Fresno County Alcohol and Other Drug (AOD) Strategic Prevention Plan (SPP).

Figure 6 below presents an overview of core tasks, milestones and deliverables, and the projected timeline for the data collection and analysis for the final year of the prevention work for this SPP (year four, 2019/20) and for the analysis and development of the final comprehensive report and presentation of evaluation findings (year five, July-December 2020). Reports are shown as deliverables.

**Figure 6 – Years 4-5 (FY 2019/20 and FY 2020/21) Evaluation Work Plan: Data Collection and Final Analysis**

Tasks and Activities	Milestones and Deliverables	Timeline <sup>2</sup>
Participate in monthly program meetings	Provide meeting notes and agendas	Monthly, as determined by DBH-SUD
Participate in quarterly provider meetings	Prevention provider meeting notes and agendas	Quarterly, as determined by DBH-SUD
Pull CalOMS data and collect quarterly reporting data from prevention programs one month after quarter ends.	Completed reporting forms	Collected 30 days after each quarter
Provide a summary of program process data to county and each	Summary of program process	Reported back

<sup>2</sup> The timeline assumes a start date of November 1, 2018. All dates proposed in this work plan will shift in accordance with the contract award and actual start date.

Tasks and Activities	Milestones and Deliverables	Timeline <sup>2</sup>
program one month after data collected.	data	30 days after collected
Conduct semi-annual site visits to meet programs, collect qualitative data, observe program services where feasible	Qualitative data collection (observation checklist, interviews, focus group notes)	1/30/20 6/30/20
For each prevention program, analyze qualitative data to describe program implementation, successes, challenges and barriers, and accomplishments. Analyze qualitative data on feedback from participants, and reflections from stakeholders.	Program data summary reports	6/30/20
Draft comprehensive evaluation report that includes an annual summary for year four (note: due to funding cycle and reporting in CalOMS, programs have until July 31 to enter their CalOMS data. Therefore, LPC does not have access to the data until August 1, so the final comprehensive report will be completed in by September 15, 2020.)	Annual evaluation report	Due to delays getting CalOMS data, reports completed by 9/15/20
Present final comprehensive report findings and recommendations to the Fresno County Behavioral Health Board	Presentation	By 12/31/20

**REVISED EXHIBIT B**  
**SUBSTANCE ABUSE PREVENTION EVALUATOR**  
**Substance Use Disorder (SUD)**  
**Projected Budget - Fiscal Year 2018-19**

**Provider Name:**

**Program Name:**

**Approved by:**

**No. of Budgeted FTEs - Admin:**

LPC Consulting Associates, Inc.

2020 Strategic Prevention Plan

**No. of Budgeted FTEs - Direct:**

0.01

0.81

**Mailing Address:** 1451 River Park Drive, Suite 100

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**Phone Number:** 916-448-8026

**Fax Number:** 916-448-1056

**E-mail Address:** lynne@lpc-associates.com

michele@lpc-associates.com

Budget Categories Line Item Description (Must be Itemized)	Annual Salary	% of FTE dedicated to this program	% Time dedicated to services		Proposed Program Budget		
			Admin.	Direct	Admin.	Direct	Total Proposed Budget
<b>PERSONNEL/SALARIES</b>							
0101 Research Director	\$ 156,000	1%	100%		\$ 1,560	\$ -	\$ 1,560
0102 Senior Associate	\$ 112,486	22%		100%	\$ -	\$ 24,747	\$ 24,747
0103 Senior Associate	\$ 91,520	22%		100%	\$ -	\$ 20,134	\$ 20,134
0104 Data Systems Manager	\$ 100,048	5%		100%	\$ -	\$ 5,002	\$ 5,002
0105 Research Assistant	\$ 49,504	16%		100%	\$ -	\$ 7,921	\$ 7,921
0106 Research Assistant	\$ 41,600	16%		100%	\$ -	\$ 6,656	\$ 6,656
0107					\$ -	\$ -	\$ -
0108					\$ -	\$ -	\$ -
<b>SALARIES TOTAL</b>					<b>\$ 1,560</b>	<b>\$ 64,460</b>	<b>\$ 66,020</b>
<b>PAYROLL TAXES</b>							
0151 F.I.C.A. Social Security and Medicare	SS 6.2 % rate applied to \$127.2k of gross earnings per employee			<b>Rate</b>	<b>2%</b>	<b>98%</b>	<b>100%</b>
0152 Federal Unemployment (FUTA)	Rate applied to only first \$7k of gross earnings per employee			7.65%	\$ 119	\$ 4,931	\$ 5,051
0153 State Employment Training Tax (ETT)	Rate applied to only first \$7k of gross earnings per employee			0.40%	\$ 6	\$ 258	\$ 264
0154 State Unemployment Insurance (UI)	Rate applied to only first \$7k of gross earnings per employee			0.10%	\$ 2	\$ 64	\$ 66
0155 Workers' Compensation Insurance	Rate applied to only first \$7k of gross earnings per employee			2.90%	\$ 45	\$ 1,869	\$ 1,915
				5.00%	\$ 78	\$ 3,223	\$ 3,301
<b>PAYROLL TAXES TOTAL</b>					<b>\$ 250</b>	<b>\$ 10,345</b>	<b>\$ 10,596</b>
<b>EMPLOYEE BENEFITS</b>							
0201 Health Insurance				<b>Rate</b>	<b>2.36%</b>	<b>97.64%</b>	<b>100%</b>
0202 Life Insurance				14.00%	\$ 218	\$ 9,024	\$ 9,243
0203 Retirement				1.00%	\$ 16	\$ 645	\$ 660
0204 Benefits Other - Specify				2.50%	\$ 39	\$ 1,612	\$ 1,651
				0.10%	\$ 2	\$ 64	\$ 66
<b>EMPLOYEE BENEFITS TOTAL</b>					<b>\$ 275</b>	<b>\$ 11,345</b>	<b>\$ 11,620</b>
<b>TAXES &amp; BENEFITS TOTAL</b>							<b>\$ 22,216</b>
<b>TOTAL PERCENT OF BENEFITS TO SALARIES</b>							<b>33.65%</b>

