

FUNDING OPPORTUNITY

Time-Limited PEI Community-Driven Grants

The Sacramento County Division of Behavioral Health Services (BHS), through its Mental Health Services Act (MHSA) Prevention and Early Intervention (PEI) component funding and in collaboration with California Mental Health Services Authority (CalMHSA), will award time-limited grants to build community capacity through PEI activities.

Time-Limited PEI Community Driven-Grants are intended to build community capacity that:

- 1) Addresses mental health needs and to promote mental health and wellbeing,
- 2) Increases awareness of mental health services and resources, and
- 3) Reduces the stigma associated with mental health and wellness through engagement of diverse communities.

Who is CalMHSA?

The California Mental Health Services Authority (CalMHSA) is a Joint Powers Authority, an independent administrative and fiscal government agency, focused on the efficient delivery of California mental health projects for its Members (including Sacramento County).

CalMHSA is the administrative manager for the grants. Awardees will submit their applications to CalMHSA and will receive funding based on eligibility and funds availability. Funds will be awarded to a wide variety of organizations and individuals with fiscal sponsors. Efforts will be given to ensure that grants are distributed equitably throughout Sacramento County.

The Grant Application announcement is on the CalMHSA and Sacramento County Department of Health Services websites. The complete Grant Application is available on the CalMHSA website. A subsequent informational webinar will be available on the CalMHSA website no later than Wednesday, January 29th.

For any questions regarding this grant opportunity, please email applications@calmhsa.org. An FAQ will be posted on the CalMHSA website based on the questions posed, and will be updated periodically based on questions received.

Background:

The Sacramento County Division of Behavioral Health Services (BHS) is a leader in efforts to ensure access to high-quality behavioral health services for all communities. BHS's vision is that County residents from diverse backgrounds across the life continuum have the opportunity to experience optimum mental health and wellness. To accomplish this vision, BHS seeks to engage communities through a time-limited community-driven grant process.

Through Sacramento County's Mental Health Services Act (MHSA) Steering Committee, there was community and stakeholder support for using one-time MHSA Prevention and Early Intervention (PEI) component funding for community capacity building through prevention activities. Community capacity building is a continuous process that promotes and builds upon knowledge, skills, and resources of the community to develop, implement, and sustain their own solutions that address a problem, need or opportunity.

The PEI component supports the design of activities and services that prevent mental illnesses from becoming severe and disabling, increase recognition of early signs of mental illness, and reduce stigma and discrimination reduction. PEI activities are intended to reduce the negative effect of untreated mental illness, such as: suicide, incarceration, homelessness, school failure or drop-out, removal of children and older adults from their homes, prolonged suffering, and unemployment. All PEI activities must include strategies that address the following objectives: create access and linkage to mental health treatment and other needed services, improve timely access to services for underserved populations, and reduce stigma and discrimination.

Grant Program:

Grants will be awarded to organizations and individuals with a fiscal agent who are eligible to apply, submit proposals within the grant timeline, and meet the selection criteria. Grant applications must describe a Sacramento County targeted audience or population and include methods, activities, and/or evidence based, community defined or promising practice(s) that build community capacity, promote mental health and wellbeing, and address one or more of the following negative effects of untreated mental illness: suicide, incarceration, homelessness, school failure or drop-out, removal of children and older adults from their homes, prolonged suffering, and unemployment. The methods, activities, and/or practices should be culturally and linguistically responsive, increase awareness of mental health and wellbeing, and reduce stigma and discrimination associated with mental health and help-seeking. Proposed grant activities must align with PEI regulations (outlined above in Background).

We understand that communities experience wellbeing and help-seeking in a wide variety of ways, and therefore will not prescribe types of activities. However, some examples of grant activities include community health fairs, community picnics, music and artistic/creative engagements, symposiums and trainings, outreach activities, implementing prevention screenings, leadership building groups, time-limited support groups, time-limited skills-building groups.

Who Is Eligible to Apply?

