

**Exhibit A**

**SCOPE OF SERVICES**

County's Purchase Order #		County Resolution #	
Contract Name	Veteran Mentor Coordinator	Contract Date	January, 15, 2025
County's Project Managers	Deena Kuranda Tim McGavin	Contractor's Project Manager	Raymond W Johnson

This Scope of Services is for Contractors providing to the County certain Services pursuant to the above-referenced Contract and County Resolution. The undersigned agree this Independent Contractor project shall be conducted pursuant to the terms and conditions of the above-referenced Contract and by the following terms and conditions:

**1. DESCRIPTION OF INDIVIDUAL'S WORK:**

Contractor is responsible for developing a veteran peer mentor program within the established Veterans Court. Contractor will:

- Recruit, screen, select, train and supervise volunteer peer veteran mentors;
- Finalize peer mentor handbook and manual;
- Assess peer mentor strengths to effectively match with program participants;
- Be available to mentors to address crises and respond to critical situations involving mentees;
- Manage 501c(3) to raise funds for activities for program participants and plan and organize such activities;
- Provide oversight of all groups and services in which mentors participate;
- Coordinate and facilitate regularly scheduled meetings with veteran mentors to provide support and on-going training and coaching;
- Attend and participate as requested in weekly staffings, court calls and graduation ceremonies;
- Network with community-based agencies to further develop mentoring opportunities;
- Provide other services as mutually agreed upon.

**2. DELIVERABLES**

- On an on-going basis, recruit and train a sufficient number of mentors to meet programmatic needs;
- Facilitate monthly mentor meetings and provide minutes;
- Prepare and submit information on supplied forms for quarterly and twice-yearly grant reports with approximate due dates of January 30, April 30, July 30 and October 30, 2025;
- On a monthly basis, Contractor will submit written progress reports by the 15<sup>th</sup> of each month indicating:
  - Significant activities undertaken or significant situations addressed during the preceding month;
  - Status of mentor-mentee matches including search for prospective mentors;
  - 501c(3) funds expended;