## Services and Supplies

<b>INSURANCE</b>							
0252 Liability Insurance						\$ -	
0253 Insurance Other-Specify						\$ -	
<b>INSURANCE TOTAL</b>							
<b>COMMUNICATIONS</b>							
0301 Telecommunications/data lines						\$ -	
0302 Answering Service						\$ -	
<b>COMMUNICATIONS TOTAL</b>							
<b>OFFICE EXPENSE</b>							
0351 Office Supplies						\$ -	
0352 Soc Rec., Workbooks						\$ -	
0353 Printing/Reproduction						\$ -	
0354 Publications						\$ -	
0355 Legal Notices/Advertising						\$ -	
<b>OFFICE EXPENSE TOTAL</b>							
<b>EQUIPMENT</b>							
0401 Purchase of Equipment (Computers/Furniture)						\$ -	
0402 Equipment Rent/Lease (Copy Machines)						\$ -	
0403 Equipment Maintenance						\$ -	
<b>EQUIPMENT TOTAL</b>							
<b>FACILITIES</b>							
0451 Rent/Lease Building						\$ 6,602	
0452 Facilities Maintenance						\$ -	
0453 Utilities						\$ -	
<b>FACILITIES TOTAL</b>							
<b>TRAVEL COSTS</b>							
0501 Staff Mileage						\$ 3,456	
0502 Staff Travel (Out of County)						\$ 4,200	
0503 Staff Training/Registration						\$ 1,920	
0504 Transportation						\$ -	
<b>TRAVEL COSTS TOTAL</b>							
<b>PROGRAM SUPPLIES</b>							
0551 Program Supplies-Client Incentives						\$ -	
0552 Program Supplies-Curriculum						\$ -	
0553 Program Supplies-Food						\$ -	

<b>PROGRAM SUPPLIES TOTAL</b>	\$	-
<b>CONSULTANCY</b>		
0601 Consultant Services (Interpretive Services)	\$	-
0602 Contracted Services (Recruitment)	\$	4,000
<b>CONSULTANCY TOTAL</b>	\$	4,000
<b>FISCAL AND AUDITS</b>		
0651 Accounting/Bookkeeping (IT Support)	\$	-
0652 External Audit	\$	-
<b>FISCAL AND AUDITS TOTAL</b>	\$	-
<b>OTHER COSTS</b>		
0701 Indirect Costs	\$	11,586
0702 Licenses/Taxes	\$	-
0703 County Administration Fee	\$	-
0749 Other Business Services	\$	-
<b>OTHER COSTS TOTAL</b>	\$	11,586
<b>ONE TIME ADVANCE - Start Up Costs</b>	\$	-
<b>TOTAL PROGRAM EXPENDITURES</b>	\$	120,000
<b>REVENUE/MATCH</b>		
3120 Drug Medi-Cal	\$	-
3130 State Grant	\$	-
3140 Private Donations	\$	-
3150 Client Fees	\$	-
3160 Insurance	\$	-
<b>REVENUE/MATCH TOTAL</b>	\$	-
<b>NET PROGRAM BUDGET</b>	\$	120,000

**REVISED EXHIBIT B**  
**SUBSTANCE ABUSE PREVENTION EVALUATOR**  
**Substance Use Disorder (SUD)**  
**Projected Budget - Fiscal Year 2018-19**

Provider Name:

LPC Consulting Associates, Inc.

Amount: FY 18-19

PERSONNEL/ SALARIES	Annual Salary and FTE Equivalence as in Budget.			
	Budget Categories-Line Item Description Descriptions	Positions	Annual Salary for this Program	% of FTE dedicated to this program
Research Director		\$ 156,000	1.00%	
Senior Associate		112,486.00	22.00%	
Senior Associate		91,520.00	22.00%	
Data Systems Manager		100,048.00	5.00%	
Research Assistant		49,504.00	16.00%	
Research Assistant		41,600.00	16.00%	
PERSONNEL SALARIES TOTAL				\$ 66,020
PAYROLL TAXES TOTAL				\$ 10,596
EMPLOYEE BENEFITS TOTAL				\$ 11,620
INSURANCE	<i>List the provider and expiration date for the following insurance categories, if applicable:</i>			
	• 0252 - Liability Insurance:			\$ -
	• 0253 - Insurance Other:			\$ -
COMMUNICATIONS	<i>Provide a brief description for each category, if applicable:</i>			
	• 0301 - Telecommunications/data lines:			\$ -
	• 0302 - Answering Service:			\$ -
OFFICE EXPENSE	<i>Provide a brief description for each category, if applicable:</i>			
	• 0351-Office Supplies:			\$ -
	• 0352 - Social/Rec, Workbooks:			\$ -
	• 0353-Printing/Reproduction:			\$ -
	• 0354 - Publications:			\$ -
	• 0355 - Legal Notices/Advertising:			\$ -
EQUIPMENT	<i>Provide a brief description for each category, if applicable:</i>			
	• 0401 - Purchase of Equipment:			\$ -
	• 0402 - Equipment Rent/Lease:			\$ -
	• 0403 - Equipment Maintenance:			\$ -
FACILITIES	<i>Provide a brief description for each category, if applicable:</i>			
	• 0451 - Rent/Lease Building:			\$ 6,602
	• 0452 - Facilities Maintenance:			\$ -
	• 0453 - Utilities:			\$ -
TRAVEL	<i>Provide a brief description for each category, if applicable:</i>			
	• 0501 - Staff Mileage:			\$ 3,456
	• 0502 - Staff Travel (Out of County):			\$ 4,200
	• 0503 - Staff Training/Registration:			\$ 1,920
	• 0504 - Transportation:			\$ -
PROGRAM SUPPLIES	<i>Provide a brief description for each category, if applicable:</i>			
	• 0551 - Program Supplies - Client Incentives:			\$ -
	• 0552 - Program Supplies - Curriculum:			\$ -
	• 0553 - Program Supplies - Food:			\$ -
CONSULTANCY	<i>Provide a brief description for each category, if applicable:</i>			
	• 0601 - Consultant Services			\$ -
	• 0602 - Contracted Services:			\$ 4,000
FISCAL AND AUDITS	<i>Provide a brief description for each category, if applicable:</i>			
	• 0651 - Accounting/Bookkeeping:			\$ -
	• 0652 - External Audit:			\$ -