The following types of applicants are eligible:

- Non-profit agencies
- For-profit agencies
- Faith-based organizations
- Schools
- Individuals *(with a fiscal sponsor)* A fiscal sponsor is an organization willing to support an individual and to provide fiduciary oversight, fiscal management, and administrative services to help support the individual's project.
- Other entities dedicated to carrying out diverse community engagement efforts to build community capacity and promote strong community ties and civic engagement in the furtherance of individuals' wellbeing
- Applicants awarded for other Sacramento County funding opportunities are eligible to apply, subject to the requirements below.
- **These grants may not be used to duplicate existing funding. Additionally, an applicant who failed to complete Sacramento County and/or CalMHSA funded program/project deliverables or has a current unresolved plan of correction is not eligible to apply for this grant opportunity.**
- **Grants may not be used to fund the provision of ongoing treatment/direct services.**
- **Applications from organizations not in good standing with Sacramento County and/or CalMHSA will not be accepted.**
- **Applications listing fiscal sponsors not in good standing with Sacramento County and/or CalMHSA will not be accepted.**
- **Sacramento County Departments and Commissions are not eligible for these funds. Applications from cities within Sacramento County, and their respective departments or commissions, may not apply.**
- All Tiers 2, 3, 4 applicants MUST submit organizational insurance documentation.

ONLY ONE application per individual/organization is permitted. If multiple applications by an individual/organization is received then the first submission will be the only application considered. This does not apply to organizations that are fiscal sponsors for multiple individuals.

If you are uncertain about qualifying to apply, please contact us at applications@calmhsa.org.

Grant Selection Process and Criteria

Grant funds are available as described in the tiers below. Award amounts will vary depending on the scope of activities and community engagement/reach proposed in the application. Proposed project scope of work shall provide information that clearly describes and supports the grant amount requested.

All awards are based on available funding.

- Tier 1- \$2,500-\$9,999
- Tier 2- \$10,000- \$49,999
- Tier 3- \$50,000-\$99,999
- Tier 4- \$100,000- \$500,000

Selection Process:

All applications will be reviewed for eligibility and completeness. Grants will be awarded on a first come, first served basis, based on eligible and qualifying applications. ***Applications with missing documentation (i.e. unsigned application, missing documentation, etc.) will be deemed incomplete, but CalMHSa will provide these applicants with technical assistance to resubmit the application with the correct documentation.*** Following the initial eligibility review, a panel of stakeholders and peers will review applications against the criteria below and recommend those suitable for grant awards. Final approval will be determined by the Sacramento County BHS.

Selection Criteria:

- **Awards will be based on eligible and qualified, first come, first served submissions.**
- Clear description of the proposed project, including the Sacramento County based target audience/community and projected number of attendees/participants, project methods and activities (including evidence based, community defined, or promising practices), staff and/or volunteers to be involved and their expertise/experience.
- Outline steps and tasks to be completed, with timeframe, to implement proposed project.
- Demonstrate operational capacity to facilitate community capacity building, outreach and engagement efforts in reaching community leaders and/or community target audiences.
- Description of which of the negative effects of untreated mental illness will be addressed by the proposed project.
- Demonstrate ability to connect and engage with targeted audience/community and increase awareness of existing mental health resources and services, in a culturally and linguistically congruent manner.
- Demonstrate understanding of targeted audience/community values, beliefs, and effective strategies and methods that reduce mental health stigma and discrimination.
- Evidence that the applicant has the necessary capacity, skills, knowledge, community connections, and experience to accomplish the project.
- Demonstrate ability to promote activities through existing or new partnerships as well as local media outlets.
- Demonstrates the likelihood that the proposed project will benefit individuals with mental health conditions and improve their mental health and wellbeing.
- Proposed budget that is clear, complete, and validates the funding amount requested.
- Describe a sustainability plan utilizing non-Sacramento County BHS funding and/or how the proposed project will demonstrate sustained benefits in the community beyond the grant period.

- Demonstrate ability and describe strategies and methods for data collection, project evaluation and reporting. (see **Terms of Payment** – page 5).

Grant Timeframe

On January 27, 2020, the Grant Application announcement was posted on the CalMHSA and Sacramento County Department of Health Services websites. The complete Grant Application is available on the CalMHSA website. An informational webinar be posted on or before Wednesday, January 29, 2020 Frequently Asked Questions will be developed and posted following the informational webinar and will be updated as questions are presented.

Grant applications will be accepted on a rolling timeframe with the first cut-off at 5:00 pm on March 13, 2020. Applications received after March 13, 2020 will be considered based on available funding. Once funds have exhausted, applications will no longer be accepted.

Applications will be reviewed for eligibility and completeness by CalMHSA upon submittal, followed by full review and scoring by a stakeholder panel. Awardees will be contacted following the review and announced approximately six weeks post grant application submission. CalMHSA will post an updated list of awardees on the CalMHSA website.

Final reports on grant accomplishments will be due no later than the final date of the grant period.