OTHER COSTS	<p>Provide a brief description for each category, if applicable:</p> <ul style="list-style-type: none"> <li>• 0701 - Indirect Costs:</li> <li>• 0702 - Licenses/Taxes:</li> <li>• 0703 - County Administration Fee:</li> <li>• 0749-Other Costs:</li> </ul>	\$ 11,586
REVENUE/MATCH	<p>Identify all anticipated funding sources and distinguish whether the revenue offsets expenditures for the existing/proposed program:</p> <ul style="list-style-type: none"> <li>• 3120 - Drug Medi-Cal: Mental Health Medi-Cal:</li> <li>• 3130 - State Grant:</li> <li>• 3140 - Private Donations:</li> <li>• 3150 - Client Fees:</li> </ul>	\$ - \$ - \$ - \$ - \$ - \$ -
ONE TIME ADVANCE	<p>Used for startup costs and is available upon request with a detailed justification. The amount cannot exceed 1/12th of the total cost proposal for this section.</p>	N/A

**REVISED EXHIBIT B**  
**SUBSTANCE ABUSE PREVENTION EVALUATOR**  
**Substance Use Disorder (SUD)**  
**Projected Budget - Fiscal Year 2019-20**

**Provider Name:**  
**Program Name:**  
**Approved by:**

**No. of Budgeted FTEs - Admin:** 0.01  
**No. of Budgeted FTEs - Direct:** 0.69

**LPC Consulting Associates, Inc.**  
**2020 Strategic Prevention Plan**

**Mailing Address:** 1451 River Park Drive, Suite 100  
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michele@lpc-associates.com

Budget Categories Line Item Description (Must be Itemized)	Annual Salary	% of FTE dedicated to this program	% Time dedicated to services		Proposed Program Budget		
			Admin.	Direct	Admin.	Direct	Total Proposed Budget
<b>PERSONNEL/SALARIES</b>							
0101 Research Director	\$ 162,240	1%	100%		\$ 1,622	\$ -	\$ 1,622
0102 Senior Associate	\$ 116,985	20%		100%	\$ -	\$ 23,397	\$ 23,397
0103 Senior Associate	\$ 95,181	20%		100%	\$ -	\$ 19,036	\$ 19,036
0104 Data Systems Manager	\$ 104,050	5%		100%	\$ -	\$ 5,203	\$ 5,203
0105 Research Assistant	\$ 51,484	12%		100%	\$ -	\$ 6,178	\$ 6,178
0106 Research Assistant	\$ 43,264	12%		100%	\$ -	\$ 5,192	\$ 5,192
0107					\$ -	\$ -	\$ -
0108					\$ -	\$ -	\$ -
0109					\$ -	\$ -	\$ -
0110					\$ -	\$ -	\$ -
0111					\$ -	\$ -	\$ -
0112					\$ -	\$ -	\$ -
<b>SALARIES TOTAL</b>					<b>\$ 1,622</b>	<b>\$ 59,006</b>	<b>\$ 60,628</b>
<b>PAYROLL TAXES</b>							
0151 F.I.C.A. Social Security and Medicare	SS 6.2 % rate applied to \$127.2k of gross earnings per employee		<b>Rate</b>	3%	97%	100%	
0152 Federal Unemployment (FUTA)	Rate applied to only first \$7k of gross earnings per employee		0.40%	124	4,514	4,638	
0153 State Employment Training Tax (ETT)	Rate applied to only first \$7k of gross earnings per employee		0.10%	6	236	243	
0154 State Unemployment Insurance (UI)	Rate applied to only first \$7k of gross earnings per employee		2.90%	2	59	61	
0155 Workers' Compensation Insurance			5.00%	47	1,711	1,758	
<b>PAYROLL TAXES TOTAL</b>				<b>\$ 260</b>	<b>\$ 9,470</b>	<b>\$ 9,731</b>	
<b>EMPLOYEE BENEFITS</b>							
0201 Health Insurance			<b>Rate</b>	2.68%	97.32%	100%	
0202 Life Insurance			14.00%	227	8,261	8,488	
0203 Retirement			1.00%	16	590	606	
0204 Benefits Other - Specify			2.50%	41	1,475	1,516	
<b>EMPLOYEE BENEFITS TOTAL</b>				<b>2</b>	<b>59</b>	<b>61</b>	
<b>TAXES &amp; BENEFITS TOTAL</b>				<b>286</b>	<b>10,385</b>	<b>10,671</b>	
<b>TOTAL PERCENT OF BENEFITS TO SALARIES</b>						<b>33.65%</b>	

## Services and Supplies

<b>INSURANCE</b>							
0252 Liability Insurance						\$ -	
0253 Insurance Other-Specify						\$ -	
<b>INSURANCE TOTAL</b>							
<b>COMMUNICATIONS</b>							
0301 Telecommunications/data lines						\$ -	
0302 Answering Service						\$ -	
<b>COMMUNICATIONS TOTAL</b>							
<b>OFFICE EXPENSE</b>							
0351 Office Supplies						\$ -	
0352 Soc Rec., Workbooks						\$ -	
0353 Printing/Reproduction						\$ -	
0354 Publications						\$ -	
0355 Legal Notices/Advertising						\$ -	
<b>OFFICE EXPENSE TOTAL</b>						<b>\$ -</b>	
<b>EQUIPMENT</b>							
0401 Purchase of Equipment (Computers/Furniture)						\$ -	
0402 Equipment Rent/Lease (Copy Machines)						\$ -	
0403 Equipment Maintenance						\$ -	
<b>EQUIPMENT TOTAL</b>						<b>\$ -</b>	
<b>FACILITIES</b>							
0451 Rent/Lease Building						\$ 6,063	
0452 Facilities Maintenance						\$ -	
0453 Utilities						\$ -	
<b>FACILITIES TOTAL</b>						<b>\$ 6,063</b>	
<b>TRAVEL COSTS</b>							
0501 Staff Mileage						3,456	
0502 Staff Travel (Out of County)						\$ 4,200	
0503 Staff Training/Registration						\$ 1,920	

0504	Transportation		
<b>TRAVEL COSTS TOTAL</b>		\$	9,576
<b>PROGRAM SUPPLIES</b>			
0551	Program Supplies-Client Incentives	\$	-
0552	Program Supplies-Curriculum	\$	-
0553	Program Supplies-Food	\$	-
<b>PROGRAM SUPPLIES TOTAL</b>		\$	-
<b>CONSULTANCY</b>			
0601	Consultant Services (Interpretive Services)	\$	-
0602	Contracted Services (Recruitment)	\$	-
<b>CONSULTANCY TOTAL</b>		\$	-
<b>FISCAL AND AUDITS</b>			
0651	Accounting/Bookkeeping (IT Support)	\$	-
0652	External Audit	\$	-
<b>FISCAL AND AUDITS TOTAL</b>		\$	-
<b>OTHER COSTS</b>			
0701	Indirect Costs	\$	8,332
0702	Licenses/Taxes	\$	-
0703	County Administration Fee	\$	-
0749	Other Business Services	\$	-
<b>OTHER COSTS TOTAL</b>		\$	8,332
<b>ONE TIME ADVANCE - Start Up Costs</b>		\$	-
<b>TOTAL PROGRAM EXPENDITURES</b>		\$	105,000
<b>REVENUE/MATCH</b>			
3120	Drug Medi-Cal	\$	-
3130	State Grant	\$	-
3140	Private Donations	\$	-
3150	Client Fees	\$	-
3160	Insurance	\$	-
<b>REVENUE/MATCH TOTAL</b>		\$	-
<b>NET PROGRAM BUDGET</b>		\$	105,000

**REVISED EXHIBIT B**  
**SUBSTANCE ABUSE PREVENTION EVALUATOR**  
**Substance Use Disorder (SUD)**  
**Projected Budget - Fiscal Year 2019-20**

Provider Name:

LPC Consulting Associates, Inc.

Amount: FY 19-20

PERSONNEL/ SALARIES	Annual Salary and FTE Equivalence as in Budget.			
	Budget Categories-Line Item Description Descriptions	Positions	Annual Salary for this Program	% of FTE dedicated to this program
Research Director		\$ 162,240	1.00%	
Senior Associate		\$ 116,985.44	20.00%	
Senior Associate		\$ 95,180.80	20.00%	
Data Systems Manager		\$ 104,049.92	5.00%	
Research Assistant		\$ 51,484.16	12.00%	
Research Assistant		\$ 43,264.00	12.00%	
PERSONNEL SALARIES TOTAL				\$ 60,627.93
PAYROLL TAXES TOTAL				\$ 9,730.79
EMPLOYEE BENEFITS TOTAL				\$ 10,670.52
INSURANCE	<i>List the provider and expiration date for the following insurance categories, if applicable:</i>			
	<ul style="list-style-type: none"> <li>• 0252 - Liability Insurance:</li> <li>• 0253 - Insurance Other:</li> </ul>			
COMMUNICATIONS	<i>Provide a brief description for each category, if applicable:</i>			
	<ul style="list-style-type: none"> <li>• 0301 - Telecommunications/data lines:</li> <li>• 0302 - Answering Service:</li> </ul>			
OFFICE EXPENSE	<i>Provide a brief description for each category, if applicable:</i>			
	<ul style="list-style-type: none"> <li>• 0351-Office Supplies:</li> <li>• 0352 - Social/Rec, Workbooks:</li> <li>• 0353-Printing/Reproduction:</li> <li>• 0354 - Publications:</li> <li>• 0355 - Legal Notices/Advertising:</li> </ul>			
EQUIPMENT	<i>Provide a brief description for each category, if applicable:</i>			
	<ul style="list-style-type: none"> <li>• 0401 - Purchase of Equipment:</li> <li>• 0402 - Equipment Rent/Lease:</li> <li>• 0403 - Equipment Maintenance:</li> </ul>			
FACILITIES	<i>Provide a brief description for each category, if applicable:</i>			
	<ul style="list-style-type: none"> <li>• 0451 - Rent/Lease Building:</li> <li>• 0452 - Facilities Maintenance:</li> <li>• 0453 - Utilities:</li> </ul>			
TRAVEL	<i>Provide a brief description for each category, if applicable:</i>			
	<ul style="list-style-type: none"> <li>• 0501 - Staff Mileage:</li> <li>• 0502 - Staff Travel (Out of County):</li> <li>• 0503 - Staff Training/Registration:</li> <li>• 0504 - Transportation:</li> </ul>			
PROGRAM SUPPLIES	<i>Provide a brief description for each category, if applicable:</i>			
	<ul style="list-style-type: none"> <li>• 0551 - Program Supplies - Client Incentives:</li> <li>• 0552 - Program Supplies - Curriculum:</li> <li>• 0553 - Program Supplies - Food:</li> </ul>			
CONSULTANCY	<i>Provide a brief description for each category, if applicable:</i>			
	<ul style="list-style-type: none"> <li>• 0601 - Consultant Services</li> <li>• 0602 - Contracted Services:</li> </ul>			
FISCAL AND AUDITS	<i>Provide a brief description for each category, if applicable:</i>			
	<ul style="list-style-type: none"> <li>• 0651 - Accounting/Bookkeeping:</li> <li>• 0652 - External Audit:</li> </ul>			

OTHER COSTS	<p>Provide a brief description for each category, if applicable:</p> <ul style="list-style-type: none"> <li>• 0701 - Indirect Costs:</li> <li>• 0702 - Licenses/Taxes:</li> <li>• 0703 - County Administration Fee:</li> <li>• 0749-Other Costs:</li> </ul>	\$ 8,331.96
REVENUE/MATCH	<p>Identify all anticipated funding sources and distinguish whether the revenue offsets expenditures for the existing/proposed program:</p> <ul style="list-style-type: none"> <li>• 3120 - Drug Medi-Cal:     Mental Health Medi-Cal:</li> <li>• 3130 - State Grant:</li> <li>• 3140 - Private Donations:</li> <li>• 3150 - Client Fees:</li> </ul>	\$ - \$ - \$ - \$ - \$ -
ONE TIME ADVANCE	<p>Used for startup costs and is available upon request with a detailed justification. The amount cannot exceed 1/12th of the total cost proposal for this section.</p>	N/A