Timeline

January 27, 2020	Grant application released
January 27, 2020	Informational Webinar for information on the Grant Program and application.
First cut off: March 13, 2020, 5pm PST	Email Applications to: applications@calmhsa.org or Mail to: CalMHSA 3043 Gold Canal Drive, Suite 200 Rancho Cordova, CA 95670
March 13 - April 3, 2020	Application review and scoring
April 20, 2020 - May 31, 2021	Tier 1 and Tier 2 Grant period
April 20, 2020 - May 31, 2022	Tier 3 and Tier 4 Grant period

Reporting Requirements and Payment Terms

Grantees will be required to report on grant activities throughout the grant period and submit a final report to CalMHSA at the conclusion of the grant period. Final grant payment will not be issued until final report is submitted.

The terms of each grant will include reporting throughout the grant period and a final report that details the following:

- 1) Organization name, activity title, date(s) occurred, and full address of activity location.
- 2) Description of Event and/or Activities.
- 3) Number and types of efforts to implement Community-Driven activities.
- 4) Approximate number of people reached through Community-Driven activities.
- 5) General demographic information of audience(s), to the extent applicable.
- 6) After the Community-Driven activities have concluded, grantees will collect (verbally, written, or electronically) responses and impact statements from target audience(s) using the below (or similar) questions:
 - *Are you more aware of mental health services and resources in your community?*
 - *Do you have a better understanding of mental health and wellbeing?*
 - *Are you more likely to tell a family member, friend, coworker, or neighbor about mental health services and resources?*
 - *Are you more likely to seek out mental health services and resources, as a result of receiving this information and/or participating in this activity?*
- 7) Methods through which Community-Driven activities were promoted throughout the community (e.g. news releases distribution of fliers, posters, email campaigns, social media posts, etc.)
- 8) Photos, materials, etc. that capture the Community-Driven activities, if applicable. **(Photos and social media posts require a signed media release)**
- 9) Media coverage both day-of, and pre/post promotion (if applicable).
- 10) Action taken on sustainability plan.
- 11) Final activity report detailing outcomes at the conclusion of Community-Driven activities that should include a summary of activities in entirety, how it was received by the community and whether the overall goals were achieved. Final Activity Report shall include status of sustainability plan.
- 12) Final budget report detailing actual expenditures for grant-funded activities. Adjustments to final payment will be made accordingly to align with actual expenditures (not to exceed grant award amount). Any grant funds used that were not spent at the end of the grant period must be returned to CalMHSA.

Payment:

- 1) Funding awards will be issued in two levels based on the application tier:
 - Tiers 1 and 2
 - 75% of total grant award will be issued upon approval of award and signed contract between awardee and CalMHSA.
 - 25% of total grant will be issued upon submission of final report and CalMHSA approval of report.
 - Tiers 3 and 4

- 50% of total grant award will be issued upon approval of award and signed contract between awardee and CalMHSA.
 - Remaining 50% will be made available to awardee based on completion of deliverables. The remaining 50% may be divided into several deliverables to ensure awardees have implemented their sustainability plan and have sustainable funding through project completion.
- 2) Payment will be issued to the address on current W-9.
 - 3) Initial payment will be issued within thirty (30) calendar days of notice of approval.
 - 4) Submittal of application and final report(s) does not guarantee final payment. Both the application and final report must be reviewed and approved prior to release of funds.

Awardee Selection(s):

Awardee selection will be based on the quality of the proposal/application and the ability demonstrated to create an environment that builds community capacity to improve community and/or individual mental health and wellbeing and addresses one or more of the seven negative effects of untreated mental illness. Awards are based on available funding. Please submit all inquiries regarding selections to applications@calmhsa.org.

ADDITIONAL IMPORTANT INFORMATION

Upon receiving a grant award notification, awardees will be required to execute a grant acknowledgement form provided by CalMHSA.

Failure to execute a grant acknowledgement form within 5 days of award notification may result in immediate forfeiture of grant award.



California Mental Health Services Authority
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Rancho Cordova, CA 95670
Office: 916.859.4800
Fax: 916.352.8380
www.calmhsa.org

Grant Application

Please answer the questions below in the order presented. Applications must be signed by an authorized individual and delivered **no later than March 13, 2020** (electronic signature is OK).

ALL applications must be submitted with a copy of your organization's , or the fiscal sponsor's, W-9 in order to be considered for award.