**REVISED EXHIBIT B**  
**SUBSTANCE ABUSE PREVENTION EVALUATOR**  
**Substance Use Disorder (SUD)**  
**Projected Budget - Fiscal Year 2020-21 (For the months of July - Dec. 2020 only)**

**Provider Name:** LPC Consulting Associates, Inc.  
**Program Name:** 2020 Strategic Prevention Plan  
**Approved by:** \_\_\_\_\_

**No. of Budgeted FTEs - Admin:** 0.01  
**No. of Budgeted FTEs - Direct:** 0.26

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**Fax Number:** 916-448-1056  
**E-mail Address:** lynne@lpc-associates.com  
michele@lpc-associates.com

Budget Categories Line Item Description (Must be Itemized)	Annual Salary	% of FTE dedicated to this program	% Time dedicated to services		Proposed Program Budget							
			Admin.	Direct	Admin.	Direct	Total Proposed Budget					
<b>PERSONNEL/SALARIES</b>												
0101 Research Director	\$ 168,730	1%	100%		\$ 1,687	\$ -	\$ 1,687					
0102 Senior Associate	\$ 121,665	5%		100%	\$ -	\$ 6,083	\$ 6,083					
0103 Senior Associate	\$ 98,988	10%		100%	\$ -	\$ 9,899	\$ 9,899					
0104 Data Systems Manager	\$ 108,212	1%		100%	\$ -	\$ 1,082	\$ 1,082					
0105 Research Assistant	\$ 53,544	5%		100%	\$ -	\$ 2,677	\$ 2,677					
0106 Research Assistant	\$ 44,995	5%		100%	\$ -	\$ 2,250	\$ 2,250					
0107					\$ -	\$ -	\$ -					
0108					\$ -	\$ -	\$ -					
0109					\$ -	\$ -	\$ -					
0110					\$ -	\$ -	\$ -					
0111					\$ -	\$ -	\$ -					
0112					\$ -	\$ -	\$ -					
<b>SALARIES TOTAL</b>					<b>\$ 1,687</b>	<b>\$ 21,991</b>	<b>\$ 23,678</b>					
<b>PAYROLL TAXES</b>												
0151 F.I.C.A. Social Security and Medicare	SS 6.2 % rate applied to \$127.2k of gross earnings per employee		<b>Rate</b>	<b>7%</b>	<b>93%</b>	<b>100%</b>	<b>\$ 1,811</b>					
0152 Federal Unemployment (FUTA)	Rate applied to only first \$7k of gross earnings per employee											
0153 State Employment Training Tax (ETT)	Rate applied to only first \$7k of gross earnings per employee											
0154 State Unemployment Insurance (UI)	Rate applied to only first \$7k of gross earnings per employee											
0155 Workers' Compensation Insurance												
<b>PAYROLL TAXES TOTAL</b>					<b>\$ 271</b>	<b>\$ 3,530</b>	<b>\$ 3,800</b>					
<b>EMPLOYEE BENEFITS</b>												
0201 Health Insurance			<b>Rate</b>	<b>7.13%</b>	<b>92.87%</b>	<b>100%</b>	<b>\$ 3,315</b>					
0202 Life Insurance												
0203 Retirement												
0204 Benefits Other - Specify												
<b>EMPLOYEE BENEFITS TOTAL</b>					<b>\$ 297</b>	<b>\$ 3,871</b>	<b>\$ 4,167</b>					
<b>TAXES &amp; BENEFITS TOTAL</b>							<b>\$ 7,968</b>					
<b>TOTAL PERCENT OF BENEFITS TO SALARIES</b>							<b>33.65%</b>					

## Services and Supplies

<b>INSURANCE</b>							
0252 Liability Insurance						\$ -	
0253 Insurance Other-Specify						\$ -	
<b>INSURANCE TOTAL</b>							
<b>COMMUNICATIONS</b>							
0301 Telecommunications/data lines						\$ -	
0302 Answering Service						\$ -	
<b>COMMUNICATIONS TOTAL</b>							
<b>OFFICE EXPENSE</b>							
0351 Office Supplies						\$ -	
0352 Soc Rec., Workbooks						\$ -	
0353 Printing/Reproduction						\$ -	
0354 Publications						\$ -	
0355 Legal Notices/Advertising						\$ -	
<b>OFFICE EXPENSE TOTAL</b>						<b>\$ -</b>	
<b>EQUIPMENT</b>							
0401 Purchase of Equipment (Computers/Furniture)						\$ -	
0402 Equipment Rent/Lease (Copy Machines)						\$ -	
0403 Equipment Maintenance						\$ -	
<b>EQUIPMENT TOTAL</b>						<b>\$ -</b>	
<b>FACILITIES</b>							
0451 Rent/Lease Building						\$ 2,421	
0452 Facilities Maintenance						\$ -	
0453 Utilities						\$ -	
<b>FACILITIES TOTAL</b>						<b>\$ 2,421</b>	
<b>TRAVEL COSTS</b>							
0501 Staff Mileage						\$ 1,500	
0502 Staff Travel (Out of County)						\$ 1,000	
0503 Staff Training/Registration							

0504	Transportation	\$ -
<b>TRAVEL COSTS TOTAL</b>		\$ 2,500
<b>PROGRAM SUPPLIES</b>		
0551	Program Supplies-Client Incentives	\$ -
0552	Program Supplies-Curriculum	\$ -
0553	Program Supplies-Food	\$ -
<b>PROGRAM SUPPLIES TOTAL</b>		\$ -
<b>CONSULTANCY</b>		
0601	Consultant Services (Interpretive Services)	\$ -
0602	Contracted Services (Recruitment)	\$ -
<b>CONSULTANCY TOTAL</b>		\$ -
<b>FISCAL AND AUDITS</b>		
0651	Accounting/Bookkeeping (IT Support)	\$ -
0652	External Audit	\$ -
<b>FISCAL AND AUDITS TOTAL</b>		\$ -
<b>OTHER COSTS</b>		
0701	Indirect Costs	\$ 3,432
0702	Licenses/Taxes	\$ -
0703	County Administration Fee	\$ -
0749	Other Business Services	\$ -
<b>OTHER COSTS TOTAL</b>		\$ 3,432
<b>ONE TIME ADVANCE - Start Up Costs</b>		\$ -
<b>TOTAL PROGRAM EXPENDITURES</b>		\$ 40,000
<b>REVENUE/MATCH</b>		
3120	Drug Medi-Cal	\$ -
3130	State Grant	\$ -
3140	Private Donations	\$ -
3150	Client Fees	\$ -
3160	Insurance	\$ -
<b>REVENUE/MATCH TOTAL</b>		\$ -
<b>NET PROGRAM BUDGET</b>		\$ 40,000

**REVISED EXHIBIT B**  
**SUBSTANCE ABUSE PREVENTION EVALUATOR**  
**Substance Use Disorder (SUD)**  
**Projected Budget - Fiscal Year 2020-21 (For the months of July - Dec. 2020 only)**

Provider Name:	LPC Consulting Associates, Inc.			Amount: FY 20-21
<b>PERSONNEL/ SALARIES</b>	<b>Annual Salary and FTE Equivalence as in Budget.</b>			
	<b>Budget Categories-Line Item Description</b>	<b>Positions</b>	<b>Annual Salary for this Program</b>	<b>% of FTE dedicated to this program</b>
	Descriptions			
	Research Director	\$	168,730	1.00%
	Senior Associate	\$	121,665	5.00%
	Senior Associate	\$	98,988	10.00%
	Data Systems Manager	\$	108,212	1.00%
	Research Assistant	\$	53,544	5.00%
	Research Assistant	\$	44,995	5.00%
PERSONNEL SALARIES TOTAL				\$ 23,678
PAYROLL TAXES TOTAL				\$ 3,800
EMPLOYEE BENEFITS TOTAL				\$ 4,167
INSURANCE	<i>List the provider and expiration date for the following insurance categories, if applicable:</i>			
	<ul style="list-style-type: none"> <li>• 0252 - Liability Insurance:</li> <li>• 0253 - Insurance Other:</li> </ul>			
COMMUNICATIONS	<i>Provide a brief description for each category, if applicable:</i>			
	<ul style="list-style-type: none"> <li>• 0301 - Telecommunications/data lines:</li> <li>• 0302 - Answering Service:</li> </ul>			
OFFICE EXPENSE	<i>Provide a brief description for each category, if applicable:</i>			
	<ul style="list-style-type: none"> <li>• 0351-Office Supplies:</li> <li>• 0352 - Social/Rec, Workbooks:</li> <li>• 0353-Printing/Reproduction:</li> <li>• 0354 - Publications:</li> <li>• 0355 - Legal Notices/Advertising:</li> </ul>			
EQUIPMENT	<i>Provide a brief description for each category, if applicable:</i>			
	<ul style="list-style-type: none"> <li>• 0401 - Purchase of Equipment:</li> <li>• 0402 - Equipment Rent/Lease:</li> <li>• 0403 - Equipment Maintenance:</li> </ul>			
FACILITIES	<i>Provide a brief description for each category, if applicable:</i>			
	<ul style="list-style-type: none"> <li>• 0451 - Rent/Lease Building:</li> <li>• 0452 - Facilities Maintenance:</li> <li>• 0453 - Utilities:</li> </ul>			
TRAVEL	<i>Provide a brief description for each category, if applicable:</i>			
	<ul style="list-style-type: none"> <li>• 0501 - Staff Mileage:</li> <li>• 0502 - Staff Travel (Out of County):</li> <li>• 0503 - Staff Training/Registration:</li> <li>• 0504 - Transportation:</li> </ul>			
PROGRAM SUPPLIES	<i>Provide a brief description for each category, if applicable:</i>			
	<ul style="list-style-type: none"> <li>• 0551 - Program Supplies - Client Incentives:</li> <li>• 0552 - Program Supplies - Curriculum:</li> <li>• 0553 - Program Supplies - Food:</li> </ul>			
CONSULTANCY	<i>Provide a brief description for each category, if applicable:</i>			
	<ul style="list-style-type: none"> <li>• 0601 - Consultant Services</li> <li>• 0602 - Contracted Services:</li> </ul>			
FISCAL AND AUDITS	<i>Provide a brief description for each category, if applicable:</i>			
	<ul style="list-style-type: none"> <li>• 0651 - Accounting/Bookkeeping:</li> <li>• 0652 - External Audit:</li> </ul>			

OTHER COSTS	<p>Provide a brief description for each category, if applicable:</p> <ul style="list-style-type: none"> <li>• 0701 - Indirect Costs:</li> <li>• 0702 - Licenses/Taxes:</li> <li>• 0703 - County Administration Fee:</li> <li>• 0749-Other Costs:</li> </ul>	\$ 3,432
REVENUE/MATCH	<p>Identify all anticipated funding sources and distinguish whether the revenue offsets expenditures for the existing/proposed program:</p> <ul style="list-style-type: none"> <li>• 3120 - Drug Medi-Cal:     Mental Health Medi-Cal:</li> <li>• 3130 - State Grant:</li> <li>• 3140 - Private Donations:</li> <li>• 3150 - Client Fees:</li> </ul>	\$ - \$ - \$ - \$ - \$ -
ONE TIME ADVANCE	<p>Used for startup costs and is available upon request with a detailed justification. The amount cannot exceed 1/12th of the total cost proposal for this section.</p>	N/A

**SUBSTANCE ABUSE PREVENTION AND TREATMENT (SAPT)**  
**PREVENTION SPECIFIC REQUIREMENTS**

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**1. FEDERAL CERTIFICATIONS**

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY**  
**AND VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS**

A. DBH and CONTRACTOR recognize that Federal assistance funds will be used under the terms of this Agreement. For purposes of this section, DBH will be referred to as the "prospective recipient".

B. This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

1) The prospective recipient of Federal assistance funds certifies by entering this Agreement, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

2) The prospective recipient of funds agrees by entering into this Agreement, that it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Federal department or agency with which this transaction originated.

3) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this Agreement.

4) The CONTRACTOR shall provide immediate written notice to DBH if at any time CONTRACTOR learns that its certification in this clause of this Agreement was erroneous when submitted or has become erroneous by reason of changed circumstances.

5) The prospective recipient further agrees that by entering into this Agreement, it will include a clause identical to this clause of this Agreement, and titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions", in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

6) The certification in this clause of this Agreement is a material representation of fact upon which reliance was placed by COUNTY when this transaction was entered into.