Applicant:

Fiscal Sponsor (if applicable):

Name on W-9 (if using Fiscal Sponsor):

Mailing Address:

City:

State:

Zip:

Contact Name:

Title:

Contact Phone:

Contact Email:

Requested Sacramento County MHSA PEI Community-Driven Grant Amount: \$ _____

Project Title: _____

Proposed Activity Date(s) or Time Frame:

Project Location: **Full Address including Zip Code and Supervisorial District (if known):** _____

Brief Description of Activity (2-3 sentences): _____

By signing this application, you commit to the following:

- 1) Implementing your Community-Driven project as described in your application.
- 2) Promoting Community-Driven activity throughout your area.
- 3) Completing reporting requirements in an accurate and timely manner.

Authorized Signature/Date: _____

Printed Name and Title: _____

In no more than five (5) pages, please answer the following questions:

- 1) Briefly describe your (individual or organizational) involvement in mental health and community capacity building activities. Who will be involved in designing and implementing the project? What makes you qualified and capable of doing this work?
- 2) Describe your target audience or community and location(s) that proposed activities will take place. For example, your audience description might include (as appropriate): age; cultural, ethnic, or racial affiliation; individuals experiencing or at-risk of homelessness; or other descriptors. How many people do you intend to engage through your proposed project? Please list all ZIP codes that will be targeted or included.
- 3) Describe your proposed Community-Driven project. What do you intend to do? Describe methods, activities and/or evidence-based, community-defined, or promising practice that will be implemented through the proposed project and why you selected this approach for the target audience or community.
- 4) What do you intend to achieve through your proposed project? Describe how your project intersects with one of the negative effects of untreated mental illness (suicide, incarceration, homelessness, school failure or drop-out, removal of children and older adults from their homes, prolonged suffering, and unemployment)? How will participants or the targeted audience benefit, and how will you measure your success?
- 5) Briefly describe why you want to undertake your proposed project. Why do you think that this would have value and improve the sense of mental health and wellbeing of individuals with some form of mental health challenge? Why do you believe this activity will bring in community members that are not already engaged in mental health and wellbeing projects, events, or service?
- 6) Identify any other organizations, business, or groups that you plan to work with (if applicable) and describe their role in the proposed project. How do you intend to promote the project to maximize success?
- 7) Describe your sustainability plan utilizing non-Sacramento County BHS funding and/or how the proposed project will demonstrate sustained benefits in the community beyond the grant period.
- 8) Budget (Not to be considered as part of the 5 page limit):

- A. Provide an itemized budget that illustrates how the total grant amount will be allocated for the planning and execution of the Community-Driven activities.
- B. Provide a brief budget narrative that explains the basis of your calculations in order to help us understand how you arrived at your amounts, including any relevant considerations that have bearing on these calculations. Please note that figures provided in the text of the proposal will be compared against the figures outlined in the budget, to ensure matching or in kind totals. If you have other fund sources for this project, please describe in the budget narrative.
(1 page double-spaced, max.)

Allowable costs include, but are not limited to:

- Travel stipends for individuals attending the activity (*amount not to exceed \$50.00 per individual*)
- Personnel costs or stipends for key individuals or community members promoting or working the proposed activity (*amount not to exceed \$100.00 per individual*)
- Food
- Venue costs
- Event or activity supplies
- Media and activity promotion
- Social and traditional media for the target audience(s) that increase awareness on mental health and wellbeing
- Printed and collateral materials

SEE NEXT PAGE FOR SAMPLE BUDGET FORM AND NARRATIVE

SAMPLE BUDGET FORM:

COSTS	TOTAL
A. PERSONNEL-ADMIN/SUPPORT STAFF	
1. Project Staff	
2. Administration/Support	
TOTAL PERSONNEL COSTS	
B. SERVICES AND SUPPLIES	
1. Production/reproduction of materials	
2. Office Supplies	
TOTAL SERVICES AND SUPPLIES	
C. EQUIPMENT	
1. Equipment	
TOTAL EQUIPMENT	
D. FACILITIES	
1. Facility Costs	
TOTAL FACILITIES	
E. OTHER COSTS	
1. Specify (e.g. Travel Stipends)	
2. Specify	
TOTAL OTHER COSTS	
GRAND TOTAL	

SAMPLE BUDGET NARRATIVE:

- A. PERSONNEL \$000.00
[Describe personnel costs, including number of people, positions, etc.]
- B. SERVICES AND SUPPLIES \$000.00
[Describe all services being provided and supplies being procured, such as printing costs, advertisements, meals, training, etc.]
- C. EQUIPMENT \$000.00
[Describe all equipment being procured and how intended to be used.]
- D. FACILITIES \$000.00
[Describe any facility costs necessary for execution of your activity.]
- E. OTHER COSTS \$000.00
[Describe any additional costs associated with the execution of your activity.]