C. CONTRACTOR shall not employ or subcontract with any party listed in the government wide exclusions in the System for Award Management (SAM) in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp. p. 189) and 12689 (3 CFR part 1989., p. 235), "Debarment and Suspension." SAM exclusions contain the names of parties debarred, suspended, or otherwise excluded by agencies, as well as

parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. If CONTRACTOR employs or subcontracts an excluded party, DHCS has the right to withhold payments, disallow costs, or issue a CAP, as appropriate, pursuant to HSC Code 11817.8(h).

**2. CULTURALLY COMPETENT SERVICES (INTERGOVERNMENTAL AGREEMENT P.72 AND 76)**

CONTRACTOR shall ensure equal access to quality care by diverse populations by adopting the federal Office of Minority Health Culturally and Linguistically Appropriate Service (CLAS) national standards and complying with 42 CFR 438.206(c)(2). CONTRACTOR shall promote the delivery of services in a culturally competent manner to all beneficiaries, including those with limited English proficiency and diverse cultural and ethnic backgrounds, disabilities, and regardless of gender, sexual orientation or gender identity.

**3. ADA CONSIDERATIONS (INTERGOVERNMENTAL AGREEMENT P.20)**

CONTRACTOR shall ensure that physical access, reasonable accommodations, and accessible equipment for Medicaid beneficiaries with physical or mental disabilities are provided to all beneficiaries.

**4. ADDITIONAL CONTRACT RESTRICTIONS (SAPT Agreement, Part II)**

This Contract is subject to any additional restrictions, limitations, or conditions enacted by the Congress, or any statute enacted by the Congress, as well as federal or state governments which may affect the provisions, terms, or funding of this Contract in any manner.

**5. HATCH ACT (INTERGOVERNMENTAL AGREEMENT P.69)**

CONTRACTOR shall comply with the provisions of the Hatch Act (Title 5 USC, Sections 1501-1508), which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds.

**6. LIMITATION ON USE OF FUNDS FOR PROMOTION OF LEGALIZATION OF CONTROLLED SUBSTANCES (INTERGOVERNMENTAL AGREEMENT P.69)**

CONTRACTOR shall ensure that none of the funds made available through this Agreement with COUNTY may be used for any activity that promotes the legalization of any drug or other substance included in Schedule I of Section 202 of the Controlled Substances Act (21 USC 812).

**7. NONDISCRIMINATION AND INSTITUTIONAL SAFEGUARDS FOR RELIGIOUS CONTRACTORS (SAPT agreement, Part II)**

CONTRACTOR shall establish such processes and procedures as necessary to comply with the provisions of Title 42, USC, Section 300x-65 and Title 42, CFR, Part 54 to prohibit discrimination against nongovernmental organizations and certain individuals on the basis of religion in the distribution of government funds to provide substance abuse services and to allow the organizations to accept the funds to provide the services to the individuals without impairing the religious character of the organizations or the religious freedom of the individuals.

**8. BYRD ANTI-LOBBYING AMENDMENT (SAPT Agreement Part II)**

CONTRACTOR certifies that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 USC 1352. CONTRACTOR shall also disclose to DHCS any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.

**9. NONDISCRIMINATION IN EMPLOYMENT AND SERVICES (INTERGOVERNMENTAL AGREEMENT P.72)**

CONTRACTOR certifies that under the laws of the United States and the State of California, incorporated into the State-County Intergovernmental Agreement, CONTRACTOR shall not unlawfully discriminate against any person.

**10. FEDERAL LAW REQUIREMENTS (INTERGOVERNMENTAL AGREEMENT P.73)**

CONTRACTORS shall comply with the following Federal law requirements:

A. Title VI of the Civil Rights Act of 1964, Section 2000d, as amended, prohibiting discrimination based on race, color, or national origin in federally funded programs.

B. Title VIII of the Civil Rights Act of 1968 (42 USC 3601 et seq.) prohibiting discrimination on the basis of race, color, religion, sex, handicap, familial status or national origin in the sale or rental of housing.

C. Age Discrimination Act of 1975 (45 CFR Part 90), as amended (42 USC Sections 6101 – 6107), which prohibits discrimination on the basis of age.

D. Age Discrimination in Employment Act (29 CFR Part 1625).

E. Title I of the Americans with Disabilities Act (29 CFR Part 1630) prohibiting discrimination against the disabled in employment.

F. Americans with Disabilities Act (28 CFR Part 35) prohibiting discrimination against the disabled by public entities.

G. Title III of the Americans with Disabilities Act (28 CFR Part 36) regarding access.

H. Rehabilitation Act of 1973, as amended (29 USC Section 794), prohibiting discrimination on the basis of individuals with disabilities.

I. Executive Order 11246 (42 USC 2000(e) et seq. and 41 CFR Part 60) regarding nondiscrimination in employment under federal contracts and construction contracts greater than \$10,000 funded by federal financial assistance.

J. Executive Order 13166 (67 FR 41455) to improve access to federal services for those with limited English proficiency.

K. The Drug Abuse Office and Treatment Act of 1972, as amended, relating to nondiscrimination on the basis of drug abuse.

L. 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.

M. **HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) OF 1996**

If any of the work performed under this Agreement is subject to the HIPAA, CONTRACTOR shall perform the work in compliance with all applicable provisions of HIPAA. As identified in Exhibit F of the State County Intergovernmental Agreement, DHCS, COUNTY and CONTRACTOR shall cooperate to assure mutual agreement as to those transactions between them, to which this Provision applies. Refer to Exhibit F for additional information.

1) **Trading Partner Requirements**

- a. No Changes: CONTRACTOR hereby agrees that for the personal health information (PHI), it shall not change any definition, data condition or use of a data element or segment as proscribed in the federal Health and Human Services Transaction Standard Regulation [45 CFR Part 162.915(a)].
- b. No Additions: CONTRACTOR hereby agrees that for PHI, it shall not add any data elements or segments to the maximum data set as proscribed in the HHS Transaction Standard Regulation [45CFR Part 162.915 (b)].
- c. No Unauthorized Uses: CONTRACTOR hereby agrees that for PHI, it shall not use any code or data elements that are marked 'not used' in the in the HHS Transactions Implementation specification or are not in the HHS Transaction Standard's implementation specification [45CFR Part 162.915 (c)].
- d. No Changes to Meaning or Intent: CONTRACTOR hereby agrees that for PHI, it shall not change the meaning or intent of the HHS Transaction Standard's implementation specification [45CFR Part 162.915 (d)].

2) **Concurrence for Test Modifications to HHS Transaction Standards**

CONTRACTOR agrees and understands that there exists the possibility that DHCS or others may request an extension from the uses of a standard in the HHS Transaction Standards. If this occurs, CONTRACTOR agrees that it shall participate in such test modifications.

3) **Adequate Testing**

CONTRACTOR is responsible to adequately test all business rules appropriate to their types and specialties. If the CONTRACTOR is acting as a clearinghouse for enrolled providers, CONTRACTOR has obligations to adequately test all business rules appropriate to each and every provider type and specialty for which they provide clearinghouse services.

4) **Deficiencies**

The CONTRACTOR agrees to cure transactions errors or deficiencies identified by DHCS, and transactions errors or deficiencies identified by an enrolled CONTRACTOR if the COUNTY is acting as a clearinghouse for that CONTRACTOR. If the CONTRACTOR is a clearinghouse, the CONTRACTOR agrees to properly communicate deficiencies and other pertinent information regarding electronic transactions to enrolled CONTRACTORS for which they provide clearinghouse services.

5) Code Set Retention

Both Parties understand and agree to keep open code sets being processed or used in this Agreement for a least the current billing period or any appeal period, whichever is longer.

6) Data Transmission Log

Both Parties shall establish and maintain a Data Transmission Log, which shall record any and all data transmissions taking place between the Parties during the term of this Agreement. Each Party shall take necessary and reasonable steps to ensure that such Data Transmission Logs constitute a current, accurate, complete and unaltered record of any and all Data Transmissions between the Parties, and shall be retained by each Party for no less than twenty-four (24) months following the date of the Data Transmission. The Data Transmission Log may be maintained on computer media or other suitable means provided that, if necessary to do so, the information contained in the Data Transmission Log may be retrieved in a timely manner and presented in readable form.

**11. STATE LAW REQUIREMENTS (INTERGOVERNMENTAL AGREEMENT P.73)**

CONTRACTOR shall comply with the following State law requirements:

- A. Fair Employment and Housing Act (Government Code Section 12900 et seq.) and the applicable regulations promulgated thereunder (California Administrative Code, Title 2, Section 7285.0 et seq.).
- B. Title 2, Division 3, Article 9.5 of the Government Code, commencing with Section 11135.
- C. Title 9, Division 4, Chapter 8, commencing with Section 10800.
- D. No state or Federal funds shall be used by COUNTY, or CONTRACTOR, for sectarian worship, instruction, and/or proselytization. No state funds shall be used by CONTRACTOR, or CONTRACTOR, to provide direct, immediate, or substantial support to any religious activity.
- E. Noncompliance with the requirements of nondiscrimination in services shall constitute grounds for state to withhold payments under this Agreement or terminate all, or any type, of funding provided hereunder.

**12. INFORMATION ACCESS FOR INDIVIDUALS WITH LIMITED ENGLISH PROFICIENCY (SAPT IA P.16)**

CONTRACTOR shall comply with all applicable provisions of the Dymally-Alatorre Bilingual Services Act (Government Code sections 7290-7299.8) regarding access to

materials that explain services available to the public as well as providing language interpretation services.

CONTRACTOR shall comply with the applicable provisions of Section 1557 of the Affordable Care Act (45 CFR Part 92), including, but not limited to, 45 CFR 92.201, when providing access to:

- A. Materials explaining services available to the public,
- B. Language assistance,
- C. Language interpreter and translation services, and
- D. Video remote language interpreting services.

### **13. RISK ASSESSMENT**

CONTRACTOR shall comply with the sub-recipient pre-award risk assessment requirements contained in 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards. COUNTY, as the SABG first-tier sub-recipient, shall review the merit and risk associated with all potential grant second-tier sub-recipients (CONTRACTOR) annually prior to making an award. COUNTY shall perform and document annual subrecipient pre-award risk assessments for each CONTRACTOR and retain documentation for audit purposes.

### **14. CONTROL REQUIREMENTS**

Performance under this Agreement is subject to all applicable Federal and State laws, regulations and standards. In accepting the State drug and alcohol combined program allocation pursuant to California Health and Safety Code section 11757, CONTRACTOR shall establish written accounting procedures consistent with applicable Federal and State laws, regulations and standards, and shall be held accountable for audit exceptions taken by the State or COUNTY for failure to comply with these requirements. These requirements include, but may not be limited to, those set forth in this Agreement, and:

- A. HSC, Division 10.5, Part 2 commencing with Section 11760.
- B. Title 9, California Code of Regulations (CCR) (herein referred to as Title 9), Division 4, commencing with Section 9000.
- C. Government Code, Title 2, Division 4, Part 2, Chapter 2, Article 1.7.
- D. Government Code, Article 7, Federally Mandated Audits of Block Grant Funds Allocated to Local Agencies, Chapter 1, Part 1, Division 2, Title 5, commencing at Section 53130.
- E. Title 42 United State Code (USC), Sections 300x-21 through 300x-31, 300x-34, 300x-53, 300x-57, and 330x-64 through 66.
- F. Title 2, CFR 200 -The Uniform Administration Requirements, Cost Principles and Audit Requirements for Federal Awards.
- G. Title 45, Code of Federal Regulations (CFR), Sections 96.30 through 96.33 and Sections 96.120 through 96.137.
- H. Title 42, CFR, Sections 8.1 through 8.6.
- I. Confidentiality of Alcohol and Drug Abuse Patient Records (42 CFR Part 2, Subparts A - E).
- J. Title 21, CFR, Sections 1301.01 through 1301.93, Department of Justice, Controlled Substances.

- K. State Administrative Manual (SAM), Chapter 7200 (General Outline of Procedures).

**DRUG FREE WORKPLACE**

CONTRACTOR shall comply with the requirements of the Drug-Free Work Place Act of 1990 (California Government Code section 8350).